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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle Projects Fundamentals.*

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Projects

  If you have never used Oracle Projects, we suggest you attend one or more of the Oracle Projects training classes available through Oracle University
- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the Oracle Applications User Guide. See Other Information Sources for more information about Oracle Applications product information.

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

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Structure

1 Overview of Oracle Projects

This chapter provides a brief overview of the Oracle Projects group of applications, including Oracle Project Costing, Oracle Project Billing, Oracle Project Resource Management, Oracle Project Management, Oracle Project Collaboration, and Oracle Project Portfolio Analysis.

2 Organizations

This chapter discusses three integral aspects of the Oracle Projects application suite: organizations, jobs, and resources.

Oracle Projects shares organization, job, and employee information with Oracle Human Resources. If your business does not currently use Oracle Human Resources, you define this data using the Oracle Human Resources windows provided with Oracle Projects.

Your implementation of Oracle Human Resources to work with Oracle Projects involves the definition of:

- Organizations and organization hierarchies
- Jobs
- Resource information

The structure of your enterprise determines how you define your organizations, business groups, hierarchies, jobs, and job groups.

3 Resources

Resources are the labor, services, materials, equipment, and other items needed to plan, track, complete, and account for project work. In Oracle Projects, you can define and utilize resources to:

- Plan work
- Staff projects
- Estimate budgets and forecasts
- Assign tasks, issues, and change requests
- Track and report project costs and categorize revenue
- Schedule assignments and monitor the project progress
- Charge labor and expenses to a project containing employees and contingent workers

4 Project Team Definition

This chapter discusses the functionality behind project team definition, including the

definition of scheduled and nonscheduled team members and the definition of organization roles, and the definition and management of scheduled team roles.

5 Rates

This chapter describes how Oracle Projects determines rates. You can use rates to calculate amounts for costing, billing, and workplan and financial planning.

6 Project Definition and Information

This chapter describes how to define projects, project structures, project lifecycles, project attributes, project team and organization roles, and tasks.

7 Organization Forecasting

This chapter discusses the organization forecasting functionality in Oracle Projects. Organization forecasting is a powerful management planning and reporting tool.

8 System Administration and Maintenance

This chapter describes procedures and activities you need to know about to administer data and settings in Oracle Projects.

9 Processes

This chapter describes all of the processes you can submit in Oracle Projects.

10 Reports and Listings

This chapter describes each standard report and listing in Oracle Projects.

11 Integration with Other Oracle Applications

This chapter describes how to integrate Oracle Projects with other Oracle Applications.

12 Security in Oracle Projects

This chapter discusses the various security structures used by Oracle Projects: project security, responsibility–based security, and organizational security.

13 Global Project Support

This chapter discusses functionality within Oracle Projects supporting operation of global enterprise, including support for multiple organizations, multiple currencies, and multiple languages.

14 Accounting Periods and Dates for Transaction Processing

This chapter describes how accounting dates and accounting periods are considered when transactions are processed in Oracle Projects. It also describes the reporting and accounting dates associated with each type of transaction, and how those dates are derived.

A Predefined Setup for Oracle Subledger Accounting

This appendix documents the predefined setup that Oracle Projects provides for Oracle Subledger Accounting

B Menu Paths

This appendix describes the default navigation paths for each window on the Oracle Projects menu.

Glossary

Related Information Sources

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

Integration Repository

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

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

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

Online Documentation

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

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

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

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

- **Oracle Electronic Technical Reference Manual -** The Oracle Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The Oracle eTRM is available on My Oracle Support.

Guides Related to All Products

Oracle E-Business Suite User's Guide

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

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

Oracle Projects Documentation Set

Oracle Projects Implementation Guide

Use this guide to implement Oracle Projects. This guide also includes appendixes covering function security, menus and responsibilities, and profile options.

Oracle Project Costing User Guide

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

Oracle Project Billing User Guide

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

Oracle Project Management User Guide

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

Oracle Project Portfolio Analysis User Guide

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

Oracle Project Resource Management User Guide

This guide provides you with information on how to use Oracle Project Resource

Management. It includes information about staffing, scheduling, and reporting on project resources.

User Guides Related to This Product

Oracle Assets User Guide

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

Oracle U.S. Federal Financials Implementation Guide

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

Oracle U.S. Federal Financials User Guide

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

Oracle Financials Implementation Guide

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

Oracle General Ledger Implementation Guide

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

Oracle General Ledger User's Guide

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

Oracle Grants Accounting User Guide

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

Oracle HRMS Documentation Set

This set of guides explains how to define your employees, so you can give them operating unit and job assignments. It also explains how to set up an organization (operating unit). Even if you do not install Oracle HRMS, you can set up employees and organizations using Oracle HRMS windows. Specifically, the following manuals will help you set up employees and operating units:

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

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

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

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

Oracle Internet Expenses Implementation and Administration Guide

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

Oracle Inventory User's Guide

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

Oracle Payables Implementation Guide

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

Oracle Payables User's Guide

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

Oracle Payments Implementation Guide

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how to use it with external payment systems.

Oracle Project Manufacturing Implementation Manual

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

Oracle Property Manager Implementation Guide

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

Oracle Property Manager User Guide

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

Oracle Public Sector Financials User Guide

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

Oracle Purchasing User's Guide

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle Receivables User Guide

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

Oracle Subledger Accounting Implementation Guide

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

Oracle Time & Labor Implementation and User Guide

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

Installation and System Administration

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of

your Oracle E-Business Suite data.

Oracle E-Business Suite Concepts

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12.2 , or contemplating significant changes to a configuration. After describing the Oracle E-Business Suite architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle E-Business Suite Developer's Guide

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

Oracle E-Business Suite Installation Guide: Using Rapid Install

This book is intended for use by anyone who is responsible for installing or upgrading Oracle E-Business Suite. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle E-Business Suite Release 12.2, or as part of an upgrade to Release 12.2.

Oracle E-Business Suite Maintenance Guide

This guide contains information about the strategies, tasks, and troubleshooting activities that can be used to help ensure an Oracle E-Business Suite system keeps running smoothly, together with a comprehensive description of the relevant tools and utilities. It also describes how to patch a system, with recommendations for optimizing typical patching operations and reducing downtime.

Oracle E-Business Suite Security Guide

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

Oracle E-Business Suite Setup Guide

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling

Oracle Applications Manager features, and setting up printers and online help.

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

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

Other Implementation Documentation

Oracle Diagnostics Framework User's Guide

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

Oracle E-Business Suite Flexfields Guide

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

Oracle E-Business Suite Integrated SOA Gateway Implementation Guide

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

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

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

Oracle E-Business Suite Multiple Organizations Implementation Guide

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

Oracle iSetup User's Guide

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

migration.

Oracle Workflow Administrator's Guide

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

Oracle Workflow Developer's Guide

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

Oracle Workflow User's Guide

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

Oracle XML Publisher Administration and Developer's Guide

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

Oracle XML Publisher Report Designer's Guide

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

Training and Support

Training

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

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

Support

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

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

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

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

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who

has changed your information because SQL*Plus and other database tools do not keep a record of changes.

1

Overview of Oracle Projects

This chapter provides a brief overview of the Oracle Projects group of applications, including Oracle Project Costing, Oracle Project Billing, Oracle Project Resource Management, Oracle Project Management, Oracle Project Collaboration, and Oracle Project Portfolio Analysis.

This chapter covers the following topics:

- Overview of Oracle Projects

Overview of Oracle Projects

The applications that make up the Oracle Projects suite work together to provide a complete enterprise project management solution. They give you a flexible approach to defining and managing your projects and the people, schedules, deliverables, and finances associated with them.

At the aggregate level, enterprise project management involves the collection and coordination of corporate resources (such as people, money, and hard assets) to accomplish a predefined scope of work in a scheduled time frame and budget. Some enterprises only have projects that are internal in nature, such as projects that track time and costs related to marketing campaigns or infrastructure build-out programs for capital development. Alternatively, many enterprises are entirely project oriented: they derive their entire income stream from projects that provide client services. Oracle Projects includes billing functionality that enables these enterprises to generate project invoices of varying complexity for their clients.

The Oracle Projects application suite includes a variety of features central to the requirements of competent and efficient enterprise project management. It enables project managers to effectively oversee their projects, assess progress against predetermined milestones and budgets, staff their projects with appropriate talent, and quickly generate a wide variety of reports. It also helps virtual and globally distributed project teams to efficiently communicate, collaborate, and complete tasks.

Oracle Projects also gives corporate executives the ability to quickly see how projects are performing across the enterprise. It enables them to drill down to areas of

geographical interest or product specialization to review projects that are potential problems or are in immediate need of additional attention.

Oracle Projects applications are designed to integrate with many other Oracle application suites (including Oracle HRMS, Oracle Financials, and Oracle Supply Chain applications) to provide an efficient information flow, facilitate a global sharing of resources, and provide robust intercompany accounting.

Oracle Projects consists of the following products:

- Oracle Project Costing
- Oracle Project Billing
- Oracle Project Resource Management
- Oracle Project Management
- Oracle Project Collaboration
- Oracle Project Portfolio Analysis

The following sections provide detail information on each of these products.

Oracle Project Costing

Oracle Project Costing provides an integrated cost management solution for all projects and activities within an enterprise. With Project Costing you can manage costs across currency and organizational boundaries. Project Costing also acts as a central repository of project plans and transactions, processes project costs, and creates corresponding accounting entries to satisfy corporate finance requirements.

Project Costing gives operations managers and finance managers complete and timely access to project performance information and the resulting accounting impacts thereof. It also empowers line managers with timely, detailed cost information to monitor project performance in a productivity-enhancing format, and enables financial managers to track the total cost of running the business.

The key features of Oracle Project Costing are:

- Versatile template-driven project definition
- Multiple currency financial plan and budget creation
- Diverse accrual and expenditure capture
- Robust expenditure control, collection, and adjustment functionality, integrated with other Oracle applications including the ability to source costs from Purchasing, Payroll, and Payables.

- Powerful burdening functionality
- Rule-based general ledger account functionality
- Comprehensive reporting functionality with drilldown capability
- Capable asset creation and CIP cost collection

Oracle Project Costing can be extended with Oracle Project Billing (see below) and is part of the Oracle Enterprise Project Management Suite, an integrated suite of internet applications designed to transform businesses to e-businesses.

For more information about Oracle Project Costing, see the *Oracle Project Costing User Guide*.

Oracle Project Billing

Oracle Project Billing enables enterprises to simplify customer invoicing, streamline corporate cash flow, and measure the profitability of contract projects. Using configurable accounting rules, Oracle Project Billing extends Oracle Project Costing functionality by processing actual costs, creating corresponding accounting entries for revenue accrual to satisfy corporate finance requirements, and creating customer invoices for project work. With Project Billing, project managers can review project invoices online and analyze project profitability, and accounting managers can see the corporate impact of project work.

The key features of Oracle Project Billing are:

- Robust contract project creation functionality, enabling distinction between project types, revenue accrual and invoice methods, billing cycles, and contacts
- Flexible agreements in multiple currencies with either hard or soft limits
- Budgeting for revenue in multiple currencies, separately from cost
- Organization-level and project-specific billing rate schedules and overrides
- Versatile billing retention and tax functionality
- Flexible revenue accrual calculation
- Optional capability to create invoices using invoice methods differently from the way revenue is accrued
- Optional capability, using Date-Effective Funds Consumption, to have revenue and invoice generation use the same logic to determine what funding to consume
- Optional capability to apply receipts to an agreement as advance amounts, and reduce the balance on the advance when expenditure or event transactions are

invoiced

- Several powerful invoice management features, including holds, currency selection, and review/approve/release functionality
- Robust adjustment functionality, including billable status change, selective recalculation and write-off management
- Reports for unbilled receivables and unearned revenue
- Integration between Oracle Project Billing and other Oracle applications

For more information about Oracle Project Billing, see the *Oracle Project Billing User Guide*.

Oracle Project Resource Management

Oracle Project Resource Management manages human resource deployment and capacity for project work. It enables efficient coordination of project resource needs, profitability, and organization utilization through the location and deployment of qualified resources to projects across the enterprise. Oracle Project Resource Management empowers key project stakeholders--such as project managers, resource managers, and staffing managers--to make better use of their single most critical asset: their people.

The key features of Oracle Project Resource Management are:

- Comprehensive, shared resource repository with Oracle HRMS
- Shared schedules and availability
- Concise requirements definition
- Targeted searches
- Automated approval processing
- Self-service staffing functions grouped by role
- Global resource deployment
- Project financial forecasts
- Capture time and expense
- Integration with the Oracle Projects Foundation

Oracle Project Resource Management enables enterprises to improve customer and employee satisfaction, maximize resource utilization and profitability, and increase

competitive advantage.

For more information about Oracle Project Resource Management, see the *Oracle Project Resource Management User Guide*.

Oracle Project Management

Successful project management requires continuous decision-making in order to meet expected delivery and financial targets. Oracle Project Management gives project managers the visibility and control they need to deliver projects successfully and operate efficiently. It presents project managers with a comprehensive integration of the major elements of project management: plans, progress, issues, changes, documents, effort and cost, financial information, performance, and status reports.

With Oracle Project Management, project managers can proactively plan and forecast their projects, manage change and performance in real-time, focus on desired project outcomes rather than data management, and make better decisions with less effort.

Key features of Oracle Project Management are:

- Integrated project planning and tracking
- Issue and change management
- Budget and forecast oversight
- Real-time project performance management through visual status indicators for key performance areas and individual measures
- Configurable project performance reporting packs periodically generated and distributed to recipients by e-mail
- Robust project security and access
- Intuitive and easily personalizable user interface
- Integration with everyday Project Management tools

Oracle Project Management eliminates silos of information, enabling project managers to oversee workplans, resource assignments, financial forecasts, project accounting, communications to stakeholders, and collaborative execution of project work internal and external to the organization.

Project managers can periodically receive status information on project performance through e-mail notifications. The notification includes exceptions in performance enabling quick corrective action and the successful completion of the project.

In addition, project managers can view and archive for future reference, summary information and details on project performance without accessing the application. A reporting pack of such reports can be configured for content, layout, and output format.

You can also have the reporting pack scheduled for generation and distribution by e-mail to recipients by named roles.

For more information about Oracle Project Management, see the *Oracle Project Management User Guide*.

Oracle Project Collaboration

Oracle Project Collaboration assists members of global or virtual project teams in the ongoing effort to review and complete project tasks by enabling them to collaborate and communicate with ease. Project teams can also include people from inside and outside an enterprise -- each requiring personalized access to project information. Oracle's integrated, collaborative system enables all relevant project stakeholders to share information, anytime and anywhere. With complete visibility to assigned tasks, issues, and deliverables, team members work together more efficiently, make more effective decisions, and deliver superior results faster.

Key features of Oracle Project Collaboration are:

- Access to structured workspaces such as the Team Member Home page
- Collaborate toward issue and change resolution by sharing information and assigning actions to appropriate people
- Documentation of progress against assigned work
- Management of documents and deliverables
- Secure and intuitive user interface

Oracle Project Collaboration enables team members to leverage the information entered by project managers through Oracle Project Management.

For more information about Oracle Project Collaboration, see the *Oracle Project Management User Guide*.

Oracle Project Portfolio Analysis

Oracle Project Portfolio Analysis leverages the rich project management functionality of Oracle Projects to facilitate evaluation and collection of projects in a portfolio. It uses financial criteria, strategic goals, and information on available funds to help you evaluate, prioritize, and select the right projects to match your business objectives. It enables you to standardize project funding decisions based on your business and financial objectives by defining weighted criteria and targets, such as return on investment, market fit, and technology risk

With this application you can leverage detailed and real-time project finances, including costs and revenue. Project Portfolio Analysis provides graphic charts to compare and rank new and continuing projects. You can also create and compare multiple *what-if*

scenarios to understand the impact of changes to projects and finances.

Key features of Oracle Project Portfolio Analysis include:

- Creation and management of portfolios made up of projects
- Comprehensive portfolio analysis tools
- Periodic and ad hoc planning cycles
- Dynamic project weighting and scoring based upon defined selection criteria
- Ability to create multiple project assessment scenarios for individual portfolios
- Full range of portfolio analysis reports, charts, and graphs
- Robust project portfolio approval workflow

2

Organizations

This chapter discusses three integral aspects of the Oracle Projects application suite: organizations, jobs, and resources.

Oracle Projects shares organization, job, and employee information with Oracle Human Resources. If your business does not currently use Oracle Human Resources, you define this data using the Oracle Human Resources windows provided with Oracle Projects.

Your implementation of Oracle Human Resources to work with Oracle Projects involves the definition of:

- Organizations and organization hierarchies
- Jobs
- Resource information

The structure of your enterprise determines how you define your organizations, business groups, hierarchies, jobs, and job groups.

This chapter covers the following topics:

- Organizations
- Case Study: Organization Change in Fremont Corporation

Organizations

The organizations and organization hierarchies of an enterprise are closely interrelated with the policies and procedures of that enterprise. To configure Oracle Projects to meet your business requirements, you must make critical implementation decisions regarding how you set up your organizations in Oracle Projects.

Organizations are departments, sections, divisions, companies, or other organizational units in your enterprise. You can gather collections of organizations into organization hierarchies. Organization hierarchies make it easier to manage expenditure and reporting data and coordinate the project-owning organizations within your enterprise.

For optimum control, consistency, and trend analysis, it is simplest to keep the organization definitions stable. However, in a dynamic business environment, changes to organizations and organization structures are inevitable. When your organization structure changes, it is very important to understand the implications to your Oracle Projects implementation.

You can change the organization hierarchy setup in Oracle Projects to reflect changes to your company's organization hierarchy. To maintain system control and enforce your business rules, it is important to plan and manage the change carefully. To do this, you must understand how organizations and organization hierarchies are used in Oracle Projects.

Related Topics

Organization Definition, *Oracle Projects Implementation Guide*

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

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

Defining Organizations

Organizations can represent departments, sections, divisions, companies, business groups, or other organizational units within your enterprise. You can also create organizations that represent your external contractors.

Oracle Projects uses organizations for the following business purposes:

- Management of projects and tasks
- Employee assignments
- Expenditure entry
- Non-labor resource ownership
- Budget management
- Resource definition for project status reporting
- Burden cost processing
- Invoice and collections processing
- Reporting

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

Important: When you define organizations, you need to assign Organization Classifications to each organization that you want to use in Oracle Projects. See: Types of Organizations, page 2-3.

Example: Fremont Corporation Organizations

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

For all of Fremont Corporation's organizations, the following organization classifications are enabled:

- Project/Expenditure/Event
- Project Invoice Collection

Some of Fremont's organizations are shown in the following table:

Organization Name	Location
Administration	HQ
Data Systems	HQ
East	East
Electrical	HQ
Finance	HQ
Fremont Construction	HQ
Human Resources	HQ
International	International
Midwest	HQ

Types of Organizations

You can define the following types of organizations for different uses in Oracle Projects:

Business Group

A business group is the largest organizational unit you can define to represent your enterprise. A business group may correspond to a company or corporation, or in large enterprises, to a holding or parent company or corporation.

> **Important:** Employees, organizations, and other entities are partitioned by business group. If you set up more than one business group, your data will be partitioned accordingly. In addition, classifying an organization as a business group is not reversible. Be sure to plan your business group setup carefully.

For more information, see Business Groups, page 2-8.

Operating Unit

An operating unit is used to partition data for a subledger product (for example, Oracle Projects or Oracle Payables). It is roughly equivalent to an enterprise that uses a single organization.

When an enterprise uses more than one operating unit, it is said to have a *multiple organization installation*. You can enter and process transactions in two or more operating units without switching responsibilities, with multiple organization access control.

Organization classifications involving financial transactions (such as expenditure/event organizations, billing schedule organizations, and project invoice collection organizations) are always associated with operating units.

For more information, see Operating Units and Multiple Organizations, page 2-10 and Security In Oracle Projects, page 12-1.

Project/Task Owning Organizations

Project/Task Owning Organizations can own projects and/or tasks in the operating unit. To own projects and tasks in an operating unit, an organization must have the following characteristics:

- The Project/Task Owning Organization Classification must be enabled.
- The organization must belong to the Project/Task Owning Organization Hierarchy Branch assigned to the operating unit.

Project Expenditure/Event Organizations

Project Expenditure/Event Organizations can own project events, incur expenditures, and hold budgets for projects in the processing operating unit, unless they are overridden by projects or tasks using organization overrides. To have these capabilities in the operating unit, an organization must have the following characteristics:

- The Project Expenditure/Event Organization classification must be enabled.
- The organization must belong to the Expenditure/Event Organization Hierarchy Branch assigned to the operating unit.

For more information, see Defining Expenditure/Event Organizations for Resource Expenses, page 2-7.

Expenditure Organization

For timecards and expense reports, the organization to which the incurring employee is assigned, unless it is overridden by project or task using organization overrides.

For usage, supplier invoices, and purchasing commitments, the expenditure organization is the organization entered on the expenditure.

HR Organization

Any organization that has the HR Organization classification enabled can have employees assigned to it.

You don't need to enable the HR organization classification for Oracle Projects unless you want to assign employees to the organization or if you plan to integrate with Oracle Payroll to distribute payroll costs as labor costs to your projects.

Resource Organizations

Resource Organizations are organizations that own resources and/or resource budgets. Any organization in the operating unit's business group can own non-labor resources.

- Only HR organizations can have employees assigned to them.
- Oracle Projects does not have a classification requirement for an organization to own non-labor resources.

Billing Schedule Organizations

Billing Schedule Organizations are organizations that have their own billing schedules.

Any organization in the operating unit's business group can have its own billing schedules.

Project Burdening Hierarchy Organizations

Burdening for costing uses the Project Burdening Hierarchy Version for both the burden cost code multiplier setup and burdening. Each business group must designate a single organization hierarchy as its default project burdening organization hierarchy. This default can be changed for each burden schedule or each burden schedule version.

The Project Burdening Hierarchy defaults to the burden schedule from the business group organization definition. You set up different burden schedules if your business allows different ways to burden costs.

- Oracle Projects lets you assign burden multipliers to organizations in the Project Burdening Hierarchy Version. You can only assign burden cost code multipliers to organizations that are in the Project Burdening Hierarchy Version.

- Oracle Projects uses the Project Burdening Hierarchy Version associated with the burden schedule to calculate burdened cost. If Oracle Projects does not find the expenditure organizations in the Project Burdening Hierarchy Version during burden processing, the expenditure item is not burdened, and the burdened cost is equal to the raw cost.

For more information on burdening for costing, see Overview of Burdening, *Oracle Project Costing User Guide*.

Project Invoice Collection Organizations

If your business decentralizes its invoice collection within an operating unit, you must enable the Project Invoice Collection Organizations classification for each organization in which you want to process invoices.

Oracle Receivables uses transaction types to determine whether a transaction generates an open receivable balance and whether it posts to Oracle General Ledger. Each operating unit in Oracle Projects has at least two default transaction types to process invoices in Oracle Receivables. See Defining Transaction Types for Invoice Processing, *Oracle Projects Implementation Guide*.

If your business decentralizes invoice collection, you must run the IMP: Create Invoice Organization Transaction Types process before you can successfully run the Interface Invoices to Oracle Receivables process. The IMP: Create Invoice Organization Transaction Types process creates a transaction type for each of the Project Invoice Collection Organizations that has the following characteristics:

- The organization has the Project Invoice Collection Organization classification enabled.

- The organization belongs to the Project/Task Owning Organization Hierarchy Branch assigned to the operating unit.

Oracle Projects uses the default transaction type if it cannot find a rollup project invoice collection organization for the invoice.

Defining a Default Operating Unit for Project Expenditure/Event Organizations

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

- Enable the Project Expenditure/Event organization classification

- Define a default operating unit for the organization in the Additional Organization Information section.

In addition, if this organization supports schedulable resources, you must perform the following:

- Select Related Organizations in the Additional Organization Information section
- Enter the default operating unit for the organization

> **Note:** You can also define a default operating unit for the organization classification HR Organization by selecting Related Organizations in the Additional Organization Information section. However, if you are using the operating unit for Oracle Projects, you must enable the Project Expenditure/Event Organization classification.

For instructions on performing these tasks, refer to the following topics in the *Oracle HRMS Enterprise and Workforce Management Guide*:

- Creating an Organization
- Entering Organization Classifications
- Entering Additional Information

Defining Project Expenditure/Event Organizations for Resource Expenses

You typically use expenditure organizations to track expenses related to project resources. Project Expenditure/Event organizations can own project events, incur expenditures, and hold budgets for projects. To enable these capabilities in the organization, you must perform the following tasks as you define it:

- Enable the Project Expenditure/Event organization classification.
- Define a default operating unit for the organization in the Additional Information section. This step causes all resources belonging to this organization to inherit the specified operating unit and calendar as their default operating unit and calendar.
- Enable the HR Organization classification. This task is necessary in order to have the ability to assign resources (people) to the organization.
- Attach the organization to the Expenditure hierarchy assigned to the operating unit using the Setup Implementation Options form.

For instructions on performing these tasks, refer to the following topics in the *Oracle HRMS Enterprise and Workforce Management Guide*:

- Creating an Organization
- Entering Organization Classifications

- Entering Additional Information

Related Topics

Case Study: Organization Change in Fremont Corporation, page 2-22

Organization Security, page 12-9

Organization Definition, *Oracle Projects Implementation Guide*.

Business Groups

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

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

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

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

For more information on business groups and structuring your enterprise, see Adapting or Creating a New Business Group, *Oracle HRMS Enterprise and Workforce Management Guide*

Using the Cross Business Group Profile Option

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

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

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

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

For more information, see: Providing Data Across Business Groups, page 13-1.

For information about cross business group access and Oracle Projects security, see Providing Additional User Level Security for Responsibilities, page 12-5.

Defining a Business Group

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

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

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

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

Oracle Projects defaults the Project Burdening Organization Hierarchy to each burden schedule you define. The system uses the Organization Hierarchy/Version to determine the default burden multiplier when it compiles a burden schedule. See: Project Burdening Hierarchy Organizations, page 2-5.

You must define the organization hierarchy before you associate it with a business group. See: Defining Organization Hierarchies, page 2-12.

Oracle Human Resources incorporates all other organizations that you specify into the business group that you define. See: Setting Up Security in Oracle HRMS, *Oracle HRMS Enterprise and Workforce Management Guide*.

Security Groups

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

If you want one responsibility to be enabled for more that one business group, you must use Cross Business Group responsibility security. In this model, security groups

are defined to partition data within a business group. Multiple security groups can then be linked to one responsibility, even if they partition different business groups.

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

Related Topics

Using the Cross Business Group Profile Option, page 2-8

Security in Oracle Projects, page 12-1

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

Operating Units and Multiple Organizations

Operating units are another type of organization classification. You use operating units to partition data for a subledger application such as Oracle Payables, Oracle Receivables, or Oracle General Ledger. When an enterprise utilizes more than one operating unit, it is said to have a "multiple organization installation."

The implementation of multiple organizations in Oracle Projects supports multinational enterprises and enterprises with complex organizational structures.

This section explains how operating units enable Oracle Projects to charge to multiple organizations in a single installation. A multiple organization installation enables you to:

- Ensure secure data access for each operating unit
- Integrate with other Oracle Applications that support multi-organization processing

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

About Multiple Organization Installations

A multiple organization installation in Oracle Projects works like this:

- A single operating unit (the project operating unit) owns each project and project template.
- Project numbers and project template numbers are unique across all operating units in a single installation.
- Customers are shared across operating units, while customer sites are associated with a specific operating unit.

- Individual operating units own customer agreements.
- You can charge, transfer, or allocate expenditures to any project as long as the expenditure operating unit and project operating unit is eligible for cross-charge. See: Cross Charge, *Oracle Project Costing User Guide*
- You enter and process costs in the same expenditure operating unit.
- You account for costs in the expenditure operating unit.
- You can view the Expenditure Items window in either project or cross-project mode:
  - In project mode, the window displays expenditures for a project in the project operating unit.
  - In cross-project mode, the window displays expenditures incurred in the expenditure operating unit.
- The project operating unit processes revenue and invoices for transactions from any expenditure operating units.
  - The project operating unit calculates draft revenue and draft invoice amounts using its bill rates, project billing rate overrides, or project labor multipliers.
  - The project operating unit generates revenue and invoices for project billing.
  - The project operating unit creates accounting for revenue in Oracle Subledger Accounting.

    The project operating unit interfaces invoices to Oracle Receivables.
- Transfers and splits generate transactions in the same operating unit as the original transaction, although the transfer may be to any chargeable project.
- The project operating unit submits reports that can be printed for a single project or a range of projects on project-related transactions across expenditure operating units.
- The project operating unit submits and stores project summary amounts. Project Status Inquiry performs queries on projects within the project operating unit.
- Reports for employees or organizations list all transactions entered within the operating unit from which the report is submitted.
- Each asset is capitalized from a single capital project to an Oracle Assets corporate book that is associated with the project operating unit's ledger.

Understanding the Resource Operating Unit

For security and forecasting reasons, each resource in Oracle Projects is associated with an operating unit. This operating unit is initially defaulted from the organization operating unit. The operating unit of the resource is active for the duration of an assignment. It drives forecasting based on the transfer price defined for the operating unit if the resource is assigned on a project under a different operating unit, in other words, a borrowed resource.

Oracle Project Resource Management updates the resource operating unit whenever there are changes to the employee assignment or the default operating unit originally set up for the employee. Oracle Projects tracks these changes for record-keeping purposes and allows date-specific operating unit defaults for the resource.

Related Topics

Adding Operating Units, page 2-17

Providing Data Access Across Business Groups, page 13-1

Cross Charge, *Oracle Project Costing User Guide*

Multiple Organizations in Oracle E-Business Suite

Using Accounting Setup Manager, *Oracle Financials Implementation Guide*

Defining Organization Hierarchies

Organization hierarchies provide a structure for the relationships between the organizations within your enterprise. They enable you to manage expenditure and reporting data and coordinate project-owning organizations. If your organization uses business groups, you can create project burdening organization hierarchies for each business group.

You define an organization hierarchy by telling Oracle Projects which organizations are subordinate to which other organizations. You can define one organization hierarchy or several, depending on the needs of your enterprise.

There are two basic types of organization hierarchies: ordinary organization hierarchies and global organization hierarchies. To define an ordinary organization hierarchy, you use the Organization Hierarchy window. The organization hierarchy you define there appears in a list of values in the Implementation Options window.

If you have enabled Cross Business Group Access, you can define global organization hierarchies. Global organization hierarchies can contain organizations from any business group. To define a global organization hierarchy, you use the Global Organization Hierarchy window. To access the Global Organization Hierarchy window, you must use a responsibility that is associated with a global security profile.

You can create as many organization hierarchies as you need for different reporting and processing needs, and you can create multiple versions of an organization hierarchy.

Oracle Projects uses the hierarchy version to determine which organizations are used for reporting and processing.

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

The following organization hierarchy versions are assigned to each operating unit in Oracle Projects:

- A Project/Task Owning Organization hierarchy version is assigned to each operating unit. For more information, see Project/Task Owning Organizations, page 2-4.
- An Expenditure/Event Organization hierarchy version is assigned to each operating unit. For more information, see Project Expenditure/Event Organizations, page 2-4.
- A Default Reporting Organization Hierarchy Version is assigned to each operating unit. The hierarchy version can be overridden at reporting time.
- A Project Burdening Hierarchy Version is assigned to each business group. See: Specifying a Project Burdening Hierarchy, page 2-15.

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

Example: Fremont Corporation Organization Hierarchy

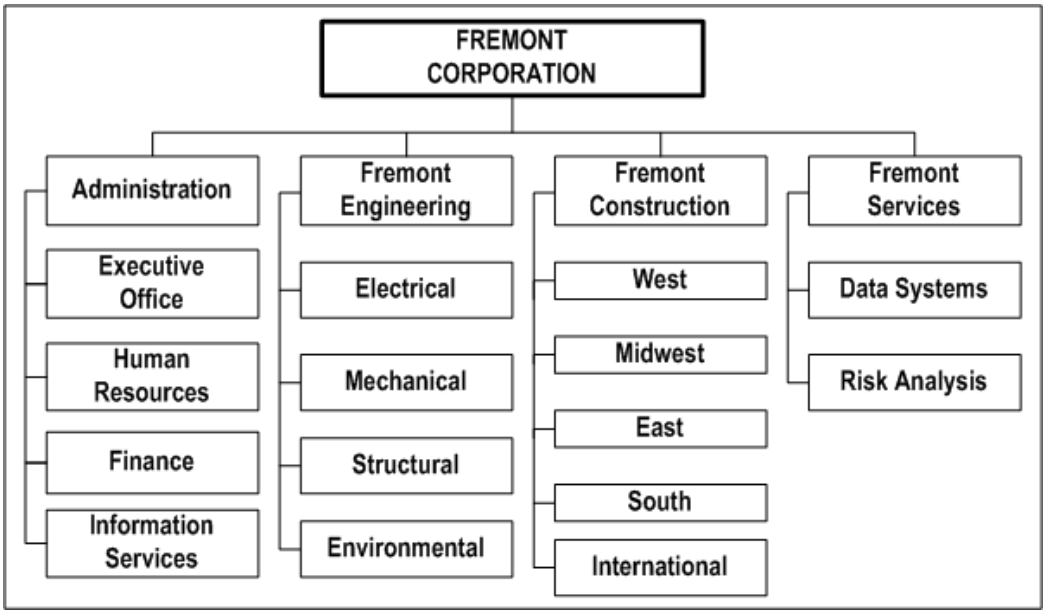
Fremont Corporation's organization hierarchy contains four organizations directly subordinate to its business group. Those organizations in turn have several subordinate organizations of their own.

As per the following illustration of Fremont Corporation's organization hierarchy, Fremont Corporation's four divisions are further divided into the following groups:

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

The following illustration shows the organization hierarchy for Fremont Corporation.

Fremont Corporation: Organization Hierarchy Example



Designing Organization Hierarchies to Facilitate Better Searching and Reporting

When you define organization hierarchies, create logical groupings of organizations that you would want to search by. This enables you to control the extent of the searches you perform by entering the name of organizations at different levels of the hierarchy. For example, if you define organizations by regions, you can perform searches by lower levels of a region, and then go up or down the hierarchy to see more or fewer resources.

The accuracy of your search results increases as you increase the granularity of your search criteria. For example, if you only define one organization for all of your resources, that organization will not be a factor in reducing your resource pool. You have to use other search criteria (such as job levels or competencies) to narrow down the field of search results.

In addition to searching, reporting also depends on a good organization hierarchy setup. You need to ensure the organization hierarchy supports the level of reporting that you want to do for one or many organizations rolled up.

If you want to perform resource searching and reporting across business groups, define a global organization hierarchy that contains all of the business groups and subordinate organizations in the hierarchy. When you perform searches, you can define a top level organization in the global hierarchy to search across business groups for project information. You can also use this global hierarchy for reporting if you want to view reports that compare project information across business groups.

There is no need to specify a global organization hierarchy if you do not want to search or do reporting across business groups. Each organization can have a business group specific organization hierarchy defined in their implementation options. By default, all

searches start with the business group hierarchy that the user belongs in. You can always search in the organization hierarchies of other business groups. This setup prevents you from searching in more than one business group at a time, however.

Related Topics

Assigning Burdening Hierarchies, page 2-15

Business Groups, page 2-8

Security Groups, page 2-9

Security in Oracle Projects, page 12-1

Providing Data Across Business Groups, page 13-1

Case Study: Organization Change in Fremont Corporation, page 2-22

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

Assigning Burdening Hierarchies

To assign project burdening hierarchies, you follow the procedures described below:

To specify project burdening hierarchies

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

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

2. Navigate to the Organizations window (Setup > Human Resources > Organizations > Define).

3. Define an organization or query organizations that you defined as a business group. You must define the hierarchy before you designate it as the project burdening hierarchy.

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

Related Topics

Defining Organizations, page 2-2

Defining Organization Hierarchies, page 2-12

Locations

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

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

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

You can reuse previous locations or create new locations. Any user can access location information when prompted for a location anywhere within the application. However, you can add only city and states, not countries.

Example: Fremont Corporation Locations

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

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

The location details are shown in the following table:

Name	Description	City	State	Country
HQ	Corporate Headquarters	Bay Grove	CA	United States

Name	Description	City	State	Country
East	Construction -- East coast field office	Boston	MA	United States
International	Construction -- International field office	Marseilles		France

Related Topics

Defining Organizations, page 2-2

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

Adding Operating Units

Many of the steps you perform to implement your first Oracle Projects operating unit define parameters and features that are shared across all operating units. To set up additional operating units, you only need to perform the steps that control parameters for an individual operating unit. Similarly, some Oracle Projects setup steps define parameters that are shared across operating units associated with the same business group. You need perform these steps only once for each business group.

For guidance on which steps in the Oracle Projects Implementation Checklist you must repeat for each operating unit, see: Implementation Steps, page 2-17.

If your implementation requires that you integrate Oracle Projects with other Oracle applications, you must set up the other applications for each operating unit that you want to integrate. For comprehensive implementation information for each product, refer to the corresponding product implementation instructions and *Multiple Organizations in Oracle E-Business Suite*.

If your organization structure includes multiple business groups, complete the setup for each business group before you perform the setup steps for the related operating units. For instructions on setting up business groups, see the Human Resources setup steps section in the Oracle Projects Foundation Implementation Checklists, *Oracle Projects Implementation Guide*.

If your organization uses cross charging and intercompany billing, see: Setting Up for Cross Charge Processing, *Oracle Projects Implementation Guide*, and the Oracle Projects Implementation Checklist, *Oracle Projects Implementation Guide*.

Implementation Steps

For each operating unit you want to add, perform the following steps:

1. Define implementation options

See: Implementation Options, *Oracle Projects Implementation Guide*.

Each operating unit has its own implementation options. The options determine how data is interfaced with other Oracle applications and controls cross-charging and internal billing across operating units.

Automatic Project Numbering. If you use automatic project numbering, note that project numbers (including project template numbers) are unique across operating units. If a value is entered for next project number, all operating units that use the automatic project numbering method will display the same number.

Automatic Invoice Numbering. Unlike project numbers, invoice numbers are unique within an operating unit, not across operating units. If you use automatic invoice numbering, the next invoice number is specific to the operating unit.

> **Note:** If you are implementing Project Billing, the Invoice Batch Source field (under the Billing tabbed region) is required; Oracle Projects uses the batch source as a context value in the Invoice Transaction flexfield. The default is the Oracle Receivables batch source *Project Invoices* and two transaction types, *PA Invoice* and *PA Credit Memo*. For new operating units, the Receivables batch source *Projects Invoices* is replicated automatically.

2. Define PA periods

See: Defining GL and PA Periods, *Oracle Projects Implementation Guide*.

You define the PA periods you want to use in the calendar associated with your ledger. When the PA period type is defined for the operating unit, the system copies accounting periods from the calendar of the ledger. For more information on defining the period type and accounting periods, see the *Oracle General Ledger Implementation Guide*.

Each operating unit maintains its own PA period status. You use the Maintain PA Periods Status window to maintain the period status and the current reporting period. You can copy additional PA Periods from the calendar by choosing the Copy from GL button. Once a transaction is posted to a PA period from any of the operating units, you cannot change the period date range in the Calendar window.

> **Note:** You must open and save a period before you can define it as the current reporting period.

3. Define cost rates for expenditure types

See: Defining Cost Rates for Expenditure Types, *Oracle Projects Implementation Guide*.

Expenditure types are set up once and are shared across all operating units. However,

the cost rates for expenditure types are specific to each operating unit. Each operating unit must have cost rates for the expenditure types in which expenditures are expected to be incurred. The cost rates are defined in the functional currency of the ledger assigned to the operating unit.

4. Define usage cost rate overrides

See: Defining Usage Cost Rate Overrides,*Oracle Projects Implementation Guide*.

Non-labor resources are set up once and are shared across all operating units. For each of the non-labor resources that an operating unit may put in service, you must set up a cost rate for the associated expenditure type. If you want to have non-labor resources with different cost rates in different operating units, define usage cost rate overrides for organizations in the business group associated with an operating unit. The cost rates are defined in the functional currency of the ledger assigned to the operating unit.

5. Define labor costing overrides

See: Labor Costing Overrides, *Oracle Projects Implementation Guide*.

Employees are associated with a business group. An employee's work can be charged to any of the operating units that are associated with the employee's business group. If your business process allows an employee to work in a subset of these operating units and you plan to use labor cost rates for determining labor costs or accrued labor costs, then set up labor rates for each of the operating units in which the employee works. You can set up different labor rates for the same employee in different operating units.

6. Define bill rate schedules

See: Rate Schedule Definition, *Oracle Projects Implementation Guide*.

Bill rate schedules work similarly to cost rates. Each operating unit must have its own bill rates. You can have different bill rates for the same resource in different schedules of each operating unit. The bill rates in a bill rate schedule are denominated in the functional currency for the operating unit. For project billing, you can select the bill rate schedule only within the project operating unit. However, you can select any operating unit's bill rate schedule for a transfer price rule.

7. Define project types

See: Project Types, *Oracle Projects Implementation Guide*.

Set up project types for each operating unit. Each project type is specific to the operating unit and has it own attributes to control project processing by operating unit.

8. Define project templates

See: Defining Project Templates, *Oracle Projects Implementation Guide*.

Like project types and projects, project templates belong to a single operating unit. For each project type class, you must define at least one project template in order to define a project with that project type class. Project templates can only be maintained and copied

within an operating unit. However, project template numbers are unique across operating units. A project template number cannot duplicate any project or project template number within the Oracle Projects installation.

9. Set up AutoAccounting for costs

AutoAccounting rules for costs are set up once for each chart of accounts. However, accounting rule assignments are specific to each operating unit. The multi-organization Replicate Seed Data process will replicate system-defined function transactions in each operating unit you set up. For each operating unit, you must enable cost function transactions and assign proper accounting rules for Oracle Projects to use when automatically generating your cost accounting entries.

Oracle Projects uses AutoAccounting to generate default accounts. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. For information about setting up AutoAccounting and Oracle Subledger Accounting for Oracle Projects, see: Accounting for Costs, *Oracle Projects Implementation Guide*.

> **Note:** If you use SQL statement rules for your AutoAccounting or Account Generator, then use partitioned tables (ending in _ALL). Because accounting rules can depend on data elements across operating unit boundaries, using the _ALL tables maintains your ability to use the cross-charging feature supported by Oracle Projects in a multiple organization installation.

10. Set up AutoAccounting for revenue and billing

AutoAccounting rules for revenue and billing are set up once for each Chart of Accounts. However, accounting rule assignments are specific to each operating unit. The multi-organization Replicate Seed Data process will replicate system-defined function transactions in each operating unit you set up. For each operating unit, you must enable the revenue and billing function transactions and assign proper accounting rules for Oracle Projects to use when automatically generating your revenue and billing accounting entries.

Oracle Projects uses AutoAccounting to generate default accounts. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. For information about setting up AutoAccounting and Oracle Subledger Accounting for Oracle Projects, see: Accounting for Revenue and Billing, *Oracle Projects Implementation Guide*.

> **Note:** If you use SQL statement rules for your AutoAccounting or Account Generator, then use partitioned tables (ending in *_ALL)*.

11. Define indirect projects for cost collection

See: Accounting for Indirect Costs, *Oracle Projects Implementation Guide*.

Projects are owned by an operating unit. If you want to use Oracle Projects to track costs your operating unit incurs, including work that is not directly associated with project work, you can define as many indirect projects as you need to record indirect costs.

12. Specify profile option values

See: Profile Options in Oracle Projects, *Oracle Projects Implementation Guide*.

Profile options specify default values that affect system processes, system controls, and data entry. In a multi-organization environment, you can confine a profile option value to a specific operating unit by defining the profile options at the responsibility level. Review the following Oracle Projects profile options to determine if you want to define their values at the responsibility level.

- PA: Cross-Project User - Update
- PA: Cross-Project User - View
- PA: Debug Mode
- PA: Default Expenditure Organization in AP/PO
- PA: Default Public Sector

Additional Steps for Operating Units Associated With a New Business Group

You must perform the following implementation steps for each business group:

1. Define project burdening organization hierarchy

See: Assigning Burdening Hierarchies, page 2-15

Oracle Projects uses the project burdening hierarchy defined for each business group to compile burden schedules. Each business group must have a single version of the organization hierarchy designated as its project burdening hierarchy.

2. Define burden schedules

See: Burden Schedules, *Oracle Projects Implementation Guide*.

Set up and compile burden schedules for each business group. Burden schedules are shared among operating units associated with the same business group. If organization burden multipliers are not explicitly defined in the Define Burden Schedule window, they will use the next higher level organization in the Project Burdening Hierarchy defined for the business group as the default.

3. Define resource lists

See: Resources and Resource Lists, *Oracle Projects Implementation Guide*:

Set up resource lists for each business group. Resource lists are shared among operating units associated with the same business group. You can define a resource list by copying it from an existing resource list in the same business group.

Adding Organizations to the Project Burdening Hierarchy Version

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

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

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

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

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

Case Study: Organization Change in Fremont Corporation

In this case study, we use Fremont Corporation to demonstrate how to use Oracle Projects to address organization changes.

In its original implementation, Fremont Corporation's organization hierarchy contained four organizations directly subordinate to its business group. The four organizations have several subordinate organizations. Following is an illustration of Fremont Corporation's initial organization hierarchy:

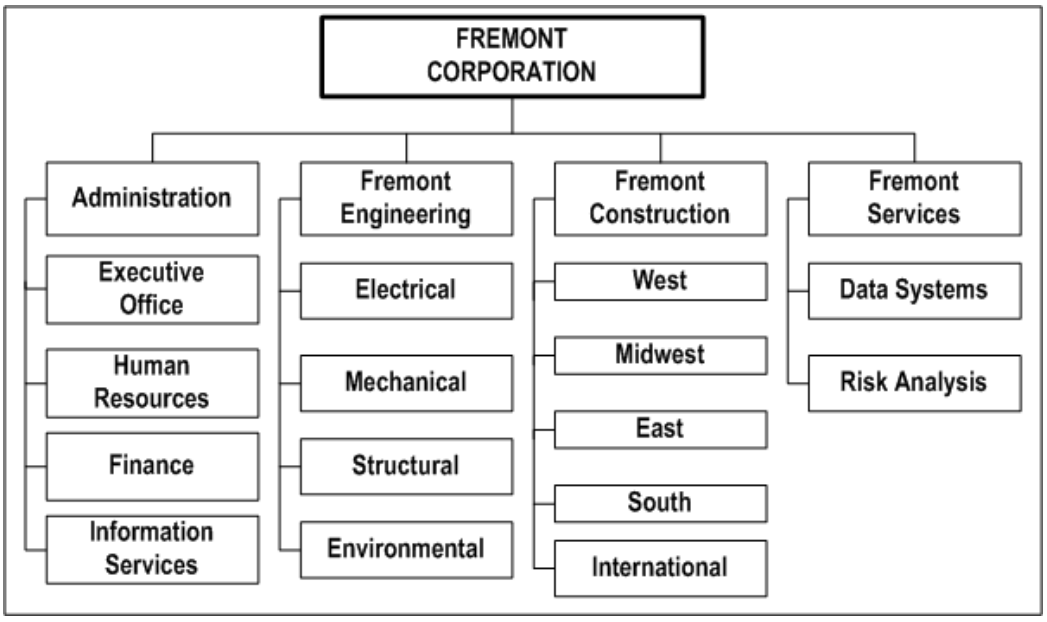
Fremont Corporation has one business group, the Fremont Corporation.

- Under the business group, there are four divisions: Administrative, Fremont Engineering, Fremont Construction, and Fremont Services.
- The Administrative division includes four organizations: Executive Office, Human Resources, Finance, and Information Services.
- The Fremont Engineering division includes four organizations: Electrical, Mechanical, Structural, and Environmental.

- The Fremont Construction division includes four organizations: West, Midwest, East, South, and International.
- The Fremont Services division includes two organizations: Data Systems and Risk Analysis

The following illustration shows the initial organization hierarchy for Fremont Corporation.

Fremont Corporation: Initial Organization Hierarchy



Due to the continued growth of its international construction business sector, Fremont Corporation sets up a separate organization for Europe, subordinate to the existing International organization, to manage its European construction projects. The new organization hierarchy is shown in the following illustration:

Fremont Corporation has one business group, the Fremont Corporation.

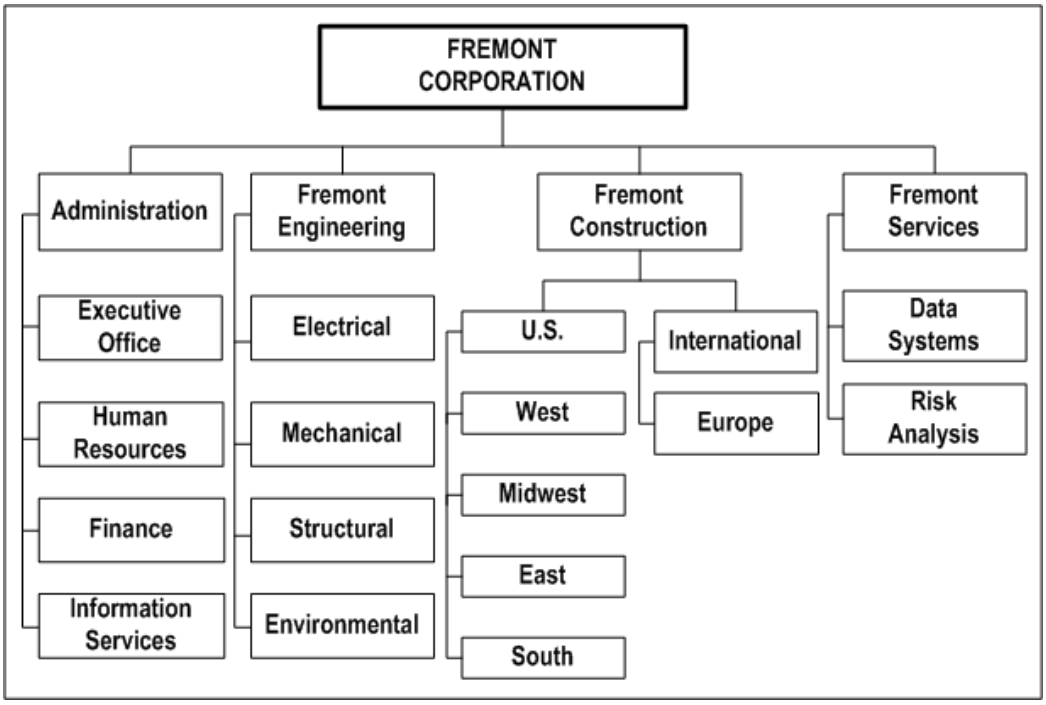
- Under the business group, there are four divisions: Administrative, Fremont Engineering, Fremont Construction, and Fremont Services.
- The Administrative division includes four organizations: Executive Office, Human Resources, Finance, and Information Services.
- The Fremont Engineering division includes four organizations: Electrical, Mechanical, Structural, and Environmental.
- The Fremont Construction division is divided into two subdivisions: U.S. and International. The U.S. subdivision contains four organizations: West, Midwest,

East, and South. The International subdivision contains one organization: Europe.

- The Fremont Services division includes two organizations: Data Systems and Risk Analysis

The following illustration shows the new organization hierarchy for Fremont Corporation.

Fremont Corporation: New Organization Hierarchy



Business Assumptions

This case assumes there is no impact from the organization change on a multiple organizations architecture.

For information on multiple organization change, see Operating Units and Multiple Organizations, page 2-10.

Business Requirements

Fremont Corporation identifies the following requirements for the organization changes:

- The organization changes take effect on 22-Sep-97. This date begins the tenth month and last quarter of fiscal year 1997. See Defining PA Periods, *Oracle Projects Implementation Guide*.

- All active Europe projects and their corresponding tasks will be transferred and managed by the Europe organization. The rest of the international projects will still be owned by the International organization.

- Europe will get some resources transferred from International. Europe will also acquire additional resources. Europe will be a cost center that will incur project costs, generate project revenue, and maintain its own budget.

- Europe will have it own billing schedule with a higher international markup.

- Burden Schedules are standardized at Fremont Corporation, and will not require any changes.

- Fremont Construction customer invoices will continue to be processed and collected by Fremont Construction.

- In addition to obtaining reports at each organization level, Fremont Corporation also wants reports at the Fremont Construction level (total construction business) and at the U.S. and International organization levels.

Planning the Organization Change

Oracle Projects provides the flexibility to allow adjustments made to meet real world organization changes. You must plan the necessary setup changes and processes to implement the changes according to your business requirements. Careful planning and analysis will ensure your business objectives are met.

When to Make the Change

Oracle Projects enables you to track project data on both a PA period and GL period basis. To have a clear audit trail for reporting and analysis, most businesses choose a new fiscal month, quarter, or year to implement any organization changes. You must make the necessary setup changes on or after the effective date of the organization change. See: Setup Changes Required for an Organization Change, page 2-27.

In our example, Fremont Corporation chooses to have the organization change take effect on 22-Sep-97. Any impacted projects, tasks and transactions that were processed before the system setup changes took place, and whose transaction date is on or after 22-Sep-97 must be adjusted to reflect the organization changes. Following is a summary of actions that Fremont Corporation takes.

Before the Organization Change

Before the changeover date of 22-Sep-97, Fremont Corporation must analyze, plan and document procedures for performing the organization changes. They process project transactions as usual under the old organization setup.

To avoid adjustments, you can optionally delay processing transactions dated on or

after the changeover date. However, you can use manual adjustments or the Oracle Projects Mass Update Batch process to adjust the transactions after they are processed.

On or After the Organization Change

Fremont Corporation will complete the following steps on or after the date of the organization change:

1. **Process Transactions**

   Complete normal steps to finish processing transactions that will post to months prior to Fremont Corporation's fiscal month 10 of 1997.

   Although not required by the system, you may want to perform steps to close the prior periods. This will prevent transactions from incorrectly posting to the prior GL or PA periods under the new organization setup.

2. **Perform Setup Changes**

   Perform the required changes in your Oracle Projects setup. See Setup Changes Required for an Organization Change, page 2-27.

3. **Assign New Organization to Projects, Tasks, and Transactions**

   Fremont Corporation must transfer some of the projects and tasks formerly associated with the International organization to the new Europe organization.

   They must also change transactions that were processed before the change, but that need to reflect the organization changes. This can be done by performing one or a combination of the following steps:

4. Manually update the project/task organization from International to Europe, using the Projects, Templates window. For an audit trail, Oracle Projects will create a mass update batch with a *Manual* prefixed name and *Completed* batch status.

5. Manually adjust transactions of affected projects or tasks that are on or after 22-Sep-97 to Europe.

6. Prepare the mass update batch. You can prepare the batch by using the Mass Update Batches window or through a customized process. Run the PRC: Mass Update Batch process. Resolve any errors encountered during the process. See: Mass Update for Projects and Tasks, page 8-31.

   The Mass Update Batch process will mark the affected expenditure items. You must manually adjust any outstanding events affected by the organization changes. You must also manually adjust any cost-based or event-based revenue or invoices affected by the organization change.

   After making the adjustments, you must run the appropriate cost, revenue and invoice processes. For more detail on revenue and invoice adjustments, see: Accruing Revenue for a Project, *Oracle Project Billing User Guide* and Invoicing a

Project, *Oracle Project Billing User Guide*.

Setup Steps Required for an Organization Change

Some or all of the following implementation steps must be performed when you have an organization change.

> **Note:** Several of the following steps are included in the Implementation Checklist. For more information about them, see the *Oracle Projects Implementation Guide*.

1. Define Organizations

- Define a new organization called *Europe*.
  - Enable the HR Organization classification to enable Europe to have employees
  - Enable the Expenditure/Event Organization classification so that Europe can incur project expenditures and have its own budgets and billing schedules.
  - Enable the Project/Task Owning Organization classification so that Europe can own projects.
  - Do not enable the Project invoice Collection Organization classification. Invoices for Europe are processed using transaction types associated with Fremont Construction.
- Define a new organization called *U.S.* No organization classifications are required for the U.S. organization.

2. Define the New Organization Hierarchy

Fremont Corporation must update the organization hierarchy version, according to the new hierarchy.

Organization Hierarchy Oracle Projects

Version Number 1

Because Fremont Corporation has chosen to standardize the organization hierarchy version for all of its project processing, it only needs to make adjustment to the organization hierarchy named *Oracle Projects*, and the organization hierarchy version number *1*. If Fremont Corporation had originally set up different organization hierarchy versions to meet different business policies, procedures, and processes for its business, each organization hierarchy version would have required updating.

3. Assign a Project Burdening Hierarchy to the Business Group

Fremont Corporation will skip this step, because Fremont Corporation uses the same organization hierarchy version for project burdening that it uses for other business processes.

4. Define Employees

Transfer and add employees to the Europe organization.

5. Define Implementation Options

- If the organization change includes creating a new operating unit, implementation options required for a new operating unit must be set. See Adding Operating Units, page 2-17.
- If the Project/Task Owning Organization Hierarchy Branch of an operating unit will change as a result of the organization change, you must change the organization hierarchy /version and/or start organization assigned to the operating unit.
- If the Expenditure/Event Organization Hierarchy Branch will change, you must change the Expenditure/Event Organization Hierarchy Branch assigned to the operating unit.
- If the Default Reporting Organization Hierarchy Version will change, you must change the Reporting Organization Hierarchy Branch assigned to the operating unit.

Fremont Corporation can skip this step, since none of the above conditions are true for this organization change.

6. Define Cost Rates for Expenditure Types

Update existing expenditure types and add new expenditure types based on the organization change.

Fremont Corporation does not need to add new expenditure types for their organization change. They have already set up standardized expenditure types for the corporation.

7. Define Non-Labor Resources

Define non-labor resources for the new organization(s).

Fremont Corporation must update the non-labor resources PC and Minivan to add Europe as an additional owning organization, as shown in the following table:

Non-Labor Resource	Description	Expenditure Type	Organization
PC	PC on the HQ network	Computer Services	Europe
Minivan	Site visit minivan	Vehicle	Europe

8. Define Expenditure Type Cost Rates

Update rates for expenditure types and/or set up new expenditure type cost rates.

Fremont Corporation sets up higher expenditure cost rates for the expenditure type Computer Services, as shown in the following table, to cover the overall increased cost of supporting the Europe organization.

Expenditure Type	Unit of Measure	New Rate
Computer Services	Hours	10.00

9. Define Usage Cost Rate Overrides

Set up new usage cost rate overrides for the Europe organization.

Fremont Corporation sets up higher cost rates for minivans owned by the Europe organization, as shown in the following table.

Non-Labor Resource	Expenditure type	Organization	Usage Cost Rate Override
Minivan	Vehicle	Europe	60.00

10. Define Employee Rates

Since Fremont Corporation uses standard labor costing, define employee rates where required for changed rates and for new employees hired for the Europe organization.

11. Define Burden Schedules

Update and/or add new burden schedules based on the organization change.

Fremont Corporation does not need to define new burden schedules.

12. Define Bill Rate Schedules

Fremont Corporation must define a new bill rate schedule for the Europe organization, because Europe will have higher billing rates.

13. Define Resource Lists

Update resource lists that are affected by the organization changes. Add new organizations to the resource lists that group or maintain resource details by the *organizations* resource type.

14. Define Project Types

Set up new project types you will need, using the new defaults such as bill rate schedules and burden schedules.

15. Define Project Templates

Set up new project templates you will need, using new defaults such as project and task organizations.

16. Set Up AutoAccounting

Make changes to the AutoAccounting setup based on the organization change. Fremont Corporation must make the following updates to the lookup sets listed in the table below to take into account the new organization.

Lookup Set Name	Lookup Set Description	Segment Value: Organization	Segment Value: Company Code
Organization to Company	Map organization to the appropriate company code	Europe	03
Organization to Cost Center	Map organization to the appropriate cost center code	Europe	306

17. Modify Client Extensions

Modify any client extensions affected by the change.

3

Resources

Resources are the labor, services, materials, equipment, and other items needed to plan, track, complete, and account for project work. In Oracle Projects, you can define and utilize resources to:

- Plan work
- Staff projects
- Estimate budgets and forecasts
- Assign tasks, issues, and change requests
- Track and report project costs and categorize revenue
- Schedule assignments and monitor the project progress
- Charge labor and expenses to a project containing employees and contingent workers

This chapter covers the following topics:

- Overview of Resources
- Planning Resource Lists
- Resource Breakdown Structure

Overview of Resources

Oracle Projects supports various kinds of resources, resource types, planning resources, resource lists, and planning resource lists. Resources can be people, equipment, or anything else that are essential to complete a project successfully.

People Resources

People resources enable you to plan, manage, and control the work and collaboration required to complete a project. You use them to build your project teams. Oracle Projects supports the following types of people resources:

- Employees: persons employed by the deploying enterprise
- Contingent workers: persons contracted by the deploying enterprise
- External team members: person contacts or employees of a customer or a partner organization

The following table lists some common activities in Oracle Projects and specifies whether the different types of people resources can either perform or be included in each activity:

Activity	Employee	Contingent Worker	External Team Member
Can be scheduled on a project	Yes	Yes	No
Can be assigned to a task	Yes	Yes	No
Can be a task manager	Yes	Yes	No
Can create, view, and update a workplan	Yes	Yes	No
Can be budgeted for as a resource	Yes	Yes	No
Can create, assign, and update an action (issue/change request and change order)	Yes	Yes	Yes
Can be an assignee of an action (issue/change request and change order)	Yes	Yes	Yes
Can create, update, view, and publish a status report	Yes	Yes	Yes
Can view in a resource search	Yes	Yes	No

Activity	Employee	Contingent Worker	External Team Member
Can track resource availability across enterprise	Yes	No	No

Employees

Oracle Projects obtains information for employees from Oracle Human Resources. The integration with Oracle Human Resources includes:

- Business group definition, including the specification of the Project Burdening Hierarchy
- Job definitions
- Organization, organization hierarchies and organization types and definitions
- Entry and inquiry of employees and employee assignments, including date-effective assignments over time and specification of supervisors and billing titles (used in Oracle Projects) on the employee assignments

For more information, see *Oracle Projects Implementation Guide*

Contingent Workers

A contingent worker is a non-employee people resource who works for your enterprise, and for whom your enterprise is responsible for their costs and expenses. Similar to employees, Oracle Projects obtains information for contingent workers from Oracle Human Resources.

Oracle Projects enables you to define and utilize contingent workers on projects in the same capacities and manner as employees. You can define requirements and perform searches for contingent worker candidates, and you can directly assign contingent workers to projects and tasks.

Contingent workers can enter timecards via preapproved batches or Oracle Time and Labor. You can optionally set up Oracle Projects to calculate contingent worker labor costs based on the rates defined in the purchase orders you create to procure contingent worker services.

> **Note:** To calculate contingent worker labor costs based on the cost rates prescribed in purchase orders, you must enable the *Import Contingent Worker Timecards with Purchase Order Integration* implementation option.

To facilitate processing of contingent worker expenses, you can optionally allow

contingent workers to enter their expenses directly in Oracle Internet Expenses, or via Microsoft Excel expense entry and preapproved batches in Oracle Projects. You can also require the enterprise responsible for providing contingent worker services to invoice you for these expense costs and process the expense invoices in Oracle Payables.

To distinguish contingent worker labor and expense costs from employee costs, you can define AutoAccounting rules to separately account for contingent worker costs. As with other project costs, you can view the details of contingent worker labor and expense costs via Expenditure Inquiry, Project Status Inquiry, Project Performance Reporting, and in Discoverer workbooks.

External Team Members

An external team member is a contact or employee from a customer or partner organization. The person can have an assigned role on a project - can be a stakeholder or can be an interested party. You cannot track time or cost for external team members.

Example

Fremont Corporation is deploying a project for Business World. John Smith from Business World is helping with some of the integration tasks. Fremont Corporation defines John Smith's project role as a Technical Consultant. John Smith is considered an external team member on this project and Business World tracks his time and cost.

An external team member is considered to be a part of the project team. To add an external team member to a project, you first have to enter the customer or partner organization on the project.

Oracle Projects retrieves external team members from Oracle Trading Community Architecture (TCA). Oracle Trading Community Architecture is a data model that allows you to manage complex information about parties, or customers who belong to your commercial community, including organizations, locations, and the network of hierarchical relationships among them.

Future-Dated People

You can enter employees and contingent workers who have not yet begun their employment or contract. The future-dated people start their employment later than the system date.

You can use future-dated people in the following areas:

Functional Area	Uses and Restrictions
Project Setup	You can define future-dated people as team members, and you can define their related setup information including rate overrides and transaction controls. However, the start dates of such definitions must be on or after the person's start date.

Functional Area	Uses and Restrictions
Costing and Billing	You can enter actual project transactions for future-dated people only after they become active. In a future-dated expenditure batch, you can enter people who will be active as of the transaction dates.
Agreements	You can assign a future-dated person as an agreement administrator.
Authority and Access	You can assign responsibilities or grant organization authority to a future-dated person only after their start date.
Staffing	You can assign future-dated people as scheduled members on a project, add them as candidates and also search for future-dated people, only after their start date.

In Oracle Project Resource Management, a future-dated person is assigned the default calendar of the organization assignment. This calendar provides the basis of their schedule, capacity, and availability. You cannot change the calendar for a person until the person becomes active. As a result, future-dated people are not visible in the Calendar Assign Resources window until their respective start dates are current.

Related Topics

Organizations, page 6-30

Import Contingent Worker Timecards with Purchase Order Integration, *Oracle Projects Implementation Guide*

Oracle Trading Community Architecture User Guide

Resource Types

In addition to people resources, you can use other types of resources to complete a project. The following table lists the types of resources that Oracle Projects supports, their descriptions, and where they are defined:

Resource Type	Description	Defined in
Named Person	An employee or contingent worker performing services for an organization, such as John Smith.	Oracle Human Resources
Job	A set of duties to which an employee may be assigned. Every named person is assigned a job, for example, Principal Consultant.	Oracle Human Resources

Resource Type	Description	Defined in
Organization	Divisions, groups, cost centers or other organizational units within a company.	Oracle Human Resources
Expenditure Type	An implementation-defined classification of cost that you assign to each expenditure item.	Oracle Projects
Expenditure Category	An implementation-defined grouping of expenditure types by type of cost.	Oracle Projects
Revenue Category	An implementation-defined grouping of expenditure types by type of revenue.	Oracle Projects
Event Type	An implementation-defined classification of events that determines the revenue and invoice effect of an event.	Oracle Projects
Supplier	A business or individual that provides goods or services or both in return for payment.	Oracle Payables

Related Topics

People Resources, page 3-2

Resource Lists

Resource lists are groupings of resources. You attach resource lists to projects to effectively budget project cost and revenue, to track resource usage, and to view cross-project reporting. Oracle Projects summarizes actual costs and commitments for resources, and rolls up the amounts for a project based on the attached resource list.

Oracle Projects requires that every project have at least one resource list assignment; this is to ensure that you can view actuals information in the Project Status windows and project status reports if no budget or forecast was created for the project.

For more flexibility and granularity, you can use planning resources, page 3-7.

Attaching Resource Lists to Projects

When you create a baseline for a budget for the project, Oracle Projects automatically assigns the resource list used for the budget to the project, so that you can easily report actuals against budgets using the resources that you used for budgeting and forecasting.

You can assign additional resource lists by which you want to view summarized actuals in the Project Status Inquiry form or in your own custom reports. When you define

additional resource list assignments, you must enter the following values:

- **Resource List:** You can select any active resource list
- **Use:** Oracle Projects tracks if the resource list is used for a given budget type or for status reporting. You can only select Status Reporting when you enter a new resource list assignment.
- **Drilldown Default:** You use this check box to specify the default resource list to use when you drill down to view the resource status in the Project Status window. If necessary, you can change the resource list that you use for reviewing resource status in the Project Status Inquiry form; the change is effective only for the current session.

To assign a resource list to a project:

1. Navigate to the Projects form.
2. Find the project to which you want to assign the resource list.
3. In the Project window, select the Resource List Assignment option.
4. In the Resource List Assignments window, enter the resource list and specify if it is the drilldown default for Project Status Inquiry.
5. Save your work.

Related Topics

Resource Lists, *Oracle Projects Implementation Guide*

Planning Resource Lists

You use planning resource lists to plan the cost and effort of a project. You can define the resource needs at a high level, such as indicating that you need an organization or supplier involved in the project. You can also define your resource needs in a more granular form such as specifying a particular team role, a particular person, or even a specific financial element. You define planning resources in the context of a planning resource list.

A planning resource can represent any of the following:

- A single identified resource such as a named person (Amy Marlin), or a specific piece of equipment or non-labor resource such as a laptop
- A combination of an identified resource with specific attributes (Amy Marlin of Consulting East)

- A combination of resource-related attributes such as a team role in a specific organization (Architect - US East Coast Region or DBA - Chicago HQ) or a specific expense of a financial category (Airfare - Employee Expenses)

In regard to the types of resources described in the topic Resource Types, page 3-5, you can only use certain resource types in the context of a planning resource list. The following table shows these resource types, their descriptions, and where they are defined:

Resource Type	Description	Defined in
Person Type	Distinguishes employees and contingent workers. For example, the project requires 100 hours of people effort and you have resources only for 80 hours. You can plan 80 hours of employee time and 20 hours of contingent worker time on the project.	Oracle Human Resources
Team Role	A placeholder for the actual resource that will be assigned to a requirement.	Oracle Projects
Projects Non-Labor Resources	An implementation-defined asset or pool of assets. For example, you can define a non-labor resource with a name such as PC to represent multiple personal computers your business owns.	Oracle Projects
Inventory Item	An item that can be purchased or produced, and for which you can budget and track the costs associated with the consumption of the item.	Oracle Inventory
Item Category	A collection of similar inventory items used to track the aggregate consumption of material.	Oracle Inventory
BOM Labor	Labor resources defined in the Bill of Materials (BOM) module of Oracle Manufacturing associated with a job such as a welder.	Oracle Manufacturing
BOM Equipment	Equipment defined in the Bill of Materials (BOM) module of Oracle Manufacturing such as a lathe.	Oracle Manufacturing
Resource Class	A classification of resources into people, equipment, material items, and financial elements. When resource classes are disabled, resources are classified as project resources.	Oracle Projects

A planning resource list is a combination of planning resource formats and planning

resources. The following table shows examples of planning resource lists:

Planning Resource Format	Planning Resources
Named Person - Financial Category - Organization	James Robinson - Direct Labor Cost - Vision Health System
Job - Organization	Consultant - Atlanta Manufacturing
Person Type	Contingent Worker
Team Role	Account Manager

Your implementation team can define the following types of planning resource lists:

- **Project-Specific**: A planning resource list for which you can add or delete planning resources for a given project. Planning resource formats for project-specific planning resource lists are maintained centrally, but the planning resources are project-specific.

- **Centrally Controlled**: A planning resource list that you cannot modify within a project. This type of planning resource list is maintained for the enterprise and used by the projects in the enterprise to plan work and budget cost.

- **Resource Classes Enabled**: You can create a planning resource list that groups planning resources into resource classes, namely, people, equipment, material items and financial elements. If you do not enable resource classes, resources will be grouped into a single class.

Viewing Amounts with Planning Resource Lists

You can create a financial plan by copying a workplan, or another financial plan, or actual transactions on the project. You can match actual amounts to planning resources in the following ways:

1. **Matching Source Planning Resources To Target Planning Resources**

   When you create a financial plan or a budget by copying a workplan or another financial plan, the system assigns each planning transaction in the source to a planning resource in the planning resource list used by the target workplan or the financial plan. Planning resource precedence rules govern how the target resource is determined.

   You use the source transaction attributes to determine the matching planning resource.

2. **Matching Actuals To Planning Resources**

   Similarly, when transactions are charged to a project, the system assigns each actual transaction to a planning resource in the planning resource list used by the target workplan or the financial plan, based on the planning resource precedence rules.

   If the system does not find a matching planned resource, then Oracle Projects creates an unplanned transaction for the planning resource that most closely matches the actual transaction, based on the planning resource precedence rules.

Planning Resource Precedence Rules

Planning resource precedence rules are used to match planning transactions or actuals to the target planning resource list. The following table shows the precedence hierarchy used to find a matching resource format in the target planning resource list:

> **Note:** A lower precedence number denotes higher precedence. For example, Resource Element/Incurred By Resource has the highest precedence.

Resource Format Elements	Precedence
Resource Element / Incurred by Resource	1
Team Role	2
Financial Category	3
Organization	4
Supplier	5

The following table shows the hierarchy used to find a matching resource type in the target planning resource list after the resource format is determined:

Resource Type	Precedence
Named Person	1
BOM Labor	2
Projects Non-Labor	3

Resource Type	Precedence
BOM Equipment	4
Inventory Item	5
Job	6
Item Category	7
Person Type	8
Resource Class	9

Example

The following table shows an example of a planning resource list that contains two planning resources:

Planning Resource	Description
Planning Resource A	Named Person - Financial Category - Organization (Amy Marlin - Professional - Consulting East)
Planning Resource B	Job - Organization (Principal Consultant - Consulting East)

When Amy Marlin, a principal consultant in the Consulting East organization, enters timecards (with expenditure type as Professional), the costs are associated with planning resource A because the attributes are shared, and Named Attribute has a higher precedence than Job.

Actual amounts are matched to planning resources using the following rules:

- **For Centrally Controlled Planning Resource Lists**
  1. The resource class for the source transaction is determined.
  2. The matching resource format with the lowest precedence number in the target planning resource list for the resource class is determined.
  3. The planning resource within the format with the lowest precedence number is determined. If a planning resource does not exist for the given format, then step 2 is repeated with the next precedence number.

- **For Project-Specific Planning Resource Lists**

  1. The resource class for the source transaction is determined.

  2. The matching resource format with the lowest precedence number in the target planning resource list for the resource class is determined.

  3. If the planning resource does not exist, then a new planning resource is created.

Assigning Planning Resource Lists to a Project

You assign a planning resource list to either a workplan or a financial plan, or both. You can assign any planning resource list to a financial plan. However, to assign a planning resource list to a workplan, you must select the Enabled for Workplan check box on the planning resource list page.

To assign a planning resource list to a workplan or financial plan, peform the following steps:

1. Select the project with which you would like to associate the planning resource list and navigate to the Workplan or Financial Setup page.

2. Select Plan Settings to view the planning resource lists.

3. Select and apply any planning resource list from the Setup section for a workplan.

Adding Planning Resources to a Project

If you are using a project-specific planning resource list for your workplan or financial plan, you can add or delete planning resources within a project. However, the changes you make are exclusive to the project and do not affect the planning resource list defined at the implementation level.

When you add a planning resource, you select a planning resource format. If the list is enabled for resource classes, you also select a resource class. The resource class is a high-level categorization of resources. The planning resource format determines the level of granularity with which you want to plan for resources in your projects. The following table shows the resource classes:

Resource Class	Description
People	People resources represent named persons or any grouping of named persons by attributes such as job, organization, or role, whose time (effort) capacity is consumed to complete the project work. Example: Amy Marlin

Resource Class	Description
Equipment	An equipment resource is a non-person resource such as machine, equipment, or facilities whose time capacity is consumed to complete project work. Example: Laptop
Material Items	Material items differ from equipment resources in that the resource itself, rather than the resource capacity, is consumed to complete project work. Material Items are physically tracked as inventory, sub-assembly, WIP, purchasable items or finished goods in the Oracle E-Business Suite. Example: WIP
Financial Elements	Financial elements are resources that have a financial value in the project. Usually the physical identification of the resource is either unimportant or meaningless compared to tracking its financial value. In general, financial elements are aggregate resources classified in a way that achieves accounting and financial management objectives. Examples: Expenses and Supplier Costs

The resource class determines the available selection of predefined planning resource formats. A planning resource format is a combination of the attributes shown in the following table:

Attribute	Description
Resource	One of any enterprise objects such as people, equipment, facilities, materials used to complete and track a project
Financial category	A financial category represents the type or category of costs. A financial category contains the following resource types: • Expenditure Type • Expenditure Category • Event Type (financial planning for revenue only) • Revenue Category (financial planning for revenue only)
Organization	Any level of an organization such as divisions, groups, cost centers, or other organizational units within a company
Supplier	A business or individual that provides goods and or services for payment

Attribute	Description
Team role	A requirement for a particular project
Incurred by resource	An *incurred by resource* represents the resource that is incurring an expense amount. This element allows users to distinguish between a named persons time being consumed, and tracking expenses for that same named person.

If a planning resource list is enabled for a workplan, you can use the following only once in a planning resource format in the planning resource list:

- Named Person
- BOM Labor
- BOM Equipment
- Projects Non-Labor Resources
- Inventory Item

> **Note:** When resource classes are disabled, you can select the expenditure type on the Add Planning Resource page. The expenditure type is used for burden calculation of the resource assignment.

Related Topics

Defining a Planning Resource List, *Oracle Projects Implementation Guide*

Resource Breakdown Structure

Resource breakdown structures provide another method for viewing planned and actual cost and revenue for a project by resource, resource type, and other resource groupings. The resource breakdown structure consists of one or more hierarchies of resource elements. An element is a resource type, such as job or organization, or a combination of a resource type and a specified resource, such as the job of Principal Consultant or a person named Amy Marlin.

In regard to the types of resources described in the topic Resource Types, page 3-5, you can also use another resource type called *Role* exclusively in a resource breakdown structure. A role is an actual, assigned resource, such as a developer or a project manager.

Note: You can create resource breakdown structures that are enabled for resource classes. If enabled, you can use resource class as an element in the structure for summarizing planned or actual costs in a plan version. If you do not enable resource classes, you cannot summarize planned and actual costs based on a resource class.

Example

The following table demonstrates an example of a resource breakdown structure:

Outline Number	Resource Type	Resource
1	Organization	Consulting - East
1.1	Job	Principal Consultant
1.2	Named Person	Amy Marlin
2	Expenditure Type	Computers
2.1	Project Non-Labor Resource	Network
2.2	Project Non-Labor Resource	Server

Viewing Amounts with a Resource Breakdown Structure

You use the resource breakdown structure to view actual and planned amounts for both effort and cost against financial plans and workplans. If the resource breakdown structure has disabled resource classes, then you can view only the burden cost and the raw cost. The resource breakdown structure defines how the financial and work information is aggregated and reported for a project.

For example, you can track the cost impact of every resource that has been assigned to a project task and use the resource breakdown structure to view the breakdown of these costs. Oracle Projects associates the costs of the resources used for tasks with levels in the resource breakdown structure as they are entered. The process for determining the correct association is managed by predefined precedence rules.

Precedence Rules

Oracle Projects uses predefined precedence rules to determine how to associate amounts with resources in the resource breakdown structure. When creating resource breakdown structures with resource classes enabled, the following table describes the precedence levels associated with each resource type for each resource class:

No.	Resource Type	People Resource Class	Equipment Resource Class	Material Items Resource Class	Financial Elements Resource Class
1	Named Person	1	1	1	1
2	BOM Labor	2	2	2	2
3	Projects Non-Labor Resource	3	3	3	3
4	BOM Equipment	4	4	4	4
5	Item	5	5	5	5
6	Job	6	6	6	6
7	Role	7	7	7	7
8	Item Category	8	8	8	8
9	Expenditure Type	9	9	9	9
10	Event Type	10	10	10	10
11	Expenditure Category	11	11	11	11
12	Revenue Category	12	12	12	12
13	Organization	13	13	15	15
14	Person Type	14	14	14	14
15	Supplier	15	15	13	13
16	Resource Class	16	16	16	16
17	User Defined Resource	20	20	20	20

Precedence Rules when Resource Classes are Disabled

The following table identifies the precedence levels associated with each resource type when resource classes are not used in the resource breakdown structure:

No.	Resource Type	Precedence Level
1	Named Person	1
2	BOM Labor	2
3	Projects Non-Labor Resource	3
4	BOM Equipment	4
5	Item	5
6	Job	6
7	Role	7
8	Item Category	8
9	Expenditure Type	9
10	Event Type	10
11	Expenditure Category	11
12	Revenue Category	12
13	Organization	13
14	Person Type	14
15	Supplier	15
16	User Defined Resource	20

Note: You can enter free text for a user-defined resource.

Oracle Projects uses the following rules to associate amounts with resources:

1. Select the deepest level in the resource breakdown structure to which a transaction can map.
    - If there is only one level to which the transaction maps, then the amounts are

mapped to this level.

- If the transaction maps to more than one level, then Oracle Projects selects the element with the highest rolled-up precedence value. The precedence value is calculated by summing the precedence values for all resource types in the branch of the hierarchy
- If there is same precedence at a level, then Oracle Projects uses the precedence of the next level up.

2. For branches that roll up to identical precedence values:
   - Select the branch with the higher precedence value at the lowest level (see Example 2 below).
   - If one branch is using the User Defined resource type, then give the other branch higher precedence.

Example 1

The following table shows an example resource breakdown structure.

Outline Number	Resource Type	Resource
1	Organization	Consulting - East
1.1	Job	Principal Consultant
1.2	Named Person	Amy Marlin

You can track labor expenses for Amy Marlin based on the predefined precedence rules. In the above structure, the labor expenses will be associated with level 1.2 - Named Person - Amy Marlin.

Example 2

In a resource breakdown structure hierarchy, if the precedence rolls up to the same number at any specific level, then the amounts are associated to the resource having the highest precedence value.

In the table below, the precedence level rolls up to 20 for both level 1 and level 2. For a timecard, the costs are mapped to the level 1.1 - Job because in the People resource class, the resource type Job has higher precedence (6) than the resource type of Expenditure Type (9).

Outline Number	Resource Type	Resource	Precedence Level
1	Person Type	Employee	14
1.1	Job	Principal Consultant	6
2	Expenditure Category	Expenses	11
2.1	Expenditure Type	Travel	9

Associating a Resource Breakdown Structure with a Project

You can associate a resource breakdown structure with the workplan and financial plan of a project. You can use either the same resource breakdown structure or apply different structures. The structure applied to the workplan will provide a breakdown of cost and effort for the task assignments when resource classes are enabled in the resource breakdown structure. The structure applied to the financial plan provides a different view of the project data based on budget and costs. You can also add additional resource breakdown structures to a project to provide alternate views of project data in the Reporting tab. If you use different resource breakdown structures for different plan types or for reporting, you cannot use a plan associated to a structure with resource classes disabled to generate plan amounts for a plan type associated with a structure that is resource class enabled or with a project having a reporting structure that is resource class enabled.

Note: If you copy a project to create a new project, the resource breakdown structure associations are also copied.

To attach a resource breakdown structure to a workplan or a financial plan:

1. Select the project to which you want to associate the resource breakdown structure.
2. Use one of the following navigation paths to associate the resource breakdown structure with the workplan, financial plan, or overall project:
   - Workplan > Setup > Plan Settings
   - Financial > Setup > Plan Settings
   - Project > Setup > Resource Breakdown Structures

   Note: You can search for resource breakdown structures with the

Enable Resource Classes attribute.

3. Select and apply a resource breakdown structure.

Related Topics

Resource Breakdown Structure, *Oracle Projects Implementation Guide*

Project Performance Reporting, *Oracle Project Management User Guide*

4

Project Team Definition

This chapter discusses the functionality behind project team definition, including the definition of scheduled and nonscheduled team members and the definition of organization roles, and the definition and management of scheduled team roles.

This chapter covers the following topics:

- Project Teams and Team Roles
- Defining Nonscheduled Team Members
- Staffing Plan
- Defining Scheduled Team Members
- Defining Organization Roles
- Assigning People to Projects

Project Teams and Team Roles

A team is a collection of roles on a project. You can divide the people on a team into two categories: scheduled members and nonscheduled members.

Scheduled team members are those people for whom you want to track the hours, utilization, and financial impact (costs, revenue, and margin). Your scheduled team members for a project can also be referred to as the delivery team. For more information about scheduled team members, see Defining Scheduled Team Members, page 4-5.

Nonscheduled team members of a project comprise the extended team and include project team members whose time is not specifically tracked. For more information about nonscheduled team members, see Defining Nonscheduled Team Members, page 4-3.

Subteams enable you to classify your people on your project into logical groups. For example, you may have resources on a project that you can group into consultants, administrative staff, and engineers, or, you may have people grouped into subteams for different phases of a project.

For a project, you can enter general staffing information such as the default calendar, role list, initial team template, and advertisement rules.

The role list controls access for the roles that you can add to your project. The initial team template indicates the name of the team template that was used to create requirements on the project upon initial project creation.

The advertisement rule controls the visibility of requirements both inside and outside of the organization. For more information, see Advertisement Rule for a Requirement, *Oracle Project Resource Management User Guide*.

Oracle Projects comes seeded with a project manager role, and requires that you designate one project team member as a project manager. While you can have only one project manager at any point in time, you can change the project manager role assignment as necessary.

> **Note:** Approved contract projects must have a project manager for the duration of the project. A project manager is not required for indirect projects or capital projects.

You can also define people as team members in order to facilitate distribution of Projects reports to responsible parties.

Team Roles

A team role represents either a requirement or an assignment on a project or task. You use the project role as a template for your team roles. When you create a team role, you specify the project role from which to obtain all the default information. The default information is copied from the project role to the team role. Thereafter, you can modify the information on the team role as appropriate for that role on that particular project. Any changes you make to the team role are exclusive and do not affect the definition of the project role.

For example, you have a project role called DBA. You create a team role on a project called Lead DBA based on the DBA project role. All the defined competencies, job information, and security information is copied from the DBA project role to this new Lead DBA team role. You decide to add more competencies to the Lead DBA team role and to change the job level. These changes are only reflected on this particular team role. For more information, see Competencies, *Oracle Projects Resource Management User Guide*.

Each project role has a security structure determining the features users can access and the functions they can perform. This security structure is referred to as role-based security. Though role-based security is optional, it offers you more flexibility than responsibility-based security because the role of a user can change from project to project. Therefore, the function access a user may require can change from project to project. For more information on security, see Security in Oracle Projects, page 12-1.

In the application, the team role is the value displayed on most pages. The project role is

only available on the assignment and requirement details pages.

Creating Team Roles

Oracle Projects provides two ways of creating team roles for your project, and they relate to how you staff your project and assign resources to tasks:

- **Adding a Requirement:** When you define a requirement for a scheduled resource, you also create and define a team role based on a project role. You can then create a project assignment for the requirement once you find a person resource that is appropriate for it. For more information about adding a requirement, see Project Requirements, page 4-5.

  Adding a requirement is also the first step in the "top-down" staffing method, which you can use in conjunction with Oracle Project Management. With top-down staffing, you can create a set of project roles, and then have the system generate a planning resource. For more information about top-down staffing, see Integrating Work Planning with the Project Team, *Oracle Project Management User Guide*.

- **Creating a Team Role from a Planning Resource List**: You can generate team roles based on resource assignments that utilize a planning resource list. This is part of the "bottom-up" staffing method, which you can use in conjunction with Oracle Project Management. With bottom-up staffing, you assign planning resources to tasks in your project and then generate project team roles for those resource assignments. For more information about bottom-down staffing, see Integrating Work Planning with the Project Team, *Oracle Project Management User Guide*.

Defining Nonscheduled Team Members

Nonscheduled team members are people who have a role on a project team but whose time is not specifically tracked. For example, you may have extended team members that support the administrative aspects of the project and who perform tasks such as reviewing candidates and providing backup support. You can also have client contacts as nonscheduled members.

> **Note:** Team members are also referred to as key members.

You can use nonscheduled team members and their associated roles when you set up project-based security in Oracle Projects. For more information on project-based security, see Security in Oracle Projects, page 12-1.

You can designate nonscheduled team members at the project level only. Subject to the functions that are associated with their login responsibility, a nonscheduled team member can view and update all project information except labor cost details. To permit viewing of labor cost details, team members must have function security that expressly allows query of labor cost details.

Note: A user with cross-project update access does not need to be defined as a nonscheduled team member in order to view or update project information, or to view labor cost details. A user with cross-project view access does not need to be defined as a nonscheduled team member in order to view project-level information.

Effective Dates

Oracle Projects uses effective dates to control nonscheduled team member and nonscheduled team member role assignments. You can inactivate a nonscheduled team member's role at any time by specifying an ending effective date. You can reactivate the nonscheduled team member or redefine the nonscheduled team member with a new role by reentering the nonscheduled team member with a beginning effective date that is after the previous ending effective date. You can also associate a nonscheduled team member with more than one role on a project. You do not need to define each person who is doing work on the project as a nonscheduled team member--only those who need to maintain project data and/or view project expenditures.

When you enter a nonscheduled team member, the system provides a default start date based on the following precedence order. At each precedence level, if there is no value for the date, the date at the next level is the default date:

1. Project Actual Start Date
2. Project Scheduled Start Date
3. Project Target Start Date
4. System date

Future-Dated Employees as Team Members

You can enter a future-dated employee as a nonscheduled team member. A future-dated employee is an employee who is starting employment on a future date. For more information, see Defining People, *Oracle Projects Implementation Guide.*

Related Topics

Security in Oracle Projects, page 12-1

Staffing Plan

A staffing plan consists of the resource requirements and assignments defined for a project. You can use staffing plans to generate organization forecasts, and project budgets and forecasts.

For more information, see Understanding Organization Forecasting, page 7-1, and Overview of Project Budgeting and Forecasting, *Oracle Project Management User Guide*.

> **Note:** For projects for which cost breakdown planning is enabled, you cannot generate forecasts from a staffing plan as the staffing plan does not have any cost code information.

Related Topics

Project Requirements, page 4-5

Project Assignments, page 4-10

Using Organization Forecasting, page 7-3

Generating Budgets, *Oracle Project Management User Guide*

Generating Forecasts, *Oracle Project Management User Guide*

Defining Scheduled Team Members

You can create team roles for scheduled team members by adding project requirements to your project. You can then create project assignments for specific people resources by filling the project requirements. You can also create scheduled team roles by adding team members on a project directly, selecting a schedulable role For more information about project requirements, see Project Requirements, page 4-5. For more information about project assignments, see Project Assignments, page 4-10.

If you find that many of your projects have common requirements, you can create a team template to handle them. A team template is a predefined and reusable set of project requirements. For more information, see Team Templates, page 4-11.

You can also create administrative assignments, which represent non-work activities and are tracked against administrative projects. You can only create administrative assignments for administrative projects. For more information, see Creating Administrative Assignments, page 4-12.

Project Requirements

The purpose of requirements is to provide a representation of the people class resources that are needed to complete the project.

For example, you have a project to install a product at a customer site. This project may require two DBAs and two Implementation Consultants skilled in the product to be installed. Without knowing the specific individuals that will fill these required roles, you can identify information such as what level of experience is necessary, where the work will be carried out, and approximately how long each position is required. You define this information for each requirement which simplifies the process of identifying

potential resources to fill these roles.

A requirement is an unfilled work position on a project. It is an open team role without an assigned planning resource.

Requirements also differ from assignments in that they have additional attributes such as job levels. These additional attributes provide the detail necessary to identify potential candidates to fill the role during resource searches.

If you use Oracle Project Resource Management, you can also define competencies and advertisement rules for new requirements. For more information, see Staffing Project Requirements, *Oracle Project Resource Management User Guide*.

Requirement Lifecycle

The requirement lifecycle begins with the creation of an open requirement on a project. The project requirement has three system schedule statuses, it can be filled, canceled, or open. A project requirement status begins as open and can either be filled through a resource search or directly assigning a resource to fill the requirement.

Adding Requirements

Adding requirements requires the input of basic information such as the role, time period, location, staffing priority, and job level range. Most of this information is defaulted from the selected project. The team role, job level range, and competencies are defaulted from the selected role.

You can change any of these defaults when adding the requirement, except for the competencies, candidate score information, and financial rate overrides. You can modify these fields through the Requirement Details page after you have added the requirement. The competencies of a requirement are used to search for potential resources to fill the requirement based on matching skills.

> **Note:** You must use Oracle Project Resource Management to be able to enter and track competencies and candidate score information. For more information, see Staffing Project Requirements, *Oracle Project Resource Management User Guide* and Candidate Management, *Oracle Project Resource Management User Guide*.

If you need multiple requirements with the same description and criteria, you can enter the number of requirements in the Number of Copies field. For example, if you need 3 DBAs, enter the basic information for the requirement, and then, enter 3 in the Number of Copies field. When you save the requirement, 3 entries for DBA appear under Added Requirements. In order to avoid later confusion, we advise you to make requirement copies unique by changing their names and other attributes.

> **Note:** If you use Oracle Project Management, the system will try to match an existing planning resource to your project requirement. If

your project uses a decentralized planning resource list, the system can also generate a new planning resource to fit the requirement. For more information, see Integrating Work Planning with the Project Team, *Oracle Project Management User Guide*.

Project Requirement Details

After you save a requirement, you can enter or modify detailed information such as the schedule, competencies and forecast information from the Requirement Details page.

If you use Oracle Project Resource Management, you can also use the Requirement Details page to define staffing owners, staffing priorities, competencies, candidates, and advertisements for requirements. For more information, see Staffing Project Requirements, *Oracle Project Resource Management User Guide*.

Basic Information

Basic requirement information includes the team role, dates, and staffing priority as well as other general data. You can also enter the Resource Loan Agreement detail, such as if an extension of the team role is possible, who owns the expenses of the resource, and the expense limit. This information is primarily used in cases where a resource is borrowed from a different organization than the project organization.

Note: If you use Oracle Project Management and you change the team role for a project requirement, the system propagates the change to all related task assignments. You cannot change the team role if it is associated with any task assignments that have had actual cost or quantity actuals entered against them. For more information about task assignments, see Integrating Work Planning with the Project Team, *Oracle Project Management User Guide*.

Schedule

Schedule details include the start and end dates, the schedule status, planning resource, and work pattern. Click the Update Scheduled People button to update the following details of one or more requirements simultaneously:

- Team Role
- Start Date
- End Date
- Calendar
- Staffing Owner

- Work Type
- Additional Staffing Information
- Description
- % of Calendar
- City
- Country
- State/Region

If the Calendar, % of Calendar, or both are changed, then the start and end dates must be the same or within the originally specified team role assignment dates, but these dates are not stored in the database. A new work pattern may be used for the changed duration while the work pattern (for the original team role assignment) will be retained for the remaining period.

When a project requirement or an assignment is created, the calendar specified is saved as the base calendar, which cannot be changed. However, you can select a calendar that is different from the base calendar to derive the work pattern, and optionally the effort for the given date range. The work pattern and/or the effort are updated based on changes in the calendar, date range, or % usage of the calendar. If you enter only the Calendar name, then 100% of that calendar is considered for deriving the new work pattern, else, the base calendar is considered. If you specify a value for % Calendar, then this percentage of the calendar is considered for deriving the new work pattern.

The start and end dates of the team role assignment can be modified to advance the start date or defer the end date. However, the user should not enter any value in the % of Calendar or Calendar fields. The modified dates will be stored in the database and used to generate a new work pattern for the new start and end dates. The team role assignment status will be updated automatically to reflect the assignment has been changed.

When you create a project requirement or a project assignment, the start and end dates of the requirement or assignment will be validated against the project transaction start and end dates. This is determined by the profile option, *PA: Require Assignment and Project Date Validation*. If this profile option is set to Yes, then the project requirement or assignment start and end dates must be within the project transaction date range. If the profile option is set to Warning, then you will be allowed to specify the dates outside the project transaction date range, with a warning. For more information, see PA: Require Assignment and Project Date Validation, *Oracle Projects Implementation Guide*.

Financial Information

The hours information is used to generate forecast totals for cost, revenue, and margin for this team role. For details on the forecast calculations, see Generating Forecasts,

Oracle Project Mangement User Guide.

Competencies

You can enter competency attributes for a project requirement if you use Oracle Project Resource Management. Competencies make it easier to identify potential candidates to fill the requirement during resource searches. For more information, see Staffing Project Requirements, *Oracle Project Resource Management User Guide*.

Advertisements

You can define advertisement rules to determine how a project requirement is advertised throughout your organization if you use Oracle Project Resource Management. For more information, see Staffing Project Requirements, *Oracle Project Resource Management User Guide*.

Candidates

If you use Oracle Project Resource Management, you can enter, rank, and track the status of potential candidates for project requirements. For more information, see Staffing Project Requirements, *Oracle Project Resource Management User Guide*.

Filling Requirements

To fill a requirement, you can:

- Directly identify a known resource.
- Search the resource repository to find a suitable resource, if you use Oracle Project Resource Management. See Resource Search, *Oracle Project Resource Management User Guide* for more information.

When you fill a project requirement, the system creates a project assignment based on that requirement. The assignment identifies the period of time a specific resource will fill a specific role. If the person assigning the resource to the requirement has authority over the resource, the assignment is considered a confirmed assignment. Otherwise, the assignment must go through an approval process, either manual or workflow-enabled depending upon your implementation. These assignments are provisional until confirmed.

In addition, if you use Oracle Project Management and have a generic task-level planning resource assignment that is linked to a project requirement, that generic planning resource is replaced by whichever specific planning resource you use to fill the project requirement. For example, say you have a task with a generic "DBA" planning resource assignment, and that this resource assignment is linked to a specific project requirement. You decide to fill the project requirement with Mary Smith, a specific person. When you do this, the system replaces the generic "DBA" planning resource on the task with Mary Smith. For more information about task assignments and project requirements, see Integrating Work Planning with the Project Team, *Oracle Project Management User Guide*.

Project Assignments

An assignment is a work position on a project that has been associated with a specific person resource for a designated period of time.

Project assignments are typically created when you fill an open project requirement with a person resource. You can also create project assignments directly, by directly identifying both the team role and the person resource who will fill that role.

> **Note:** If you use Oracle Project Management, you can have the system automatically generate assignments by matching planning resources with open requirements or vice-versa. For more information, see Integrating Work Planning with the Project Team, *Oracle Project Management User Guide*.

Assignment Lifecycle

The assignment life cycle begins when an assignment is directly created on a project or when a resource is assigned to fill an open requirement. An assignment can have various statuses as required such as provisional, confirmed, and canceled.

- Provisional: A resource is identified for an open requirement but not yet confirmed
- Confirmed: A resource is confirmed for this assignment
- Cancelled: The assignment no longer exists

Each system status can have multiple user statuses such as Open, Under Review, Sent to Vendor.

An assignment starts with a system status of *Provisional*. When the assignment is approved, the system changes the system status to *Confirmed*. Confirmed assignments appear on the schedules of the assigned resource and the project. This assignment to the resource reduces the availability of the resource.

> **Note:** If you use Oracle Project Resources Management, you can take advantage of an approval workflow process for assignments. When the assignment is approved, the system can change the system status to Confirmed based on your approval workflow setup. For more information, see Assignment Approval, *Oracle Project Resource Management User Guide*.

Adding Assignments to Projects

When you select the team role for the assignment, default values are provided for the assignment name and job levels. Values for the assignment location and calendar are

retrieved from the associated project. You can change any of these defaults as necessary.

After you have entered all the desired values, the assignment is ready for approval.

Calendar Option

The work pattern for the assignment is determined by the calendar type you choose. You can choose one of the following calendar types for the assignment:

- Project Calendar: the default calendar associated with the project.
- Resource Calendar: the calendar of the assigned resource. The percentage value indicates the percentage of the resource's time allocated for the assignment.
- Other Calendar:

After you click Save, the assignments for the selected resources will appear under the Added Assignments section. You can continue to create additional assignments prior to sending them through the approval process.

When you have finished entering assignments, click Continue and Submit to navigate to the Submit for Approval page. For more information on the approval process, refer to Approval Process for Updates to Assignments, *Oracle Project Resource Management User Guide*.

Related Topics

Project Requirements , page 4-5

Team Templates

A team template is a predefined set of requirements that you can apply to your project. A benefit of the team template is that you avoid the repetitive creation of the same requirements on common project teams. With the proper authority, such as Project Super User, you can create team templates for general use on any project.

Creating Team Templates

The effective dates of a team template indicate the period of time during which a template can be applied to projects, regardless of the project actual start date. Values in the Calendar and Work Type fields provide defaults for the requirements on the template. The Role List is the list of roles that you can select for each requirement on the team template. In addition to requirements, you can add subteams to the template that also will be created on a project once the template is applied.

The team template start date and the dates of the template requirements are relative dates used to determine the time periods of the requirements when the team template is applied to an actual project. The template start date is compared with the start date of the project and the dates of the associated requirements shift by a set number of days.

Note: If you use Oracle Project Resource Management, you can define staffing priority, job level, and competency attributes for the requirements you associate with your team templates. For more information about these attributes, see Staffing Project Requirements, *Oracle Project Resource Management User Guide*.

Example

You have a team template called Fast Forward Team with the effective dates of January 1, 2000 to December 31, 2005 and a start date of March 1, 1990. On this template, you have a requirement called DBA with a start date of April 1, 1990 and an end date of April 30, 1990. If you apply this template prior to December 31, 2005 to a project with a start date of June 1, 2006, the DBA requirement is added to the project with a start date of June 30, 2006 and an end date of July 29, 2006.

Applying Team Templates

The effective dates of the team template are compared with the system date, and as long as the system date falls between the effective dates, you can apply the template to a project. You can apply the team template from the Apply Team Template page accessible through the Schedule Resource page. Or, if your selected project template has an associated team template, then it is applied during the project creation.

Note: If a project has an associated role list, then only those team templates with matching role lists are available to apply to the project. If a project has no associated role list, then all current team templates are available for applying to the project.

Related Topics

Implementing Oracle Project Resource Management, *Oracle Projects Implementation Guide*

Creating Administrative Assignments

An administrative assignment represents a non-work activity and is tracked against an administrative project (also referred to as an indirect project). You can use administrative assignments to block off time on your resource schedules. The following examples demonstrate the functionality of administrative assignments:

- Vacation time
- Internal training
- Project management duties

- Personal holiday
- Sick time
- Jury duty

Creating administrative assignments is similar to creating regular assignments on a delivery project with one distinction, you use an administrative project. Administrative assignments also require approval.

Administrative assignments are not included in the domain of the delivery team as these assignments are typically tracked on an indirect or administrative project. Administrative projects can have project managers who manage these assignments, but having a project manager is not a requirement.

You may want to track such assignments because they consume the work hours of your resources, and therefore, affect availability and financial forecasting.

For more information about administrative projects, see the discussion of the indirect project type in Project Type, page 6-24.

Defining Organization Roles

Organization roles enable external organizations to participate and collaborate on your projects.

Adding External Organizations to Projects

You use the Organizations setup page under the Project tab to add an external organization to a project.

When you add an external organization to a project, you must select a customer or partner project role for the organization.

If the organization has a customer role on the project, you can maintain a list of billing accounts from the organization that belong to the project. If you select customer for a customer organization, you can define billing terms and information for the customer.

Adding Team Members from External Organizations to Projects

You can add both internal and external team members on a project using the Add Team Members page. You can navigate to this page through either the Team Members page or the Organization Details page.

Adding team members from the Add Team Members page enables you to add employees, contingent workers, and external persons from any organization as team members on a project. The Team Members page displays all team members, both internal and external, on your project.

Adding team members from the Organization Details page enables you to choose only

people from the organization for which you are viewing the details.

> **Note:** You cannot add external team members to your project as scheduled members. Only internal team members can be scheduled on projects.

Associating Billing Accounts from Customer Organizations to a Project

You can associate billing accounts from customer organizations with a project. Billing accounts enable you to track billing information related to the participation of customer organizations in projects.

- You can add a customer organization billing accounts to your project with the Add Billing Accounts page. You use this page to specify a billing account name and number and enter work and billing site address for the account. You can also define the relationship of the billing account to the project and its percentage of contribution to the project.

- You can define and maintain billing account detail information through the Billing Account Details page. Through this page, you can view and update the basic billing account information, define another project to which to bill, and specify the currency (and currency rate type) of the billing invoice. You can also create and maintain a list of billing contacts in the Contacts section.

  The Billing Accounts page displays a list of all of the billing accounts available for your projects. With the appropriate edit access, you can also edit or delete the billing accounts on the project as necessary. The user function name for this access is Projects: Options: Customers and Contacts.

Related Topics

Organizations, page 2-1

Customers, *Oracle Projects Implementation Guide*

Function Security, *Oracle Project Resource Management User Guide*

Oracle Projects Billing User Guide

Assigning People to Projects

Many person resources, requirements, and assignments have schedules. The schedules are comprised of work patterns that include working hours and exceptions, such as vacation days. Each schedule is based on the calendar for the organization or an individually assigned calendar.

Changes to these calendars impact the schedules of the person resources, requirements, and assignments differently. Oracle Project Resource Management provides the

following administrative processes to help manage these changes and to maintain consistent schedule information throughout the application:

- PRC: Generate Calendar Schedule for a Single Calendar
- PRC: Generate Calendar Schedules for a Range of Calendars
- PRC: Rebuild Timeline for a Single Resource
- PRC: Rebuild Timeline for a Range of Resources

These processes update the schedules and timelines tables with changes to the calendars. For more information on setting up calendars and schedules, see Implementing Oracle Project Foundation *Oracle Projects Implementation Guide*. For more information on the processes, see Processes in Oracle Projects, page 9-1.

You can view and maintain resource schedules in a list or timeline format and calculate overcommitted and available person resources for a project assignment.

Person Resource Schedules

View person resource schedules in a list or timeline format. The list format provides a list of person resources for which you have authority to view. It also shows the duration for which the resources are currently or next available. If a person resource is not available in the requested period, the available dates columns appear with blank values.

The schedule status represents the commitment of the days on the schedule. For example, Provisional means that the days have potential commitment, but are still considered available for other assignments. However, Confirmed means the days are committed to the assignment and are not considered available for other assignments.

From the Resource Schedule page, you can add assignments to one or more resources on the resource list, or drill down into individual resource schedules and related information.

Reviewing Person Schedules

The Schedule page under the Resources tab provides information about the scheduled team roles. You can view this information either as list data or in the form of a timeline graph. The approval status represents the current stage of approval of the entire assignment.

You can also submit one or more assignments for approval. An approval request is sent to the appropriate approver for each resource assignment. If you are submitting a request for multiple roles, a deferred request handles the submission. Therefore, the status of the roles may not change immediately. It will change after the submission has actually been retrieved by a workflow process. For more information, see Approval Process for Updates to Assignments, *Oracle Project Resource Management User Guide*.

Canceling a Team Role

Canceling a requirement or assignment will change the status of the item to Canceled, and the item is accessible only for viewing and tracking purposes. If you cancel an assignment, the person resource becomes available only for the time period of the canceled assignment. To delete a canceled team role or assignment, review all canceled team roles under Search from the Scheduled People page. A new requirement copied from the original assignment is created. To assist you with filling the new requirement, the list of candidates for the original assignment is copied to the new requirement. You can reactivate these candidates individually to initiate a new review process.

> **Note:** If the original assignment was not based on a requirement, but rather a direct assignment, no new requirement is created when the assignment is canceled.

Maintaining Person Schedules

You can update the team role schedules of one or more person resources, whether requirements or assignments, using the following options:

Duration

If extending a role, you are prompted to specify the status for the extended number of days. As a result, a role can have multiple statuses over its life span. The original duration of the role retains the original status while the extended duration of the role can have a different status.

Status

Update the status of a specified duration of the role, either entire team role or partial duration of the team role.

Calendar

You can have only one calendar associated with a role for the complete duration. You can change the calendar for the role, but consider the effect, if any, on any duration of the role that has passed.

Work Pattern

You can specify the work pattern to take precedence over the calendar associated with the role for any specified duration of the role. For example, if you specify a work pattern for 40 hours (10 hours * 4 days) it will override an already existing work pattern of 40 hours (8 hours * 5 days).

When you update a work pattern for a specific period that results in the work pattern to be the same as a work pattern for a previous or successive period, then they will be

combined and displayed as a single work pattern.

Hours of Days

You can update the schedule of the role by specifying the number of hours per day in terms of absolute values or as a percentage of the associated calendar. By selecting the Include Non-Work exceptions check box, the specified number of hours overrides any calendar exceptions, such as holidays.

Shift Duration

Shift the duration of the role forward or backward by a specified number of days.

Overview of Timelines

The timeline provides a visual interpretation of the list format in either one-month or three-month segments. The bars on the timeline reflect the system statuses for both requirements and assignments. In addition, if you use Oracle Project Resource Management, the resource timelines display the availability and overcommitment of the resource.

The determination of available and overcommitted resources in the timeline is based on the setup defined by your implementation team.

> **Note:** The displayed availability may not be correct if the resource does not have an assigned calendar for the duration of the requirement, or if the calendar schedules have not been generated or updated for the period.

Timeline Views

You can view timelines for the following:

- **Team Schedule**

  Timeline includes all requirements and assignments on the project display by status. This timeline does not reflect the following:

  - filled requirements
  - canceled requirements
  - canceled assignments

- **(Single) Resource Schedule**

  Timeline includes all assignments across projects (including administrative assignments) for the resource by status. It also includes availability and

overcommitment time.

- **(Multiple) Resource Schedule**

  Timeline includes all assignments of the resources for which you have the authority to view. It also includes the assignment statuses and the availability of the resources.

  If a resource has multiple assignments with different statuses for the same time period, then the color of the bar is determined first by the status, and then by the number of hours, if both assignments have the same number of hours. The order or precedence for the statuses in this situation is as follows:

  - Overcommitted (if two or more confirmed assignments exist for the same time period)
  - Confirmed Assignment
  - Confirmed Administrative Assignment
  - Provisional Assignment
  - Requirement

- **Scheduled Role**

  Timeline includes the schedule and status of a particular project role.

Related Topics

Qualification of Available Resources, *Oracle Project Resource Management User Guide*

Overcommitments, *Oracle Project Rsource Management*

5

Rates

This chapter describes how Oracle Projects determines rates. You can use rates to calculate amounts for costing, billing, and workplan and financial planning.

This chapter covers the following topics:

- Overview of Rates
- Using Rates for Costing
- Using Rates for Billing
- Using Rates for Workplan and Financial Planning

Overview of Rates

When rates are required, Oracle Projects determines rates from a combination of rate schedules and rate overrides, from rates defined in Oracle HR or from an extension provided by you, and uses the rates to calculate cost, revenue, and bill amounts. How Oracle Projects determines rates depends upon whether the rate is for costing, billing, or workplan and financial planning purposes. If you are not providing an extension to derive rate (where extensions are allowed) or defining rates for labor costing in Oracle HR, then you must setup and enter rates on rate schedules in Projects.

Defining Projects Rate Schedules

You can define four types of rate schedules. The following table lists the four types of rate schedules and indicates how you can use each rate schedule type in Oracle Projects.

Rate Schedule Types	Use to Determine...
Employee	Cost Rates - Labor
	Bill Rates - Labor
	Planning Rates - Labor
Job	Cost Rates - Labor
	Bill Rates - Labor
	Planning Rates - Labor
Non-Labor	Bill Rates - Non-Labor
	Planning Rates - Non-Labor
Resource Class	Planning Rates - Labor
	Planning Rates - Non-Labor

Use the Rate Schedules window to define rate schedules.

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

Using Rate Schedules

You can use rate schedules for the following purposes:

- **Costing:** Use rate schedules to define cost rates for labor expenditure items. You can maintain hourly cost rates by job or by employee. Cost rate schedules enable you to derive standard rates for use in calculating standard labor costs or to derive an estimated labor cost for accrual accounting. You can also derive rates from rate matrices maintained in the Rate by Criteria feature in Oracle HR, or by calling a custom extension supplied by you during implementation for calculating labor costs when you do not use payroll actual costs.

  > **Note:** You do not use rate schedules to define cost rates for non-labor expenditure items. Instead, you can assign cost rates

directly to non-labor expenditure types.

- **Billing:** You can use rate schedules to determine revenue and bill amounts for billable expenditure items for contract projects when the revenue accrual method or the invoice method is *Work* (As-Work-Occurs). You can use employee, job, and non-labor bill rate schedules for this purpose.

  You can also associate bill rate schedules with transfer price rules to determine the transfer price amount of cross charged expenditure items during Borrowed and Lent or Intercompany Billing cross charge processing. For information on transfer price rules, see: Defining Transfer Price Rules, *Oracle Projects Implementation Guide*.

- **Planning:** Use rate schedules to provide rates for workplan and financial planning. You can use the same rate schedules that are used to calculate actual costs and revenue, or you can use a set of planning rate schedules to define rates for planning.

  You can specify a set of planning rate schedules when you enable planning rates for a workplan structure or when you define planning options for a financial structure, budget version, or forecast version. You can also derive planning rates from rate matrices maintained in the Rate by Criteria feature in Oracle HR. You can also specify employee, job, non-labor, and resource class rate schedules for this purpose.

Related Topics

Overview of Project Costing, *Oracle Project Costing User Guide*

Rate Schedule Definition, *Oracle Projects Implementation Guide*

Using Rates for Costing

You can use rates to calculate the raw cost for expenditure items that have a quantity, but no raw cost amount. For example, you can import timecards with a quantity of hours, but no raw cost amount, into Oracle Projects from Oracle Time and Labor. During cost distribution processing, Oracle Projects determines the labor cost rate for each expenditure item based on the costing method and rate source specified in the applicable labor costing rule. When you setup your labor costing rules, you may be required to select a rate source if you are planning to use payroll actuals for your labor costs and select any of the following rule value combinations:

- Standard method to calculate actual raw cost
- Actual method with Accrual Enabled to calculate accrued raw cost

When you select a rate source, you can select a rate schedule maintained in Oracle Projects or rate schedules maintained in HR Rate by Criteria. You can also select the option to use a custom extension you provide to derive a rate. Oracle Projects uses

burden schedules to determine the total burdened cost for expenditure items after raw costs have been calculated. If you are using payroll actuals, then you can also import burden costs at the same time you import raw costs by setting up the pay element associated to the burden costs with the appropriate classification. You can also use the same rates you use for actuals for your planned costs by enabling the labor costing rule and rate source for planning.

See: Distributing Labor Costs when Costing Method is Standard and Distributing Labor Costs when Costing Method is Actual, *Oracle Projects Costing User Guide*

Determining Labor Cost Rates

Oracle Projects uses labor cost rates to calculate the raw cost for labor expenditure items when you use the Standard costing method or when you need to estimate labor costs for planning or labor cost accruals. Labor expenditure items using a system linkage function of ST Hours or OT Hours always have a unit of measure of *Hours*. If you are using the Standard costing method or Actual method with Accrual Enabled, then Oracle Projects determines a cost rate for each ST or OT labor expenditure item and calculates the accrued or raw cost during cost distribution processing. When you do not use Standard costing or if you do not enable labor cost accrual, you can import payroll cost actuals from Oracle Payroll or a third party payroll application and distribute it to the time card ST or OT expenditure items as project labor costs.

Oracle Projects first establishes whether a labor cost rate is required by finding the applicable organization labor costing rule and determining the costing method. To find the applicable rule, Oracle Projects first looks to see if an organization labor costing rule is assigned to the expenditure organization for the expenditure item. If it does not find a rule for the expenditure organization, then it searches for a rule that is assigned to the expenditure organization's parent organization. It continues up the *Expenditure/Event Organization Hierarchy* until it finds a labor costing rule to use. You specify this organization hierarchy for the operating unit during implementation. At each level, Oracle Projects searches for a rule with an effective date range that is active on the expenditure item date. If an organization has multiple parents and a rule is assigned to more than one parent, then Oracle Projects uses the rule assigned to the lowest level parent organization.

Oracle Projects uses the organization costing rule assigned to the expenditure operating unit if no rule exists for the expenditure organization or any of its parent organizations. Once Oracle Projects find the labor costing rule to use, it determines if a cost rate is required. A cost rate is required if you selected any of the following rule value combinations:

- Costing method is Standard.
- Costing method is Actual and Enable Accrual is set to Yes.

If a cost rate is required, then the rate source you selected determines how the rate is derived. You can select an applicable rate source from the following options for the labor costing rule to determine the cost rate:

- Projects – The application derives rates from rate schedules defined in Oracle Projects. Projects is the default rate source.
- HR – The application derives rates from rate by criteria matrices (RBC) defined in Oracle HR.
- Extension – The application derives rates by calling a custom extension supplied by you during implementation.

If you selected Project rates, then Oracle Projects determines if there are any rates you entered as labor costing overrides. When using Projects rates, a labor costing override can be either an overriding cost rate or an overriding rate schedule. If a labor costing override exists, then Oracle Projects uses it to derive the cost rate. Otherwise, the application uses the rate source to derive the rate on the expenditure item date.

The cost distribution process returns an exception if Oracle Projects requires a rate and cannot determine a labor cost rate for an expenditure item.

Determining Non-Labor Cost Rates

Oracle Projects uses cost rates to calculate the raw cost for non-labor expenditure items that require a cost rate. You specify whether a rate is required for each expenditure type when you define non-labor expenditure types during implementation. Oracle Projects determines a cost rate for each non-labor expenditure item and uses the rate to calculate the raw cost during cost distribution processing, unless you import the raw cost for these expenditure items.

The following table shows the order of precedence for how Oracle Projects determines the cost rate for non-labor expenditure items.

Precedence	Type of Override or Rate Source
1	Non-Labor Cost Rate Override (Usages Only)
2	Non-Labor Expenditure Cost Rate

For expenditure items associated with an expenditure type class of *Usage*, Oracle Projects first establishes whether a non-labor cost rate override applies to the combination of non-labor resource and non-labor resource owning organization for the expenditure item. Each usage cost rate override applies only to a specific non-labor resource owned by a specific non-labor resource owning organization. If an override is present, then Oracle Projects uses the effective dates for the override to determine whether the override is active on the expenditure item date.

For all other non-labor expenditure items that require a cost rate, and for Usage expenditure items not associated with a non-labor cost rate override, Oracle Projects uses the non-labor expenditure cost rate associated with the expenditure type. It

searches for a non-labor expenditure cost rate with an effective date range that is active on the expenditure item date.

The cost distribution process returns an exception if Oracle Projects cannot determine a non-labor cost rate for an expenditure item.

Related Topics

Burdening, *Oracle Project Costing User Guide*

Expenditure Definition, *Oracle Projects Implementation Guide*

Labor Costing Definitions, *Oracle Projects Implementation Guide*

Non-Labor Costing Definitions, *Oracle Projects Implementation Guide*

Using Rates for Billing

For contract projects with a revenue accrual method of *Work* (as-work-occurs), Oracle Projects uses a bill rate or markup to calculate the revenue for each expenditure item. It uses the same logic to calculate the bill amount for contract projects that have an invoice method of *Work*. Oracle Projects determines the revenue and bill amounts for billable expenditure items when you generate revenue for a project.

Oracle Projects determines bill rates for calculating revenue and bill amounts for a contract project separately from cost rates. You can use a completely different set of rate schedules for costing and billing purposes.

Determining Labor Bill Rates

Oracle Projects determines the bill rate, discount, or markup for each labor expenditure item using an order of precedence. It also determines the job associated with a labor expenditure item for billing purposes when you generate revenue for a project.

The following table shows the order of precedence for how Oracle Project determines the job to apply to an expenditure item.

Precedence	Source for the Job
1	Task Job Assignment Override
2	Project Job Assignment Override
3	Employee's Primary Job Assignment

The following table shows the order of precedence that Oracle Projects uses to match an expenditure item and rate source when determining bill rate, discount, or markup for

labor expenditure items with bill rate schedules. As soon as an expenditure item satisfies a rate source in the hierarchy, Oracle Projects abandons the search.

Precedence	Type of Override or Rate Source
1	Assignment overrides (if assignment precedes task)
2	Employee bill rate overrides at task level
3	Assignment overrides (if assignment does not precede task)
4	Employee bill rate overrides at project level
5	Task job bill rate overrides with task job assignment overrides
6	Project job bill rate overrides with task job assignment overrides
7	Task job bill rate or discount overrides with project assignments
8	Project job bill rate overrides with project job assignment overrides
9	Task job bill rate overrides with primary job assignments
10	Project job bill rate overrides with primary job assignment
11	Labor multipliers
12	Standard labor bill rate schedule
13	Task job bill rate schedule with task job assignment overrides
14	Task job bill rate schedule with project job assignment overrides
15	Standard job bill rate schedule

Oracle Projects searches for an override, discount, or markup with an effective date range that is active on the expenditure item date.

If both assignment and task overrides exist, Oracle Projects determines the precedence depending upon whether the *Assignment Precedes Task For Actuals* check box is enabled at the project level.

If none of the billing terms listed in the preceding table exist, then the labor schedule associated with the task determines whether Oracle Projects performs the calculation

using a bill rate schedule or burden schedule.

You specify whether a billing schedule is based on employee or job criteria when you define a schedule. You can specify an employee-based bill rate schedule, or a job-based bill rate schedule, or both when you set up a contract project. Oracle Projects first looks for an employee-based rate when it determines bill rates. If no employee-based rate schedule is specified, or if none is available for the employee, Oracle Projects uses a job-based bill rate.

The revenue generation process returns an exception if Oracle Projects cannot determine a labor bill rate for an expenditure item.

Determining Non-Labor Bill Rates

Oracle Projects determines the bill rate, discount, or markup for each non-labor expenditure item using a precedence of rates.

The following table shows the order of precedence for how Oracle Projects determines the bill rate, discount, or markup for non-labor expenditure items.

Precedence	Type of Override or Rate Source
1	Task Non-Labor Bill Rate and Discount Override: Non-Labor Resource
2	Project Non-Labor Bill Rate and Discount Override: Non-Labor Resource
3	Task Non-Labor Bill Rate Schedule: Non-Labor Resource Bill Rate
4	Task Expenditure Type Bill Rate and Discount Override: Expenditure Type
5	Project Expenditure Type Bill Rate and Discount Override: Expenditure Type
6	Task Non-Labor Bill Rate Schedule: Expenditure Type Bill Rate

Oracle Projects searches for an override, discount, or markup with an effective date range that is active on the expenditure item date.

If an expenditure type has an expenditure type class of *Usage*, you can specify a rate, discount, or markup for either the expenditure type by itself or for the combination of an expenditure type and a non-labor resource, when you define a non-labor bill rate schedule or a non-labor bill rate and discount override. The expenditure type and non-labor resource combination takes precedence over the expenditure type if you define information for both.

The revenue generation process returns an exception if Oracle Projects cannot determine a non-labor bill rate for an expenditure item.

Determining Bill Rates for Team Roles

When you create a project assignment, Oracle Projects always attempts to determine a bill rate for the team role using bill rate schedules and overrides. It follows the same logic that it uses to determine bill rates for actual expenditure items. Typically, you set up bill rate schedules and overrides only for projects with a revenue accrual method of *Work*.

You can set up bill rate schedules and overrides for projects with a revenue accrual method of *Cost* or *Event*. Oracle Projects uses this information to determine bill rates to display on the team roles.

> **Note:** For projects with a revenue accrual method of *Cost* or *Event*, any budget or forecast generated based on team roles does not use the displayed bill rate because Oracle Projects generates actual revenue based on actual costs accrued or billing events.

Related Topics

Labor Multipliers, page 6-47

Standard Billing Schedules, page 6-59

Job Bill Rate and Discount Overrides, page 6-64

Employee Bill Rate and Discount Overrides, page 6-65

Non-Labor Bill Rate and Discount Overrides, page 6-66

Job Overrides, page 6-68

Revenue Accrual, *Oracle Project Billing User Guide*

Invoicing, *Oracle Project Billing User Guide*

Using Rates for Workplan and Financial Planning

You can use rates to calculate the amount of planned cost or revenue for each planning resource during workplan and financial planning. A planning resource is a specific resource that you can use in the context of workplan and financial planning.

Enabled Resource Classes:

You enter a quantity for each rate-based planning resource that you assign to a workplan or to a financial budget or forecast. Oracle Projects spreads the entered quantity over the periods for which you are planning based on the associated dates and spread curve. Oracle Projects considers a planning resource to be rate-based if it has a

unit of measure other than *Currency*. If you do not enable the workplan to allow actual effort and cost collection, then Oracle Projects considers all planning resources to be non-rate-based.

Next, Oracle Projects determines a rate for each period and multiplies the rate by the quantity for the period. It adds all period amounts together to provide a total amount. Finally, it divides the total amount by the entered quantity to calculate the displayed rate. The displayed rate is also known as the average rate.

> **Note:** You can enter an amount for a rate-based resource rather than the quantity. However, the resource remains rate-based for future entries.

Disabled Resource Classes:

When you associate a planning resource list that is not resource class enabled to a plan, rates for resource assigned cannot be derived based upon a resource class. Costs are calculated for each task assignment in a workplan based on the rate specified. The burden cost for the task is calculated based on the burden schedule. In a financial plan, the burden cost is calculated based on the specified cost or quantity. If the cost is specified, then burden cost is calculated on the burden schedule, and if the quantity is specified, then the cost is calculated based on the default rate, which is setup up in the financial plan.

Determining Rates for Workplan and Financial Planning

You can choose to use either actual rates or planning rates to calculate amounts for workplan and financial planning.

Actual rates are the rates that Oracle Projects uses to calculate the actual costs, accrued costs and revenue for expenditure items. If you use actual rates, then Oracle Projects determines rates for planning resources using the same logic as used to calculate actual costs and revenue. During planning, the application derives the applicable rate just as it derives for labor actuals and multiplies it by the planned hours to derive planned cost or revenue.

Planning rates are rates that Oracle Projects uses to determine the cost and revenue amounts for planning resources when you enable the planning rates option for a workplan structure or for the planning options for a financial structure, budget version, or forecast version. You can assign a set of rate schedules to use specifically for planning purposes if you enable planning rates.

You may choose to use planning rates, rather than actual rates, for various reasons. For example:

- You want to plan far into the future when actual rates are not yet known. Planning rates enable you to plan for cost and revenue for future periods by making assumptions about potential rate increases or decreases.

- You want to plan at a more summary level than when using actual rates. For

example, you can use job-based rate schedules to plan, but actually track labor costs using cost rates defined at the employee level.

You specify your choice by selecting or deselecting the Use Planning Rates check box. If you select this check box, then the application derives cost rates for the labor resource from the project rate schedules attached to the employee or job depending upon the resource format. If you do not select the check box, then the application derives the rate for the labor resource based upon the rate source selected on the same labor costing rule associated to the resource at the employee, organization or operating unit level used for calculating actual labor rates. You have three rate source options in the labor costing rule:

- Projects – the rate is derived for the labor resource from the project rate schedule attached to the employee or job. If a rate cannot be derived, then the rate schedule setup for the resource class in your plan type planning options is used.
- HR – the rate is derived from the Rate by Criteria matrix setup in Oracle HR using the specific pay element on the labor costing rule and the rate determination values from the planned resource, such as work type , job and location.
- Extension – the rate is derived using your customized rate derivation logic.

When deriving rates for planning, if the application cannot determine a rate, then it displays an error message for the plan line and you must manually enter a rate.

> **Note:** If you selected the Actual labor costing method on the applicable labor costing rule and do not enable accruals, then you must enable the labor costing rule for planning to select a rate source.

The table below summarizes the precedence order for determining rates using either the actual rates or the planning rates approach.

Rate Source	Precedence: Actual Rates	Precedence: Planning Rates
Rate Override	1	1
Actuals Rate Logic	2	Not Applicable
Planning Rate Schedules	Not Applicable	2
Resource Class Rate Schedule	3	3
Budget Calculation Extensions	4	4

You can determine a cost rate, a burden rate, and a bill rate for a planning resource. Oracle Projects determines cost and bill rates only for rate-based planning resources, and burden rates for all planning resources. For planning resources assigned to contract projects, it determines bill rates for projects with a revenue accrual method of either *Work* or *Cost*, but not for projects with a revenue accrual method of *Event*.

Oracle Projects can use the expenditure type to find a rate if a planning resource is associated with a rate-based expenditure type. Otherwise, it skips the expenditure type for rate processing. Oracle Projects does not use an expenditure type to determine a cost rate for planning resources that have a resource type of *People*.

Oracle Projects can use information from Oracle Inventory to find a cost rate for planning resources that have a resource type of *Inventory*.

Oracle Projects can use information from Oracle Bill of Materials (BOM) to attempt to find a cost rate for planning resources that have a resource type of *BOM Labor* or *BOM Equipment*. Otherwise, it uses the expenditure type associated the planning resource to determine the rate.

Oracle Projects determines rates whenever you assign a planning resource to a task and redetermines the rates whenever you change an attribute for the task assignment, including changes to the planning resource, transaction dates, or manufacturing cost type. In addition, you can manually choose to refresh the rates for a workplan or for a budget or forecast version. You must manually refresh rates to apply any changes in a labor costing rule that affects the derived rate.

Using Actual Rates for Workplan and Financial Planning

If you use the actual rates approach for determining rates for planning, Oracle Projects follows the same logic that it uses to calculate costs and revenue for actual expenditures.

When you assign a planning resource to a task, if the task or the project is associated with a rate override, then Oracle Projects uses the override value. Because you always charge actual expenditures to a lowest level task, and you can assign planning resources to any work breakdown structure level, Oracle Projects uses whatever options are available at that work breakdown structure level.

> **Note:** Oracle Projects only uses task overrides when the project has shared workplan and financial structures.

The logic for determining rates for actual expenditures assumes that all attributes for an actual expenditure are present. When deriving an actual rate used in planning, attributes associated with the planning resource or task are used to derive the correct rate. If you are using a labor costing rule with HR Rates as the rate source, then the application derives rates from the Rate by Criteria matrix. In addition to the employee and dates, the following attributes can be used to derive a rate:

- Work type: Work type is derived from the planned task associated to the planning

resource.

- Location: Location is derived from the HR assignment of the planning resource employee.
- Job: Job is derived based on the resource format associated to the planning resource:
  - If job is part of the resource format, then the application uses the specified job.
  - If job is not part of the resource format, then the application derives job from the HR assignment of the planning resource employee.

When Oracle Projects attempts to determine a rate for a planning resource, it does not always have all attributes that would exist for an actual expenditure because you can plan at an aggregate level. Oracle Projects uses the *Resource Class Raw Cost* rate schedule that you specify for the workplan structure or for the budget or forecast version if it is unable to determine a cost rate. It uses the *Resource Class Bill Rate* rate schedule that you specify for the budget or forecast version if it is unable to determine a bill rate for a planning resource for a financial budget or forecast.

Oracle Projects also calls the Budget Calculation client extensions, passing any values determined during prior steps to the extensions. You can program the client extensions to modify these values.

If the application cannot determine a rate, then it displays an error message and you must manually enter a rate for planning.

> **Note:** If you enabled Total Time Costing on the applicable labor costing rule, then it is not applicable to planning. Total Time Costing is only applied when you use the actual costing method and process timecards to create actual expenditure items.

Using Planning Rates for Workplan and Financial Planning

If you use the planning rates approach for determining rates for planning, Oracle Projects first determines if the planning resource assigned to a task is associated with a rate override. If it is, then Oracle Projects uses the override value. Next, it attempts to determine planning rates using the planning schedules that you specify for a workplan structure or for a financial budget or forecast version.

Oracle Projects determines cost rates using the employee, job, and non-labor planning rate schedules. An employee rate schedule has precedence over a job rate schedule for planning resources with a resource type of *Labor*. If Oracle Projects cannot find a cost rate using the job, employee, or non-labor rate schedules, then it uses the resource class planning rate schedule that you specify for costs.

Oracle Projects determines planning resource bill rates for financial budgets or forecasts using the employee, job, and non-labor planning revenue rate schedules that you

specify in the planning options. An employee bill rate has precedence over a job bill rate for labor bill rates. Oracle Projects uses bill rates defined for the non-labor planning rate schedule for non-labor bill rates. Oracle Projects uses the resource class planning rate schedule for revenue if it cannot find a bill rate using the job, employee, or non-labor rate schedules.

In addition to rate schedules, you also specify a burden schedule when you define planning rate schedules. Oracle Projects uses this burden schedule to calculate the burdened cost for planning resources. If an expenditure type is not associated with the planning resource, then Oracle Projects uses the expenditure type defined at the resource class level to determine the burden rate. If an organization is present for the planning resource, Oracle Projects attempts to find a rate using the planning rates burden schedule. If an organization is not associated with the planning resource, or if the burden schedule does not return a rate, then Oracle Projects sets the burdened cost to be equal the raw cost.

Oracle Projects also calls the Budget Calculation client extensions, passing any values determined during prior steps to the extensions. You can program the client extensions to modify these values.

Related Topics

Defining Planned Quantity and Cost for Resource Assignments on Tasks, *Oracle Project Management User Guide*

Integrating Workplan and Financial Structures, page 6-17

Planning Resources and Resource Lists, *Oracle Projects Implementation Guide*

Resources, page 3-1

Selecting Progress Options for a Workplan Structure, *Oracle Project Management User Guide*

Spread Curves, *Oracle Projects Implementation Guide*

Cost Rate Schedules, *Oracle Projects Implementation Guide*

6

Project Definition and Information

This chapter describes how to define projects, project structures, project lifecycles, project attributes, project team and organization roles, and tasks.

This chapter covers the following topics:

- Overview of Projects and Tasks
- Project Structures
- Project Lifecycles
- Project and Task Attributes
- Project Templates
- Project and Task Information Entry
- Creating Projects
- Project Requests
- Viewing Projects and Project Information
- Projects
- Task Details

Overview of Projects and Tasks

A project is a primary unit of work that you can break down into one or more tasks. You charge the transactions you enter in Oracle Projects to a project and a task. When you set up a project, you must enable a project structure and enter project and task information.

Refer to the sections listed below in Related Topics for explanations on how to use Oracle Projects to organize and set up your projects to meet your business needs.

Related Topics

Project Structures, page 6-2

Project Lifecycles, page 6-20

Project and Task Attributes, page 6-21

Project Information, page 6-22

Resource Information, page 6-42

Costing Information, page 6-44

Asset Information, page 6-48

Capital Information, page 6-49

Billing Information, page 6-50

Rate Overrides, page 6-64

Job Overrides, page 6-68

Reporting Information, page 6-70

Cross Charge, page 6-70

Organization Overrides, page 6-71

Transaction Controls, page 6-72

Project Templates, page 6-72

Project and Task Information Entry, page 6-88

Creating Projects, page 6-94

Project Requests, page 6-98

Viewing Projects and Project Information, page 6-100

Projects, page 6-121

Task Details, page 6-121

Project Structures

A structure in Oracle Projects is a hierarchical arrangement of tasks for use by a project. You can set up different structures in a project for different business purposes.

Overview of Project Structures

You organize your project work into smaller, more easily manageable units called tasks.

You use project structures to contain and order these tasks by defining task hierarchies. A project structure can contain an unlimited number of tasks, and as many task levels

as you want. You can number and name the tasks as you wish.

Organizing a Project Structure

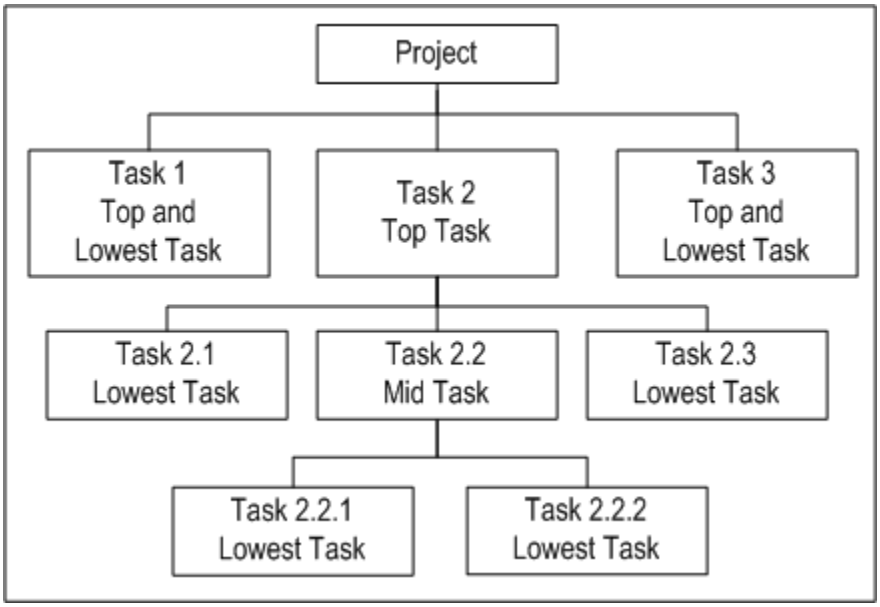
Oracle Projects processes tasks based on their position in the structure. The three distinct positions are:

- **Top Task**: A task whose parent is the project
- **Mid Task:** A task that is not a top task or a lowest task
- **Lowest Task:** A task that is at the bottom of the structure, without any child tasks

A top task can also be considered a lowest task, if the task does not have any child tasks. For example, in the following graphic, Tasks 1 and 3 are lowest tasks as well as top tasks. Tasks 2.1 and 2.3 are lowest tasks although they are on the same level as Task 2.2, which is a mid task. A task that is the child of another task is commonly referred to as a subtask.

The following illustration shows the position of tasks in a structure.

Tasks



Oracle Projects sorts the project structure alphanumerically by task number within a task level, so be sure that your numbering methods reflect an organized structure. For example, if you have several subtasks for a particular top task, such as Task 3, you number the tasks as follows:

- 3 - Top Task
    - 3.1 - Subtask 1 under Task 3

- 3.2 - Subtask 2 under Task 3
  - 3.2.1 - Subtask 1 under Subtask 3.2
  - 3.2.2 - Subtask 2 under Subtask 3.2

Or, if you have more than ten top tasks in your project structure, use the following numbering method, so Oracle Projects displays the levels in the correct numerical order:

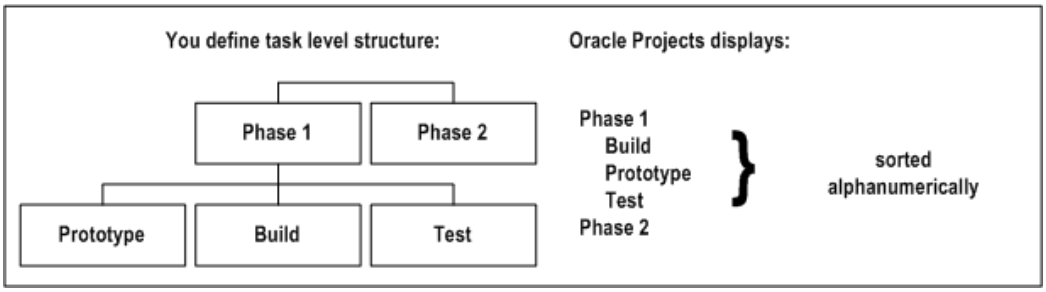
- 01 - Task 1
- 02 - Task 2
- 03... - Task 3, Task 4, and so on
- 10 - Task 10

> **Note:** Plan your task numbering method carefully, whether it is numeric or alphanumeric. For example, if you used numbers 1 through 11 (instead of 01, 02, etc.) in the previous example, Oracle Projects would display your tasks in the following order: 1, 10, 11, 2, and so on.

In this example, note how the unplanned use of an alphanumeric numbering method yields unexpected results when the project structure is displayed online in indented format.

The following illustration shows a task level structure that consists of two top tasks: Phase 1 and Phase 2. Phase 1 has three subtasks defined as follows: Prototype, Build and Test. Phase 2 is a top task as well as a lowest task.

Task Level Structure Example



Control Functions by Project and Task Level

The following three tables show how Oracle Projects supports functions at the project and task levels:

Functions for All Projects	Project	Top Task	Lowest Task
Budgeting	supported	supported	supported
Transaction Entry	not supported	not supported	supported
Customer Entry	supported	not supported	not supported

Functions for Capital Projects	Project	Top Task	Lowest Task
Asset Definition	supported	not supported	not supported
Asset Assignments	supported	supported	supported

Functions for Contract Projects	Project	Top Task	Lowest Task
Funding from Customer Agreements	supported	supported	not supported
Event Entry	supported	supported	not supported
Invoice Generation	supported	not supported	not supported

Types of Project Structures

You can set up two types of project structures in Oracle Projects:

- **Workplan structures** consist of tasks that help project managers and team members plan, track, and deliver projects on time. For more information about workplan structures, see Workplan Structures, page 6-6.

- **Financial structures** consist of tasks that help project managers and financial administrators track billing, costs, budgets, and other financial information for individual projects. For more information about financial structures, see Financial Structures, page 6-11.

Any project you create can include one or both of these two structure types. If your project includes both of these structure types, you have the option of integrating them fully or partially. You can also map workplan tasks to financial structure tasks. Or you

can have the two structures remain entirely separate. For more information about structure integration, see Integrating Workplan and Financial Structures, page 6-17.

You can also create projects that do not include structures, such as projects that are used for administrative purposes rather than the planning and tracking of tasks.

Related Topics

Tasks, page 6-33

Enabling Project Structures

When you create a new project template or project, the project structures are not enabled. You can enable a workplan structure and a financial structure for your project on the Structures setup page.

If you enable both a workplan structure and a financial structure for your project, then you can choose whether to integrate the two structures and the degree to which the structures are integrated. For more information, see: Integrating Workplan and Financial Structures, page 6-17.

Related Topics

Setting up Workplans, *Oracle Project Management User Guide*

Defining Project Templates, *Oracle Projects Implementation Guide*

Enabling Workplan Structure and Workplan Versioning, *Oracle Projects Implementation Guide*

Workplan Structures

The workplan structure organizes the tasks that you use to define, plan, and track all of the work in a project. Project managers and task managers can create tasks and define their attributes, such as task schedules, resource assignments, and dependencies.

A workplan structure includes the following functionality:

- **Workplan Versioning**: You can create multiple versions of the workplan. This enables what-if analysis for project managers and a historical archive of changes to the workplan.

  Examples of changes that a workplan structure can undergo are:

  - Addition of a task due to scope change
  - Change in dates for schedule slipping analysis

  For more information, see Setting up Workplans, *Oracle Project Management User Guide*, and Enabling Workplan Structure and Workplan Versioning, *Oracle Projects Implementation Guide*.

- **Workplan Approval and Publication:** You can submit a workplan version for approval for change control purposes. You can publish the workplan after it is approved, or, if workplan approval is not required, you can publish the workplan at will. You publish workplans to communicate new tasks, dates and changes that affect the schedule of the workplan to project stakeholders.

- **Creating Baselines:** You can designate a version of the Workplan as the baseline version.

- **Comparing Workplan Versions:** When you compare two versions of a workplan structure for a project, you may have a task present in one workplan version that is missing in the other workplan version. Depending on which version you are viewing, different rules will apply in displaying and rolling up the task.

  For example, compare workplan structure V1 and workplan structure V2 as represented in the following two tables.

  The task hierarchy of workplan structure V1 is shown in the following table:

Top Task	Subtasks	Hours
Task 1.0		350
	Task 1.01	200
	Task 1.02	100
	Task 1.03	50

  As shown in the preceding table, workplan structure V1 consists of one top task, Task 1.0. This task has three subtasks, Tasks 1.01, Task 1.02, and Task 1.03 with a total of 350 hours.

  The task hierarchy of workplan structure V2 is shown in the following table:

Top Tasks	Subtasks	Hours
Task 1.0		300
	Task 1.01	200
	Task 1.02	100
Task 2.0		50

Top Tasks	Subtasks	Hours
	Task 1.03	50

As shown in the preceding table, workplan structure V2 consists of two top tasks, Task 1.0 and Task 2.0. Task 1.0 has two subtasks, Task 1.01 and Task 1.02 with a total of 300 hours. Task 2.0 has subtask 1.03 with a total of 50 hours.

If you select workplan structure V2 and compare it to workplan structure V1, data for Task 2.0 will not roll up for workplan structure V1. You will therefore not get a correct rollup total for workplan structure V1.

The data for workplan structure V1 will be displayed as shown the following table:

Top Tasks	Subtasks	Hours
Task 1.0		300
	Task 1.01	200
	Task 1.02	100
Task 2.0		
	Task 1.03	50

If you select workplan structure V1 and compare it to workplan structure V2, Task 2.0 is not displayed in workplan structure V2. You will therefore have a missing task.

The data for workplan structure V2 will be displayed as shown in the following table:

Top Tasks	Subtasks	Hours
Task 1.0		350
	Task 1.01	200
	Task 1.02	100

Top Tasks	Subtasks	Hours
	Task 1.03	50

- **Third Party Project Tool Integration:** You can integrate with third-party project management and scheduling tools. When you integrate with a third-party tool, you can send and receive tasks, progress, budgets, resources and other project information.

  See: Overview of Microsoft Project Integration, *Oracle Project Management User Guide*.

For more information about workplan management, see Overview of Workplan and Progress Management, *Oracle Project Management User Guide*.

Task Attributes for Workplan Structures

Some task attributes are used only for workplan structures, or for structures that are used as both workplan and financial structures. Examples of these are:

- Task Type
- Critical
- Milestone
- Priority
- Work Quantity: see Selecting Progress Options for Tasks, *Oracle Project Management User Guide*
- Planned Effort (displayed as Planned Amount when resource classes are disabled on the planning resource list associated to the workplan)
- Phase: see Assigning Lifecycle Phases to Tasks, page 6-21
- Schedule Dates

See also: Project and Task Options, page 6-88.

Workplan Date Processing

You can use settings on the Workplan Information page to determine how your system processes the task transaction dates in a workplan structure. Task transaction dates control the various financial aspects of tasks, such as when expenditures can be charged and when budget defaults can be processed.

If the workplan structure is fully shared with a financial structure, you can select Automatically Update Task Transaction Dates. This selection causes Oracle Projects to automatically update the transaction dates of all tasks with their actual or scheduled start and finish dates, based on availability, whenever the current version of the workplan is published. For more information about sharing structures, see Integrating Workplan and Financial Structures, page 6-17.

Use the date adjustment buffer to adjust the transaction dates automatically generated by the system. The system subtracts a positive buffer value from newly derived transaction start dates and adds it to newly derived transaction finish dates. You can enter a negative buffer value for an opposite effect.

Running Workplan Structure Process Updates

When you change your workplan structure by adding or deleting tasks, or rearranging the task hierarchy, you invoke the Process Updates action to synchronize the rollup of planned and actual data against the updated structure. Process updates can also synchronize task weightings with the scheduled duration of the tasks. This happens when the progress rollup method is Duration and you make changes to the scheduled duration of new or existing tasks.

In addition, process updates can enable the rollup of information from linked projects to a program. For more information on programs, see Overview of Program Management, *Oracle Project Management User Guide*.

You can initiate a process update from any page for a working workplan version. When you do this, the system will either process the updates online or process them concurrently using the PRC: Process Structure Updates process.

For more information about the PRC: Process Structure Updates process, see Process Structure Updates, page 9-94.

The *PA: Process Structure Updates* and *PA: Process Structure Updates Threshold* profile options determine whether the system processes updates online or concurrently. These profile options are documented in the *Oracle Projects Implementation Guide*.

For initiating the process updates for multiple projects at a time, you can use the PRC: Process Project Structure Updates process from the Submit Request page.

For more information about the PRC: Process Project Structure Updates process, see Process Project Structure Updates, page 9-95.

Program Management

A program is a group of related projects linked together in a hierarchy. Program managers can use this feature to track and view rolled-up planned and actual effort, planned and actual cost and revenue, progress, earned value, and schedule information for all projects in the program hierarchy.

To enable program management for a project:

1. Navigate to the Project Setup page for a project, and select *Structures*.

2. To designate the project as a program, select the *Setup Project as a Program* check box. Selecting this option enables you to link other projects to this project.

3. To enable the roll up of the linked projects into multiple programs, select the *Allow linked projects to belong to multiple programs* check box. This option enables information from the linked projects to roll up into multiple programs.

4. Save your work.

For more information, see: Overview of Program Management, *Oracle Project Management User Guide*.

Financial Structures

Financial structures help project and financial administrators and managers track billing, costs, budgets, and other financial information for individual projects. If your project has a separate financial structure and workplan structure, you have different levels of control for cost estimated budgeting and revenue budgeting.

Related Topics

Workplan Structures, page 6-6

Defining Your Financial Structure, page 6-11

Managing Tasks In A Financial Structure, page 6-14

Viewing a Financial Structure, page 6-16

Integrating Workplan and Financial Structures, page 6-17

Project and Task Options, page 6-88

Defining Your Financial Structure

When you create a new project or project template, you have to manually enable its financial structure on the Structures page. When you create a project from a project template or an existing project that has a financial structure, Oracle Projects copies that financial structure into the new project. You may want to alter a copied financial structure by creating a new top task to begin a new branch of the financial breakdown structure, or by creating additional subtasks under an existing task. For more information, see Enabling Project Structures, page 6-6.

Setting Up Financial Structure Information

You use the Financial Structure Information page to define basic financial structure information. You can name the financial structure, define its default display outline level, and determine whether physical % complete progress is rolled up in terms of cost or effort.

For more information about progress collection, see Managing Progress, *Oracle Project Management User Guide*.

Task Attributes for Financial Structures

Some task attributes are used only for financial structures, or for integrated financial and workplan structures. Examples of these attributes are:

- Transaction Start and Finish Dates
- Work Type
- Service Type
- Customer Work Site
- ETC Source
- Chargable
- Recieve Inter-Project Invoices
- Billable

Creating Tasks For a Financial Structure

The process you follow to create tasks for financial structures and control task outline levels is almost identical to the process you follow to perform these actions for workplan structures. You use the Create Tasks page under the Financial tab. For more information, see Creating Tasks, *Oracle Project Management User Guide*.

> **Note:** When you define your task outline levels, ensure that your task numbering method accurately reflects an organized financial structure.
> See: Organizing a Project Structure, page 6-3.

You cannot create subtasks for financial tasks that have:

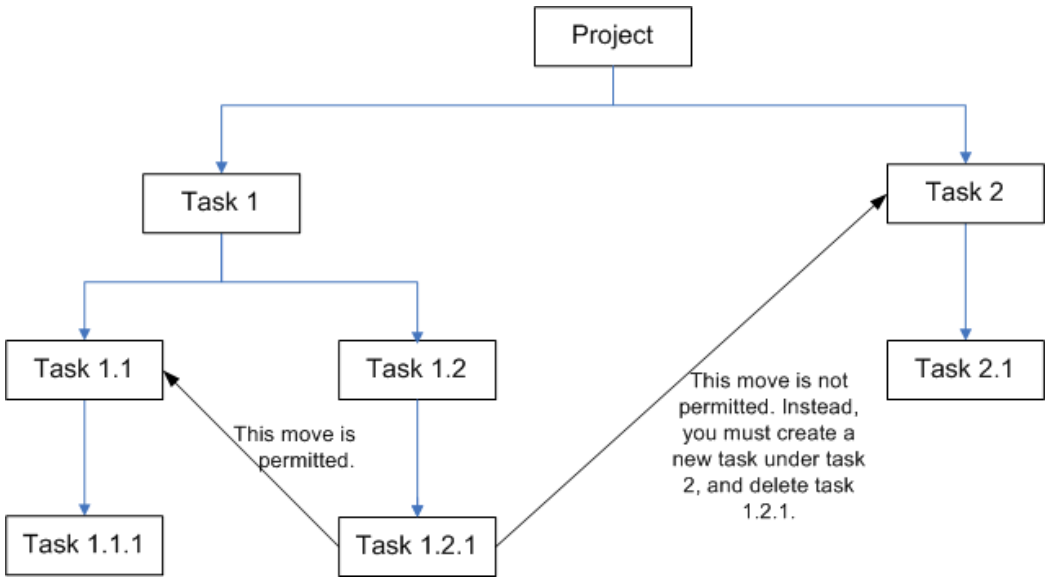
- Charged transactions
- Transaction controls
- Budget amounts (for tasks that are not top tasks)
- Burden schedule overrides
- Any billing overrides (for contract projects)
- Asset assignments (for tasks in capital projects that are not top tasks)

To Change the Parent of a Task:

You can move a task in the structure hierarchy so that it has a different parent, provided that it still resides under the same top task. If the change you want to make will give the task a different top task, then you must create a new task under the new parent task and delete the old task.

Example

The following diagram shows a task hierarchy with two top tasks:



Top task 1 has two subtasks (tasks 1.1 and 1.2), and top task 2 has one subtask (task 2.1). Task 1.1 has one subtask (task 1.1.1) and task 1.2 has one subtask (task 1.2.1). You can move task 1.2.1 so that its parent is task 1.1. However, you cannot move task 1.2.1 so that its parent is task 2. If you want to effect this change, you must delete task 1.2.1 and create it as a new subtask to task 2.

If you cannot delete the task (task 1.2.1 for example, because transactions have been charged to it), then you can prevent future changes to the task by updating it so that charges are not allowed. If the old task has transactions charged to it, you may want to transfer the transactions to the new task.

Related Topics

Organizing a Project Structure, page 6-11

Control Functions by Project and Task Level, page 6-4

Tasks, page 6-33

Project and Task Options, page 6-88

Controlling Expenditures, *Oracle Project Costing User Guide*

Transferring Expenditure Items, *Oracle Project Costing User Guide*

Managing Tasks In A Financial Structure

Oracle Projects provides a variety of tools and functionality to aid in the efficient management of tasks for your financial structure. You can:

- Copy financial tasks from within the same project as well as other projects.
- Indent, outdent, and move financial tasks.
- Update financial task detail information.
- Create financial tasks in a change document.
- Approve change management tasks in New, Pending, or Submitted status.
- Delete change management tasks in New, Pending, or Submitted status.

The procedures you follow to perform these actions for financial tasks are nearly identical to those you follow to manage workplan tasks. For more information, see Managing Tasks, *Oracle Project Management User Guide*.

Copying Tasks in a Financial Structure

You can copy tasks and a complete financial structure version into your current version. These tasks and financial structure versions can come from the following sources:

- The current working version of your project financial structure
- Other financial structures belonging to other projects

If you are copying a summary task within your project financial structure, you can indicate whether you are copying the task only, or the summary task and all of its subtasks.

If you want to copy a financial task from outside your project financial structure, you select the Copy External action on the Update Financial Breakdown Structure page to go to the Copy External page. Identify the project, structure, structure version, and task name of the task that you want to copy. You can choose to copy an entire structure version into your financial structure instead of a single task or a summary task and its subtasks.

Moving Tasks in a Financial Structure

You can move tasks within the financial task hierarchy in two ways:

- You can move tasks physically within the financial breakdown structure hierarchy
- You can change the outline level of a task

You use the Update Financial Breakdown Structure page to move tasks within the financial structure. Select the task that you want to move and select the Move button. Indicate where and how you want the task to be moved within the financial structure. The system moves the task to the location you select.

Indenting and Outdenting Tasks

Indenting and outdenting helps you to organize your tasks into summary tasks and subtasks. Use the Indent and Outdent buttons on the Update Financial Breakdown Structure page. Select the task you want to move and select the Move button. Tell the system where and how you want the task to be moved within the financial structure.

Updating Tasks in a Financial Structure

The Update Tasks page enables you to see all the tasks in your financial structure and update basic information for several tasks at once rather than on a task by task basis.

Deleting Tasks in a Financial Structure

The Update Financial Structure page enables you to select and simultaneously delete multiple tasks.

You cannot delete financial tasks that have the following attributes defined for themselves or any of their subtasks:

- Transaction charges
- Budget amounts
- Funding allocations for top tasks
- Billing events for top tasks in contract projects

Creating Financial Tasks in a Change Document

Most financial tasks are created at the project's inception. At times, significant changes to a project cost structure arise because of a change in the scope of the project. Sometimes a subcontractor fails to complete an assigned work and the general contractor has to get the work completed by some other subcontractor. In such a case, the main contractor would like to track the cost associated on a separate financial tracking task, i.e., the cost arising from the change in the scope of the project or the cost arising because of the incomplete work done by a sub contractor needs to be tracked on a separate task. Changes to a project are managed through one or more change documents.

When a new task is required to track a change in the project, then the participant may not be enabled to create the new task. Approval of the task is required before the task can be used in any financial transactions, including billing, costing or budgeting. In such cases, the task must be usable for the purpose of creating the change document but not usable for any financial or planning activities.

For more information on task creation, see Creating Financial Tasks, *Oracle Project Management User Guide*..

Approving Tasks

A project manager can approve a task, which is pending approval, if the task is created from a change document.

You can identify a change management task pending approval if it has a status of New, Pending, or Submitted. Task that are already approved or task that are directly created from the financial structure do not show any status.

Once you approve a financial task that is in Submitted status, then the approval notification that is already sent is automatically closed.

Note: You cannot approve a child task if its parent task unapproved.

Deleting Tasks

A project manager can delete a task, which is pending approval, if the task is created from a change document. Once you delete a task, the associated notification is also closed.

Viewing a Financial Structure

Oracle Projects provides a hierarchy view for financial structures that you can access through the Tasks and Update Financial Breakdown Structure pages. The system displays the financial structure as a task hierarchy, enabling you to quickly determine which tasks are subordinate to others and identify groups of tasks that relate to similar activities.

This view enables you to collapse and expand outline levels or change the display to show only one summary task and each of its subtasks.

Running Financial Structure Process Updates

When you change your financial structure by adding tasks, deleting tasks, or rearranging the task hierarchy, you invoke the Process Updates action to synchronize the update of plan and actual data against the latest structure as displayed in the View Budget or View Forecast pages.

Process updates can also enable the rollup of budget and forecast information from linked projects to a program. For more information on programs, see Overview of Program Management, *Oracle Project Management User Guide*.

You can initiate a process update from any of the financial tasks pages. When you do this the system will either process the updates online or process them concurrently using the PRC: Process Structure Updates process.

For more information about the PRC: Process Structure Updates process, see PRC: Process Structure Updates, page 9-94.

The profile options *PA: Process Structure Updates* and *PA: Process Structure Updates Threshold* determine whether the system processes updates online or concurrently. These profile options are documented in the *Oracle Projects Implementation Guide*.

For initiating the process updates for multiple projects at a time, you can use the PRC: Process Project Structure Updates process from the Submit Request page.

For more information about the PRC: Process Project Structure Updates process, see Process Project Structure Updates, page 9-95.

Integrating Workplan and Financial Structures

If you have a project that includes both a workplan structure and a financial structure, you can choose to integrate the structures in a way that best fits the business needs of the project and your organization. You can also choose not to integrate your project financial and workplan structures.

Of course, you may not want to integrate your project workplan and financial structures. If this is the case you can choose to not share and not map the structures.

Structure Integration Setup

If you enable both a workplan structure and a financial structure for your project or project template, you can decide whether or not they are integrated, and if so, to what degree. You do this by choosing one of the following options on the Structures setup page:

- **Shared Structures:** Enables you to generate a financial structure with a task hierarchy that is *fully* shared by the workplan structure task hierarchy. Workplan and financial structures are fully shared by default.

- **Partially Shared Structures:** Enables you to generate a financial structure that is *partially* shared by the workplan structure hierarchy.

- **Non-Shared: Task-Based Mapping:** Enables you to map individual workplan structure tasks to individual financial structure tasks.

- **Non-Shared: No Mapping:** Choose this if you do not want to integrate your project workplan and financial structures in any way.

> **Note:** If you use workplan versioning and you share your workplan and financial structures, the system shares the latest published version of the workplan structure with the financial structure. If no published workplan structure is available, the system shares the working workplan version with the financial structure. You cannot create versions of a financial structure. If a published workplan version exists, you can view the financial setup information *only* for tasks that are present in the published version. For *other* tasks, you can access the financial setup information from the financial structure. If no published version exists, then you can view the financial setup information for *all* tasks in the working workplan version.

Fully Shared Structures

When your project workplan and financial structures are fully shared, this essentially means the system uses one task structure for both workplan and financial information.

Any change you make to the task hierarchy in the workplan view of the shared structure also takes place in the financial view of the structure, and vice versa.

When you have shared structures, you can set the workplan up so that the system automatically updates task transaction dates to reflect the most up-to-date workplan dates, such as actual or scheduled dates. For more information, see Workplan Date Processing, page 6-9.

You might decide to have fully shared structures in projects that require a tight integration between financial and workplan functions. This functionality enables you to use the same set of tasks for both workplan scheduling and financial reporting.

When you have cost breakdown planning enabled for a project, then the cost codes associated with workplan tasks are the same for financial tasks as well. Cost codes associated to the workplan task are automatically copied to the financial view of the task and vice versa.

Partially Shared Structures

If you decide you want your project to have a partially shared workplan and financial structure, you start by creating your workplan structure first. When you are ready to set up the financial structure for your project, you identify which workplan tasks you want to share by determining the workplan tasks that will be the lowest-level tasks of the shared portion of the financial structure. When you identify the workplan tasks that you want to share, the system displays those tasks and the elements of the workplan structure above them in the financial structure. The workplan tasks *below* the selected tasks are not present in the financial structure.

You define your partially shared structure on the Set Financial Tasks page. This page displays a view of the workplan structure that you can use to select the tasks that make up the lowest-level tasks for your financial structure. If you want to make sure that you have made correct choices, you can view a preview of the financial structure that the system will create based on your selections. When you are happy with your selections you can have the system generate a view of the financial structure that displays the selected workplan tasks and the hierarchy of tasks above them.

After you define the shared portion of your workplan structure, new changes to the workplan task hierarchy are not automatically displayed in the financial structure. For example, tasks that you add to the shared portion of the workplan structure do not display in the shared portion of the financial structure. To include new tasks in the shared structure, you have to go to the Set Financial Tasks page and add them to the shared structure.

When cost breakdown planning is enabled for a project with a partially shared structure, the cost codes in the source workplan tasks are shared with the financial plan tasks. All codes associated with the source tasks are copied to the financial tasks when the financial structure is enabled. You can add additional cost codes to financial tasks.

You can change a lowest-level financial task selection on the Set Financial Tasks page until charges are made against the financial view of the task.

An example of an organization that might utilize partially shared structures for its projects would be an engineering and construction company that restricts financial and workplan structure sharing to high-level milestone tasks. In this environment, progress information rolls up into the milestone activities and is used for financial reporting as well as high-level work planning. There is no need to directly track the lowest level workplan tasks through the financial structure.

Unshared Structures with Task-Based Mapping

You use task-based mapping to map workplan tasks to financial tasks rather than sharing all or part of your workplan and financial structures. You can map workplan tasks to lowest-level financial tasks. You can also map multiple workplan tasks to a single financial task. The system uses task mapping to transfer physical percent complete values from the workplan to a financial structure.

When your project has cost breakdown planning enabled, cost codes associated with workplan tasks that you map to the lowest-level financial tasks are copied when you click the Copy from Mapped tasks option in the Add Cost Codes page. You can add more cost codes to the financial task, but you cannot remove any that are copied from the workplan task.

You might use this integration option for projects with relatively flat financial structures composed of high level financial tasks. Task-based mapping enables you to map multiple workplan tasks to individual lowest-level financial tasks. In a project like this you could have a single financial task relating to a specific phase of a project, such as staffing. Task mapping would enable you to map all of your staffing-related workplan tasks to the staffing financial task. Progress collected for the staffing workplan tasks would then roll up to determine the financial percent complete for the staffing financial task.

You can use either the Map Workplan to Financial Tasks page or the Setup subtab of the Task Details page to map workplan tasks to lowest financial structure tasks. You can access this page for both workplan and financial structures.

If your workplan has versioning enabled, you can only add or update mappings between working versions of workplan and financial tasks. For more information about versioning, see Versioning A Workplan, *Oracle Project Management User Guide*.

> **Note:** You cannot map more than one workplan structure task in an individual branch of the workplan structure hierarchy to the financial structure.

If a workplan task has progress collected against it, you cannot map the task or change its existing task mapping. For more information about progress collection, see Managing Progress, *Oracle Project Management User Guide*.

Unshared Structures Without Mapping

If you decide to have unshared structures without mapping, the workplan and financial

structures in your project are fully separate entities without any interface. You might choose this option if you use the workplan structure as a planning, scheduling and progress tracking tool only, and track financial information through an entirely separate set of tasks.

> **Note:** Cost codes are not copied from workplan tasks and you have to manually associate them for financial tasks.

Related Topics

Overview of Cost Breakdown Planning, *Oracle Project Management User Guide*

Project Lifecycles

Project lifecycles enable you to track the progression of a project through several distinct project phases from its conception to its completion. Lifecycles can be associated with work breakdown structures and phases can be assigned to top tasks within those structures.

Overview of Project Lifecycles

A lifecycle is a collection of sequential project phases. Each phase represents a collection of logically related project activities.

You can use a lifecycle in Oracle Projects to track the progression of a project through the lifecycle phases, and to provide visibility of this progress. You can associate the work breakdown structure in a project or project template with a lifecycle. You can assign the phases in the lifecycle to the top tasks in the work breakdown structure. As the project progresses through the phases, the project manager can update the project to indicate the current phase for the project.

Oracle Projects is integrated with Oracle Product Hub, to address the enterprise project management and execution needs for the product hub solution. Lifecycles can be associated with catalog categories, items, and item revisions. Items and revisions can then optionally be supported by a lifecycle tracking project, which is used to drive the product through the lifecycle, and provides metrics such as project progress status through each lifecycle phase.

Defining Lifecycles

For information about setting up phases and lifecycles, see Implementing Lifecycles, *Oracle Projects Implementation Guide*.

Using Lifecycles

You can assign a lifecycle to a work breakdown structure for a project or project

template, and you can assign phases to top tasks. You can also update the Current Phase of a project. For details, see: Overview of Workplan and Progress Management, *Oracle Project Management User Guide*.

Assigning Lifecycle Phases to Tasks

You can assign a lifecycle phase to a top task. The following rules apply to assigning lifecycle phases to tasks:

- You must associate a lifecycle with your workplan before you can assign lifecycle phases to the top tasks in the workplan.
- If your workplan is associated with a lifecycle, you must assign lifecycle phases to each of the top tasks in the workplan. You can only assign phases to tasks that are top tasks in all versions of the workplan.
- Each phase can be assigned to only one top task.
- Once a top task has a lifecycle phase assigned to it, you cannot move it below the top task level, whether through moving, copying, or indenting. You can change the sequence of top tasks with assigned phases, however.
- If you change the lifecycle for a project workplan or project template, the system removes all existing phase assignments to top tasks.

Related Topics

Integrating with Oracle Product Hub, page 11-50

Implementing Oracle Product Hub Integration, *Oracle Projects Implementation Guide*

Project and Task Attributes

You can enter attributes for projects and tasks that record information essential to the project and control how the system processes costing, billing, resources, and reporting.

Oracle Projects delivers all of the basic attributes you need to manage your projects and tasks. Your implementation team can also create additional attributes that enable you to enter and maintain project and task information that is unique to your organization.

For more information about options you specify at the project level, see: Project and Task Information, page 6-88.

For more information about user-defined attributes for projects, see: User-Defined Project Attributes, page 6-29.

For more information about user-defined attributes for tasks, see: User-Defined Task Attributes, page 6-39.

Project Information

This section describes the attributes that you can set up for a project.

Basic Information, page 6-22

Additional Information, page 6-27

User-Defined Project Attributes, page 6-29

Organizations, page 6-30

Team Members, page 6-31

Page Layouts, page 6-31

Structures, page 6-32

Item Associations, page 6-33

Tasks, page 6-33

Customers and Contacts, page 6-39

Project Classifications, page 6-42

Pipeline, page 6-42

Related Topics

Task Start and Finish Dates, page 6-36.

Entering Project and Task Options, page 6-88

Project and Task Options, page 6-88

Using Effective Dates to Enable and Disable Options, page 6-94

Creating a New Project from a Project Template or Existing Project, page 6-94

Defining Project Classifications, *Oracle Projects Implementation Guide*

Effective Dates, *Oracle Projects Implementation Guide*

Basic Project Information

Use this region to enter basic project information such as name, description, and dates.

Name

A short, unique, descriptive name of a project. Use this name to find and identify a project throughout Oracle Projects.

Long Name

A longer, unique descriptive name for the project. Can be up to 240 characters long. The default value is the short name (Name).

Number

Unique identification number of a project. You use this number to find and identify the project throughout Oracle Projects. You can manually enter a project number, or let the system automatically generate one for you. The project numbering method you set up in the Implementation Options form determines how to create the number.

For audit trail purposes, you cannot modify a project number after you charge expenditure items, requisitions, purchase orders, or supplier invoices to the project.

> **Note:** Unlike projects, *project templates* are always numbered *manually*. The Project Numbering implementation option, which determines whether projects are numbered automatically or manually, does not affect numbering of project templates. See: Project Templates, page 6-72.

Project Organization

The managing (owning) organization of a project. Use the organization for reporting and AutoAccounting purposes. You can choose any organization that has the following characteristics:

- The organization belongs to the project/task organization hierarchy assigned to the operating unit.
- The organization has the project/task owning organization classification enabled.
- The project type class is permitted to use the organization to create projects. This permission is determined when you define the organization.
- The organization is active as of the system date.

See: Organizations, page 2-1.

Changing the Owning Organization

When you attempt to change the organization on a project or task, or create a project template, the system calls the Verify Organization Change Extension.

You can override the default logic in the extension in one of the following ways:

- Have your System Administrator assign the function Projects: Org Update: Override Standard Checks to your responsibility. See: Function Security: The Building Block of Oracle Projects Security, page 12-2.
- Modify the logic in the Verify Organization Change extension.

If the change is allowed, Oracle Projects displays a dialog box when you save or exit the record. The dialog box asks if you want to mark existing expenditure items on the project. If you select *Yes,* the current date is used as the effective date of the change.

Note: If your user responsibility excludes the function Expenditure Inquiry: Adjustments: Recalculate Cost and Revenue, Oracle Projects does not display the dialog box and does not mark the items for recalculation.

If you need to change the owning organization for existing expenditure items on a project, you can use the Mass Update Batches window. See: Mass Update Batches, page 8-31.

Changing the Owning Organization on Multiple Projects and Tasks

If you need to change the owning organization on multiple projects and tasks, you can use the Mass Update Batches window to create a batch of projects and tasks to update. See: Mass Update Batches, page 8-31.

Project Type

The project type determines how Oracle Projects processes costs (expenditure items) for a project and provides defaults and controls for project entry and processing. You must associate each project type with a project type class:

- Use the **Indirect** project type class to collect and track expenditure item costs and labor hours for overhead activities, such as administrative and overhead work, marketing, and bid & proposal preparation. You can also define indirect projects to track time off including sick leave, vacation, and holidays. Indirect projects are also referred to as administrative projects.

- Use a **Capital** project type class to collect and track costs and labor hours for asset development activities that you plan to capitalize as one or more assets. See: About Capital Projects, *Oracle Project Costing User Guide*.

- Use a **Contract** project type class to collect and track costs, labor hours, revenue, and billing for services performed for and reimbursed by a client.

  Note: Only Oracle Project Billing supports contract projects. See: Overview of Contract Projects, *Oracle Project Billing User Guide*.

For audit trail purposes, you cannot change a project type after you create customer invoices for the project, or charge expenditure items, requisitions, purchase orders, or supplier invoices to the project.

Status

Indicates the current status of a project.

Oracle Projects provides several predefined project statuses. You can define additional project statuses in the Status window. Status Controls for each project status allow you to set up permissions or restrictions on actions for each project status. Next Allowable Statuses allow you to control which statuses are permitted as the new status when a

project's status is changed manually.

For example, you can control whether new transactions can be charged to a project with a certain project status. The same is true for revenue accrual and invoicing. See: Project Statuses, *Oracle Projects Implementation Guide*. In addition, you can run costing for uncosted transactions that have already been charged to a project that now has a Closed status. See: Controlling Expenditures, *Oracle Project Costing User Guide*

The Starting Status for the project's Project Type determines the default value of this field.

Change Status

To change the status of a project, you choose Change Status. When you enter a status change for a project, Oracle Projects uses the following rules to determine if the status change is allowed:

- The project must have class codes entered for all required class categories. See: Project Classifications, page 6-42.
- If the project is a contract project, the project must have at least one customer, and the total billing contribution must equal 100%. See: Customers and Contacts, page 6-39.
- The project must have a project manager assigned to it.
- The new status must be an allowable next status. See: Project Statuses, *Oracle Projects Implementation Guide*.

In addition to these rules, Oracle Projects provides a client extension, the Project Verification Extension, that you can use to define additional rules you want to apply for changing the project status of a project.

Description

A description of the project.

Public Sector (Public)

Use the Public Sector check box to indicate whether a project is a private or public sector project. Use this for reporting and AutoAccounting purposes.

Access Level

Access levels control who can search for and view a project. With the appropriate authority, you can specify one of the following access level values for a project:

- Secured
- Enterprise

For more information, see Project Access Level, page 12-8.

Location

Project location information is used to match resource location to work site location (the location of the project). Location includes three attributes:

- City
- Region
- Country

Information in any of the fields is optional. However, the more information you enter, the more detailed a search can be. For example, you can match a resource to a project in the USA, or you can match a resource to a job in San Francisco, California, USA.

City and Region are entered only at the project level. The value for Country is copied from the Organization, and can be overridden for the project.

You can change the location fields on a project at any time.

Project Start and Finish Dates

Oracle Projects uses start and finish dates to control processing, indicate estimated and scheduled duration, and serve as tools to evaluate project performance.

The start and finish dates at the project level are:

- **Actual:** Actual dates when work on the project started and finished. You can use these dates to drive future timecard and earned value functionality.
- **Scheduled:** Scheduled start and finish dates for the project.
- **Target:** The expected lifespan of the project.
- **Estimated:** A task manager's estimate of when work on the project will be started and finished.
- **Baseline:** The baselined schedule
- **Transaction:** The transaction start date and finish date control which transactions can be charged the project. You can leave both dates or just the end date blank; you must enter a start date to enter a finish date. See: Overview of Expenditures, *Oracle Project Billing User Guide* and Controlling Expenditures, *Oracle Project Costing User Guide*.

  Note: You will not be allowed to change the transaction dates if a project requirement or assignment is based on that date range.

Some of the project dates can be used as the default dates for team members. See: Team Member Effective Dates, page 4-4.

Precedence for Displayed Start Date and Finish Date

Some pages display two pairs of project level dates. The dates displayed are the Project Start and Finish Dates, and another pair of dates whose labels and values using the following precedence:

1. Actual Dates
2. Scheduled Dates
3. Target Dates

If there is no value for Actual Start or Finish Date, the Scheduled Date is displayed, and so on. The Start Date and the Finish Date are determined independently, using this precedence. Thus, it is possible for the Actual Start Date and the Scheduled Finish Date to be displayed if the Actual Finish Date is not available.

Default Effective Dates for Team Members

The project dates serve as default effective dates for team members. For more information, see: Team Member Effective Dates, page 4-4.

Related Topics

Project Templates, page 6-72

Additional Information

Use the Additional Information window to enter project-level values or default values, including the following:

Related Topics

Project Customer Relationships and Contact Types, *Oracle Projects Implementation Guide*

Using Effective Dates to Enable and Disable Options, page 6-94

Project and Task Options, page 6-88

Work Type

Work types represent a classification of work. You use work types to classify both actual and scheduled work. You can use work types to classify work for the following purposes:

- Determining the billability of expenditure items
- Classifying cross charge amounts into cost and revenue for cross-charged work
- Assigning attributes for utilization reporting

> **Note:** Work types roll up to resource and organization utilization categories. You define this roll up when you define work types.

You can assign a work type to the project. The default work type for each top-level financial task comes from the project-level work type. The default work type for each subtask comes from its parent task. The work type that you assign to a lowest-level financial task is the default work type when you enter or import an expenditure item for that task. If you set the profile option PA: Require Work Type Entry for Expenditures to *Yes*, then work type is a required value for project types, project templates, projects, and financial tasks. In addition, the value you enter at the project-level is the default work type for assignments for the project.

You can override a work type at the project, assignment, and task levels. However, an override does not carry down to existing child tasks or assignments. You must update each existing task and assignment individually. You can assign Billable/Capitalizable work types only to billable tasks.

Related Topics

Defining Work Types, *Oracle Projects Implementation Guide*

Assignment Precedes Task For Actuals

This check box determines precedence of default values on an expenditure item for labor expenditure items for the following attributes:

- Work type
- Bill rate
- Cross charge rate

If you select the Assignment Precedes Task for Actuals check box, the following precedence is used:

1. Project Resource Management Assignment
2. Task Level
3. Project

If you do not select the Assignment Precedes Tasks for Actuals check box, the following precedence is used:

1. Task Level
2. Project Resource Management
3. Assignment
4. Project

Note: Assignments maintained at the Assignment level precede

attributes maintained at the Task level during actuals, not during forecasting.

For more details on the precedence rules for each attribute, refer to each topic's section in this User Guide.

Billing Job Group

See: Job Group, page 6-69

Additional Attributes

Role List: A role list specifies which roles are available on a project. You can specify a role list when you create a project.

- If you do not select a role list for a project, any role can be used on the project. The list of values of roles on the project displays all roles defined in the system.
- If you associate a role list with a project, you limit the roles that can be used on the project. The list of values displayed for roles is shorter and project-specific.

Calendar: You can associate a calendar with a project, to specify the project's primary work pattern for open and staffed assignments. The calendar is also used in workplans to determine the duration of tasks.

User-Defined Project Attributes

In addition to the project-level attributes that are delivered with the application, you can also define project attributes that fit the unique needs of your enterprise. For example, an automobile manufacturer can use this functionality to create a set of attributes that associate vehicle specifications with specific manufacturing projects. An architectural firm could create attributes that track the blueprints for different construction projects.

Using the Projects Super User responsibility, you can create groups of attributes and associate them with attribute contexts. The system uses attribute contexts to determine how it associates attribute groups with projects and tasks. For more information on setting up user-defined attributes, see: Setting Up User-Defined Attributes, *Oracle Projects Implementation Guide*.

You can access project-level attribute groups through links on the Project Setup page.

You can also arrange for user-defined attributes to display in page regions. Project-level attributes can display in page regions on the Project Home, Project Overview, and Project Status Report pages.

You can control at the template level whether the system displays user-defined attributes for projects.

Related Topics

Setting Up User-Defined Attributes, *Oracle Projects Implementation Guide*

User-Defined Attributes for Tasks, page 6-39

Enabling User-Defined Attributes in Project Templates, page 6-87

Calendars for Projects and Resources

The default calendars you specify for the site and organizations carry down to the projects and resources. You can override these defaults by assigning a calendar directly to the project or resource.

Assigning Calendars to Resources

Every resource must have an associated calendar for scheduling purposes. The calendar determines the capacity of the resource. During implementation, you use a process called PRC: Maintain Project Resources to pull the resources from HR tables into Oracle Projects. This process assigns all resources a default calendar.

The default calendar for the resource can come from various sources depending upon how you have set up your system. Oracle Projects uses the calendar defined for the resource in CRM. If the resource does not have a defined calendar in CRM, the calendar for the resource defaults from the organization. If you do not define a default calendar fro the organization, then the calendar for the resource defaults to the entry in the Calendar profile for the site. You can override all these defaults at any time and assign a specific calendar to a resource.

When you create future-dated employees, they are assigned the default calendar for their organization assignment. This calendar provides the basis of their schedule, capacity, availability, and more. You can assign the resource on future assignments, as long as the start date of the role is within their active Human Resource assignment dates. You cannot change the calendar for an employee until the employee becomes active. As a result, future-dated employees are not visible in the Calendar Assign Resources window until their respective start dates are current.

Assigning Calendars to Projects

Assigning a calendar to a project overrides the default calendar retrieved from the project organization on site. To modify the default calendar on a project, use the Project Details page. This calendar is the default calendar for all team roles created on the project, and determines the team role schedule.

Related Topics

Maintain Project Resources, page 9-120

Organizations

You can assign project roles to organizations. This enables both internal team members and external organizations to participate and collaborate on your projects.

You can create roles for two types of organizations: customer organizations and partner organizations.

This enables you to:

- Add team members from external organization to a project.
- Keep track of all organizations and individual team members with roles on a project. The Directory page lists organizations as well as team members.
- Track billing accounts on a project by customer organization.

Related Topics

Organization Roles, page 4-13

Team Members (Key Members)

For information about team members, see: Team Members, page 4-3.

Page Layouts and Tabs

The implementation team can create multiple page layouts to meet the needs of different project types.

Use the Page Layouts page to select layouts for the following pages:

- Project Home
- Project Overview
- Task Overview

The Project Home and the Team home pages display a consolidated list of project related business objects and actions. Use these lists to view a consolidated list of work to be performed.

The Project Home contains a consolidated list of tasks, deliverables, issues, change requests, and change orders. The default view of the list is called Worklist; it shows a consolidated list of unfinished project related business objects like tasks, issues, change requests, change orders, and deliverables. Project managers can use this list to view and evaluate what work needs to be done. Project managers can also expand the consolidated list from Project Home and personalize their views. They can drill down from the Worklist to view details of each object.

The Team Home contains a consolidated list of the following objects and actions:

- **Consolidated Objects:** The consolidated objects list consists of tasks, deliverables, issues, and change documents owned by the team member. The default view of the list is called Owned Work, it shows a list of unfinished objects sorted by due date. Team members can use this list to view the status of their work. Your implementation team can configure this list to display different sections. Team members can expand the list from Team Home and personalize their views.
- **Consolidated Actions:** The consolidated actions list consists of actions assigned to the team member for any of the issues, change requests, change orders, and deliverables. The default view of the list is called Assigned Actions, it shows a list of

unfinished actions sorted by due date. The team members can use this list to view all outstanding actions assigned to them. Your implementation team can configure this list to display different sections. Team members can expand the list from Team Home and personalize their views.

Page layouts can also display page regions for user-defined attributes. Your implementation team can add page regions for user-defined project attributes to layouts for the Project Overview, Project Home, and Project Status Reports pages. It can add page regions for task attributes to layouts for the Task Overview and Task Progress Additional Information pages.

The implementation team can configure your Project Home and Team Home pages to display subtabs. These subtabs are predefined and help to organize the information in a logical way. Each subtab consists of related information organized by sections. By clicking on the Full List button of a section you can personalize it for your view in the Full List page.

The implementation team can also create a configurable workbench tab structure. You can modify the tab structure by:

- Hiding a tab or a subtab (Horizontal Navigation section)
- Adding a tab or subtab (Horizontal Navigation section) to the tab structure
- Moving the level of a tab. For example, moving a first level tab to a second level, or moving a second level tab to a first level.

Shortcut Links

Oracle Projects provides predefined shortcut links organized into five categories: project links, resource links, workplan links, control links, and financial links.

Structures

Use this setup option to perform the following tasks for a project template or project:

- Enable a workplan structure and a financial structure, and define their integration
- Enable program management
- Enable deliverables

Related Topics

Overview of Project Structures, page 6-2

Enabling Project Structures, page 6-6

Workplan Structures, page 6-6

Financial Structures, page 6-11

Program Management, page 6-10

Setting up Workplans, *Oracle Project Management User Guide*

Overview of Program Management, *Oracle Project Management User Guide*

Enabling Workplan Structure and Workplan Versioning, *Oracle Projects Implementation Guide*

Project Deliverables, *Oracle Projects Implementation Guide*

Item Association

You can use this option to assign items or revisions to a project, to support the needs of the Product Hub.

You can view and maintain associations between projects and items or revisions. You can navigate between projects and their associated items and revisions using the links on this page.

Two types of associations are available on the Item Associations page:

- Associations created for informational purposes. This type of association uses user-defined association purposes to indicate the nature of the relationship. A project can be associated with multiple items or revisions for informational purposes.

  You create informational relationships using the Item Associations page.

  > **Note:** You can create the user-defined association purposes in the Collaborative Development application.

- System-maintained *lifecycle tracking* associations. This type of association is used to identify the primary project used to drive the item through its required lifecycle phases. A project can be associated with only one item or revision for lifecycle tracking purposes.

  You can create a lifecycle tracking association in the Collaborative Development application when you create the lifecycle tracking project for the item or revision.

For more information, refer to the Collaborative Development application documentation.

Tasks

Use this option to create and update tasks and task details for the financial structure. Tasks are elements of the project that are contained in the project structures. For information about project structures, see: Project Structures, page 6-2.

As you create tasks, Oracle Projects defaults values from the project or the parent task to the new task. A top task accepts default values from its owning project. In addition, a new subtask accepts default values from its owning parent task.

If you modify project attributes, Oracle Projects does not change the default task information for existing tasks. In addition, if you modify task attributes, Oracle Projects does not change the default task information for lowest tasks. However, new top or

lowest tasks you subsequently create inherit the new default information.

The following task details default from the project to any new top or child tasks:

> **Note:** For shared structure projects, the task descriptive flexfields are displayed in Workplan: Tasks, Update Tasks

- Organization
- Start date
- Finish date
- Service type
  - For top tasks, this defaults from project type
  - For sub tasks, this defaults from the parent task
- Task manager
  - No default for top tasks
- Work Site
  - For top tasks, this defaults to the customer work site if only one customer
  - For sub tasks, this defaults from the parent task
- Cost burden schedule
- Capitalizable indicator (for capital projects only)
  - For top tasks, this defaults to capitalizable
  - For sub tasks, this defaults from the parent task
- Billable indicator (for contract projects only)
  - For top tasks, this defaults to billable
  - For sub tasks, this defaults from the parent task
- Billing schedules and discounts (for contract projects only)

Task Number

Unique identification number of the task within the project. You can enter a numeric or alphanumeric value.

For audit trail purposes, you cannot modify a task number after you create customer invoices for the project, or charge expenditure items, requisitions, purchase orders, or supplier invoices to the project.

> **Tip:** Oracle Projects sorts your project structure by the task number within a structure level, so ensure that your numbering methods reflect an organized project structure. See: Defining Your Financial Structure, page 6-11

Task Name

A short, descriptive name of the task. You can use the same task name many times within a project.

Task Long Name

A longer, descriptive name for the task. Can be up to 240 characters long. The default value is the task short name (Task Name).

This is a required field. The Task Long Name does not have to be unique within the project.

Task Status

You use the Task Status to indicate the status of individual tasks and to control system processing for tasks based on their status. Every task must have a valid status. The system statuses are:

- Not Started
- In Progress
- Completed
- On Hold
- Cancelled

You can change task status for published tasks manually when you update tasks or create progress. Tasks that are marked 100% complete are automatically updated to Completed status. Similarly, if a task's status is changed to Completed, it is automatically marked 100% complete.

The system changes a task's status automatically if the status of a parent or child task is changed. For example, if all the child tasks of a task are set to Completed, the task's status is automatically set to Completed. If a task's status is changed to On Hold or Cancelled, all of the task's subtasks are also changed to match the parent task's status.

Work Quantity

You can use work quantity to plan and measure task progress in quantitative terms rather than in terms of completed effort, such as number of items manufactured or number of processes performed. Oracle Projects can divide the actual value by the planned value to derive the task physical percent complete for the task.

For example, a construction company could have a task for the installation of windows on a new building. The task is complete when 50 windows are installed. When progress is taken on the task and 25 windows have installed, the task is 50% complete. This allows companies to track progress according to quantitative values. See: Managing Progress, *Oracle Project Management User Guide*.

You can enter work quantity either as an incremental value (the amount of work complete for a task since the last time progress was recorded for the task) or a cumulative value (the total amount of work complete for the task since the task began). This option is set at the task type level and can be overridden at the task level. Selecting Progress Options for Tasks, *Oracle Project Management User Guide*.

You can define work quantity for lowest-level tasks only if the following are true:

- The task type associated with the task has work quantity enabled
- Work quantity is enabled at the workplan level for the project

While defining work quantity for a task, Oracle Projects allows you to specify a Unit of Measure and Work Item. If you enable work quantity planning for a task, you can also measure progress using work quantity.

For information on defining work items, see: Defining Work Items, *Oracle Projects Implementation Guide*.

Task Type

Task types assign default attributes to tasks and control how Oracle Projects processes tasks. Task types specify basic task attributes. For example:

- The task type determines the initial status of a task.
- The task type determines whether to associate Task Execution Workflow with a task.
- The task type also controls whether progress can be collected for a task, and how progress is measured.

See:

- Task Types, *Oracle Projects Implementation Guide*
- Managing Progress, *Oracle Project Management User Guide*
- Task Execution Workflow, *Oracle Projects Implementation Guide*

Task Start and Finish Dates

Task start and finish dates must be within the corresponding project dates and within the dates of the parent task.

The start and finish dates at the task level are:

- **Actual:** Actual dates when work on the task started and finished. You can use these

dates to drive future timecard and earned value functionality.

- **Scheduled:** Scheduled to start and finish dates for the task.
- **Estimated:** A resource's estimate of when work on the task will be started and finished.
- **Baseline:** The baselined schedule for the task
- **Transaction:** The transaction start and finish dates control the transactions that can be charged to the task.

  You cannot charge an expenditure item to a task if the expenditure item date falls outside the task dates. The lowest level task must be equal to or greater than the maximum of all expenditure item dates for that task. Default values for task start and finish dates are the project transaction dates (top tasks) or the parent task's transaction dates (subtasks). When you apply an end date to a top task with subtasks that do not have end dates, the system applies that top task end date to those subtasks.

  See: Overview of Expenditures, *Oracle Project Costing User Guide* and Controlling Expenditures, *Oracle Project Costing User Guide*.

See: Project Start and Finish Date, page 6-26.

(Optional) Task Manager

The person responsible for managing this task.

> **Note:** The task manager is used for reporting purposes only (see: Task-Revenue, Cost, Budgets by Resources, page 10-25) and is not the same as the team member.

Organization

The organization that manages the task. You can use the organization for reporting and AutoAccounting. This value is defaulted from the project organization; the task organization can be different from the project organization. You can choose any organization that is identified as a project or task owning organization based on the Project/Task Organization Type you set up in the Implementation Options form.

For audit trail purposes, there are controls over when you can change a task organization. See: Changing the Owning Organization, page 6-23.

Service Type

You define service types to represent activities that you want to track for financial purposes. You assign a service type to each financial task. You can use service types in your AutoAccounting setup and to group tasks for custom reporting. The default service type for each top-level financial task comes from the project type that you assign to its project or project template. The default service type for each subtask comes from its parent task.

Work Type

Work types represent a classification of work. You use work types to classify both actual and scheduled work. You can use work types to classify work for the following purposes:

- Determining the billability of expenditure items
- Classifying cross charge amounts into cost and revenue for cross-charged work
- Assigning attributes for utilization reporting

> **Note:** Work types roll up to resource and organization utilization categories. You define this roll up when you define work types.

The default work type for each top-level financial task comes from the project-level work type. The default work type for each subtask comes from its parent task. The work type that you assign to a lowest-level financial task is the default work type when you enter or import an expenditure item for that task. If you set the profile option PA: Require Work Type Entry for Expenditures to *Yes*, then work type is a required value for financial tasks

See: Defining Work Types, *Oracle Projects Implementation Guide*.

Chargeable

This check box controls whether to allow new expenditure items to be charged to a task. You can only enter expenditure items at the lowest task. The default is to allow charges for all new tasks. You can only allow charges for lowest tasks. Parent tasks are not chargeable. Deselect this check box if you want to prevent new charges to this task. Oracle Projects automatically disables the check box for a task when you create a child task for it. See: Determining if an Item is Chargeable, *Oracle Project Costing User Guide*.

Capitalizable

This check box controls whether the expenditure items you charge to the task are eligible for capitalization. The capitalizable indicator is applicable for capital projects only. See: Specifying Capitalizability of Capital Project Structure Levels, *Oracle Project Costing User Guide*.

Retirement Cost

You can select this check box for a task on a capital project to indicate that the task is for retirement cost processing. When this option is enabled, all expenditure items charged to a task are designated as cost of removal or proceeds of sale amounts that pertain to retirement adjustment assets. For more information, see: Overview of Asset Capitalization, *Oracle Project Costing User Guide*.

Billable

This check box controls whether the expenditure items you charge to the task are eligible for revenue accrual and billing. The billable indicator is applicable for contract projects only. See: Overview of Contract Projects, *Oracle Project Billing User Guide* and Determining if an Item is Billable, *Oracle Project Costing User Guide*.

Location

The customer work site address where you perform a task. You can select any active, ship-to site defined for a project customer.

User-Defined Task Attributes

In addition to the task-level attributes that are delivered with the application, you can also define task attributes that fit the unique needs of your enterprise.

Using the Projects Super User responsibility, you can create groups of attributes and associate them with attribute contexts. The system uses attribute contexts to determine how it associates attribute groups with projects and tasks. For more information on setting up user-defined attributes, see: Setting Up User-Defined Attributes: *Oracle Projects Implementation Guide*.

You can access task-level attribute groups through links on the Task Details page.

You can also configure the page layouts of the Task Overview and Task Progress Additional Information pages to display task-level user-defined attributes as page regions.

You can control at the template level whether the system displays user-defined attributes for tasks in your projects. For more information see: Enabling User-Defined Attributes in Project Templates, page 6-87.

Customers and Contacts (Billing Accounts)

You can specify the revenue and billing contribution of a paying customer for project work, define the relationship of a customer to this project, and enter other information about this project's customer. The customer you choose must be an active customer in Oracle Receivables.

You must enter at least one customer on a contract project to fund the project, accrue revenue, invoice the customer. The contribution percentage must sum to 100%, unless you have enabled the Date-Effective Funds Consumption option for the project. If Date-Effective Funds Consumption is enabled, then you cannot enter a contribution percentage.

You enter project customer and contact information at the project level only.

> **Note:** If you define a customer invoice currency that is different from your invoicing currency, then you cannot update the value in the project and task billing setup for the Adjustments Included on Standard Invoice option after you generate invoices.

Project Customers Window

You enter the following customer and contact information in the Project Customers window:

Project Customers

Name/Number*:* Choose a project customer. You can choose any active customer in the Oracle Receivables customer database.

Relationship:The relationship between this customer and your project, such as Primary,

or Non-Paying.

Contribution:The percentage of this project's revenue and billing you expect this customer to contribute. If you enter more than one customer for this project, the total customer contributions towards revenue and billing must sum to 100% before you can accrue revenue or bill invoices against this project.

If you enable Customer at Top Task option at the project level, the contribution is disabled and the customer is billed 100% for the associated tasks.

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

Bill To Name: Enter the name of the customer who will receive the project invoices. Depending on the Customer Relationships setting in the Implementation Options window, you can choose the project customer, a related customer, or any customer defined in Oracle Receivables. If the Customer Relationships option is set to No, the project customer is copied to the Bill To Name field. See also: Implementing Oracle Project Foundation, *Oracle Projects Implementation Guide*.

Bill To Number: You can enter either a Bill To Number or Bill To Name. When you enter a value in one of these fields, the other field is populated automatically.

Billing Address: The address where you want to send this customer's invoices. You can choose any active billing address defined for the Bill To customer in Oracle Receivables.

Default Top Task Customer: Check this box if you want the customer to be the default customer for all the top tasks. The default customer at top task is used as the primary customer when you copy a project.

You must enable this functionality for one of the customers if the Customer at Top Task option is enabled at the project level.

Only one customer can be enabled to be the default customer at the top task. You can change the default top task customer, but it will be applicable only for new tasks

> **Note:** You can override the default customer at the top task level, in the Billing Information window.

Ship To Name: Enter the name of the customer who will receive shipment of the items. Depending on the Customer Relationships setting in the Implementation Options window, you can choose the project customer, a related customer, or any customer defined in Oracle Receivables. If the Customer Relationships option is set to No, the project customer is copied to the Ship To Name field. See also: Implementing Oracle Project Foundation, *Oracle Projects Implementation Guide*.

Ship to Number: You can enter a Ship To Name or Ship To Number. When you enter a value in one of these fields, the other field is populated automatically.

Shipping Address: The address where work will be performed for this project. You can choose any active Ship To address defined for the Ship To customer in the Oracle Receivables database.

Bill Another Project

Bill another Project: Select if you want to identify a project as a provider project for purposes of inter-project billing. The check box is available only if the current operating unit is a provider operating unit and the project customer is associated with a receiver operating unit.

Receiver Project / Receiver Task: Enter the numbers of the projects and tasks that will receive the work performed on this project. Valid receiver projects and tasks belong to receiver operating units that have identified the current operating unit as a provider operating unit. You can change the receiver project and task information at any time before you create billing transactions for this project.

Invoice Currency

If you want to invoice the project customer in a currency different from the project currency, you can enter the following invoice currency information (currency attributes):

> **Note:** You can override these currency attributes in the Invoice Review windows before releasing an invoice.

Allow Rate Type "User": Enable this option if you want to allow the rate type "User" for invoicing this project customer.

Code: The default invoice currency code for the customer.

Rate Date: The default exchange rate date. If this field is left blank, the system will use the Bill Through date for the exchange rate date.

Rate Type: The default rate type.

Exchange Rate: The default currency exchange rate. You can enter a value only if the Rate Type is *User*.

Contacts

Type: A contact type, such as Billing or Shipping, to identify a contact. The billing contacts are limited to the contacts defined for the Bill To customer and billing address. The shipping contacts are limited to the contacts defined for the Ship To customer and shipping address.

You can enter only one billing contact for each customer associated with this project. When invoices are interfaced to Oracle Receivables, this billing contact is used as the billing contact in Oracle Receivables.

Name: You can choose any active contact name defined for the Bill To customer and billing address or the Ship To customer and shipping address in the Oracle Receivables database.

Job Title: The job title of the contact.

Related Topics

Financial Structures, page 6-11

Creating and Updating Workplans, *Oracle Project Management User Guide*

Project and Task Options, page 6-88

User-Defined Attributes for Tasks, page 6-39

Project Classifications

When specifying project classifications, you choose the class category for your project, then select one or more class codes for the class category. For example, you can specify a class category of Funding Source, and assign a class code of Federal to indicate project funding by a federal agency. You define class categories and codes when you set up project classifications.

You can specify classifications at the project level only.

For more information, see Project Classifications, *Oracle Projects Implementation Guide*

Pipeline

You can track sales opportunities for your pipeline projects by recording the probability of winning each project, the expected approval date, and the value of the project.

You can define probability values based on how your company does business. For example, you can define values such as:

- 100% Contract Processed
- 60% Expect to Win
- 0% Project on Hold

Pipeline Window

The Pipeline window contains the following fields, which are used to calculate the weighted project value of jobs:

Probability: The probability that the project will be approved. If a Probability List exists for the associated Project Type, that probability list provides a list of values for this field.

Project Value: The expected value of the project.

Expected Approval Date: The expected date of approval for the project.

Resource Information

If you use Oracle Projects Resource Management and need to fill project staffing requirements, you can set up an automated search and nomination process to identify and nominate resources as candidates for open requirements automatically. The setup

in the Candidate Score and Search Settings page includes definitions used in calculating the candidate score and performing automated candidate searches.

Related Topics

Introduction to Oracle Project Resource Management, *Oracle Projects Resource Management*

Candidate Score Weightings

Candidate scores define the level of importance of the availability, competencies, and job level of the resource when matched to the specifications of a requirement. The weightings are used to calculate a score for each resource identified by a resource search and for every candidate on your requirements. The score helps you identify stronger candidate. A higher score indicates a better match.

For more information, see Candidate Score Weightings, *Oracle Project Resource Management*, *Oracle Project Resource Management User Guide*.

Automated Search and Nomination Process

The automated search process identifies resources that meet the specified criteria for the requirement, including a minimum candidate score, and nominates those resources as candidates on the requirement. This search is an optional process that you can set up to run on a regular frequency, such as, daily or weekly through the concurrent manager.

For more information, see Automated Search and Nomination, *Oracle Project Resource Management*, *Oracle Project Resource Management User Guide*.

Related Topics

Automated Candidate Search Process, page 9-83

Overview of Candidate Management, *Oracle Projects Resource Management User Guide*

Subteams

Subteams enable you to classify team members on a project into logical groups, such as consultants, administrative staff, and engineers.

Additional Staffing Information

Use the Additional Staffing Information page to enter the following information:

- Calendar
- Role List
- Initial Team Template
- Advertisement Rule

Advertisement Rule

An advertisement rule is an automated method of controlling the visibility of a requirement to resources and managers of an organization over a period of time. It is a list of actions that are performed when the condition associated with each action is met.

Related Topics

Advertisements and Advertisement Rules, *Oracle Projects Resource Management*

Costing Information

You can define costing burden schedules and burden schedule overrides, budgetary controls, project currencies and labor multipliers for your projects.

Related Topics

Project and Task Options, page 6-88

Using Effective Dates to Enable and Disable Options, page 6-94

Using Rates for Billing, page 5-6

Costing Burden Schedules

You must specify a cost burden schedule if you specify that a project type is burdened. The costing burden schedule defaults from the project type.

To enter Costing Burden Schedules, you must select and expand Burden Multipliers from the list of options in the Projects, Templates window.

Cost Burden Schedules Window

You can enter the following information in the Costing Burden Schedules window:

Burden Schedule: Enter the burden schedule you want to use for this project or task.

Burden Hierarchy: Enter the burden hierarchy you want to default to each burden schedule version.

Fixed Date: Enter a fixed date for the burden schedule if you want all expenditure items to be burdened with the multipliers in effect as of that date.

Related Topics

Burden Schedules, *Oracle Projects Implementation Guide*

Assigning Burden Schedules, *Oracle Project Costing User Guide*

Budgetary Control

You define budgetary controls in the Budget Integration window. Budgetary controls enable you to use a project cost budget to monitor and control project-related

commitment transactions. You also use these controls to integrate project budgets with non-project budgets.

> **Note:** If the system does not permit you to update the control settings, verify that the project type budgetary controls settings allow override. See: Project Type Budgetary Controls, *Oracle Projects Implementation Guide*.

> **Important:** You cannot enable budgetary controls for a project budget after you create a baseline version for the project budget, or if you have entered transactions against the project budget.

You can enter the following information in the Budget Integration window:

Budget Type.

- **For Budgetary Controls:** Select a project cost budget type. (Budgetary controls can be enabled for cost budget types only.)
- **For Bottom-Up Budget Integration:** Select a project budget type to be integrated. You can select any active budget type.

Control Flag. Check the Control Flag check box if you want to enable budgetary controls for the budget type. (Budgetary controls can be enabled for only one budget type per project.)

Balance Type. This field is used to define top-down and bottom-up budget integration.

- **For Bottom-Up Budget Integration:** Select Budget.
- **For Top-Down Budget Integration:** Select Encumbrance.
- **For No Integration (Independent Budgetary Controls):** Leave field blank.

Non-Project Budget. This field is used to define top-down and bottom-up budget integration.

- **For Bottom-Up Budget Integration:** Select a General Ledger budget from the list of values. The list of values displays defined budgets with a status of Open or Current.
- **For Top-Down Budget Integration:** Select the General Ledger Funding Budget from the list of values.
- **For No Integration (Independent Budgetary Controls):** Leave field blank.

Levels. Select a default control level for each budget level. When a baseline is created for the project budget, these control levels are used as default values for each budget level:

- **Project**
- **Tasks**
- **Resource Groups.** Select Default from Resource List if you have defined default control levels for your resource list.
- **Resources.** Select Default from Resource List if you have defined default control levels for your resource list.

Time Phase. The system uses these values to calculate available funds.

- **Amount Type.** Select an Amount Type to determine the beginning budget period.
- **Boundary Code.** Select a Boundary Code to determine the ending budget period.

For more information about defining control levels and time phases (also referred to as time intervals) for budgetary controls, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

Related Topics

Integrating Budgets, *Oracle Project Management User Guide*

Implementing Budgetary Controls, *Oracle Projects Implementation Guide*

Implementing Budget Integration, *Oracle Projects Implementation Guide*

Using Budgetary Controls, *Oracle Project Management User Guide*

Currency

When a new project is created, the default value for the project currency code is copied from the functional currency defined in the Implementation Options for the project-owning operating unit. You can override the default currency code and enter default conversion attributes for the project in the Costing tab of the Currency window.

Costing Currency Options

You can optionally define costing conversion attribute default values for the Project Functional Currency and Project Currency.

These attributes are default values, and entry is optional. The attributes you select are displayed as the defaults during expenditure entry, and are used as defaults for imported transactions.

Project Currency

Select a project currency. You can select any active currency defined in Oracle General Ledger.

Project Currency Attribute Hierarchy

During project and task setup, the values you enter are copied to all the underlying tasks in the project work breakdown structure.

The hierarchy Projects uses for the defaults is shown below:

1. Value entered for the task
2. Value entered for the project
3. Value entered in the currency implementation options. See: Currency Implementation Options, *Oracle Projects Implementation Guide*.

Burden Schedule Overrides

You can override the standard burden schedule assigned to a project or task. When you enter a schedule override, you essentially create a new schedule containing revisions of negotiated multipliers for the project or task. Remember to compile your schedule before you use it for processing purposes.

You can override cost burden schedules only if the project type for this project allows overrides.

Related Topics

Overriding Burden Schedules, *Oracle Project Costing User Guide*

Labor Multipliers

You use labor multipliers when you want to apply only one multiplier to raw labor cost for billing purposes. If you need to apply many multipliers to the raw cost for billing, use burden schedules or burden schedule overrides for revenue and invoicing to record the appropriate multipliers. You can also use labor multipliers with standard burden schedules as explained below.

Oracle Projects calculates the revenue or bill amounts (or both) for this task's labor items using the following formula for items based on bill rate schedules:

Revenue or Bill Amounts = Labor Multiplier * Raw Cost

Oracle Projects calculates the revenue or bill amounts (or both) for this task's labor items using the following formula for items based on burden schedules:

Revenue or Bill Amounts = Burdened Amount * (1 + Labor Multiplier)

If no override revenue or invoice burden schedules exist, Oracle Projects uses the multiplier on top of the standard revenue and invoice burden schedule. The following table shows an example of use of the labor multiplier:

Cost	Amount
Labor Raw Cost	1,000
Standard Multiplier (1.5)	1,500 (from standard burden schedule)
Total Burdened Labor	2,500
Negotiated Multiplier (1.0)	2,500 (from labor multiplier)
Final Burdened Labor	5,000

Labor Multipliers Window

To enter labor multipliers, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

Multiplier: Enter the labor multiplier you want to use for this project or lowest task.

Effective From/To: Enter the date range the labor multiplier is effective.

Asset Information

You can define asset information for capital projects.

Assets

You can define assets for capital projects to account for capital assets and retirement adjustment assets. You define capital assets to account for assets that you plan to build or place in service during the course of the project work. You define retirement adjustment assets to account for costs and proceeds of sale associated with the retirement of group assets in Oracle Assets.

In Oracle Projects, you can define all of the information that is required to classify capital and retirement adjustment assets, and interface the assets, along with the associated costs and proceeds of sale amounts, to Oracle Assets as asset lines. For information on the attributes that you can define for an asset, see: Asset Attributes, *Oracle Project Costing User Guide*.

You can define assets for a capital project in the Assets window. To access the Assets window from the Projects, Templates window, select and expand *Asset Information* from the list of options.

Asset Assignments

After you define a capital asset or a retirement adjustment asset for a capital project,

you can assign the asset to the project level, or to one or more tasks. You assign an asset to the project or to a task to associate the asset with the underlying costs or proceeds of sale. You can assign assets to top tasks and lowest tasks.

You must enter the Asset Name you want to assign to the project or task, and specify whether you want to use a Grouping Level for Specific Assets or Common Costs. See: Assigning Assets to Grouping Levels, *Oracle Project Costing User Guide*.

To enter asset assignments in the Asset Assignments window, you must select and expand *Asset Information* from the list of options in the Projects, Templates window.

Related Topics

Creating Assets in Oracle Projects, *Oracle Project Costing User Guide*

Asset Grouping Levels, *Oracle Project Costing User Guide*

Project and Task Information, page 6-88

Capital Information

Use the Capital Information window to define attributes that control calculation of capitalized interest, allocation of unassigned and common asset costs, and the creation of capital events.

Capitalized Interest

The following fields relate to capitalized interest:

Capital Interest Schedule: This field displays the default capitalized interest rate schedule from the project type, if any. If the *Allow Override* option is enabled for the project type, then you can update this field and specify a different rate schedule for the project.

Allow Capital Interest: When this check box is selected, the project or task is eligible for capitalized interest calculation. Oracle Projects generates interest transactions when all other criteria, such as thresholds, are met. If the check box is unchecked, then the project or task is always excluded from capitalized interest calculations, regardless of other criteria.

Capital Interest Stop Date: You can optionally specify a date for a project or task beyond which capitalized interest is not calculated. When determining whether to calculate capitalized interest, the capitalized interest generation process compares the date in this field to the GL period end date for the interest run.

> **Note:** Changes to task settings do not cascade down to any lower-level tasks. Therefore, to affect capitalized interest calculations, you must update capitalized interest attributes at the lowest task level where expenditures are entered.

Asset Processing

The following fields relate to asset processing. You can update these fields at the project level only.

Asset Cost Allocation Method: This field displays the default asset cost allocation method from the project type, if any. You can specify a different method for the project. You can select one of several predefined asset cost allocation methods to specify how Oracle Projects automatically distributes indirect and common costs across multiple assets.

Event Processing Method: This field displays the default capital event processing method for the project type, if any. You can specify a different method for the project. You can designate whether to use periodic or manual capital events to control how assets and costs are grouped over time.

Related Topics

Capitalizing Interest, *Oracle Project Costing User Guide*

Allocating Asset Costs, *Oracle Project Costing User Guide*

Creating Capital Events, *Oracle Project Costing User Guide*

Project Types, *Oracle Projects Implementation Guide*

Project and Task Information, page 6-88

Billing Information

This section discusses the various kinds of billing information that you can define for your projects.

Related Topics

Using Effective Dates to Enable and Disable Options, page 6-94

Project and Task Options, page 6-88

Costing Currency Options, page 6-46

Billing Currency, page 6-59

Rates, page 5-1

Generate Draft Invoices, page 9-54

Generate Draft Revenue, page 9-59

Retention Billing, *Oracle Project Billing User Guide*

Defining Retention Terms, *Oracle Project Billing User Guide*

Overview of Contract Projects, *Oracle Project Billing User Guide*

Rate Schedule Definition, *Oracle Projects Implementation Guide*

Salespersons and Credit Types, *Oracle Projects Implementation Guide*

Costing Setup: Burden Schedules, *Oracle Projects Implementation Guide*

Implementation Options: Share Bill Rate Schedules Across Operating Units, *Oracle Projects Implementation Guide*

Billing Setup

To enter billing setup information in the Billing Setup window, you must select and expand Billing Information from the list of options.

Revenue and Billing Information

When you enter revenue and billing information for your project, you specify the following information:

- Revenue Accrual Method and Invoice Method

  The project type determines which distribution rule appears as the default value for these fields. It also determines which other distribution rules you can choose from. The following table shows how Oracle Projects predefines various distribution rules:

Distribution Rule	Definition
Cost/Cost	Accrue revenue and bill using the ratio of actual cost to budgeted cost (percent spent).
Cost/Event	Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), and bill based on events.
Cost/Work	Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), and bill as work occurs.
Event/Event	Accrue revenue and bill based on events.
Event/Work	Accrue revenue based on events, and bill as work occurs.
Work/Event	Accrue revenue as work occurs, and bill based on events.
Work/Work	Accrue revenue and bill as work occurs.

The revenue accrual method and invoice method you enter determines how revenue is calculated and how invoices are generated for this project.

> **Note:** Note: If you want to accrue revenue or generate invoices based on percent complete, you must use the Event/Event, Event/Work, or Work/Event distribution rule. See: Percent Complete Revenue Accrual and Invoice Generation, *Oracle Project Billing User Guide*.

- Customer at Top Task

  Check this box if you want to assign customer at top task. If you enable this option you can assign and invoice customers for each specific top task on the project. Only one customer can be assigned at the top task level.

  > **Note:** You can enable this option only if the project funding level is Top Task or Both. You can change this option prior to funding, revenue, or invoice generation. If project is already funded, but no revenue or invoice generated, you can reverse the project level funding and update the option.

- Invoice Method at Top Task

  Check this box if you want the ability to override the project level invoice method at the top task. If you enable this option you can use multiple invoice methods for a project.

  > **Note:** You can enable this option only when the project level invoice method is Work or Event and the project funding level is Top Task or Both.

- Date-Effective Funds Consumption

  Select this option to have the expenditure item and event processing use the billing sequence and expiration dates that are set up for the associated agreements. When you enable this option, Oracle Project Billing bills expenditure items and events against the agreement with the lowest sequence and expiration date that has funding available greater than or equal to the amount of the expenditure item or event. If you enable this option, then you do not specify contribution percentages for the customers.

- AR Receipt Notification

  Select this check box for your project to receive workflow notifications for receipts applied to customer invoices in Oracle Receivables. This notification enables project managers track customer payments on project invoices that are linked to supplier

invoices on pay when paid holds. From the notification, project managers can navigate to the Supplier Workbench to manually review and release linked supplier invoices from pay when paid holds. For information on enabling AR receipt notifications for a project type, see Project Types Window Reference, *Oracle Projects Implementation Guide*. See also Send AR Notification Workflow, *Oracle Projects Implementation Guide*.

- Automatic Release of Pay When Paid Invoices

  Select this check box to ensure that the Release Pay When Paid Holds concurrent program considers supplier invoices linked to customer invoices for this project.

  Leave this check box deselected, if you want the Release Pay When Paid Holds program to skip this project when considering supplier invoices for the automatic release of pay when paid holds. In this case, you can manually review and release pay when paid holds on supplier invoices for your project using the Supplier Workbench. For information on release of pay when paid invoices for a project type, see Project Types Window Reference, *Oracle Projects Implementation Guide*.

- Include Adjustments on Standard Invoice

  Select the appropriate option to use a standard invoice for billable transaction adjustments instead of a credit memo. If you select None, then the application creates credit memos for all project billing adjustment transactions and does not create standard invoices for any adjustment transactions. If you select Labor Accruals Only, then the application creates standard invoices with adjustment lines for labor accrual reversal transactions. All other adjustment transactions are processed on standard credit memos. If you select Labor Only, then the application creates standard invoices for all types of labor billing adjustments including accrual reversal transactions. All other adjustment transactions are processed on standard credit memos. If you select All Transactions, then the application creates standard invoices for all types of billing adjustment transactions. It does not create credit memos for any adjustment transactions.

  > **Note:** If you select any option for this setup other than None, then the application restricts you from changing the invoice currency for a customer after you generate invoices. You are also restricted from modifying the value of this setup option if there are any existing invoices for a customer with a currency that is different than invoice currency setup for the customer's account. These restrictions do not apply if you enable the project setup option Invoice by Bill Transaction currency. See Currency Option Check Boxes, in the Billing Setup section for Top Tasks for more information on the Invoice by Bill Transaction Currency option.

- Bill Labor Accruals

Select this check box to specify whether labor cost accrual transactions are eligible for billing. This option is available only at project level. If you select Yes, then the future labor accrual transactions are eligible for billing on customer invoices. Select No, if you do not want labor accruals to be considered for billing.

- Billing Cycle

  The billing cycle is the user-defined code that determines the next billing date for this project. You can accept the default cycle, or you can override this value and enter a different code. See: Billing Cycle, *Oracle Projects Implementation Guide*.

- First Bill Offset Days

  The number of days that elapse between the project start date and the date of the first project invoice. You can accept the default bill offset days, or override this value and enter a different number.

- Next Billing Date

  Next Billing Date displays the next billing date on which the project is eligible for billing. The Next Billing Date is updated each time draft invoices for the project are released, cancelled, or deleted.

- Tax Classification Code

  Select the tax classification code for invoice lines created for this project. Oracle Projects uses this code as the default tax classification code based on the Application Tax Options hierarchy that you define in Oracle E-Business Tax for Oracle Projects and the project operating unit. Oracle E-Business Tax uses this tax classification code to calculate tax amounts on the invoice lines. For more information on setting up taxes and the hierarchy of application tax options for an application and operating unit, see the *Oracle E-Business Tax User Guide*.

Invoice Formats

You can enter invoice formats for this project's invoices. You should define values for these fields if you use as work occurs billing.

- Labor

  You can enter a format for grouping labor items on this project's labor invoice lines. You can accept the default format for this project type, or you can override this value and enter a preferred format.

- Non-Labor

  You can enter a format for grouping non-labor items on this project's non-labor invoice lines. You can accept the default format for this project type, or you can override this value and enter a preferred format.

Funding

You can enter funding information for the project.

- Baseline Funding Without Budget

  Check this box if you want to automatically create an approved revenue budget and baseline your funding for this project. See: Creating a Baseline for a Budget Draft, *Oracle Project Management User Guide*.

- Revaluate Funding

  Check this box if you want to revaluate your funding before generating revenue and invoices. The value defaults from the project type level, but you can override the value here.

- Funding Revaluation includes Gains and Losses

  Check this box if you want your revaluation to include gains and losses in project revenue. This check box can be only enabled if Funding Revaluation includes Gains and Losses is enabled at the implementation and project type level and Revaluate Funding is enabled for the project.

  If you do not enable Funding Revaluation includes Gains and Losses for the project, the system includes only the backlog amount in the revaluation process.

See: Funding Revaluation, *Oracle Project Billing User Guide*.

Billing Setup for Top Tasks

To enter billing setup for top task, select Billing Setup from the Task Options window.

- Revenue Accrual Method

  This value is the copied from the project and cannot be changed.

- Invoice Method

  The invoice method is enabled only if the Invoice Method at Top Task option is checked in the Revenue and Billing Information window at the project level. You can update it prior to generating revenue or invoices.

  The list of values depends on the Invoice Method value of the distribution rules selected in the project type. See Billing Setup, page 6-51.

- Include Adjustments on Standard Invoice

  Select the appropriate option to use a standard invoice for billable transaction adjustments instead of a credit memo. If you select None, then the application creates credit memos for all project billing adjustment transactions and does not create standard invoices for any adjustment transactions. If you select Labor Accruals Only, then the application creates standard invoices with adjustment lines

for labor accrual reversal transactions. All other adjustment transactions are processed on standard credit memos. If you select Labor Only, then the application creates standard invoices for all types of labor billing adjustments including accrual reversal transactions. All other adjustment transactions are processed on standard credit memos. If you select All Transactions, then the application creates standard invoices for all types of billing adjustment transactions. It does not create credit memos for any adjustment transactions.

> **Note:** If you select any option for this setup other than None, then the application restricts you from changing the invoice currency for a customer after you generate invoices. You are also restricted from modifying the value of this setup option if there are any existing invoices for a customer with a currency that is different than invoice currency setup for the customer's account. These restrictions do not apply if you enable the project setup option Invoice by Bill Transaction currency. See Currency Option Check Boxes, in the Billing Setup section for Top Tasks for more information on the Invoice by Bill Transaction Currency option.

- Customer Name

  The customer name is enabled only if the Customer at Top Task option is checked in the Revenue and Billing Information window at the project level. The list of values shows the project customers. You can update it prior to funding the top task, or generating revenue or invoices for the top task.

- Customer Number

  The customer number is enabled only if the Customer at Top Task option is checked in the Revenue and Billing Information window at the project level. The list of values shows the project customers. You can update it prior to funding the top task, or generating revenue or invoices for the top task. See Billing Setup, page 6-51.

> **Note:** You can only enter or update information for tasks for which you have update security access. See Security in Oracle Projects, page 12-1.

Credit Receivers

You can indicate which employees receive credit for a project. You can assign as many employees as you want to a particular credit type. You can also assign one employee to as many types of credit as you want.

Depending on your configuration of Oracle Projects, you can either interface sales credit information to Oracle Receivables for project invoices, or use credit receivers in Oracle Projects for reporting purposes. If you want Oracle Receivables to validate salesperson

and sales credit information you interface from Oracle Projects, you need to enable the *Allow Sales Credits* option in the Oracle Receivables Transaction Sources window for the predefined batch source of *PROJECTS INVOICES*. To verify that this option has been set correctly, navigate to the Oracle Projects Implementation Options window and view the options under Billing. *PROJECTS INVOICES* should appear in the Invoice Batch Source field.

Credit Receivers Window

To enter credit receivers, you must select and expand Billing Information from the list of options in the Projects, Templates window. When you enter credit receivers, you specify the following:

Credit type: Enter a credit type, such asQuota Credit. If your installation of Oracle Projects is configured to interface sales credit information to Oracle Receivables, then the credit type is validated against sales credit types in Oracle Order Management. If Oracle Projects is not configured to interface sales credit information, this field is validated against credit types in Oracle Projects.

Employee: The employee you enter must be defined as a salesperson in Oracle Receivables under the category *Employee* to receive sales credit. For information about setting up salespersons, for Oracle Projects see: Salespersons and Credit Types, *Oracle Projects Implementation Guide*.

Credit %: The amount of credit an employee receives for this credit type. The total percent amount for this credit type assigned to all employees for this project must equal 100 percent if:

- Allow Sales Credits option for the batch source Projects Invoices is checked in the Oracle Receivables Transactions Sources window
- Transfer to AR check box is checked in the Credit Receivers window
- Credit type is Quota Credit

Interface to AR: Choose whether you want to interface the sales credit information to Oracle Receivables.

Effective From/To: Enter the date range the credit receiver is effective.

Billing Assignments

Use the Billing Assignments option to assign billing extensions to automatically create revenue or billing events. You can assign billing extensions at the project or top task level only.

Billing Assignments Window

To enter billing assignments, you must select and expand Billing Information from the list of options in the Projects, Templates window. When you choose this option, you can enter the following information in the Billing Assignments window:

Name: Enter the name of the billing extension you want to use.

Currency: Enter any currency you have defined in the General Ledger

Amount: Enter the amount.

Percent: Enter the percent amount.

Active: Choose whether to enable this extension.

Conversion Attributes: Enter the currency conversion attributes for converting from the event transaction currency to the project functional currency, project currency, and funding currency. See: Conversion Attributes, page 6-63.

Customer Billing Retention

You can set up retention at either the project level or the top task level. The Retention Summary page summarizes the withheld and billed amount for each project customer. To expedite your setup, you can copy a project customer's retention level and retention terms to one or more customers on the same project.

When you review or define the retention terms for a customer, you take action for the following:

- **Retention Level:** Change the retention level for the project customer
- **No Retention:** Disable both the withholding and billing of retained amounts for a project customer by selecting No Retention
- **Withholding Terms:** Add, update, and delete withholding terms, withholding terms by expenditure category, and withholding terms by event revenue category
- **Billing Terms:** Add, update, and delete billing terms
- **Retention Format:** Select a retention format to derive the line description for the retention lines on project invoices. See: Invoice Formats, *Oracle Project Billing User Guide*.
- **Tax Classification Code:** Select the tax classification code for the retention invoice line. Oracle Projects uses this code as the default tax classification code based on the Application Tax Options hierarchy that you define in Oracle E-Business Tax for Oracle Projects and the project's operating unit. Oracle E-Business Tax uses this tax classification code to calculate tax amounts on the retention invoice line. For more information on setting up taxes and the hierarchy of application tax options for an application and operating unit, see the *Oracle E-Business Tax User Guide*.
- **Account for Unbilled Retention:** The value for this flag defaults from the value of the same flag in the Implementation Options window and cannot be changed. See: Accounting for Revenue and Invoices, *Oracle Projects Implementation Guide*.

Oracle Projects maintains the total amount withheld per withholding term. You cannot

delete a withholding term with a withheld balance, but you can disable it by editing the End Date. Also, when you copy a project or a project template, the retention setup is also copied to the new project.

Standard Billing Schedules

You can set up a contract project to have revenue and invoicing calculated based on a bill rate schedule or based on a burden schedule.

If you use a bill rate schedule, you can specify an employee-based schedule, a job-based schedule, or both. When revenue and invoicing are calculated, the system first looks for an employee-based bill rate schedule. If none is specified, or if no employee-based rate is available for an employee, the job-based bill rate is used.

Default values for the schedules are copied from the project type.

You can select employee, job, non-labor rate schedules with the rate schedule currency different from the project functional currency if Enable Multi Currency Billing is checked for the project.

> **Note:** If Oracle Project Resource Management is installed, you must specify a job-based bill rate schedule. See: *Oracle Project Resource Management User Guide*.

When you update billing information for a project, you can copy the changes to some or all of the project's tasks. You can choose from the following options:

- **Copy to all tasks without manual overrides**. Use this option to copy the project-level bill rate schedule to all tasks except tasks where the original bill rate schedule has been overridden.

  For example: A project uses the non-labor bill rate schedule A. All tasks created under the project inherit non-labor bill rate schedule A. You manually override the bill rate schedule value for Task 2, to non-labor bill rate schedule B. Then you change the bill rate schedule for the project to C and select *Copy to all tasks without manual overrides*. The new bill rate schedule value (C) is copied all the project's tasks except Task 2.

- **Copy to all tasks.** Use this option to copy the project-level bill rate schedule to all of the project's tasks, including tasks where the original bill rate schedule has been overridden.

  > **Note:** Changes to billing schedules using public APIs are not considered manual overrides.

Billing Currency

When a new project is created, the default value for the project currency code is copied

from the functional currency defined in the Implementation Options for the project-owning operating unit. You can override the default currency code and enter default conversion attributes for the project in the Billing tab of the Currency window.

Billing Currency Options

In the Billing tab of the Currency window, you can:

- Enable the multi-currency functionality
- Enable derivation of revenue in invoice transaction currency
- Define currency conversion attributes
- Define some of the currencies for the project

You can select the following options in the Billing tab of the Currency window:

Currency Option Check Boxes

- Enable Multi Currency Billing

  Check the Enable Multi-Currency check box if you want to do any of the following for the project:

  - Select a project currency that is different from the project functional currency
  - Enter events, fund the project, or enter bill rate schedules in any currency
  - Select a default invoice transaction currency that is different from the project functional currency

    Note: The default value of this check box is the value in the Billing tab of the Implementation Options window. You can override the default value when you create a new project or project template. After you enter transactions for the project, you cannot change the value of the check box.

  - Generate revenue in project functional *and* invoice transaction currency

- Invoice by Bill Transaction Currency

  Check the Invoice by Bill Transaction Currency check box if you want to invoice by your bill transaction currency.

  Note: If you enable this option, then the invoice generation process does not use the default invoice transaction currency assigned to the customer. In addition, Oracle Projects does not support the

generation of revenue in the invoice transaction currency. See Revenue Transaction Currency below.

If you disable this option so that you can use an invoice currency different than the bill transaction currency, then you cannot modify the invoice currency later if you use an option value other than None in the project and task billing setup option Include Adjustments on Standard Invoice. For more information on using the Include Adjustments on Standard Invoice billing setup option, see Revenue and Billing Information, page 6-51.

- Bill Transaction Currency for Cost Based Revenue

  Check this check box to resolve the issue of currency fluctuation between the time a transaction is entered and the time revenue is generated. Next, specify one of the following currencies as your bill transaction currency for cost based revenue amounts:

  - Expenditure functional currency
  - Expenditure transaction currency
  - Project currency
  - Project functional currency

- Revenue Transaction Currency

  Check this check box and perform the appropriate selections to generate revenue in the following currencies:

  - Project functional currency, if you enable the Invoice by Bill Transaction Currency check box and select the *Project Functional Currency Only* option as the revenue transaction currency on your project
  - Project functional currency and invoice transaction currency, if you do not enable the Invoice by Bill Transaction Currency check box and select the *Project Functional Currency and Invoice Transaction Currency* option as your revenue transaction currency

    Note: You can only enable revenue transaction currency for your project if you enabled multi-currency.

- Use Project Functional Currency Conversion Attributes for Receivables Functional Currency

  Check this check box if you want to use the project functional currency conversion

attributes defined for the project to convert the invoice amount in transaction currency to Oracle Receivables functional currency, when the invoice processing currency is different from the project functional currency.

The project functional currency conversion attributes are transferred to Oracle Receivables when you run the PRC: Interface Invoices to Receivables process. Oracle Receivables uses these conversion attributes to derive the exchange rate based on the invoice date. The exchange rate converts the invoice transaction amount to Oracle Receivables functional amount.

> **Note:** You can change this option at any time, but it will affect future invoices only.

Related Topics

Multiple Currency Support, page 13-13

Deriving Revenue in Foreign Currency , *Oracle Project Billing User Guide*

Invoice Processing Currency

Select the invoice processing currency for the project. Funding and invoice amounts are converted to this currency and used to check against funding and evaluate hard and soft limits. You can select from:

- Project functional currency,
- Project currency, or
- Funding currency

> **Note:** You can select funding currency as the invoice processing currency for a project only if all past and future funding allocated to the project has the same currency.

Conversion Attributes to Project Functional Currency, Project Currency, and Funding Currency

Select the currency attributes for conversion of currency amounts to the following currencies. Conversions are made from:

- Billing transaction currency for expenditure items and events
- Funding currency

The following table describes the project functional, project currency and the funding currency:

Currency Type	Description
Project Functional Currency	The principal currency in which accounting data is maintained in the General Ledger
Project Currency	The currency to which all transactions of a project are converted for processing and summarization
Funding Currency	The currency or currencies in which the project is funded

Currency Conversion Attributes

Enter the following currency conversion attributes to convert billing transactions for the project to the project functional currency, the project currency, and the funding currency:

Currency: The default value for your project functional currency assigned to the operating unit in the currency implementation options.

Rate Date Type: The type of date that is used to determine the rate date. You can select PA/Invoice Date or Fixed Date

- **PA/Invoice Date:**
  - During revenue generation, the PA date is used as the exchange rate date. The PA date is derived from the Accrue Through Date parameter specified when the Generate Draft Revenue process is submitted. The PA date is the next open future period after the Accrue Through Date.
  - During invoice generation, the invoice date is used as the exchange rate date.
  - For funding conversions, the Funding Allocation Date is used as the exchange rate date.
- **Fixed Date:** Select a Rate Date to determine an exchange rate when converting revenue and invoice amounts from billing transaction currency to project functional currency, project currency, and funding currency.

Rate Type: Select the GL Rate Type to determine the rate. The system-defined rate types, such as Corporate, User, or Spot, are defined in Oracle General Ledger.

Rate Date: Select the date to use when Rate Date Type is Fixed Date.

Rate: Select the rate to use when Rate Type is User.

For more information, see: Determining Currency Conversion Attributes for Entered

Transactions, page 13-15.

Rate Overrides

You can define bill rate and discount overrides for your projects.

Related Topics

Project and Task Options, page 6-88

Using Rates for Billing, page 5-6

Standard Billing Schedules, page 6-59

Labor Multipliers, page 6-47

Using Effective Dates to Enable and Disable Options, page 6-94

Job Bill Rate and Discount Overrides

You can override a job's standard bill rate for a project or lowest task by rate or discount. When you override a job's standard bill rate by rate override, the new job bill rate becomes the job's bill rate for this project or lowest task.

> **Note:** Discounts that you enter in the standard bill rate schedule for the project/task are not applied to job bill rate overrides.

When you override a job's bill rate, the new job bill rate takes precedence over standard bill rates and labor multipliers you assign to this task. In addition the task override takes precedence over any project job bill rate override.

> **Note:** Discount overrides are applied to the standard job bill rate at the task level.

Job Bill Rate and Discount Overrides Window

To enter job bill rate overrides, you must select and expand Bill Rates and Discount Overrides from the list of options in the Projects, Templates window. When you enter job bill rate overrides, you specify the following:

Job Name: Enter the name of the job whose bill rate you want to override.

Rate Currency: The default rate currency is the project functional currency. You can enter a currency that is different from the project functional currency if Enable Multi Currency Billing is checked for the project.

Rate: Enter the new bill rate you want to use.

Discount % Enter the discount percentage you want to apply to the standard job bill rate.

Note: You can choose either a rate override or a discount %.

Reason: Enter the reason for the rate or discount percentage override. A reason is required based on the Implementation Options setting.

Effective From/To: Enter the date range the rate is effective.

Related Topics

Job Bill Rate Overrides, page 6-64

Employee Bill Rates and Discount Overrides

You can override an employee's standard bill rate by rate or discount When there is an override the new bill rate or discount rate of the employee takes precedence over the job bill rate and discount override you define at the project level and task level.

Note: When you override an employee standard bill rate by a rate override, the new employee bill rate becomes the employee bill rate for the project or lowest task. When you override the employee standard bill rate by a discount override, the discount override is applied to the standard employee bill rate at the task level.

To enter employee bill rate overrides, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window.

Note: Discounts that you enter in the standard bill rate schedule for the project are not applied to employee bill rate overrides.

When you override an employee's bill rate, the new employee bill rate takes precedence over the following override you can define at the project level:

- Job bill rate override

In addition, the new employee bill rate takes precedence over the following information you can define at the task level:

- Job bill rate override
- Standard bill rate schedule
- Labor multiplier

If Oracle Project Resource Management is used to schedule resources to projects, you can specify bill rate overrides by scheduled assignments in Oracle Project Resource Management.

Based on the setting of the Assignment Precedes Task attribute for the project, the bill

rate defined for the assignment is used to determine the bill amount for the actual labor transactions associated to the assignment

- Assignment Precedes Task is enabled for a project: Assignment-level overrides take precedence over task-level overrides and are used to derive bill amounts for the actual transactions.

- Assignment Precedes Task is not enabled for a project: Task-level overrides take precedence over any assignment-level overrides and are used to derive bill amounts for actual transactions.

- If overrides are not defined for either assignment or task, the standard rate schedules in the project task definition are used for the bill amount derivation.

  See: Assignment Precedes Task, page 6-28.

Employee Bill Rate and Discount Overrides Window

To enter employee bill rate overrides, you must select and expand Bill Rates and Discount Overrides from the list of options in the Projects, Templates window. When you enter employee bill rate overrides, you specify the following:

Employee Name/Number: Enter the name or number of the employee whose bill rate you want to override.

> **Note:** You can enter bill rate and discount overrides for terminated employees. The profile option PA: Display Terminated Employees: Number of Days determines how many days after their termination employees can have bill rate and discount overrides entered.

Rate Currency: The default rate currency is the project functional currency. You can enter a currency that is different from the project functional currency if Enable Multi Currency Billing is checked for the project.

Rate: Enter the new bill rate you want to use.

Discount % Enter the discount percentage you want to apply to the standard employee bill rate.

> **Note:** You can choose either a rate override or a discount %.

Reason: Enter the reason for the rate or discount percentage override. A reason is required based on the Implementation Options setting.

Effective From/To: Enter the date range the rate is effective.

Non-Labor Bill Rate and Discount Overrides

You can override a non-labor standard bill rate for non-labor expenditure types and non-labor resources.

When you override a usage expenditure type, the override applies to all non-labor resources within that usage expenditure type.

When you override a non-labor resource within a usage expenditure type, the override applies to that particular non-labor resource only, and does not apply to other non-labor resources within that usage expenditure type.

Any non-labor bill rate override you enter takes precedence over non-labor bill rates or markups from your task's standard non-labor bill rate schedules.

Any non-labor bill rate override you enter for this task takes precedence over any project non-labor bill rate override.

> **Note:** Discount override is first applied to the standard non-labor bill rates at the task level. If there are no bill rates defined at the task level, the discount override is applied at the project level standard non-labor bill rate.

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

Non-Labor Bill Rate and Discount Overrides Window

To override non-labor bill rates, you must select and expand Bill Rates and Discount Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

Expenditure Type: Enter the expenditure type.

Non-Labor Resource: Enter the non-labor resource whose bill rate you want to override.

Rate Currency: The default rate currency is the project functional currency. You can enter a currency that is different from the project functional currency if Enable Multi Currency Billing is checked for the project.

> **Note:** A rate currency cannot be selected when a bill rate is a markup. The currency is determined from the option selected under Bill Transaction Currency for cost based revenue.

Rate: Enter the new rate you want to use.

Discount % Enter the discount percentage you want to apply to the standard non-labor bill rate.

> **Note:** You can choose either a rate override, discount %, or a markup%.

Reason: Enter the reason for the rate or discount percentage override. A reason is required based on the Implementation Options setting.

Markup %: Enter the percentage of markup for this rate.

Effective From/To: Enter the date range this override is effective.

Job Overrides

You can override job information for your projects and tasks.

Related Topics

Defining People, *Oracle Projects Implementation Guide*

Project and Task Options, page 6-88

Using Effective Dates to Enable and Disable Options, page 6-94

Job Assignment Overrides

You can override both an employee's job assignment and an employee's billing title for a project or lowest level task.

When you override an employee's job assignment, the new job assignment determines bill rates for the employee's billing on this project or lowest task (if this task uses job bill rates). You can choose any active job in the Oracle Applications database.

When you override an employee's primary billing title, the new billing title appears on future invoices for this employee's billing (if this project's labor invoice format displays an employee billing title).

Any job assignment override you enter for this project or lowest task takes precedence over any project job assignment override.

Job Assignment Overrides Window

To override job assignments, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

Employee Name/Number: Enter the employee whose job or billing title you want to override.

Job Override: Enter the employee's new job assignment.

Billing Title Override: Enter the employee's new billing title.

Effective From/To: Enter the date range this override is effective.

Related Topics

Job Titles, *Oracle Projects Implementation Guide*

Job Billing Title Overrides

You can override a job's billing title for a project or lowest task. When you override a job's billing title, the new job billing title appears on future invoices for this job's billing on the project or lowest task (if this project's labor invoice format displays a job billing title).

For example, you may staff a "Senior Developer" requirement on a job with a person whose job title is "Senior Engineer". The Job Billing Title Override enables you to display the title "Senior Developer" on the invoice. See also, Invoice Formats, *Oracle Projects Implementation Guide.*

Job Bill Title Overrides Window

To override job billing titles, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

Job: Enter the job whose billing title you want to override.

Billing Title Override: Enter the job's new billing title.

Effective From/To: Enter the date range this override is effective.

Related Topics

Using Rates for Billing, page 5-6

Job Group (Additional Information Window)

When you define a contract project, you must enter a Billing Job Group to indicate the Job Group that is used for billing. The default value of this field is the value assigned to the Project Type.

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

If you change the Billing Job Group for a project, the change is effective for all new or unprocessed transactions.

> **Note:** You cannot enter a master job group as a project's billing job group.

Reporting Information

This section describes how you enter reporting information for a project.

Resource List Assignments, page 6-70

Resource List Assignments

You assign resource lists to a project to indicate which resource lists you want to use for summarizing project actual amounts for project status tracking. When you open the Resource List Assignments window for a project, Oracle Projects automatically displays the default resource list assignment from the project type, and you can enter additional assignments if necessary. Note that you can choose only one assignment as the drilldown default.

Resource List Assignments Window

You can enter the following information in the Default Resource List Assignment window:

Resource List: Choose the resource list you want to assign to this project. The resource list defaults from the project type.

Use: Indicates the purpose or use of the resource list, such as Status Reporting. Oracle Projects determines this value after you use a resource list in a budget.

Drilldown Default: Choose this check box if you want to automatically drilldown by resource list for project status tracking. If you enter additional assignments, only one assignment can be the drilldown default.

Cross Charge

You can enter the following information in the Project Multinational Setup and Task Multinational Setup windows:

Allow Charges from Other Operating Units: Enable this check box to accept cross-charged transactions from other operating units. At the project-level, this entry is the default value for each new top-task that you create. At the task-level, this entry is the default value for each new subtask that you create.

Process Cross Charges: Optionally enable the Labor, Non-Labor, or both check boxes to have Oracle Projects process labor and non-labor cross-charged transactions. If you do not enable a check box, then Oracle Projects does not process cross-charged transactions for that type of cost.

If you enable a check box, then you must specify a transfer price schedule for that selection. You can optionally specify a fixed date to use to calculate the transfer price amount. Oracle Projects uses this date only if the transfer price rule uses a calculation method based on a bill rate or burden schedule. If you do not enter a date, then Oracle Projects uses the expenditure item date.

At the project-level, this entry is the default value for each new top-task that you create. At the task-level, this entry is the default value for each new subtask that you create. If you assign a transfer price schedule to a lowest-level task, then Oracle Projects uses that transfer price schedule to process labor or non-labor cross-charged transactions. If you do not assign a transfer price schedule at the lowest task level, then Oracle Projects uses the transfer price schedule that you assign at the project-level.

Intercompany Tax Receiving Task (project-level only): Specify the task to use to collect nonrecoverable intercompany tax amounts as project costs.

If you enable cost breakdown structure for a project first and then perform the cross charge setup, for the Intercompany Tax Receiving Task you can select a Task, which is a combination of task and the cost code.

For a project that does not have cost breakdown planning enabled, a cross charge is setup and a task is selected for the Intercompany Tax Receiving Task. For this project, in order to enable cost breakdown planning, you must manually remove the Intercompany Tax Receiving Task setup, enable the cost breakdown structure in Oracle Project Management, and then update the cross charge setup.

Related Topics

Overview of Cross Charge, *Oracle Project Costing User Guide*

Overview of Cost Breakdown Planning, *Oracle Project Management User Guide*

Organization Overrides

You can reassign an employee's, or an entire organization's, costs and revenue to a different organization for a particular project. You can override all of the costs and revenue of an employee or organization, or you can redirect costs and revenue to another organization only for the expenditure categories you specify.

When you enter an organization distribution override, the new organization you enter overrides the expenditure organization Oracle Projects uses in AutoAccounting and to determine the organization to use for burdening.

For AutoAccounting processing, if an organization distribution override exists, the destination organization of the override is substituted for the actual expenditure organization of affected items.

Organization Overrides Window

You can enter the following information in the Organization Overrides window:

Source Organization: Enter the source organization whose costs and revenue you want to assign to a different organization.

Employee Name/Number: Enter the name and number of the employee for this project whose costs and revenue you want to assign to a different organization.

Expenditure Category: The expenditure category for the costs you want to assign to a

different organization.

Destination Organization: The new organization to which you want to reassign costs and revenue.

Transaction Controls

You can use transaction controls to configure your projects and tasks to allow only charges that you expect or plan. You can define what items are billable and non-billable on your contract projects. You can define what items are capitalizable and non-capitalizable on your capital projects.

You can configure transaction controls by the following:

- Expenditure Category
- Expenditure Type
- Non-Labor Resource
- Employee
- Scheduled Expenditure Only
- Workplan Resources Only
- Person Type

Related Topics

Budget Setup: Resources and Resource Lists, *Oracle Projects Implementation Guide*

Project Status Inquiry Overview, *Oracle Project Management User Guide*

Summarizing Actuals and Commitments by Resource, *Oracle Project Management User Guide*

Project and Task Options, page 6-88

Costing Currency Options, page 6-46

Billing Currency Options, page 6-59

Transaction Controls, *Oracle Project Costing User Guide*

Project Templates

Project templates enable you to quickly create projects that share common features and have a number of predefined attributes and options. After you create a new project using a project template, you can customize it to make it unique, if necessary. The Quick Entry feature makes it easy for you to define specific project attributes (such as the

project name, project description, or classification) whenever you create a project based on a project template.

You can set up any kind of project as a template, and define different combinations of default project options for each template. You can create a single template for use throughout your organization or a variety of templates to fit different business needs. A project template includes the following elements:

- Basic project information, such as the Operating Unit the template belongs to, the Name, Number, and Description of the project template
- Project structures: financial and workplan
- Agreement and funding (optional)
- Project and task options
- Budgets and forecasts
- Quick Entry fields that specify values that must be defined whenever you create a new project from a template (such as the project name, project number, and start and finish dates)
- Project Option controls that list the project options to display for new projects created from a template
- Controls enabling the display of user-defined attributes for projects and tasks

> **Note:** In a multi-organization environment, project templates belong to only one operating unit. Project templates can only be maintained and copied within an operating unit. However, project template numbers are unique across operating units. A project template number cannot duplicate any project or project template number within the Oracle Projects installation.

Project Template Design Considerations

Before you define project templates for your company, consider the following ideas.

- You must create at least one project template for every project type class that your company uses. All projects originate from a template. You cannot change the project type class when you copy a project from a template.

> **Tip:** Oracle Projects allows you to change a project's project type, as long as the new type belongs to the project class assigned to the project (See: Changing the Project Type of a Project, page 6-96.)

However, you may find it most efficient to create a project template for each project type that your company uses, so that you can set up the appropriate parameters for each project type in each template.

- Use a numbering and/or naming convention for your templates so it is easy to identify the purpose and definition of each one.

  Note: *Project templates* are always numbered *manually*. The Project Numbering implementation option, which determines whether projects are numbered automatically or manually, does not affect numbering of project templates.

- Define typical workplan structures and task durations for common projects. Consider the task numbering, task names, task duration, service types, and managing organizations. See: Project Structures, page 6-2

- If you are going to associate the project template with an agreement template, you must enter a customer in the customer project option.

- If you do not want the task organizations to change when you copy the project template, set the project organization to an organization that is not used as a task organization. See: Project and Task Organizations, page 6-81

- Use Quick Entry fields for Team Members and Classifications when these values usually change for each new project

- If you want to maintain team members and classifications in your templates, you must define enough templates for each combination of team member and classification, and for the rest of the project template definition. Consider the amount of maintenance required for each template before you create them

- Determine the appropriate project and task options for each template to simplify project entry and maintenance

- If your organization uses user-defined attributes, determine whether the template should allow them to be displayed for projects and tasks. See: Enabling User-Defined Attributes in Project Templates, page 6-87.

- Determine who can create templates in your company. Any active template can be used throughout the company

  Tip: If your company does not want to use predefined templates,

you can set up one template for each project type that everyone can use. You should enable all project and task options that are appropriate to the project type for this skeleton template. Do not define default values, other than the minimum required fields. See: Specifying Project and Task Options for a Template, page 6-86.

Related Topics

Creating a Project Template, page 6-88

Creating a Project Based On a Project Template, page 6-75

Using Project Templates and Quick Entry, page 6-78

Specifying Project and Task Options for a Template, page 6-86

Creating a Project Based on a Project Template

Use the Create Project: Details page when you create a new project by copying a template or existing project. You can choose to copy the existing project or template, or choose to copy certain information of the project or template. Click on the Copy Options button to selectively copy the following information:

- Project Information: Includes information such as team members, attachments, user-defined attributes, item associations, and descriptive Flexfields.

- Workplan Information: Includes information such as Workplan versions from the source, deliverables, Workplan task information, including task assignments. All the selected workplan versions are copied as working versions, unless you select a version specifically for publishing. In case of shared structures, only one workplan version can be selected for copying.

  When you copy a workplan, intraproject dependencies and mapping settings are also copied, with the following exceptions:

  - Intraproject dependencies: Task version dependencies are not copied if the respective version is not copied to the destination project.

  - Mapping Settings: Are applicable only for mapped structure settings. If the Financial tasks are not copied, the mappings are not copied.

    Note: If you do not choose to copy the workplan information, only one workplan version is copied to the destination project. The workplan copied, depends on the source project or template selected and the structure setup.

- Financial Information: Includes information such as financial tasks, transactions controls, and asset information. Information available depends on the project type class.

  If both the workplan and financial structures are enabled, and the structures are either fully or partially shared, the following rules apply:

  - If the workplan version is copied, the published or current working version is copied as financial tasks.

  - If no Workplan version is selected for copying, a new workplan structure level with no tasks is created in the destination project. If you enable the Financial Task check box, the financial tasks are copied in the created workplan version.

  - If neither the workplan version or the financial task is selected for copying, a default Workplan and Financial Structure level record is created.

On the Create Project: Details page, you override the values defined for the project template using quick entry fields defined on the source template. If you copy from a project that was created from a template, Oracle Projects uses the Quick Entry fields from the source template for your new project.

Some of the available Quick Entry fields are:

- Project Number
- Project Name
- Project Start Date
- Project Finish Date
- Project Description
- Project Status
- City
- Country
- Public Sector Indicator
- Organization
- Organization Role
- Agreement Amount
- Agreement Currency

- Agreement Owning Organization
- Customer Name: The customer name specifies your project customer. The customer name is used as the bill to and ship to customer when the bill to and ship to customer name are not specified. See: Project Customers in Project Templates, page 6-84.
- Bill To Customer Name: You can choose a bill to customer name only if the customer name is displayed in Quick Entry. You can enter a bill to customer name that is different from the project customer name only if the Customer Relationships option is set to Yes or All.
- Ship To Customer Name: You can choose a ship to customer name only if the customer name is displayed in Quick Entry. You can enter a ship to customer name that is different from the project customer name only if the Customer Relationships options is set to Yes or All.

  Note: The Bill To Customer Name and Ship To Customer Name fields are not available for Quick Entry, if the Customer Relationships option in set to No.

- Classification (by class category)
- Distribution Rule (for contract projects only)

Values you enter in Quick Entry fields override template defaults. Quick Entry fields you leave blank do not override template defaults, except for the following fields:

- Customer Name
- Key Member
- Team Template

The following table explains how you can use Quick Entry to enter values for specified fields that differ from the predefined template.

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
Org: Info Services	**Org:** Data Systems	**Org:** Data Systems
Type: Time & Materials	n/a	**Type:** Time & Materials

Project Template	Quick Entry Fields	New Project
Work Breakdown Structure:	n/a	Work Breakdown Structure:
Task 1		Task 1
Task 1.1		Task 1.1
Task 1.2		Task 1.2
Task 2		Task 2
n/a	Key Members:	Key Members:
	Project Mgr: Gray	Project Mgr: Gray
	Coordinator: Smith	Coordinator: Smith
Classification:	n/a	Classification:
Market Sector: Risk		Market Sector: Risk

Related Topics

Defining Quick Entry Fields, page 6-85

Using Project Templates and Quick Entry, page 6-78

Defining Project Templates and Quick Entry

This section describes how specific values are set for new projects and tasks based on the template definition and the values that you enter in Quick Entry. Use the Template Information and Setup Options sections to define basic project information that does not typically change for each new project created from the template. Use the Quick Entry section to indicate which fields appear on the Create Project: Details page when you use the template to create a new project.

> **Note:** When you disable a setup option in a template, that setup option is also disabled for all projects created using that template. For example, say you disable the Structures setup option for a template you name Engineering-Project. When you create a project using the Engineering-Project template and go to the Project Setup page for that project, you will find that you do not have access to the Structures setup page for that project.

Related Topics

Creating a Project Template, page 6-88

Defining Quick Entry Fields, page 6-85

Start Date and Finish Date in Project Templates

You can set up different types of default start and finish dates (such as scheduled dates, transaction dates) for your project templates. Use Quick Entry to enter the actual start date and finish date of the project. Oracle Projects uses the start and finish dates you enter, and the start and finish dates for the tasks in the template to determine the new task dates. In other words, Oracle Projects uses Quick Entry start and finish dates you enter and adjusts the task dates accordingly.

For example, if you enter a project start date which is ninety days later than the template start date, Oracle Projects adjusts the new project's *task* start and finish dates forward ninety days as well. If the resulting start or finish dates are later than the project finish date, Oracle Projects sets the start and/or finish date of those tasks to the project finish date. Thus, Oracle Projects ensures that the task dates remain within the new project's effective date range.

> **Tip:** If you use templates with durations, do not allow entry of the project finish date in Quick Entry without entry of start date.

Oracle Projects shifts the effective dates of the project level options by the number of days between the start date in the project template and the start date that you enter. It shifts the effective dates of the task level options by the number of days between the new task start date and the start date of the task in the project template.

If you do not enter start and finish dates in Quick Entry fields, Oracle Projects creates the new project and its tasks with the same dates as the project template.

Related Topics

Precedence for Displayed Start Date and Finish Date, page 6-27

Quick Entry Date Shift Examples

Example 1: Same project and task duration

In Example 1, Oracle Projects maintains the duration of the project and tasks in the template.

Project Template	Quick Entry	New Project
Project Start MAY 01	Start Date JUN 01	Project Start JUN 01

Project Template	Quick Entry	New Project
Project Finish MAY 31	n/a	Project Finish JUL 01
Task Start MAY 02	n/a	Task Start JUN 02
Task Finish MAY 31	n/a	Task Finish JUL 01
Team Member Effective MAY 01	n/a	Team Member Effective JUN 01

Example 2: Shorter project duration

In Example 2, the new project duration is shorter (30 days) than the template duration (31 days). The task duration is shortened to 29 days to fall within the project dates.

Project Template	Quick Entry	New Project
Project Start MAY 01	Start Date JUN 01	Project Start JUN 01
Project Finish MAY 31	Finish Date JUN 30	Project Finish JUN 30
Task Start MAY 02	n/a	Task Start JUN 02
Task Finish MAY 31	n/a	Task Finish JUN 30
Team Member Effective MAY 01	n/a	Team Member Effective JUN 01

Example 3: Shorter project and task duration

In Example 3, the new project duration (15 days) is shorter than the template duration (31 days), and the task duration (30 days) is cut short (to 14 days) to fall within the project dates.

Project Template	Quick Entry	New Project
Project Start MAY 01	Start Date JUN 01	Project Start JUN 01
Project Finish MAY 31	Finish Date JUN 15	Project Finish JUN 15

Project Template	Quick Entry	New Project
Task Start MAY 02	n/a	Task Start JUN 02
Task Finish MAY 31	n/a	Task Finish JUN 15

Project and Task Organizations in Project Templates

You can create project templates to reflect the organizations that are typically responsible for the project and its different tasks.

When you specify an organization for a new project using Quick Entry, Oracle Projects assigns this new organization to any tasks originally assigned to the same organization as the project organization in the template. All tasks that are by default managed by a different organization than the project organization in the template retain that managing organization in the new project.

In the following table, Oracle Projects updates the task organizations in the new project, based on whether you accept the template default or enter the Quick Entry field. The organization for Task 2 changes because its managing organization is the same as the project organization in the template, and you changed the organization for the new project.

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
Org: Info Services	**Org:** Data Systems	**Org:** Data Systems
Work Breakdown Structure (with Task Orgs):	n/a	Work Breakdown Structure (with Task Orgs):
Task 1: Risk		Task 1: Risk
Task 1.1: Risk		Task 1.1: Risk
Task 1.2: Risk		Task 1.2: Risk
Task 2: Info Services		Task 2: Data Systems

Related Topics

Specifying Project and Task Options for a Template, page 6-86

Team Members in Project Templates

The team member Quick Entry field overrides all team members defined in the template for a given project role. If you use a project role with a team member Quick Entry field, the team members you entered in the template for that role are not copied to the new project.

The examples below illustrate various ways to define team members in your templates and Quick Entry fields.

Example 1: Use template definition and Quick Entry field

In the following table, you define the *Coordinator* role in the template and the *Project Manager* role in the Quick Entry field.

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
Team Members:	Team Members:	Team Members:
Coordinator: Smith	Project Mgr: Gray	Project Mgr: Gray
		Coordinator: Smith

Example 2: Override team member in template with Quick Entry field

In the following table, you define the *Coordinator* role as a team member in the template and a Quick Entry field. The team member you enter in the Quick Entry field overrides the team member you define in the template for that role, even if you leave the Quick Entry field blank. In this case, Oracle Projects creates the new project without a *Coordinator*.

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
Team Members:	Team Members:	Team Members:
Coordinator: Smith	Project Mgr: Gray	Project Mgr: Gray
	Coordinator:	

Example 3: Use a role more than once in Quick Entry

You can allow entry of more than one team member per role in Quick Entry fields for

all roles except *Project Manager*. You can enter only one project manager for a project.

In the following table, you enter two team members with the same role (*Technical Lead*).

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
n/a	Team Members:	Team Members:
	Project Mgr: Gray	Project Mgr: Gray
	Technical Lead: Marlin	Technical Lead: Marlin
	Technical Lead: Jones	Technical Lead: Jones

Project Classifications in Project Templates

The classification you enter in the Quick Entry field overrides all project classifications you define in the template for a given class category. If you use a class category with a classification Quick Entry field, the project classifications you entered in the template for that class category are not copied to the new project.

The examples below illustrate various ways to define project classifications in your templates and Quick Entry fields.

Example 1: Use template definition and Quick Entry field

In the following table, you define the class category *Market Sector* in the template and *Funding Source* in Quick Entry fields.

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
Classification:	Classification:	Classification:
Market Sector: Risk	Funding Source: Private	Market Sector: Risk
		Funding Source: Private

Example 2: Override classification in template with Quick Entry field

In the following table, you define a classification for the *Market Sector* class category in the template and a Quick Entry field. The classification you enter in the Quick Entry overrides the classification you define in the template for that class category, even if you leave the Quick Entry field blank. In this case, Oracle Projects creates the new project

without a *Market Sector* classification.

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
Classification:	Classification:	Classification:
Market Sector: Risk	Funding Source: Private	Funding Source: Private
	Market Sector:	Market Sector:

Example 3: Use a class category more than once in Quick Entry

You can allow entry of more than one classification for a class category if you define the class category to allow more than one code per project.

In the following table, you enter two classifications with the class category (*Lead Source*).

Project Template	Quick Entry Fields	New Project
Name: ABC	**Name:** XYZ	**Name:** XYZ
Classification:	Classification:	Classification:
Market Sector: Risk	Funding Source: Private	Funding Source: Private
	Lead Source:	Market Sector: Risk
	Lead Source:	Lead Source:
		Lead Source:

Project Customers in Project Templates

If you use customer as a Quick Entry field, Oracle Projects does not copy the customers in the template to the new project. If you do not include customer as a Quick Entry field, Oracle Projects copies the customers from the source template to the new project. You can enter only one customer for a project using Quick Entry.

When you specify a value for the customer name in Quick Entry, Oracle Projects creates a project customer with a contribution of 100% and the customer relationship you specified during Quick Entry setup. (The contribution percentage is blank if the Date-Effective Funds Consumption option is selected.) For contract projects, Oracle Projects sets the bill site and work site of the project customer to the customer's primary bill-to site and ship-to site, respectively. In addition, Oracle Projects creates a billing contact as follows:

1. It first determines the primary bill-to-site for an organization, for a customer.

2. It then determines the contact defined for the bill-to-site usage.

This returns a distinct bill-to-contact.

If the customer does not have an active, primary bill-to or ship-to site, then the customer validation will fail and you must enter another customer or leave the override customer field blank in order to create the project.

> **Note:** For capital projects and indirect projects, customer information is optional.

You use the Setup, Customer window within Oracle Projects to define an active, primary bill-to and ship-to site, as well as a bill-to contact, for your customers. You do not have to go to customer setup in Oracle Receivables to create this data.

Defining Quick Entry Fields

As part of a project template definition setup, you can choose which Quick Entry fields you want to define. Oracle Projects prompts you to enter information in these Quick Entry fields when you create either a new project or a new template from an existing template. Choose Quick Entry fields for project information you want to enter (instead of accepting the template default) each time you create a project. Quick Entry fields appear in the Quick Entry window. For each Quick Entry field, you can specify the following:

Order: Enter a number to indicate the sequence in which you want the Quick Entry fields to appear.

Field name:Choose the fields you want to appear in the Quick Entry window when you create a new project.

Specification: You enter a specification for the following field names:

- Team Member: Select the project role to use when creating the team member
- Classification: Select the class category to use when creating the classification
- Customer Name: Select the customer relationship to use when creating the project customer

Prompt:You can enter a field name that is different from the predefined field name to display when you use Quick Entry.

Required:Choose whether you want to require entry for the Quick Entry field.

Oracle Projects automatically includes Project Name and Project Number as required Quick Entry fields if you use manual project numbering.

To define Quick Entry fields:

Enter or find your template in the Projects, Templates window, and choose Setup Quick Entry. Enter or modify your Quick Entry fields.

If you modify the Quick Entry fields for an existing template, Oracle Projects uses your updated Quick Entry fields for new projects you create from the template or from projects originally created from that template.

Related Topics

Project Templates, page 6-72

Quick Entry, page 6-75

Creating a Project Template, page 6-88

Specifying Project and Task Options for a Template

You can control which project and task options display for projects based on each template. You choose to hide or display options for each template during template setup. For example, if your company never uses Organization Overrides, or if you do not want employees to override options for certain projects, you can hide these options for one or more templates.

When you choose to hide an option, Oracle Projects hides it at both the project and task level (for those options available at both levels).

When you select options to display or hide for a project template, you must ensure that the template displays all options that you want project users to view and enter. You can optionally enter data for a project option in a template, and choose not to display the option on the project. In this case, you cannot view or change this information in any project created from the template unless you query the project in the Projects, Templates Summary window.

You can change the displayed project options for a template at any time. If you modify the displayed project for a template, the changes are reflected when you next view the options for projects created from that template. In addition, the updated template definition applies to all new projects you create from the template.

You cannot control the display of the following options:

- Setup
- Project
- Basic Information
- Attachments
- Resource

- Workplan
- Work Breakdown Structure
- Financial
- Budgets and Forecasts
- Others
- Reporting

To specify project and task options for a template:

1. Enter or find your template in the Project, Templates Summary window (Setup, Projects, Project Templates from the navigator window) and choose Open.
2. In the Options region, check the Show box to display or hide the appropriate options.
    - You must hide project options that are not appropriate for the project type class. For templates using an indirect or contract project type, hide the *Asset Information* options. For templates using an indirect or capital project type, hide the *Billing Information* and *Bill Rates and Overrides* option
    - Oracle Projects groups some of the options into a simple two level hierarchy. If an option has sub-options, you need to disable each options at all levels. If you hide all of the child options, you must also hide the parent option

Enabling User-Defined Attributes in Project Templates

If your organization uses user-defined attributes for projects and tasks, you can control at the template level whether or not user-defined attribute information is displayed on your projects and tasks.

You use the Project Attributes checkbox to control display of user-defined attributes at the project template level.

The attribute contexts designed by your implementation team determine how the system associates your attribute groups with projects and tasks. The Project Attributes checkbox overrides these associations. When you select Project Attributes for a template, the projects created using that template can display any project and task attribute groups with which they have been associated.

You can predefine user-defined attribute values at the project template level just as you can for the attributes that Oracle delivers.

You use the Project Setup page to enter project-level user-defined attributes. You use the Task Details page to enter task-level user-defined attributes.

Related Topics

User-Defined Project Attributes, page 6-29

User-Defined Task Attributes, page 6-39

Page Layouts, page 6-31

Setting Up User-Defined Attributes: *Oracle Projects Implementation Guide*

Creating, Updating, and Disabling Project Templates

For information about creating, updating, and disabling project templates, see: Project Templates, *Oracle Projects Implementation Guide*.

Project and Task Information Entry

You specify project and task options to control how Oracle Projects processes your projects. Project and Task options are available at various levels of your financial and workplan structures. You can control which options are available for project entry based on the project options that you define for your project templates.

Use the Projects and Tasks windows to specify project and task options. Refer to the following topic, Entering Project and Task Options, page 6-88, for information on the various options and the levels at which you can enter project and task options.

Related Topics

Using Effective Dates to Enable or Disable Options, page 6-94

Entering Project and Task Options

To enter a project or task option:

Project-level options: Navigate to the Projects Setup page, and select from the setup topics.

Task-level options: Navigate to the Task Details page.

> **Note:** You can only enter or update information for projects and tasks for which you have update security access.

Project and Task Options

The following set of tables indicates the responsibilities (*self-service* or *applications*) that provide access to project and task options, and the level at which entry is allowed *(project*, *top task*, *middle task*, and *lowest task)*.

The following table shows options for *project* information.

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Basic Information, page 6-22	yes	yes	yes	no	no	no
Structures, page 6-32	yes	yes	yes	no	no	no
Classifications, page 6-42	yes	yes	yes	no	no	no
Organizations, page 6-23	yes	no	yes	no	no	no
Customers and Contacts (Billing Accounts), page 6-39	yes	yes	yes	no	no	no
Key Members (Team Members), page 6-31	yes	yes	yes	no	no	no
Attachments (Document Management), *Oracle Project Management User Guide*	yes	yes	yes	yes	yes	yes
Additional Information, page 6-42	yes	yes	yes	no	no	no
Pipeline, page 6-42	yes	yes	yes	no	no	no
Page Layouts, page 6-31	yes	no	yes	no	no	no
Item Associations, page 6-33	yes	no	yes	no	no	no

The following table shows options for *resource* information.

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Candidate Score and Search Settings, page 6-43	yes	yes	yes	no	no	no
Subteams, page 6-43	yes	no	yes	no	no	no

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Additional Staffing Information, page 6-43	yes	no	yes	no	no	no

The following table shows options for *workplan* information.

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Workplan Information, *Oracle Project Management User Guide*	yes	yes	yes	no	no	no
Work Breakdown Structure, *Oracle Project Management User Guide*	yes	no	yes	no	no	no
Progress, *Oracle Project Management User Guide*	yes	no	yes	yes	yes	yes

The following table shows options for *financial* information.

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Tasks, page 6-33 (financial tasks)	no	yes	yes	no	no	no
Currency, page 6-46 (Note: Billing currency is at project-level only, costing currency is at all levels)	no	yes	yes	yes	yes	yes
Cross Charge, page 6-70	no	yes	yes	yes - default	yes - default	yes
Budgetary Control, page 6-42	no	yes	yes	no	no	no
Organization Overrides, page 6-71	no	yes	yes	no	no	no

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Resource List Assignments, page 6-70	no	yes	yes	no	no	no
Transaction Controls, page 6-72	no	yes	yes	no	no	yes
Billing Job Group, page 6-69	no	yes	yes	no	no	no

The following table shows options for *burden multipliers* (contract projects only).

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Costing Burden Schedule, page 6-44	no	yes	yes - default	yes - default	yes - default	yes
Burden Schedule Overrides, page 6-47	no	yes	yes	no	no	yes

The following table shows options for *asset* information (capital projects only).

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Assets, page 6-48	no	yes	yes	no	no	no
Asset Assignments, page 6-48	no	yes	yes	yes	no	yes

The following table shows options for *capital* information (capital projects only).

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Capitalized Interest, page 6-49	no	yes	yes	yes	yes	yes
Asset Processing, page 6-50	no	yes	yes	no	no	no

The following table shows options for *billing* information (contract projects only).

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Billing Setup, page 6-51	no	yes	yes	no	no	no
Billing Setup for Top Task, page 6-55	no	yes	no	yes	no	no
Billing Assignments, page 6-57	no	yes	yes	yes	no	no
Credit Receivers, page 6-56	no	yes	yes	no	no	no
Retention, page 6-58	no	yes	yes	no	no	no

The following table shows options for *bill rates* and *discount overrides* (contract projects only).

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Standard Billing Schedules, page 6-59	no	yes	yes - default	yes - default	yes - default	yes
Employee Bill Rate and Discount Overrides, page 6-65	no	yes	yes	no	no	yes
Job Bill Rate and Discount Overrides, page 6-64	no	yes	yes	no	no	yes
Labor Multipliers, page 6-47	no	yes	yes	no	no	yes
Job Assignment Overrides, page 6-68	no	yes	yes	no	no	yes
Job Billing Title Overrides, page 6-69	no	yes	yes	no	no	yes
Non-Labor Bill Rate and Discount Overrides, page 6-66	no	yes	yes	no	no	yes

The following table shows options for *financial planning* (budgeting and forecasting).

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Plan Settings, *Oracle Project Management User Guide*	yes	no	yes	no	no	no
Currency Settings, *Oracle Project Management User Guide*	yes	no	yes	no	no	no
Rate Schedules, *Oracle Project Management User Guide*	yes	no	yes	no	no	no

The following table shows options for *reporting*.

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Status Reports, *Oracle Project Management User Guide*	yes	no	yes	no	no	no

The following table shows options for *task* information.

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Task Details, *Oracle Project Management User Guide*	no	yes	no	yes	yes	yes
Task Details with Workplan Attributes, *Oracle Project Management User Guide*	yes	yes	no	yes	yes	yes
Task Assignments, *Oracle Project Management User Guide*	yes	no	no	no	no	yes
Task Dependencies, *Oracle Project Management User Guide*	yes	no	no	yes	yes	yes
Task Mapping, *Oracle Project Management User Guide*	yes	no	no	yes	yes	yes

Project / Task Options	Self-Service	Applications	Project	Top Task	Middle Task	Lowest Task
Task Associations, *Oracle Project Management User Guide*	yes	no	no	no	no	yes

Related Topics

Using Effective Dates to Enable and Disable Options, page 6-94

Using Effective Dates to Enable or Disable Options

Oracle Projects allows you to specify when the various project options take effect using effective dates. For example, leave the Effective To field blank to specify that the option is effective indefinitely. Instead of deleting an option, disable it by changing the effective dates, so you can maintain the audit trail.

The default effective start date of the option is the start date of the project. If the project start date is blank, the default effective start date of the option is the system date. The same applies to task start dates and task level option effective start dates.

Related Topics

Entering Project and Task Options, page 6-88

Specifying Project and Task Options for a Template, page 6-86

Creating Projects

To create a new project, you find a template or an existing project that best matches your project needs, copy the template or existing project, use Quick Entry to modify information unique to the new project, and then modify or add tasks and any other project options that are required for your project definition.

Creating a New Project from a Project Template or Existing Project, page 6-94

Creating a New Project from a Project Template or Existing Project

When you create a project from a template or another project, Oracle Projects copies the project, its project structure, and all of the project and task options to the new project. You can only copy from templates that are effective as of the current date. The following table describes how project features are handled when you create a new project.

Project Feature	Description
Agreements	When you copy from a template with an agreement, funding, and baseline revenue and cost budgets, Oracle Projects copies the agreement, funding, and baseline revenue and cost budgets to the new project.
Attachments	When you copy a project from an existing project that has attachments, Oracle Projects copies the attachments to the new project. When you copy an existing capital project with assets, attachments associated with the assets are copied to the new capital project.
Budgets	Budgets are copied.
Capital Projects	When you copy a capital project, Oracle Projects copies the asset assignments and most asset information to the new capital project. Oracle Projects does *not* copy the following asset information: Asset Number, Employee Asset Assigned to, and Actual Date Placed in Service. The Asset Location is copied to the new project only if you are copying from a project template. The Estimated In Service Date is shifted by the number of days between the start date in the project template and the start date that you enter.
Customer	If the Customer option is enabled at the top task level is enabled, then the default top task customer is copied as the default primary customer.
Deliverables	Deliverables are copied.
Task Assignments	When you copy a project from a template or project that includes task assignments, the task assignments are copied to the new project, but the planning resources associated with the assignments are not copied. You can associate new planning resources with the task assignments using the bottom-up resource planning method.
Transactions	Transactions charged to the source project are not copied to the new project. This includes expenditure items, requisitions, purchase orders, supplier invoices, and billing events (contract projects).

Project Feature	Description
Workplan Versions	When you create a project by copying another project that includes several versions of a workplan, Oracle Projects copies all workplan versions with a status of *Working* to the new project. Workplan versions with a status of *Submitted, Approved, Rejected,* or *Published* are not copied to the new project. In addition, Oracle Projects enables you to choose which working workplan versions to copy to the new project and identify a workplan version to be submitted for publication. **Note:** If the source project has a workplan structure that is fully or partially shared with a financial structure, the system enables you to copy over only one workplan version. Projects with shared structures cannot have multiple workplan versions.

Before You Create a New Project

Set up your Project Templates. See: Creating a Project Template, page 6-88.

> **Note:** When you disable a setup option in a template, that setup option is also disabled for all projects created using that template. For example, say you disable the Structures setup option for a template you name Engineering-Project. When you create a project using the Engineering-Project template and go to the Project Setup page for that project, you will find that you do not have access to the Structures setup page for that project.

Project Status of a New Project

When you create a project from a template or another project, the status of the new project you create is determined as follows:

- If the status of the existing project or template is a valid starting status, then its project status is copied to the new project.
- If the status of the existing project or template is *not* a valid starting status, then the default starting status for the project's project type is the starting status of the new project.

See: Project Types, *Oracle Projects Implementation Guide*.

Changing the Project Type of a Project

You can change the project type of a project if the following requirements are met:

- The new project type belongs to the same project type class as the current project type.
- The project does not have any cost distribution lines.
- The project does not have any draft revenue or draft invoice items.

If the new project type's cost burden schedule differs from that of the project type you are changing from, the following update will take place:

> **Note:** If any tasks exist with a cost burden schedule matching the cost burden schedule of the project type before the change, those tasks will be updated to use the cost burden schedule of the new project type.

Projects Entered in External Systems

When a project was originally entered in a system outside of Oracle Projects, two fields are displayed to give you information about the project and its tasks:

- **Product Source :** The name of the external system where the project or task was originally entered.
- **Source Reference:** The unique identifier of the project or task in the external system.

These fields are displayed in the following windows:

- Projects
- Tasks
- Find Projects
- Find Tasks
- Project Status Inquiry

See: Implementing APIs for Oracle Projects Integration: *Oracle Projects Implementation Guide*.

Deleting a Project

You cannot delete a project if you have performed any of the following tasks or actions:

- Charged transactions (by entering expenditure items, purchase order lines, requisition lines, supplier invoices, and the like)
- Created a budget baseline

- Created compensation rule sets
- Associated a contract with the project
- Allocated funding (for contract projects)
- Created billing events (for contract projects)

You also cannot delete projects that are referenced by other projects or used in allocations.

If you cannot delete a project from the system due to any of the above constraints, then you can disable the project.

To disable a project that you cannot delete:

1. Transfer all transactions to a new project. See: Transferring Expenditure Items, *Oracle Project Costing User Guide*.
2. Change the project status or the start and finish dates to prevent new charges to the project. See: Project Statuses, *Oracle Projects Implementation Guide*.
3. Close the project to prevent new charges, and to prevent revenue accrual and invoicing for the project.

   Important: You must process any revenue and invoices for the project before you can close the project.

Project Requests

Project requests enable you to track and plan for upcoming project work based on business opportunities that are in the pipeline. With Opportunity to Project integration, you can create projects from opportunity information using the Project Request List page. This enables you to track sales costs and plan the delivery of a project during the sales cycle.

For more information about project requests, see: Opportunity to Project Integration, page 11-45.

Creating a Project from a Project Request

To create a project from a project request using the Project Request List page, select a project request and click the Create Project button. You can create a new project by:

- Selecting a project template
- Selecting an existing project

The system uses the project request information as default values for the Quick Entry fields. You can override the default values. If you have not set up Quick Entry fields in a project template, then opportunity information is not displayed.

If more than one team member exists for a role that you set up using Quick Entry, then Oracle Projects uses alphabetical precedence rules to determine the default team member for a role. For example, if you define one Project Manager role in the project template and two sales team members, Adams and Brown, have mapped Project Manager roles on the opportunity, then the default value for the Project Manager role is Adams.

If you define a role or a team member in the project template, and you do not specify the role as a Quick Entry field, then opportunity information is not used to determine the default values. The role or team member from the template is included in the project directory.

When you create projects from project requests, the opportunity value is converted to the project currency and to the project functional currency using the conversion attributes shown below:

- **Currency Code:**
  - Project Currency: The project currency code of the project
  - Project Functional Currency: The currency code specified in the Implementation Options window (defined by the ledger assigned to the operating unit)
- **Rate Type:** The rate type specified in the Implementation Options window (Currency tab)
- **Rate Date:** The conversion date based on the expected approval date and the value of the profile option PA: Enable Enhanced Period Processing, as shown in the following table.

The following table describes how the rate date is determined:

Profile Option Value	Conversion Date
No	The end date of the earliest PA period that includes or follows the expected approval date and has Open or Future status. When the expected approval date falls in a PA period with Never Opened status, the system uses the current date.

Profile Option Value	Conversion Date
Yes	If the expected approval date falls in a PA period with Open or Future status, then the expected approval date is used. When the expected approval date falls in a PA period with Closed status, the system uses the start date of the earliest open or future PA period that follows the expected approval date.

When you create a project, it is created for the current operating unit based on the value of the MO: Operating Unit profile option for your responsibility. Project Administrators must partition their project request lists by the source operating unit of the opportunity to create projects in the correct operating units.

Related Topics

Project Templates, page 6-72

Quick Entry, page 6-75

Using Project Templates and Quick Entry, page 6-78

Creating Projects, page 6-94

Changing the Project Type of a Project, page 6-96

Agreement Template, *Oracle Project Billing User Guide*

Copying Budgets from a Project Template or Existing Project, *Oracle Project Management User Guide*

Viewing Projects and Project Information

Project List, page 6-105

Project Sets, page 6-109

Project Workbench, page 6-109

Project Search

You can search for and view a project if one of the following conditions exists:

- You are playing a role on the project.
- You have authority over the organization that owns the project.
- You are logged in using a super user responsibility.

- The access level of the project is set to Enterprise.

There are four search methods:

- quick search using the Project keyword search field
- simple search using the additional project fields appearing on the search page, with or without the Project search field
- advanced search using one or more fields on the Advanced Search page
- alternate search using a combination of both base and user defined attributes

Minimum Search Criteria for All Methods

To perform a search, you must specify at least one value in the Project keyword search field or in one of the following fields:

- Class Code and Class Category
- Customer
- Organization
- Person and Role
- Project Long Name
- Project Manager
- Project Name
- Project Number
- Project Set
- Program Name
- Program Manager
- Country
- City
- State / Region
- Project Functional Currency Code

You can use the following fields in search criteria only as pairs:

- Role and Person
- Class Code and Class Category
- Report Type and Report Status

For example, if you are searching for a project with "John Smith" as a team member (person), you must also specify his role on the project. If you just want to find all the projects on which John Smith is working, select "Any" as the value for the Role field.

Keyword Searches

The Project field on the simple search page is a quick search field. Instead of searching all of the project records individually, this field uses a text index to obtain the results of a search query quickly in place of searching all the individual project records. This index is updated on a scheduled basis, and therefore may provide different results from the Advanced Search page.

For example, if you create a project or change the name of a project, and then immediately perform a quick search using the Project keyword search field, the new or changed project may not be included in the results. However, if you use the search fields on the Advanced Search page, the project will be found because the advanced search options do not use the index. The quick search will produce the new or updated project only after the index has been updated.

Simple Searches

You can use additional simple search fields to narrow your search further. For example, you can use simple search to query all projects that belong to project manager (A) and the organization (B) and have a status of *Active*.

Using the Wildcard Character in Simple Search Criteria

If you use a wildcard character (%) in your search criteria, you must position the wildcard at the end of the search string. For example, you can enter "ABC%", but you cannot enter "%ABC", "A%BC", or "AB%C".

> **Note:** This limitation only applies to the search fields on the basic search page. You can use the wildcard character anywhere in a search string in the Project keyword search field.

Specifying Multiple Values in Simple Search Criteria

If you enter a search value in the Project keyword search field and a value in any of the other fields, the search looks for any projects containing both values. For example, if you enter "ABC%" in the Project keyword search field and John Smith in the Project Manager field, the search looks for any project that begins with ABC in the Project Number, Project Name, Project Long Name, or Description fields, AND that has a

project manager named John Smith.

Advanced Searches

You use the advanced search fields when you want to search for projects that meet multiple conditions. You enter multiple search criteria values in the advanced search fields and specify whether to search for projects that meet *all* the conditions or *any* of the conditions.

Specifying Multiple Values in Advanced Search Criteria

If you want to define multiple values in your search criteria when performing an advanced search, you can define the criteria for either:

- multiple search criteria fields with one value each
- multiple values for a single search criteria field

The following examples illustrate both methods.

Example of Search Criteria Using Multiple Fields

You can define search criteria with the following values:

- Project Name starts with ABC
- Project Manager is John Smith
- Project Number starts with 123

This search will find projects that meet all of this criteria.

Example of Search Criteria Using a Single Field with Multiple Values

The following search query will find projects that meet any of these criteria:

- Project Name starts with ABC
- Project Name starts with JOE
- Project Name starts with GO

However, you cannot mix these search methods. If you are defining multiple values for a given field, then you cannot define values for any other field in the same search. For example, you cannot have search criteria using the following combination:

- Project Name contains ABC
- Project Name starts with JOE
- Project Number starts with 123

Alternate Project Searches

Alternate Project Search is a flexible search option that allows you to search for projects using both base and user-defined attributes. The search is based on templates you create . You can create your own sets of templates for Search Criteria as well as Result Format. You can also use saved alternate searches as reports and generate them from the Project List page.

The Search Criteria template comprises of the criteria for search. It controls which projec ts are retrieved from among all the existing projects. While creating templates for the se arch criteria you have to specify the criteria and enter a value and an operator for it. For example if you want to retrieve all projects which are in Approved status, you have to s elect Project Status as the criteria, and select 'is' as the Operator and Approved as the Va lue.

The Results Format templates control the format of the search results table. It controls th e information you see for projects that are retrieved in the search. You can select the proj ect information, set up the order in which the information appears, and rename the sear ch results table columns.

Together, the Search Criteria and the Result Format determine how and what informati on is displayed in the search result. You can save combinations of Search Criteria and R esult Format as search templates.

You can setup multiple templates to suit your search and display needs, using both base and user-defined attributes. User-defined attributes across multiple attribute groups ca n be included in the same template.

You can choose any of the search templates as the default values for the search attribute s when you setup your search template. At the time of the search, you can add further c riteria to the template or temporarily change the criteria.

You can also use the separate search and display templates to control project search res ults and display project information independent of each other.

For more information about user-defined attributes, see User Defined Project Attributes, page 6-29.

Depending on the type of search attribute, you can use operators such as is, *starts with*, *contains*, and *is not*. Date attributes can also use operators *before* and *after*.

When you enter only one value for each search attribute, the AND operator is applied. F or example, if you search for projects that are associated with the Vision Services organi zation and for projects whose start date is not 005, the search returns projects that are as sociated with Vision Services organization and whose start date is not 2005.

When you enter multiple values for the same search attribute, the following operators a re applied:

- The OR operator: For inclusive search criteria such as starts with or is, the OR oper ator is applied. For example, if you search for projects associated with two different project customers, the search returns projects that are associated with either one pro

ject customer or the other project customer (or both).

- The AND operator: For exclusive search criteria such as is not or none of which is, t he AND operator is applied. For example, if you search for projects whose start date is not 2005 and whose start date is not 2006, the search returns all the projects whos e start date is neither 2005 nor 2006.

You cannot search for duplicate instances of class categories and class codes, persons and roles, or status values and report types.

To save an alternate search definition as a report, you can generate it from the Project List page, by clicking on Save as Report View. You can edit the report name and description in the Report Definition page. To update or delete existing report definitions, click on Manage Formats.

You can run a report from the Report Views region of the Project List page. For more information, see Report List, page 6-105.

You can also manage report lists from the Alternate Project Page by clicking on Manage Reports.

Project Access Levels

The access level determines who can view the project and search for the project. With the appropriate authority, you can specify one of the following values for a project access level:

- Secured

  You can view and search projects with this access level if any of the following are true:

  - You are playing a role on the project
  - You have authority over the organization that owns the project
  - You are logged in using a super user responsibility

- Enterprise

  Anyone who meets the criteria for Secured access can view and search projects with this access level, as well as all other employees in your enterprise. If a project has this assigned level and you do not have a role or any authority for a project, then you can view only limited project information.

Project List

The project list is a Web-based user interface that lists projects and programs. Users can control what projects and programs to display, and for those projects and programs select what project information, program information, and exceptions to view. Users

can also create multiple views of the page to see either projects only, programs only, or both projects and programs. It provides the capability to search for projects based on multiple attributes. You can drill down from Project List to view the details for a particular project or program.

If you configure the Project List to display performance measures, the summarized project-level financial numbers are derived from the project performance information. The titles of the financial amount columns on the Project List page are the same as those in the project performance information.

In the responsibility-based security model, the project list displays all projects for an operating unit.

In the role-based security model, the project list displays all projects for the given operating unit, where the user is an active member of, or has project authority over, the project organization.

For more information about security in Oracle Projects, see: Security in Oracle Projects, page 12-1.

The Project List page also allows you to perform actions on any particular project. To p erform an action on a project, click the Actions icon against the project and select the act ion from the Select Actions page. The Select Actions page enables you to select any of th e following actions:

- Add team members
- Add requirements
- Add assignments
- Apply team template
- Update tasks
- Create issue
- Create change order
- Create change request
- Edit cost budget
- Edit revenue budget
- Edit cost budget in excel
- Edit revenue budget in excel
- Update candidate score and search settings

- Update Role competencies
- Update Role financial information
- Update Duration
- Update Duration shift
- Update hours per day
- Update work pattern
- Add Plan Type

The Project List page acts as a home page enabling you to quickly access project information, initiate common project actions or find work you need to complete related to your project. You can view reports, generate reports, search for projects, view worklists and notifications, and use bookmarks to jump quickly to key project related items.

When you select any of the actions, you are directly taken to the relevant page from wh ere you can perform the action.

If you need to search for a project that is not in your list of views available on the Project List, then you start a search by selecting the Simple Search button. If you need to search using additional parameters, then you can select the Advance Search option from the Simple Search page. If you want to define the criteria and format of your search, then you select the Alternate Search option from either the Simple Search or Alternate Search page.

Report List

You can edit reports in the report list by clicking on Report List in the Report Views region of the Project List page. The Report List page allows you to:

- Search defined reports
- Run a report
- Delete a report
- Edit the search criteria and report format for the reports defined

Worklist and Notifications

Worklist is the list of unfinished project related business objects assigned to the logged in
user like tasks, issues, change requests, change orders, and deliverables. The Worklist a nd Notifications section in the Project List page displays the worklist and notifications r

elated to a project. The items displayed in the list are
governed by the same security rules that govern the display of projects in the project list . That is, you will be able to see the worklist and notifications only for projects to which you have access and only the worklist items assigned to you for notification or completion.

By default, the Worklist and Notification displays only five records. You can expand the list by clicking the Full List button.

This section allows you to search for particular worklist item, and notification and also t o create personalized search templates. You can search for worklist items and notificatio ns based on the following criteria:

- Project
- Object
- Subject
- Reference
- Priority
- Due date
- Date sent
- Status
- Progress status

To search for notifications you must enter at least one of the following criteria:

- Project
- Subject
- Priority
- Due date
- Date sent

Bookmarks

Oracle Projects allows you to bookmark business objects that you frequently use. A business object could be a workplan task, a financial plan task or a financial budget. After you bookmark the object, it appears in the Bookmark section of the Project List page. You can click on the bookmark to open the object directly without having to navigate through multiple links.

By default, only five bookmarks are displayed in the list. You can click Full List to expand the list. When an object is no longer in frequent use you can remove the bookmark. To remove a bookmark, select the object form the list and click Remove.

Project Sets

You can group selected projects using project sets. For example, you may want to group a set of projects that you are tracking for a related deliverable, or a set of projects on which you are currently working.

The project set owner is the primary person who controls the definition of the set. By default, the project set owner is the user who creates the project set. A project super user can change the owner for a project set. Only the project set owner or a project super user can update the definition of the project set, including adding and removing projects, marking the project set as shared.

Though all users in the system can view a shared project set, you can only see those projects for which you have authority. For example, if John shares a project set that contains ten projects, and Jane has authority to view only seven, then she will see only those seven when she views the shared project set.

The following table shows the searching, viewing, and updating capabilities of the different roles for a project set.

User	View Project Set	Update Project Set
Project Set Owner	Yes	Yes
Project Super User	Yes	Yes
All other users (across multiple operating units)	Only if the project set is marked as Shared	No

You can also create a personalized view of the project list based on any project set.

Project Workbench

The project workbench provides a complete view of all of the functions and data available for a given project. It can provide project managers and other project team members with specific project information.

Project Workbench Organization

Project data and functions are organized by major areas of project functionality and processing into the following tabs:

- Project

- Resources
- Workplan
- Control
- Financial
- Reporting
- Supplier

Project Tab

The Project tab provides access to basic project information. The project workbench opens with the Project Home page on the Project subtab. The Project tab also includes the following subtabs:

Project Home

The Project Home page displays project notifications and exceptions and includes shortcuts to key project management functions.

Project Overview

The Project Overview page shows general project information. Stakeholders who do not have a daily role on a project can use this page to see a general overview of what the project encompasses.

Project Directory

The Project Directory page displays team members and organizations that have been assigned roles on the project. It includes addresses and contact information.

Project Attachments

The Project Attachments page enables team members to create, access, and update project attachments.

Project Relationships

The Project Relationships page displays relationships for projects and project requests. The Relationships page displays opportunities, project requests, and projects related to a given project request or project. It differentiates between delivery and pursuit project requests and projects.

Project Setup

The Project Setup page enables the setup of basic project information and provides links to pages that enable the setup of project classifications, team members, page layouts, structures, and other common kinds of project information, including project-level

user-defined attributes, if any are associated with the project.

Resources Tab

The Resources tab provides access to project resource information. It includes subtabs for the Schedule page and the Resources Setup page.

For more information about project resource management, see the *Oracle Project Resource Management User Guide*.

Workplan Tab

The Workplan tab provides access to work breakdown structure information and enables the entry and tracking of progress for the selected project and its tasks. It includes subtabs for the Tasks, Progress, and Workplan Setup pages.

For more information about creating and managing workplans and entering and tracking progress, see Workplan and Progress Management, *Oracle Project Management User Guide*.

Control Tab

The Control tab provides access to issue management and change management functionality for the selected project. It includes subtabs for the Issues, Change Requests, and Change Orders pages.

For more information about issue management, see Issue Management, *Oracle Project Management User Guide*.

For more information about change management, see Change Management, *Oracle Project Management User Guide*.

Financial Tab

The Financial Tab provides access to financial information for the selected project. It includes subtabs for the Budgets and Forecasts, Billing, Percent Complete, Tasks, and the Financial Setup pages. User can use the Tasks subtabs to update and view the financial breakdown structure and tasks.

For more information about budgeting and forecasting, see Budgeting and Forecasting, *Oracle Project Management User Guide*.

For more information about Billing, see Billing Workbench, page 6-112.

Reporting Tab

The Reporting tab provides access to both the project status reporting and the project performance management features. It includes subtabs for the Performance, Exceptions, Status Reports, and Reporting Setup pages.

For more information about creating and distributing project status reports, see Project Status Reporting in the *Oracle Project Management User Guide*.

For more information on monitoring project performance, see Project Performance Inquiry in the *Oracle Project Management User Guide*.

For more information on exceptions, see Project Performance Tracking in the *Oracle Project Management User Guide*.

Supplier Tab

The Supplier tab provides access to customer invoices and to supplier information such as invoices and deliverables. You can use this tab to search for customer or supplier invoices, track a supplier's purchase order deliverables, view payment status of project invoices in Oracle Receivables, and match supplier and customer invoices to control supplier payments. For more information, see Supplier Workbench, page 6-114.

Billing Workbench

The Billing Workbench provides billing summary information for a given project. It provides project managers and project administrators with specific project billing related information. They can use the billing workbench to view the billing summary and invoice information, review, and approve invoices.

The billing workbench consists of three components:

- Billing page
- Invoice Details page
- Invoice Line Details page

Billing Page

The billing page is organized into two regions: Billing Summary and Invoices

- Billing Summary: The billing summary region provides a project level summary of the billing related information grouped by Revenue, Invoice Collections, and Invoicing Status.
    - Revenue: The revenue column provides a summary total of the baselined funding, accrued revenue, revenue-funding backlog, unbilled receivables, and unearned revenue.
    - Invoice Collections: The invoice collections column provides a summary total of the baselined funding, invoice lines amount, invoice funding backlog, tax amount, total invoiced amount, invoice amount paid by the customers, and amount due from the customers
    - Invoicing Status: The invoicing status column provides a summary total of the burdened cost of all the expenditure items, unbilled costs, unbilled events, unbilled retention, unapproved invoices, and next invoice date.

- Invoices: The invoices region displays the invoices. You can choose to view the following type of invoices by invoice number, or view them grouped by customer if multiple customers are funding the project:
  - All invoices
  - Credits
  - Approved
  - Unapproved
  - Released
  - Accepted
  - Rejected
  - Error
  - Retention Billed Invoices

You can search for the invoices using the following additional search options:

- Agreement Number
- Draft Number
- AR Number
- Creation From Date
- Creation To Date
- Invoice From Date
- Invoice To Date
- GL From Date
- GL To Date

You can click on the draft number to view the invoice details.

Invoice Details Page

You use the invoice details page to view invoice information, create a personalized view of the invoice details and invoice lines region, review and approve individual or related invoices, and export the invoice lines to a spreadsheet. Oracle Projects provides tabs on

this page for billing and shipping details, approval and interface details, reconciliation of functional currency amounts in Oracle Projects and Oracle Receivables, and for exceptions and comments. For more information on these tabs, see Invoice Window Regions, *Oracle Project Billing User Guide*.

If you implemented supplier payment control, you can view the supplier invoices linked to the draft invoice you are reviewing in the Linked Supplier Invoices tab. You can view the number, date, amount, and link type of linked supplier invoices, as well as their purchase order number, supplier name, and hold reason. You can also view the status of supplier deliverables required as part of contract terms on the purchase order. To link new supplier invoices to the draft invoice you are reviewing, use the Add Another Row button.

For more information, see Supplier Workbench, page 6-114.

> **Note:** Related invoices are those invoices, which have been generated for the same customer for multiple agreements, or for multiple customers funding the project.

You can click on the Details icon in the Invoice Lines table to view the invoice line details.

Invoice Line Details Page

You use invoice line details page to view the details of an invoice line, the withholding basis amount details of a retention line, and the retention invoice details of a retention invoice.

Related Topics

Reviewing Invoices, *Oracle Project Billing User Guide*

Page Layouts, page 6-31

Approving Invoices, *Oracle Project Billing User Guide*

Retention Billing, *Oracle Project Billing User Guide*

Supplier Workbench

The Supplier Workbench provides supplier information and related customer invoice information for a given project. This includes supplier costs which are part of customer invoices, supplier purchase orders and purchase order terms. You can use the Supplier Workbench to search for and view supplier and customer invoices for the project, link and unlink supplier invoices to customer invoices, view payment status of customer invoices, view supplier deliverables, and release payment holds on supplier invoices. You can also use the Supplier Workbench to create deductions for suppliers and search for deductions that you have created. This includes deduction associated with a Change Document and deduction not associated with a Change Document.

Related Topics

Payment Control, *Oracle Project Costing User Guide*

Summary, page 6-115

Summary

The Summary page of the Supplier Workbench enables project managers to view information related to customer and supplier invoices for their projects before releasing payment holds on supplier invoices. For more information, see Managing Supplier Payments, *Oracle Project Costing User Guide*.

On the Summary page, you can view purchase orders, supplier deliverables, and payments received from customers on jobs that include external work done by suppliers. For a customer, you can view adjustments, Oracle Receivables invoice numbers, and the number of receipts applied in Oracle Receivables with their respective amounts.

You can use this page to navigate to the following pages. For this page and for any of the following pages, you can use personalization to display amounts in different currencies and additional details such as discount amounts, supplier sites, and AP invoice payment status.

- Customer Invoices, page 6-116
- Supplier Invoices, page 6-116
- Supplier and Customer Invoices, page 6-116
- Linked Supplier Invoices, page 6-117
- PO Deliverables, page 6-117
- Deductions, page 6-117

The Summary page is organized into two regions: Customers and Suppliers.

- **Customers:** This region displays a summary of invoiced amounts for this project by customer. You can navigate to the Customer Invoices page to view details of contributing invoices for a summary invoice amount. Alternatively, you can view details of an invoice for the selected invoice number on the Customer Invoices page.
- **Suppliers:** This region displays a summary of invoiced amounts and deliverables for this project by supplier. You can navigate to the Supplier Invoices page to view details of contributing invoices for a summary invoice amount. In addition, you can navigate to the Supplier and Customer Invoices page to view individual invoices for a selected supplier and all customer invoices for the project before you manually release holds on a supplier invoice. If a supplier has invoices on payment holds

against deliverables, you can navigate to the PO Deliverables page to view details of the underlying purchase orders and the status of deliverables for this supplier. If the supplier has associated deductions, then you can view these deductions before releasing any holds.

Customer Invoices

The Customer Invoices page displays the details of individual draft invoices for a selected customer. If required, you can use this page to search for draft invoices by customer, date, number, and other given criteria.

From this page, you can navigate to the Invoice Details page to view the details of a selected draft invoice. In addition, you can navigate to the Linked Supplier Invoice page to view details of supplier invoices linked to the selected draft invoice.

You navigate to this page from links in the Customers region of the Summary page.

Supplier Invoices

The Supplier Invoices page displays the details of individual invoices for a selected supplier. If required, you can use this page to search for invoices by supplier, date, number, and other given criteria. Additionally, you can use this page to view details of deductions for the supplier in the selected invoice, if any.

On this page you can apply Project hold or release holds for the selected supplier invoices. Because payment holds on a supplier invoice can be the result of deliverable contract terms or pay when paid payment terms on the purchase order responsible for the invoice, you can determine the cause of the payment hold by navigating to either the PO Deliverables page for deliverable details or the Purchase Order Details page for both payment and contract terms.

You can manually release only the following holds: Pay when Paid Hold, Deliverable Hold, or Projects Hold, from the Supplier Invoices page.

If the payment hold on a supplier invoice is for deliverables, you can track deliverables status on the PO Deliverables page before you release the hold. However, if the supplier invoice has a pay when paid payment hold, you can release this hold from the Linked Supplier Invoices page after you ensure that receipts are applied on customer invoices linked to this supplier invoice.

You navigate to this page from links in the Suppliers region of the Summary page.

Supplier and Customer Invoices

The Supplier and Customer Invoices page displays invoices for the selected supplier and all the recent customer invoices on the project. On this page, you can view associated deductions for the supplier in the selected invoice and then release the hold on a selected supplier invoice. To determine the type of payment hold on the invoice before you release it, you can navigate to either the PO Deliverables page for deliverable details or the Purchase Order Details page for both payment and contract terms.

Alternatively, you can view linked supplier invoices for a customer invoice that has no outstanding amount and manually release holds on these supplier invoices on the Linked Supplier Invoices page.

On this page you can apply Projects hold and release any of these holds; Pay when Paid Hold, Deliverable hold, or Projects hold.

You navigate to this page by choosing to view and release holds for a selected supplier on the Summary page.

Linked Supplier Invoices

On the Linked Supplier Invoices page, you can view details of supplier invoices that are linked to a selected draft invoice, apply Project hold or release holds on these supplier invoices, delink them from the draft invoice, and link new supplier invoices to the draft invoice.

Before you release the hold on a selected supplier invoice, you can determine the type of payment hold on the invoice by navigating to either the PO Deliverables page for deliverable details or the Purchase Order Details page for both payment and contract terms.

You can manually release only the following holds: Pay when Paid Hold, Deliverable Hold, or Projects Hold, from the Linked Supplier Invoices page

You navigate to this page by choosing to view linked invoices for a draft invoice either on the Customer Invoices page or on the Supplier and Customer Invoices page.

PO Deliverables

On the PO Deliverables page, you can view details of purchase order amount and deliverable details for a selected supplier invoice.

Select a purchase order to view, create, update, or delete a deliverable related to the purchase order. When you create or update any deliverables, then the application takes you to the Oracle Procurement where you can perform these operations. After you have created or updated a deliverable, then you must submit the purchase order for approval. You can create and update a deliverable only if you are a buyer, otherwise you can only update the status of the deliverable and add an attachment to it.

From this page, you can navigate to the Purchase Order Details page to view payment and contract terms, line items, milestones, and distribution details for the purchase order responsible for the selected supplier invoice. You can also navigate to the Supplier Invoices page to view invoices on hold for a selected purchase order.

You navigate to this page by clicking on the Deliverables icon for a selected supplier invoice on the Supplier Invoices page, the Linked Supplier Invoices page, the Summary page, or the Supplier and Customer Invoices page.

Deductions

Deductions are amount that are deducted from payment made to a supplier. These

amounts may be extra cost incurred by the supplier that was not accounted for, initially, or penalty because of damage or delay to scheduled work. Once you have created a deduction, you must submit the deduction for approval. After the deduction is approved, then the application interfaces the deduction with Oracle Payables to create a debit memo.

> **Note:** Oracle Payables adjusts invoices against a deduction only if they are in the same operating unit. If an organization enters into a subcontract for a project owned by a different organization, then a debit memo created for a deduction will not be adjusted against the original standard invoice, because, The debit memo is created in the organization that owns the project and the original invoice resides in the organization that has entered in the subcontract.

Deductions may or may not be associated with a change document. Project managers create deductions when the amount is significant and the change document needs to be updated to reflect this amount. For example, a subcontractor responsible for installing a door damages an electrical panel. The supplier should then create a deduction associated with a change document to bill the subcontractor for the damages incurred.

Project managers may create deductions that are not associated with a change document if the cost is insignificant.

In the Deductions page, project managers can:

- Search for deductions
- Create and update a deduction
- Delete deductions
- Submit a deduction for approval
- View expenditure items for a selected deduction.

The Search Deductions page is organized into two regions:

- **Deduction Request:** This region displays all the deduction requests that you have has search for.
- **Deduction Transactions:** This region displays deduction transactions related to the deduction that you have selected.

Create Deductions

In the Create Deductions page, you can create deductions, update existing deductions, and submit an existing deduction for approval.

Once you have added all the expenditure items to the deduction request, then the

application calculates the debit memo amount based on the supplier currency and rate. The debit memo amount is calculated as per the project functional currency. If the debit memo (supplier site) uses a currency that is different from the project functional currency, then you need to provide a conversion rate so that the application calculates the debit memo account in the project functional currency.

The application calculates debit memo amount in debit memo currency.

You may or may not associate a deduction with a change document.

- **Deduction not associated with a Change Document:** If you create a deduction that is not associated with a change document, then you must enter associated expenditures directly in the Deduction Transactions region. Project managers may create deductions that are not associated with a change document if the cost is insignificant.

- **Deduction associated with a Change Document:** If you create deductions associated with a change document then you must select transactions from a list of transactions that are already incurred. Click Add Expenditure Items and navigate to the Expenditure Search page and select an existing expenditure and add it to the deduction. After you have added the expenditures, the application will display these expenditures in the Deduction Transactions region.

  If the debit memo currency is different from the project functional currency then you can override the rate type at the expenditure item level. The rate type at the expenditure item level overrides the rate type at the debit memo level. Once you override the rate type then application calculates expenditure item amount using the new rate type.

  > **Note:** You can use the conversion attributes at the header level or can use the override rate attributes at the transaction level, which takes precedence over the header rate attributes.

After you have created a deduction and submitted it for approval, then the PA: Deduction workflow is initiated, which handles the approval process. This workflow sends the request for approval. Once the request is approved the application runs the PRC: Import Deductions to Payables concurrent program to interface the deduction with Payables and creates a debit memo.

By default the PA: Deduction workflow approves the deduction request and then interfaces data to Payables to create debit memo in Payables.

You can submit deductions for approval from:

- Deductions page after creating or updating a deduction.

- Search Deductions page.

Note: For more information on the workflow, see the *Oracle Projects Implementation Guide*.

The following table describes the various statuses of a deduction request:

Status	Description
Working	You have saved the deduction request but you have not submitted it for approval.
Submitted	You have submitted the deduction request for approval.
Approved	The project manager has approved the deduction request.
Rejected	The project manager has rejected the deduction request. You can update the deduction request and re-submit it for approval.
Processed	The deduction request is approved and the application has successfully created respective debit memo in Oracle Payables.
Failed	The deduction request is approved but the application has failed to synchronize the deduction request with Oracle Payables.

Override Currency

If the supplier site currency is different from the project functional currency then you must provide a conversion rate.

By default, the amount is converted as per the rate you have provided at the deduction header. If you want to use a different rate then you can override the conversion rate at the transaction level. Once you have overridden the currency conversion rate, then the application calculates the debit memo amount according to the new rate that you have provided.

When the project functional currency is different from the debit memo currency, each transaction uses the conversion attributes entered at header level to calculate the debit memo amount at its level by default. But customer can still override the conversion attributes at each transaction level by selecting the transactions and clicking on the override currency rate button.

In the Override Currency page, you can enter the new rate type that will override the debit memo conversion rate. You can choose the default expenditure item date as the override date or manually enter a date when the rate will be overridden.

Projects

Use this window to enter projects and tasks.

Projects

Overview of Projects and Tasks, page 6-1

Setting up a Work Breakdown Structure (WBS), page 6-11

Creating a New Project from a Project Template, page 6-94

Project and Task Options, page 6-81

Projects Window Reference, page 6-22

Project Templates

Project Templates, page 6-72

Project Template Design Considerations, page 6-73

Using Project Templates and Quick Entry, page 6-78

Creating a Project Template, page 6-88

Defining Quick Entry Fields, page 6-85

Specifying Project and Task Options for a Project Template, page 6-86

Tasks

Entering Tasks, page 6-33

Tasks Window Reference, page 6-33

Project Team and Organization Roles

Key Members, page 4-3

Organization Roles, page 6-30

Task Details

In Task Details you can enter:

- a Service Type
- the duration of the task
- A description of the task

- the location and address of the task
- a flag to indicate whether the task is chargeable

Related Topics

Project and Task Options, page 6-88

Entering Project and Task Options, page 6-88

7

Organization Forecasting

This chapter discusses the organization forecasting functionality in Oracle Projects. Organization forecasting is a powerful management planning and reporting tool.

This chapter covers the following topics:

- Understanding Organization Forecasting
- Using Organization Forecasting

Understanding Organization Forecasting

Organization forecasting provides you with a management planning and reporting tool. This tool enables you to generate organization-level financial forecasts for the revenue, cost, margin, margin percent, utilization, and headcount amounts associated with your project-level staffing plans. Organization forecasting also helps your operating managers plan and administer projects and project resources for their assigned areas of responsibility.

Related Topics

Organization Forecasting Concepts, page 7-1

Organization Forecasting Features, page 7-2

Using Organization Forecasting, page 7-3

Organization Forecasting Concepts

The system calculates organization forecast amounts from project resource requirements and assignments that you define in Oracle Project Resource Management. The forecast generation process rolls up the forecast amounts and reports these amounts as a forecast version in an organization project that is created by the system. Organization forecasting also includes a manual adjustment feature that enables you to amend the system-generated amounts. These versioning and adjustment capabilities enable you to define multiple forecast views for an organization that reflect many

different planning assumptions.

The system calculates forecast amounts only for project labor. By defining and enabling transfer price rules for your organizations, you can generate forecasts that reflect internal revenue and cost amounts attributable to borrowed and lent resources.

Organization forecasting supports your internally-focused operations planning and management reporting activities. While these features may also support your externally-focused, enterprise-level financial planning processes, organization forecasting is not intended to replace this type of strategic planning.

Organization Forecasting Features

Organization Forecasting includes the following major features:

- Roll-up of project-level revenue and cost amounts based on project resource requirements and assignments defined in Oracle Project Resource Management
- Reporting of internal revenue and cost amounts based on defined transfer price rules
- Reporting of either full forecast amounts, or forecast amounts that are factored (discounted) for project probability percentages
- Calculation of margin and margin percent based on generated forecast amounts and net of transfer price amounts
- Summarization of employee headcount information from Oracle Human Resource Management System
- Calculation of scheduled utilization based on employee assignments
- Manual adjustment capabilities for revenue, cost, headcount, and utilization
- Reporting of forecast amounts in total and by major component

Restrictions

The following limitations apply to Oracle's organization forecasting functionality:

- Forecasts include only project labor transactions. You cannot generate amounts for other items such as materials and usages.
- The forecast generation processes create forecasts for a single organization in a single operating unit. You cannot roll up organization forecasts to a higher-level entity or across business groups.
- The system creates forecasts in the project functional currency. You cannot view forecast amounts or enter adjustments in a currency other than the project

functional currency.

- Organization forecasting includes only projects that use a work-based revenue accrual method to calculate revenue. You cannot generate forecast amounts for projects that use a cost-based or event-based revenue accrual method..

Using Organization Forecasting

This section describes how to use organization forecasting features.

Organization Forecasting Process Flow, page 7-3

Creating Organization Forecasts, page 7-6

Reviewing Organization Forecast Results, page 7-8

Organization Forecasting Process Flow

Organization forecasting includes the following processes:

- Defining Prerequisite Forecast Information
- Submitting Calculation Processes
- Creating Versions and Generating Amounts
- Reviewing Forecast Amounts
- Adjusting Forecast Amounts
- Submitting and Creating Baselines

Related Topics

Implementing Organization Forecasting, *Oracle Projects Implementation Guide*

Defining Prerequisite Forecast Information

Organization forecasting depends on several prerequisite activities that are not part of the core forecast processes. You must perform the following activities to define and maintain the underlying information that is required to calculate forecast amounts:

- **Entering New Pipeline Projects:** The definition of new pipeline projects occurs as sales opportunities evolve into approved projects. Organization forecasting begins when you enter new pipeline projects in the system. Once you enter projects, you can proceed with the prerequisite activities of defining project resource requirements and assignments, and other project information required for organization forecasting.

For information on defining projects, see: Overview of Projects and Tasks, page 6-1.

- **Adjusting Project Probabilities:** At a project level, probability percentages represent the likelihood that a project will be approved by the customer. When you enter probability percentages for your projects, the forecast calculation processes can factor (discount) forecast amounts for this expected likelihood. Definition of probability percentages is optional. If you specify probability percentages, periodically review and adjust the percentage values to ensure that they reflect your current expectations. For information on maintaining project probability, see: Project Information, page 6-22.

- **Maintaining Project Statuses:** A new project status control called Include in Organization Forecasts has been added for organization forecasting. Project statuses with this status control enabled determine which projects are included in your forecasts. During your project planning cycle, periodically monitor and update project statuses to ensure that your projects are properly reported in your organization forecasts. For information on maintaining project statuses, see: Project Information, page 6-22.

- **Defining Project Resource Requirements and Assignments:** To perform organization forecasting, you must define and maintain your project resource requirements and assignments in Oracle Project Resource Management. For more information, see: Project Requirements, page 4-5 and Project Assignments, page 4-10, and the *Oracle Project Resource Management User Guide*.

- **Updating Bill and Cost Rates:** Forecast calculation processes use project bill and cost rates to determine forecast amounts. Periodically review and update your bill and cost rates to ensure that they are consistent with your current forecasting assumptions. For more information on defining bill and cost rates, refer to the following sources:

  - Rates, page 5-1

  - Rate Overrides, page 6-64

  - Rate Schedule Definition, *Oracle Projects Implementation Guide*

  - Implementing Oracle Project Billing, *Oracle Projects Implementation Guide*

  - Implementing Forecasting Based on Staffing Plan, *Oracle Projects Implementation Guide*

- **Updating Transfer Price Rules:** Similar to bill and cost rates, the system applies transfer prices during forecast calculations to determine the internal revenue and cost amounts attributable to borrowed and lent resources. Periodically review and update your transfer price rules to ensure that they are consistent with your current forecasting assumptions. For more information on defining transfer price rules, see:

Cross Charge Processing Methods and Controls, *Oracle Project Costing User Guide*.

Submitting Calculation Processes

During implementation, your implementation team submits concurrent programs to calculate initial forecast amounts for all existing resource requirements and assignments, and to generate utilization percentages. After implementation, you must periodically submit the calculation programs to update your forecast amounts for new and changed resource requirements and assignments, and for changes in bill rates, cost rates, and transfer price rules. To view the list of concurrent programs for organization forecasting, see: Organization Forecasting Processes, page 9-70.

Creating Versions and Generating Amounts

When you submit the forecast generation process during implementation, the system creates an organization project, creates an initial forecast version, and generates amounts. After implementation, you can periodically submit the generation process to create projects and generate forecasts for new organizations. You can also submit the generation process to create new forecast versions for existing organization projects. For more information, see: Creating a Forecast Version and Generating Amounts, page 7-6 .

Reviewing Forecast Amounts

After the system generates a forecast version, you can review and analyze forecast amounts from summary-level and component-level view pages. These pages enable you to review forecast amounts in total and by period for revenue, cost, margin, margin percent, utilization, and headcount amounts. You can also view forecast amounts by component (for example, own revenue, borrowed revenue, internal revenue in, and internal revenue out). For more information, see: Reviewing Organization Forecast Results, page 7-8.

Adjusting Forecast Amounts

Organization forecasting enables you to enter manual adjustments to amend the system-generated forecast amounts. For more information on entering adjustments, see: Adjusting Generated Amounts, page 7-7.

Submitting and Creating Baselines

When you are satisfied with the amounts reflected in a forecast version, you can submit the version and create a baseline. Creating a baseline enables you to preserve a forecast version by preventing further changes to forecast components and amounts. For more information, see: Maintaining Forecast Versions, page 7-7.

Creating Organization Forecasts

The following sections describe how to create forecast versions, generate amounts, maintain versions, and adjust generated amounts.

Creating a Forecast Version and Generating Amounts, page 7-6

Maintaining Forecast Versions, page 7-7

Adjusting Generated Amounts, page 7-7

Creating a Forecast Version and Generating Amounts

You can create a forecast version and submit the forecast generation process online to create an organization forecast for a single organization. To perform these tasks online, navigate to either the Budgets and Forecasts page or the Maintain Versions: Organization Forecast page.

You can also submit the forecast generation process as a concurrent program to automatically create a version and generate amounts for one or more organizations. For information on submitting the forecast generation process as a concurrent program, see: Generate Organization Forecasts, page 9-71.

To create an organization forecast from the Budgets and Forecasts page, perform the following steps

1. Log in using the Self Service Project Resource Management Organization Manager responsibility and choose the Project List menu option.

   Note: The Project List page displays a complete list of projects, including organization projects, based on your authority. To enhance your ability to quickly locate organization projects on the Project List page, create a personalized view that displays only organization forecasts. To create such a view, use an attribute such as the organization forecast project type as a selection filter.

2. Select an organization project name to open the Project Home page.

3. Select the Financial tab to open the Budgets and Forecasts page.

4. Select the Organization Forecast plan type, then choose Create Plan Version to open the Create Plan Version page.

5. Enter a version name and optionally, a description.

6. Select Generate, then choose Go.

   For information on creating a forecast version and generating amounts for a single organization from the Maintain Versions: Organization Forecast page, see: Maintaining Forecast Versions, page 7-7.

Maintaining Forecast Versions

System-generated forecast versions are listed on the Maintain Forecast Versions page. This page lists all working and approved versions for an organization. Use this page to perform the following tasks:

- create new forecast versions
- submit and rework working versions
- approve forecast versions
- create a new version by copying an existing working or approved version
- set a working version to current working version
- regenerate amounts for existing working versions
- enter adjustments for working versions
- delete a working version
- mark an approved version as the original approved version
- update version names and descriptions

You can submit only the current working version for approval. Before approval, you can rework the submitted version. After approval, Oracle Projects automatically creates a new current working copy based on the approved forecast version. You can then update the new working version and submit it for approval.

You can permanently delete working versions of an organization forecast. You can also delete approved versions unless they are the original or current approved versions.

Related Topics

Generate Organization Forecasts, page 9-71

Adjusting Generated Amounts

To manually adjust system-generated forecast amounts, open the Enter Adjustments page from the Maintain Versions: Organization Forecast page. You can enter adjustments by period for revenue, cost, utilization, and headcount.

The system determines the starting period for displayed amounts and the number of periods to display based on the period parameters for organization forecasting in Forecasting Implementation Options. You can override the default display parameters using the page display options.

To enter adjustments, select an adjustment reason from the pre-defined list, and enter

amounts by period and forecast component.

> **Note:** Adjustment reasons are defined during implementation. For more information, see: Defining Adjustment Reasons: *Oracle Projects Implementation Guide*.

Querying Existing Adjustment Amounts

You can use the Enter Adjustments page to query existing adjustment amounts by adjustment reason. To query for previously-entered adjustments, select an adjustment reason and choose Go.

Updating Existing Adjustment Amounts

When you update an existing adjustment amount, the system replaces the existing amount with the amount that you enter. Therefore, you must always enter the new amount that you want to reflect in your forecast. Additionally, when you choose to regenerate forecast amounts, the system overrides *all* existing amounts, including adjustments, with the regenerated amounts.

Reviewing Organization Forecast Results

Organization forecasting includes a number of view pages that provide periodic views of the following base measures: revenue, cost, margin, margin percent, utilization, and headcount.

Budgets and Forecasts Page

The Budgets and Forecasts page is the entry point for accessing organization forecast information. From the Budgets and Forecasts page you can create a plan version, generate amounts, view amounts for the current working and current baseline versions, and navigate to the Maintain Versions: Organization Forecast page.

> **Note:** The system automatically adds the Organization Forecasting plan type to an organization project. You cannot add other plan types to an organization project.

Related Topics

Creating a Forecast Version and Generating Amounts, page 7-6.

Maintaining Forecast Versions, page 7-7.

Organization Forecast Summary Page

Use the Organization Forecast Summary page to view total revenue, cost, margin, margin percent, headcount, and utilization percent amounts by period for a forecast

version. You can view amounts for up to 6 GL periods or 13 PA periods at a time.

The system determines the starting period for displayed amounts and the number of periods to display based on the period parameters for organization forecasting in Forecasting Implementation Options. You can override the default display parameters using the page display options.

You can drill down to the components of each forecast amount with the exception of margin and margin percent. The system calculates margin and margin percent from forecast revenue and cost amounts. Select a forecast amount name link to drill down to the components of revenue, cost, utilization, and headcount amounts. When you view a components page, you can choose the View Adjustments option to drill down to adjustment amounts by adjustment reason.

For information on forecast calculations, see: Generating Forecasts, *Oracle Project Management User Guide*.

The following sections define the components the system can display for revenue, cost, utilization, and headcount.

Viewing Forecast Revenue Components

A forecast can include the following revenue components:

- **Own Revenue:** Revenue for work on projects owned by your organization that is generated by resources assigned to your organization.
- **Borrowed Revenue:** Revenue for work on projects owned by your organization that is generated by resources assigned to other organizations.
- **Internal Revenue In:** Revenue transferred into your organization for work on projects owned by other organizations that is performed by resources assigned to your organization
- **Internal Revenue Out:** Revenue transferred to other organizations for work on projects owned by your organization that is performed by resources assigned to other organizations.
- **Revenue Adjustments:** The total amount of manual revenue adjustments entered for your organization forecast.

  Note: Total revenue equals the sum of Own Revenue, Borrowed Revenue, Internal Revenue In, and Revenue Adjustments, less the amount of Internal Revenue Out.

Viewing Forecast Cost Components

A forecast can include the following cost components:

- **Own Project Cost:** Cost for work on projects owned by your organization that is generated by resources assigned to your organization.
- **Lent Resource Cost:** Cost for work on projects owned by other organizations that is generated by resources assigned to your organization.
- **Unassigned Time Cost:** Cost for unassigned time for resources assigned to your organization.
- **Internal Cost In**: Cost transferred into your organization for work on projects owned by your organization that is performed by resources assigned to other organizations.
- **Internal Cost Out:** Cost transferred to other organizations for work on projects owned by other organizations that is performed by resources assigned to your organization.
- **Cost Adjustments:** The total amount of manual cost adjustments entered for your organization forecast.

> **Note:** Forecast cost is based on burdened cost amounts. Total cost equals the sum of Own Project Cost, Lent Resource Cost, Unassigned Time Cost, Internal Cost In, and Cost Adjustments, less the amount of Internal Cost Out.

Viewing Forecast Utilization Components

A forecast can include the following utilization components:

- **Scheduled Utilization (%):** Total scheduled hours for all resources, weighted by utilization categories / Total capacity hours for all resources.
- **Utilization (%) Adjustments:** The total amount of manual utilization adjustments entered for your organization forecast.

Viewing Forecast Headcount Components

A forecast can include the following headcount components:

- **Beginning Headcount:** Total headcount for the organization at the end of the previous period per the Oracle Human Resources Management System application.
- **Headcount Adjustments:** The total amount of manual headcount adjustments entered for your organization forecast.

8

System Administration and Maintenance

This chapter describes procedures and activities you need to know about to administer data and settings in Oracle Projects.

This chapter covers the following topics:

- Understanding Data Processing
- Deferred Workflow Processes
- Archiving and Purging Projects
- Setting Up for Archiving and Purging
- Mass Update for Projects and Tasks
- Impacts of Merging Customer Information

Understanding Data Processing

Oracle Project Resource Management uses deferred workflow processes and administrative processes to manage changes to your data. You must configure and manage the engines for both types of processes in order to handle the volume of changes happening within your system. For more information on these technologies, refer to:

- Deferred Workflow Processes, page 8-2.
- *Oracle Workflow Guide*
- *Oracle Application Object Library User Guide*

Most of the changes you make to your data automatically update related information within the application. These changes occur without any intervention on your part. However, some changes require the use of administrative processes to ensure that the change is reflected accurately. In particular, two situations require this level of maintenance:

- When the automatic processes encounter errors due to missing or invalid setup information, or due to technical failures

  In this case, the system notifies an administrative user of the problem, and advises the user to run an administrative process to complete the changes.

- When the changed information is not expected to be done frequently enough to warrant an automatic process

  For example, if a change is made to a calendar, you must run the Create Calendar Schedules process to reflect the calendar change throughout the system.

> **Note:** Assign at least one user to the seeded application user Projects Application Administrator. This user receives notifications regarding any encountered workflow processing errors. This user should also have the appropriate authority to run the administrative processes which assist in the correction of some of the errors.

Deferred Workflow Processes

You use Oracle Workflow to run a variety of workflow processes. You can run some of these processes manually, while others are completely automated and run in the background. The latter kind of workflow processes are called *deferred workflow processes.* Deferred workflow processes depend on actions, such as a status change to trigger the steps of the process. You can customize messages and approval workflow using the Oracle Workflow Builder.

Deferred workflow processes automate time-consuming tasks in the background so that users can continue working in the application without waiting for the task to complete online. For example, a deferred workflow process controls the application of team template requirements to a project. When the system completes the task, it sends a notification to the user that initiated the action.

These deferred workflow processes need at least one background engine to monitor background activities in order to ensure consistent processing. This engine is called the Workflow Background Process. You must submit a request to enable a concurrent program for workflow background processing. Only a user with system administrator responsibilities can run the Workflow Background Process.

Related Topics

Integrating with Oracle Workflow: *Oracle Projects Implementation Guide*

Available Item Types

The following item types exist in the Workflow Background Process for Oracle Projects:

Project Resource Management Item Types

- PA Project Assignment: This process controls the routing of project assignment approvals.
- PA Apply Team Template: This process handles the task of applying a team template to a project.
- PA Candidate Notification Process: This process notifies candidates when they are nominated or withdrawn.
- PA Mass Assignment Transaction Workflow: This process handles the creation of assignments when a mass assignment request is submitted.
- PA Overcommitment Notification Process: This process notifies users when assignments cause overcommitments.
- PA HR Related Updates Workflow: This process synchronizes Oracle HRMS data with Project Resource Management data.
- PA Mass Assignment Approval: This process handles the routing of approvals for mass assignments.
- PA Advertisements Workflow: This process sends out the advertisement notifications and e-mails.

Recommended Process Scheduling Parameters

You can schedule all item types in the Workflow Background Process to run in a single request submission, or you can schedule each item type separately in individual requests. To submit all item types in a single request submission, leave the Item Type parameter blank.

> **Note:** When you leave the Item Type parameter blank, the Workflow Background Process runs for all item types across all Oracle applications. Submitting the process for all item types can affect processing performance.

The following table lists the recommended configuration for scheduling the Workflow Background Process for the Project Resource Management item types:

Parameters	Request 1	Request 2	Request 3
Repeat Every	10 minutes	24 hours	3 days
Minimum Threshold	Leave Blank	Leave Blank	Leave Blank
Maximum Threshold	Leave Blank	Leave Blank	Leave Blank
Process Deferred	Yes	No	No
Process Timeout	No	Yes	No
Process Stuck	No	No	Yes
Apply the Interval	From the completion of the prior run	From the completion of the prior run	From the completion of the prior run
Increment Date	Leave Blank	Leave Blank	Leave Blank

This configuration demonstrates three concurrently scheduled requests of the Workflow Background Process.

To submit a request, complete the following steps:

1. Navigate to the Submit Requests form.
2. Submit the Workflow Background Process concurrent program as a request.
3. Specify the item type and other parameters as appropriate.
4. Schedule the process to repeat itself at appropriate intervals.

   For more information on submitting and scheduling the workflow processes, see:

   - Submitting a Request,. *Oracle E-Business Suite User's Guide*.
   - Setting Up Oracle Workflow, *Oracle Workflow Guide.*

Archiving and Purging Projects

When you use Oracle Projects to process activity associated with your projects, data accumulates in the database. This data includes transaction information, asset lines, summary data, historical (prior to Release 12) Multiple Reporting Currency transactions, cross charge transactions, and staffing transactions such as assignments

and requirements. You can purge (delete) information that you no longer need to access online.

Purging data can lower operating costs and increase efficiency of the application by:

- reducing the amount of disk space that you need to maintain
- reducing the time required to back up data

You can also choose to archive any project data that you purge. Summary information can then be used for status reporting or transfer to other applications.

You can use the following purge programs to purge project data:

- **ADM: Purge Project Data**: This process purges and archives project information, as specified for each project in the batch. The process purges the project and the specified project data.

  For more information, see Purging Process Overview, page 8-6.

- **ADM: Purge Resources Unassigned Time**: This process purges unassigned time for all resources. Unassigned time includes resource capacity, unavailability, and overcommitment. Submit the process ADM: Purge Resources Unassigned Time for a particular Purge Till Date to clear unassigned time data that you no longer require.

- **ADM: Purge Obsolete Projects Data**: This program purges obsolete data across all projects irrespective of the project status. You can use this program to delete the following types of data:
  - **Daily Forecast Information**: Historical information about resource availability, project requirements, and project assignments
  - **Reporting Exceptions**: Exception information displayed by the PRC: Maintain Project Resources concurrent program
  - **Projects Workflow**: Copies of workflows stored in Oracle Projects that have become obsolete
  - **Project Performance Log Data:** Debug information stored by project performance summarization processes
  - **Terminated Organization Authority:** Organization authority information for all terminated employees or contingent workers

For more information on the purge programs, see Archiving and Purging Processes, page 9-116.

Purging Process Overview

You purge project batches by following these steps:

- Create a purge batch. A purge batch is a list of projects whose data you want to purge and/or archive.
- Run a validation process that determines whether the projects in the purge batch are eligible for purging.
- Release the batch for purging.
- Run a process to purge the batch.

For detailed instructions, see Purge Procedures, page 8-15.

> **Caution:** Purging information from Oracle Projects is a powerful function. The system administrator must set up a special responsibility with appropriate security for purging data. For information on assigning the responsibility and other information about applying business rules to the archive and purge feature, see: Purging Safely and Efficiently, page 8-8.

Archiving Data

When you create a purge batch, you can also specify that you want to archive certain data. The archive function is available only for project information that you are purging. You cannot archive data without purging it.

> **Note:** The archive function saves information about specific projects. It is not intended to be a general backup system for your database. You cannot use the archive and purge feature to restore projects that have been archived.

Purging Data

There are four categories of data that can be purged and archived.

Data That You Can Purge

- Actual Data: The detailed expenditure, revenue, and staffing transactions (such as assignments and requirements) that are scheduled on the project being purged. This category also includes cross charge transactions that are charged to the project being purged.

- Summary Data: The summarized data used for the Project Status Inquiry feature of Oracle Projects
- Capital Data: The asset line details

The data you can archive and purge depends on the Project Type Class and Project Status. The table below shows the combinations of Project Type Class and Project Status that allow purging for each type of data.

Type of Data	Project Type Class	Project Status
Summary data	All	Closed
Capital data (asset line details)	Capital	Closed
Actuals: - Cost distribution lines - Expenditure items and related tables - Cross charge transactions - Staffing transactions	All	Closed
Actuals: - Customer invoices - Revenue distribution lines	Contract	Closed
Actuals: - Cost distribution lines - Expenditure items and related tables - Cross charge transactions - Staffing transactions **Note:** For open indirect projects, expenditure items and staffing transactions are purged based on the transaction date.	Indirect	Open

Querying and Reporting

You cannot query purged records. Purged records are not displayed on standard reports, or in applications that can drill down to project details. For example, you cannot drill down from Oracle Assets to purged asset line details for project assets.

You cannot use the drill down feature for inter-company invoices if the source expenditure items are purged. Adjustments such as cancellation of invoices and write-offs are not allowed.

Data That Is Not Purged

The archive and purge function does not purge project setup information (such as work breakdown structures), budgets, status reports and team templates.

Purging Adjusted Expenditure Items

You can also purge adjusted expenditure items.

Expenditure Items That Resulted from a Transfer

If the expenditure item being purged resulted from a transfer, the purge process creates a record in the PA_EXPEND_ITEM_ADJ_ACTIVITIES table for the *original* expenditure item. This record is flagged to indicate that the new expenditure item has been purged.

Expenditure Items That Have Been Transferred

If the expenditure item being purged has been transferred (and therefore has a matched negative expenditure item associated with it), the purge process does the following:

- purges both the *original* and the *matched* negative expenditure items.
- creates a record in the PA_EXPEND_ITEM_ADJ_ACTIVITIES table for the *new* expenditure item that resulted from the transfer. This record is flagged to indicate that the original expenditure item has been purged.

See also: Adjusting Expenditures, *Oracle Project Costing User Guide*.

Purging Safely and Efficiently

There are several steps you can take to purge safely and efficiently:

- Back up the database before you start the purge process. For more information, see your Oracle server documentation.
- Confirm the integrity of the database backup.
- Create database rollback segments that are large, or set the commit size to a smaller number to ensure that the process does not terminate for lack of rollback segment

space. See your database administrator for assistance. For more information about the commit size, see: Purge Project Data, page 9-117 and PA: Commit Size for Archive and Purge, *Oracle Projects Implementation Guide*.

- Run the purge process when the load on the system is relatively light.
- The purge process can take several hours to complete, depending on the number of records to purge and the capacity of your system. You can purge many records more efficiently by submitting several smaller purges. On your first purge, set a Closed-Through Date (for closed projects) or Purge-Through (for open projects) that is far in the past, and gradually increase the date with each purge.

Prerequisites for Purging Projects

All projects in a purge batch must meet certain prerequisites for the batch to be purged or archived and purged.

Prerequisites for All Projects in a Purge Batch

All projects in a purge batch must meet the conditions shown in the following table before the batch can be purged or archived and purged. The conditions vary by project type class (indirect, contract, or capital):

Indirect Project	Contract Project	Capital Project	Condition
yes	yes	yes	All related records in transaction interface tables must be interfaced to Oracle Projects. See: Transaction Import, page 9-113.
yes	yes	yes	All related supplier invoices must be interfaced from Payables to Oracle Projects. See: Interface Supplier Costs, page 9-78.
yes	yes	yes	The project must not have pending commitments. See: Commitments from External Systems, *Oracle Projects Implementation Guide*
yes	yes	yes	Expenditure item costs must be distributed. See: Distribution Processes, page 9-23.
yes	yes	yes	Accounting for costs must be successfully created in Oracle Subledger Accounting. See: Generate Cost Accounting Events, page 9-50 and Create Accounting, page 9-39.

Indirect Project	Contract Project	Capital Project	Condition
	yes		Events having completion dates must be processed. See: Events, *Oracle Project Billing User Guide*.
	yes		Accounting for revenue must be successfully created in Oracle Subledger Accounting. See: Generate Revenue Accounting Events, page 9-63 and Create Accounting, page 9-39.
	yes		Draft invoices must be interfaced to and accepted in Oracle Receivables. See: Interface Invoices to Receivables, *Oracle Project Billing User Guide*.
	yes		Unbilled receivables and unearned revenue for the project must be zero. See: Reviewing Revenue, *Oracle Project Billing User Guide*.
	yes		Project-related Receivables invoices must have a zero balance (that is, the invoice must be paid). Contract projects with invoices that have a balance due amount cannot be purged. See: *Oracle Receivables Reference Guide.*
		yes	If you have chosen Purge Capital Data in the Purge Batch Details window, all asset lines must be generated and successfully interfaced to Oracle Assets. Also, all project-related assets must be posted in Oracle Assets. See: Generate Asset Lines, page 9-45 and Interface Assets, page 9-73.
yes	yes	yes	AP discount lines must be interfaced to Oracle Projects. See: Interface Supplier Costs, page 9-78.
yes	yes	yes	All allocation runs must be in either the Release Success status or the Reversed status for any task of a project that is purged.
yes	yes	yes	All project-related supplier invoices in Oracle Payables must be fully paid.
yes			Project-related records in Oracle Time & Labor must be interfaced to Oracle Projects.

Indirect Project	Contract Project	Capital Project	Condition
yes			The project must not be an Organization Forecast project. See: Organization Forecasting, page 7-1.
yes	yes	yes	Receipt accrual amounts for project-related purchase items must be interfaced to Oracle Projects. See: Revenue Accruals, *Oracle Project Billing User Guide*.
	yes		All retentions must be billed and the retention balance must be zero. See: Customer Billing Retention, page 6-58.
yes	yes	yes	Project transactions must not be referenced in Oracle Project Contracts, Oracle Property Manager, or Oracle Commitment Administration.

Note: The summarization and burden cost distribution checks can be part of client extensions. The creation of a summarized burden component can be part of a client extension.

Prerequisites for Cross Charge Transactions in a Purge Batch

Cross charge transactions must meet the conditions shown in the following table before they can be purged or archived and purged.

Indirect Project	Contract Project	Capital Project	Condition
yes	yes	yes	Accounting for borrowed and lent transactions must be successfully created in Oracle Subledger Accounting. See: Generate Cross Charge Accounting Events, page 9-53 and Create Accounting, page 9-39.
yes	yes		Cross charge projects can be purged after intercompany invoices are interfaced to Receivables and tied back to Projects.
	yes		Intercompany billing projects cannot be purged.

Indirect Project	Contract Project	Capital Project	Condition
	yes		If the *Reclassify Costs for Cross Charged Transactions* option on the Internal Billing tab in Implementation Options is set to either Raw Cost or Burden Cost, then accounting for cross-charged transactions must be successfully created in Oracle Subledger Accounting. See: Generate Cross Charge Accounting Events, page 9-53 and Create Accounting, page 9-39.
	yes		For inter-project billing, the provider project must be purged before purging any receiver project.
	yes		For inter-project billing, the provider project can be purged after draft invoices belonging to the provider project are interfaced to Receivables and transferred to Payables as supplier invoice costs for the receiver project.
yes	yes		For inter-project billing, if the receiver project is an indirect project, then it can be purged multiple times in a time phased manner.

Prerequisites for Staffing Transactions in a Purge Batch

Staffing transactions mustmeet the conditions shown in the following table before they can be purged or archived and purged.

Indirect Project	Contract Project	Capital Project	Condition
yes			For open projects, requirements are not purged if an open requirement exists on the project with an end date earlier than the purge through date.
yes	yes	yes	For closed projects, the entire project is not purged if an assignment exists on the project with an end date later than the project close date.

Extend Archiving and Purging Requirements

In addition to the default prerequisites listed in the Data That You Can Purge table,

page 8-6, you can create additional prerequisites for purging and archiving project data.

Statuses Associated with Purging

There are three types of statuses that relate to purging or archiving project data:

- Project status
- Validation status
- Purge batch status

These statuses are described in the following sections.

Project Status for Purged Projects

During the purging process, the status of the purged project is updated. The following table lists the default project statuses related to purging.

Project Status	Meaning
Partially Purged	The project actuals have been purged, but the system has retained specified summary information.
Pending Purge	The system has marked the project as eligible for purging and has included the project in a purge batch. You cannot modify or enter transactions on a project with Pending Purge status.
Purged	The project has been purged. Project setup information (such as project numbers, budgets, and work breakdown structures) remains in the system.

You can define additional project statuses that map to the Partially Purged or the Purged system statuses. You cannot map statuses to the Pending Purge system status. For more information, see: Project Statuses, page 6-24.

The system assigns the status of the purged project as specified in the Project Verification client extension.

Open projects return to their original status after being purged. For open projects, the default status changes like this:

original project status-->Pending Purge-->*original project status*

For closed projects, the default status changes like this:

original project status-->Pending Purge-->Purged or Partially Purged

Projects with a status of Partially Purged can be purged completely at a later time.

Project Validation Status

As shown in the following table, the validation status indicates where the project is in the validation process. When you submit projects to be validated, this status is updated to indicate whether the project passed the validation. You will find the validation status on the Purge Validation Report and also listed on the Purge Batch Details window that lists the projects included in each purge batch.

Validation Status	Meaning
New	The project has not been processed by the Validate Purge Batch process.
Valid	The project has been processed by the Validate Purge Batch process, and has passed the validation criteria.
Invalid	The project has been processed by the Validate Purge Batch process, and has failed the validation criteria. You must correct the errors identified by the process or delete the project from the purge batch before the batch can be purged.

After a project has passed validation and its validation status is set to Valid, you cannot change any of the transactions tied to the project.

Purge Batch Status

A purge batch is a list of projects that you want to purge or that have already been purged. Purge Batch Statuses are associated with purge batches as shown in the following table:

Purge Batch Status	Meaning
Working	The system is creating a batch (validation has not occurred), or the validation process is over. **Note:** When the validation process is over, the system returns to Working status, even if the system has encountered errors.
Validating	The system is validating a batch.
Released	The system has released the batch, and the batch is ready to purge. You cannot make any changes to the batch.

Purge Batch Status	Meaning
Purging	The system is running the purge process, or the process has failed due to a system error. If a system error has occurred, you should query the batch again, and then choose the Purge button to restart the process.
Completed	The system has run a purge process for the batch.

Purge Procedures

Following are descriptions of the steps for purging projects in Oracle Projects.

1. Create a purge batch, or modify an existing purge batch. A purge batch is a list of projects whose data you want to purge and/or archive.

   See: Create a Purge Batch, page 8-15.

   To modify an existing purge batch, see Modifying a Purge Batch, page 8-21.

2. Review and revise the list of projects in the batch. See: Review and Refine the List, page 8-18.

3. Run the ADM: Validate Purge Batch process to determine whether the projects in the purge batch are eligible for purging. See: Validate the Projects in the Purge Batch, page 8-19.

4. Release the batch for purging. (You cannot release a batch that contains errors.) See: Release the Purge Batch, page 8-20.

5. Finally, run the purge process (ADM: Purge Project Data), which purges batches that have passed the validation process. See: Start the Purge Process, page 8-20.

Instructions for Archiving and Purging Projects

The following steps provide detail instructions for purging (or archiving and purging) in Oracle Projects.

Step One: Create a Purge Batch

You can populate a purge batch either by providing selection criteria or by selecting specific projects to purge. You can remove projects from the purge batch at any time before you release the batch.

You can define as many purge batches as you want. Each batch can contain either open or closed projects, but not both.

To create a purge batch:

1. Log in using the Projects Implementation Superuser responsibility. See: Assigning Purge Responsibility, page 8-25.

2. Navigate to the Purge Batches window. To navigate to the Purge Batches window, log on with the Projects Implementation Superuser responsibility and choose Purge Project Data.

   Note: To modify an existing purge batch, see Modifying a purge batch, page 8-21.

3. Create a purge batch by completing applicable fields (described in the following table) in the Purge Batches window.

For this field or region	Do this
Operating Unit	If you are creating a new purge batch, enter the name of the operating unit to which the batch belongs
Batch Name Description	Enter a batch name and description of your choosing.
Batch Status	Display only. Both the Batch Status and Purged Date fields are display only.
Projects	Choose *Open* to select open indirect projects or *Closed* to select closed projects. **Note**: If you select Open, you can only purge and archive actual data from indirect projects.
Administrative Projects	Enable the Administrative Projects check box to purge and/or archive only administrative projects.

For this field or region	Do this
Purge Options	Choose the types of data that you want to purge or archive by selecting the appropriate options: - Purge Actuals (Default, required for open projects) - Purge Summary Data - Purge Capital Data - Archive Actuals - Archive Summary Data - Archive Capital Data You cannot choose to archive data without also selecting the corresponding purge option for that data. Purge options set here take effect for all the projects in the batch. You can, however, change the purge options at the project level. **Important:** If you change the purge options here after you generate a batch, the change does not affect the projects in the batch.
Purge-Through Date	For open projects, enter the date through which you want to purge and/or archive actuals.
Next Purge Status	Select the project status to be assigned to closed projects after the purge process has run. (Open projects are assigned their original status after the purge.) The *Next Purge Status* is used for closed projects where actual amounts, summary data, and capital data are purged. The *Next Partially Purged Status* is used for closed projects that retain summary data or capital data. Open projects are assigned their original status after the purge. The default statuses are *Purged* and *Partially Purged*. You can change these to any valid user-defined project status that is mapped to a system status of *Purged* or *Partially Purged*. See Project Status for Purged Projects, page 8-13.

4. Create a list of projects to purge:

- If you want to select each project to include in the batch, choose Enter Details. In the Purge Batch Details window, use the list of values in the Project Number or Project Name fields to select each project you want to purge, and then skip to Step 2: Review and Refine the List, page 8-18.

- If you want to generate a list of projects based on a set of criteria that you define, choose Generate Details.

  - In the Generate Details window, set the criteria for the list of projects you want to purge by filling in the fields shown in the following table:

For this field	Do This
Closed - Through Date	Enter a date. The date refers to the date on which the project status was set to Closed. **Note:** This field is available only if you have selected Closed Projects in the Purge Batches window.
Organization	(Optional) Select from the list of values.
Project Type	(Optional) Select from the list of values.
Project Status	(Optional) Select a status from the poplist.

    If you make a mistake, choose Clear.

  - Choose Generate to display a list of the projects that meet the criteria. The Purge Batch Details window opens.

Step Two: Review and Refine the List

After you create the purge batch, review the list of projects to be purged.

To review and refine the list:

1. Examine the list of projects to purge and further refine the list as shown in the following table.

To	Do This
Delete a project (record) from the list	Select the line containing the project, and then choose Delete Record from the Edit menu.

To	Do This
Add a project (record) to the list	Select a blank line or choose New Record from the Edit menu. Then choose a project number or name from the list of values.
See more information about the selected projects	Select Project Information from the poplist to display information about the projects to be purged. Add or delete projects as needed.
See or alter the archive and purge options for each project	Select Purge Options from the poplist to display the purge options you specified for the batch. Select or deselect the check boxes. For open indirect projects, you can purge (or archive and purge) actuals only. **Note:** Purge options set on the Purge Batches window take effect for all the projects in the batch when you generate or manually select projects. (You can see the results on the Purge Batch Details window.) Changing the purge options on the Purge Batches window *after* you generate a batch will not affect the purge options for the projects in the batch.

2. If you want to change purge options at the project level, then change the poplist from Project Information to Purge Options. Change the options for each project as appropriate.

3. Save the list of projects and close the Purge Batch Details window.

Step Three: Validate the Projects in the Purge Batch

After you create purge batches, you validate them by running the ADM: Validate Purge Batch process. The validation process identifies errors in a purge batch. If a purge batch contains errors, you must correct the errors (see: Modifying an Existing Purge Batch, page 8-21), or remove the invalid projects from the list of projects in the purge batch. After you correct the errors, you run the validation process again.

The validation process verifies that the projects to be purged are eligible for purging. All of the projects in a purge batch must be eligible for purging before you can release the batch for purging.

To validate a purge batch:

1. Choose Validate from the Purge Batches window.

   The system starts the ADM: Validate Purge Batch process.

   You can also validate the batch by running the process from the Submit Requests window. See Validate Purge Batches, page 9-116.

   You can view the status of the process by navigating to the Completed Requests

window.

2. When the process is complete, review the Purge Validation Report.

   - If the Validation Exceptions section lists any errors, return to the Purge Batch Details window and correct the errors. See Correcting Errors, page 8-22.

   - If the system validates the purge batch, you can release the purge batch. See: Release the Purge Batch, page 8-20.

     Note: If you add projects after the system validates the purge batch, you cannot release or purge the batch until you run the Validate Purge Batch process again.

     For information about validation requirements, see: Prerequisites for Purging Projects, page 8-9. Your implementation team may define additional rules in the Validation Extension.

Step Four: Release the Purge Batch

After all the projects in the batch are validated (required), you release the batch for purging. You cannot release a batch that contains errors.

To release a purge batch

- From the Purge Batches window, Choose Release. This sets the batch status to Released.

  Note: After a batch is released, you must choose Rework if you want to make any changes in the batch. When you choose Rework, the batch status changes from Released to Working.

Step Five: Start the Purge Process

When you are ready to purge (or archive and purge) a batch, run the ADM: Purge Project Data process.

To start the purge process:

- From the Purge Batches window, Choose Purge. The ADM: Purge Project Data process starts.

  Note: You can also run the purge process from the Submit Requests window.

Modifying an Existing Purge Batch

Following are instructions for modifying an existing purge batch:

To modify an existing purge batch:

1. Log in using the Projects Implementation Superuser responsibility. See: Assigning Purge Responsibility, page 8-25.

2. Navigate to the Purge Batches window (from the Projects Implementation Superuser responsibility, choose Purge Project Data).

3. In the Batch Name field, query the batch name.

   - To add projects to an existing batch using selection criteria, choose Generate Details. In the Generate Details, set criteria for the list of projects you want to add to the batch, and then choose Generate.

   - To add or remove individual projects, or change the purge options at the project level, choose Edit Details.

4. In the Purge Batch Details window, use the poplist to view the alternative areas.

   - To add or remove a project from the list, choose Project Information.

   - To change the purge options for a project (if you have permission to change the purge options), choose Purge Options.

5. Proceed with the review, validation, release, and initiation steps. See: Review and Refine the List, page 8-18.

Deleting a Purge Batch

Following are instructions for modifying a purge batch:

To delete a purge batch

1. Log in using the Projects Implementation Superuser responsibility. See: Assigning Purge Responsibility, page 8-25.

2. Navigate to the Purge Batches window (from the Projects Implementation Superuser responsibility, choose Purge Project Data).

3. In the Batch Name field, query the batch name. Then choose Edit Details to go to the Purge Batch Details window.

4. For each project in the batch:

- Select the project and choose Edit > Delete Record.

5. After you delete all the projects from the batch, choose File > Save.
6. Close the Purge Batch Details window to return to the Purge Batches window.
7. In the Purge Batches window, choose Edit > Delete Record. Then choose File > Save.

Correcting Errors

You can release a purge batch only if every project in the batch has passed validation. All projects in the batch that do not pass validation must be corrected or removed from the batch.

Projects that have passed validation have a validation status of Valid. Projects that do not pass validation have a status of Invalid. You can view the validation status of the projects in the Purge Batch Details window or the Purge Validation Report, which lists invalid projects and the reasons that the project failed validation.

To identify errors in a purge batch:

1. Navigate to the Purge Batches window.
2. In the Batch Name field, query the purge batch name and choose Edit Details. The Purge Batch Details window opens.
3. In the Purge Batch Details window, select a project that failed validation.

   For more information about the selected projects, use the Purge Batch Details Window (see: Step Two: Review and Refine the List, page 8-18).
4. Choose the Errors button to display the errors in the Validation Errors window. You can also view the errors in the Purge Validation Report.
5. Correct the errors. You can either remove the problem project from the purge batch (Choose Delete Record from the Edit menu) or correct the condition in the project that is causing the error.

   For more information about the conditions that must be met before a project can be purged, see: Prerequisites for Purging Projects, page 8-9.
6. Run the validation process again (see: Validate the Projects in a Purge Batch, page 8-19.)

After Purging

This section describes steps you can take to manage purged and partially purged projects.

Managing Purged Projects

You cannot query purged information. Projects with a status of Purged or Partially Purged are not listed on standard reports.

You cannot query purged projects in applications that drill down to project details. For example, in Oracle Assets, you cannot query purged line details for project assets.

To see what information has been purged from a batch, query the batch in the Purge Batches window and view the purge details.

To view purged information in a printed report, you must write reports using the archive tables that hold the transactions for the purged project.

Projects with a status of Partially Purged can be purged (or archived and purged) at any time.

Purging Project Information from Other Oracle Applications

After you purge a project, you can purge transactions related to the project in other Oracle applications.

In Oracle Payables, you can purge invoices, purchase orders, and requisitions.

In Oracle Receivables, you can purge customer invoices.

> **Note:** You can purge data in Oracle Receivables only if you use accrual based accounting.

Summarization of Purged Projects

There are several processes that you can run to summarize different types of purged projects, including closed projects and open indirect projects. You can also summarize project amounts.

Closed Projects

After you purge transactions from a closed project, the summarization processes in Oracle Projects do not calculate the To-Date summary amounts for that project. Running the summarization processes against this project will have no effect.

Open Indirect Projects

When you purge an open indirect project, you must decide how you want to calculate the project's summary amounts after the purge. You use two processes to control the summary amounts:

- Refresh Project Summary Amounts
- Update Project Summary Amounts

Summarize Only Amounts That Have Not Been Purged

If you want the To-Date summary amounts for a project to include only amounts that have not been purged, you must follow these steps:

- Run the Refresh Project Summary Amounts Process on the project once after each purge.
- After you charge additional transactions to the project, it is only necessary to run the Update Project Summary Amounts Process until the next purge.

Summarize All To-Date Amounts

If you want the To-Date summary amounts for a project to include all to-date amounts, including amounts that have been purged, you must follow these guidelines:

- NEVER run the Refresh Project Summary Amounts Process on the project.
- After you charge additional transactions to the project, it is only necessary to run the Update Project Summary Amounts Process.

> **Important:** If you run Refresh Project Summary Amounts, the process recalculates to-date amounts using only the un-purged transactions.

See also: Refresh Project Summary Amounts, page 9-95 and Update Project Summary Amounts, page 9-107.

Managing the Archive Tables

Your database administrator must decide what to do with the data in the archive tables. The database administrator should back up the data, and if necessary, move it to a different location from your production database. By moving the data, you reduce the load on your production system and database.

Setting Up for Archiving and Purging

The implementation team and system administrator can determine some of the functionality of the archive and purge feature, as described in these sections:

- Assigning Purge Responsibility, page 8-25
- Profile Option, page 8-25
- Client Extensions, page 8-25

If you need to write custom reports using archived data, refer to the following section:

- Transaction Tables Used in Archiving and Purging, page 8-25

Assigning Purge Responsibility

To protect the information in your database, the system administrator must set up a special responsibility for the person who is authorized to purge Oracle Projects data. .

To set up the project purge administrator responsibility

1. Start Oracle Applications and choose the System Administrator GUI responsibility.
2. Navigate to the Users window.
3. Assign the following responsibilities to the new user ID:
   - Projects Implementation Superuser
   - Project Billing Super User (if necessary)
4. Set MO: Operating Unit to the applicable operating unit.
5. Save your changes.

   For more information, see: Managing Oracle Applications Security, *Oracle E-Business Suite Security Guide*.

Profile Option

Use the profile option PA: Commit Size for Archive and Purge to control the batch size for archive and purge processes. For more information, see: PA: Commit Size for Archive and Purge, *Oracle Projects Implementation Guide*.

Client Extensions

You can use client extensions to extend the functionality of the archive and purge processes.

Transaction Tables Used in Archiving and Purging

The archive purge transaction tables store archive and purge data. Use these tables to:

- write custom reports
- define alerts against Oracle Applications tables
- create views for decision support queries using custom query tools

The archive purge transaction tables are listed below:

- PA_PURGE_BATCHES_ALL contains records of all the purge batches held by the operating unit.
- PA_PURGE_PROJECTS contains records of all the projects that are purged in a batch. If a project is partially purged and then later is fully purged, it exists in more than one batch.
- PA_PURGE_PRJ_DETAILS contains statistics for each table purged for each project in a run. Purge detail records are created by the purge process.
- PA_PURGE_PROJECT_ERRORS stores the errors that occur in an archive purge run.

For full table definitions, see the Oracle Projects eTechnical Reference Manual (eTRM).

Purged Tables and Archive Tables

The purge function deletes data from the major transaction tables. As the system purges the specified data, Oracle Projects creates a parallel table for each purged table and stores the archived data in the parallel tables. An additional attribute in the parallel tables identifies the run in which the data was archived.

The following sections list the tables that are purged and their corresponding archive tables, depending on the purge options that you select.

Actuals Tables

The following table shows the tables that are purged if you choose the Purge Actuals and Archive Actuals purge options.

Table to be Archived and Purged	Archive Table
PA_Billing_Messages	PA_Billing_Messages_AR
PA_CC_Dist_Lines_All	PA_CC_Dist_Lines_AR
PA_Cost_Distribution_Lines_All	PA_Cost_Dist_Lines_AR
PA_Cust_Event_RDL_All	PA_Cust_Event_RDL_AR
PA_Cust_Rev_Dist_Lines_All	PA_Cust_RDL_AR
PA_Distribution_Warnings	PA_Dist_Warnings_AR

Table to be Archived and Purged	Archive Table
PA_Draft_Invoice_Items	PA_Draft_Inv_Items_AR
PA__Draft_Invoices_All	PA__Draft_Invoices_AR
PA_Draft_Revenue_Items	PA_Draft_Rev_Items_AR
PA_Draft_Revenues_All	PA_Draft_Revenues_AR
PA_EI_DeNorm	PA_EI_DeNorm_AR
PA_Events	PA_Events_AR
PA_Expend_Item_Adj_Activities	PA_Exp_Item_Adj_Act_AR
PA_Expenditure_Comments	PA_Exp_Comments_AR
PA_Expenditure_History	PA_Exp_History_AR
PA_Expenditure_Items_All	PA_Expenditure_Items_AR
PA_Retn_Invoice_Details	PA_Retn_Inv_Details_AR
PA_Routings	PA_Routings_AR
<Custom Table>	<Custom Table>

Note: For *historical* (prior to Release 12) Multiple Reporting Currency transactions, additional tables related are also deleted. See: Multiple Reporting Currencies Tables, page 8-28.

Summarization Tables

The following table shows the tables that are purged if you choose the Summarized Data purge option.

Table to be Archived and Purged	Archive Table
PA_Project_Accum_Actuals	PA_Prj_Accum_Actuals_AR

Table to be Archived and Purged	Archive Table
PA_Project_Accum_Budgets	PA_Prj_Accum_Budgets_AR
PA_Project_Accum_Commitments	PA_Prj_Accum_Commit_AR
PA_Project_Accum_Headers	PA_Prj_Accum_Headers_AR
PA_Resource_Accum_Details	PA_Res_Accum_Details_AR
PA_Txn_Accum	PA_Txn_Accum_AR
PA_Txn_Accum_Details	PA_Txn_Accum_Details_AR
<Custom Table>	<Custom Table>

Capitalization Tables

The following table shows the tables that are purged if you choose the Capital purge option.

Table to be Archived and Purged	Archive Table
PA_Project_Asset_Line_Details	PA_Prj_Asset_Ln_Dets_AR
<Custom Table>	<Custom Table>

Multiple Reporting Currencies Tables

The following table shows the tables that are purged for *historical* (prior to Release 12) Multiple Reporting Currencies transactions.

Table to be Archived and Purged	Archive Table
PA_MC_CC_Dist_Lines_All	PA_MC_CC_Dist_Lines_AR
PA_MC_Cost_Dist_Lines_All	PA_MC_CDL_AR
PA_MC_Cust_Event_RDL_All	PA_MC_Cust_Event_RDL_AR

Table to be Archived and Purged	Archive Table
PA_MC_Cust_RDL_All	PA_MC_Cust_RDL_AR
PA_MC_Draft_Inv_Details_All	PA_MC_Draft_Inv_Dets_AR
PA_MC_Draft_Inv_Items	PA_MC_Draft_Inv_Items_AR
PA_MC_Draft_Revs_All	PA_MC_Draft_Revs_AR
PA_MC_Events	PA_MC_Events_AR
PA_MC_Exp_Items_All	PA_MC_Exp_Items_AR
PA_MC_Prj_Ast_Line_Dtls	PA_MC_Prj_Ast_Ln_Det_AR
PA_MC_Retn_Inv_Details	PA_MC_Retn_Inv_Detls_AR
<Custom Table>	<Custom Table>

Cross Charge Tables

The following table shows the tables that are purged if you are using Oracle's cross charge features.

Table to be Archived and Purged	Archive Table
PA_Draft_Invoice_Details_All	PA_Draft_Inv_Dets_AR
<Custom Table>	<Custom Table>

Staffing Transaction Tables

The following table shows the tables that are purged for staffing transactions.

Table to be Archived and Purged	Archive Table
PA_Action_Set_Line_Aud	PA_Actn_Setln_Aud_Ar

Table to be Archived and Purged	Archive Table
PA_Action_Set_Line_Cond	PA_Actn_Set_Ln_Cond_Ar
PA_Action_Set_Lines	PA_Action_Set_Lines_Ar
PA_Action_Sets	PA_Action_Sets_Ar
PA_Assignment_Conflict_Hist	PA_Asgmt_Cnflt_Hist_Ar
PA_Assignments_History	PA_Asgmts_Hstry_Ar
PA_Candidate_Reviews	PA_Candidates_Rev_Ar
PA_Candidates	PA_Candidates_Ar
PA_FI_Amount_Details	PA_FI_Amount_Details_AR
PA_Forecast_Item_Details	PA_Frcst_Item_Dtls_Ar
PA_Forecast_Items	PA_Frcst_Items_Ar
PA_Project_Assignments	PA_Project_Asgmts_Ar
PA_Project_Parties	PA_Project_Parties_Ar
PA_Schedule_Except_History	PA_Sch_Excpt_Hstry_Ar
PA_Schedules	PA_Schedules_Ar
PA_Schedules_History	PA_Schedules_Hstry_Ar

Resource Unassigned Time Tables

The following table shows the tables that are purged for resource unassigned time.

Table to be Archived and Purged	Archive Table
PA_FI_Amount_Details	PA_FI_Amount_Details_AR
PA_Forecast_Item_Details	PA_Frcst_Item_Dtls_Ar

Table to be Archived and Purged	Archive Table
PA_Forecast_Items	PA_Frcst_Items_Ar

Mass Update for Projects and Tasks

Use the Mass Update Batches window to change the organization of multiple projects and tasks. The Mass Update window performs both of the following functions:

- Creates a batch for mass update of organization for projects and/or tasks.
- Initiates a process that updates the organization on all the projects and tasks specified in the batch. You can optionally mark expenditure items charged to the project or task for recalculation based on the new organization.

  You can also run the update as a concurrent program by submitting a request to run the PRC: Process Mass Update Batches program.

Related Topics

Create Batch for Mass Update, page 8-31

Creating A Mass Update Batch

You can use the following two methods, alone or in combination, to create a mass update batch:

- Generate lines for the batch based on selection criteria you enter.
- Enter each project and task.

To generate a mass update batch based on selection criteria:

1. Navigate to the Mass Update Batches window.
2. Enter a Batch Name, Description, and Effective Date for the batch.
3. In the Generate Detail Lines region of the window, enter the selection criteria to select the projects and tasks you want to update. See: Mass Update Batches Window Reference, page 8-32.
4. Choose **Generate Detail Lines** to generate the mass update batch lines.
5. If you want to review and/or revise the mass update batch, choose **Details**. See:

Batch Lines Window Reference, page 8-34.

To generate a mass update batch by entering each project and task:

1. Navigate to the Mass Update Batches window.
2. Enter a Batch Name, Description, and Effective Date for the batch.
3. To enter batch lines in the Batch Lines window, choose **Details**.
4. For each batch line, enter a Project Name, Task Name (optional), New Value (new organization to be assigned), and Effective Date, and indicate whether the item should be marked for recalculation. See: Batch Lines Window Reference, page 8-34.

Related Topics

Mass Update Batches Window Reference, page 8-32

Organizations, page 2-1

Mass Update Batches Window Reference

Operating Unit. Enter the name of the operating unit for the Mass Update Batch.

Batch Name. Enter a unique name for this Batch.

Description. Enter a unique, descriptive name for this batch.

Status. This field displays the status of the batch. It can have the following values:

- **Working.** The batch can be modified.
- **Submitted.** The batch has been submitted for update. You cannot change the batch.
- **Rejected.** The update process has rejected the batch. You can modify the batch to correct the errors, and resubmit the batch.
- **Completed.** All projects and tasks were updated successfully. You cannot modify the batch.
- **Processing.** The batch is currently being processed. You cannot modify the batch.

Attribute. The project and/or task attribute that you want to update. Currently, this field defaults to *Organization* and cannot be modified.

Effective Date. The date you enter in this field is used for two purposes:

- The date used to select expenditure items for recalculation
- The date when the batch will be eligible for processing

Rejection Reason. The reason that the batch was rejected. Following are the possible rejection reasons:

- *At least one detail line was rejected for this batch.*
- *Batch is not ready for processing due to the effective date.*
- *The batch is not in Submitted status.*
- *Internal SQL Error.*

Processed By. This field displays the name of the employee who last submitted the batch for update.

Processed Date. The date when the batch was last processed.

Descriptive Flexfield. Standard descriptive flexfield.

Generate Detail Lines Region

From Project. You can generate lines for a single project or a group of projects, depending on the criteria you enter:

- **Project Name.** A single project will be selected.
- **Managed By Organization.** All projects owned by the organization you enter will be selected.

Task. You can narrow the selection by entering task criteria:

- **All.** All of the tasks for selected projects will be selected.
- **None.** No tasks will be selected.
- **Same Organization.** Tasks owned by the same organization entered under Managed By Organization will be selected.

New Organization. The new organization that will be assigned during the update process. This field is required for processing a mass update batch.

Mark for Recalculation. If this check box is checked, the selected transactions will be marked for recalculation.

Buttons

Submit. Changes the status of the batch from *Working* to *Submitted*. When a batch is in Submitted status, you cannot modify it. You cannot submit a batch unless it contains at least one detail line.

Rework. Returns a submitted batch to *Working* status.

Update. Runs the Batch Process for Mass Update online. This button is active only if the

status of the batch is *Submitted*.

Details. Displays the Batch Lines window.

Generate Detail Lines. Generates the mass update batch detail lines based on the criteria specified in the Generate Detail Lines region.

Batch Lines Window Reference

The Batch Lines window displays all the detail lines for the batch. Use this window to enter new detail lines, or to modify them after you have entered them or after you have automatically generated them.

If your batch has been rejected, you can use this window to view the rejection reason for each rejected line. You can then correct the data or uncheck the Update check box.

Project Name. The name of the project for which you want to update the organization. Each detail line in the batch must be a unique project/task combination.

Task Name. The name of the task for which you want to update the organization. If you want to update the organization on the project, leave this field blank.

Old Value. This field displays the current organization that owns the project or task.

New Value. The new organization you want to assign to the project or task.

Effective Date. The effective date of the line. This value will default to the Effective Date you entered for the batch. You can override the default value.

Update. This check box indicates if a line will be processed when you run the update process for the batch. You can update this check box only if you have the security to update the specified project.

Mark for Recalculation. This check box indicates if the expenditure lines associated with the project or task will be marked for recalculation. You can update this check box only if you have the security to mark expenditure items for cost and revenue recalculation. See: Security in Oracle Projects, page 12-1.

Rejected. This check box is checked if the line was rejected during the latest update process.

Rejection Reason. For rejected lines, the reason the current line was rejected during the last update process.

Related Topics

Processing a Mass Update Batch, page 8-34

Processing A Mass Update Batch

You can process a mass update batch either online or as a concurrent program.

To run the Mass Update Batch process online

1. Navigate to the Mass Update Batches window.
2. Choose **Update**.

To run the Mass Update Batch process as a concurrent program

1. Navigate to the Submit Request window.
2. Select the **PRC: Process Mass Update Batches** process.
3. Select a batch name.
4. Submit the process.

Mass Update Batch Verifications

For each detail line in the batch, the Mass Update Batch process performs the several verifications before processing the line. If a detail line fails any of the verifications, the Rejected check box is checked and a Rejection Reason can be viewed for the record.

Following are the verifications that the Mass Update Batch process performs:

1. Verify that the Update check box is checked.
2. Verify that the project status is not *Closed*.
3. Verify that the submitter of the process has security to update the project.
4. Verify that the change specified for the line is allowed. This check includes a call to the Verify Organization Change client extension.
5. Update the organization of the project or task.
6. If the Mark for Recalculation check box is checked for the line, the process marks the related expenditure items for recalculation.

Updates

After all the batch lines have been processed, if any error has occurred during the processing, none of the updates are processed and the batch status is set to *Rejected*.

If no error occurs during the process, the updates are processed and the batch status is set to *Completed*. The Processed By, Processed Date, and Rejection Reason fields of the batch are updated.

Processing Errors

The following errors can occur during the Mass Update Batch process:

1. **The batch must have *Submitted* status in order to be processed.**

   This error can occur when the batch process is run as a concurrent program. It indicates that the status of the batch changed after the concurrent request was submitted.

   Solution: Reset the batch status to *Submitted* and submit another request to process the batch.

2. **This user is not yet registered as an employee.**

   The user who is running the batch process does not have an employee record. Contact your System Administrator to create an employee record for this use before continuing.

3. **You do not have permission to update this project.**

   You do not have permission to update the specified project on a detail line.

4. **The new organization is not allowed to create projects or tasks for the given project type class.**

   The new organization is invalid for the organization change, because it is not set up to own projects with the specified project's project type class.

   Solution: Enter a valid organization for the line, or uncheck the Update check box for the line.

5. **Project/Task Organization cannot be changed due to costed items/revenues/invoices.**

   The project/task organization of the project specified for the batch line cannot be changed because costed items, revenue, or invoices exist for the project or task.

6. **User-defined error messages.**

   You can build business rules in the Verify Organization Change Extension to determine whether the organization change is allowed, and to define error messages when the rules are violated.

Related Topics

Process Mass Update Batches, page 9-93

Impacts of Merging Customer Information

Oracle Projects supports the merging of customer information through its integration

with Oracle Trading Community Architecture.

When you merge customer information, the system merges the customer reference on project customers, agreements, and draft invoices in Oracle Projects. Similarly, when you merge customer addresses, the system updates address references on project customers, tasks, and draft invoices in Oracle Projects.

Entities Affected by Customer Merge Operations

Certain Oracle Projects entities are affected whenever you perform a customer merge operation. These entities are:

- Project Customers (including Contacts and Contribution %)
- Agreements
- Draft Invoices

Related Topics

AR Merge, *Oracle Project Billing User Guide*

Oracle Trading Community Architecture User Guide

9

Processes

This chapter describes all of the processes you can submit in Oracle Projects.

This chapter covers the following topics:

- Processes in Oracle Projects
- Submitting Streamline Processes
- Distribution Processes
- Accrual Process
- Reversal Process
- Generation Processes
- Organization Forecasting Processes
- Interface Processes
- Project Resource Management Processes
- Burden Processes
- Summarization and Update Processes
- Tieback Processes
- Transaction Import Process
- Administrative Processes
- Performance and Exceptions Reporting Programs
- Project Deliverable Processes

Processes in Oracle Projects

Oracle Projects processes accomplish a variety of tasks, including the following:

- Compute the costs of expenditures

- Generate invoices and revenue
- Interface transactions to other modules
- Update the status of transactions that have been interfaced to other modules

Submitting Processes

You can run a single process (see: Submitting Requests, page 10-5), or submit a streamline request to run several processes and reports as a group (see: Submitting Streamline Processes, page 9-2).

Entering a Project Number Range Parameter

From Project Number: Enter the lowest project number that you want to select. If you leave the parameter blank, the process selects all eligible projects whose numbers are less than the project number entered in the To Project Number parameter.

To Project Number: Enter the highest project number that you want to select. If you leave the parameter blank, the process selects all eligible projects whose numbers are greater than the project number entered in the From Project Number parameter.

To select all eligible projects, leave both parameters blank.

No List of Values for Project Number Range Parameter

The system does not display a list of values or validate the numbers you enter.

This allows you to enter a range of project numbers that will accommodate the needs of the report or process. For example, you can submit a process that will include project 000000 through project 999999, whether or not projects currently exist that have those project numbers. If the process is resubmitted automatically, it will include the full range of projects without the need to manually change the project number range.

Submitting Streamline Processes

Streamline processes submit and monitor a series of processes that must be run sequentially to complete a function. For example, distributing labor costs, generating cost accounting events, creating accounting in Oracle Subledger Accounting, and transferring the costs to Oracle General Ledger requires that you submit several processes. Instead of running the individual process one at a time, you can choose to submit the process PRC: Submit Interface Streamline Processes and select the streamline option DXL: Distribute and Interface Labor Costs to GL. The streamline process then submits and monitors the progress of each separate process in sequence until all processes complete.

Oracle Projects provides three streamline processes:

- PRC: Submit Interface Streamline Processes , page 9-3
- PRC: Submit Project Streamline Processes, page 9-11
- PRC: One-Step Interface Streamline Processes to GL, page 9-19

Interface Streamline Processes

The program PRC: Submit Interface Streamline Processes combines processes that send information from Oracle Projects to other Oracle Applications.

> **Important:** Each streamline option parameter for cost enables you to run the process for one type of cost. To process more than one type of cost, you must run the interface streamline process separately for each type of cost. The streamline process option automatically sets the process category for both the PRC: Generate Cost Accounting Event and PRC: Create Accounting programs. For additional information, see the following topics:
>
> - Generate Cost Accounting Events, page 9-50
> - Generate Cross Charge Accounting Events, page 9-53
> - Create Accounting, page 9-39

> **Note:** For the program PRC: Create Accounting, the interface streamline process automatically sets the Mode parameter to *Final*, Transfer to General Ledger parameter to *Yes*, and the Post in General Ledger parameter to *Yes*. As a result, the program PRC: Create Accounting initiates the journal import program in Oracle General Ledger. In addition, the value you set for the Accounting End Date parameter is taken as the value for the End Date parameter of the Create Accounting process.

You must select one of the following values for the *Streamline Option* parameter when you submit the program PRC: Submit Interface Streamline Processes:

- **DXB: Distribute and Interface Total Burdened Costs To GL**

  > **Note:** The streamline option sets the Process Category parameter to *Total Burdened Cost* for the generate cost accounting events and create accounting processes.

  This option submits the following processes in the order listed:

1. PRC: Distribute Total Burdened Cost
2. PRC: Generate Cost Accounting Events
3. PRC: Create Accounting

- **DXBC: Distribute and Interface Burden Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Burden Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usage and Miscellaneous Costs

     Note: The streamline option sets the Expenditure Type Class parameter to *Burden Transaction*.

  2. PRC: Generate Cost Accounting Events
  3. PRC: Create Accounting

- **DXC: Distribute and Interface Borrowed and Lent Amounts to GL**

  Note: The streamline option sets the Process Category parameter to *Borrowed and Lent* for the generate cross charge accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Distribute Borrowed and Lent Amounts
  2. PRC: Generate Cross Charge Accounting Events
  3. PRC: Create Accounting

- **DXI: Distribute and Interface Inventory Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Inventory Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

1. PRC: Distribute Usages and Miscellaneous Costs

   Note: The streamline option sets the Expenditure Type Class parameter to *Inventory*.

2. PRC: Generate Cost Accounting Events

3. PRC: Create Accounting

- **DXL: Distribute and Interface Labor Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Labor Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs

  2. PRC: Generate Cost Accounting Events

  3. PRC: Create Accounting

- **DXM: Distribute and Interface Miscellaneous Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Miscellaneous Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs

     Note: The streamline option sets the Expenditure Type Class parameter to *Miscellaneous Transaction*.

  2. PRC: Generate Cost Accounting Events

  3. PRC: Create Accounting

- **DXS: Distribute and Interface Supplier Costs To GL**

  Note: The streamline option sets the Process Category parameter to

Supplier Cost for the generate cost accounting events and create accounting programs.

This option submits the following programs in the order listed:

1. PRC: Distribute Supplier Cost Adjustments
2. PRC: Distribute Expense Report Adjustments
3. PRC: Generate Cost Accounting Events
4. PRC: Create Accounting

- **DXU: Distribute and Interface Usage Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Usages* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs

     Note: The streamline option sets the Expenditure Type Class parameter to *Usages*.

  2. PRC: Generate Cost Accounting Events
  3. PRC: Create Accounting

- **DXW: Distribute and Interface Work in Process Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Work in Process* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs

     Note: The streamline option sets the Expenditure Type Class parameter to *Work in Process*.

2. PRC: Generate Cost Accounting Events

3. PRC: Create Accounting

- **XB: Interface Total Burdened Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Total Burden Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events

  2. PRC: Create Accounting

- **XBC: Interface Burden Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Burden Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events

  2. PRC: Create Accounting

- **XBL: Interface Borrowed and Lent Amounts to GL**

  Note: The streamline option sets the Process Category parameter to *Borrowed and Lent* for the generate cross charge accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cross Charge Accounting Events

  2. PRC: Create Accounting

- **XI: Interface Draft Invoice to AR**

  This option submits the following programs in the order listed:

  1. PRC: Interface Invoices to Receivables

2. AutoInvoice Import (Oracle Receivables process)

3. PRC: Tieback Invoices from Receivables

> **Note:** If your system administrator set Org ID as the conflicts domain for the AutoInvoice Import concurrent program, then the incompatibility between the Interface Intercompany Invoices to Receivables and the AutoInvoice Import programs is limited to the operating unit. This means that if they are submitted for the same operating unit, they cannot run simultaneously. If you have not set Org ID as the conflicts domain for AutoInvoice Import, then these programs cannot run simultaneously within and across operating units, slowing down the generation of customer invoices and the receipt of payments.

- **XIC: Interface Intercompany Invoice to AR**

  This option submits the following programs in the order listed:

  1. PRC: Interface Intercompany Invoices to Receivables

  2. AutoInvoice Import (Oracle Receivables process)

  3. PRC: Tieback Invoices from Receivables

  > **Note:** If your system administrator set Org ID as the conflicts domain for the AutoInvoice Import concurrent program, then the incompatibility between the Interface Intercompany Invoices to Receivables and the AutoInvoice Import programs is limited to the operating unit. This means that if they are submitted for the same operating unit, they cannot run simultaneously. If you have not set Org ID as the conflicts domain for AutoInvoice Import, then these programs cannot run simultaneously within and across operating units, slowing down the generation of customer invoices and the receipt of payments.

- **XIV: Interface Inventory Costs to GL**

  > **Note:** The streamline option sets the Process Category parameter to *Inventory Cost* for the generate cost accounting events and create accounting programs.

This option submits the following programs in the order listed:

1. PRC: Generate Cost Accounting Events
2. PRC: Create Accounting

- **XL: Interface Labor Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Labor Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XM: Interface Miscellaneous Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Miscellaneous Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XPC: Interface Provider Reclassification Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Provider Cost Reclassification* for the generate cross charge accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cross Charge Accounting Events
  2. PRC: Create Accounting

- **XR: Interface Draft Revenue to GL**

  This option submits the following programs in the order listed:

  1. PRC: Generate Revenue Accounting Events

2. PRC: Create Accounting

> **Note:** The streamline option sets the Process Category parameter to *Revenue*.

- **XRXI: Interface Draft Revenue to GL and Draft Invoice to AR**

  This option submits the following programs in the order listed:

  1. PRC: Generate Revenue Accounting Events
  2. PRC: Create Accounting

  > **Note:** The streamline option sets the Process Category parameter to *Revenue*.

  3. PRC: Interface Invoices to Receivables
  4. AutoInvoice Import (Oracle Receivables process)
  5. PRC: Tieback Invoices from Receivables

- **XS: Interface Supplier Costs To GL**

  > **Note:** The streamline option sets the Process Category parameter to *Supplier Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XU: Interface Usage Costs to GL**

  > **Note:** The streamline option sets the Process Category parameter to *Usage Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XW: Interface Work in Process Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Work in Process Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

Project Streamline Processes

The program PRC: Submit Project Streamline Processes combines programs that distribute labor, usage, and supplier invoice adjustments, interface supplier costs, generate revenue, and generate invoices for a single project. Generally, you submit a project streamline request after you make expenditure or invoice adjustments.

You must select one of the following values for the *Streamline Option* parameter when you submit the process PRC: Submit Project Streamline Processes:

- **AR: SI Adjustments Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Supplier Cost Adjustments
  2. PRC: Generate Draft Revenue for a Single Project

- **ARI: SI Adjustments Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Supplier Cost Adjustments
  2. PRC: Generate Draft Revenue for a Single Project
  3. PRC: Generate Draft Invoices for a Single Project

- **LA: Labor/SI Adjustments Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Supplier Cost Adjustments

- **LAR: Labor/SI Adjustments Cost - Revenue**

This option submits the following programs in the order listed:

1. PRC: Distribute Labor Costs
2. PRC: Distribute Supplier Cost Adjustments
3. PRC: Generate Draft Revenue for a Single Project

- **LARI: Labor/SI Adjustments Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Supplier Cost Adjustments
  3. PRC: Generate Draft Revenue for a Single Project
  4. PRC: Generate Draft Invoices for a Single Project

- **LR: Labor Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Generate Draft Revenue for a Single Project

- **LRI: Labor Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Generate Draft Revenue for a Single Project
  3. PRC: Generate Draft Invoices for a Single Project

- **LSA: Labor/Supplier Invoice/SI Adjustments Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Interface Supplier Costs
  3. PRC: Distribute Supplier Cost Adjustments

- **LSAR: Labor/Supplier Invoice/SI Adjustments Cost - Revenue**

  This option submits the following programs in the order listed:

1. PRC: Distribute Labor Costs
2. PRC: Interface Supplier Costs
3. PRC: Distribute Supplier Cost Adjustments
4. PRC: Generate Draft Revenue for a Single Project

- **LSARI: Labor/Supplier Invoice/SI Adjustments Cost/Rev/Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Interface Supplier Costs
  3. PRC: Distribute Supplier Cost Adjustments
  4. PRC: Generate Draft Revenue for a Single Project
  5. PRC: Generate Draft Invoices for a Single Project

- **LSRI: Labor/Supplier Invoice - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Interface Supplier Costs
  3. PRC: Generate Draft Revenue for a Single Project
  4. PRC: Generate Draft Invoices for a Single Project

- **LU: Labor/Usage Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs

- **LUA: Labor/Usage/SI Adjustments Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs

3. PRC: Distribute Supplier Cost Adjustments

- **LUAR: Labor/Usage/SI Adjustments Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Distribute Supplier Cost Adjustments
  4. PRC: Generate Draft Revenue for a Single Project

- **LUARI: Labor/Usage/SI Adjustments Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Distribute Supplier Cost Adjustments
  4. PRC: Generate Draft Revenue for a Single Project
  5. PRC: Generate Draft Invoices for a Single Project

- **LUR: Labor/Usage Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Generate Draft Revenue for a Single Project

- **LURI: Labor/Usage Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Generate Draft Revenue for a Single Project
  4. PRC: Generate Draft Invoices for a Single Project

- **LUS: Labor/Usage/Supplier Invoice Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Interface Supplier Costs

- **LUSA: Labor/Usage/Supplier Invoice/SI Adjustments Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Interface Supplier Costs
  4. PRC: Distribute Supplier Cost Adjustments

- **LUSAR: Labor/Usage/Supplier Invoice/SI Adjustments Cost/Rev**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Interface Supplier Costs
  4. PRC: Distribute Supplier Cost Adjustments
  5. PRC: Generate Draft Revenue for a Single Project

- **LUSARI: Labor/Usage/Supplier Invoice/SI Adj. Cost/Rev/Inv**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Interface Supplier Costs
  4. PRC: Distribute Supplier Cost Adjustments
  5. PRC: Generate Draft Revenue for a Single Project

6. PRC: Generate Draft Invoices for a Single Project

- **LUSR: Labor/Usage/Supplier Invoice Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Interface Supplier Costs
  4. PRC: Generate Draft Revenue for a Single Project

- **LUSRI: Labor/Usage/Supplier Invoice Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Labor Costs
  2. PRC: Distribute Usages and Miscellaneous Costs
  3. PRC: Interface Supplier Costs
  4. PRC: Generate Draft Revenue for a Single Project
  5. PRC: Generate Draft Invoices for a Single Project

- **RI: Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Generate Draft Revenue for a Single Project
  2. PRC: Generate Draft Invoices for a Single Project

- **SAR: Supplier Invoice/SI Adjustments Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Interface Supplier Costs
  2. PRC: Distribute Supplier Cost Adjustments
  3. PRC: Generate Draft Revenue for a Single Project

- **SARI: Supplier Invoice/SI Adjustments Cost - Rev - Invoice**

  This option submits the following programs in the order listed:

1. PRC: Interface Supplier Costs
2. PRC: Distribute Supplier Cost Adjustments
3. PRC: Generate Draft Revenue for a Single Project
4. PRC: Generate Draft Invoices for a Single Project

- **SR: Supplier Invoice Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Interface Supplier Costs
  2. PRC: Generate Draft Revenue for a Single Project

- **SRI: Supplier Invoice Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Interface Supplier Costs
  2. PRC: Generate Draft Revenue for a Single Project
  3. PRC: Generate Draft Invoices for a Single Project

- **UA: Usage/SI Adjustments Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs
  2. PRC: Distribute Supplier Cost Adjustments

- **UAR: Usage/SI Adjustments Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs
  2. PRC: Distribute Supplier Cost Adjustments
  3. PRC: Generate Draft Revenue for a Single Project

- **UARI: Usage/SI Adjustments Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs

2. PRC: Distribute Supplier Cost Adjustments
3. PRC: Generate Draft Revenue for a Single Project
4. PRC: Generate Draft Invoices for a Single Project

- **ULRI: Usage/Supplier Invoice - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs
  2. PRC: Interface Supplier Costs
  3. PRC: Generate Draft Revenue for a Single Project
  4. PRC: Generate Draft Invoices for a Single Project

- **UR: Usage Cost - Revenue**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs
  2. PRC: Generate Draft Revenue for a Single Project

- **URI: Usage Cost - Revenue - Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs
  2. PRC: Generate Draft Revenue for a Single Project
  3. PRC: Generate Draft Invoices for a Single Project

- **USA: Usage/Supplier Invoice/SI Adjustments Cost**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs
  2. PRC: Interface Supplier Costs
  3. PRC: Distribute Supplier Cost Adjustments

- **USAR: Usage/Supplier Invoice/SI Adjustments Cost - Revenue**

  This option submits the following programs in the order listed:

1. PRC: Distribute Usages and Miscellaneous Costs
2. PRC: Interface Supplier Costs
3. PRC: Distribute Supplier Cost Adjustments
4. PRC: Generate Draft Revenue for a Single Project

- **USARI: Usage/Supplier Invoice/SI Adjustments Cost/Rev/Invoice**

  This option submits the following programs in the order listed:

  1. PRC: Distribute Usages and Miscellaneous Costs
  2. PRC: Interface Supplier Costs
  3. PRC: Distribute Supplier Cost Adjustments
  4. PRC: Generate Draft Revenue for a Single Project
  5. PRC: Generate Draft Invoices for a Single Project

One-Step Interface Streamline Processes to GL

The program PRC: One-Step Interface Streamline Processes to GL generates accounting events for transactions, creates accounting in Oracle Subledger Accounting, transfers subledger journal entries to Oracle General Ledger, and initiates the program Journal Import in Oracle General Ledger. The streamline options for the process PRC: One-Step Interface Streamline Processes to GL are similar to the streamline options for the process PRC: Interface Streamline Processes. In addition, you can choose the streamline option *All Streamline Processes to GL* to process all distributed cost transactions and released revenue transactions.

> **Note:** You must submit the program PRC: Interface Streamline Processes to select a streamline option that includes cost distribution, revenue generation, or invoice generation processes.
>
> For the program PRC: Create Accounting , the interface streamline process automatically sets the Mode parameter to *Final*, Transfer to General Ledger parameter to *Yes*, and the Post in General Ledger parameter to *No*. As a result, the program PRC: Create Accounting initiates the journal import program in Oracle General Ledger. In addition, the value you set for the Accounting End Date parameter is taken as the value for the End Date parameter of the Create Accounting process.

You must select one of the following values for the *Streamline Option* parameter when

you submit the program PRC: One-Step Interface Streamline Processes to GL:

- **All Streamline Processes to GL**

  Note: The streamline option leaves the Process Category parameter blank for the generate cost accounting events, generate cross charge accounting events, and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Costs Accounting Events
  2. PRC: Generate Revenue Accounting Events
  3. PRC: Generate Cross Charge Accounting Events
  4. PRC: Create Accounting

- **XTBC: Interface Total Burdened Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Total Burden Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XBC: Interface Burden Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Burden Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XBL: Interface Borrowed and Lent Amounts to GL**

  Note: The streamline option sets the Process Category parameter to

Borrowed and Lent for the generate cross charge accounting events and create accounting programs.

This option submits the following programs in the order listed:

1. PRC: Generate Cross Charge Accounting Events
2. PRC: Create Accounting

- **XIV: Interface Inventory Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Inventory Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XL: Interface Labor Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Labor Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XM: Interface Miscellaneous Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Miscellaneous Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XPC: Interface Provider Reclassification Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Provider Cost Reclassification* for the generate cross charge accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cross Charge Accounting Events
  2. PRC: Create Accounting

- **XR: Interface Draft Revenue to GL**

  This option submits the following programs in the order listed:

  1. PRC: Generate Revenue Accounting Events
  2. PRC: Create Accounting

     Note: The streamline option sets the Process Category parameter to *Revenue*.

- **XS: Interface Supplier Costs To GL**

  Note: The streamline option sets the Process Category parameter to *Supplier Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

- **XU: Interface Usage Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Usage Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events

2. PRC: Create Accounting

- **XW: Interface Work in Process Costs to GL**

  Note: The streamline option sets the Process Category parameter to *Work in Process Cost* for the generate cost accounting events and create accounting programs.

  This option submits the following programs in the order listed:

  1. PRC: Generate Cost Accounting Events
  2. PRC: Create Accounting

Distribution Processes

The distribution processes derive the general ledger account to which transactions are posted.

The distribution processes are:

- Create and Distribute Burden Transactions, page 9-23
- Distribute Borrowed and Lent Amounts: , page 9-25
- Distribute Expense Report Adjustments, page 9-26
- Distribute Labor Costs, page 9-27
- Process Payroll Actuals, page 9-29
- Payroll Distribution Employee Detail, page 9-31
- Distribute Supplier Cost Adjustments, page 9-31
- Distribute Total Burdened Cost, page 9-33
- Distribute Usage and Miscellaneous Costs, page 9-34

Create and Distribute Burden Transactions

This process summarizes the burden costs and creates the expenditure items for the burden transactions. The burden transactions are created on different projects depending on the method you use to store burden costs.

If you store burden costs as separate, summarized burden transactions, the burden transactions are created on the same project that incurred the costs. If you choose to

store burden costs as a value along with raw cost on the expenditure item on the project that incurred the transactions, the burden transactions are created on the collection project and task used for collecting burden transactions intended for accounting by burden cost components only.

The burden transactions created by this process can be billable or non-billable, depending on the Transaction Control logic you have entered. See: Controlling Expenditures, *Oracle Project Costing User Guide*.

The process also computes the costs and determines the default GL account to which to post the cost for the burden transactions that it creates.

When you use budgetary controls, this process performs funds validation for burden costs. The burden multipliers can change between when you approve a commitment transaction, and when you generate burden cost distribution lines in Oracle Projects. This process validates whether the cost changes are within the budgeted amount. If top-down budget integration is defined for a project, then you run the process PRC: Generate Cost Accounting Events to generate encumbrance accounting events to reverse existing encumbrances and to create new encumbrances that result from changes in burden rate multipliers. See: Using Top-Down Budget Integration, *Oracle Project Management User Guide*.

> **Note:** 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.

Process Submission

You submit the PRC: Create and Distribute Burden Transactions process from the Submit Request window. To submit the process for multiple projects, use PRC: Create and Distribute Burden Transactions for a Range of Projects. See: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Project Number. (For PRC: Create and Distribute Burden Transactions only). Enter the number of the project for which you want to run the process.

Through Date. The process only selects those expenditure items dated on or before the date that you enter here.

Rescheduling Parameters

Use the rescheduling parameters to configure a process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit the process from the Submit Requestwindow.

Reports

The following reports show you the results of this process:

- **The Distribute Burden Transactions Report.** Lists all items that were successfully cost distributed. For each item, this report displays the resource and expenditure type that was used, the date on which the resource was used, the project and task to which the item is charged, the quantity of the usage utilized (measured by the units of the expenditure type), the cost rate of the resource, and total cost.

- **The Distribute Burden Transactions Exception Report.** Lists all items that could not be processed by the Create and Distribute Burden Transactions process. This report lists the rejection reason for each of the items that fails cost distribution.

  Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, , *Oracle Project Costing User Guide*.

Distribute Borrowed and Lent Amounts

The process PRC: Distribute Borrowed and Lent Amounts distributes all transactions identified for Borrowed and Lent accounting. The process determines the transfer price amount for each transaction and generates the default borrowed and lent accounting entries. You run this process in the provider operating unit.

Note: 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.

Process Submission

To submit the PRC: Distribute Borrowed and Lent Amounts process by itself, see: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Parameters

Expenditure Group. Select an expenditure group, or leave blank to process all unprocessed expenditure groups.

Process Through Date. Enter a date to select all items with expenditure item dates up to and including the specified date. The default is the system date.

Receiver Operating Unit. Enter a receiver operating unit, or leave blank to select all receiver operating units.

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Generate Report Select Yes to generate a report to show the results of the process.

Reports

The following reports show the results of the process:

- **Distribute Borrowed and Lent Amounts**. Lists the transactions successfully processed for Borrowed and Lent accounting grouped by Receiver Operating Unit and ordered by Project, Task, Item date and Expenditure Type. The report also lists totals for the transfer price in the functional currency and a count of the number of items processed.

- **Distribute Borrowed and Lent Amounts Exceptions**. Lists the transactions that failed borrowed and lent distribution and the rejection reason for each.

> **Note:** You can also submit the reports without running the process. Submit AUD: Borrowed and Lent Amounts Distribution report with a single request ID or a range of requests as input parameters.

Distribute Expense Report Adjustments

This process computes the burden costs associated with adjusted expense report expenditure items and determines the account to which to post the raw costs. The process also identifies if a transaction is cross-charged and determines the processing it needs.

> **Note:** This process does not recalculate raw costs for adjusted expense report expenditure items.

This process is a prerequisite for the generation of revenue and invoices for expense report expenditure items.

Note: 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.

Process Submission

To submit the PRC: Distribute Expense Report Adjustments process by itself, see: Submitting Requests, page 10-5.

Process Parameters

To limit the process to certain expense reports, specify any of the following parameters: Expenditure Batch, Employee Name, Through Week Ending Date.

Reports

The following reports show you the results of this process:

- **Batch Expense Reports Report.** Lists the results of the Distribute Expense Report Adjustments process. This report prints all of the expense reports that were successfully cost distributed by the process. It displays the total number of expense reports processed in the batch, the employees who incurred the expenses, and the total amount of the expense report costs.

  Currency amounts are shown in the functional and reimbursement currencies.

- **Batch Expense Reports Exception Report.** Lists all expense reports that the process could not process. If one expenditure item of an expense report cannot be processed, all expenditure items for that expense report are not processed. This report lists the rejection reason for each of the expense report items that fails cost distribution. Examples of these failure or rejection reasons include incomplete AutoAccounting rules, missing cost rates, or invalid GL account.

  Currency amounts are shown in the functional currency.

  Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

Distribute Labor Costs

This process is applicable when you have selected the Standard Costing method for the applicable labor costing rule associated to the employee, organization or operating unit. The process computes the labor costs for timecard hours and determines the default GL

account to which to post the cost. The process also identifies if a transaction is cross-charged and determines the processing it may need.

This process is a required prerequisite for the generation of revenue and invoices for timecard items. For more information, see: Distributing Labor Costs, *Oracle Project Costing User Guide*.

> **Note:** 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.

Process Submission

To submit the process for a range of projects, submit the PRC: Distribute Labor Costs for a Range of Projects from the Submit Request window.

To submit the process for one project, submit the process PRC: Distribute Labor Costs from the Submit Request window. See: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

To limit the process to a particular expenditure batch, project number, employee, or week ending date, enter one or more parameters. See: Entering a Project Number Range Parameter, page 9-2.

Rescheduling Parameters

Use the rescheduling parameters to configure a process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit the process from the Submit Request window.

Reports

The following reports show the results of this process:

- **The Labor Cost Report (Straight-time).** Lists the costs for all of the straight time labor hours successfully processed by the Distribute Labor Costs process. For each labor item, this report lists the employee who reported the labor hours, the expenditure and expenditure item dates, the project and task to which these hours were charged, and the number of hours charged.

- **The Overtime Labor Calculations Report.** Listsall the employees for which the Overtime Calculation extension calculated new overtime items. This report is displayed only if you use the Overtime Calculation extension to automatically

calculate overtime. If you use manual overtime entry, this report is not printed.

- **The Labor Cost Exception Report (Straight-time).** Lists all straight-time labor expenditure items that could not be processed by the Distribute Labor Costs process. This report lists the rejection reason for each of the expenditure items that failed cost distribution.

  This report displays each employee for which new overtime items were created, the week in which the overtime was created, the employee's labor costing rule used to calculate overtime for the employee, and the number of overtime hours for the different types of overtime.

- **The Labor Cost Report (Overtime).** Lists the same information as the Labor Cost Report (Straight-time). The difference is that this report displays only overtime items.

  > **Note:** You can also review rejection reasons for straight-time and overtime items from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

- **The Labor Cost Exception Report (Overtime).** Lists the same information as the Labor Cost Exception Report (Straight-time). The difference is that this report only shows overtime expenditure items that could not be processed normally by the Distribute Labor Costs process. This report lists the rejection reason for each of the expenditure items that fails cost distribution.

Process Payroll Actuals

This process is applicable when you have selected the Actual Costing method for the labor costing rule associated to the expenditure employee, organization or operating unit. You can use this process to import costed payroll amounts from Oracle Payroll or from an external third party application source using a standard import table. This process supports only primary HR assignments for project employees. See: Distributing Labor Costs and Collecting and Processing Project-Related Timecards in *Oracle Projects Costing User Guide*.

Run this program to distribute and apply actual amounts from Oracle Payroll or a third party payroll to timecard expenditure itemsand create labor transactions. The Process Payroll Actuals program determines the amounts to distribute, generates accounting distributions, calculates burden cost and updates the expenditure items. Payroll actuals may be distributed as burden costs or miscellaneous costs in addition to raw labor costs. Burden schedules can be applied to distributed payroll amounts.

Payroll actuals are separated into Costed Payroll Sets for processing and amounts in a single set cannot be combined on the same expenditure item. A costed payroll set is

defined by:

- Payroll Name
- Payroll Period (start and end dates)
- Payroll Source (Oracle Payroll or third party application)

Process Submission

You submit the PRC: Process Payroll Actuals process from the Submit Request window.
See: Submitting Requests, page 10-5

Process Parameters

Enter the following parameters to interface payroll actuals from Oracle Payroll or import amounts from an external third party source:

1. Operating Unit: Select the applicable operating unit. The list of values displays all operating units to which you have access based on your security profile.
2. From Date and To Date: Enter the payroll period to include any payroll amounts within this period in a costed payroll set.
3. Enable Streamlined Processing: If enabled, the program creates cost distribution lines and accounting entries. It processes burden transaction costs and miscellaneous transactions automatically. The programs only process the selected costed payroll set.
4. Payroll Name: Optionally, select the payroll name. The list of values displays all payroll names available for the specified date range that are not yet processed. You can select only one payroll to process if you decide to select a payroll. Otherwise all eligible payrolls are processed and separated into different costed payroll sets for processing. You can select payroll names from valid payrolls in Oracle Payroll or from the third party import table.
5. Employee Organization: Optionally, select the employee's organization. The list of values displays all expenditure organizations that belong to the selected operating unit. The program selects only payroll amounts for employees assigned to the selected organization.
6. Employee: Select the applicable employee. The list of values displays all the employees belonging to the selected operating unit. If you have selected an employee organization, then the list of values displays employees belonging to the selected organization only. The program selects only payroll amounts for the selected employee.

Reports

This process generates a reconciliation report. In this report, separate sections provide totals for amounts imported or interfaced and amounts distributed to project expenditure items. A difference between the amounts indicates that some of the payroll amounts were rejected by the processing program. You must run the Process Payroll Actuals Exception Report process to generate the exception report that lists the rejections and reasons for rejection

Payroll Distribution Employee Detail

After interfacing and distributing the payroll amounts to projects, to reconcile payroll distribution as labor costs, the AUD: Payroll Distribution Employee Detail process generates a report displaying the detailed distribution of payroll actual as labor transactions.

Process Submission

You submit the AUD: Payroll Distribution Employee Detail process from the Submit Request window. See: Submitting Requests, page 10-5

Process Parameters

Enter the following parameters to generate details of an employee after payroll distribution:

1. Costed Payroll Set ID: This value is generated when you execute the PRC: Process Payroll Actuals process

2. Employee Name: Enter the employee name whose payroll distribution detail report is going to be generated

Reports

This process generates the Payroll Distribution Employee Detail Report. In this report, separate sections provide details of accrual reversals, distributions, and pay element distribution rules. The Accrual Reversals section displays the accrual reversed when interfacing and distribution payroll amounts for the employee. In the Distributions section every transaction created for the employee is listed with subsections for payment currency. Each row is associated with a distribution description code. The Pay Element Distribution Rules section displays the rule values used for distributing payroll amounts when the PRC: Process Payroll Actuals process is executed. The Distribution Description section displays how amounts are distributed for each pay element.

Distribute Supplier Cost Adjustments

The process PRC: Distribute Supplier Cost Adjustments processes adjustments made in

Oracle Projects to supplier costs, such as supplier invoices, receipt accruals, supplier payments, and discounts. Supplier cost adjustments are supplier cost expenditure items that have been interfaced from Oracle Purchasing or Oracle Payables to Oracle Projects, and subsequently adjusted in Oracle Projects. This process determines the default GL account for supplier cost adjustments.

The transfers may result in posting costs to different GL accounts. The cost amount does not change for these items in Oracle Projects, so any cost changes must be done in Oracle Purchasing or Oracle Payables.

You can submit this process for all projects or for a single project. To process adjustments for a range of projects, use the process PRC: Distribute Supplier Cost Adjustments for a Range of Projects.

When you use budgetary controls, this process performs funds validation for supplier cost adjustments that you enter in Oracle Projects. If top-down budget integration is enabled, then you run the process PRC: Generate Cost Accounting Events to generate encumbrance accounting events to reverse existing encumbrances and to create new encumbrances that result from supplier cost adjustments. See: Budgetary Controls, *Oracle Project Management User Guide* and Using Top-Down Budget Integration, *Oracle Project Management User Guide*.

This process is a required prerequisite for the generation of revenue and invoices for adjusted supplier expenditure items.

> **Note:** 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.

Process Submission

To submit either PRC: Distribute Supplier Cost Adjustments or PRC: Distribute Supplier Cost Adjustments for a Range of Project by itself, see: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

Optionally, specify a project (PRC: Distribute Supplier Cost Adjustments) or a range of projects (PRC: Distribute Supplier Cost Adjustments for a Range of Projects), and an expenditure ending date. If you leave the Through Date parameter blank, the process selects all eligible adjusted supplier cost items for cost distribution.

Reports

The following reports show you the results of this process:

- **Supplier Cost Adjustment Exception Report**. Lists any adjusted supplier expenditure items that could not be processed by this process and lists the rejection reason for each item.

  Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

- **Supplier Cost Adjustment Report.** Lists all adjusted supplier expenditure items that were successfully cost distributed. This report also lists any funds check warnings for the expenditure items.

Related Topics

Processing Adjustments, *Oracle Project Costing User Guide*

Distribute Total Burdened Cost

This process creates total burdened cost distribution lines for all transactions on a burdened project. The process also identifies and processes any cross-charged transactions. The process creates default accounts for credit and debit distribution lines for burdened costs, assuming that you have implemented the AutoAccounting functions to create burdened cost distribution lines.

When you use budgetary controls, this process performs funds validation for burdened costs. The burden multipliers can change between when you approve a commitment transaction, and when you distribute total burdened costs in Oracle Projects. This process validates whether the cost changes are within the budgeted amount. If top-down budget integration is defined for a project, then you run the process PRC: Generate Cost Accounting Events to generate encumbrance accounting events to reverse existing encumbrances and to create new encumbrances that result from changes in burden rate multipliers. See: Using Top-Down Budget Integration, *Oracle Project Management User Guide*.

Note: 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.

Process Submission

To submit the PRC: Distribute Total Burdened Cost process by itself, see: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about

streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

To limit the report to one expenditure batch, project, or expenditure ending date, enter one or more parameters.

Output Reports

Two output reports show you the results of this process:

- **Burdened Cost Report.** Lists all of the expenditure items successfully distributed by this process. For each item, this report displays the expenditure type class, expenditure type, project and task, as well as other useful information.

- **Burdened Cost Exception Report.** Lists all expenditure items that could not be processed by the process. This report lists the rejection reason for each of the expenditure items that fails burdened cost distribution.

  Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

Distribute Usage and Miscellaneous Costs

The process computes the costs and determines the default GL account to which to post the cost for expenditure items with the following expenditure type classes:

- Usages

- Burden Transactions

- Miscellaneous Transactions

- Inventory and WIP transactions not already costed or accounted

The process also identifies if a transaction is cross-charged and determines the processing it may need.

The Distribute Usage and Miscellaneous Costs process is a prerequisite for the generation of revenue and invoices for assets usage expenditure items and miscellaneous transactions.

Note: 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.

Process Submission

To submit the PRC: Distribute Usage and Miscellaneous Costs process by itself, see: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

To limit the report to one expenditure batch, project, or expenditure ending date, enter one or more parameters.

Output Reports

Two output reports show you the results of this process:

- **The Usage and Miscellaneous Cost Report.** Lists all expenditure items that were successfully cost distributed. For each item, this report displays the resource and expenditure type that was used, the date on which the resource was used, the project and task to which the item is charged, the quantity of the usage utilized (measured by the units of the expenditure type), the cost rate of the resource, and total cost.

- **The Usage and Miscellaneous Cost Exception Report.** Lists all usage, burden transaction, and miscellaneous transaction expenditure items that could not be processed by the Distribute Usage and Miscellaneous Costs process. Also lists Inventory and WIP transactions not already costed or accounted that could not be processed by the Distribute Usage and Miscellaneous Costs process. This report lists the rejection reason for each of the expenditure items that fails cost distribution.

  Note: You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

Accrual Process

The accrual process enables you to calculate estimated labor costs as accruals.

Generate Labor Cost Accruals

Run this process to generate transactions for accruing estimated labor costs. This program estimates labor costs from timecards and rates when approved or pre-approved time cards are available but payroll actuals for the same payroll and period are not yet available for processing. It derives rates based on the rate source selected in the applicable labor costing rule and applies it to timecard expendituresthat have not yet been costed. The raw cost calculation process is similar to PRC: Distribute Labor Costs process, but results in accrual transactions rather than actual transactions. Accrual transactions produced by this process are reversed when you process payroll actuals for the same payroll and period.

You can generate customer invoices from accrued labor costs if you have enabled it for a project in the billing setup.

Process Submission

To submit the process for a range of projects, submit the PRC: Generate Labor Cost Accruals for a Range of Projects from the Submit Request window. To submit the process for one project, submit the process PRC: Generate Labor Cost Accruals from the Submit Request window. See: Submitting Requests, page 10-5

Process Parameters

To limit the process to a particular expenditure batch, project number, employee, or week ending date, enter one or more parameters.

Reports

This process creates the following reports:

- Labor Cost Accrual Report (Straight-time)
- Overtime Labor Accrual Calculations Report
- Labor Cost Accrual Exception Report (Straight-time)
- Labor Cost Accrual Report (Overtime)
- Labor Cost Accrual Exception Report (Overtime)

Reversal Process

The reversal process enables you to reverse costed labor transactions.

Reverse Costed Labor Transactions

The program reverses labor cost transactions and any related miscellaneous labor transactions associated to the same costed payroll set. The process re-instates new transactions for timecards, but does not reinstate transactions for any related miscellaneous transactions. If the reversed transactions were distributed from payroll actuals and you are using the Actual costing method, then the program updates the source payroll pay elements in a reversed payroll set so they are available for re-processing. This program cannot reverse transactions for closed projects or transactions whose source does not allow reversals.

If your payroll source is Oracle Payroll, then you must reverse a costed payroll set using the reversal process in Oracle Projects before you can reprocess it in Oracle Payroll.

Process Submission

You submit the PRC: Reverse Costed Labor Transactions process from the Submit Request window. See: Submitting Requests, page 10-5

Parameters

To run the reversal program, select the following parameters:

1. Operating Unit: Select an operating from the available list in your security profile.

2. Costing Method: Select Standard or Actual to determine the type of labor transactions to reverse based on the costing method. The method you select will determine other parameters you can enter.

3. Accrual Only: If you select the Actual costing method, then you can also determine whether you want to reverse only accrual transactions. If you select Standard, then you do not have this option.

4. If you selected the Standard costing method, then you also select from the following parameters:

    - From Date: If you have entered the To Date first, then the application defaults the From Date as 'To Date – 7'. However, you can override the value if required.

    - To Date: If you have entered the From Date first, then the application defaults the To Date as 'From Date + 7'. However, you can override the value if required.

    - Expenditure Organization: Select the expenditure organization whose transactions you want to reverse. You can select only those organizations associated with the selected operating unit.

    - Project: Optionally, select the project whose transactions you want to reverse.

- Employee: Optionally, select the employee whose transactions you want to reverse.

5. If you selected the Actual costing method and did not select Accrual Only, then you select the costed payroll set ID of the payroll and period you want to reverse. The application defaults the start and end dates of the pay elements from the costed payroll set. To limit the reversal to an organization or employee, then select values for those parameters. If an employee and expenditure organization that you select are not in the selected costed payroll set, then no transactions are reversed.

   Note: You cannot reverse any costed payroll set (actual payroll amounts that were processed by the Process Payroll Actuals program) for which an adjustment for the same payroll and period were processed in another costed payroll set. You must first reverse any costed payroll sets with adjustments for the same payroll and period starting with the most recently processed set.

Reports

This process generates the Reverse Costed Labor Transactions Output report.

Generation Processes

The generation processes create batches of transactions such as asset lines, invoices, revenue, or allocations.

The generation processes are:

- Create Accounting, page 9-39
- Create Periodic Capital Events, page 9-42
- Generate Allocations Transactions, page 9-43
- Delete Allocations Transactions, page 9-44
- Generate Asset Lines, page 9-45
- Generate Capitalized Interest Transactions, page 9-49
- Generate Cost Accounting Events, page 9-50
- Generate Cross Charge Accounting Events, page 9-53
- Generate Draft Invoices, page 9-54

- Generate Financial Plan Amounts, page 9-57
- Delete Unreleased Invoices for a Range of Projects, page 9-58
- Generate Draft Revenue, page 9-59
- Delete Draft Revenue of a Single Project, page 9-63
- Generate Revenue Accounting Events, page 9-63
- Generate Intercompany Invoices, page 9-65
- Release Allocations Transactions, page 9-67
- Generate Assets Automatically for a Range of Projects, page 9-68
- Place Assets in Service - API, page 9-69

Create Accounting

The process PRC: Create Accounting creates draft or final accounting entries in Oracle Subledger Accounting for the accounting events created by the generate accounting events processes. 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. You can run this process in either draft mode, if you want to review the results before you create the final accounting, or final mode.

You can optionally choose to transfer final journal entries to Oracle General Ledger, initiate the Journal Import process, and post the journal entries in Oracle General Ledger. If you do not choose to have the process transfer final journal entries to Oracle General Ledger, then you can run the process PRC: Transfer Journal Entries to GL to transfer final journal entries from Oracle Subledger Accounting to Oracle General Ledger at a later time.

> **Note:** You can optionally run the *Subledger Period Close Exceptions Report* to view information about unprocessed accounting events, accounting events in error, and transactions that are successfully accounted in final mode in Oracle Subledger Accounting, but not posted in Oracle General Ledger. This report provides you with the ability to separately tie back and determine whether accounting entries are posted in Oracle General Ledger.

Process Submission

Submit this process from the Submit Requests window. See Submitting Requests, page 10-5.

Process Parameters

Process Category: Select the type of transaction that you want to process. If you leave this parameter blank, then the process selects all accounting events, for all categories. The process selects events with event types that belong to the event classes assigned to the process category. You can select one of the following process categories:

- Borrowed and Lent
- Burden Cost
- Inventory Cost
- Labor Cost
- Miscellaneous Cost
- Provider Cost Reclassification
- Revenue
- Supplier Cost
- Total Burdened Cost
- Usage Cost
- Work in Process Cost

> **Note:** Each process category parameter enables you to run the process for a single type of transaction. To process multiple types of transactions, you must run the create accounting process separately for each type of transaction. For example, to process both usage costs and miscellaneous costs, you must run the process twice, selecting the appropriate process category each time. Alternatively, you can leave the parameter blank to process all process categories at the same time.

End Date: Enter a date to specify the end date. The process creates accounting only for accounting events that have an accounting event date that is the same as or before the end date. This parameter is required. The system date is the default value.

> **Note:** If you are creating accounting via the PRC: Submit Interface Streamline Processes or the PRC: One-Step Interface Streamline Processes to GL, the value for this parameter is the accounting end date that you entered when submitting the interface streamline processes.

Mode: Select either Draft or Final. You cannot transfer draft entries to Oracle General Ledger. If you run the process in draft mode, you cannot select values for the Transfer to General Ledger, Post in General Ledger, and General Ledger Batch Name parameters. This parameter is required. The default value is Final.

Errors Only: Select Yes to limit the creation of accounting to events for which accounting has previously failed. If you select Yes, the process selects only events with a status of Error for processing. Select No to process all events. This parameter is required. The default value is No.

Report: Select Summary or Detailed. This parameter determines whether to generate the output report to show the results of the process in either a summary or detail format. This parameter is required. The default value is Summary.

Transfer to General Ledger: Select Yes to transfer the subledger journal entries to Oracle General Ledger. If you select yes, the process initiates the process Journal Import in Oracle General Ledger. This parameter is required if you select Final as the value for the Mode parameter. The default value is Yes.

> **Note:** You can select a value for the parameter Transfer to General Ledger only when the value for the Mode parameter is *Final*.

Post in General Ledger: Select Yes to post subledger journal entries in Oracle General Ledger. This parameter is required if you select Final as the value for the Mode parameter and Yes as the value for the Transfer to General Ledger parameter. The default value is No.

> **Note:** You can select a value for the parameter Post in General Ledger only when the value for the Transfer to General Ledger parameter is *Yes*.

General Ledger Batch Name: Optionally, enter the batch name that appears on the subledger journal entries that the process transfers to Oracle General Ledger.

> **Note:** You can enter a value for the parameter General Ledger Batch Name only when the value for the Transfer to General Ledger parameter is *Yes*.

Reports

Subledger Accounting Program Report. This report lists the following information:

- Successful events and the subledger journal entries created for those events
- Errors for failed events

You can run the report in summary or detail mode, which are described as follows:

- **Summary:** The report provides a summary of the successfully processed events and a detailed error report.

- **Detailed:** The report provides details of subledger journal entries generated from the successfully processed events and a detailed error report.

Related Topics

Integrating with Oracle Subledger Accounting, page 11-10

Transfer Journal Entries to GL, page 9-81

Create Accounting Program, *Oracle Subledger Accounting Implementation Guide*

Create Periodic Capital Events

This process enables you to create periodic capital events to group project assets and costs for capitalization and retirement cost processing. You enable periodic capital event processing for a project by setting the event processing option in the Capital Information window to *Periodic*.

When you submit this process, Oracle Projects selects unprocessed assets and costs for capital projects based on the in-service date,expenditure item date, and project values you specify in the process parameters. The process then associates the assets and costs with the event period you specify in the process parameters. You can then submit the Generate Asset lines process to generate asset lines for the selected assets and costs.

For more information, see: Creating Capital Events, *Oracle Project Costing User Guide*.

Process Submission

You submit the PRC: Create Periodic Capital Events process from the Submit Request window. See: Submitting Requests, page 10-5.

When you submit this process, Oracle Projects calls the Capital Event Processing extension You can use this extension to automatically create project assets and asset assignments. For more information,

Process Parameters

Event Period. Specify an event period by selecting a GL period from the list of values for the ledger.

Asset Date Through. Enter a date to specify an in-service date for capital assets, or a retirement date for retirement adjustment assets. The process selects all unprocessed assets that have an in-service or retirement date that is less than or equal to the date you specify.

Expenditure Item Date Through. Enter a date to specify an expenditure item date. The process selects all unprocessed expenditure items that have an expenditure item date that is less than or equal to the date you specify.

Project Number. To limit the process to one project, enter the project.

Reports

This process automatically generates the Create Periodic Capital Events Report. This report provides information about successfully generated capital and retirement events, and reports any processing exceptions.

Generate Allocations Transactions

The PRC: Generate Allocations Transactions process creates a draft allocation batch, using the allocation rule that you specify. (An *allocation run* is the result of the Generate Allocation Transactions process. A *draft* is a trial allocation run that you can review and evaluate. An *allocation rule* is a set of specifications that describes how you want to allocate amounts to specified projects.)

As the system executes the process, the run status changes. You can use the Review Allocation Runs window to carry out certain activities, depending on the run status. For more information about the run status and the Generate Allocation Transactions process, see Creating Allocations, *Oracle Project Costing User Guide*.

> **Note:** After you create a draft allocation batch, you release it to allocate the transactions to the specified targets. See: Release Allocation Transactions, page 9-67.

Prerequisites

Before you can carry out the PRC: Generate Allocations Transactions process, you must create an allocation rule. See: Defining Allocation Rules, *Oracle Project Costing User Guide*.

> **Note:** You cannot run the Generate Allocations Transactions process if a draft allocation exists for the specified rule. Either delete or release the draft allocation before generating a new draft.

Although you can run this process at any time, it is a good practice to carry out the following tasks for the expenditures you want to allocate:

- Interface all costs to and from other applications and systems
- Distribute all costs for the source projects
- *(Required if GL balances are used as sources)* Post general ledger balances
- Run the Update Project Summary Amounts process for the source projects

Process Submission

Submit the PRC: Generate Allocation Transactions process from the Submit Request window. See: Submitting Requests, page 10-5.

Parameters

Rule Name. Enter the name of the allocation rule you want to use in this allocation run.

Period Name. Select the run period for which you want to generate allocation transactions.

Expenditure Item Date. Enter a date to be used when the system generates the transaction. The default is the system date.

Reports

The following report shows the results of the process (regardless of whether the process creates a failed or successful allocation run):

- **Allocations Run Report.** The report lists exceptions, the transactions generated by the rule, amounts allocated to each target project, totals, and offsets, if any. For incremental allocations, the report also lists current and previous amounts.

Troubleshooting the Process

See: Troubleshooting Allocation Runs, *Oracle Project Costing User Guide* .

Related Topics

Defining Allocation Rules, *Oracle Project Costing User Guide*.

Viewing Allocation Runs, *Oracle Project Costing User Guide*.

Release Allocation Transactions, page 9-67

Delete Allocations Transactions

The PRC: Delete Allocations Transactions process deletes the draft allocation run for the allocation rule that you specify.

Process Submission

Submit the PRC: Delete Allocations Transactions process from the Submit Request window. See: Submitting Requests, page 10-5.

In addition, when you choose to delete a draft allocation run from the View Allocation Runs window, Oracle Projects submits the concurrent program PRC: Delete Allocations Transactions. Before submitting the request, Oracle Projects ensures that no other request for the same rule and allocation run combination is in a non-completed status.

Parameters

Rule Name: Enter the name of the allocation rule.

Generate Asset Lines

The PRC: Generate Asset Lines process generates summary asset lines for a single project or capital event, or a range of projects.

Determining CIP or RWIP Accounting

You must create the final accounting for costs in Oracle Subledger Accounting before you can generate asset lines for the costs. To create the final accounting, run the process PRC: Create Accounting in final mode before you run the process to generate asset lines.

The generate asset lines process uses the final accounting from Oracle Subledger Accounting to determine the CIP or RWIP accounts for asset lines. This approach ensures that Oracle Projects interfaces the final CIP or RWIP accounts to Oracle Assets.

The generate asset lines process uses the predefined post-accounting programs that Oracle Projects provides in Oracle Subledger Accounting to obtain final CIP or RWIP accounts from Oracle Subledger Accounting. If you define journal line types for Oracle Subledger Accounting that use different accounting classes, then you must add these accounting classes to the post-accounting program assignments. For additional information about the post-accounting programs, see: Implementing Oracle Project Costing, *Oracle Projects Implementation Guide*.

> **Note:** The generate asset lines process obtains the CIP or RWIP accounts from the cost distribution lines in Oracle Projects, and not from Oracle Subledger Accounting, in the following two situations:
>
> - The *Interface Costs to GL* option for the type of cost is set to *No* in Oracle Projects implementation options.
>
> - You import costs from an external non-Oracle system into Oracle Projects as accounted costs. As a result, Oracle Projects does not generate accounting events or create accounting for these costs.

Calculating Reporting Currency Amounts

The generate asset lines process calculates reporting currency amounts for asset lines. The generate process calculates reporting currency amounts using one of two methods, depending upon where the transactions were accounted. The methods are as follows:

- **Transactions accounted in Oracle Subledger Accounting:** The process obtains the reporting currency amounts from Oracle Subledger Accounting.

- **Transactions accounted in non-Oracle external systems and imported into Oracle Projects:** The process calculates the reporting currency amounts using currency conversion information from Oracle General Ledger.

About Unassigned Asset Lines

The Generate Asset Lines process attempts to assign an asset to each line it generates. If the process is unable to assign an asset to a generated line (perhaps because a task is assigned to multiple assets), Oracle Projects lists UNASSIGNED in the Asset Name column of the report. You can then assign an asset to the line manually.

To minimize the number of unassigned asset lines, try the following:

- Define an asset cost allocation method for each project to automatically allocate unassigned asset lines to one or more assets. See: Allocating Asset Costs, *Oracle Project Costing User Guide*.

- Use the Asset Assignment extension to explicitly designate the assets you want to assign to specific tasks.

- After you manually assign an asset to a line, run the Interface Assets process before you run Generate Asset Lines again. If you do not run Interface Assets first, your assignments will be lost when you run Generate Asset Lines, and the lines will again be listed as UNASSIGNED. See: Interface Assets, page 9-73.

Overriding Asset Lines

You can use the Asset Assignment extension to override existing asset assignments.

Prerequisites

Before you run the process, perform the following steps:

1. Cost the transactions by running the following processes:
    - PRC: Distribute Labor Costs (if you use the Standing costing method to generate labor costs)
    - PRC: Process Payroll Actuals (if you use the Actual costing method to distribute labor costs)
    - PRC: Distribute Expense Report Adjustments
    - PRC: Distribute Usage and Miscellaneous Costs
    - PRC: Distribute Supplier Cost Adjustments
    - PRC: Interface Supplier Costs

- PRC: Distribute Total Burdened Costs (required if you are capitalizing burdened costs and you capture burden cost on the same expenditure item)

- PRC: Create and Distribute Burden Transactions (required if you are capitalizing burdened costs and you capture burden as a separate expenditure item)

- PRC: Generate Cost Accounting Events

  Note: You must run this process for each process category for which you have costs. Alternatively, you can leave the Process Category parameter blank to generate accounting events for all costs.

- PRC: Create Accounting

  Note: You must run this process for each process category for which you have costs. Alternatively, you can leave the Process Category parameter blank to create accounting events for all costs.

  Important: You must run the process PRC: Create Accounting in final mode for the expenditure items before you run the process PRC: Generate Asset Lines. The generate process does not create asset lines for the costs if the corresponding expenditure items are not successfully accounted in final mode.

2. Run the Update Project Summary Amounts process so you can see the total expense and CIP/RWIP amounts in the Capital Projects Summary window.

3. If you use periodic or manual capital events to group project assets and costs, then process the events. For more information, see: Creating Capital Events, *Oracle Project Costing User Guide*

Process Submission

To submit the process for all projects, submit the PRC: Generate Asset Lines for a Range of Projects process from the Submit Request window.

To submit the process for a single project or capital event, submit the PRC: Generate Asset Lines for a Single Project process from the Submit Request window.

See: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about

streamline processes, see: Submitting Streamline Processes, page 9-2.

When you submit this process, Oracle Projects calls the following extensions:

- **Asset Lines Processing Extension.** You can use this extension to automatically create project assets (capital assets and retirement adjustment assets) and asset assignments.

- **CIP Account Override Extension.** This extension enables you to override the CIP account associated with an asset line and specify a different account for posting CIP clearing amounts.

Process Parameters

From Project Number / To Project Number. If you are submitting the Generate Asset Lines for a Range of Projects process, enter the range of project numbers that you want to include. See: Entering a Project Number Range Parameter, page 9-2.

Project Number. If you are using the Generate Asset Lines for a Single Project process, enter a project number.

Date Placed in Service Through. Enter the in service/retirement date up through which you want to process assets. Asset lines will be generated from assets with an actual date placed in service/retirement date before and including this date only.

Include Common Tasks? Enter *Yes* to generate asset lines for costs associated with tasks with a Common Costs grouping level type. See: Specifying Grouping Level Types, *Oracle Project Costing User Guide*.

PA Through Date. Enter the last day of the PA period through which you want to include costs.

If you enter a date that falls within the PA period, the process uses the period ending date of the *preceding* period. If the date you enter is the end date of a period, the process uses the end date of that period, as shown in the following table.

Period	Start Date	End Date	You enter...	The process uses...
P1	07-Jun-99	13-Jun-99	19-Jun-99	13-Jun-99
P2	14-Jun-99	20-Jun-99	20-Jun-99	20-Jun-99

Capital Event Number. To process only assets and costs that are associated with a single capital event, enter a capital event number.

Reports

The Generate Asset Lines process automatically runs the Generate Asset Lines Report,

which includes the sections Generate Asset Lines Exceptions, Reverse and Interface Exceptions, and Generate Asset Lines.

Some lines may display UNASSIGNED in the Asset Names column. For more information, see: About Unassigned Lines, page 9-46.

These reports show amounts in the project currency.

- **The Generate Asset Lines Exception Report.** This section shows asset lines that were not created for a project, and the reason each one was rejected. Rejection reasons include the following:
  - The project has no asset assignments
  - The project has no assets with valid in service dates
  - The project has no eligible costs to process
  - The project status does not allow this action
- **Reverse and Interface Exceptions.** The Reverse and Interface Exceptions Report shows reversing lines that were rejected during the Assets Interface process.
- **Generate Asset Lines.** This section displays the following:
  - The sum and count of reversed lines
  - The sum and count of generated lines
  - A subtotal for each project
  - The overall total for the generation run

Related Topics

Placing an Asset in Service, *Oracle Project Costing User Guide*

Generate Capitalized Interest Transactions

The PRC: Generate Capitalized Interest Transactions process calculates capitalized interest for eligible projects and tasks, and generates transaction batches for the calculated amounts.

For more information, see: Capitalizing Interest, *Oracle Project Costing User Guide*.

Process Submission

Submit this process from the Submit Requests window. See Submitting Requests, page 9-2.

Process Parameters

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter page , page 9-2.

Period Name. Specify the GL period for the request. Oracle Projects ensures that interest expenditures are generated only once per period for each project.

Expenditure Item Date. Enter the date you want to assign to the generated transactions. If this field is blank, Oracle Projects assigns the GL period end date.

Auto Release Batches. Select *Yes* to automatically release generated batches for posting. The default value is *No*.

Reports

The following reports show you the results of this process:

Capitalized Interest Transaction Report. Lists all generated transactions. For each transaction, this report shows the rate name, project number, task number, expenditure type, expenditure organization, expenditure item date, and the interest amount.

Capitalized Interest Exception Report. Lists all generated exceptions. For each exception, this report shows the rate name, project number, task number, exception type, and exception description.

Generate Cost Accounting Events

The generate cost accounting events process collects cost distribution lines in Oracle Projects and uses AutoAccounting to determine the default liability account. The value you select for the parameter *Process Category* determines the type of costs the process collects. The process also creates accounting events for the costs in Oracle Subledger Accounting.

If the process is able to successfully generate an accounting event, it updates the status of the cost distribution line to *Accepted*.

If the process cannot successfully determine a liability account or is unable to generate an accounting event, it updates the status of the cost distribution line to *Rejected*.

When top-down budget integration is enabled, the generate accounting events process generates encumbrance reversal accounting events. In addition, if you change burden rate multipliers or adjust supplier cost expenditure items in Oracle Projects, then this process generates encumbrance accounting events to reverse existing encumbrances and to create new encumbrances that result from the changes. The types of transactions that require encumbrance reversals include burden costs related to supplier costs (for example, supplier invoices, receipts, variances, or discounts) and contingent worker timecard costs associated with a purchase order. The reversals liquidate the encumbrance. For more information on top-down budget integration, see: Using Top-Down Budget Integration, *Oracle Project Management User Guide*.

After the process generates cost accounting events, you can run the process PRC: Create Accounting to create the draft or final accounting in Oracle Subledger Accounting.

Process Submission

Submit this process from the Submit Requests window. See Submitting Requests, page 9-2.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

Process Category: Select the type of cost that you want to process. If you leave this parameter blank, the process selects all cost distribution lines, regardless of category. You can select one of the following process categories:

- Burden Cost
- Labor Cost
- Inventory Cost
- Miscellaneous Cost
- Supplier Cost
- Total Burdened Cost
- Usage Cost
- Work in Process Cost

Through GL Date: This process interfaces cost distribution lines with a GL date that is the same as or before the date that you enter here. If you leave this parameter blank, the process selects all cost distribution lines, regardless of the GL date.

Reports

The following reports show you the results of this process. These reports show amounts in functional currency.

> **Note:** The process category value selection in the process parameters determines the reports that the process generates. For example, if you select *Labor Cost* as the process category, the process generates reports titled *Transfer Labor Costs to Subledger Accounting Report* and *Transfer Labor Costs to Subledger Accounting Exceptions Report.* If you leave the process category parameter blank, the process generates reports for

each type of cost.

Generate Cost Accounting Events Report: Usage, Miscellaneous, Inventory, Work in Process and Burden Cost Transactions. Lists the costs associated with cost accounting events generated for usage cost, inventory cost, work in process cost, and burden cost transactions. This report displays the nonlabor resource, expenditure source, expenditure date, and total cost in functional currency. This report also displays the total number of expenditure items and total cost.

Generate Cost Accounting Events Exception Report: Usage, Miscellaneous, Inventory, Work in Process and Burden Cost Transactions. Lists the expenditure items that the process rejected. The report includes the rejection reason for each item.

Generate Cost Accounting Events Report: Labor Cost Transactions. Lists the labor costs associated with accounting events generated for labor cost transactions. This report displays the name of the employee who reported the timecard, expenditure date, and total cost in functional currency. This report also displays the total number of expenditure items and total cost in functional currency.

Generate Cost Accounting Events Exception Report: Labor Cost Transactions. Lists the expenditure items that the process rejected. The report includes the rejection reason for each item.

Generate Cost Accounting Events Report: Supplier Cost Adjustment Transactions - Expense Reports. Lists the expense report adjustment costs associated with accounting events generated for expense report adjustment transactions. This report displays the name of the employee who incurred the expense, the expenditure date, total cost in functional currency, and the batch name. This report also displays the total number of expenditure items and total cost in functional currency.

Generate Cost Accounting Events Exception Report: Supplier Cost Adjustment Transactions - Expense Reports. Lists the expenditure items that the process rejected. The report includes the rejection reason for each item.

Generate Cost Accounting Events Report: Supplier Cost Adjustment Transactions - Supplier Invoices. Lists the supplier cost adjustment costs associated with accounting events generated for supplier cost adjustment transactions. This report displays the supplier, transaction number, transaction type, project transaction ID, project line, project, task, transaction currency, amount in transaction currency amount in functional currency, and rejection reason. This report also displays the total number of expenditure items and total cost in functional currency.

Generate Cost Accounting Events Exception Report: Supplier Cost Adjustment Transactions - Supplier Invoices. Lists the expenditure items that the process rejected. The report includes the rejection reason for each item.

Generate Cost Accounting Events Report: Total Burdened Cost Transactions. Lists total burdened costs associated with accounting events generated for total burdened cost transactions. This report displays the expenditure type class, employee, expenditure ending date, transferred total, and the batch name. This report also

displays the total number of expenditure items and total cost in functional currency.

Generate Cost Accounting Events Exception Report: Total Burdened Cost Transactions. Lists the expenditure items that the process rejected. The report includes the rejection reason for each item.

Generate Cross Charge Accounting Events

The generate cross charge accounting events process collects cost distribution lines for borrowed and lent cross charges and provider cost reclassifications. The value you select for the parameter *Process Category* determines whether the process collects borrowed and lent cross charges or provider cost reclassifications. The process determines the period information and GL date for the transactions. The process uses AutoAccounting to determine the default credit accounts and creates accounting events in Oracle Subledger Accounting.

If the process is able to successfully generate an accounting event, it updates the status of the borrowed and lent cross charge or provider cost reclassification cost distribution line to *Accepted*.

If the process cannot successfully determine an account or is unable to generate an accounting event, it updates the status of the borrowed and lent cross charge or provider cost reclassification cost distribution line to *Rejected*.

After the process generates cross charge accounting events, you can run the process PRC: Create Accounting to create the draft or final accounting in Oracle Subledger Accounting.

Process Submission

Submit this process from the Submit Requests window. See Submitting Requests, page 9-2.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Parameters

Process Category: Select either *Borrowed and Lent* or *Provider Cost Reclassification*. If you leave this parameter blank, the process selects cost distribution lines for the two process categories.

Expenditure Batch. Select an expenditure batch, or leave blank to process all unprocessed expenditure batches.

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

End GL Date. Enter a date to select all cross-charge distributions with GL dates up to and including the specified date. The default value is the system date.

Generate Report. Select Yes if you want the process to generate an output report. The default value is Yes.

Reports

The following reports show the results of the process:

Transfer Cross Charge Amounts to GL Report. Lists by GL category the number of distributions and total debit and credit amounts that were successfully interfaced to GL. The report groups the information by account, PA dates, and GL dates. The report lists the amounts in functional and transaction currencies.

Transfer Cross Charge Amounts to GL Exceptions. Lists the expenditure items that the process rejected. The report includes the rejection reason for each item.

Generate Draft Invoices

This process creates invoices from expenditure items and events, including accrued labor cost transactions if you enable them for billing in your project. In addition to regular invoice generation, this process deletes unreleased draft invoices, and creates invoice write-offs, credit memos, and invoice cancellations.

Automatic Events

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."

Cost-to-Cost Invoice Generation

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.

Date-Effective Funds Consumption

The Date-Effective Funds Consumption option can affect invoice generation. See: Project and Task Attributes, Revenue and Billing Information, page 6-51.

Process Submission

To submit the process for all projects, submit the PRC: Generate Draft Invoices for a Range of Projects process from the Submit Request window.

To submit the process for one project, submit the PRC: Generate Draft Invoices for a Single Project process from the Submit Request window.

See Submitting Requests, page 10-5.

> **Note:** If you submit this process with the Customer Merge process in Oracle Receivables, the process that you submit first runs. The other process runs after the first one completes.

Process Parameters

Bill Through Date. The Generate Draft Invoices process creates invoices using expenditure items and events dated on or before the date you enter here. If you leave this parameter blank, the process uses the current date as the bill through date.

Project Number. Enter the number of the project for which you want to submit the process.

From Project Number / To Project Number: Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter , page 9-2.

Invoice Date: The Generate Invoices process uses the invoice date to convert the billing amounts in the billing transaction currency to billing amounts in the project functional currency, project, and funding currency if the Rate Date Type conversion attribute is defined as PA/Invoice Date. If you leave this field blank, the process uses the through date as the invoice date.

The Invoice Date parameter is used as the AR Invoice Date for all the invoices generated. When you release an invoice manually, you can change the AR Invoice Date. However, Oracle Projects does not recalculate the invoice using the new conversion rate based on the new AR Invoice Date.

Invoice Generation Option: The Generate Draft Invoices process uses the Invoice Generation Options to generate retention invoices to bill previously withheld retention amounts. Choose one of the following options for this parameter:

- Include Retention Invoices: The process generates both project and retention invoices. This is the default setting for this parameter.
- Exclude Retention Invoices: The process excludes retention invoices.
- Retention Invoices Only: The process generates only retention invoices.

Project Type: Enter the project type for which you want to submit the process. The process generates invoices for all projects that belong to the specified project type.

Project Organization: Enter the project owning organization for which you want to submit the process. The process generates invoices for all projects associated with the project owning organization.

Customer Name: Enter the name of the customer for which you want to submit the process. The process generates invoices for all projects that have the specified customer.

For multi-customer projects, invoices are generated for all customers even if you select a specific customer.

Agreement Number: Enter the agreement number for which you want to submit the process. The process generates invoices for all projects which are funded by the specified agreement number. For multi-agreement projects, processing is done for all agreements even if you select a specific agreement number.

> **Note:** The selected customer restricts the agreement number list. For example, if you select Customer A as a parameter, the agreement number list is restricted to only those agreements with Customer A.

Multi Currency Projects Only: The default value is No. If you set the value to Yes, the process generates invoices for multi-currency projects only.

Exclude New Transactions: The default value is No. If you set the value to Yes, new transactions are excluded when you regenerate invoices and only expenditure items and events on the existing invoices subject to regeneration are processed.

Delete Only Unapproved Invoices: If you set the value to No, all unreleased invoices are deleted. If you set the value to Yes, the process deletes only unapproved invoices with a draft invoice number greater than the last approved invoice.

> **Note:** For PRC: Generate Draft Invoices for a Range of Projects, Delete Only Unapproved Invoice is not applicable if you choose the Exclude New Transactions parameter as No.

Delete Linked Pay When Paid Invoices: When running this program for a range of projects with this parameter set to the default value of No, the program does not consider for deletion projects with linked pay when paid invoices. When running this program for a single project with this parameter set to No, the program does not consider this project for deletion of invoices linked to pay when paid invoices.

Set this option to Yes to delete linked invoices for a single project or a range of projects. Deleting an eligible draft invoice deletes the links to supplier invoices. If you manually linked supplier invoices to draft invoices, you can manually link supplier invoices to the new draft invoice.

Rescheduling Parameters

Rescheduling parameters allow you to configure the process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit this process for a range of projects from the Requestwindow.

Reports

The following reports show you the results of the Generate Draft Invoices process: The last three reports print only when you submit the process for a single project.

- **The Draft Invoice Generation Report.** Prints each draft invoice that is successfully created by the process. For each draft invoice, this report displays the project for which the invoice was created, its draft invoice number, the number of the draft invoice, if any, that it credits, the customer number, name, and agreement that funds it, the bill through date through used to create the invoice, and the total amount of the invoice. This report also tells you the next action to take in the invoicing flow process for each draft invoice.

- **The Draft Invoice Generation Exception Report.** Lists any of the project draft invoices that the process was unable to successfully create during its processing. For each rejected draft invoice, the Draft Invoice Generation Exception Report displays the rejection reason.

- **The Draft Invoice Generation Eligibility Report.** This report displays information about the project for which the process was submitted. This information includes the project's revenue accrual and invoice method, the project start date, and the date of its last invoice generation. If the Generate Draft Invoices process cannot create a new draft invoice, the reason for the generation failure appears under the Rejection Reason column heading.

- **The Draft Invoice Generation Eligibility Report (Unprocessed Expenditure Items Detail).** This report displays all expenditure items that the process could not invoice for the specified project and also shows information for each expenditure item to help you identify why the expenditure item was not invoiced. Use this information to check if the expenditure item date is on or before the bill through date, if the item is revenue distributed, if the item is on billing hold, or if the item is included on a draft revenue that has a generation error.

- **The Draft Invoice Generation Eligibility (Unprocessed Events Detail) report.** Created only when the process is run for one project, this report displays any of the billing events that the process could not invoice for the specified project and shows information for each event to help identify why the event was not invoiced. Use this information to check if the completion date is on or before the bill through date, if the event is on billing hold, or if the write on event is revenue distributed.

Generate Financial Plan Amounts

The PRC: Generate Financial Plan Amounts program generates budget and forecast plan versions.

Process Submission

Submit this process from the Submit Requests window. See Submitting Requests, page 9-2.

Process Parameters

Organization. Enter an organization in the selected HR organization hierarchy.

Project Type. Specify a project type in the operating unit or selected organization.

Project Manager. Enter a project manager belonging to the operating unit or selected organization and/or project type

From Project Number / To Project Number. Enter a single project or a range of projects for which you want to generate budgets or forecasts.

Financial Plan Type. Specify a financial plan type. You can select either a budget or a forecast financial plan type.

Delete Unreleased Invoices for a Range of Projects

This process deletes unreleased invoices for a range of projects.

Process Submission

You submit the PRC: Delete Unreleased Invoices for a Range of Projects process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

From Project Number / To Project Number: Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Project Type: Enter the project type for which you want to submit the process. The process is deletes invoices for all projects that belong to the specified project type.

Project Organization: Enter the project owning organization of the projects for which you want to submit the process. The process deletes invoices for all projects that belong to the specified project owning organization.

Customer Name: Enter the name of the customer for which you want to submit the process. The process deletes invoices for all projects that have the specified customer. For multi-customer projects, invoices are deleted for all customers even if you select a specific customer.

Agreement Number: Enter the agreement number for which you want to submit the process. The process deletes invoices for all projects which are funded by the specified agreement number. For multi-agreement projects, processing is done for all the agreements even if you select a specific agreement number.

> **Note:** The selected customer restricts the agreement number list. For example, if you select Customer A as a parameter, the agreement number list is restricted to only those agreements with Customer A.

Multi Currency Projects Only: The default value is No. If you set the value to Yes, the process deletes unreleased invoices for multi- currency projects only.

Delete Only Unapproved Invoice: If you set the value to No, all unreleased invoices are deleted. If you set the value to Yes, the process deletes only unapproved invoices with a draft invoice number greater than the last approved invoice.

Delete Linked Pay When Paid Invoices: If you leave this parameter to the default value of No, the process does not consider for deletion projects with linked pay when paid invoices.

Set this parameter to Yes to delete unreleased draft invoices of projects in the given range that may or may not be linked to supplier invoices. Deleting a linked draft invoice deletes the links to supplier invoices.

Rescheduling Parameters

Rescheduling parameters allow you to configure the process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit this process for a range of projects from the Request window.

Reports

The following report shows the result of this process:

- **The Draft Invoice Deletion Report:** Lists the results of the Delete Unreleased Draft Invoices process. The report shows each draft invoice that was successfully deleted. For each draft invoice, this report displays the project for which the invoice was deleted, the draft invoice number, the customer, the agreement, the invoice date, and the total amount of the invoice in the invoice currency.

Generate Draft Revenue

This process calculates revenue for contract projects.

If you select *Project Functional Currency and Invoice Transaction Currency* as the revenue transaction currency on your multi-currency billing project, the Generate Draft Revenue process derives revenue in the invoice transaction currency using the invoice transaction currency conversion attributes that you define for the customer. If your project has multiple customers, the process generates revenue in the project functional currency for all customers, and derives revenue in the invoice transaction currency for the customer that you specify.

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

Date-Effective Funds Consumption

The Date-Effective Funds Consumption option can affect revenue generation. See: Project and Task Attributes, Revenue and Billing Information, page 6-51.

Process Submission

To submit the process for multiple projects, use PRC: Generate Draft Revenue for a Range of Projects. To submit the process for one project, use PRC: Generate Draft Revenue for a Single Project. See Submitting Requests, page 10-5

Process Parameters

Accrue Through Date. The process only selects those expenditure items and events dated on or before the date that you enter here. If you leave this parameter blank, the Generate Draft Revenue process uses the current date as the accrue through date.

The PA date is set to the revenue accrue through date if the date falls in a PA period with a status of Open of Future. If the revenue accrue through date falls in a closed period PA period, the PA date is set to the start date of the earliest open or future enterable PA period that follows the revenue accrue through date.

The Generate Draft Revenue process uses PA date to convert the revenue amounts in the billing transaction currency to revenue amounts in the project functional, project, *and* funding currency if the Rate Date Type conversion attribute is defined as PA/Invoice Date.

> **Note:** When you process revenue for projects using cost-to-cost revenue accrual, the accrue through date used is the PA Date instead of the expenditure item date.

If you select *both* project functional currency *and* invoice transaction currency as your revenue transaction currency on multi-currency billing projects, the Generate Draft Revenue process derives revenue in the invoice transaction currency using the invoice transaction currency conversion attributes that you define for a customer.

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Project Number. (For PRC: Generate Draft Revenue for a Single Project only). Number of the project for which you want to run the process.

Adjusting Revenue Run. The default value is No. When you set the value of this parameter to Yes, the process generates revenue for only those events that have the Adjusting Revenue flag checked. See: Adjusting Revenue, *Oracle Project Billing User Guide*.

Project Type: Enter the project type for which you want to submit the process. The process generates draft revenue for all projects that belong to the specified project type.

Project Organization: Enter the project organization for which you want to submit the process. The process generates draft revenue for all projects associated with the project owning organization.

Customer Name: Enter the name of the customer for which you want to submit the process. The process generates draft revenue for all projects that have the specified customer. If you select *Project Functional Currency and Invoice Transaction Currency* as your revenue transaction currency for a multi-currency billing project with many customers, the process generates revenue in the project functional currency for all customers, and derives revenue in the invoice transaction currency for the customer that you specify.

Agreement Number: Enter the agreement number for which you want to submit the process. The process generates draft revenue for all projects which are funded by the specified agreement number. For multi-agreement projects, processing is done for all agreements even if you select a specific agreement number.

> **Note:** The selected customer restricts the agreement number list. For example, if you select Customer A as a parameter, the agreement number list is restricted to only those agreements with Customer A.

Multi Currency Projects Only: The default value is No. If you set the value to Yes, the process generates draft revenue for multi-currency projects only.

Release Draft Revenue: The default value is Yes. If you set the value to No, the process generates draft revenue in an unreleased status. Otherwise, the process generates draft revenue in a released status.

> **Note:** If you run the PRC: Generate Draft Revenue for a Range of Projects with this parameter set to Yes, the program releases existing unreleased revenue only when generating and releasing revenue for new expenditure items or events. If the program has no new expenditure items or events for which to generate additional revenue, any existing unreleased revenue is ignored.

Include Detail Report: The default value is No. If you set the value to Yes, the process generates a detailed report.

Rescheduling Parameters

Use the rescheduling parameters to configure a process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit the process from the Submit Requestwindow.

Reports

The Generate Draft Revenue process creates the following reports:

- **The Draft Revenue Generation Exception Report.** Lists all of the project draft revenues that the process was unable to successfully create during its processing. For each rejected draft revenue, the Draft Revenue Generation Exception Report displays the rejection reason.

- **The Draft Revenue Generation Exception (Rejected Expenditure Items Detail) Report.** Created only when the process is run for all eligible projects or a group of projects. This report shows you all expenditure items that the Generate Draft Revenue process rejected during its processing. For each rejected expenditure item, the report displays the rejection reason.

  Note: You can also view the results of the process in the following ways:

  - You can review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Revenue Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

  - You can review the log file generated by the Generate Draft Revenue process to view exceptions. The log file is generated for both the Single Project and multiple project Generate Revenue processes.

- **The Draft Revenue Generation Exception Report (Rejected Event Detail)**. Created only when the process is run for all eligible projects or a group of projects. This report shows you all revenue events that the Generate Draft Revenue process rejected during its processing. For each rejected revenue event, this report displays the rejection reason.

- **The Draft Revenue Generation Report**. Lists each draft revenue that was successfully created by the process. For each draft revenue, this report displays the project for which it was created, its draft revenue number, the number of the draft revenue, if any, that it credits, the customer number, name, and agreement providing the funding, the accrue through date used to generate the revenue, and the total amount of the draft revenue. This report also displays any generation warnings below each draft revenue.

- **The Draft Revenue Generation Eligibility Report.** Created only when the process is run for one project. This report displays the project for which the Generate Draft Revenue process was submitted. If the process cannot create a new draft revenue for the project, the reason for the generation failure appears under the Rejection Reason column heading.

- **The Draft Revenue Generation Eligibility Report (Unprocessed Expenditure Items Detail).** Created only when the process is run for one project. This report

displays all of the specified project's expenditure items for which the process could not accrue revenue and shows information to help identify why the item did not accrue revenue. Use this information to check if the expenditure item date is on or before the accrue through date, if the item is costed, if the item is summarized (for *cost* revenue accrual projects), if the item is billable, and if a rejection reason like 'No labor bill rate' was encountered.

- **The Draft Revenue Generation Eligibility Report (Unprocessed Events Detail).** Created only when the process is run for one project. This report displays all of the specified project's revenue events for which the process could not accrue revenue and shows information to help you identify why the event did not accrue revenue. Use this information to check if the event completion date is on or before the accrue through date.

Delete Draft Revenue of a Single Project

This process deletes draft revenue for a single contract project.

When you delete draft revenue for a project that uses cost-to-cost revenue accrual or invoice generation, the corresponding invoices will also be deleted.

Process Submission

You submit the PRC: Delete Draft Revenue of a Single Project process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameter

Project Number. Number of the project for which you want to run the process.

Reports

None.

> **Note:** You can also submit the reports without running the process. Submit AUD: Borrowed and Lent Amounts Distribution report with a single request ID or a range of requests as input parameters.

Generate Revenue Accounting Events

The generate revenue accounting events process collects revenue distribution lines in Oracle Projects and uses AutoAccounting to determine the default unearned revenue and unbilled receivables accounts. It also calculates the amounts to be distributed to the default unearned revenue and unbilled receivables accounts. Finally, the process creates accounting events in Oracle Subledger Accounting.

The process calculates unbilled receivable and unearned revenue for draft revenue in

revenue transaction currency using the following attributes:

- Rate type of User
- Rate date as the Accrue Through Date
- Rate as derived using the proration method outlined in the formulas below. The calculation uses the following formulas and excludes unrealized gains and losses:
  - Unbilled receivables amount in revenue transaction currency = (Unbilled receivables amount in project functional currency / Total revenue in project functional currency) * Total revenue in revenue transaction currency
  - Unearned revenue amount in revenue transaction currency = Total revenue amount in revenue transaction currency - Unbilled receivables amount in revenue transaction currency

If the process is able to successfully generate an accounting event, then it updates the status of the revenue distribution line to *Accepted*.

If the process cannot successfully determine an account or is unable to generate an accounting event, then it updates the status of the revenue distribution line to *Rejected*.

After the process generates revenue accounting events, you can run the process PRC: Create Accounting to create the draft or final accounting in Oracle Subledger Accounting.

The profile option PA: Interface Unreleased Revenue to GL determines whether this process includes unreleased draft revenue. See: PA: Interface Unreleased Revenue to GL, *Oracle Projects Implementation Guide*.

Process Submission

To submit the process PRC: Generate Revenue Accounting Events by itself, see: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

From PA Date. Enter the start date for the PA Date Range for which you want the process to select draft revenues. If you leave this parameter blank, then the process selects all draft revenues having PA Dates before the date you enter in the To PA Date process parameter.

To PA Date. Enter the end date for the PA Date Range for within which you want the process to select draft revenues. If you leave this parameter blank, then he process selects all draft revenues having PA Dates after the date you enter in the From PA Date process parameter.

Project Number. Enter the number of the project for which you want to generate revenue accounting events. If you leave this parameter blank, then the process selects all draft revenue across all projects.

Reports

The following reports show you the results of this process:

Generate Revenue Accounting Events Report: Revenue Transactions. Lists the revenue transactions associated with accounting events. For each revenue transactions, this report displays the project number, the revenue credited, the customer name, the customer agreement funding the revenue, the GL accounting date, and the total revenue amount in functional currency.

Generate Revenue Accounting Events Exception Report: Revenue Transactions. Lists any revenue transactions that were rejected during the process. This report lists the project number, draft revenue number, customer name, PA date, and rejection reason for each rejected draft revenue.

Generate Intercompany Invoices

This process:

- Creates intercompany invoices from cross-charged transactions previously identified by intercompany billing to be processed for cross charging
- Deletes unreleased intercompany invoices
- Creates intercompany credit memos and invoice cancellations

The PRC: Generate Intercompany Invoices for a Single Project process deletes unapproved invoices and regenerates new ones.

The process PRC: Generate Intercompany Invoices for a Range of Projects does not delete unapproved invoices. If unreleased invoices exist for an intercompany billing project and the provider and receiver control is set to bill by receiver operating unit, the process skips the affected project. If unreleased invoices exist for a cross charged project, and the provider and receiver control is set to bill by cross charged project, the process skips the affected project.

Process Submission

To submit the process for one project, use PRC: Generate Intercompany Invoices for a Single Project.

To submit the process for multiple projects, use PRC: Generate Intercompany Invoices for a Range of Projects.

See Submitting Requests, page 10-5

Note: If you submit this process with the Customer Merge process in Oracle Receivables, the process that you submit first runs. The other process runs after the first one completes.

Parameters

Bill Through Date. The process creates invoices using cross-charged expenditure items with dates on or before the date you enter here. If you leave this parameter blank, the process uses the current date.

From Project Number / To Project Number. For PRC: Generate Intercompany Invoices for a Range of Projects, enter the range of numbers for the intercompany billing projects for which you want to generate invoices. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Project Number. For PRC: Generate Intercompany Invoices for a Single Project, enter a number for an intercompany billing project.

Generate Detail Report: For PRC: Generate Intercompany Invoices for a Range of Projects, the default value is No. If you set the value to Yes, the process generates a detailed report.

Reports

The following reports show the results of the process:

- **Intercompany Invoice Report.** For each intercompany invoice created successfully, the report prints the invoice and then lists the intercompany billing project for which the invoice was created, its invoice number, the number of the invoice, if any, that it credits, the customer number, name, and receiver operating unit, the bill through date through used to create the invoice, the total amount of the invoice, and the next action to take in the invoicing flow.

- **Intercompany Invoice Exception Report.** Lists any intercompany invoices that the process was unable to create successfully as well as the rejection reason for each.

The following reports print when you submit PRC: Generate Intercompany Invoices for a Single Project and when you submit PRC: Generate Intercompany Invoices for a Range of Projects with the Generate Detail Report parameter set to Yes:

- **Intercompany Invoice Generation Eligibility Report: Project Eligibility.** Lists information about the intercompany billing project for which the process was submitted. The information includes the project start date, the date of the last time invoices were generated for that project, and the receiver operating unit associated with the project. If the process cannot create a new intercompany invoice, the reason appears in the Rejection Reason column.

- **Intercompany Invoice Generation Eligibility Report: Unprocessed Expenditure**

Items Detail. Lists all cross-charged expenditure items that the process could not invoice for the specified project. Refer to the information for each cross-charged expenditure item so you can determine if the expenditure item date is on or before the bill through date, or if the item was rejected during intercompany billing processing.

> **Note:** You can also submit the reports without running the process. Submit AUD: Intercompany Invoice Generation Report for a Single Project or AUD: Intercompany Invoice Generation Report for a Range of Projects with a single request ID or a range of requests as input parameters.

Release Allocations Transactions

After you create a successful draft run, the Generate Allocations Transactions process has created the allocation transactions but not yet allocated each transaction to the targets you specified. To allocate the transactions to the targets, you *release* the run.

> **Note:** You can release a draft run after the effective dates of the rule. You can also release the run in the Review Allocation Runs window.
>
> After you release the run, the status changes to Release Success or Release Failure. You may have to wait a short while for the status to change. For more information about the status see: About the Run Status, *Oracle Project Costing User Guide*.

Prerequisites

Before you can carry out the PRC: Release Allocations Transactions process, you must:

- Create an allocation rule. See: Defining Allocation Rules, *Oracle Project Costing User Guid*
- Generate allocations transactions. See: Generate Allocation Transactions, page 9-43

> **Note:** You can release allocation runs only if they have a status of Draft Success.

Process Submission

Submit the PRC: Release Allocation Transactions process from the Submit Request window. See: Submitting Requests, page 10-5.

Parameters

Rule Name. Enter the name of the allocation rule whose draft you want to release (the status of the rule must be Draft Success).

Reports

The following report shows the results of the process (regardless of whether the release process succeeds or fails):

- **Allocations Release Report.** The report lists exceptions, the transactions generated by the rule, amounts allocated to each target project, totals, and offsets, if any. For incremental allocations, the report also lists current and previous amounts.

Generate Assets Automatically for a Range of Projects

The PRC: Generate Assets Automatically for a Range of Projects concurrent program automatically creates project assets for a range of projects in Oracle CRL-Financials Enabled Projects. This concurrent program is unique to Oracle CRL-Financials Enabled Projects.

Process Submission

Submit this process from the Submit Requests window. When you submit the request, select the operating unit for which you want to generate the assets. See: Submitting Requests, page 10-5.

Process Parameters

- From Project Number and To Project Number: Enter the range of project numbers that you want to include. See: Entering a Project Number Range Parameter, page 9-2.

- PA Through Date: Enter the last day of the PA period through which you want to include costs for the assets.

Reports

The following reports display the results of the Generate Assets Automatically for a Range of Projects.

- Accepted Lines Report. This report lists all transactions that were processed or rejected. For each transaction, this report shows the:
  - Expenditure group
  - Project number

- Task number
- Expenditure date
- Expenditure type
- Non-labor resource
- Non-labor organization
- Quantity
- Grouping elements 1 through 5
- The rejection reason, if applicable

Place Assets in Service - API

The PRC: Place Assets in Service - API concurrent program places the assets that you automatically generated in Oracle CRL-Financials Enabled Projects into service. This concurrent program is unique to Oracle CRL-Financials Enabled Projects.

Process Submission

You submit this process from the Submit Requests window. When you submit the request, select the operating unit for which you want to place the assets in service.

Reports

The following reports show you the results of the Place Assets in Service concurrent program:

- Exceptions Report. This report lists all generated exceptions
- Asset Placed in Service Report. This report lists all assets that were placed in service.

The Exceptions and Assets Placed in Service Reports contain the following asset details:

- Interface id
- Project number
- Asset name
- Grouping elements 1 through 3
- Date placed in service

- Asset status

Related Topics

Defining Allocation Rules, *Oracle Project Costing User Guide*

Viewing Allocation Runs, *Oracle Project Costing User Guide*

Generate Allocation Transactions, page 9-43

Organization Forecasting Processes

The organization forecasting processes perform calculations and generate organization forecasts.

The organization forecasting processes are:

- Calculate Forecast Amounts (Incremental), page 9-70
- Calculate Forecast Amounts (Initial), page 9-71
- Generate Organization Forecasts, page 9-71
- Update Forecast Amounts, page 9-72

Calculate Forecast Amounts (Incremental)

The PRC: Calculate Forecast Amounts (Incremental) process calculates forecast amounts for new and changed resource requirements and assignments. Use this process to periodically update your forecast amounts after implementation.

When you submit this process, the system calculates amounts for new and changed forecast items based on current bill rate, cost rate, and transfer price rule information. However, this process does not automatically recalculate all forecast amounts due to changes in rate schedules or transfer price rules. To recalculate amounts for rate schedule and transfer price rule changes, you must periodically submit the PRC: Update Forecast Amounts process.

Process Submission

Depending on the level of resource planning and forecasting activity in your enterprise, it is recommended that you schedule this process to run several times each day so as to continually update your forecast amounts. In multi-organization implementations, submit this process in only one operating unit to refresh forecast amounts for all organizations. For information on how to submit a process request, see Submitting Requests, page 10-5.

Process Parameters

None.

Reports

None.

Calculate Forecast Amounts (Initial)

The PRC: Calculate Forecast Amounts (Initial) process calculates initial forecast amounts for existing project resource requirements and assignments. When you create or modify resource requirements and assignments in Oracle Project Resource Management, the system automatically creates schedule transactions in daily increments of time called forecast items. The PRC: Calculate Forecast Amounts (Initial) process calculates forecast amounts from these forecast items.

Process Submission

Submit this process only once during the implementation of organization forecasting. For information on how to submit a process request, see Submitting Requests, page 10-5.

Process Parameters

None.

Reports

When you submit this process, you can specify whether to generate the Organization Forecast Exception Report.

Generate Organization Forecasts

The PRC: Generate Organization Forecasts process retrieves all forecast amounts for an organization and generates a forecast version.

When you submit this process, Oracle Projects checks for the existence of an organization project for each organization. If a project is not found, then the process automatically creates a new organization project based on the project template defined in your organization forecast implementation options.

When you generate a forecast version, the system assigns the version a unique, sequential version number. When you generate a forecast version online, the system assigns the version name from the name you enter on the Create Forecast Version page. When you submit the forecast generation process as a concurrent program, the system assigns a version name of *Auto Generated Plan*.

You can change a version name and description information from the Maintain Forecast

Versions page. For more information, see Maintaining Forecast Versions, page 7-7.

Process Submission

You can submit this process online for a single organization from the Budgets and Forecasts page or the Maintain Forecast Versions page. You can also submit the process as a concurrent program for a single organization or for multiple organizations in a reporting organization hierarchy. For information on how to submit a concurrent request, see Submitting Requests, page 10-5.

Process Parameters

Online Processing: When you submit this process online, no parameters are required.

Concurrent Processing: To submit this process as a concurrent program for a single organization, specify an organization name parameter. To submit the process for multiple organizations in a reporting organization hierarchy, specify a start organization parameter. When you specify a start organization, Oracle Projects runs the process for the start organization and all subordinate organizations in the hierarchy. For more information on organization hierarchies, see: Defining Organization Hierarchies, page 2-12.

Reports

When you submit this process, the system automatically generates the Organization Forecast Exception Report.

Update Forecast Amounts

The PRC: Update Forecast Amounts process recalculates forecast amounts based on current bill rates, cost rates, and transfer price rules. Use this process to periodically refresh your forecast amounts.

Process Submission

You can submit this process at any time to recalculate forecast amounts. For information on how to submit a process request, see Submitting Requests, page 10-5.

Process Parameters

You can submit this process for:

- a specific project.
- a specific assignment within a project.
- a specific organization.
- multiple organizations in a reporting organization hierarchy.

To submit the process for multiple organizations in a reporting organization hierarchy, specify a start organization parameter. When you specify a start organization, the system runs the process for the start organization and all subordinate organizations in the hierarchy. For more information on organization hierarchies, see: Defining Organization Hierarchies, page 2-12.

Reports

When you submit this process, you can specify whether to generate the Organization Forecast Exception Report.

Interface Processes

The interface processes transfer Oracle Projects transactions to or from another application, or process Oracle Projects transactions for later import by another application.

The interface processes are:

- Interface Assets, page 9-73
- Interface Expense Reports from Payables, page 9-74
- Interface Intercompany Invoices to Receivables, page 9-76
- Interface Invoices to Receivables, page 9-77
- Interface Supplier Costs, page 9-78
- Transfer Journal Entries to GL, page 9-81

Interface Assets

The Interface Assets process sends capital asset lines to Oracle Assets to become fixed assets. This process also sends retirement adjustment asset lines to Oracle Assets to become group retirement reserve adjustments. The process creates one mass addition line in Oracle Assets for each asset line in Oracle Projects, assigning the asset information you entered for the asset to the mass addition line in Oracle Assets.

The process interfaces both ledger currency amounts and reporting currency amounts for the asset lines to Oracle Assets. For information on how Oracle Projects determines the reporting currency amounts for the asset lines, see: Generate Asset Lines, page 9-45.

Process Submission

You use the Submit Request window to submit the PRC: Interface Assets process. See: Submitting Requests, page 10-5.

When you submit this process, Oracle Projects calls the Depreciation Account Override

extension. You can use this extension to define your own logic for deriving the depreciation expense account assigned to a project asset.

Process Parameters

From Project Number / To Project Number. Enter the range of project numbers that you want to include. See: Entering a Project Number Range Parameter, page 9-2.

Date Placed in Service Through. Enter the asset in service/retirement date up through which you want to process costs.

Reports

The following reports show you the results of this process. These reports show amounts in the project currency.

- **Interface Assets Exceptions.** The Interface Assets Exceptions Report indicates which asset lines were not sent to Oracle Assets for the selected projects, and why each one was rejected. Rejection reasons include:
  - Date placed in service belongs to a future Oracle Assets period
  - Asset not created in Oracle Assets (You have not yet posted the mass addition asset line from Oracle Projects) to Oracle Assets
- **Interfaced Assets.** The Interfaced Assets Report displays the following:
  - The count of asset lines, and the sum of the interfaced assets, for each project and successfully interfaced asset
  - The subtotal for each project
  - The overall total

Related Topics

Sending Asset Lines to Oracle Assets, *Oracle Project Costing User Guide*

Interface Expense Reports from Payables

This process creates pre-approved expense report batches from expense report information entered in Oracle Internet Expenses or in the Invoices window in Oracle Payables. The data from expense reports entered in Oracle Internet Expenses does not reside in your invoice tables until you run the process Expense Report Export in Oracle Payables. Expense reports entered in the Invoices window are saved directly to the invoice tables and do not need to be imported.

Oracle Projects identifies expense report batches that you create from Oracle Internet Expenses and Oracle Payables with a source of *Oracle Payables Expense Reports*. If you

enable the *Allow Adjustments* option for this transaction source, you can only make net zero adjustments. For additional information, see: Transaction Sources, *Oracle Projects Implementation Guide* and Adjustments to Supplier Costs, *Oracle Project Costing User Guide*.

Prerequisites

For expense reports entered in Oracle Internet Expenses:

- If the Automatically Create Employee As Supplier option is disabled in Oracle Payables, open the Supplier window and enter the employee as a supplier.

  Note: Employees must be designated as suppliers. If they are not, the interface program will not post the invoice.

- Run the Expense Report Export program. For information about importing expense reports in Oracle Payables, see the *Oracle Payables User's Guide*.

- Validate the invoice and create accounting for the invoice in Oracle Payables.

For expense reports entered in the Invoices window (in Oracle Payables), validate the invoice and create accounting for the invoice in Oracle Payables.

For more information, see: Processing Expense Reports Created in Oracle Internet Expenses and Oracle Payables, *Oracle Project Costing User Guide*.

Process Submission

Use the Submit Request window to submit the PRC: Interface Expense Reports from Payables process. See: Submitting Requests, page 10-5.

Process Parameters

Project Number Enter the number of the project whose invoice distribution lines you want to transfer. Leave the line blank to select all eligible invoice distribution lines for all projects.

Batch Name Enter a name for the pre-approved expenditure batch; Oracle Projects appends ER<*interface ID*> to the end of all batch names. If you do not enter a name, Oracle Projects creates one in the format AP-<*request ID*>ER<*interface ID*>.

End GL Date Enter the General Ledger date through which you want this process to select invoice distribution lines. If you leave this parameter blank, the process selects all eligible invoice distribution lines.

End Expenditure Item Date Enter the date through which you want this process to select invoice distribution lines. If you leave this parameter blank, the process selects all eligible invoice distribution lines.

Reports

This process creates the following reports:

Transfer Expense Reports Report. Lists the invoice distribution lines that Oracle Projects received successfully, as well as a summary of the total number and cost of the distribution lines.

Transfer Expense Reports Exception Report. Lists invoice distribution lines that were not received successfully, and the reason for the failure of each.

Interface Intercompany Invoices to Receivables

This process collects all eligible intercompany invoices in Oracle Projects and interfaces them to the Oracle Receivables interface tables. The process also generates receivables accounts for each invoice. Successfully interfaced invoices have a transfer status of "Interfaced." Rejected invoices have an interface status of "Rejected in Interface."

Once in the interface tables, the intercompany invoices await further processing by the AutoInvoice process in Oracle Receivables. If your system administrator set Org ID as the conflicts domain for the AutoInvoice Import concurrent program, then the incompatibility between the Interface Intercompany Invoices to Receivables and the AutoInvoice Import programs is limited to the operating unit. This means that if they are submitted for the same operating unit, they cannot run simultaneously.

If you have not set Org ID as the conflicts domain for AutoInvoice Import, then these programs cannot run simultaneously within and across operating units, slowing down the generation of customer invoices and the receipt of payments.

Process Submission

To submit the PRC: Interface Intercompany Invoices to Receivables process by itself, see: Submitting Requests, page 10-5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes, page 9-2). Select the streamline option XII: Interface Intercompany Invoices to AR, which initiates the following processes:

- PRC: Interface Intercompany Invoices to Receivables
- AutoInvoice Import
- PRC: Tieback Invoices from Receivables

Parameters

Project Number. Enter a number for the intercompany billing project, or leave the field blank to interface intercompany invoices for all projects.

Reports

The following reports show the results of the process:

- **Accounts Receivable Transfer Report.** Lists each intercompany invoice interfaced successfully to Oracle Receivables. For each intercompany invoice, the report displays the associated project number and invoice number, the number of the invoice, if any, that this invoice credits, the number of the cross-charged project for the invoice, the GL accounting date in which the invoice posts, and the total bill amount of the invoice.

- **The Accounts Receivable Transfer Exception Report (Invoice Transactions).** Lists any intercompany invoices rejected during the process. For each intercompany invoice that fails to interface to Receivables, the reports lists the reason.

Interface Invoices to Receivables

This process collects all eligible draft invoices in Oracle Projects and interfaces them to the Oracle Receivables interface tables. The process also maintains the project balances of unbilled receivable and unearned revenue and creates accounting transactions for these amounts.

Once interfaced to these interface tables, the draft invoices await further processing by the AutoInvoice process in Oracle Receivables. If your system administrator set Org ID as the conflicts domain for the AutoInvoice Import concurrent program, then the incompatibility between the Interface Intercompany Invoices to Receivables and the AutoInvoice Import programs is limited to the operating unit. This means that if they are submitted for the same operating unit, they cannot run simultaneously. If you have not set Org ID as the conflicts domain for AutoInvoice Import, then these programs cannot run simultaneously within and across operating units, slowing down the generation of customer invoices and the receipt of payments.

If any of the draft invoices are rejected during the interface to Oracle Receivables, then the interface status for these invoices is set to Rejected in Interface. Those draft invoices that successfully interface have the transfer status Interfaced.

You can run this process either before or after you run PRC: Generate Revenue Accounting Events (neither process is a prerequisite for the other).

Process Submission

To submit the PRC: Interface Invoices to Receivables process by itself, see: Submitting Requests, page 10-5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes, page 9-2) and select the XI: Interface Draft Invoice to AR streamline option.

Process Parameters

Project Number. Enter the number of the project whose invoices you want to interface to Oracle Receivables. If you leave this parameter blank, the process selects all eligible draft invoices for all projects.

Reports

The following reports show you the results of this process:

- **The Accounts Receivable Interface Report (Invoice Transactions)** prints each draft invoice that successfully interfaced to Oracle Receivables. For each draft invoice, this report displays the draft invoice's project number and draft invoice number, the customer name and customer agreement funding the invoice, the PA and GL accounting dates in which the draft invoice posts, the number of the draft invoice, if any, that this one credits, and the total bill amount of the draft invoice.

- **The Accounts Receivable Interface Exception Report (Invoice Transactions).** Lists any draft invoices that were rejected during the process. For each draft invoice that fails to interface to Oracle Receivables, this report lists the rejection reason.

Interface Supplier Costs

The process PRC: Interface Supplier Costs retrieves project-related supplier costs and interfaces them from Oracle Purchasing and Oracle Payables to Oracle Projects. If you use accrual basis accounting as the primary accounting method, then the processes interfaces the following project-related supplier costs to Oracle Projects:

- Receipt accruals from Oracle Purchasing

- Accounted supplier invoice distributions from Oracle Payables

- Tax lines for intercompany invoices from Oracle Payables

- Accounted payment discounts that are distributed to invoice distributions from Oracle Payables

If you use cash basis accounting as the primary accounting method, then the process interfaces invoice payments from Oracle Payables to Oracle Projects.

For receipt accruals, payments, and discounts, the process uses the profile option *PA: Default Expenditure Item Date for Supplier Cost* to determine the expenditure item date.

The process populates the Transaction Import Interface table and uses Transaction Import to import supplier costs into Oracle Projects.

The process validates expenditure item dates for supplier costs. If the expenditure item date for an expenditure item fails validation, then the process rejects the transaction and leaves it in the Oracle Projects interface table. You must either change the date setup in

Oracle Projects or change the date for the expenditure item. You can use the Review Transactions window to change the date for a rejected expenditure item. Oracle Projects picks up the revised date for the rejected transaction the next time that you run the process PRC: Interface Supplier Costs.

The process also initiates the *AUD: Supplier Costs Interface Audit* concurrent program.

> **Note:** To update the expenditure item date in the Review Transactions window, the *Allow Interface Modifications* option must be enabled for the transaction source. See: Transaction Sources, *Oracle Projects Implementation Guide*.

Process Submission

Use the Submit Request window to submit the PRC: Interface Supplier Costs process. See: Submitting Requests, page 10-5.

You can submit the process as part of a streamline process. For information about streamline processes, see: Submitting Streamline Processes, page 9-2.

Process Parameters

Project Number. Enter the number of the project whose supplier invoice distribution lines you want to transfer. If you leave this parameter blank, the process selects all eligible supplier invoice distribution lines for all projects.

Batch Name. Enter the batch name that you want to create for the group of invoices you will import. The batch name you enter is used as part of the expenditure batch name that will be created for this batch.

Through GL Date. Enter the GL Date through which you want this process to select supplier cost distribution lines. If you leave this parameter blank, the process selects all eligible supplier cost distribution lines regardless of their GL Dates.

Through Transaction Date. Enter the Transaction Date through which you want this process to select supplier invoice distribution lines. If you leave this parameter blank, the process selects all eligible supplier invoice distribution lines regardless of their Transaction Dates.

Interface Supplier Invoices. Select Yes if you want to interface supplier invoices. When you set this parameter to Yes, the process interfaces project-related supplier invoice costs from Oracle Payables to Oracle Projects. If an invoice distribution is matched to a purchase order line that is set to accrue on receipt, then the process *only* interfaces any additional invoice amounts. Additional amounts can include tax, miscellaneous, and freight charges added during invoice entry, or price and exchange rate variances.

Interface Receipt Accruals. Select Yes if you want to interface receipt accruals. When this parameter is set to Yes, the process interfaces receipt accruals from Oracle Purchasing to Oracle Projects. This parameter only applies when you use accrual basis accounting.

> **Important:** When you use accrual basis accounting and select this parameter, the process interfaces the accrued cost associated with the receipt from Oracle Purchasing to Oracle Projects. For invoices associated with these receipt-accrual transactions, the process only interfaces variances from the invoice.

Interface AP Discounts. Select Yes if you want to interface payment discounts. When this parameter is set to Yes, the process interfaces invoice discounts amounts that Oracle Payables has prorated across project-related invoice distributions to Oracle Projects.

> **Note:** To interface AP discounts, your implementation team must set the profile option *PA: AP Discounts interface start date (mm/dd/yyyy)* to specify when Oracle Projects retrieves and interfaces payment discounts from Oracle Payables. The value of this profile option, in conjunction with the discount method that you specify for the Payables Options, determines what discounts the process PRC: Interface Supplier Costs interfaces to Oracle Projects. For more information, see: Profile Options, *Oracle Projects Implementation Guide*.

Reports

The interface program initiates the *AUD: Supplier Costs Interface Audit* concurrent program. The interface audit reports shows you the results of the interface program. These reports show amounts in the functional and transaction (AP invoice) currencies.

- **Supplier Cost Interface Audit.** Lists all supplier cost distribution lines that the interface program successfully interfaced to Oracle Projects. In addition, the report provides summary information to display the total number and total costs of the interfaced transactions.

- **Supplier Cost Interface Exceptions.** Lists all supplier cost distribution lines that the interface program failed to interface to Oracle Projects. The output report lists the rejection reason for each transaction that failed to interface.

The interface process also generates an output report to show you a summary of the interface results.

Related Topics

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

Transaction Import, page 9-113

Transaction Sources, *Oracle Projects Implementation Guide*

Understanding the Supplier Cost Process Flow, *Oracle Project Costing User Guide*

Transfer Journal Entries to GL

The process PRC: Transfer Journal Entries to GL transfers final subledger accounting journal entries from Oracle Subledger Accounting to Oracle General Ledger and initiates the process Journal Import in Oracle General Ledger. Optionally, you can choose to have the process post journal entries in Oracle General Ledger. The process only transfers journal entries accounted in final mode.

If you use top-down or bottom up budget integration, then you must run this process after you create a baseline version for an integrated budget or after you run the process PRC: Year End Budget Rollover for top-down budget integration.

For actual costs, if you do not choose to have the process PRC: Create Accounting transfer final journal entries to Oracle General Ledger, then you can run the process PRC: Transfer Journal Entries to GL to transfer final journal entries from Oracle Subledger Accounting to Oracle General Ledger.

> **Note:** You can optionally run the *Subledger Period Close Exceptions Report* to view information about unprocessed accounting events, accounting events in error, and transactions that are successfully accounted in final mode in Oracle Subledger Accounting, but not posted in Oracle General Ledger. This report provides you with the ability to separately tie back and determine whether accounting entries are posted in Oracle General Ledger.

Process Submission

Submit this process from the Submit Requests window. See Submitting Requests, page 10-5.

Process Parameters

Process Category: Select the type of transaction that you want to process. If you leave this parameter blank, then the process transfers journal entries for all categories. You can select one of the following process categories:

- Borrowed and Lent
- Budget
- Burden Cost
- Inventory Cost
- Labor Cost
- Miscellaneous Cost

- Provider Cost Reclassification
- Revenue
- Supplier Cost
- Total Burdened Cost
- Usage Cost
- Work in Process Cost

End Date: Enter a date to specify the end date. The process transfers journal entries associated with accounting events that have an accounting event date that is the same as or before the end date. This parameter is required.

Post in General Ledger: Select Yes to post subledger journal entries in Oracle General Ledger. This parameter is required. The default value is No.

General Ledger Batch Name: Optionally, enter the batch name that appears on the subledger journal entries that the process transfers to Oracle General Ledger.

Reports

Transfer Journal Entries to GL Report. This report lists the following information:

- Report parameters
- Transfer to general ledger summary
- General errors

Related Topics

Create Accounting, page 9-39

Creating a Baseline for an Integrated Budget, *Oracle Project Management User Guide*

Integrating with Oracle Subledger Accounting, page 11-10

Using Bottom-Up Budget Integration, *Oracle Project Management User Guide*

Using Top-Down Budget Integration, *Oracle Project Management User Guide*

Year End Budget Rollover, page 9-109

Oracle Subledger Accounting Implementation Guide

Project Resource Management Processes

The resource management processes perform tasks related to project resource management.

The project resource management processes are:

- Automated Candidate Search, page 9-83
- Generate Calendar Schedules, page 9-83
- Process Forecast Exceptions, page 9-84
- Perform Action Rules, page 9-84
- Rebuild Timeline, page 9-85
- Refresh Resource Availability, page 9-85

Automated Candidate Search

You can set up the Automated Candidate Search process to run on a scheduled basis using the Concurrent Manager. You can also set up multiple instances of this process to run in parallel. In either case, to benefit most from this process, it is recommended that you run this process frequently to accommodate the addition of new projects and requirements and fluctuations in resource availability.

Process Submission

To run an automated candidate search for a single project, choose PRC: Automated Candidate Search for a Single Project.

To run an automated candidate search for a range of projects, choose PRC: Automated Candidate Search for a Range of Projects.

Process Parameters

Number of Days to Look Forward: Specify the number of days to look forward for newly starting requirements, or leave blank to include all requirements.

Number of Days for Newly Starting Requirements: Specify the number of days for newly starting requirements, or leave blank to include all requirements.

Status: Enter a specific project status, or leave blank to include projects of all statuses.

Generate Calendar Schedules

This process regenerates availability of resources to reflect changes in the calendar.

Existing requirements and scheduled assignments on resource calendars are not impacted by changes. For example, if you add a holiday to the organization calendar and run the PRC: Generate Calendar Schedules for a Range of Calendars process, you will not see this new holiday reflected on any existing requirements or assignment schedules. However, the availability of a person is reduced by the number of hours in the holiday period, because availability is regenerated every time the process is run.

You can run the process for a single calendar or for a range of calendars. You should run this process each time one or more of the following events occur:

- A new calendar is created
- The work pattern for an existing calendar has changed, such as different working days or hours
- New exceptions have been applied to an existing calendar, such as the addition or deletion of a public holiday

You must run this process if you want calendar changes to appear on the schedules and timelines of the resources, new requirements, and new assignments.

Process Submission

From the Submit Request window, Select either PRC: Generate Calendar Schedule for a Single Calendar or PRC: Generate Calendar Schedules for a Range of Calendars. See: Submitting Requests, page 10-5.

Parameters

Calendar Name. Enter the name of the calendar for which you want to generate schedules. If you are running the process for a range of calendars, enter the starting and ending calendar names, or leave blank to process all calendars.

Process Forecast Exceptions

After you run your list of exceptions and make the appropriate corrections, you must update your forecast amounts to include the corrected transactions. A process called PRC: Process Forecast Exceptions evaluates eligible forecast items and recreates the item for inclusion in the project forecast. Eligibility criteria for forecast items is as follows:

- forecast item date is between the specified forecast from and to date parameters

If the forecast item is not included in the current project forecast, a new forecast item is created for that period. If the forecast item has been previously summarized, the item is reversed and the rate is recalculated.

Parameters

Starting / Ending Date: Enter the desired forecast date range.

Perform Action Rules

The PRC: Perform Action Rules process evaluates the action conditions for each action on a scheduled basis. If a condition is valid, then the process activates the related action.

This process applies to all types of action rules. However, it processes only advertisement rule actions for open requirements with advertisement rule status set to *Started* or *Resumed*.

Process Submission

You submit the PRC: Perform Action Rules process from the Submit Request window. See: Submitting Requests, page 10-5.

Rebuild Timeline

When the calendar for a resource changes, you must run two processes to update the availability data. You must first run the PRC: Generate Calendar Schedule for a Single Calendar or the PRC: Generate Calendar Schedules for a Range of Calendars administrative process to reflect the new calendar in the schedules of the resources, requirements, and assignments as is appropriate.

Then, you can run PRC: Rebuild Timeline for a Single Resource or PRC: Rebuild Timeline for a Range of Resources to reflect the change in calendar and resource availability in the timeline. This process rebuilds the availability data of one or more resources incorporating changes made to the calendar or schedule.

> **Note:** If you change the value of the profile option PA: Availability Duration from daily to weekly or vice versa, you must run Refresh Resource Availability and Rebuild Timeline for a Range of Resources or for a Single Resource. The processes recalculate the availability of the resource based on the new profile option setting. If a resource has not been scheduled for a long time, say two years, you run either Rebuild Timeline for a Range of Resources or Rebuild Timeline for a Single Resource.

Refresh Resource Availability

This process recalculates the availability of resources

If you change the value of the profile option PA: Availability/Overcommitment Calculation Period from daily to weekly or vice versa, you must run this process to recalculate the availability of the resource based on the new profile option setting.

You must also run this process (and the Rebuild Timeline process) if you change the value of the profile option PA: Availability Duration from daily to weekly or vice versa.

Burden Processes

The burden processes perform tasks related to burdening.

The burden processes are:

- Add New Organization Compiled Burden Multipliers, page 9-86
- Compile All Burden Schedule Revisions, page 9-86

Add New Organization Compiled Burden Multipliers

This process adds burden multipliers to burden schedules for an organization when you add a new organization to your organization hierarchy. If you do not add the organization to a specific schedule revision, this process compiles rates for the organization in all burden schedule revisions using the rates of the parent organization as defined in the organization hierarchy. A burden schedule revision must already be successfully compiled for the organization rate to be added.

You must run this process after you create the organization and before you charge transactions using this organization as the expenditure organization.

> **Note:** Run this process for the parent organization before you run it for the child organization.

Process Submission

You submit the PRC: Add New Organization Compiled Burden Multipliers process from the Submit Request window. See: Submitting Requests, page 10-5.

Reports

This process does not have any output reports. However, the concurrent request status window provides information about the results of the process.

Compile All Burden Schedule Revisions

This process compiles all burden schedule revisions that are not compiled and are not on hold. We recommend that you run this process overnight, as you may have many uncompiled schedule revisions that need to be processed.

Process Submission

You submit the PRC: Compile All Burden Schedule Revisions process from the Submit Request window. See: Submitting Requests, page 10-5.

Reports

The following reports show you the results of this process:

- **Burden Schedule Mass Compilation Report.** Lists all burden schedule revisions that were successfully compiled during the process.

- **Burden Schedule Mass Compilation Exception Report.** Lists any burden schedule revisions that failed the compilation process.

Summarization and Update Processes

The summarization and update processes compute and/or update amounts and balances.

The summarization and update processes are:

- Adjust Expenditure Items, page 9-87
- Compute Forecast Labor Revenue, page 9-89
- Copy Actuals, page 9-90
- Manage Project Requests and Maintain Projects, page 9-91
- Maintain Budgetary Control Balances, page 9-93
- Process Mass Update Batches, page 9-93
- Process Structure Updates, page 9-94
- Refresh Project Summary Amounts, page 9-95
- Refresh Transaction Summary Amounts, page 9-97
- Revaluate Funding for a Single Project, page 9-97
- Revaluate Funding for a Range of Projects, page 9-99
- Delete Revaluated Funding for a Range of Projects: , page 9-100
- Summarize Unbilled Receivables / Unearned Revenue Balances, page 9-101
- Update Project Summary Amounts, page 9-107
- Upload Financial Plan Data from Microsoft Excel, page 9-109
- Year End Budget Rollover, page 9-109

Adjust Expenditure Items

The process PRC: Adjust Expenditure Items processes mass adjustments to expenditure items. This process enables you to process adjustments to large numbers of transactions in the background so that you can continue working during adjustment processing. You

can use the process to process the following types of adjustments:

- Billing hold
- One-time hold
- Release hold
- Recalculate burden cost
- Recalculate revenue
- Recalculate cost and revenue
- Reclassify an item as billable or nonbillable
- Reclassify an item as capitalizable or noncapitalizable
- Transfer
- Change functional currency attributes
- Change project functional currency attributes
- Reprocess cross charge transactions
- Mark for no cross charge processing
- Change transfer price attributes
- Change work type attributes

For information about adjustments, see: Adjusting Expenditures, *Oracle Project Costing User Guide*.

Process Submission

You can submit this process from the Find Expenditure Items window or the Find Project Expenditure Items window. To submit this process, enter the find criteria for the expenditure items that you want to adjust and select the Mass Adjust button. Select an adjustment action from the list on the Mass Adjust window. Specify whether you want to process the adjustments in the background and continue working. If you choose *Yes* to process the adjustments in the background, then Oracle Projects submits the process PRC: Adjust Expenditure Items. If you choose *No*, then Oracle Projects process the adjustment online and you must wait until the online processing is complete to continue working.

Note: You can only submit this process from the Find Expenditure

Items window or the Find Project Expenditure Items window.

Process Parameters

The parameters for the process are determined by the find criteria that you enter on the Find Expenditure Items window or Find Project Expenditure Items window, and the adjustment action you choose.

Reports

The following report show you the results of this process.

- **Mass Adjustment Execution Report.** This report lists the following information:
- Number of transactions selected
- Number of transactions successfully adjusted
- Number of transactions rejected

  Note: If the transaction source for a transaction does not allow adjustments, then the process PRC: Adjust Expenditure Items does not select it for adjustment processing. As a result, the transaction does not appear on the output report as a rejected transactions because it was not selected for processing.

- Detailed list of each rejection, including the rejection code, project, task, expenditure type, expenditure item date, expenditure type class, and transaction source
- The runtime parameters selected for the process

Compute Forecast Labor Revenue

This process calculates the potential revenue of labor expenditure items based on established bill rates and markups. The expenditure items that the process selects are billable labor expenditure items charged to contract projects that have not yet been processed by the Generate Draft Revenue process. The items do not have to be approved to be processed for forecast revenue.

Process Submission

You submit the PRC: Compute Forecast Labor Revenue process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Project Number. To limit the process to one project, enter the project. Otherwise, leave this field blank.

Forecast Through Date. To limit the process to expenditure items dated on or before a certain date, enter the date. Otherwise, leave this field blank.

Reports

The following reports show you the results of this process:

- **The Forecast Revenue Computation Report.** Liststhe results of the Compute Forecast Revenue process. In this report, you see the projects selected for forecast revenue calculation, the total forecast revenue amount, and the expenditure item dates through which forecast revenue was calculated for each project.

- **The Forecast Labor Revenue Computation Exception Report.** Lists the expenditure items for which the Compute Forecast Revenue process could not forecast revenue because a bill rate or markup could not be found for the items.

Copy Actual Amounts

The PRC: Copy Actuals process copies actual amounts to the working version for the budget type and project combination that you select. The process overwrites any amounts that already exist for the working version. If you want to copy actual amounts to a new budget version, you must create the new version before you run this process.

For additional information on copying actual amounts to a working budget version, see: Copying Actual Amounts to Budget Amounts, *Oracle Project Management User Guide*.

Process Submission

Submit the PRC: Copy Actuals process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

All parameters for this process are mandatory.

Project Number: Enter the number of the project for which you want to run the process.

Budget Type: Enter the budget type for which you want to run the process.

Start Period / End Period: Enter the period range for which you want to copy actual amounts.

Reports

None.

Manage Project Requests and Maintain Projects

If you are integrating with Oracle Sales, submit the PRC: Manage Project Requests and Maintain Projects process.

This process creates project requests from sales opportunities by using the following opportunity information:

- Win Probability Range
- Close Date
- Opportunity Status
- Sales Stage
- Opportunity Value Range
- Opportunity Currency
- Category (product category for opportunities)

You can also submit the PRC: Manage Project Requests and Maintain Projects process in Update Projects mode to:

- Update pipeline project information when opportunity information changes
- Trigger workflow notifications of changes

Process Submission

To submit the PRC: Manage Project Requests and Maintain Projects process, see: Submitting Requests, page 10-5.

Process Parameters

> **Note:** The PRC: Manage Project Requests and Maintain Projects process creates project requests for opportunities in all operating units.

Mode: Select the program mode from the following:

- Create Project Requests
- Update Projects
- Create Project Requests and Update Projects

Project Request Type: Enter the type of project request you want to create.

From Probability / To Probability: Enter the probability range for the opportunities you want the process to select.

Close Date Within Days: The process selects opportunities that have a close date within the number of days you enter.

Status: Enter the status for opportunities you want the process to select.

Sales Stage: Enter the sales stage for opportunities you want the process to select.

From Value: Enter the minimum value for opportunities you want the process to select.

To Value: Enter the maximum value for opportunities you want the process to select.

Currency: Enter the currency for opportunities you want the process to select.

Category: Enter the product category for opportunities you want the process to select. You can assign product category to opportunities in Oracle Sales to determine which product categories are used to create project requests.

> **Note:** If you create project requests based on the product category on opportunity, we recommend that you create a single product opportunity. If you have multiple products having different product categories, the project request is created if any of the product meets the product category you specified. However, the opportunity value is taken from the opportunity header.

Update Probability: Select Yes to if you want to update the project probability with the latest opportunity probability.

Update Value: Select Yes to if you want to update the project opportunity value with the latest opportunity value.

Update Expected Approval Date: Select Yes to update the expected project approval date with the latest opportunity close date.

> **Note:** You typically update the project probability, opportunity value, and expected approval date for delivery projects, not pursuit projects.

Reports

The output report for the PRC: Manage Project Requests and Maintain Projects process shows:

- Details of new project requests created
- Old and new values of projects updated based on opportunity changes
- Errors encountered in the process

Viewing Project Requests

For information about viewing the project requests that the PRC: Manage Project Requests and Maintain Projects process creates, see: Viewing the Project Request List, page 11-48.

Maintain Budgetary Control Balances

The PRC: Maintain Budgetary Control Balances process updates budgetary control balances for transactions that pass funds reservation. The process also deletes funds check results records from the PA_BC_PACKETS table that are older than the value specified in the PA: Days to Maintain BC Packets profile option.

If you use Projects budgetary controls, it is recommended that you set the PRC: Maintain Budgetary Control Balances process to run at regular intervals.

Process Submission

From the Submit Request window, submit the PRC: Maintain Budgetary Control Balances process. See: Submitting Requests, page 10-5.

Process Parameters

This process has no parameters.

Reports

No reports are generated from this process.

Process Mass Update Batches

This process updates the organization on all the projects and tasks specified in a mass update batch.

You can also run Mass Update Batches as an online program, using the Mass Update Batches window. See: Mass Update Batches, page 8-31

Process Submission

From the Submit Request window, submit the PRC: Process Mass Update Batches process. See: Submitting Requests, page 10-5

Process Parameters

Batch. Select the batch that you wish to process. If you leave this field blank, all mass update batches with the status Submitted and with effective dates on or earlier than the current system date will be processed.

Reports

An output report shows you the results of this process. The report shows amounts in the project currency.

Related Topics

Processing a Mass Update Batch, page 8-34

Process Structure Updates

When you make a change to a project structure, you invoke the *Process Updates* action to perform the rollup of plan and actual data against the updated structure, recalculate task weighting, and update planning elements for budgeting and forecasting. This process updates planning elements for budgeting and forecasting at the project level, and for all plan types and working versions.

Structure changes can result from the following structure maintenance activities:

- Task creation
- Task deletion
- Task hierarchy reorganization
- Change of task schedule dates when the progress rollup method is *Duration*.

If the profile option *PA: Process Structure Updates* is set to *Standard* and the total number of tasks in the structure exceeds the threshold set in the profile option *PA: Process Structure Updates Threshold,* then Oracle Projects automatically submits this process to perform the structure updates when you invoke the Process Updates action.

> **Note:** When you invoke the Process Updates action for an updated *program* structure, Oracle Projects automatically submits this process to roll up and recalculate information for the linked projects within the program. For more information about programs, see: Overview of Program Management, *Oracle Project Management User Guide*.

For more information on the profile options PA: Process Structure Updates and PA: Process Structure Updates Threshold, see: Profile Options and Profile Option Categories Overview, *Oracle Projects Implementation Guide*.

Process Submission

If the profile option PA: Process Structure Updates is set to *Standard* and the total number of tasks in the structure exceeds the threshold set in the profile option PA: Process Structure Updates Threshold, then Oracle Projects automatically submits this process.

Process Parameters

None

Reports

None

Process Project Structure Updates

This concurrent program enables you to process plan and actual data against updated structures for multiple projects. For details about this concurrent program and to process updates for a single project, see Process Structure Updates, page 9-94.

Process Submission

Submit the PRC: Process Project Structure Updates process from the Submit Request page. See: Submitting Requests, page 10-5.

Process Parameters

Operating Unit: Enter the operating unit for the transactions that you want to process. If you leave the parameter blank, all the projects belonging to all operating units are processed.

From Project Number / To Project Number: Enter the range of project numbers that you want to include. You can leave either or both parameters blank. If you leave the parameters blank, all the projects belonging to the entire range will be processed.

Reports

None.

Refresh Project Summary Amounts

After you have interfaced detail transactions from your legacy system to Oracle Projects, you use the Refresh Project Summary Amounts and Refresh Transaction Summary Amounts processes to create project summary amounts from transactions that you have interfaced.

You can use this process alone, or run this process after you have run Refresh Transaction Summary Amounts to build the summary amounts from large numbers of detail transactions. See: Refresh Transaction Summary Amounts., page 9-97

You must also run this process after you set the current PA Reporting Period to an earlier period than the previous PA Reporting Period, if the system has alerted you that projects have been summarized with dates later than the new reporting period. See: Setting the PA Reporting Period, *Oracle Projects Implementation Guide*.

Process Submission

From the Submit Request window, submit the PRC: Refresh Project Summary Amounts process. See: Submitting Requests, page 10-5

Process Parameters

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Through Date. Optionally enter an end date for the process.

If you do not enter a date, or the date you enter is equal to or later than the current reporting period end date, the process summarizes all selected data through the current reporting period.

If you enter a date earlier than the end date of the current reporting period, the process summarizes data through the date you enter.

Related Topics

Setting the PA Reporting Period, *Oracle Projects Implementation Guide*

Creating Project Summary Amounts After Conversion, *Oracle Project Management User Guide*

Refresh Resource Breakdown Structure Element Names

When you change a resource breakdown structure's element name in the source system, you need to run the PRC: Refresh RBS Element Names program to update the corresponding name in the resource breakdown structure in Oracle Projects. For example, if you change the name of an Organization (that is defined in Oracle HRMS) in a resource breakdown structure from ABC to XYZ then, you run the PRC: Refresh RBS Element Names program to update the name to XYZ in the resource breakdown structure in Oracle Projects.

Process Submission

From the Submit Request window, submit the PRC: Refresh RBS Element Names process. See: Submitting Requests, page 10-5

Process Parameters

This process has no parameters.

Reports

This process generates a text report containing the updated resource breakdown structure elements names.

Refresh Transaction Summary Amounts

After you have interfaced detail transactions from your legacy system to Oracle Projects, you use the Refresh Project Summary Amounts and Refresh Transaction Summary Amounts processes to create project summary amounts.

Use this process if you are interfacing large numbers of detail transactions. This process enables you to build the summary amounts in smaller runs based on the process parameters you enter. This process creates transaction totals for the specified range of PA periods, but does not produce the project summary numbers used by the Project Status Inquiry window.

After you run this process, you then run the Update Project Summary Amounts process to create the project summary amounts used by the Project Status Inquiry window.

Process Submission

From the Submit Request window, submit the PRC: Refresh Transaction Summary Amounts process. See: Submitting Requests, page 10-5

Process Parameters

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

From PA Period...To PA Period. Enter a range of PA periods for which you want the process to run.

Expenditure Type Class. You can optionally select an expenditure type class that the process will use.

Related Topics

Creating Project Summary Amounts After Conversion, *Oracle Project Management User Guide*

Project Status Inquiry, *Oracle Project Management User Guide*

Revaluate Funding for a Single Project

This process revaluates funding for a single project and is run prior to running the PRC: Generate Draft Invoices and PRC: Generate Draft Revenue. For more information about Revaluate Funding see: Revaluate Funding, *Oracle Project Billing User Guide*.

Unbaselined revaluation adjustment funding lines, and the corresponding realized currency gains and losses events created by earlier runs are deleted when the Revaluate Funding process is run for a single project. The process updates the summary project funding after deletion.

Process Submission

Submit the PRC: Revaluate Funding for a Single Project process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Project Number: Enter the number of the project for which you want to run the revaluation process. The selected project must have the project level funding revaluation option enabled.

Revaluation Through Date: Enter the revaluation through date. All the paid and unpaid amount are taken as of the revaluation through date, and all invoices used in the revaluation calculation are till this date. The default is the system date.

Revaluation Rate Type: Optionally, enter the revaluation rate type to revaluate from the funding currency to project functional currency and invoice processing currency. Valid values are the Oracle General Ledger Rate types.

> **Note:** If no revaluation rate type is entered, the rate type defined at the project level for converting from funding currency to project functional currency and invoice processing currency will be used for revaluation.

Revaluation Rate Date: Optionally, enter the revaluation rate date to revaluate from funding currency to the project functional currency and the invoice processing currency.

> **Note:** If no revaluation rate date is entered, the revaluation through date will be the default value.

Baseline Revaluated Funding: Select whether you want the funding adjusted lines to be baselined immediately after the revaluation process. Valid values are Yes and No.

> **Note:** If you choose to baseline the revaluated funding immediately, the process will only baseline the revaluated funding for projects that have Baseline Funding Without Budget option enabled.

Reports

The following reports show the results of this process:

- **The Funding Revaluation Process Report.** Lists all summary project funding successfully processed. For each summary project funding the report displays the project, customer, agreement and task for which the net revaluation funding line was created. It also displays the baselined funding in funding currency, funding revaluated, baselined funding before revaluation, revaluation adjustment, rate type

and rate in the project functional and invoice processing currencies, and adjustment baselined or not.

- **The Funding Revaluation Exception Report:** Lists all eligible projects for which the funding revaluation process did not complete successfully. For each rejected project, the report displays the rejection reason.

Related Topics

Funding Revaluation, *Oracle Project Billing User Guide*

Revaluate Funding for a Range of Projects

This process revaluates funding for a range of projects and is run prior to running the PRC: Generate Draft Invoices and PRC: Generate Draft Revenue. For more information about revaluating funding, see: Funding Revaluation, *Oracle Project Billing User Guide*.

Process Submission

Submit the PRC: Revaluate Funding for a Range of Projects process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

From Project Number/To Project Number: Enter the range of projects you want to include. The selected projects must have the project level funding revaluation option enabled.

Project Type: To limit the process to only one project type, enter the project type. Otherwise, leave this field blank.

Revaluation Through Date: Enter the revaluation through date. All the paid and unpaid amount are taken as of the revaluation through date, and all invoices used in the revaluation calculation are till this date. The default is the system date.

Revaluation Rate Type: Optionally, enter the revaluation rate type to revaluate from the funding currency to project functional currency and invoice processing currency. Valid values are the Oracle General Ledger Rate types.

> **Note:** If no revaluation rate type is entered, the rate type defined at the project level for converting from funding currency to project functional currency and invoice processing currency will be used for revaluation.

Revaluation Rate Date: Optionally, enter the revaluation rate date to revaluate from funding currency to the project functional currency and the invoice processing currency.

Note: If no revaluation rate date is entered, the revaluation through date will be the default value.

Baseline Revaluated Funding: Select whether you want the funding adjusted lines to be baselined immediately after the revaluation process. Valid values are Yes and No.

Note: If you choose to baseline the revaluated funding immediately, the process will only baseline the revaluated funding for projects that have Baseline Funding Without Budget option enabled.

Reports

The following reports show the results of this process:

- **The Funding Revaluation Process Report.** Lists all summary project funding successfully processed. For each summary project funding the report displays the project, customer, agreement and task for which the net revaluation funding line was created. It also displays the baselined funding in funding currency, funding revaluated, baselined funding before revaluation, revaluation adjustment, rate type and rate in the project functional and invoice processing currencies, and adjustment baselined or not.

- **The Funding Revaluation Exception Report:** Lists all eligible projects for which the funding revaluation process did not complete successfully. For each rejected project, the report displays the rejection reason.

Delete Revaluated Funding for a Range of Projects

This process deletes all the unbaselined revaluation adjustment funding lines and corresponding realized gains and losses events. After deletion, the summary project funding balance is updated.

Process Submission

You submit the PRC: Delete Revaluation Funding for a Range of Projects process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameter

Project Number. From/Project Number To: Enter the range of projects which have Revaluate Funding option enabled, and for which you want to delete revaluation funding.

Project Type: To limit the report to only one project type, enter the project type. Otherwise, leave this field blank.

Reports

The following report shows the results of the process:

- **The Funding Revaluation Delete Report:** Lists all projects for which the unbaselined revaluation adjustment funding lines were deleted by the process. The report displays the project name, customer name, agreement number, and task name.

Related Topics

Funding Revaluation, *Oracle Project Billing User Guide*

Summarize Unbilled Receivables / Unearned Revenue Balances

The summarize unbilled receivables/unearned revenue balances process creates summary data required for running the UBR and UER reports. The process creates summary balances for draft revenue and draft invoices in Oracle Projects. The process summarizes amounts for draft revenues for which the process PRC: Generate Revenue Accounting Events has successfully generated events. The process summarizes amounts for draft invoices that have been transferred, imported, and successfully tied back to Oracle Receivables.

The unbilled receivables and unearned revenue transactions are summarized by project, by account segment, cost center, and GL period, deriving the summary amounts used in the reports.

Prerequisites

Before you can carry out the PRC: Summarize Unbilled Receivables/Unearned Revenue Balances process, you must do the following:

- Define the General Ledger Account Key Segment that is associated with the Key Flexfield Qualifier Cost Center and the General Ledger Account Key Segment that is associated with the Key Flexfield Qualifier Account.

For more information on defining General Ledger Account Key Segments, refer to the *Oracle General Ledger Implementation Guide.*

- Setup Self-Service environment to view the UBR and UER reports. For complete instructions on setting up your self-service environment, refer to the *Oracle Self-Service Web Applications Implementation Manual.*

Process Submission

Submit the PRC: Summarize Unbilled Receivables / Unearned Revenue Balances process from the Submit Request window.

Process Parameters

From Project Number and To Project Number: Enter the range of project numbers that you want to include.

> **Note:** For faster performance, enter a range of projects.

GL Period (required): Enter a GL Period for selecting draft revenue and draft invoices in Oracle Projects. The default value is derived from the system date.

> **Note:** To create accurate balances, run your process at the end of your GL period, after transaction processing is complete.

Viewing the Output Reports

The following reports show you the results of this process:

Draft Revenue Unbilled Receivables and Unearned Revenue Summary Balances Report:

This report lists the unbilled receivables and unearned revenue for revenue transactions. For each revenue transactions, the report lists the project, project type, draft revenue transaction number, GL period, revenue amount, unbilled receivables amount, unearned revenue amounts, GL header ID, and the GL line ID.

Draft Invoice Unbilled Receivables and Unearned Revenue Summary Balances Report:

This report lists the unbilled receivables and unearned revenue for draft invoices. For each draft invoice, the report lists the project number, project type, GL period, invoice amount, unbilled receivables amount, and unearned revenue amount.

Project Unbilled Receivables and Unearned Revenue Summary Balances Report:

This report lists the unbilled receivables and unearned revenue balances by GL period for all projects in which draft revenue or draft invoices were processed. The report shows the resulting balances of the unbilled receivables and unearned revenue by GL period for each project.

Viewing the Online Views

The results of the process can also be viewed online. You can export the online views to an Excel spreadsheet for further calculation, analysis, and formatting.

These online reports have an accounting view and a project view. Both of these views are included in the Project Super User and Operations Manager menus.

Accounting View Reports

Project accountants can use the Accounting View reports to review all entries to UBR

and UER accounts in the GL from the Oracle Projects subledger.

The following accounting view reports are available:

Unbilled Receivables/Unearned Revenue Balance by Project, Cost Center: Accounting View

The report shows summary balances for selected cost centers for a given UBR or UER account.

- You can click on the Details icon in the summary line, to drill down and view the unbilled receivables or unearned revenue transactions in Oracle Projects.
- You can click on a selected project number in the Project Number field to view details of transactions for all the cost centers in the selected project.

Parameters

The Operating Unit, Account and As of GL period fields are required. Use the following other parameters to further filter the report:

- Start and End Cost Center
- Project Type
- Start and End Project Number
- Start and End Project Name
- Projects with Zero Balances: Check the box to retrieve summary amounts for projects having zero account balances.

> **Note:** The Account parameter represents the Natural Account segment defined as the General Ledger Accounting Key Flexfield Qualifier. Cost Center parameter represents the cost center segment defined as the General Ledger Accounting Key Flexfield Qualifier.
>
> The default sort order is Project Number and Cost Center columns in ascending order. You can click on any column in the results section of the report to sort the report in the ascending order of that column.
>
> If project number and project name are given, project name takes precedence for retrieving the data.

Unbilled Receivables/Unearned Revenue Transaction Details for Project: Accounting View

This report shows UER and UBR transaction details for a selected project. You can access this report in the following ways:

- From the Results section of the Unearned Revenue/Unbilled Receivables by Project,

Cost Center: Accounting View report, click on the Details icon or on the project number in the Project Number field. If you click on the project number, you can view the transaction number, GL period and transaction amount for invoices, credit memos, payments, and adjustments for all cost centers in the project.

- Using the Project Finance Manager responsibility in the Self Service environment.

Parameters

The Operating Unit, Account and As of GL Period fields are required. Use the following other parameters to further filter the report:

- Cost Center
- Project Type
- Project Number
- Project Name

> **Note:** The default sort order is Project Number, GL Period, Transaction Type and Transaction Number columns in the descending order. You can click on any column in the results section of the report to sort the report in the ascending order of that column.
>
> If project number and project name are given, project name takes precedence for retrieving the data.

Project View Reports

Project managers can use the Project View reports to review the balances of UBR and/or UER accounts on a project. The following project view reports are available:

Unbilled Receivables/Unearned Revenue Balance by Project: Project View

This report shows the period-to-date summary balances for both the Unearned Revenue and Unbilled Receivable accounts for a specified GL period.

You can click on a selected project number in the Project Number field to view both the UBR period-to-date summary balance and the UER period to date summary balance for each individual cost center in the project.

Parameters

The Operating Unit and As of GL Period fields are required. Use the following other parameters to further filter the report:

- Project Type

- Start and End Project Number
- Start and End Project Name
- Cost Center Filter: Show: Select one of the following filters:
  - All Projects
  - Project with Multi Cost Center
  - Projects with Single Cost Center
- Projects with Zero Balances: Check the box to retrieve summary amounts for projects having zero UBR or UER account balances.

> **Note:** The Cost Center parameter represents the cost center segment defined as the General Ledger Accounting Key Flexfield Qualifier. For more information on defining General Ledger Account Key Segments, refer to the *Oracle General Ledger Implementation Guide*.

The default sort order is Project Number column in ascending order. Click on any column in the results section of the report to sort the report in the ascending order of that column. If project number and project name are given, project name takes precedence for retrieving the data.

Unbilled Receivables/Unearned Revenue Balance by Project, Cost Center: Project View

This report shows the period-to-date summary balances for both the Unearned Revenue and the Unbilled Receivable balances for each individual cost center in a project.

- You can click on the Details icon in the summary line, to drill down and view the revenue and invoice transactions in Oracle Projects that comprise the UBR and UER balances.
- You can click on a selected project number in the Project Number field to view details of revenue and invoice transactions for all the cost centers in the specific project.

You can access this report in the following ways:

- From the Results section of the Unearned Revenue/Unbilled Receivables by Project, Cost Center: Project View report, click on an individual project in the Project Number field.
- Use the Project Manager responsibility in the Self Service environment.

Parameters

The Operating Unit and As of GL Period fields are required. Use the following other parameters to further filter the report:

- Project Type
- Start and End Project Number
- Start and End Project Name
- Cost Center Filter: Show: Select one of the following:
  - All Projects
  - Project with Multi Cost Center
  - Projects with Single Cost Center
- Projects with Zero Balances: Check the box to retrieve summary amounts for projects having zero UBR or UER account balances.

> **Note:** The default sort order is Project Number, Cost Center columns in the ascending order. Click on any column in the results section of the report to sort the report in the ascending order of that column.
>
> If project number and project name are given, project name takes precedence for retrieving the data.

Unbilled Receivables/ Unearned Revenue Transaction Details for Project: Project View

This report shows the invoice and revenue transactions details of UBR and UER balances in Oracle Projects. You can access this report in the following ways:

- From the Results section of the Unbilled Receivable/Unearned Revenue Balance by Project, Cost Center: Project View report, click on the Details icon, or a project number in the Project Number field. If you click on the project number, data for all cost centers in the project is displayed.
- Use the Project Manager responsibility in the self service environment.

Parameters

The Operating Unit and As of GL Period fields are required. Use the following other parameters to further filter the report:

- Project Type

- Cost Center
- Project Number
- Project Name

Note: The default sort order is GL Period, Transaction Type, and Transaction Number columns in descending order. Click on any column in the results section of the report to sort the report in the ascending order of that column. If project number and project name are given, project name takes precedence for retrieving the data.

Update Project Summary Amounts

This process updates the project summary amounts with new cost, commitment, and revenue transactions and any new baselined budget versions.

You can run this process as many times as you want.

Process Submission

From the Submit Request window, submit one of the PRC: Update Project Summary Amounts processes:

- To submit the process for one project, submit the PRC: Update Project Summary Amounts for a Single Project process.
- To submit the process for a range of projects, submit the PRC: Update Project Summary Amounts process.
- To submit the process after making changes in a resource list, submit the PRC: Update Project Summary Amounts After a Resource List Change process.

See: Submitting Requests, page 10-5

Selected Parameters

From / To Project Number. Optionally, enter a range of project numbers to update summary amounts for the projects in the specified range. Leave the parameters blank to update summary amounts for all projects.

Project Type. Optionally enter a project type to limit the update of summary amounts to projects of the selected project type.

Through Date. Optionally enter an end date for the process.

If you do not enter a date, or the date you enter is equal to or later than the current reporting period end date, the process summarizes all selected data through the current reporting period. If you enter a date earlier than the end date of the current reporting

period, the process summarizes data through the date you enter.

Summarize Cost. Enter *Yes*if you want the Update Project Summary Amounts process to summarize cost amounts.

Expenditure Type Class. If you are running the Update Project Summary Amounts process for one project, you can optionally select one expenditure type class to update summary amounts for.

Summarize Revenue. Enter *Yes* if you want the Update Project Summary Amounts process to summarize revenue amounts.

Summarize Budgets. Enter *Yes* if you want the Update Project Summary Amounts process to summarize budget amounts.

Budget Type. Select a budget type or financial plan type for which you want to summarize amounts.

> **Note:** You *must* maintain forecast amounts for a project in either a financial plan type or a budget type of forecast cost or forecast revenue to prevent the Update Project Summary Amounts process from adding up forecast summaries in the financial plan and budget.

Summarize Commitments. Enter *Yes* if you want the Update Project Summary Amounts process to summarize commitment amounts.

Resource List Name. If you are running the Update Project Summary Amounts After a Resource List Change process, you can optionally select the resource list that you want the process to use.

> **Note:** The Update Project Summary Amounts process only uses the resources list. You can migrate a resource list to a planning resource list and Oracle Projects copies changes in the resource list to the migrated planning resource list, but not vice versa. You must make changes in the original resource list to ensure that the Update Project Summary Amounts process correctly summarizes amounts for display.

Generate Report Output. Enter *Yes* if you want the process to generate a report.

Reports

The following reports show you the results of this process. Report amounts are in the project currency.

- **Update Project Summary Amounts Report.** Lists all costs, revenue, budget amounts, and commitments that were summarized during the process.

  This report also lists *future period transactions*. Future period transactions have a PA Period that is later than the current PA reporting period. The Update Project Summary Amounts process does not summarize such transactions. As a result,

these transactions are not reflected in the Project Status Inquiry window. To summarize these transactions, you must set the current reporting period to a PA Period equal to or later than the transaction PA Period. See: Setting the PA Reporting Period, *Oracle Projects Implementation Guide*.

- **Update Project Summary Amounts Log.** To view the log, select Request Log from the Completed Requests window. The log displays amounts before and after running the Update Project Summary Amounts process.

Upload Financial Plan Data from Microsoft Excel

The process PRC: Upload Financial Plan Data from Microsoft Excel uploads spreadsheets containing financial plan lines from Microsoft Excel to Oracle Projects.

Process Submission

When you choose to upload a spreadsheet containing financial plan lines, Oracle Projects performs the upload either as an online step, or by submitting this concurrent program. Oracle Projects makes the determination based on the settings of the following two profile options:

- PA: Process MS Excel Data
- PA: Process MS Excel Data Threshold

Process Parameters

None

Reports

None

Related Topics

PA: Process MS Excel Data, *Oracle Projects Implementation Guide*

PA: Process MS Excel Data Threshold, *Oracle Projects Implementation Guide*

Editing Budgets and Forecasts in Microsoft Excel, *Oracle Project Management User Guide*

Year End Budget Rollover

The process PRC: Year End Budget Rollover transfers year-end balances for top-down integrated project budgets to the next fiscal year. For all selected top-down integrated budgets, the process performs the following tasks:

1. Creates a new budget version

2. Calculates the transfer amount for each project budget line by subtracting the total actual and commitment balances from the budgeted amounts

3. Adds the transfer amount for each project budget line to the budget amount for the first period of the next fiscal year

   Note: If a budget line does not exist for the first period of the next fiscal year, then the process calls the Project Budget Account Generation workflow to generate a new default account. If a budget line already exists for the first period of the new year, then the process does *not* derive a new default account.

4. Subtracts the transfer amount from the closing year to set the budget amounts to the transaction total for the year. For each account, the process subtracts the transfer amount from last period with a budget amount. If a task, a resource, or task and resource combination is budgeted across multiple accounts, then the process subtracts the transfer amount for each account from the last period with a budget amount.

   For an example of how the process subtracts transfer amounts from the closing year, see: Year End Processing, *Oracle Project Management User Guide*.

5. Creates a baseline for the new budget version

6. Generates encumbrance accounting events to transfer the unspent project budget encumbrance amounts from the fiscal year to the next fiscal year

7. Creates accounting in final mode for the encumbrance accounting events in Oracle Subledger Accounting

8. Validates funds against the General Ledger Funding Budget

   Note: The baseline process performs a funds check on the new encumbrance entries in force pass mode. In force pass mode, all budgetary controls are ignored. The encumbrance entries to reserve additional funds in the new year are generated even if available funds for the General Ledger Funding Budget will be exceeded.

9. Creates final encumbrance journal entries in Oracle Subledger Accounting

When the process PRC: Year End Budget Rollover is complete, you run the process PRC: Transfer Journal Entries to GL to transfer the encumbrance journal entries to Oracle General Ledger. When you submit the process PRC: Transfer Journal Entries to GL, you can optionally choose to have the process post the journal entries. Otherwise, you can manually post the journal entries in Oracle General Ledger. For additional information, see: Transfer Journal Entries to GL, page 9-81.

Note: The baseline process updates funds balances in Oracle General Ledger. The process PRC: Transfer Journal Entries to GL does not affect funds balances.

Process Submission

You submit the PRC: Year End Budget Rollover process from the Submit Request window. See: Submitting Requests, page 10-5.

Selected Parameters

Closing Fiscal Year. You must specify the fiscal year from which you are transferring budget balances.

Organization Name. To optionally select all projects belonging to a specified project organization, select an organization name. Otherwise, leave this field blank.

From Project Number and To Project Number: Enter the range of project numbers that you want to include.

Reports

The following reports show the results of this process:

- **Year End Budget Rollover - Success Report.** Lists all project budget amounts successfully rolled over to the next fiscal year. Rollover amounts are listed by project number and budget type.
- **Year End Budget Rollover - Exception Report.** Lists any project budgets that failed the rollover process and displays a rejection reason.

Tieback Processes

The tieback processes identify and update Oracle Projects transactions that have been interfaced to another application.

The tieback processes are:

- Tieback Asset Lines from Oracle Assets, page 9-111
- Tieback Invoices from Receivables, page 9-112

Tieback Asset Lines from Oracle Assets

This process identifies and updates Oracle Projects assets and asset lines that have been interfaced to Oracle Assets. For assets, the process updates the asset details to reflect the asset number assigned in Oracle Assets and the period in which the asset was posted.

For asset lines, the process updates each line to reflect the Oracle Assets period in which the asset line was posted.

Process Submission

Submit the PRC: Tieback Asset Lines from Oracle Assets process from the Submit Requests window. See: Submitting Requests, page 10-5.

Tieback Invoices from Receivables

This process determines the status of draft and intercompany invoices interfaced to Oracle Receivables. For invoices that are successfully processed through Oracle Receivables AutoInvoice process, this tieback process updates the interface status of the invoice to *Accepted*. For rejected invoices, the tieback process deletes the rejected rows from the interface tables and updates the invoice status to *Rejected*. Correct the rejected invoices and interface them again.

After the tieback process is complete, the process identifies intercompany and inter-project invoices that were successfully interfaced and interfaces them to Payables of the receiver operating unit.

Process Submission

To submit the PRC: Tieback Invoices from Receivables process by itself, see: Submitting Requests, page 10-5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes, page 9-2) and select one of the Interface to AR streamline options.

Reports

The following reports show you the results of this process:

- **Tieback Invoices Report (Successful Invoice Transfers).** Lists each draft invoice that was successfully processed by the AutoInvoice process. For each draft invoice, the report displays the project number and the draft invoice number, the customer number, name, and agreement funding the invoice, the date that the draft invoice was interfaced to Oracle Receivables, and the AR invoice number of the invoice.

- **Tieback Invoices Report (Rejected Invoice Transfers).** Lists any draft invoices that were rejected by Oracle Receivables' AutoInvoice process. For each rejected draft invoice, this report lists the rejection reason given by AutoInvoice.

Transaction Import Process

The Transaction Import process selects all eligible pending transactions in the PA_TRANSACTION_INTERFACE_ALL table that satisfy the selection criteria of the

process request and determines the validity of each transaction.

Transaction Import

For each valid transaction, Transaction Import imports the transactions and creates corresponding expenditure records in the Oracle Projects expenditure tables; expenditure records include expenditure batches, expenditures, and expenditure items. For each invalid transaction, Transaction Import rejects the transaction and updates the transaction in the interface table with a status of *Rejected* and the rejection reason. You should update rejected items in the interface tables or your external system and import the transactions again.

If the transaction source for the Transaction Import is purgeable, Transaction Import deletes the corresponding transactions from the interface table. If the transaction source is not purgeable, Transaction Import updates the status of the corresponding transaction in the interface table with a status of *Accepted*.

> **Tip:** When interfacing large volumes of data, you can reduce the risk of unexpected errors by committing records after a specified number of transactions are processed. A Processing Set size is defined for each transaction source. As transactions are imported, a database commit is issued after each set is complete. If an error occurs and a rollback is issued, only the records in the current set are affected. See Processing Set Size, *Oracle Projects Implementation Guide*.

This process imports the labor rate determination attributes of job, work type, and location for transactions from Oracle Time & Labor (OTL) depending on the timecard format used in OTL or any third party timecard applications. Oracle Projects uses these rate determination attributes to generate labor costs based on the applicable labor cost setup.

For detailed information on importing data into Oracle Projects using Transaction Import, including interface table descriptions.

Process Submission

You submit the PRC: Transaction Import process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Transaction Source. Enter the transaction source for the transactions that you want to import into Oracle Projects.

> **Important:** Do not use the AP INVOICES transaction source when you run the PRC: Transaction Import program. This transaction source is intended only for use by the Oracle Projects processes to import Oracle

Payables invoices.

Batch Name. Enter the name of a specific batch of transactions that you want to import into Oracle Projects. You can choose only batches having the transaction source specified for the Transaction Source parameter.

> **Tip:** For increased performance, submit several concurrent Transaction Import requests specifying different batch names rather than submitting one request for a particular transaction source.

Reports

The following reports show you the results of this process:

- **The Transaction Import Exception Report.** Lists all transactions that were rejected during the Transaction Import process. For each rejected transaction, this report displays the key field values of the transaction in the interface table. It also displays the rejection reason code that identifies the cause of the transaction's rejection. For reference, the last page of this report prints a key of rejection reason codes and their meanings.

  > **Note:** If any expenditure item fails validation, Oracle Projects rejects the entire expenditure and updates each expenditure item with a status of R (Rejected). To locate all rejected transactions within an expenditure batch, use a SQL*Plus select statement on the EXPENDITURE_ID column and specify the expenditure id of the rejected item. Then update the TRANSACTION_ STATUS_CODE column to remove the R status. Or you can import the corrected items again, so that Oracle Projects creates a new record for the expenditure items instead of updating the rejected records.

- **The Transaction Import Report.** Displays a summary of the expenditures successfully imported into Oracle Projects and the total number of expenditure batches created. For each expenditure batch, the report lists the name, the expenditure batch ending date, and the total number of expenditures created.

  > **Tip:** To view detailed information about the expenditures created in Oracle Projects, submit the AUD: Pre-Approved Expenditures Entry Audit report.

Administrative Processes

The administrative processes do a variety of tasks, such as maintaining indexes, and creating and updating records required for processing.

The administrative processes are:

- Add Task Managers as Project Members on a Range of Projects, page 9-115
- Archiving and Purging Processes, page 9-116
- Create Invoice Organization Transaction Types, page 9-120
- Maintain Project Resources, page 9-120
- Optimize the Project Search Intermedia Index, page 9-123
- Rebuild the Project Search Intermedia Index, page 9-123
- Release Pay When Paid Holds, *Oracle Projects Fundamentals*
- Streamline Rollup for Financial Plan and Workplan Versions, page 9-126
- Sweep Transaction Accounting Events, page 9-127
- Upgrade Bill Rate Schedules in Projects, page 9-130
- Upgrade Budget Types and Budget Versions, page 9-130
- Update Project Access Level, page 9-135
- Upgrade Resource Lists to Planning Resource Lists, page 9-135
- Upgrade Transaction Attributes, page 9-136

Add Task Managers as Project Members on a Range of Projects

This program adds task managers to the list of project members for the specified set of projects. The program assigns the project role that you select to each project member that it adds.

You must set the profile option *PA: Task Managers must be Project Members* to *Yes* at the site level before you run this program. Otherwise, the program does not add task members as project members.

Process Submission

You submit the UPG: Add Task Managers as Project Members on a Range of Projects

process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Project Number From / Project Number To: Enter a range of project numbers to identify the specific set of projects for which you want to add task members as project members.

Project Role: Select the project role that the program assigns to the project members.

Project Organization: Optionally, select a project organization if you want to include projects only for a particular product organization.

Project Type: Optionally, select a project type if you want to include projects only for a particular project type.

Reports

The output report for the program lists each task manager that the program was unable to add as a project member. For each exception, the report lists the project number, task manager, and reason for the exception.

Related Topics

PA: Task Managers must be Project Members, *Oracle Projects Implementation Guide*

Archiving and Purging Processes

To archive and purge in Oracle Projects, you use the following processes:

Validate Purge Batch

The Validate Purge Batch process verifies that projects satisfy the default prerequisites and any additional business rules defined in the Validation Extension. See: Prerequisites for Purging Projects, page 8-9 .

Submitting the Process

Submit the ADM: Validate Purge Batch process from the Purge Batches window. See Release the Purge Batch, page 8-20.

You can also validate the batch by running the process in the Submit Requests window.

Parameters

Batch Name. The name of the batch you want to validate.

Run Validation. The default value is **Yes**. Enter **No** to run the Purge Validation Report without running the validation.

Report Errors Only. The default value is **No**. Enter **Yes** to report only those projects that

fail validation.

Reports

The following reports show the results of this process:

- **The Purge Validation Report** lists all projects included in the purge batch.
- **The Purge Validation Exception Report** lists the projects that failed the validation. The report includes a description of the error or warning message associated with each project.

Purge Project Data

This process purges and archives project information, as specified for each project in the batch. The Purge Extension allows you to purge custom tables.

After the process runs, the system changes the purge batch status to Completed and changes the project status. For more information about project statuses, see: Project Statuses for Purged Projects, page 8-13.

Submitting the Process

Submit the ADM: Purge Project Data process from the Purge Batches window. See: Start the Purge Process, page 8-20.

You can also run the process in the Submit Requests window.

Parameters

Batch Name. The name of the batch you want to purge.

Run Purge. The default value is **No**. Enter **Yes** to run the Purge Project Data Process. Enter **No** to run the Purge Process Report without running the purge itself.

Commit Size. This program processes a certain number of records at a time, depending on your commit size. The commit size indicates how many records the program processes and stores before it purges and/or archives the records.

For example, suppose that you have 4000 records to purge and your commit size is set to 1000. The program processes the first 1000 records and purges them, then processes the next 1000, and so on, until it processes and purges all 4000 records.

The commit size can help to optimize processing time. Your database administrator should identify what is the best commit size for your organization. This field can be set up to display a default value. For more information, see PA: Commit Size for Archive and Purge, *Oracle Projects Implementation Guide*.

> **Note:** If you have *historical* (prior to Release 12) Multiple Reporting Currency transactions, then the commit size includes the increased

number of secondary records you have for each reporting currency.

Reports

The following reports show the results of this process:

- **The Purge Process Report** lists the projects that were purged. For each purged project, the report also shows the database tables that were purged, and the number of rows that were purged from each table.

Purge Resources Unassigned Time

This process purges the unassigned time for all resources. This unassigned time includes resource capacity, availability and overcommitment. The process purges the unassigned time through the Purge Till Date that you specify, assuming therefore that you no longer need to track resource capacity, availability or overcomitment through that past date.

Submitting the Process

Submit the ADM: Purge Resources Unassigned Time process from the Submit Requests window.

Parameters

Purge Till Date. The date through which you want this process to purge data.

Archive. Select Yes to archive, or No to not archive data.

Reports

The following reports show the results of this process:

- **ThePurge Resources Unassigned Time ProcessReport**. This report lists the database tables that were purged and the number of rows that were purged from each table.

Purge Obsolete Projects Data

Use this concurrent program to purge obsolete project data for all projects without regard to project status.

Obsolete project data is data that has become irrelevant or invalid as a result of the creation of new or updated data. Obsolete project data includes additional data created during processing and data copied to Oracle Projects tables that is not automatically removed when the source data is purged from permanent tables.

Submit this program to purge the following types of data at the specified times:

- **Daily Forecast Information**: Submit this program at any time to delete historical information about resource availability, project requirements, and project assignments.

- **Reporting Exceptions**: Submit this program after the Purge Concurrent Request and/or Manager Data program is run to delete exception information displayed by the PRC: Maintain Project Resources concurrent program

- **Projects Workflow**: Submit this program after the Purge Obsolete Workflow Runtime Data program is run to delete copies of the obsolete workflows stored in Oracle Projects.

- **Project Performance Log Data**: Submit this program at any time to delete all the debug information stored by project performance summarization processes.

- **Terminated Organization Authority**: Submit this program at any time to delete organization authority information for all terminated employees or contingent workers.

- **All**: Submit this program at any time to delete all of the preceding types of project data.

Submitting the Process

Submit the ADM: Purge Obsolete Projects Data concurrent program from the Submit Requests window.

Parameters

Purge Type: Select from the following purge data types:

- Daily Forecast Information

- Reporting Exceptions

- Projects Workflow

- All

Commit Size: This program obtains the commit size value from the PA: Commit Size for Archive and Purge profile option. For more information, see PA: Commit Size for Archive and Purge, *Oracle Projects Implementation Guide*.

Reports

No output report is generated. However, the program creates a log file that indicates the number of purged records.

Create Invoice Organization Transaction Types Process

If you use decentralized invoicing, run this process after you specify an invoice processing organization level. The process copies the predefined transaction types to generate unique transaction types for each organization at the invoice processing organization level.

> **Note:** To run the process successfully, ensure that the first 17 characters of the transaction types are unique.

Process Submission

You submit the IMP: Create Invoice Organization Transaction Types process from the Submit Request window. See: Submitting Requests, page 10-5.

Maintain Project Resources

This process copies your resources and their associated attributes from the Oracle HRMS tables to Oracle Projects data tables. It identifies valid employees and contingent workers and adds them as resources in Oracle Projects. It also adds project-related resource information (entered in the Oracle HRMS People windows).

You must run this process during your implementation to acquire your resource pool. After you run this process during implementation, a background workflow process maintains the resource data.

> **Note:** You may need to run this process if you encounter workflow processing errors related to resource information.

Qualifying Criteria for Copying Resources

The PRC: Maintain Project Resources process checks to ensure that each resource has the necessary information to be an active resource pool member. The qualifying criteria are listed below:

- The resource must have an active and current primary assignment.
- The resource must be assigned the person type *Employee* or *Contingent Worker*, or a person type that maps to the system type *Employee* or *Contingent Worker*.
- The end date of the primary assignment must be later than the current (system) date.
- The primary assignment must have a defined job. The job must be mapped to a master job group with an associated job level. The mapped master job group or an

associated other job group must be classified as the Project Resource Job Group. For more information, see Jobs, *Oracle Projects Implementation Guide.*

- The job of the resource must have the Include in Utilization option set to Yes.

  Note: If you set the Include in Utilization option to Yes, and the Schedulable option to No, the resource is included in utilization reports but cannot be scheduled on project assignments. The resource is therefore not available to be assigned on project team roles, and will not be shown in resource searches, reports related to resource schedule (such as Scheduled Resources , Available Resources, and Overcommitted Resources), or resource timelines. See Jobs, *Oracle Projects Implementation Guide.*

- The primary assignment organization must:
  - Have a default operating unit for which Oracle Projects is implemented
  - Have a specified default calendar, or the profile option PA: Default Calendar must have a defined value
  - Have the classification *Project Expenditure/Event Organization*
  - Belong to the project expenditure hierarchy

    Note: Run the PRC: Generate Calendar Schedule for a Single Calendar or the PRC: Generate Calendar Schedules for a Range of Calendars process before you run this process to ensure that the default calendar is populated for all qualified resources.

- The operating unit of the resource must have Forecasting Options definitions.
- GL Periods and PA Periods must be defined for one year prior to the current system date as the availability and overcommitment of the resource is calculated from that date. They must also be defined in the future for at least the number of years specified in the PA: Availability Duration profile option. For more information, see Period and Calendar Definition, *Oracle Projects Implementation Guide*.

Process Submission

Submit the PRC: Maintain Project Resources process from the Submit Request window.
See: Submitting Requests, page 10-5.

Selected Parameters

Selection Option: Select an option to determine how the process selects the resources to process. You are required to enter values for additional parameters based on the option you select. This parameter is required and has no default value.

You can select one of the following values for the Selection Option parameter:

- Employee Range
- Single Organization
- Employee Range and Organization
- Starting Organization

From Employee Number/To Employee Number: Enter a range of employee numbers for which you want to run the process. You must enter values for both the From Employee Number and To Employee Number parameters if you select either *Employee Range* or *Employee Range and Organization* as the value for the Selection Option parameter.

Organization: Select an organization to process resources for the specified organization. You must enter a value for the Organization parameter if you select either *Single Organization* or *Employee Range and Organization* as the value for the Selection Option parameter.

Organization Hierarchy/Starting Organization: Select an organization hierarchy and then select a starting organization. The process PRC: Maintain Project Resources processes resources for the starting organization, and all organizations subordinate to the starting organization on the specified organization hierarchy. The list of values for the organization hierarchy displays both the hierarchy name and version number. You must enter a value for the Organization Hierarchy and Starting Organization parameters if you select *Starting Organization* as the value for the Selection Option parameter.

Update Existing Resource Information: Indicate whether you want to update existing resource information. The default value is No.

If you select Yes, the process copies all resource information from the HR tables to the Oracle Projects tables, and updates existing resource information in Oracle Projects.

If you select No, the process copies only new employee information to the Oracle Projects tables and does not update existing resource information.

Pull Terminated Resources: Indicate whether you want to bring information for terminated resources into Oracle Projects. The default value is No.

Termination Start Date: If you select Yes for the Pull Terminated Resources parameter, select the date from which you want to bring terminated resources into Oracle Projects. The default value is the system date.

Person Type: Specify whether to include employees only, contingent workers only, or both employees and contingent workers (All). The default value is All.

Reports

The following reports shows the results of this process:

- **Maintain Project Resources Success Report.** Lists all successfully processed resources. For each resource listed the report displays the resource name, organization, start date, and end date.

- **Maintain Project Resources Exception Report.** Lists all rejected resources. For each rejected resources, the report displays the resource name, organization, start date, end date, and rejection reason.

The output report also lists the report parameters for the processing run.

Related Topics

Initiating Deferred Workflow Processes, page 8-2

Optimize the Project Search Intermedia Index

After you have run the Rebuild the Project Search Intermedia Index process numerous times, the base table index can become fragmented. The Optimize Project Search Intermedia Index process repairs fragmentation of the table

It is recommended that you run this process after a large number of runs of the Rebuild Project Search Intermedia Index process. A common standard is to run the optimize process after the rebuild process has run 1000 times.

Process Submission

Submit the ADM: Optimize Project Search Intermedia Index process from the Submit Request window. See: Submitting Requests: page 10-2.

Related Topics

Rebuild the Project Search Intermedia Index, page 9-123

Rebuild the Project Search Intermedia Index

This process enables you to use the Project Keyword Search available on the Project List Search page. You can use Keyword search for projects based on the project name, project number, project long name, or description.

You must run this process on a regular and frequent basis. When a new project is created or a project has had updates to one of the keyword fields, the new project or the updated values become available for keyword search only after this process has been

run. The volume of project creation and changes should determine how often you run this process. For example, if new projects are created frequently during the day, then you might want to schedule this process to run every 30 minutes.

Process Submission

Submit the ADM: Rebuild Project Search Intermedia Index process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

None

Reports

None

Related Topics

Optimize the Project Search Intermedia Index, page 9-123

Release Pay When Paid Holds

This program to release payment holds on supplier invoices in Oracle Payables for these project costs. You can schedule to run this program on a regular basis.

The program considers supplier invoices for a project based on the parameters you enter. For a supplier invoice with billable expenditure items on different projects, the program releases the hold only if all these projects are enabled for automatic release of pay when paid invoices and all expenditure items are billed and fully paid.

If you adjusted supplier costs, the program considers only the latest customer invoice created on the adjusted expenditure item as linked to the supplier invoice. In case of manual linking, you must manually link the latest customer invoice after adjustment before you run this program. For more information on adjustments, see Types of Expenditure Item Adjustments, *Oracle Project Costing User Guide*.

You can use the Pay When Paid client extension to override the concurrent program. For example, you can use the client extension to pay all supplier invoices under $1000 without waiting for payment on corresponding customer invoices. In this case, when you run the Release Pay when Paid Holds concurrent program, the program calls the client extension that you customized for your needs and based on this client extension, the program releases all supplier invoices for under $1000 without checking for payment on these linked customer invoices.

For more information on the Pay When Paid client extension, use the Integrated SOA Gateway responsibility to access the Integration Repository application. In the Integration Repository, navigate to the Oracle Projects product from the Projects Suite product family.

Process Submission

Submit the concurrent program PRC: Release Pay When Paid Holds from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Mode: You can select to run the program in Draft mode first. This generates a report which displays by the sort order you choose, supplier invoices released, and supplier invoices marked for release from pay when paid hold. Running the program in Final mode releases holds from eligible supplier invoices and updates the hold status.

Project Type: Select to limit the release of holds on supplier invoices by project type. Leave this parameter blank to enable the program to consider all active projects with supplier invoices on pay when paid holds.

Project Number: If you selected a project type, select the number of the project to further limit the release of holds on supplier invoices for the selected project and project type.

From/To Project Number: Enter a range of projects to limit the release of holds on supplier invoices to projects of the given range.

Customer Name: Select to limit the release of holds on supplier invoices to projects for the selected customer.

Customer Number: If you selected a customer name, select the customer number to limit the release of holds on supplier invoices to projects for the selected customer name and number.

From/To Customer Receipt Date: Enter a range of dates to limit the release of holds on supplier invoices for which receipts are applied to linked customer invoices in Oracle Receivables within the given dates.

Sort By: Select to sort the display of release ready supplier invoices in the report by project, supplier name, or contract.

Reports

This program creates the Supplier Invoice Release report. This report displays released supplier invoices, unreleased supplier invoices, and ineligible projects. For released and unreleased invoices, the report displays project, invoice, supplier, and purchase order details.

If you ran the program in draft mode, released supplier invoices are those marked for release; in final mode, these are invoices for which payment holds were released. Unreleased supplier invoices include those considered for the release of payment holds and found ineligble for the given exception reason. Ineligible projects include those projects not considered by the program and the reason for them not being considered.

Related Topics

Payment Control, *Oracle Project Costing User Guide*

Implementing Supplier Payment Control, *Oracle Projects Implementation Guide*

Streamline Rollup for Financial Plan and Workplan Versions

When you roll up plan lines to the resource assignment or plan version level, plan lines that contain rejection reasons are included in the rollup.

If your company upgraded Oracle Projects from a release earlier than Release 12.B, your system may contain some plan lines at those levels that were rolled up without including plan lines with rejection reasons. This process rolls plan lines up to the next higher level, and includes plan lines with rejection reasons in the rollup .

Process Submission

Submit the concurrent program UPG: Streamline Rollup for Financial Plan and Workplan Versions from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Mode. Choose one of the following modes:

- **Pre-Upgrade Mode:** No processing is done. Oracle Projects generates an exception report that shows the plan version details that the program will upgrade if you run it in upgrade mode. For each plan line, the report shows the resource assignment, transaction currency details, and rejection reasons.

- **Upgrade Mode:** Oracle Projects performs the following processing for each budget line that contains a rejection reason, for each plan version selected:

    - Quantity and amount at the resource assignments level and plan versions level are rolled up to the planning transaction and currency level.

    - Project performance data is refreshed and rolled up, except for change document versions.

    No report is generated when you run the process in upgrade mode.

From Project Number / To Project Number. Optionally, enter a range of project numbers to identify a set of projects for which you want to run the program. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Financial Plan Type. Optionally select a financial plan type to process.

Project Status. Select either *All* or *Active Projects Only*.

Reports

Pre-Upgrade: Streamline Rollup Exception Report. When you submit the program in Pre-Upgrade mode, Oracle Projects generates this report to identify plan version details that the program will upgrade if you run it in upgrade mode.

Sweep Transaction Accounting Events

During the period-end closing cycle, you can choose to close the period without accounting for all accounting events. The process PRC: Sweep Transaction Accounting Events enables you to move accounting events that are in a closed GL period, and have errors or are not fully accounted, to the next open GL period so that you can complete the accounting. This process changes the date on unaccounted transaction accounting events to the first day of the next open GL period without accounting for them.

When budgetary control is enabled for a project, this process also updates unaccounted project-related commitment transaction accounting events for project-related documents in Oracle Purchasing and Oracle Payables. The process updates the GL date that the system uses when it creates the reversing encumbrance accounting entries.

The following conditions can cause a transaction to become eligible for sweeping:

- The transaction has accounting events with errors.
- The transaction has been accounted in draft mode but not in final mode in Oracle Subledger Accounting.
- The transaction has unprocessed accounting events.

When you submit the process, you can choose to run the process in either review mode or update mode.

After the process sweeps the transaction accounting events, it also changes the GL date on the cost and revenue distribution lines associated with the accounting events to the first day of the next open GL period.

Upon completion, the sweep transaction accounting events process generates an output report that shows the results of the process.

> **Note:** If you sweep revenue transactions, and you use Project Status Inquiry, or Project Performance Reporting, then you must run the appropriate refresh or update processes so that reporting tool accurately reports the GL period. See the discussion about transaction summarization in Reports, page 9-128 for a list of the processes that you run to refresh the reporting data.

Process Submission

You submit the PRC: Sweep Transaction Accounting Events process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Mode: Select whether you want to run the process in review or update mode. The default value is Review. This parameter is required.

Use review mode to view all transactions with exceptions and the reasons for the exceptions. At this point, you can address the exceptions and run the process PRC: Create Accounting in final mode to complete the accounting for the transaction. Alternatively, if you do not want to correct the exceptions at this time, run the sweep transaction accounting events process in update mode to change the dates on the unaccounted accounting events to the first day of the next open GL period.

Type of Transaction: Optionally, select the type of transaction that you want to process. If you leave the parameter blank, then the sweep transaction accounting events process sweeps all transactions. You can select the following types of transactions:

- Cross Charge
- Expenditures
- Revenue

Period Name: Select the GL period from which you want to sweep or review the transaction accounting events. This parameter is required.

> **Note:** If you select *Review* for the Mode parameter, the list of values displays all defined GL periods. If you select *Update* for the Mode parameter, the list of values displays, only *Closed* GL periods. You must first close the GL period before you can run the process in update mode for that period.

Reports

The following report shows the results of the process:

Sweep Transaction Accounting Events. If you run the process in review mode, then the report lists all transaction accounting events eligible to be swept. If you run the process in update mode, then the output report lists all transactions that the process has swept.

The report header displays the following information:

- **Mode:** Review or update
- **Period:** The period from which the process swept the transactions.

- **Legal Entity:** The legal entity to which the operating unit belongs.

- **Operating Unit:** The operating unit for which the process was run.

The report is sorted by project and exception reason. For each project and exception reason combination, the report is ordered by journal category. The report detail displays the following columns:

- **Journal Category:** The journal entry associated with the transaction accounting event. For example, journal categories can include Borrowed and Lent, Revenue, Labor, and Inventory.

- **Transaction Number:** The source of the information in the transaction number column varies based on the type of transaction. If the transaction type is expenditure or cross charge, then the transaction number is the expenditure item ID. If the transaction type is revenue, then the transaction number is the draft revenue transaction number.

- **Transaction Date:** The source of the date in the transaction date column varies based on the type of transaction. If the transaction type is expenditure or cross charge, then the transaction date is the expenditure item date. If the type of transaction is revenue, then the transaction date is the accrue through date.

- **GL Date:** The GL date for the transaction accounting event before processing in update mode.

- **Amount:** The amount of the transaction accounting event in functional currency.

- **Transaction Summarized:** Indicates if the summarization processes for Project Status Inquiry, or Project Performance Reporting were run before you ran the sweep transaction accounting events process.

  If the value in the *Transaction Summarized* column in the output report is *Yes*, then you must run the appropriate summarization processes to show the latest summary amounts after you run the sweep transaction accounting events process in update mode. The processes that you must run are as follows:

  - To update Project Status Inquiry, run the following process:
    - PRC: Refresh Project Summary Amounts, page 9-95

  - To update Project Performance Reporting, run the following processes in the order listed:
    1. PRC: Update Project and Resource Base Summaries, page 9-145
    2. PRC: Update Project Performance Data, page 9-146

Related Topics

Create Accounting, page 9-39

Generate Cost Accounting Events, page 9-50

Generate Cross Charge Accounting Events, page 9-53

Generate Revenue Accounting Events, page 9-63

Upgrade Bill Rate Schedules in Projects

You must run this process if you are adding an Oracle Project Resource Management license to an existing implementation of Oracle Projects

Before the release of Oracle Project Resource Management, each project type and project one bill rate schedule which could be specified as either a job bill rate schedule or an employee bill rate schedule.

Process Prerequisite

Before you run this process, you must:

- Specify a default employee bill rate schedule or a job bill rate schedule on each project type, depending on which one has not already been specified.

This process populates the bill rate schedules on each project to match the bill rate schedules for the related project type.

Submitting the Process

Submit the UPG: Upgrade Bill Rate Schedules in Projects process from the Purge Batches window. See Release the Purge Batch, page 8-20.

Upgrade Budget Types and Budget Versions

The UPG: Budget Types and Budget Versions process enables you to upgrade existing budget types and budget versions to plan types and plan versions. When you upgrade budget types and budget versions to plan types and plan versions, you can enter budget and forecast amounts in multiple currencies, maintain multiple working budget and forecast versions, plan cost and revenue amounts in the same plan version, enter budget and forecast amounts via Microsoft Excel, and use features that streamline the setup of budgets and forecasts.

> **Note:** You cannot upgrade budget types and budget versions for which budgetary controls and budget integration features are enabled.

For more information on budgeting and forecasting features, see: Budgets, *Oracle Project Management User Guide*.

About the Upgrade Process

When you submit the process to upgrade budget types and budget versions to plan types and plan versions, Oracle Projects performs the following tasks:

- Creates a unique plan type for each budget type that you select.

  Note: You can elect to upgrade budget types on a project-by-project basis. Once a budget type is upgraded to a plan type, you cannot create additional budget versions, or update and view budget versions for that budget type. After upgrade, you can create, update, and view plan versions only for the upgraded plan type.

- For each plan type, Oracle Projects creates a baselined plan version for each baselined budget version and a current working plan version from the latest baselined budget version.

  If no baselined budget version exists, Oracle Projects upgrades the working version for the budget type and designates it as the current working version for the plan type.

- Designates the plan type created for an approved cost budget type as an approved cost budget, and the plan type created for an approved revenue budget type as an approved revenue budget.

  Note: If the *Use Workflow for Budget Status Changes* option is enabled for a budget type, Oracle Projects enables the corresponding option for the plan type.

- Defines planning options at the project, plan type, and plan version levels based on budget type and budget entry method settings.

  - **Project Level:** Oracle Projects defines planning options at the project level based on the settings of the Approved Cost Budget budget type and the Approved Revenue Budget budget type. Cost planning options are defined based on the latest baselined budget version for the Approved Cost Budget budget type. Revenue planning options are defined based on the latest baselined budget version for the Approved Revenue Budget budget type.

    If a baselined budget version does not exist for an approved cost or revenue budget type, then Oracle Projects uses the settings of the corresponding working budget version for each budget type to determine the project-level settings.

    If a working budget version does not exist, then Oracle Projects derives the planning options for a project based on the settings of the budget entry method

that is associated with the project type.

- **Plan Type Level:** Oracle Projects defines planning options at the plan type level based on the settings of the latest baselined budget version for the corresponding budget type.

  If a baselined budget version does not exist for a budget type, then Oracle Projects uses the settings of the working budget version to determine the plan type settings.

  If a working budget version does not exist, then Oracle Projects derives the planning options for a plan type based on the settings for the budget entry method associated with the project type.

- **Plan Version Level:** Oracle Projects defines planning options for a plan version level based on the settings of the corresponding budget version.

- If budget versions are time-phased by PA periods and GL periods, and a period profile does not exist for a project, then Oracle Projects creates a PA period profile and a GL period profile for the project.

  Note: All plan versions for a project share the same period profiles. Oracle Projects determines the periods in a period profile based on the project duration, the defined project start and end dates (if specified), and the relationship of these dates to the current date.

- Copies existing budget amounts to the corresponding planning elements (tasks and resources) and periods of each plan version, and summarizes these amounts to create totals at each level of the work breakdown structure, up through the project level.

For more information on defining plan types, plan versions, planning options, and period profiles, see: Using Budgeting and Forecasting, *Oracle Project Management User Guide*.

Prerequisites

Before you can upgrade budget types and budget versions to plan types and plan versions, you must perform the following steps:

1. Set the value of the PA: Upgrade Budget Types and Budget Versions profile option to *Yes*. See: Profile Options in Oracle Projects, *Oracle Projects Implementation Guide* for more information.

2. Navigate to the Budget Types window and select the *Upgrade* check box for each budget type that you want to upgrade to a plan type.

Note: You cannot upgrade budget types for which budgetary controls and budget integration feature are enabled.

3. For the budget types that you want to upgrade, baseline any submitted budget versions. When you submit the upgrade process, Oracle Projects upgrades only budget versions with a status of Working or Baselined. Versions with a status of Submitted are excluded from upgrade.

4. Submit the UPG: Upgrade Budget Types and Budget Versions process in Pre-Upgrade mode.

   When you submit the process in Pre-Upgrade mode, Oracle Projects generates exception reports that identify tasks for which budget and forecast amounts are entered at both a resource group and resource level, as well as projects that do not have the required currency conversion attributes. See: Process Parameters, page 9-133 for more information.

Process Submission

Submit the UPG: Upgrade Budget Types and Budget Versions process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Mode. You can submit this process in either *Pre-Upgrade* or *Upgrade* mode.

- **Pre-Upgrade:** When you submit the process in this mode, Oracle Projects generates exception reports that identify the following conditions:
  - Tasks for which budget and forecast amounts are entered at both the resource group and resource level.
  - Projects that do not have the required currency conversion attributes.
  - Budget types and budget versions for which budgetary controls and budget integration features are enabled.

  The pre-upgrade reports enable you to adjust budget amounts and update currency conversion attributes prior to submitting the process in Upgrade mode. If you do not manually adjust budget amounts for a task to reflect all amounts at either a resource group or resource level, then Oracle Projects will automatically summarize resource-level amounts to the corresponding resource group during the upgrade process.

- **Upgrade:** When you submit the process in Upgrade mode, Oracle Projects selects and upgrades budget types and budget versions based on the selection criteria that you specify in the process Parameters window. Oracle Projects automatically

excludes budget types for which budgetary controls and budget integration features are enabled, and projects that lack required currency conversion attributes.

During the upgrade process, Oracle Projects summarizes budget amounts for tasks with resources that are planned at both the resource group and resource level. The summarized amounts are then reported at the resource group level in the upgraded plan version. In addition, Oracle Projects generates reports to identity the budget types that were successfully upgraded, tasks and resources containing amounts that were summarized from the resource level, and projects and budget types for which the upgrade was not performed.

From Project Number / To Project Number. Optionally, enter a range of project numbers to identify a specific set of projects for which you want to upgrade budget types and budget versions. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Budget Type. Select either *All* or *Selected Budget Types Only*. If you select Selected Budget Types Only, then Oracle Projects upgrades budget types and budget versions for only the budget types that you select using the Upgrade check box in the Budget Types window.

Budget Status. Select either *All* or *Current Baselined, Original Baselined, and Working Only.*

Project Type. Optionally, select a project type to identify a specific project type for which you want to upgrade budget types and budget versions.

Project Status. Select either *All* or *Active Projects Only*.

Reports

The following reports show you the results of this process.

- **Pre-Upgrade: Mixed Resource Level Planning Exception Report.** When you submit the process in Pre-Upgrade mode, Oracle Projects generates this report to identify tasks and resources for which amounts are planned at both a resource group and resource level.

- **Pre-Upgrade: Project/Budget Exception Report.** Oracle Projects generates this report when you submit the process in Pre-Upgrade mode. This report provides two listings. The first listing identifies projects that cannot be upgraded because they lack required currency conversion attributes. The second listing identifies projects and budget types for which the upgrade cannot be performed because budgetary controls and budget integration features are enabled for the budget type.

- **Upgraded Budgets.** When you submit the process in Upgrade mode, Oracle Projects generates this report to provide listings of the budget types that were successfully upgraded.

- **Upgraded Budgets With Planning Level Changes.** When you submit the process in

Upgrade mode, Oracle Projects generates this report to provide a listing of tasks and resources for which budget amounts were automatically summarized at the resource group level because amounts existed at both the resource group and resource level.

- **Upgraded Budget Exception Report.** Oracle Projects generates this report when you submit the process in Upgrade mode. This report provides a listing of projects that were skipped by the upgrade process.

Update Project Access Level

This process changes the value of the Project Access Level attribute for a group of projects and project templates. The possible values for Project Access Level are Secured and Enterprise.

Process Submission

You submit the UPG: Update Project Access Level process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

Project number from. The starting value for the range of project numbers.

Project number to. The ending value for a range of project numbers.

Project type. Update access level for projects and project templates with the selected project type.

Organization. Update access level for projects and project templates with the selected project status.

Project status. Update access level for the projects and project templates with the selected project status.

Access level. The new value of the access level to update.

Reports

None

Upgrade Resource Lists to Planning Resource Lists

The process enables you to upgrade resource lists to planning resource lists. When a resource list is upgraded to a planning resource list, Oracle Projects also creates a resource breakdown structure based on the resource list.

> **Note:** When you add or delete a resource from a resource list that has been converted to a planning resource list, the system adds or deletes

that resource from the planning resource list as well. However, changes that you make to the planning resource list are not reflected by the system on the resource list from which it was converted.

Process Submission

Use the Submit Request window to submit the UPG: Upgrade Resource Lists to Planning Resource Lists process.

Process Parameters

Resource List Name: Select the resource list name to be upgraded. Only those resource lists that have not yet been upgraded will be displayed in the drop-down list. If you run the process without any parameters, then all the resource lists present will be upgraded to planning resource lists.

Upgrade Transaction Attributes

You can submit this process to update the following attributes for existing transactions:

- Oracle Project Manufacturing attributes
- Supplier cost attributes
- Work type

Updating Oracle Project Manufacturing Attributes

This option enables you to update historical transactions imported from Oracle Project Manufacturing with the INVENTORY_ITEM_ID, UNIT_OF_MEASURE, and WIP_RESOURCE_ID from Oracle Project Manufacturing.

Updating Supplier Costs

This process enables you to update historical (prior to Release 12) supplier cost transactions to align with the invoice lines model in Oracle Payables where an invoice has one or more invoice lines and, in turn, each invoice line has one or more distribution lines.

You can submit this process to update the following attributes for existing supplier cost transactions:

- Document_Header_Id
- Document_Line_Number
- Document_Distribution_Id

- Document_Payment_Id
- Vendor_Id
- Document_Type
- Document_Distribution_Type

Updating Work Types

If you change the value of the PA: Require Work Type Entry for Expenditures profile option to Yes, then you must run this process to update the work type attribute for existing transactions.

This process updates the work type attribute on the following entities:

- Projects
- Tasks
- Expenditure Items

The work type is updated to the work type entered for the corresponding project type.

Before you run this process, you must:

- Enter an amount type for all existing work types.
- Define a work type for all existing project types.

Submitting the Process

You submit the UPG: Upgrade Transaction Attributes process from the Submit Request window. See: Submitting Requests, page 10-5.

Process Parameters

To specify the transaction attributes you want to update, select the corresponding *Transaction Type* parameter value and then specify the parameters to determine the transactions you to update.

Transaction Type. Select Project Manufacturing Attributes, Supplier Cost Attributes, or Work Type.

Transaction Source. Optionally select the transaction source. The process updates transactions associated with the transaction source that you select. If you leave the parameter blank, the process updates transactions associated with all of the transaction sources on the list of values for the parameter.

> **Note:** The parameter *Transaction Source* contains values only when the value for the parameter *Transaction Type* is *Project Manufacturing Attributes*.

Number of Processing Sets. Enter the number of transactions to process in each set.

Operating Unit. Optionally select the operating unit for the transactions that you want to process. If you leave the parameter blank, the process processes transactions belonging to all operating units.

Transaction Start Date. Optionally enter the transaction start date for the transactions that you want to process.

From Project Number / To Project Number. Optionally, enter a range of project numbers to identify a specific set of projects for which you want to upgrade transactions. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

Performance and Exceptions Reporting Programs

This section describes the concurrent programs used for project performance and exceptions reporting. These programs include:

- The program that enables you to review if project performance reporting setup is complete and correct
- Project performance reporting programs and request sets that perform the following tasks to report cost, revenue, effort, and earned value for projects, tasks, and resources on Oracle Projects pages:
  - Extract and summarize transaction data to create a base summary of reporting data
  - Further summarize the base summary data for project-level reporting on Oracle Projects pages
  - Update summary amounts
  - Refresh summary amounts for specified projects
  - Delete all summarized amounts to enable you to perform a reinstall of Oracle Projects project performance reporting
- The program that evaluates project performance information to generate exceptions, calculate performance scores, and generate notifications for stakeholders on performance status and exceptions

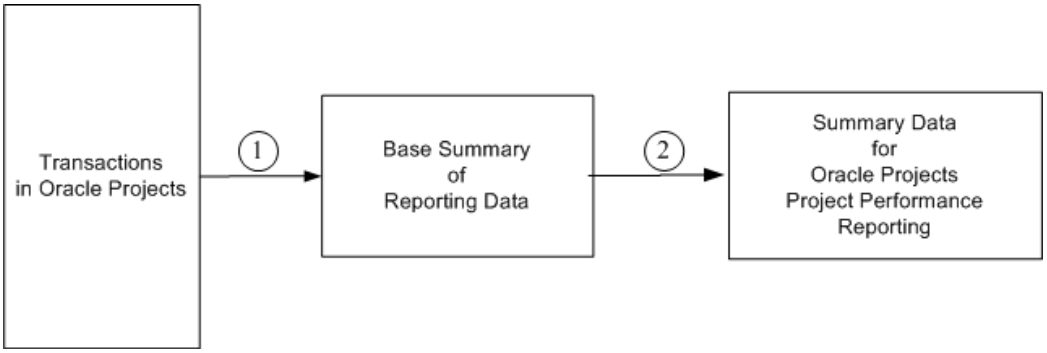
- The program that generates and distributes project performance reports to project managers by e-mail

> **Note:** Project performance reporting programs create the latest summary amounts for display on published workplan, generated budget and forecast, program reporting, and project performance reporting pages.

Understanding Reporting Data Summarization

Oracle Projects summarizes project transaction amounts for reporting at the project level. Summarization is a two-step process. The first step extracts and summarizes project transaction amounts to create a base summary of reporting data. The second step separately summarizes base summary data for reporting by project . The following diagram illustrates the two-step summarization process.

Reporting Data Summarization



After you set up project performance reporting and *before* you run the following summarization programs, run the following program that Oracle Projects provides to review if your setup is complete and correct.

- AUD: Project Performance Reporting Setup, *Oracle Projects Fundamentals Guide*

Oracle Projects provides the following concurrent programs to initially extract and summarize, and then maintain the base summary of reporting data used by Oracle Projects project performance reporting.

- PRC: Load Project and Resource Base Summaries, page 9-143
- PRC: Update Project and Resource Base Summaries, page 9-145
- PRC: Refresh Project and Resource Base Summaries, page 9-148
- PRC: Delete Project Intelligence and Performance Reporting Data, page 9-151

The second step of summarization in Oracle Projects uses the following concurrent programs. These programs further summarize base summary data for workplan, financial plan, program reporting, and project performance reporting pages, and for reporting pack reports.

- PRC: Load Project Performance Data, page 9-144
- PRC: Update Project Performance Data, page 9-146
- PRC: Refresh Project Performance Data, page 9-149
- PRC: Delete Project Performance Reporting Data, page 9-152
- PRC: Process Resource Breakdown Structure Updates, page 9-153
- PRC: Generate and Distribute Reporting Pack, page 9-159

Using Project Performance Reporting Programs

The following table describes business cases or scenarios for submitting the concurrent programs that extract and summarize data for project performance reporting. The table identifies the programs you must run, the order and recommended method of submitting each program, and the expected outcome for each program.

Business Case	Order of Submission	Recommended Submission Method	Results
A new instance of Oracle Projects project performance reporting[1]	1. PRC: Load Project and Resource Base Summaries 2. PRC: Load Project Performance Data	Submit the request set PRC: Load Project Reporting Base Summaries and Performance Data.	The first program extracts and summarizes actual and commitment transaction amounts to create the base summary of reporting data. The second program further summarizes base summary data for reporting in Oracle Projects. This program also performs the initial summarization of financial plan data for reporting in Oracle Projects.

Business Case	Order of Submission	Recommended Submission Method	Results
New and changed transactions in Oracle Projects	1. PRC: Update Project and Resource Base Summaries 2. PRC: Update Project Performance Data	Submit the request set PRC: Update Project Reporting Base Summaries and Performance Data.	The first program updates the base summary with new transactions and incremental changes in existing transactions. The second program further summarizes the updated base summary data for reporting in Oracle Projects.
A new version of the resource breakdown structure used for project performance reporting is frozen. Changes are made to the resource breakdown structure. A new resource breakdown structure is associated with the project and marked for primary reporting.	1. PRC: Process Resource Breakdown Structure Updates 2. PRC: Update Project and Resource Base Summaries 3. PRC: Update Project Performance Data	Submit the PRC: Process Resource Breakdown Structure Updates program. Next, submit the request set PRC: Update Project Reporting Base Summaries and Performance Data.	The first program resummarizes base summary data for a new resource breakdown structure or changes in an existing resource breakdown structure. The second program updates the base summary data for new resource breakdown structures or changes in existing resource breakdown structures. The third program further summarizes the updated base summary data for reporting in Oracle Projects.
Adding or removing resources in a resource list used in one or more projects	PRC: Refresh Project Performance Data	Submit this program for projects that use the resource list.	The program resummarizes base summary data to report plan amounts for the changed resource list.
Incorrect or missing data for some projects on project performance reporting, workplan, and financial plan pages	1. PRC: Refresh Project and Resource Base Summaries 2. PRC: Refresh Project Performance Data	The system administrator submits the request set PRC: Refresh Project Reporting Base Summaries and Performance Data.	The first program resummarizes data for specified projects and overwrites the existing base summary data with new data. The second program further summarizes the new base summary data of the specified projects for reporting in Oracle Projects.

Business Case	Order of Submission	Recommended Submission Method	Results
Changed implementation options for Oracle Projects project performance reporting not reflected on reports. Incorrect or missing data for all projects on project performance reporting, workplan, and financial plan pages. Existing implementation data that is no longer required and must be removed.	1. PRC: Delete Project Intelligence and Performance Reporting Data 2. PRC: Delete Project Performance Data 3. PRC: Load Project and Resource Base Summaries 4. PRC: Load Project Performance Data	The system administrator runs a request set that includes the first two processes. Then, use the request set PRC: Load Project Reporting Base Summaries and Performance Data.	The first program deletes the base summary data. The second program clears data reported in project performance reporting, workplan, financial plan, and program reporting pages. The third program recreates base summary data. The fourth program further summarizes the new base summary data for reporting in Oracle Projects.

Note: The following notes pertain to the preceding table.

[1]A new instance can be the result of a fresh install or a reinstall. Changes in implementation options or erroneous data across projects can require a reinstall. A reinstall comprises the removal of all existing data from the base summary and from display on Oracle Projects pages.

[2]Run the concurrent program *only* at the direction of an Oracle Support representative.

[3]To optimize performance, PRC: Load Project Performance Data should be run specifying either the parameter **Operating Unit** or **From/To Project**.

Related Topics

Submitting Processes, page 9-2

Resource Breakdown Structures, *Oracle Projects Implementation Guide*

Project Performance Reporting Setup Audit Report

This program generates a report that enables you to review setup information for Project Performance Reporting. This enables you to exclude incomplete or improper setup as a possible cause for errors that may occur when you run the project performance reporting summarization processes. The report displays the values you entered for each setup and also lists the mandatory and optional setups that you missed. In addition, you can use the report to view defined current reporting periods by operating unit for the global, fiscal and PA calendars. Your current reporting period calendar selection determines the data that Oracle Project Performance Reporting displays on reporting pages. For example, you may have selected the specific period option for the current reporting period but not defined the specific calendar period on the Set Current Reporting Period page.

Submit this program *after* you set up project performance reporting and *before* you run the project performance reporting summarization processes.

Program Submission

Use the Submit Request window to submit the AUD: Project Performance Reporting Setup program.

Program Parameters

This program has no parameters.

Reports

This program generates the Project Performance Reporting Setup Audit report.

Load Project and Resource Base Summaries

This program extracts and summarizes actual cost and commitment amounts to create a base summary of reporting data that is used by Oracle Projects project performance reporting. This program also loads task assignment and effort information for Oracle Project Management.

Submit this program after you initially install or perform a complete reinstall of Oracle Projects project performance reporting. After this program completes successfully, you can submit the following program:

- **PRC: Load Project Performance Data:** Submit this program to further summarize the base summary data for project-level reporting of actual costs and commitments. In addition, submit this program to perform the initial summarization of financial plan amounts for reporting on Oracle Project pages.

- **PRC: Update Project and Resource Base Summaries:** Periodically submit this program to update the base summary of reporting data for new transactions and

changes in existing transactions.

Instead of separately submitting the *PRC: Load Project and Resource Base Summaries* and the *PRC: Load Project Performance Data* programs, you can alternatively submit the *PRC: Load Project Reporting Base Summaries and Performance Data* request set to run both programs.

Program Submission

Use the Submit Request window to submit the PRC: Load Project and Resource Base Summaries program.

Program Parameters

Extract Commitments Data. Select *Yes* to simultaneously load available commitments with cost, revenue, and effort amounts. Select *No* to exclude the load of commitments.

> **Note:** To include commitments, Oracle Projects recommends that you submit this program twice; first with the parameter set to *No*, and then with the parameter set to *Yes*. If you select *Yes*, then you can select to load commitments by operating unit, a range of projects, or both.

Commitments by Operating Unit. If you choose to load commitments, then you can optionally select an operating unit to limit the load to commitments for the selected operating unit.

From /To Project Number for Commitments. If you choose to load commitments, then you can optionally specify a range of projects to limit the load to commitments for the specified projects.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Defining Global Parameters, *Oracle Projects Implementation Guide*

Defining Project Performance Parameters, *Oracle Projects Implementation Guide*

Load Project Performance Data

This program further summarizes the base summary of reporting data created by the *PRC: Load Project and Resource Base Summaries* program. In addition, this program also performs the initial summarization of financial plan amounts for reporting. Oracle Projects uses this information for project-level reporting on project performance reporting, workplan, and financial plan pages. This program also summarizes the amounts that Oracle Project Costing allocation programs use to distribute raw and burdened costs between and within projects and tasks. For more information, see: Allocations, *Oracle Project Costing User Guide*.

Submit this program after the *PRC: Load Project and Resource Base Summaries* program completes successfully. After you submit this program the first time, you can periodically submit the *PRC: Update Project Performance Data* program to update project-level reporting data for new transactions and changes in existing transactions.

Program Submission

Use the Submit Request window to submit the PRC: Load Project Performance Data program.

Program Parameters

Operating Unit. Select an operating unit to limit summarization to projects for a single operating unit. Leave this parameter blank to perform summarization for the projects of all operating units.

Project Organization. Select a project organization to limit summarization to projects for a single project organization. Leave this parameter blank to perform summarization for all projects and organizations.

Project Type. Select a project type to limit summarization to projects for a single project type. Leave this parameter blank to perform summarization for all project types.

From/To Project. Specify a project or a range of projects to limit summarization to specified projects. Leave these parameters blank to perform summarization for all projects.

> **Note:** To optimize performance specify either the **Operating Unit** or the **From/To Project**.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Update Project and Resource Base Summaries

This program updates the base summary with changes in source transactions such as new time cards, other new and modified costs, commitments, revenue, effort, and earned value. In addition, this program updates the base summary for new or changed resource breakdown structures..

Periodically submit this program to update the base summary created by the *PRC: Load Project and Resource Base Summaries* program. In addition, submit this program after the *PRC: Process Resource Breakdown Structure Updates* program completes successfully to update the base summary with changes in the primary reporting resource breakdown structure for the project. You can submit this program at any time and as many times as necessary during the project life cycle. After this program completes successfully, you can submit the following program:

- **PRC: Update Project Performance Data:** Submit this program to further summarize the updated base summary data for project-level reporting in Oracle Projects.

Instead of separately submitting the *PRC: Update Project and Resource Base Summaries* and the *PRC: Update Project Performance Data* programs, you can alternatively submit the *PRC: Update Project Reporting Base Summaries and Performance Data* request set to run both programs.

Program Submission

Use the Submit Request window to submit the PRC: Update Project and Resource Base Summaries program.

> **Note:** You can run only one instance of this program at a time. If you submit this program more than once, then Oracle Projects waits for a running instance to complete before starting the next instance.

Program Parameters

Extract Commitments Data. Select *Yes* to simultaneously update new and changed commitment amounts with cost, revenue, and effort amounts. Select *No* to exclude commitments from the update.

> **Note:** If you select *Yes*, then you can select to load commitments by operating unit, a range of projects, or both.

Commitments by Operating Unit. If you choose to load commitments, then you can optionally select an operating unit to limit the load to commitments for the selected operating unit.

From /To Project Number for Commitments. If you choose to load commitments, then you can optionally specify a range of projects to limit the load to commitments for the specified projects.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Reporting by Resources, *Oracle Project Management User Guide*

Update Project Performance Data

This program uses the updated base summary data to further summarize new and incremental costs, commitments, and changes in the resource breakdown structure for Oracle Projects pages. Use this program to ensure that project-level reporting is current and reflects changes in the source transactions and the resource breakdown structure.

Note: Do not submit this program to update plan amounts. Oracle Projects summarizes plan amounts online.

Submit this program after the *PRC: Update Projects and Resource Base Summaries* program completes successfully. You must submit the *PRC: Load Project Reporting Base Summaries and Performance Data* request set once to create the base summary and further summarize information for project-level reporting, before you submit the *PRC: Update Projects and Resource Base Summaries* program or the *PRC: Update Project Performance Data* program.

The project status parameter limits the number of records processed by Update Project Performance Data (UPPD) and Launch Update Project Performance (LUPP) concurrent programs thereby improving project performance. The project status parameter also enables you to view the status of the projects that are processed and use this information to take corrective action.

Program Submission

Use the Submit Request window to submit the PRC: Update Project Performance Data program.

Note: You can simultaneously submit up to 10 instances of this program by selecting different project ranges as parameters for each instance.

Program Parameters

Operating Unit. Select an operating unit to limit summarization updates to projects for a single operating unit. Leave this parameter blank to perform summarization for the projects of all operating units.

Project Organization. Select a project organization to limit summarization to projects for a single project organization. Leave this parameter blank to perform summarization for all projects and organizations.

Project Type. Select a project type to limit summarization to projects for a single project type. Leave this parameter blank to perform summarization for all project types.

From/To Project. Specify a project or a range of projects to limit summarization updates to specified projects. Leave these parameters blank to perform summarization for all projects.

Project Status. Select a project status to limit summarization of projects based on the status. Leave this parameter blank to perform summarization for all project statuses.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Refresh Project and Resource Base Summaries

This program extracts and resummarizes transaction data to replace the existing base summary data for projects with duplicate, missing, or unreconciled amounts. This ensures that the base summary data for specified projects correctly reflects the latest transaction amounts. If you run this process for any project in a program, then the process automatically refreshes data for all projects in the program hierarchy.

Submit this program if you find inconsistencies in data for one or more projects on project performance reporting, workplan, and financial plan pages. After this program completes successfully, submit the *PRC: Refresh Project Performance Data* program for the same projects.

> **Caution:** Run this program *only* at the direction of an Oracle Support representative.

Instead of separately submitting the *PRC: Refresh Project and Resource Base Summaries* and the *PRC: Refresh Project Performance Data* programs, you can alternatively submit the *PRC: Refresh Project Reporting Base Summaries and Performance Data* request set to run both programs.

Program Submission

Use the Submit Request window to submit the PRC: Refresh Project and Resource Base Summaries program.

Program Parameters

Operating Unit. Optionally, select an operating unit to limit the base summary refresh to projects for a single operating unit.

From/To Project. Specify a project or a range of projects to limit the base summary refresh to specified projects.

> **Note:** You *must* specify from/to project parameters. To perform a complete refresh for all projects:
>
> - First submit the *PRC: Delete Project Intelligence and Performance Reporting Data* and *PRC: Delete Project Performance Reporting Data* programs.
>
> - Next, submit the *PRC: Load Project Reporting Base Summaries and Performance Data* request set.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Refresh Project Performance Data

This program resummarizes the refreshed base summary data for specified projects to address data inconsistencies such as duplicate, missing, or unreconciled summary amounts. In addition, this program resummarizes the base summary data for plan amounts to reflect changes in the resource list. If you run this process for any project in a program, then this process automatically refreshes data for all projects in the program hierarchy.

Submit this program for the same projects *after* the *PRC: Refresh Project and Resource Base Summaries* program completes successfully. To update plan summary amounts with changes to the resource list for a project, run this program *without* submitting the *PRC: Refresh Project and Resource Base Summaries* program.

> **Caution:** Run this program *only* at the direction of an Oracle Support representative.

Program Submission

Use the Submit Request window to submit the PRC: Refresh Project Performance Data program.

Program Parameters

Operating Unit. Select an operating unit to limit the refresh to projects by operating unit. Leave this parameter blank to refresh projects for more than one operating unit.

From/To Project. Specify a project number or a range of project numbers to limit the refresh to specified projects.

> **Note:** If you submit the *PRC: Refresh Project and Resource Base Summaries* program for a specific operating unit or for one or more specific projects, then you must select the same parameters when you submit this program.

Plan Type. Select a plan type if you choose to refresh planning transactions. Leave this parameter blank to refresh planning transactions for all plan types or refresh actual transactions only.

Transaction Type. Select a transaction type option; see table below. If you choose to refresh planning transactions, also select a plan version.

Transaction Type Option	Refreshes Data For
All Transactions	Both actual and planning transactions for the versions specified by the plan version option that you select
Actual Transactions	Actual transactions only
Planning Transactions	Planning transactions for the versions specified by the plan version option that you select

Plan Version. If you choose to refresh planning transactions, select a plan version option. The plan version option that you select determines the set of planning transactions that are refreshed; see table below.

Plan Version Option	Versions For Which Planning Transactions Are Refreshed
All Plan Versions	All workplan, budget, and forecast versions
Current Baseline Versions	Baseline workplan, current baseline budget, and current approved forecast versions

Plan Version Option	Versions For Which Planning Transactions Are Refreshed
All Latest Versions	The following latest workplan and financial plan versions: • Latest published workplan • Current baseline budget • Current approved forecast • Original baseline budget • Original approved forecast • Baseline workplan • Current working workplan • Current working budget • Current working forecast
All Working Versions	All working workplan, budget, and forecast versions
Current Original Versions	Original baseline budget and original approved forecast versions
Latest Published Version	Latest published workplan version

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Delete Project Intelligence and Performance Reporting Data

This program deletes the base summary data that the other project performance reporting programs use for project and organization level reporting.

Submit this program if you change implementation options for Oracle Projects project performance reporting. After this program completes successfully, you must submit the following programs:

- **PRC: Delete Project Performance Reporting Data:** Submit this program to delete all project-level reporting summary amounts in Oracle Projects.

  Caution: Run this program *only* at the direction of an Oracle Support representative.

Program Submission

Use the Submit Request window to submit the PRC: Delete Project Intelligence and Performance Reporting Data program.

Note: Before you submit this program, verify that the profile option *PJI: Truncate PJI Summary Tables* is set to *Yes* at the site level.

Program Parameters

Are you sure? Select *Yes* to submit the request and *No* to cancel the request.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Defining Global Parameters, *Oracle Projects Implementation Guide*

Defining Project Performance Parameters, *Oracle Projects Implementation Guide*

Delete Project Performance Reporting Data

This program deletes all summarized cost, effort, revenue, and allocation amounts used for project-level reporting in Oracle Projects. When you run this program, you can optionally choose to automatically reload financial plan data for reporting on project performance reporting and view financial plan pages. To reload summaries for actual amounts, you must submit the *PRC: Load Project Reporting Base Summaries and Performance Data* request set.

Submit this program if you encounter data inconsistencies across projects, or if you change implementation settings after you run any of the project performance reporting programs. Always submit this program after the *PRC: Delete Project Intelligence and Performance Reporting Data* program completes successfully.

Caution: Run this program *only* at the direction of an Oracle Support representative.

After you submit this program, submit the *PRC: Load Project Reporting Base Summaries and Performance Data* request set to recreate the base summary and summary amounts for costs and commitments on Oracle Projects pages.

Note: Do not submit the load programs to create plan summary amounts if you submit *this* program with the parameter for Load Financial Plan Summaries set to *Yes*.

Program Submission

Use the Submit Request window to submit the PRC: Delete Project Performance Reporting Data program. Before you initially submit this program, verify that the *PJI: Truncate PJI Summary Tables* profile option is set to *Yes* at the site level.

Note: This program includes features that enable you to reduce recovery time in the event of a processing failure. If the program fails to complete successfully, then Oracle Projects automatically sets the value of the profile option *PJI: Truncate PJI Summary Tables* to *No*. If you resubmit the program with the profile option value set to *No*, then the program continues processing from the point of failure. To restart processing from the beginning, reset the value of the *PJI: Truncate PJI Summary Tables* profile option to *Yes* before you resubmit the program.

Program Parameters

Are you sure? Select *Yes* to submit the request and *No* to cancel the request.

Load Financial Plan Summaries. Select *Yes* to automatically load financial plan summary amounts after all summary amounts are deleted. Select *No* if you want to delete financial plan summary amounts.

Note: If you use work management or budgeting and forecasting features, Oracle Projects recommends that you set this parameter to *Yes*.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Process Resource Breakdown Structure Updates

This program refreshes base summary data and summary amounts for allocations, financial plans, and workplans for new and changed resource breakdown structures.

Note: Workplans, financial plans, and project performance reporting can all use different resource breakdown structures.

Submit this program when you freeze new resource breakdown structure versions, attach new resource breakdown structures to projects for primary reporting, or change

the resource breakdown structures for projects. After this program completes successfully, submit the *PRC: Update Project Reporting Base Summaries and Performance Data* request set to update the base summary and summary amounts for costs, commitments, and effort by the new or changed resource breakdown structures.

Program Submission

Use the Submit Request window to submit the PRC: Process Resource Breakdown Structure Updates program.

Program Parameters

RBS Header Name. Select *All* to generate summarized amounts for all projects with associated resource breakdown structures. Alternatively, enter the name of a changed resource breakdown structure to summarize and report data for that resource breakdown structure version.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Load Project Reporting Base Summaries and Performance Data

This request set includes the following load programs:

- *PRC: Load Project and Resource Base Summaries* program that extracts and summarizes transaction data to create a base summary of reporting data.
- *PRC: Load Project Performance Data* program that further summarizes amounts for project-level reporting in Oracle Projects.

Submit this request set *once* after you initially install or reinstall Oracle Projects project performance reporting.

Program Submission

Use the Submit Request window to submit the PRC: Load Project Reporting Base Summaries and Performance Data request set.

Program Parameters

Extract Commitments Data. Select *Yes* to simultaneously load available commitments with reporting implementation options, workplan, financial structure, resource breakdown structure, and cost, revenue, and effort amounts. Select *No* to exclude the load of commitments.

Operating Unit. Select an operating unit to limit the load to projects by operating unit. Leave this parameter blank to load summary amounts of projects for more than one operating unit.

Project Organization. Select a project organization to limit summarization to projects for a single project organization. Leave this parameter blank to perform summarization for all projects and organizations.

Project Type. Select a project type to limit summarization to projects for a single project type. Leave this parameter blank to perform summarization for all project types.

From/To Project. Select a project or a range of projects to limit summarization to the selected projects.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Update Project Reporting Base Summaries and Performance Data

This request set includes the following update programs:

- *PRC: Update Project and Resource Base Summaries* program that updates the base summary for new transactions and changes in existing transactions.
- *PRC: Update Project Performance Data* program that further summarizes the updated base summary data for project-level reporting in Oracle Projects.

After you submit *PRC: Load Project Reporting Base Summaries and Performance Data* request set *once* and it completes successfully, then periodically submit this request set.

Program Submission

Use the Submit Request window to submit the PRC: Update Project Reporting Base Summaries and Performance Data request set.

Program Parameters

Extract Commitments Data. Select *Yes* to simultaneously update new and changed commitment amounts with cost, revenue, and effort amounts. Select *No* to exclude commitments from the update.

Operating Unit. Select an operating unit to limit the update to projects by operating unit. Leave this parameter blank to update summary amounts of projects for more than one operating unit.

Project Organization. Select a project organization to limit summarization to projects for a single project organization. Leave this parameter blank to perform summarization for all projects and organizations.

Project Type. Select a project type to limit summarization to projects for a single project type. Leave this parameter blank to perform summarization for all project types.

From/To Project. Select a project or a range of projects to limit summarization to projects by name.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Refresh Project Reporting Base Summaries and Performance Data

This request set includes the following refresh programs:

- *PRC: Refresh Project and Resource Base Summaries* program that refreshes the base summary of reporting data for specific projects.
- *PRC: Refresh Project Performance Data* program that further summarize the refreshed amounts for project-level reporting in Oracle Projects.

Submit this request set when you encounter data inconsistencies such as duplicate, missing, or unreconciled amounts in some projects.

> **Caution:** Run this request set *only* at the direction of an Oracle Support representative.

Program Submission

Use the Submit Request window to submit the PRC: Refresh Project Reporting Base Summaries and Performance Data request set.

Program Parameters

Operating Unit. Select an operating unit to limit the refresh to projects by operating unit. Leave this parameter blank to refresh summary amounts of projects for more than one operating unit.

From/To Project. Select a project or a range of projects to limit summarization to the selected projects.

> **Note:** You *must* specify from/to project parameters. To perform a complete refresh for all projects:
>
> - First submit the *PRC: Delete Project Intelligence and Performance Reporting Dat*a and *PRC: Delete Project Performance Reporting Data* programs.
> - Next, submit the *PRC: Load Project Reporting Base Summaries and Performance Data* request set.

Plan Type. Select a financial plan type to limit summarization to projects with this plan type. Leave this parameter blank to perform summarization for projects with any financial plan type.

Note: You must enter the same parameters of operating unit and from/to projects for each of the programs in the request set.

Related Topics

Performance and Exceptions Reporting Programs, page 9-138

Launch Update Project Performance

This program divides and groups the projects into manageable batches. It sends the batch name as a parameter to the Update Project Performance Data (UPPD) program and launches the program automatically for each batch. The UPPD program processes project performance data for only those projects that are part of the batch, thereby increasing efficiency of daily processing.

Program Submission

You can submit this program from the Submit a New Request page.

Parameters

Number of Projects: Enter the maximum number of projects that can be grouped into a batch.

Rows in temporary table: Enter the number of rows in the temporary table that can be processed within a batch processing cycle.

Number of parallel workers: Enter the number of Update Project Performance Data programs that can run in parallel.

Number of batches: Enter the number of batches to be processed within a batch processing cycle.

Wait time in seconds: Enter the number of seconds the process should wait before checking the status of current running instance of Update Project Performance Data program.

Regenerate batches: Specify whether the batches already created for the process should be generated again or not.

Incremental mode: Specify whether the program should process only those projects that have incremental changes, or all projects.

Operating Unit: Specify the Operating Unit for which you want to run this program.

Project Status: Select a project status to limit summarization of projects based on the status. Leave this parameter blank to perform summarization for all projects statuses.

Delete Historical Workplans and Financial Plans

This program allows you to:

- Delete historical published workplan versions, which are not effective.
- Delete historical baselined financial plan versions, which are not current and not original.
- Retain the header information of deleted plans and display them in the Deleted Version region of Maintain Versions page.
- Provide an option to delete the data from reporting tables only or delete all the data from the Projects tables.

Program Submission

You can submit this program from the Submit a New Request page.

Program Parameters

Operating Unit: Select the operating unit for which you wish to delete workplan and financial plan history.

From and To Project Number: Enter the project number range in the From and To Project Number field to delete workplans and financial plans historical information.

Delete Option for Historical Financial Plans: Select the Delete Non-Current Non-Original Baselined Versions option to delete data for all baselined financial plan versions, which are not current and not original.

Financial Plan Type: Select a plan type from the list to delete the financial plan versions for the selected plan type.

Delete Option for Historical Workplans: Select the Delete Non Latest Effective Published Versions option to delete all published versions of workplans, which are not effective.

Delete Reporting Data Only: Select Yes for Delete Reporting Data Only parameter to delete reporting data only for eligible financial plans and workplans from the reporting tables. Non-reporting data is retained for the deleted financial and workplan versions. Select No to delete all financial and workplan data.

Generate Performance Scores and Notifications

This program refreshes exceptions, calculates new scores and statuses for key performance areas based on recently refreshed exceptions, and sends automated status report e-mail notifications to project stakeholders on performance and exceptions.

Submit this program when you want to do the following tasks:

- Generate exceptions in project performance against measures for summarized data
- Calculate key performance area scores and statuses based on the exceptions generated within a key performance area
- Derive the overall performance status of a project based on the performance statuses of key performance areas
- Notify stakeholders by e-mail about performance and exceptions
- Purge old exceptions

Program Submission

Use the Submit Request window to submit the PRC: Generate Performance Scores and Notifications program.

Program Parameters

Project Operating Unit, Project Organization, Project Type, Project Manager, From Project Number / To Project Number. Use one or more or these parameters with the parameters below to limit the use of this program to projects by operating unit, organization, project type, and project manager. Alternatively, select a project number or a range or project numbers to limit the use of this program to one or more selected projects. Leave all parameters blank to use any of the selected functions of this process for all projects.

Generate Exceptions. Select *Yes* to generate exceptions for the projects selected.

Generate Scoring. Select *Yes* to generate key performance area scores and statuses for the projects selected.

Generate Notification. Select *Yes* to generate notifications for the projects selected.

Purge / Days Old. Select *Yes* for the first parameter to initiate the purge of old exception records for the selected projects. Enter a number for the Days Old parameter to specify the age in days beyond which records should be purged.

Related Topics

Performance Exceptions Reporting, *Oracle Projects Implementation Guide*

Generate and Distribute Reporting Pack

This program generates and distributes project performance reports of a reporting pack to recipients by e-mail. You can use the parameters of this program to generate and distribute project performance reports for one or more projects. Based on the report templates associated with the reporting pack, the program uses the summarized base summary data to generate various reports. The program sends the reports to all the

recipients of the projects for which it generates reports.

Submit this program to send reports to project managers who are either unable to access the application or would like to archive the reports for reference. Submit this program after you have run the summarization programs to create and maintain the base summary data.

Program Submission

You can submit this program from the Reporting Pack Definitions page.

Program Parameters

Reporting Pack. Specify the reporting pack for which this program must generate and distribute reports.

Operating Unit. You must specify the operating unit for which you are running this reporting pack.

Project Organization. Specify a project organization to generate and distribute the reporting pack for all the projects of that organization and sub-organizations of the organization.

Project Type. Enter a project type to generate and distribute the reporting pack for all projects of this type that belong to the specified operating unit.

Project Manager. Enter the name of the project manager that the program must generate and distribute the reporting pack for.

Project Range. Enter a range of projects to generate and distribute the reporting pack for these projects.

Project Status. Select a status to limit the generation and distribution of the reporting pack to projects of this status.

Calendar. Select a calendar to generate the reporting pack using this calendar.

Reporting Period. Select a current reporting period to generate the reporting pack amounts for this period. If you have selected a global calendar, you can only select a prior, current, or specific period. If you select to generate summary amounts in the reporting pack by specific period, enter the specific period for the selected calendar.

Customer. Enter customer name to generate reporting pack for projects for this customer.

Factoring. Enter the factoring to be used when generating and displaying amounts for the reporting pack.

Currency Type. Select the currency in which to generate and display amounts for the reporting pack.

Cost Plan Type. Select the plan type that the program must use to generate and display cost amounts for the reporting pack.

Revenue Plan Type. Select the plan type that the program must use to generate and

display revenue amounts for the reporting pack.

Project Deliverable Processes

Project deliverables processes are:

- Initiate Project Deliverable Actions
- Relieve Project Deliverable Demand

Initiate Project Deliverable Actions

You can use the PRC: Initiate Project Deliverable Actions process to initiate demand and procurement for multiple deliverables across different projects.

Parameters

- Function: This is a mandatory parameter with three values:
  - Demand: this process picks up all the shipping actions for item based deliverables and initiates demand for them.
  - Procurement: this process picks up all the procurement actions that have *Ready to Procure* checked and initiates procurement for them.
  - Demand and Procurement (default value): this process initiates demand and procurement.
- Project Number From: Optional
- Project Number To: Optional

Reports

After the process is completed successfully, an output file is generated containing the following information:

1. Processed Actions: This section lists the actions that were successfully processed and function initiated successfully. The following details of the successfully processed actions are included:
   - Project Name (Number)
   - Deliverable Name (Short Name)
   - Action Name

- Function

2. Exceptions: This section lists the actions that were processed but not initiated due to any exception. The following details of the actions for which exceptions were encountered are included:
   - Project Name (Number)
   - Deliverable Name (Short Name)
   - Action Name
   - Function
   - Exception

Relieve Project Deliverable Demand

When you generate a demand schedule, the item quantity information is provided. After you ship a quantity for the item, the shipped quantity must be reduced from the demand schedule. The PRC: Relieve Project Deliverable Demand process relieves the demand for the shipped quantity.

> **Note:** You do not need to implement Project Contracts to use the Planning/Shipping integration for project deliverables.

10

Reports and Listings

This chapter describes each standard report and listing in Oracle Projects.

This chapter covers the following topics:

- Oracle Applications Common Report Parameters
- Submitting Reports and Listings
- Submitting Requests
- Cancelling Requests
- Monitoring Requests
- Debug Mode
- Implementation Listings
- Project Entry Reports
- Transaction Entry Reports
- Timecard Entry Report
- Process Payroll Actuals Exception Report
- Project Expenditures Reports
- Project Financial Reports
- Billing Review Reports
- Billing Process Flow Reports
- Interface Audit Reports
- Project Subledger Audit Reports
- Period Close Exception Reports
- Organization Forecast Exception Report

Oracle Applications Common Report Parameters

Report parameters let you specify the information to include in your report or listing. Most reports provide report parameters, and some parameters (such as the Order By option) are required before you can submit the report.

Some parameters let you specify a range of values to include only information within that range. These parameters use the format <parameter>Low to <parameter name>High (or From/To). For example, if you enter a range of customer names from BMW Motors to Global Shipping, Receivables will include these two customers and any customers whose names alphabetically fall within that range in your report. Alternatively, if you leave these parameters blank, Receivables will include information for *all* customers. To limit information to only one customer, enter the same customer name for both the Low and High parameters.

> **Important:** You do *not* need to enter values for the range of customer names *and* customer numbers if both of these parameters are available for a report. We recommmend that you specify either a range of customer names or customer numbers when both of these options are provided.

Below is a list of report parameters that are common to many Oracle Projects reports and listings.

Oracle Projects Common Report Parameters

Agreement Number: Enter the agreement number to include in the report. Leave this field blank to show all agreements.

Class Category. To limit the report to one class category, enter the category. Otherwise, leave this field blank

Cost Budget Type. To limit the report to one cost budget type, enter the cost budget type. Otherwise, leave this option blank.

Customer: Enter the customer name of the customer you want to include in the report. Leave this field blank to show all customers.

Effective Date. Enter an effective date to report all entities that are active as of the date you enter here. Leave blank to submit the report for all effective dates.

Employee Name: To report on only one employee, enter the employee name. Otherwise leave this option blank.

Expenditure Category. To report on only one expenditure category, enter the expenditure category. Otherwise leave blank.

Expenditure Type: To report on only one expenditure type, enter the expenditure type class. Otherwise leave blank.

Expenditure Type Class: To report on only one expenditure type class, enter the expenditure type class. Otherwise leave blank.

From/To Date. Enter the date range for which you want to submit the report.

Function Name. To limit the output of this report to only one AutoAccounting function, enter the function. Otherwise, leave this field blank.

Incurred By Organization. If you want to submit the report only for employees in a particular organization, enter the organization. Otherwise, leave this field blank.

Job Discipline: To limit the report to one job discipline, enter the job discipline. Otherwise, leave blank.

Job Level: To limit the report to one job level, enter the job level. Otherwise, leave blank.

Job: To limit the report to one job, enter the job. Otherwise, leave blank.

Lookup Set. To limit the output of this report to only one AutoAccounting lookup set, enter the lookup set. Otherwise, leave this field blank.

Organization. To limit the report to one organization, enter the organization. Otherwise, leave this field blank.

Organization Type. To limit thereport to one organization type, enter the organization type. Otherwise leave this field blank.

Project Manager. To limit the report to one project manager, enter the project manager. Otherwise leave this option blank.

Project Member. To submit the report for only one project member's projects, enter the project member's name. Otherwise, leave this field blank.

Project Number. To limit the report to one project, enter the project number. Otherwise, leave this option blank. [changed]

Project Organization. To report on only one organization, enter the organization. Otherwise leave this option blank.

Project Role Type. The report includes only projects where the person specified in the Project Member report parameter is defined with this project role type. If you did not enter a value for the Project Member report parameter, this option has no effect.

Project Type: To limit the report to one project type, enter the project type. Otherwise, leave this option blank.

Revenue Budget Type. To limit the report to one revenue budget type, enter the revenue budget type. Otherwise, leave this option blank.

Rule Name. To limit the output of this report to only one AutoAccounting rule name, enter the rule name. Otherwise, leave this field blank.

Start Organization. Enter the organization from which you want this report to start down the organization hierarchy. If you leave this option blank, Oracle Projects uses the Start Organization you defined in the Define Implementation Options window.

Task Number. To limit the report to one task, enter the task number. Otherwise, leave this option blank.

Top Task. The number of the project task from which you want this report to start down the work breakdown structure.

Common Report Headings

Report headings provide general information about the contents of your report, such as the report title, date and time the report was created, your ledger name, page number, and parameters that you specified when submitting the report.

Some column and row headings are provided with the report description and sample output. This section lists headings that are common to many Oracle Projects reports and listings.

Agreement Number: The number of each agreement in your report.

Agreement Type: The type of each agreement in your report.

Customer Name: The name of each customer in your report.

Customer Number: The identification number for each customer included in your report. Each customer has a unique ID number.

Employee Name: The name of each employee in your report.

Employee Number: The employee number of each employee in your report.

Page: The current page number of this report. For example, "Page 2 of 6" indicates that you are viewing the second page of a six page report.

Report Date: The date that you submitted this report.

Start Organization. The name of the organization from which this report starts, then continues down the organization hierarchy

Start/End Date: The beginning and ending dates of an entity.

Submitting Reports and Listings

Use Oracle Projects standard reports and listings to review your system setup, keep track of your projects, and reconcile Oracle Projects to your general ledger.

You can run a single report (see: Submitting Requests, page 10-5) or submit a streamline request to run a predefined group of reports and processes at one time (see: Submitting Streamline Processes, page 9-2) If you have access to multiple operating units, and want to run a report by operating unit, you can select the operating unit for which you want to run the report.

Submitting Requests

To submit a standard request from the Submit Request window:

1. Navigate to the Find Requests window.
2. Select the Submit a New Request button
3. Select either the Single Request or Request Set option and click the OK button
4. Enter the name of the request that you want to submit.
5. Enter the name of the operating unit for this request

   Note: If the MO: Operating Unit profile option is defined and valid, then the operating unit field will be populated with the value set for the MO: Operating Unit profile option. Similarly, if the MO: Default Operating Unit profile option is defined and part of the operating units assigned to MO: Security Profile profile option, the operating unit field will be populated with that default operating unit.

6. If the request or request set has parameters, enter the parameters in the Parameters window. Choose OK to save the parameters.
7. Choose Submit to submit your request. You can review the status of your request in the Concurrent Requests Summary or in the Requests window.

Cancelling Requests

To cancel a concurrent request:

In the Concurrent Requests Summary, query the concurrent request number for your request. Select your request. Choose Cancel Request. See also: Cancelling Requests, *Oracle E-Business Suite User's Guide*.

Monitoring Requests

To monitor status of a concurrent request:

You can view the status of your request in the Requests window by choosing View My Requests from the Help Menu. See Also: Monitoring Requests, *Oracle E-Business Suite User's Guide*.

Debug Mode

You can run Oracle Projects processes and some reports in debug mode. Debug mode provides more details in the log file for debugging purposes, and creates a trace file for performance analysis.

To run a process or report in debug mode:

Set the profile option **PA: Debug Mode** to *yes*, and submit the process or report.

Related Topics

Submitting Streamline Processes, page 9-2

Defining Request Sets, *Oracle E-Business Suite User's Guide*

Submitting a Request, *Oracle E-Business Suite User's Guide*

Submitting a Request Set, *Oracle E-Business Suite User's Guide*

Implementation Listings

These implementation listings help you audit your implementation of Oracle Projects, so you can verify your entry of implementation data and document your implementation decisions.

Report Submission

You submit each of the implementation listings from the Submit Request window. Include the prefix "IMP:" when you enter the report name. See: Submitting Requests, page 10-5.

The implementation listings include the following:

Agreement Types, page 10-7

AutoAccounting Functions, page 10-7

AutoAccounting Lookup Sets, page 10-8

AutoAccounting Rule Definitions, page 10-8

AutoAccounting Segment Rule Pairings, page 10-8

Class Categories and Codes, page 10-8

Credit Types, page 10-9

Labor Costing Rules Listing, page 10-11

Employee Assignment, page 10-9

Employee Assignments by Organization, page 10-9

Expenditure Types, page 10-9

Event Types, page 10-9

Expenditure Cost Rates, page 10-9

Implementation Options, page 10-10

Invoice Formats Listing, page 10-10

Job Listing, page 10-10

Labor Cost Multipliers, page 10-10

Labor Cost Rates Listing, page 10-10

Labor Cost Rates Listing By Organization, page 10-10

Labor Costing Rules Listing, page 10-11

Non-Labor Resources by Organization, page 10-11

Organization Hierarchy, page 10-11

Organization Listing, page 10-12

Project Contact Types, page 10-12

Project Customer Relationships, page 10-12

Project Roles, page 10-12

Project Statuses, page 10-12

Project Types, page 10-13

Projects Lookups, page 10-13

Projects Periods, page 10-13

Revenue Categories, page 10-13

Service Types, page 10-14

Standard Rate Schedules, page 10-14

Transaction Sources, page 10-14

Units Definition, page 10-14

Agreement Types Listing

Use IMP: Agreement Types to review all agreement types and their associated terms and revenue limit defaults. See also: Defining Agreement Types, *Oracle Projects Implementation Guide*.

AutoAccounting Functions Listing

Use IMP: AutoAccounting Functions to review a complete list of the parameters and

transactions associated with a particular AutoAccounting function.

For each function, this report displays all of the possible parameters that AutoAccounting rules use to derive key flexfield segment values. The report also shows you all of the transactions related to the AutoAccounting function and whether each transaction is enabled or disabled.

AutoAccounting Lookup Sets Listing

Use IMP: AutoAccounting Lookup Sets to obtain a list of all the AutoAccounting lookup sets.

For each AutoAccounting lookup set selected, this report prints each possible intermediate value and its corresponding segment value.

AutoAccounting Rule Definitions Listing

Use IMP: AutoAccounting Rule Definitions to review the definition of a particular AutoAccounting rule. See: Defining AutoAccounting Rules, *Oracle Projects Implementation Guide*.

For each AutoAccounting rule selected, this report displays the type of its intermediate source (either a Constant, Parameter, or SQL Statement) and the corresponding value for that source. If the intermediate value source is a SQL statement, this report displays the text of that statement.

This listing also includes the segment value source (either the Intermediate Value or a Segment Value Lookup Set) that maps an intermediate value to the final segment value. If the segment value source is a lookup set, this report displays the name of that lookup set.

AutoAccounting Segment Rule Pairings Listing

Use IMP: AutoAccounting Segment Rule Pairings to review all pairings of AutoAccounting rules with key flexfield segments.

For each function selected, this report displays each of the function's transactions. It also lists the AutoAccounting rule and key flexfield segment pairings for each transaction. See: Assigning Rules to Transactions, *Oracle Projects Implementation Guide*.

This report also displays the function's transactions without paired segments and rules.

Class Categories and Codes Listing

IMP: Class Categories and Codes lists class categories and their associated class codes. See: Project Classifications (Class Categories and Class Codes), *Oracle Projects Implementation Guide*.

For each class category selected, this report indicates whether a class category is a mandatory part of project setup, whether AutoAccounting uses the class category, and

whether the "pick one code only" restriction is assigned to a class category.

Credit Types Listing

Use IMP: Credit Types to obtain a list of all credit types. See: Credit Types, *Oracle Projects Implementation Guide*.

Employee Assignment Listing and Employee Assignments by Organization Listing

Use the employee assignments reports to review all employees including their associated organization and job assignments. See Defining People, *Oracle Projects Implementation Guide.*

IMP:Employee Assignment. If you want a listing for a particular organization, use this report and specify that organization in the report parameters. Leave organization parameters blank to see all employees.

IMP:Employee Assignments by Organization. This report starts with a particular organization and reports down the organization hierarchy listing employees and their jobs. You cannot print a listing for a single organization using this report unless the organization is on the lowest level of the hierarchy.

Selected Parameters

Enter values for organization, job, job level, and/or job discipline, to limit the output of this listing to include only the specific employees you want to review.

Effective Date. Date Oracle Projects uses to identify active employee assignments. The report lists only active employees.

Event Types Listing

Use IMP: Event Types to obtain a list of all the event types and their classifications. See: Event Types, *Oracle Projects Implementation Guide*.

Expenditure Cost Rates Listing

Use IMP: Expenditure Cost Rates to review the non-labor expenditure cost rates. You can print a listing for one or all expenditure categories, one or all expenditure types, and/or for a specified effective date. If an effective date is specified for the report, the report will list only expenditure cost rates that are active as of the date you enter.

See: Defining Cost Rates for Expenditure Types, *Oracle Projects Implementation Guide*.

Expenditure Types Listing

Use IMP: Expenditure Types to review expenditure types. You can print a listing for one or all expenditure categories and/or for a specified effective date. If an effective date

is specified for the report, the report will list only expenditure types that are active as of the date you enter.

See: Expenditure Types, *Oracle Projects Implementation Guide*

Implementation Options Listing

Use IMP: Implementation Options to review all values you entered in the Define Implementation Options window. See: Implementation Options in Oracle Projects, *Oracle Projects Implementation Guide*.

Invoice Formats Listing

Use the IMP: Invoice Formats Listing to review invoice formats. See: Invoice Formats, *Oracle Projects Implementation Guide*.

For each invoice format listed, this report displays the grouping, the invoice format type, and the fields and text objects that comprise each invoice format line.

Parameters

Format Name. To limit the report to one format name, enter the format name. Otherwise, leave this field blank.

Grouping Name. To submit the report for only one grouping name, enter the grouping name. Otherwise, leave this field blank.

Job Listing

Use IMP: Job Listing to review jobs. See: Jobs, *Oracle Projects Implementation Guide.*

Labor Cost Multipliers Listing

Use IMP: Labor Cost Multipliers to review all labor cost multipliers. See: Labor Cost Multipliers, *Oracle Projects Implementation Guide*.

Labor Cost Rates Listing and Labor Cost Rates Listing By Organization

Use the Labor Cost Rates listings to review all employees and their cost rates, job level, job discipline, or labor costing rule. See: Labor Costing Rules, *Oracle Projects Implementation Guide*, and Defining People, *Oracle Projects Implementation Guide*.

IMP: Labor Costs Rates Listing. For each employee listed, this report displays the employee's active organization and job assignments, the assigned labor costing rule, and the hourly cost rate.

IMP:Labor Cost Rates Listing By Organization. This report starts at a specified organization and reports down the organization hierarchy listing employees and their labor cost rates. You cannot print a listing for a single organization using this report

unless the organization is on the lowest level of the hierarchy.

Selected Parameters

Top Organization. (Cost Rates Listing By Organization only) The organization from which you want the Labor report to start down the organization hierarchy.

Effective Date. This listing includes all labor cost rates that are effective as of the date you enter here. Leave blank to include all labor cost rates.

This listing also includes all employee organization and job assignments that are active as of the date you enter here.

Job Level. To submit the report for employees at only one job level, enter the job level. Otherwise leave this field blank.

Job Discipline. To submit the report for only on job discipline, enter the job discipline. Otherwise, leave this field blank.

Labor Costing Rule. To submit the report for only one labor costing rule, enter the labor costing rule.

Labor Costing Rules Listing

Use the IMP: Labor Costing Rules Listing to review labor costing rules See: Labor Costing Rules, *Oracle Projects Implementation Guide*.

Parameters

Labor Costing Rule. To limit the report to only one labor costing rule, enter the labor costing rule. Otherwise, leave this field blank.

Non-Labor Resources by Organization Listing

Use IMP: Non-Labor Resources by Organization to review all non-labor resources associated with a particular organization, expenditure category, or expenditure type. See Defining People, *Oracle Projects Implementation Guide*.

For each organization listed, this report displays the organization's non-labor resources and their corresponding expenditure types and expenditure categories.

Organization Hierarchy Listing

Use IMP: Organization Hierarchy to review relationships between organizations. See: Defining Organization Hierarchies, page 2-12.

This report displays each organization in the hierarchy and its corresponding organization type. By using an indented-outline format, this report depicts the hierarchical relationships between the listed organizations.

Parameters

Top Organization: The organization at the top of the hierarchy covered by this report.

Hierarchy Type: The type of hierarchy for which the report is printed.

Related Topics

Organization Listing, page 10-12

Organization Listing

Use the IMP: Organization Listing to review organizations. Organizations are work units that Oracle Projects uses for employee assignments, project and task ownership, and cost and revenue allocation.

This report displays each defined organization, its organization type, whether it is Internal or External, and its location. See: Organizations, page 2-1.

Related Topics

Organization Hierarchy Listing, page 10-11

Project Contact Types Listing

Use IMP: Project Contact Types to review all project contact types. See: Defining Contact Types, *Oracle Projects Implementation Guide*.

Project Customer Relationships Listing

Use IMP: Project Customer Relationships to review all project customer relationships. See: Defining Project Customer Relationships, *Oracle Projects Implementation Guide*.

Project Roles Listing

Use IMP: Project Roles to review project roles. See: Project Roles, *Oracle Projects Implementation Guide*.

For each project role listed, this report indicates whether individuals with that project role are permitted to query labor costs.

Project Statuses Listing

Use IMP: Project Statuses to review the list of all project statuses. See: Project Statuses, *Oracle Projects Implementation Guide*.

Project Types Listing

Use IMP: Project Types to review all project types. See: Project Types, *Oracle Projects Implementation Guide*.

For each project type listed, this report displays whether the project type is direct or indirect, and whether costs are burdened. It also displays the default service type, default labor and non-labor bill rate schedules, default invoice formats, and the distribution rules assigned to the project.

Projects Lookups

Use IMP: Projects Lookups to review all lookup codes, meanings, and descriptions associated with a particular lookup type.

For each lookup type listed, this report displays whether the lookup type and its codes are system-defined or user-definable. It then lists all the lookup codes for a lookup type and their corresponding meanings and active dates.

Parameters

Lookup Type. To limit the output of this report to only one lookup type, enter the lookup type. Otherwise, leave this field blank.

Projects Periods

Use IMP: Projects Periods to review all project accounting periods. See: Defining GL and PA Periods, *Oracle Projects Implementation Guide*.

For each project accounting period, this report displays its start and end dates, and its closing status.

Parameters

Closing Status. To limit the report to periods with one closing status, enter the closing status (Closed, Future, Never Opened, or Open). Otherwise, leave this field blank.

Revenue Categories Listing

Use IMP: Revenue Categories to review revenue categories. See: Revenue Categories, *Oracle Projects Implementation Guide*.

For each revenue category listed, this report prints all the associated expenditure types and their corresponding expenditure categories.

Parameters:

Revenue Category. To limit the report to only one revenue category, enter the revenue category. Otherwise, leave this field blank.

Service Types Listing

Use IMP: Service Types to review all the service types. See: Service Types, *Oracle Projects Implementation Guide*.

Standard Rate Schedules Listing

Use IMP: Standard Rate Schedules to review the rates or markup percentages for an organization's standard rate schedules or for all standard rate schedules. See: Rate Schedule Definition, *Oracle Projects Implementation Guide*.

Selected Parameters:

Standard Rate Schedule. To limit the report to one standard rate schedule, enter it. If you specify an Organization, the standard rate you enter must belong to that organization. Leave blank to submit the report for all standard rate schedules.

Transaction Sources Listing

Use IMP: Transaction Sources to review the transaction sources you defined to identify data imported into Oracle Projects using Transaction Import. See: Transaction Import, page 9-113.

Units Definition Listing

Use IMP: Units Definition to review all units of measure. See: Units, *Oracle Projects Implementation Guide*.

Project Entry Reports

Use the project entry reports to verify that your have set up your projects correctly.

Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests, page 10-5.

Related Topics

Project Configuration, page 10-15

Task Details, page 10-15

Work Breakdown Structure, page 10-15

Project Configuration

Use the AUD: Project Configuration report to review the configuration details of a particular project and verify that you have entered the data correctly.

This report lists details of project setup including: multinational information, revenue and billing information, project customers, customer contacts, project members, class categories, employee bill rates overrides, and non-labor bill rate overrides.

Task Details

Use the AUD: Task Detail report to review task details for a specific task, or for all tasks of a project. Like the Project Configuration report, this report provides a comprehensive view of how you have defined your tasks.

Selected Parameters

Explode Subtasks.

- **Yes.** Display information about each subtask of the specified task.
- **No.** Display information for only top-level tasks of the project you specify in the Project Number option.

Display Task Details. Enter Yes if you want this report to display for each lowest-level task selected, the task organization, customer, and service type details. Enter No to exclude task details.

Work Breakdown Structure

Use the AUD: Work Breakdown report to review the complete task structure of a particular project. This report lists all tasks and subtasks in hierarchical format with their respective start and completion dates. This report lists all tasks in an indented outline format so that you can easily identify the hierarchical relationship between tasks.

Transaction Entry Reports

Use the transaction entry reports to audit data entry of expenditures.

Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests, page 10-5.

Related Topics

Expenditure Batch Status, page 10-16

Pre-Approved Expenditures Entry Audit, page 10-17

Expenditure Batch Status

Use the AUD: Expenditure Batch Status report to view the status of expenditure batches. With this report you can identify expenditure batches that are ready to be released. You can also ensure that none of your expenditure batches go unprocessed by retaining a status of Working or Submitted.

This report groups expenditure batches first by status, then by expenditure type class. It lists the name of the person who entered the expenditure batch, and it prints the Control and Running totals for the batch. This report also provides summaries for each expenditure batch, for each organization, and for the entire report.

Selected Parameters

(Required) **Organization Name.** The organization for which you are submitting the report.

Expenditure Ending Date. To submit this report only for expenditure batches with a particular expenditure ending date, enter the date. Leave blank to submit the report for all expenditure batches.

Display Released Batch? Enter No or leave this field blank if you do not want this report to include expenditure batches with a status of Released. Enter Yes if you want this report to include expenditure batches of any status.

Expense Report Entry

Use the AUD: Expense Report Entry report to review all expense reports within a specified date range for either a particular employee, all employees within an organization, or all employees within all organizations. An employee can run this report after submitting an expense report to use as a hard copy record of submission. Or, the controller of an organization may want to audit all the expense reports submitted by the employees in a particular organization.

For each expense report selected, the report displays the total expenses submitted by an employee and the total billable expenses as a percentage of the total expenses.

In addition to the Submit Request window, you can submit this report from the Enter Expense Reportswindow.

Selected Parameters

Week Ending Date From/To. Enter the range of week ending dates you want included

in the report. The report includes only those expense reports with week ending dates on and between the dates you enter.

Missing Timecards

The AUD: Missing Timecards report includes employees that:

- have not entered a timecard in the expenditure week
- have entered a timecard, but have not submitted it (timecard has a status of *Working*)
- have a rejected timecard, but have not corrected it and resubmitted it (timecard has status of *Rejected*)

Selected Parameters

The expenditure date range is required. To limit the report, you can enter any other parameters.

From/To Expenditure Ending Date. This report includes only those timecards with expenditure dates on or between the expenditure dates you specify.

Pre-Approved Expenditures Entry Audit

Use the AUD: Pre-Approved Expenditures Entry Audit report to review preapproved expenditures. After you have entered all the expenditures for an expenditure batch, submit this report and use it to verify that all of the data you have entered is correct before you submit your expenditure batch. This report provides a summary for each expenditure batch that displays the total amounts for each expenditure type in the expenditure batch.

The total currency amounts are shown in the transaction currency.

Parameters

(Required) **Entered By.** The report includes only those expenditure batches entered by the person you specify.

(Required) **Expenditure Ending Date.** The report selects only expenditure batches with the expenditure date you specify.

(Required) **Sort Expenditures By:** Choose the criteria by which to order the report output: alphabetically by Employee Name or Organization, or numerically by Employee Number.

Expenditure Batch. To review expenditures for only one expenditure batch, enter an expenditure batch. Otherwise leave this field blank.

Date Entered. To include expenditures entered on one particular date, enter it.

Otherwise leave this field blank.

Expenditure Type Class. To limit the output of this report to expenditure batches having a particular expenditure type class, enter an expenditure type class. Otherwise, leave this field blank.

Expenditure Batch Status. To limit the output of this report to expenditure batches having a particular status, enter the expenditure batch status. Otherwise, leave this field blank.

Expenditure Batch Sort By. Choose the criterion by which the report sorts expenditure batches.

Timecard Entry Report

Use the AUD: Timecard Entry report to review all timecards within a specified date range for either a particular employee, all employees within an organization, or all employees within all organizations. For example, an employee can run this report after submitting a timecard to use as a hard copy record of submission. Or, the controller of an organization may want to audit all the timecards submitted by the employees of a particular organization.

For each timecard selected, the report displays the total time worked by an employee and the total billable time reported in the timecard as a percentage of the total time.

Report Submission

You can submit this request from the Submit Request window or from the Timecards window.

Selected Parameters

Week Ending Date From/To. Enter the range of week ending dates you want included in the report. The report includes only those timecards with week ending dates on and between the dates you enter.

Process Payroll Actuals Exception Report

After processing a payroll run using the PRC: Process Payroll Actuals process, you run the exception report to determine any payroll amounts that could not be processed by the program. The report allows you to determine the specific exceptions that may require a correction before finalizing the processing of a payroll run

Report Submission

You submit the PRC: Generate Process Payroll Actuals Exception Report from the Submit Request window. See: Submitting Requests, page 10-5

Selected Parameters

To generate the exception report, select the following parameters:

- Operating Unit: Select the operating unit associated to the payroll organization you processed. The list displays all operating units to which the user has access in their security profile.
- Costed Payroll Set ID: Select the number of the processed costed payroll set. The list includes all processed payroll sets for the selected operating unit. The list of values displays costed payroll set attributes to help you select the correct set number.
  - Payroll
  - Pay Period Start Date
  - Pay Period Date
- Expenditure Organization: Select an organization if you want to limit the reconciled payroll data in the report to a single organization.
- Employee: Select an employee if you want to limit the reconciled payroll data in the report to a single employee.

Project Expenditures Reports

These reports provide a detailed view of the cost, revenue, and invoice activities of your projects. Use them to review your project expenditures, revenues, invoices, and expenditure item adjustments.

You can also use these reports to compare a project's performance against performance data for other projects within the same organization or across organizations. By submitting and analyzing the reports in this section regularly, you can monitor the performance of your projects.

The reports in this section describe how well your projects perform in terms of their budgets versus actual cost and revenue amounts.

These reports provide you with many different views of actual and budgeted project costs and revenues. For example, Oracle Projects reports revenue, cost, and budget summaries at the project level, the task level, the Work Breakdown Structure, the project level by category, and the task level by category. In addition, these reports display budgeted and actual costs and revenues for a specified PA Period, a PA Period range, or as project-to-date amounts.

The reports in this section also provide you with information about the status of your agreements, capital projects with no activity over a period of time, and employee activity by organization.

Report Submission

You submit each of these reports from the Submit Request window. The report names include a prefix of either "MGT:" or "AUD:". See: Submitting Requests, page 10-5.

Related Topics

Capital Project Summary Report, page 10-20

Expenditures Detail Report, page 10-20

Expenditures Summary Report, page 10-22

Inactive Capital Projects Report, page 10-22

Project Asset Details Report, page 10-23

Project Expenditure Adjustment Activity, page 10-23

Transfer Activity Report, page 10-24

Capital Project Summary Report

The MGT: Capital Project Summary Report shows capital project amounts by project for the following amount groupings:

- Expensed Amount
- CIP Amount
- Interfaced CIP Amount
- RWIP Amount
- Interfaced RWIP Amount
- Total Amount

Selected Parameters

Class Category. Optionally, select a class category to view only specific project expenditures.

Class Code. Optionally, select a class code to view only specific project expenditures. To select a class code, you must first select a class category.

Expenditures Detail Report

The MGT: Expenditures Detail Report shows expenditures detail for one project. The report shows each expenditure item's revenue amount, burdened cost amount, and

billing status. It includes totals for labor items, non-labor items, and the entire project.

The report also separates expenditure items into the categories of labor and non-labor. Because labor costs may be sensitive information, the report displays labor costs only if the employee submitting the report is a cross-project user or a project member having a project role that allows access to view labor costs. If the employee submitting the report does not have access to view labor costs, the report does not display labor costs.

This report shows amounts in the project currency.

Selected Parameters.

The Sort Expenditures By parameter is required both reports. If you submit the detail report, you must also enter a project number. You can enter any other parameters to limit the report.

Sort Expenditure Items By. Choose the order in which you want to view the report:

- **Employee.** Alphabetically by the employee who submitted the expenditures.
- **Expenditure Item Date.** Ascending date order by the date on which the expenditure item was incurred.
- **Expenditure Type.** Alphabetically by expenditure type.
- **Task.** In alphanumeric order by task number.
- **Vendor.** Alphabetically by supplier.

Suppress Labor Costs? To exclude labor costs from the report, enter Yes. Enter No to include labor costs and revenue.

From/To Expenditure Item Date. The report lists expenditure items dated on or after the From Expenditure Date, and on or before the To Expenditure Date. Both parameters are optional.

Display Comments. To display any comments the expenditure items may have, enter Yes. Enter No to omit comments.

Task Number. Enter the task number of the particular task for which you want to review expenditure details. The task you enter here must be a lowest-level task of the project you specified in the Project Number option. Leave this option blank to include expenditure details for all tasks.

Billable/Capitalizable Flag Yes/No: Enter Yes if you want the report to show only billable/capitalizable expenditures, or No if you want it to show only non-billable and non-capitalizable expenditures. Otherwise, leave this option blank.

Items On Hold Yes/No: Enter Yes if you want the report to show only items on hold, or No if you want it to show only items that are not on hold. Otherwise, leave this option blank.

Expenditures Summary Report

The MGT: Expenditures Summary Report gives an overview of expenditures for one project or many projects belonging to a specified organization or project manager.

For each project listed, this report selects the total labor hours reported, the total billable hours as a portion of the total hours, the total burdened costs, and the total revenue of the project.

The report also separates expenditure items into the categories of labor and non-labor. Because labor costs may be sensitive information, the report displays labor costs only if the employee submitting the report is a cross-project user or a project member having a project role that allows access to view labor costs. If the employee submitting the report does not have access to view labor costs, the report does not display labor costs.

This report shows amounts in the project currency.

You can submit this report for a particular period of time by specifying the start and end dates of the desired date range in the report parameters. If you do not specify a date range, this report displays project-to-date expenditure totals.

Selected Parameters.

Sort Expenditure Items By. Choose the order in which you want to view the report:

- **Employee.** Alphabetically by the employee who submitted the expenditures.
- **Expenditure Item Date.** Ascending date order by the date on which the expenditure item was incurred.
- **Expenditure Type.** Alphabetically by expenditure type.
- **Task.** In alphanumeric order by task number.
- **Vendor.** Alphabetically by supplier.

From/To Expenditure Item Date. Enter start and/or end dates of the desired date range. If you do not specify a date range, the report displays project-to-date expenditure totals.

Suppress Labor Costs? To exclude labor costs from the report, enter Yes. Enter No to include labor costs and revenue.

Inactive Capital Projects Report

Use the MGT: Inactive Capital Projects Report to find capital projects with no activity for a specific period of time. You can use this list to identify projects for which you need to suspend capitalized interest calculation.

The report lists the project name and number, the last non-Allowance for Funds Used

During Construction (AFUDC) activity date, and the suspension start date for each inactive project.

Parameters

From Project Number / To Project Number. Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter, page 9-2.

(Required) **Number of Inactive Periods:** Enter the minimum number of periods (months) that a capital project must be inactive to appear on the report. This parameter is required.

Project Asset Details Report

The MGT: Project Asset Details Report shows capital project amounts by project, event, and asset.

Selected Parameters

Event Period Name. Select an event period to show amounts for a specific event period.

Project Organization. Select a project organization if you want to include projects only for a particular product organization.

Class Category. Optionally, select a class category to view only specific project expenditures.

Class Code. Optionally, select a class code to view only specific project expenditures. To select a class code, you must first select a class category.

Show Asset Details. By default, this value is set to *Yes*. Select *No* if you want to suppress the display of asset details information.

Project Expenditure Adjustment Activity

Use the AUD: Project Expenditure Adjustment Activity report to review all the adjustments made to expenditure items of a particular project. You can make adjustments to expenditure items. See: Adjusting Expenditures, *Oracle Project Costing User Guide* and Adjustments to Supplier Invoices, *Oracle Project Costing User Guide*.

Your accounting department can submit this report regularly to audit the kinds of expenditure adjustments being made for a project. For example, they can use this report to identify any expenditure adjustments that are unauthorized or against company policy.

Selected Parameters

The Project Number parameter is required. You can enter other parameters to limit the

report.

Project Number. Enter the number of the project for which you want to review expenditure adjustment activities.

Task Number. Enter the number of the lowest level task whose expenditures want to review. Leave this field blank to review expenditure adjustment activities for all tasks.

From/To Adjustment Date. The report includes expenditure adjustments made on and after the From Adjustment Date, and on and before the To Adjustment Date. Both fields are optional.

Transfer Activity Report

Use the MGT: Transfer Activity report to review the expenditure item transfers into and out of a particular project. You can use this report as an audit tool to control project costs by identifying incorrect or unauthorized transfers for a project. You can also use this report to verify any expenditure item transfers that you perform.

For each specified project, this report shows you the expenditure items transferring into or out of the project and the transfer history of each of these expenditure items. For each expenditure item listed, this report displays the item's cost amount, its quantity, and either the destination project and task numbers or the originating project and task numbers, depending on the expenditure item's transfer direction.

Selected Paramaters

You must enter a Project Number. You can enter other parameters to limit the report.

Project Number. Enter the number of the project for which you want to run the report.

Project Financial Reports

Use the Project Financial Reports to review revenue and costs for your projects.

> **Note:** A project's status determines whether it should be included in project financial reports. See: Project Statuses, *Oracle Projects Implementation Guide*.

Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "MGT:" when you enter the report name. See: Submitting Requests, page 10-5.

Related Topics

Revenue, Cost, Budgets by Resources (Project Level), page 10-25

Task - Revenue, Cost, Budgets by Resources, page 10-25

Revenue, Cost, Budgets by Work Breakdown Structure, page 10-26

Revenue, Cost, Budgets by Resources (Project Level)

Use the MGT: Revenue, Cost, Budgets by Resources (Project Level) report to review project revenue and costs broken down by resources for a particular PA Period and for the project-to-date. This report also displays budgeted revenue and cost amounts broken down into the same resources, but only under the project-to-date column since budgets are independent of PA Periods.

This report always lists revenue amounts by revenue budget type, but the categorization of costs depends on how a project is budgeted. If the project is budgeted by budget item at the project level, then this report lists costs by the cost breakdown code specified in the project-level budget. For the cost breakdown level of Organization and Organization/Expenditure Category and Job, this report lists costs by expenditure category.

If budget amounts are not entered at the budget-item level, then this report cannot determine the revenue or expenditure categories in which the amounts belong. For these cases, it displays the budget amounts under the revenue or expenditure category titled Uncategorized.

For each project selected, this report displays the project's total unbilled receivables amount and its total unearned revenue amount.

If a budget is categorized at the task level, this report shows only summarized information for categorized costs for the whole project across all tasks.

Parameters

Although the report parameters are each optional, you must enter a value for at least one of the following: Project Organization, Project Manager, or Project Number. Enter any additional parameters to limit the report. If you do not enter a Period Name, the report uses the current PA period.

Task - Revenue, Cost, Budgets by Resources

Use the MGT: Task-Revenue, Cost, Budgets by Resources report to review a task's revenue and costs broken down by resources for a particular PA Period and for the project-to-date.

This report is the task-level counterpart to the Revenue, Cost, Budgets by Resources (Project Level) report. Like the Project Level report, this report lists revenue by revenue budget type and costs by the cost breakdown code specified for the budget items budget. The only difference in this case is that the budget items budget must exist at the task level instead of the project level.

If a task has direct budgeted amounts, but it does not have budgeting by budget item,

then this report cannot determine the revenue or expenditure categories in which the budget amounts belong. For these tasks, it displays the budget amounts under the revenue or expenditure categories entitled Uncategorized.

Although you can submit this report to run for all tasks belonging to a specified organization or task manager, it provides summaries only by task.

Parameters

Although the report parameters are all individually optional, you must enter a value for at least one of the following: Task Organization, Task Manager, or Project Number. Enter any additional parameters to limit the report.

Revenue, Cost, Budgets by Work Breakdown Structure

Use the MGT: Revenue, Cost, Budgets by Work Breakdown Structure report to review the tasks in a project's work breakdown structure and their budgeted and actual revenue, burdened costs, and labor hours. This report displays information for projects that have baselined budgets only. This report always displays project-to-date totals.

By default, this report displays all of a project's top-level tasks and their subtasks in an indented outline format that depicts the task hierarchy of the project's work breakdown structure. However, you can enter values for the report parameters that limit the output to top-level tasks only, to a specific top-level task only, or to one top-level task and all of its subtasks.

For each task selected, this report displays the task's actual and budgeted amounts side by side for easy comparison. It also lists the task's completion date, if one exists.

The top-level tasks have corresponding actual costs shown even though Oracle Projects only allows expenditure charges to a lowest-level task. These figures are a sum of the task's subtask amounts. This report rolls-up the amounts of the lowest-level tasks to each level in the project's work breakdown structure, all the way up to the project level itself. The project-level aggregates display on the last line of the report.

The budget amounts also roll-up. However, budget definition is not restricted to one level in Oracle Projects. The budget amounts in this report, therefore, might not originate from the lowest-level tasks. For example, a report can show budget amounts for the top-level task 1.0, but not for 1.0's subtasks. These figures, then, are not rolled-up amounts of the lowest-level tasks.

For each project listed, this report shows the total amount invoiced, the project's accounts receivable, its unbilled receivables, and its unearned revenue.

Parameters

Although the report parameters are each optional, you must enter a value for at least one of the following in order for this report to return output: Project Organization, Project Manager, or Project Number. Enter any additional parameters to limit the report.

Explode Subtasks.

- **Yes**. Display all subtasks under each top level task.
- **No.** Display only top level tasks with amounts that are rolled up from the subtasks.

Billing Review Reports

Use the billing review reports to review invoice information and agreements with your customers.

Report Submission

You can submit each of these reports from the Submit Request window. Include the prefix "MGT:" when you enter the report name. See: Submitting Requests, page 10-5.

Related Topics

Invoice Review, page 10-27

Unbilled Receivables Aging, page 10-29

Agreement Status by Customer, page 10-30

Invoice Review

Use the MGT: Invoice Review report to review the draft invoices of a particular project. You can use this report to verify your draft invoices before approving and releasing them for interface to Oracle Receivables for final customer invoice generation.

The report does not include partially written-off amounts on invoices.

This report begins by listing header information regarding the project. It also displays project totals, including the withheld retention and billed retention amounts, the unbilled receivables amount to date, the the currency amount of expenditure items on hold, and the budgeted revenue.

For each draft invoice selected, this report displays invoice header information including the customer name, the percentage of the total invoice amount for which the customer is responsible, withheld amount, whether it is a retention invoice, and the invoice status. It also displays the AR Invoice Number that is created when you interface your draft invoice to Oracle Receivables.

If you regenerate a draft invoice to credit a previously released invoice and create a customer credit memo, this report displays the number of the original approved invoice in the Credit of Number field.

Below the invoice header information, this report displays all the invoice line items of the draft invoice. The invoice line descriptions appear on the final customer invoice when it is generated in Oracle Receivables. You can change the look and content of your

invoice line descriptions by regenerating the draft invoice after first selecting new labor or non-labor invoice formats for your project.

This report finishes by listing a summary of the revenue-distributed expenditure items and billing events that have not yet been billed for this project.

Report Submission

In addition to submitting the MGT: Invoice Review report from the Submit Reports window, you can also submit this report from the Review Invoices, Adjust Invoices, and Release Invoices windows by selecting Print Invoice Review.

Parameters

The following parameters are required.

Invoice Status. To limit the report to a particular invoice status, select the invoice status. You can select to generate the report for all invoices or limit the report to invoices by their release, approval, and Oracle Receivables transfer status.

Display Details. Select *Yes* to display all expenditure items for that invoice line. Select *No* to display only invoice lines.

Display Unbilled Items. Enter *Yes* to include any items that have not been billed or are on hold. Otherwise enter *No*.

You can enter other additional parameters listed below to further limit the report.

Project Number. Select a project number to limit invoices reported by the selected project.

From/To Project Number. Enter start and end project numbers to limit invoices reported by a range of projects.

Project Status. Use this to limit the report to invoices for projects with the selected status. Alternatively, leave the default setting of All except Closed to display invoices for open projects in any status.

Project Closed After. If you selected a project status of All or All except Closed, enter a date to limit the report to invoices for projects closed after this date.

Draft Invoice Number. Enter the invoice number to limit the report to the specified invoice.

Start Organization. Select an organization to limit the report to invoices for projects of the selected organization.

Project Member. Select a name to limit the report to invoices for projects that this works for.

Project Role Type. Select a project role. Then, enter the name of the project member in this role to limit the report to invoices for projects on which the named person plays this role.

Unbilled Receivables Aging

Use the MGT: Unbilled Receivables Aging report to review, by project, eligible revenue items that have not yet been invoiced, or those items not included on a released draft invoice. This report lists the receivables in four age buckets. You can specify the number of days for each bucket when you submit the report.

The report does not include partially written-off amounts on invoices. However, it does include amounts on canceled invoices that have been written-off completely. Retention amounts shown are net of billed amounts.

You can submit this report for an organization, in which case it groups all projects owned by the organization by their project managers. The report then displays summaries for each project manager.

If you specify a project manager in the report parameters and do not specify an organization, the report groups all projects by project manager regardless of the project-owning organization. This format provides you with the real total of unbilled receivables for a particular project manager.

Events relieve the oldest unbilled receivable as the invoices in which the events are billed are released. Revenue events age from their Completion Date if you choose Expenditure Item Date as your preference in the Age Receivables From report parameter.

> **Note:** This report is not intended to be used to reconcile Oracle Projects with Oracle General Ledger and Oracle Subledger Accounting.

Parameters

The Age Receivables From and the Number of days in Bucket parameters are required. You can enter any of the other parameters to limit the report.

Effective Date. The report ages unbilled receivables backwards starting from the date you enter here until it reaches the start date, which is determined by the value you enter for the Age Receivables From parameter.

Project Organization. Select an organization to limit this report for the projects in the selected organization. In this case, the report groups projects for the organization by project manager and displays summaries for each project manager by buckets.

Project Number. Select a project number to limit the report to unbilled receivables for the selected project.

From/To Project Number. Enter project numbers that define the range of projects for which the report must display unbilled receivables.

Project Status. Select a project status to limit the report to projects with the selected status. Alternatively, leave the default setting of All except Closed to display unbilled receivables for open projects in any status.

Project Closed After. If you selected a project status of All or All except Closed, enter a date to limit the report to unbilled receivables for projects closed after this date.

Project Manager. If you specify a project manager and do not specify an organization, the report groups all projects by project manager regardless of the project-owning organization. This provides the real total of unbilled receivables for a particular project manager.

Age Receivables From. Select the end date for aging unbilled receivables for this report. This can be the PA date, GL date, or the expenditure item date. If you select expenditure item date as the start date for aging unbilled receivables, for revenue items this translates to the completion date of the revenue event.

Number of days in Bucket 1/2/3. Enter the number of days that you want in each bucket. For example, if you have entered 30/60/90 for the first, second, and third buckets respectively, the first bucket displays unbilled receivables that are less than 30 days old, the second bucket displays those between 30 and 60 days old, and the third displays those between 60 and 90 days old. The fourth bucket displays unbilled receivables that are beyond 90 days old. Billing events relieve the oldest unbilled receivable when you release the invoices created for billing them.

Agreement Status by Customer

Use the MGT: Agreement Status by Customer report to review the status of your customer agreements. The report includes an agreement's revenue limit, expiration date, and the amounts allocated, accrued, and invoiced against it.

This report groups all the agreements by customer, then orders them by the value that you enter in the Sort By report parameter. It also includes summaries for each customer and for the entire report.

Selected Parameters

The Sort By parameter is required. You can enter any other parameters to limit the report.

Sort By. Choose the order within each customer in which you want to review the report:

- **Agreement Number.** Ascending alphanumeric order by the agreement number.
- **Amount Not Allocated.** Ascending numeric order, by the funding not allocated.
- **Expiration Date.** Ascending date order by the expiration date of each agreement.
- **Revenue Backlog.** Ascending numeric order by the revenue backlog (amount allocated minus the amount accrued) of each agreement).
- **Revenue Limit.** Ascending numeric order by the revenue limit of each agreement.

Billing Process Flow Reports

These reports show how effectively your organization turns earned revenue into cash. These reports help you identify any bottlenecks in your revenue and invoice processing flow, and they alert you to problems your organization may have in collecting on invoices.

Report Submission

You submit each of these reports from the Submit Request window. The report names include a prefix, either "FLW:" or "MGT:" See: Submitting Requests, page 10-5.

Related Topics

Invoice Flow Detail and Invoice Flow Summary , page 10-31

Potential Revenue Summary, page 10-32

Project Billing Status, page 10-33

Revenue Flow Detail, page 10-33

Invoice Flow Detail and Invoice Flow Summary

Use the invoice flow reports to review flow information about project invoices through Oracle Projects.

FLW: Invoice Flow Detail. This report groups invoices by invoice status, allowing you to quickly identify where your draft invoices currently are in the invoice processing flow. You can specify a transfer status or a currency amount to report on a subset of invoices.

FLW: Invoice Flow Summary. You can use this report to identify by currency range how many invoices are in each stage of the invoice processing flow. After reviewing this report, if you want to see the specific draft invoices that comprise the invoice summaries, submit the Invoice Flow Detail report and specify the same date range.

Selected Parameters

You must specify a Start Organization or Project Member when you submit these reports. Enter any other parameters to limit the report.

Project Member. To submit the report for only one project member's draft invoices, enter the project member's name. Otherwise, leave this field blank.

Project Role. The report includes only draft invoices of projects where the person specified in the Project Member report parameter is defined with this project role. If you did not enter a value for the Project Member report parameter, this option has no effect.

Creation Date To/From. The report includes draft invoices created on or after the

Creation Date From report parameter, and draft invoices created on or after the Creation Date To report parameter. Both fields are optional. Leave both blank to submit the report for draft invoices regardless of their creation dates.

Additional Parameters for Invoice Flow Detail Report

Include Released Invoices. Enter Yes if you want the report to include draft invoices with a status of Released. Enter No to exclude released invoices from the report.

Include Amount Ranges. Only invoices with amounts in the amount range you specify will be reported. Select All to include draft invoices regardless of invoice amount.

Invoice Status. The report includes only invoices with the status you select.

- **Accepted.** Invoices that have been interfaced to and tied back from Oracle Receivables.
- **All.** All invoices regardless of invoice status.
- **Approved**. Invoices that have been approved.
- **Rejected.** Invoices that have been rejected by Oracle Receivables.
- **Rejected in Transfer.** Invoices that have been rejected during the interface to Oracle Receivables.
- **Transferred.** Invoices that have been successfully interfaced to, but not yet accepted by, Oracle Receivables.
- **Unapproved.** Invoices that have not yet been approved.

Potential Revenue Summary

Use the MGT: Potential Revenue Summary report to identify projects that cannot fully accrue revenue due to a hard funding limit encountered. This report shows you the total potential revenue, the total amount accrued, and the difference between these two values for a project's expenditure items incurred through the date you specify in the report parameters.

When the total available amount of an agreement's funding is insufficient to accrue revenue on all of a project's expenditure items, Oracle Projects accrues as much as possible against the potential revenue. This report alerts you to the amount of additional revenue you could accrue with more funding.

> **Note:** This report is not run for projects with the Cost/Event distribution rule.

Selected Parameters

You must provide a value for at least one of the following parameters: Project Organization, Project Manager, or Project Number. Enter any other parameters to limit the report.

Accrue Thru Date. The report includes only expenditure items dated on or before the Accrue Thru Date you enter.

Include Closed Projects? Enter Yes if you want the report to include the potential revenue of all projects regardless of project status. Enter No if you want to report to exclude the potential revenue for expenditure items of projects with a Closed status.

Project Billing Status

Use the MGT: Project Billing Status report to review the billing status of your projects, and identify projects that have not yet been billed.

For each project listed, this report displays the days since the last billing date, the date of the last billing, the next scheduled billing date, the amount of any pending invoices, and the amount of unbilled receivables. The last page of the report defines the columns in this report.

Selected Parameters

You must specify a Start Organization or a Project Member when you submit this report. You can enter any other parameters to limit the report.

Project Role. The report includes only projects where the person specified in the Project Member report parameter is defined with this project role. If you did not enter a value for the Project Member report parameter, this option has no effect.

Days Since Last Billing. The report includes projects only when the number of elapsed days since the latest invoicing for the project is greater than or equal to the number you enter here. Leave this option blank to include all projects regardless of the last invoice date.

Only Report Never Billed. Enter Yes to include only projects that have never been invoiced. Enter No to include projects regardless of invoicing status.

Billing Method. To report on projects with one particular billing method, enter the billing method. Leave this option blank to include projects regardless of billing method.

Thru Next Bill Date. The report includes projects with next billing dates that are on or after the date you enter here. Leave this option blank to include projects regardless of their next billing dates.

Revenue Flow Detail

Use the FLW: Revenue Flow Detail report to review the flow of draft revenue through Oracle Projects. This report shows all draft revenues generated within a specified PA

Period Date range. The draft revenues are sorted by their transfer statuses, thereby allowing you to quickly identify where revenue currently is in the revenue processing flow. If a draft revenue is rejected by the process PRC: Generate Revenue Accounting Events, then this report displays the reason for the rejection. It also provides action hints to help you resolve any problems and continue the flow of revenue through the system.

Parameters

The From PA Date parameter and the To PA Date parameter are required. You can enter any other parameters to limit the report.

From/To PA Date. Enter the PA Period date range for which you want to submit the report.

Revenue Transfer Status. To limit the report to one particular transfer status, enter the status. Otherwise, leave this field blank.

Include Accepted Revenue. To include in the report revenues with a transfer status of Accepted, enter Yes. Enter No to exclude Accepted revenues.

Interface Audit Reports

Use these reports to verify that your interface of information to another Oracle product was complete and accurate.

Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests, page 10-5.

Related Topics

Cost Audit Report, page 10-34

Cross Charge Audit Report, page 10-35

Interfaced CIP/RWIP Amounts by FA Period, page 10-37

Revaluated Funding Audit, page 10-38

Revenue Audit Report, page 10-36

Supplier Invoice Audit Report, page 10-40

Expense Report Audit Report, page 10-40

Cost Audit Report

Use the AUD: Cost Audit Report to review cost distribution lines that are successfully accounted in final mode in Oracle Subledger Accounting. This report includes labor costs, usage costs, miscellaneous costs, inventory costs, work in process costs, burden

costs, total burdened costs, supplier cost adjustments, and expense report adjustments. The report shows the final subledger accounting for the distribution lines. This report displays items by the expense account number and includes information about the item and liability credit account.

Oracle Projects uses the post-accounting programs in Oracle Subledger Accounting to determine the accounts to show in the audit report. For additional information on maintaining post-accounting program assignments, see: Implementing Oracle Project Costing, *Oracle Projects Implementation Guide.*

> **Note:** For *historical* (prior to Release 12) transactions that you have not migrated to Oracle Subledger Accounting, the audit report shows the accounts that Oracle Projects derived using AutoAccounting and interfaced to Oracle General Ledger.

Amounts on this report are shown in the functional currency.

Parameters

All parameters for this report are optional. However, entering no parameters or specifying only the interface date range can result in poor performance. Specifying the GL account range or the GL period name rang (or any combination of these parameters) significantly improves the performance of this report.

From/To Account. Enter the range of GL account numbers for the cost distribution lines that you want to appear in the report.

From/To Period. Enter the names of the starting and ending GL periods within which you want the report to select cost distribution lines.

From/To Accounting Event Date. Enter a date range to limit the distribution lines that the report displays. The report displays the date that Oracle Projects successfully generated a cross charge accounting event.

Cross Charge Audit Report

Use the AUD: Cross Charge Audit Report to review cross charge distribution lines that are successfully accounted in final mode in Oracle Subledger Accounting. The report shows the final subledger accounting for the distribution lines. This report displays items by the debit account number and includes information about the item and the credit account.

Oracle Projects uses the post-accounting programs in Oracle Subledger Accounting to determine the accounts to show in the audit report. For additional information on maintaining post-accounting program assignments, see: Implementing Oracle Project Costing, *Oracle Projects Implementation Guide.*

> **Note:** For *historical* (prior to Release 12) transactions that you have not

migrated to Oracle Subledger Accounting, the audit report shows the accounts that Oracle Projects derived using AutoAccounting and interfaced to Oracle General Ledger. For these transactions, the report derives the audit report information from the cross charge distribution lines in Oracle Projects.

Amounts on this report are shown in the functional currency.

Parameters

All parameters for this report are optional. However, entering no parameters or specifying only the interface date range can result in poor performance. Specifying the GL category, the GL account range, or the GL period name range (or any combination of these parameters) significantly improves the performance of this report.

GL Category. Select the GL category that you want to include in the report.

From/To GL Account. Enter the range of GL account numbers for distribution lines of cross-charged transactions that you want to appear in the report.

From/To GL Period. Enter the names of the starting and ending GL periods within which you want the report to select distribution lines of cross-charged transactions.

From/To Accounting Event Date. Enter a date range to limit the distribution lines that the report displays. The report displays the date that Oracle Projects successfully generated a cross charge accounting event.

Revenue Audit Report

Use the AUD: Revenue Audit Report to review a listing of the revenue distribution lines that are successfully accounted in final mode in Oracle Subledger Accounting. The report shows the final subledger accounting for the distribution lines. The revenue distribution lines are reported by revenue account and by project. The report also displays the project revenue unbilled receivable and unearned revenue amounts.

Oracle Projects uses the post-accounting programs in Oracle Subledger Accounting to determine the accounts to show in the audit report. For additional information on maintaining post-accounting program assignments, see: Implementing Oracle Project Billing, *Oracle Projects Implementation Guide.*

> **Note:** For *historical* (prior to Release 12) transactions that you have not migrated to Oracle Subledger Accounting, the audit report shows the accounts that Oracle Projects derived using AutoAccounting and interfaced to Oracle General Ledger.

Parameters

All parameters for this report are optional. However, entering no parameters or

specifying only the interface date range can result in poor performance. Specifying the GL account range, or the GL period name range (or any combination of these parameters) significantly improves the performance of this report.

From/To GL Account. Enter the range of GL account numbers for the revenue distribution lines that you want to appear in the report.

From/To GL Period. Enter the names of the starting and ending GL periods within which you want the report to select revenue distribution lines.

From/To Accounting Event Date. Enter a date range to limit the revenue distribution lines that the report displays. The report displays the date that Oracle Projects successfully generated a revenue accounting event.

Interfaced CIP/RWIP Amounts by FA Period

Use the AUD: Interfaced CIP/RWIP Amounts by FA Period Report to view a summary of assets and asset lines interfaced from Oracle Projects to Oracle Assets. You can optionally choose to sort the report by asset category or project number.

> **Note:** You must run the process *PRC: Tieback Asset Lines from Oracle Assets* before you run the *AUD: Interfaced CIP/RWIP Amounts By FA Period Report*.

Parameters

From/To FA Period. Select a fixed assets period or period range to include in the report.

From/To GL Account. Select a GL account or a range of GL accounts to include in the report.

Project Type. To limit the report to projects for a single project type, enter the project type.

Project Number. Select a project number to show amounts for a single project.

Project Organization. Select a project organization if you want to include projects only for a particular project organization.

Class Category. Optionally, select a class category to view only specific project expenditures.

Class Code. Optionally, select a class code to view only specific project expenditures. To select a class code, you must first select a class category.

Primary Sort by Asset Category? This parameter enables you to change the primary sort order for the report. By default, the report is sorted by project. If you want to first sort the report by asset category, select *Yes*. Otherwise, select *No* to maintain the default sort order.

Revaluated Funding Audit

Use the AUD: Revaluated Funding Audit report to view a summary or detailed listing of all the components used in the funding revaluation calculation.

Parameters

Although the report parameters are mostly optional, you must enter a value for the Mode.

From/To Project: Enter the range of project numbers you want to run the audit report for.

Project Type: To limit the report to only one project type, enter the project type. Otherwise, leave this field blank.

Revaluation From Date: The report includes components from the revaluation run on or after the Revaluation From Date.

Revaluation To Date: The report includes components from the revaluation run on or before the Revaluation to Date. The default is the system date.

Mode: Enter the mode you want to run the report. The options are Detailed and Summary.

Supplier Cost Audit Report

Use the AUD: Supplier Cost Audit Report to audit transactions between Oracle Projects, Oracle Purchasing, Oracle Payables, Oracle Subledger Accounting, and Oracle General Ledger. This report lists all supplier cost transactions in Oracle Projects for a selected operating unit.

> **Note:** This report shows the final debit account information and the GL period. It does not show the credit account or any GL batch names.

Parameters

From Project Number/To Project Number: Optionally enter a range of project numbers for which you want to run the report.

Task: Optionally, enter the task for which you want to run the report.

From Award Number/To Award number: For Oracle Grants Accounting, optionally enter a range of awards for which you want to run the report.

Expenditure Organization: Optionally, select an expenditure organization for which you want to run the report.

Supplier Name: Optionally, select a supplier for which you want to run the report.

Invoice Number: Optionally, select an invoice number for which you want to run the

report.

Purchase Order: Optionally, select a purchase order number for which you want to run the report.

Transaction Type: Select one of the following transaction type options:

- All: Specify this option to include all transaction types. This is the default option.
- Expense Reports: Specify this option to include invoices of type *Expense Report*. In addition, when the invoice source is *Credit Card*, select this option to include invoices with an invoice type of *Standard*, *Mixed*, and *Credit Invoices*.
- Payments: Specify this option to include all payments and discounts.
- Supplier Invoices: Specify this option to include all supplier invoice types, except expense reports.
- Receipts: Specify this option to include all receipt accruals.

From GL Period / To GL Period: Optionally, enter the GL period range for which you want to run the report.

From GL Account / To GL Account: Optionally, select a range of GL accounts for which you want to run the report.

Adjustment Type: Specify one of the following adjustment type options:

- All Transactions: Specify this option to include all adjustment types. This is the default option.
- Project Adjustments: Specify this option to include adjustment transactions made in Oracle Projects.
- Unmatched Reversing Expenditure Items that Require Adjustments: Specify this option to include unmatched reversing expenditure items that the process PRC: Interface Supplier Costs interfaced from Oracle Purchasing and Oracle Payables to Oracle Projects. For information about unmatched reversing expenditure items, see: Manually Adjusting Unmatched Reversing Expenditure Items, *Oracle Project Costing User Guide*.

Sort Order: This parameter controls how data and columns are sorted and displayed in the output report. You can select how you want your report to display from the following list of options:

- Invoice: Select this option to display and total the report by invoice columns. This is the default option.
- Purchase Order: Select this option to display and total the report by purchase order columns.

Supplier Invoice Audit Report

Use the AUD: Supplier Invoice Audit Report to review the cost distribution lines for supplier invoices.

> **Important:** This report lists only *historical* (prior to Release 12) supplier cost adjustments that you made in Oracle Projects and interfaced from Oracle Projects to Oracle Payables. It does not provide information regarding supplier cost adjustments that you make in Oracle Projects and send directly from Oracle Projects to Oracle Subledger Accounting.

Parameters

All parameters are optional.

From/To GL Date: Enter the date range within which you want to the report to select cost distribution lines of supplier invoices.

From/To Transfer Date: Enter the date range within which the cost distribution lines you want to include in the report were transferred.

From/To GL Account: Select a GL account or a range of GL accounts to include in the report.

Expense Report Audit Report

Use the AUD: Expense Report Audit Report to review the cost distribution lines for expense reports.

> **Important:** For adjustments, this report lists only *historical* (prior to Release 12) adjustments to expense report costs that you made in Oracle Projects and interfaced from Oracle Projects to Oracle Payables. It does not provide information regarding adjustments to expense report costs that you make in Oracle Projects and send directly from Oracle Projects to Oracle Subledger Accounting.

Parameters

All parameters are optional.

From/To GL Date: Enter the date range within which you want to the report to select cost distribution lines of expense reports.

From/To Transfer Date: Enter the date range within which the cost distribution lines you want to include in the report were transferred.

From/To GL Account: Select a GL account or a range of GL accounts to include in the report.

Project Subledger Audit Reports

The Project Subledger Audit Reports print cost distribution lines related to projects. The reports enable you to drill down from a GL account balance in the trial balance to the individual project-related transactions.

Amounts in these reports are shown in the functional currency.

Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests, page 10-5.

Related Topics

Project Subledger Summary, page 10-41

Project Subledger Detail by Project, page 10-42

Project Subledger Detail by Expenditure Type, page 10-42

Oracle Projects Reports and Listings, page 10-5

Cost Audit Report, page 10-34

Revenue Audit Report, page 10-36

Project Subledger Summary

Because the number of transactions that comprise a GL account balance is usually very large, it is preferable to print a summary report of the transactions and then print a detailed report to narrow down the range of transactions that need to be examined. The Project Subledger Summary report prints a summary of cost distribution lines by project.

The transaction sources are classified broadly as Manufacturing and Non-manufacturing. This is done to enable the user to see manufacturing costs separate from non-manufacturing costs. Manufacturing transactions include imported items using the following transaction sources:

- Inventory
- Inventory Misc.
- Work in Process

The report prints subtotals for GL Account, Project Number, Manufacturing-Related, and Expenditure Type Class.

Parameters

From/To GL Account. Select a GL account or a range of accounts.

From/To Project. Select a project or range of projects.

From/To GL Date. Enter the date range within which you want the report to select cost distribution lines of expense reports.

Project Subledger Detail by Project

This report shows cost distribution lines for a single project by task.

Parameters

From/To GL Account. Select a GL account or a range of accounts.

From/To GL Date. Enter the date range within which you want the report to select cost distribution lines of expense reports.

Project Number. Select a project.

From/To Task Number. Select a task or range of tasks.

Project Subledger Detail by Expenditure Type

This report shows project subledger detail across projects for one expenditure type.

Parameters

From/To GL Account. Select a GL account or a range of accounts.

From/To GL Date. Enter the date range within which you want the report to select cost distribution lines of expense reports.

Expenditure Type. Select an expenditure type.

From/To Project. Select a project or range of projects.

Period Close Exception Reports

Use the period close exception reports to identify transactions that have not been fully processed, and that would prevent you from closing a PA period or a GL period in Oracle Projects. These reports are commonly used when you are preparing to close a period. When the exceptions are corrected, the period can be closed.

Report Submission

You can submit each of these reports from the Submit Request window. Include the prefix "EXC:" when you enter the report name. See: Submitting Requests, page 10-5.

Related Topics

Transaction Exception Details, page 10-43

Transaction Exception Summary, page 10-45

Defining GL and PA Periods, *Oracle Projects Implementation Guide*

Transaction Exception Details

The transaction exception details reports list all transactions that have not been fully processed. You can use this report to identify corrections that you need to make before you attempt to close a period in Oracle Projects. You can run the following two transaction exception details reports:

- **EXC: Transaction Exception Details by PA Period:** The report is sorted by PA period. Within each PA period, the report is sorted by exception category (see the list of report parameters below) and exception reason. For each group of transactions under an exception reason, the report lists the total amount and total number of items.

- **EXC: Transaction Exception Details by GL Period:** The report is sorted by GL period. Within each GL period, the report is sorted by exception category (see the list of report parameters below) and exception reason. For each group of transactions under an exception reason, the report lists the total amount and total number of items.

Costing and cross charge exceptions are shown in functional and transaction currencies. Revenue exceptions are shown in the project currency.

The table below shows the information that is listed for transactions in each exception category:

Exception Category	Information Listed for Each Transaction
Accounts Payable Invoice Exceptions	invoice number, invoice date, supplier number, supplier, line number, posted (yes or no), project, task, expenditure type, and amount
Costing Exceptions	supplier or employee, project, task, expenditure type, expenditure item date, expenditure batch name, quantity, unit, functional amount, transaction currency, and transaction amount

Exception Category	Information Listed for Each Transaction
Cross Charge Exceptions	receiver operating unit, project, task, employee, supplier, non-labor resource organization, expenditure organization, date, type
Project Manufacturing/Inventory Exceptions	organization, originating table, transaction identifier, project, and task
Receipt Accrual Exceptions	receipt number, date, supplier number, supplier name, PO number, line number, shipment number, distribution number, project, task expenditure type, and amount
Revenue Exceptions	project, draft revenue number, and project amount
Uncosted Transactions	project, task, expenditure batch, supplier or employee, expenditure type, expenditure item date or accrual date, currency, and amount

Parameters

From PA Period...To PA Period. This parameter is only for the *EXC: Transaction Exception Details by PA Period* report. Enter a range of PA periods for which you want the report to print exceptions. These parameters are required. You must specify valid PA periods.

From GL Period...To GL Period. This parameter is only for the *EXC: Transaction Exception Details by GL Period* report. Enter a range of GL periods for which you want the report to print exceptions. These parameters are required. You must specify valid GL periods.

Exception Category. If you want the report to print just one category of exceptions, you can select an exception category. If you leave this parameter blank, the report includes all categories. The categories are:

- **Accounts Payable Invoice Exceptions.** Includes supplier invoices that have not been interfaced from Oracle Payables to Oracle Projects.
- **Costing Exceptions.** Includes cost distribution lines for which Oracle Projects has not successfully generated an accounting event.
- **Cross Charge Exceptions.** Includes cross charge distribution lines for which Oracle Projects has not successfully generated an accounting event.

- **Project Manufacturing/Inventory Exceptions.** Includes costs that have not been interfaced from Oracle Project Manufacturing and Oracle Inventory to Oracle Projects.

- **Receipt Accrual Exceptions.** Includes receipt accruals that have not been interfaced from Oracle Purchasing to Oracle Projects.

- **Revenue Exceptions.** Includes revenue distribution lines for which Oracle Projects has not successfully generated an accounting event.

- **Uncosted Transactions.** Includes expenditure items that have not been cost distributed in Oracle Projects.

Exception Reason. If you selected an exception category, you can also select an exception reason. The list of values displays exception reasons that are valid for the category you chose. If you leave this parameter blank, the report includes all exception reasons.

Show Transaction Exceptions Across Operating Units. This parameter is only for the *EXC: Transaction Exception Details by GL Period* report. Select *Yes* if you want the report to display transaction exceptions across operating units. This parameter is required.

Transaction Exception Summary

The Transaction Exception Summary report lists a summary of transactions that have not been fully processed. This report also lists the action required to correct the exceptions. You can run the following two transaction exceptions details reports:

EXC: Transaction Exception Summary by PA Period: This report is sorted by PA period. Within each PA period, the report is sorted by exception category and exception reason. For each exception reason, the report lists the total amount, the total number of items, and a description of the corrective action required to process the transactions.

EXC: Transaction Exception Summary by GL Period: This report is sorted by GL period. Within each GL period, the report is sorted by exception category and exception reason. For each exception reason, the report lists the total amount, the total number of items, and a description of the corrective action required to process the transactions.

Costing and cross charge exceptions are shown in functional and transaction currencies. Revenue exceptions are shown in the project currency.

Parameters

The following parameters are for the *EXC: Transaction Exception Summary by PA Period* report:

From PA Period...To PA Period. Enter a range of PA periods for which you want the report to print exceptions. These parameters are required. You must specify valid PA periods.

The following parameters are for the *EXC: Transaction Exception Summary by GL Period* report:

From GL Period...To GL Period. Enter a range of GL periods for which you want the report to print exceptions. These parameters are required. You must specify valid GL periods.

Show Transaction Exceptions Across Operating Units. Select *Yes* if you want the report to display transaction exceptions across operating units. This parameter is required.

Summarization Period Exceptions

When you change the PA Reporting Period, Oracle Projects displays a warning message if the change would affect the summary amounts reported on any projects. This report lists projects that will be affected by changing the reporting period.

The report lists projects by the following categories:

- Projects that have been summarized beyond the reporting period parameter.
- Projects that have not been summarized up to the reporting period parameter.
- Projects that have never been summarized.

For example, suppose the PA Reporting Period is week 3-JUL-98, and you want to change the PA Reporting Period to week 2-JUL-98. When you make the change, the PA Periods window displays a warning message indicating that some projects would be affected by the change. This report enables you to see which projects would be affected.

The summarization period exception report is based on the view PA_ACCUM_PERIOD_EXCEPTIONS_V.

Report Submission

You can submit this report from the Submit Request window. Include the prefix "EXC:" when you enter the report name. See: Submitting Requests, page 10-5.

Parameters

Reporting PA Period. Enter the PA Period you want to set as the new current reporting period.

Related Topics

Setting the PA Reporting Period, *Oracle Projects Implementation Guide*

Organization Forecast Exception Report

Use this report to check for errors and to review errors that occur during the

organization forecast calculation and generation processes. This report shows calculation errors for all forecast periods based on the date parameters you specify in your organization forecast implementation options.

Report Submission

The system automatically generates this report when you submit the PRC: Generate Organization Forecast process. This report is also generated automatically when you specify you want to generate the report for the PRC: Calculate Forecast Amounts (Initial) and PRC: Update Forecast Amounts processes.

You can manually generate this report at any time by submitting the PRC: List Organization Forecast Exceptions process. For information on how to submit a concurrent program request, see: Submitting Requests, page 10-5.

Parameters

When the system generates this report for a forecast calculation or generation process, the system sets the report parameters based on the parameters you specify for the calculation or generation process. When you submit this report as a concurrent program, you can generate the report for:

- a specific project
- a specific assignment within a project
- a specific organization
- multiple organizations in a reporting organization hierarchy

To submit the process for multiple organizations in a reporting organization hierarchy, specify a start organization parameter. When you specify a start organization, the system runs the process for the start organization and all subordinate organizations in the hierarchy. For more information on organization hierarchies, see Defining Organization Hierarchies, page 2-12.

11

Integration with Other Oracle Applications

This chapter describes how to integrate Oracle Projects with other Oracle Applications.

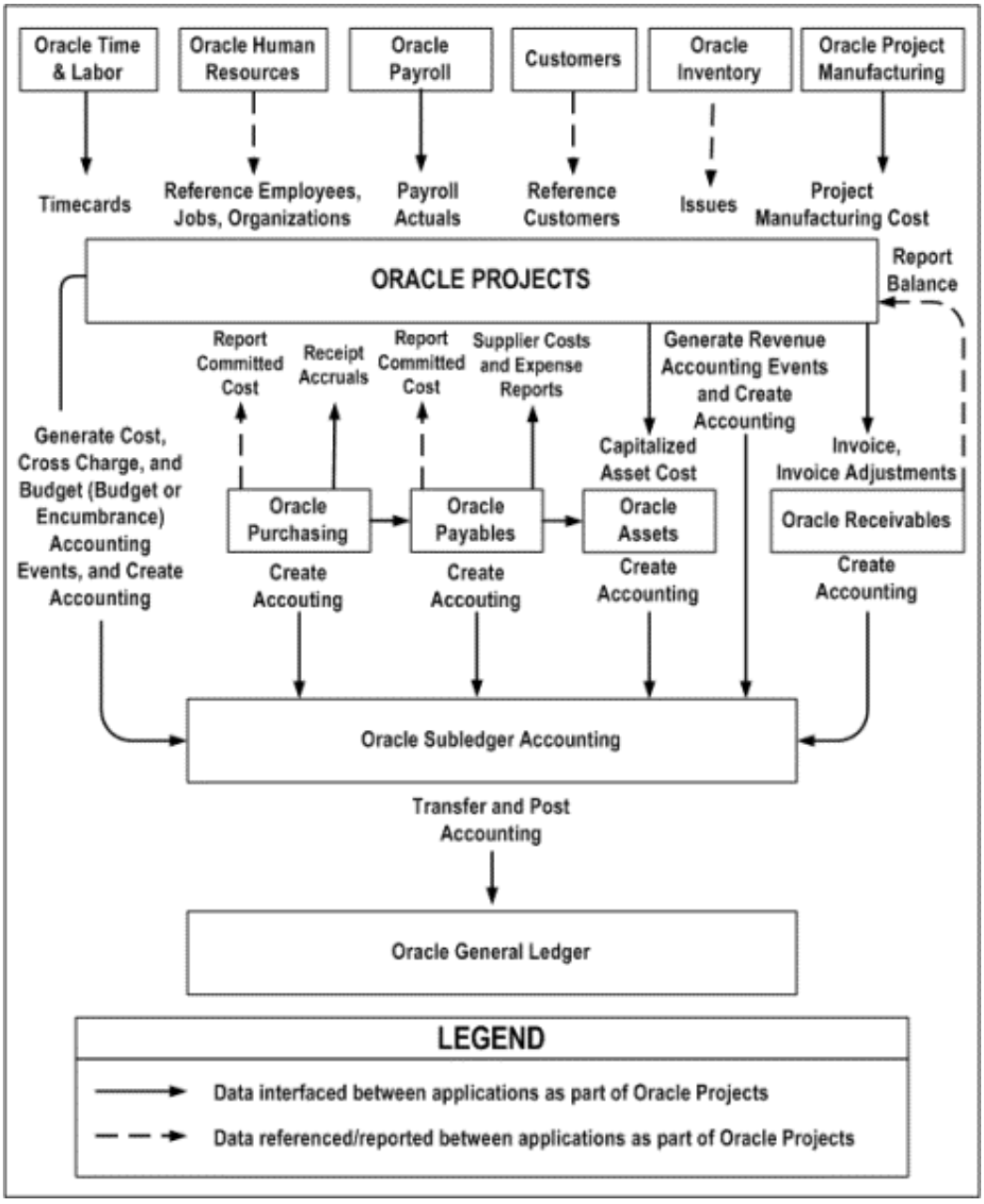
This chapter covers the following topics:

- System Integration
- Integrating with Oracle Subledger Accounting
- Integrating with the Budget Execution Module of Oracle Federal Financials
- Integrating with Oracle General Ledger
- Integrating with Oracle Project Contracts
- Integrating with Oracle Human Resources
- Integrating with Oracle Cash Management
- Integrating with Oracle Sales
- Integrating with Oracle Product Hub
- Integrating with Oracle Payroll

System Integration

Oracle Projects integrates with many other Oracle Applications. The following illustration shows the integration flow between these systems.

Oracle Projects Integration with Other Oracle Applications



The diagram Oracle Projects Integration with Other Oracle Applications, page 11-2 shows examples of how Oracle Projects integrates with other Oracle Applications, such as Oracle Subledger Accounting, Oracle General Ledger, Oracle Purchasing, Oracle Payables, Oracle Receivables, Oracle Assets, and Oracle Project Manufacturing. The diagram also shows examples of data referenced or reported between other Oracle Applications and Oracle Projects. For example, Oracle Projects references employee, job, and organization information from Oracle Human Resources. Oracle Projects also

reports on balance information from Oracle Receivables.

The following topics provide additional details about the major integration points between Oracle Projects and other Oracle Applications.

Oracle Subledger Accounting Integration

Oracle Projects fully integrates with Oracle Subledger Accounting so that you can create accounting for your project-related transactions. Oracle Subledger Accounting is an intermediate step between each of the subledger applications, such as Oracle Projects, Oracle Payables, Oracle Purchasing, Oracle Assets, and Oracle Receivables, and Oracle General Ledger. Oracle Subledger Accounting stores a complete and balanced subledger journal entry in a common data model for each business event that requires accounting.

Oracle Projects uses AutoAccounting, or the Project Budget Account Generation workflow for integrated budgets, to derive default accounts for transactions. You submit processes in Oracle Projects to generate accounting events and create accounting for the accounting events in Oracle Subledger Accounting. Oracle Projects predefines setup in Oracle Subledger Accounting so that the create accounting process accepts the default accounts that Oracle Projects derives without change. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

Oracle Subledger Accounting integration includes:

- a set of predefined accounting rules that Oracle Subledger Accounting uses to create accounting for project-related accounting events
- the ability to define your own detailed accounting rules for Oracle Projects using a centralized accounting setup consistent with other subledgers, such as Oracle Receivables and Oracle Payables
- a set of concurrent programs in Oracle Projects that you use to generate accounting events, create accounting in Oracle Subledger Accounting, transfer journal entries from Oracle Subledger Accounting to Oracle General Ledger, and sweep transaction accounting events
- a full audit trail and exception reporting
- inquiry of subledger journal entries
- transfer of subledger accounting entries to Oracle General Ledger and the option to post the journal entries in Oracle General Ledger as part of the transfer process

Note: You run the following processes in Oracle Projects to integrate

with Oracle Subledger Accounting:

- PRC: Generate Cost Accounting Events, page 9-50
- PRC: Generate Cross Charge Accounting Events, page 9-53
- PRC: Generate Revenue Accounting Events, page 9-63
- PRC: Sweep Transaction Accounting Events, page 9-127
- PRC: Create Accounting, page 9-39
- PRC: Transfer Journal Entries to GL, page 9-81

Oracle General Ledger Integration

Oracle Projects integrates with Oracle General Ledger via Oracle Subledger Accounting so that you can update your general ledger with Oracle Projects activity. Oracle Projects validates your expense, liability, revenue, and other accounts as determined by your accounting rules, against your chart of accounts.

You use Oracle Projects to collect project cost and revenue detail transactions, and then to generate accounting events that Oracle Subledger Accounting uses to create the accounting. Oracle Subledger Accounting transfers the final accounting entries to Oracle General Ledger.

Oracle General Ledger integration includes:

- inquiry of journal entries imported from Oracle Subledger Accounting via GL Journal Import using predefined journal entry sources and categories

Oracle Purchasing and Oracle Payables Integration--Requisitions, Purchase Orders, and Supplier Invoices

Oracle Projects fully integrates with Oracle Purchasing and Oracle Payables, and allows you to enter project-related requisitions, purchase orders, receipts, and supplier invoices using those products.

When you enter information in Oracle Purchasing and Oracle Payables that affects Oracle Projects, you enter project information on your source document. Oracle Purchasing, Oracle Payables, and Oracle Projects carry the project information from the requisition to the purchase order to the receipt in Oracle Purchasing, to the supplier invoice in Oracle Payables, and to the project expenditure in Oracle Projects. You can report committed costs of requisitions, purchase orders, and pending supplier invoices that are outstanding against your projects in Oracle Projects.

You run the create accounting process in Oracle Cost Management to create subledger

accounting entries for project-related purchase order receipts. You run the create accounting process in Oracle Payables to create subledger accounting entries for project-related supplier costs. If you adjust supplier cost expenditure items in Oracle Projects, then you run processes in Oracle Projects to generate accounting events and create the accounting entries for the adjustments in Oracle Subledger Accounting. Oracle Subledger Accounting transfers the accounting entries to Oracle General Ledger.

Oracle Purchasing integration includes:

- entry of project information on requisition distribution lines
- entry of project information on purchase order distribution lines
- entry of project information on purchase order release distribution lines
- entry of project information on preferences
- copy project information from requisition to purchase order in AutoCreate
- support load of project information on requisitions in Requisition Import
- support building of GL account with Workflow based on project information
- support inhering project information for receipt accruals from purchase orders

Oracle Payables integration includes:

- entry and inquiry of project information on invoice distributions
- entry of project-related information on a purchase order distribution line as default values for the distribution lines.
- entry and inquiry of project information on invoice header (for default entry)
- entry and inquiry of project information on invoice lines
- entry and inquiry of project information on distribution set lines
- copy project information from purchase order receipt to invoice when they match
- support building of GL account with Workflow based on project information
- support inhering project information for payments and discounts from invoices

Oracle Payables Integration--Expense Reports

Oracle Projects integrates with Oracle Payables so that you can create and pay invoices for project-related expense reports in Oracle Payables. Oracle Payables creates invoices from expense reports, maintains and tracks payments, and creates accounting

information in Oracle Subledger Accounting. You can also use Oracle Internet Expenses to enter project-related expense reports and import the expense reports into Oracle Payables. For more information, see: Integrating Expense Reports with Oracle Payables and Oracle Internet Expenses, *Oracle Project Costing User Guide*.

If you adjust expense report expenditure items in Oracle Projects, then you run processes in Oracle Projects to generate accounting events and create the accounting entries for the adjustments in Oracle Subledger Accounting. Oracle Subledger Accounting transfers the accounting entries to Oracle General Ledger.

Oracle Time & Labor Integration

Oracle Time & Labor integrates with Oracle Projects to enable employees and contingent workers to enter and submit project-related timecards. Employees and contingent workers enter their own time, which you can subject to an approval process according to your business rules. You can transfer approved timecards to Oracle Projects, Oracle Payroll, and Oracle Human Resources. After you import the timecards into Oracle Projects, you cost the timecards and derive the default accounting using AutoAccounting. During cost processing, the raw cost and any additional burden cost is calculated. Finally, you generate cost accounting events and create accounting for the timecards in Oracle Subledger Accounting.

Oracle Time & Labor integration includes:

- entry of project information on timecards
- validate time against chargeable projects, tasks, and expenditure types and to check for transaction controls that you may have implemented
- transfer project-related timecards to both Oracle Projects and Oracle Payroll
- automatically populate timecards with projects and expenditure types from a your resource assignments when you use Oracle Project Resource Management

For information see: Integrating with Oracle Time & Labor, *Oracle Project Costing User Guide*.

Oracle Project Contracts Integration

Oracle Projects integrates with Oracle Project Contracts so you can create delivery-based billing events to drive billing based on completed deliverables in the Deliverable Tracking System (DTS) in Oracle Project Contracts.

Oracle Project Contracts integration includes:

- generation of a billing event from the Oracle Project Contracts DTS
- tie back of the billing event created for a deliverable to the deliverable for collection activity tracking

- send a workflow message notification to the project manager on event creation

Oracle Receivables Integration

Oracle Projects fully integrates with Oracle Receivables to process your invoices and track customer payments. Oracle Projects generates draft invoices and uses Oracle Receivables to collect payments for the project invoices.

You run the create accounting process in Oracle Receivables to create accounting entries for project invoices and payments in Oracle Subledger Accounting. Oracle Subledger Accounting transfers the accounting entries to Oracle General Ledger.

When you transfer invoices to Oracle Receivables, Oracle Projects maintains project balances for unbilled receivables and unearned revenue.

Oracle Receivables integration includes:

- load project invoices via AutoInvoice and using the transaction flexfield for project information to be stored on the invoices in Oracle Receivables
- inquiry of invoices by project information using the transaction FlexField in Oracle Receivables forms
- inquiry of invoices by a key reference
- specify one segment of the transaction FlexField as the reference
- Iinclude the reference for invoice (e.g. project number, order number) in appropriate position for highly used field for display and inquiry on all AR transaction forms and quickpicks. Users will look at invoices by one or a combination of these values: reference, invoice number, and customer.
- display source of invoice, so that a user dealing with invoices from more than one source knows what the source of the invoice is
- distinguish Transaction Flex character field from standard descriptive Flex with 4 char field
- select invoices for cash application by displaying reference in the invoice List of Values in cash application forms
- inquiry of invoices by primary salesperson (project manager, if project manager is set up as salesperson in Oracle Receivables)
- entry and use of customers

Oracle Assets Integration

Using capital projects, you can define capital assets and capture construction-in-process (CIP) and expense costs for assets you are creating. When you are ready to place assets in service, you can generate asset lines from the CIP costs and send the lines to Oracle Assets for posting as fixed assets.

You can also define retirement adjustment assets and capture cost of removal and proceeds of sale amounts (collectively referred to as retirement costs, retirement work-in-process, or RWIP) for assets you are retiring that are part of a group asset in Oracle Assets. When your retirement activities are complete, you can generate asset lines for the RWIP amounts and send the lines to Oracle Assets for posting as adjustments to the accumulated depreciation accounts for the group asset that corresponds to each asset.

When you are ready to place a CIP asset in service, you can send the associated CIP asset lines to Oracle Assets to become fixed assets. When you are ready to retire an asset in Oracle Assets, you can send the associated RWIP asset lines to Oracle Assets and post the lines as group depreciation reserve account adjustments. You run the create accounting process in Oracle Assets to create accounting entries in Oracle Subledger Accounting.

Oracle Assets integration includes:

- inquiry of project information on mass addition lines
- drilldown to project asset line details in Oracle Projects from project-related mass addition lines in Oracle Assets
- copying of project information from mass addition lines to asset source lines during Mass Additions Posting process
- inquiry of project information on asset source lines
- drilldown to project asset line details from project-related asset source lines
- Coordination with Oracle Payables so supplier invoices lines are not interfaced to Oracle Assets by both Oracle Payables and Oracle Projects when the invoice line is associated with a capital project.

For more information, see: About Capital Projects, *Oracle Project Costing User Guide*.

Oracle Human Resources Integration

Oracle Projects shares organization, job, and employee information with Oracle Human Resources. If your business does not use Oracle Human Resources, you can easily enter this data in Oracle Projects.

Oracle Human Resources integration includes:

- define business groups, including the specification of the Project Burdening Hierarchy default
- define jobs
- define organizations and organization hierarchies and organization types
- entry and inquiry of employees and employee assignments, including date-effective assignments over time and specification of supervisors and billing titles (used in Oracle Projects) on the employee assignments

Oracle Payroll Integration

Integration of Oracle Projects with Oracle Payroll enables managers to distribute actual payroll amounts as project labor costs. From a costed payroll run in Oracle Payroll, managers can interface amounts to Oracle Projects and distribute the amounts as project labor expenditure items. You can also use third party payrolls to distribute actual payroll amounts.

Related Topics

Integrating with Oracle Subledger Accounting, page 11-10

Integrating with Oracle General Ledger, page 11-33

Integrating Expense Reports with Oracle Payables and Oracle Internet Expenses, *Oracle Project Costing User Guide*

Integrating with Oracle Purchasing and Oracle Payables (Requisitions, Purchase Orders, and Supplier Invoices), *Oracle Project Costing User Guide*

Integrating with Oracle Project Contracts, page 11-40

Integrating with Oracle Receivables, *Oracle Project Billing User Guide*

Integrating with Oracle Assets, *Oracle Project Costing User Guide*

Integrating with Oracle Human Resources, page 11-41

Integrating with Oracle Project Manufacturing, *Oracle Project Costing User Guide*

Integrating with Oracle Inventory, *Oracle Project Costing User Guide*

Integrating with Oracle Workflow, *Oracle Projects Implementation Guide*

Integrating with Cash Management, page 11-44

Opportunity to Project Integration, page 11-45

Integrating with Oracle Product Hub, page 11-50

Integrating with Oracle Payroll, page 11-50

Integrating with Oracle Subledger Accounting

Oracle Subledger Accounting is an intermediate step between each of the subledger applications and Oracle General Ledger. Oracle Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to Oracle General Ledger. It stores a complete and balanced subledger journal entry in a common data model for each business event that requires accounting.

Oracle Subledger Accounting provides a uniform approach to accounting and a common set of tools that enable you to configure accounting rules for applications that require accounting. It includes a common user interface and a set of programs that can generate accounting for Oracle and non-Oracle applications. When you set up rules in Oracle Subledger Accounting, you can define the types of lines, descriptions, and accounts to store on journal entries. Oracle Subledger Accounting partitions data by subledger application, while storing the information in a common model.

Oracle Projects generates accounting events and the create accounting process creates the subledger accounting entries for the accounting events. Oracle Projects predefines setup for Oracle Subledger Accounting so that the create accounting process accepts the default accounting information from Oracle Projects without change. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting, or the Project Budget Account Generation workflow for integrated budgets.

Related Topics

AutoAccounting, the Account Generator, and Subledger Accounting, *Oracle Projects Implementation Guide*

Subledger Accounting for Costs, *Oracle Projects Implementation Guide*

Subledger Accounting for Revenue and Billing, *Oracle Projects Implementation Guide*

Oracle Subledger Accounting Implementation Guide

Accounting Event Model Overview

Accounting events represent transactions that have a financial accounting impact. Oracle Projects generates accounting events for the business events that it processes. The create accounting process creates subledger accounting entries for the accounting events.

For example, a business event takes place when an employee charges time to a project. After you distribute costs for the labor expenditure items, you run the process PRC: Generate Cost Accounting Events to generate accounting events. Next, you run the process PRC: Create Accounting to create accounting entries for the accounting events in Oracle Subledger Accounting.

As the foundation of the event model, Oracle Projects predefines three *event entities*. An event entity enables Oracle Subledger Accounting to handle the accounting for similar business events in a consistent manner. The three event entities for Oracle Projects are as follows:

- Expenditures
- Revenue
- Budgets

Each event entity is associated with one or more *event classes*. An event class represents a category of business events for a particular transaction type or document. For example, some of the event classes that Oracle Projects predefines within the event entity *Expenditures* include *Labor Cost*, *Usage Cost*, and *Supplier Cost*.

Event classes group similar *event types* and enable the sharing of accounting definitions. An event type represents a business operation that you can perform for an event class. An accounting event has both an event class and an event type that affect how the create accounting process determines the subledger accounting for it. Event types provide the lowest level of detail for storing accounting definitions. For example, the Oracle Projects event class *Supplier Cost* is subject to two types of business operations that are represented by the following event types: *Expense Report Cost Distribution* and *Supplier Cost Distribution*.

Oracle Projects provides a predefined set of event classes and event types for each accounting event entity. Oracle Projects also predefines *accounting event class options* for each event class to specify the detailed information about the event class. For example, the accounting event class options specify the general ledger journal category and the balance type (actual, encumbrance, or budget) for each event class.

In addition, accounting event class options specify a *process category* for each event class. Process categories are collections of one or more logically related event classes. You can select a process category when you run the generate accounting events and create accounting processes in Oracle Projects to limit the event classes processed.

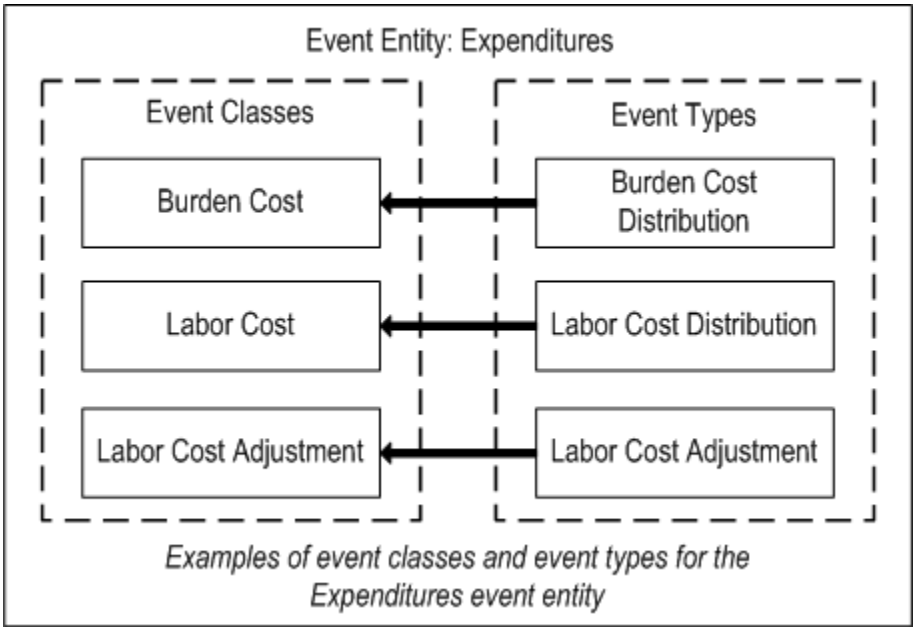
Oracle Projects also predefines event classes and event types in Oracle Purchasing and Oracle Payables for burden cost on project-related commitments. Oracle Purchasing and Oracle Payables use these event classes and event types to generate accounting events for requisitions, purchase orders, receipts, and supplier invoices. The create accounting process uses these accounting events to create the encumbrance accounting for the burden cost associated with project-related distribution lines in Oracle Subledger Accounting. Oracle Purchasing and Oracle Payables provide additional event classes and event types to account for the raw cost.

For detailed information on the accounting entities, event classes, event types, process categories, and accounting event class options that Oracle Projects predefines, see: Data the Oracle Projects Predefines for Oracle Subledger Accounting, page A-1.

Understanding the Expenditures Accounting Event Entity

Oracle Projects predefines a set of event classes and event types for the *Expenditures* accounting event entity. The following figure illustrates examples of event classes and event types for the *Expenditures* accounting event entity.

Event Entity: Expenditures



As illustrated in the figure *Event Entity: Expenditures*, page 11-12, the following list describes examples of the predefined event classes and event types for expenditures:

- The *Burden Cost* event type is associated with the *Burden Cost Distribution* event class
- The *Labor Cost* event type is associated with the *Labor Cost Distribution* event class
- The *Labor Cost Adjustment* event type is associated with the *Labor Cost Adjustment* event class

For a complete list of the event classes and event types that Oracle Projects provides, see: Event Classes and Event Types, page A-4.

Expenditure Adjustment Event Classes

For expenditure item reversals, such as those resulting from splits and transfers, Oracle Projects predefines a set of expenditure adjustment event classes and specifies a predecessor non-adjustment event class for each in Oracle Subledger Accounting. This approach ensures that the create accounting process creates accounting for original transactions before it creates accounting for adjustments. This sequence is important

because the accounting for adjustments is based on the final subledger accounting for the original transactions. For cost distribution line level adjustments, such as recalculating raw costs or changing the billable status, Oracle Subledger Accounting uses the regular, non-adjustment event classes only.

For example, the accounting event for an original labor transaction has an event class of *Labor Cost* and the accounting event for its adjustment has an event class of *Labor Cost Adjustment*. If unprocessed accounting events exist for both an original labor transaction and its adjustment when you create accounting for labor costs, the process first creates accounting for the accounting event with the *Labor Cost* event class. The process then uses the accounting from the original accounting event when it creates the accounting for the accounting event with the *Labor Cost Adjustment* event class.

Expenditures Process Flow

You run the process PRC: Generate Cost Accounting Events to generate accounting events for expenditure transactions.

> **Note:** When you enable top-down budget integration, the process PRC: Generate Cost Accounting Events also generates encumbrance reversal accounting events.

For example, when you charge a timecard to a project, this action represents a business event that has an accounting impact. The generate cost accounting events process generates accounting events for all eligible cost-distributed labor transactions.

Similarly, you run the process PRC: Generate Cross Charge Accounting Events to generate accounting events for all eligible borrowed and lent cross charge and provider cost reclassification transactions.

After you generate accounting events, you run the process PRC: Create Accounting. This process creates subledger accounting entries for the accounting events. You can optionally choose to have the process automatically transfer the final accounting to Oracle General Ledger, initiate the Journal Import process, and post the journal entries in Oracle General Ledger.

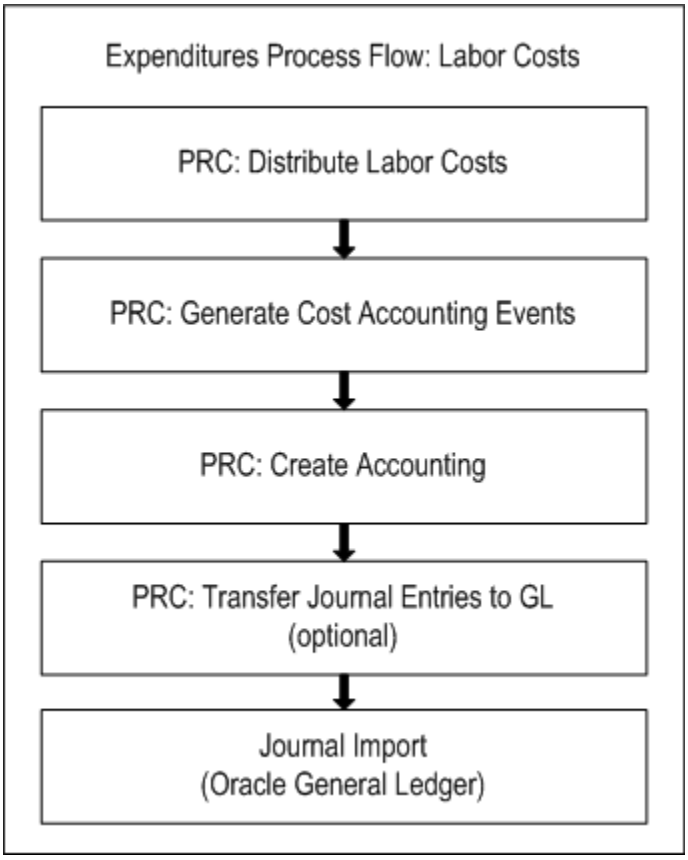
When you generate cost accounting events or cross charge accounting events, you can optionally select a process category such as *Borrowed and Lent* or *Labor Cost* to limit the event classes for which you want to process accounting events.

You can optionally submit a streamline process to sequentially run the series of processes required to generate accounting events and create subledger accounting entries. For information regarding streamline processes, see: Submitting Streamline Processes, page 9-2.

Expenditures Process Flow Example: Labor Cost

The following figure illustrates the expenditures process flow using labor costs as an example:

Expenditures Process Flow: Labor Costs



As illustrated in the figure, *Expenditures Process Flow: Labor Costs*, page 11-14, the following activities take place as part of the expenditures process flow for labor costs:

1. **Run the process PRC: Distribute Labor Costs.** This process calculates the raw and burden cost components for labor cost expenditure items. It also uses AutoAccounting to determine the default debit account for each expenditure item.

2. **Run the process PRC: Generate Cost Accounting Events.** This process uses AutoAccounting to determine the default credit account for each expenditure item. It also generates accounting events for distributed transactions. You can optionally select *Labor Cost* as the process category to limit the process to labor costs.

3. **Run the process PRC: Create Accounting.** This process creates subledger journal entries for eligible accounting events. You can run the process in either draft or final mode. You can optionally select *Labor Cost* as the process category to limit the process to labor cost accounting events. Optionally, the process can post journal entries in Oracle General Ledger.

   If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual

segments of accounts, that Oracle Projects derives using AutoAccounting.

4. **Run the process PRC: Transfer Journal Entries to GL.** When you run the process PRC: Create Accounting, if you select No for the parameter Transfer to GL, then you run the process PRC: Transfer Journal Entries to GL to transfer the final subledger journal entries from Oracle Subledger Accounting to Oracle General Ledger. You can optionally select *Labor Cost* as the process category to limit the process to labor cost accounting events. Optionally, the process can post journal entries in Oracle General Ledger.

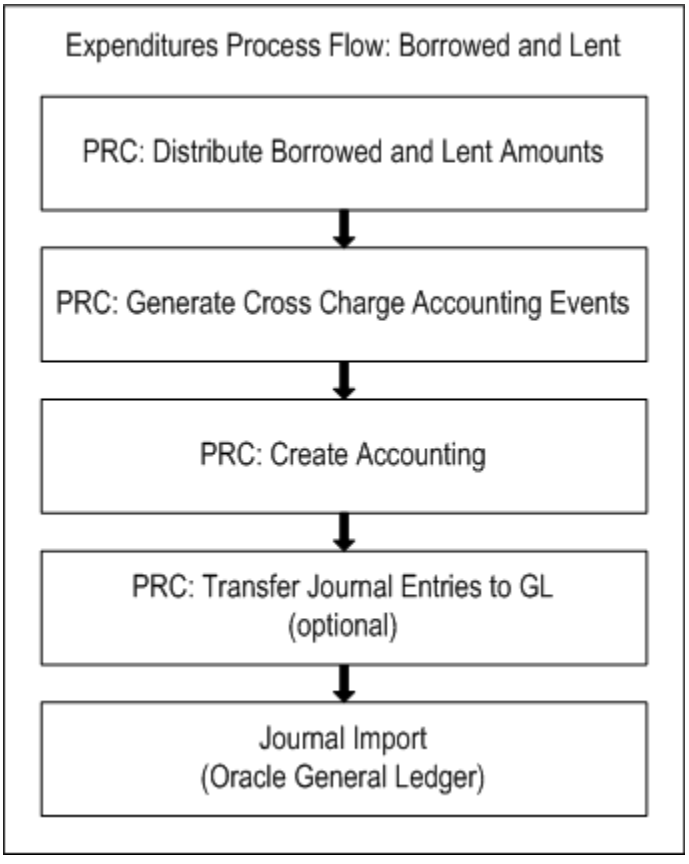
5. **Run Journal Import in Oracle General Ledger.** This process brings the final accounting entries from Oracle Subledger Accounting into Oracle General Ledger.

   When you run the process PRC: Create Accounting in final mode or the process PRC: Transfer Journal Entries to GL, you can optionally choose to transfer the final accounting to Oracle General Ledger to automatically initiate Journal Import.

Expenditures Process Flow Example: Borrowed and Lent

The following figure illustrates the expenditures process flow using borrowed and lent cross charge processing as an example:

Expenditures Process Flow: Borrowed and Lent



As illustrated in the figure, *Expenditures Process Flow: Borrowed and Lent*, page 11-15, the following activities take place as part of the expenditures process flow for borrowed and lent cross charges:

1. **Run the process PRC: Distribute Borrowed and Lent Amounts.** This process calculates the borrowed and lent cross charge amounts. It also uses AutoAccounting to determine the default debit account for each expenditure item.

2. **Run the process PRC: Generate Cross Charge Accounting Events.** This process uses AutoAccounting to determine the default credit account. It also generates accounting events. You can optionally select *Borrowed and Lent* as the process category to limit the process to borrowed and lent cross charges.

3. **Run the process PRC: Create Accounting.** This process creates subledger journal entries for eligible accounting events. You can run the process in either draft or final mode. You can optionally select *Borrowed and Lent* as the process category to limit the process to borrowed and lent accounting events. Optionally, the process can post journal entries in Oracle General Ledger.

   If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

4. **Run the process PRC: Transfer Journal Entries to GL.** When you run the process PRC: Create Accounting, if you select No for the parameter Transfer to GL, then you run the process PRC: Transfer Journal Entries to GL to transfer the final subledger journal entries from Oracle Subledger Accounting to Oracle General Ledger. You can optionally select *Borrowed and Lent* as the process category to limit the process to borrowed and lent accounting events. Optionally, the process can post journal entries in Oracle General Ledger.

5. **Run Journal Import in Oracle General Ledger.** This process brings the final accounting entries from Oracle Subledger Accounting into Oracle General Ledger.

   When you run the process PRC: Create Accounting in final mode, you can optionally choose to transfer the final accounting to Oracle General Ledger to automatically initiate Journal Import.

Related Topics

Distribution Processes, page 9-23

Generate Cost Accounting Events, page 9-50

Generate Cross Charge Accounting Events, page 9-53

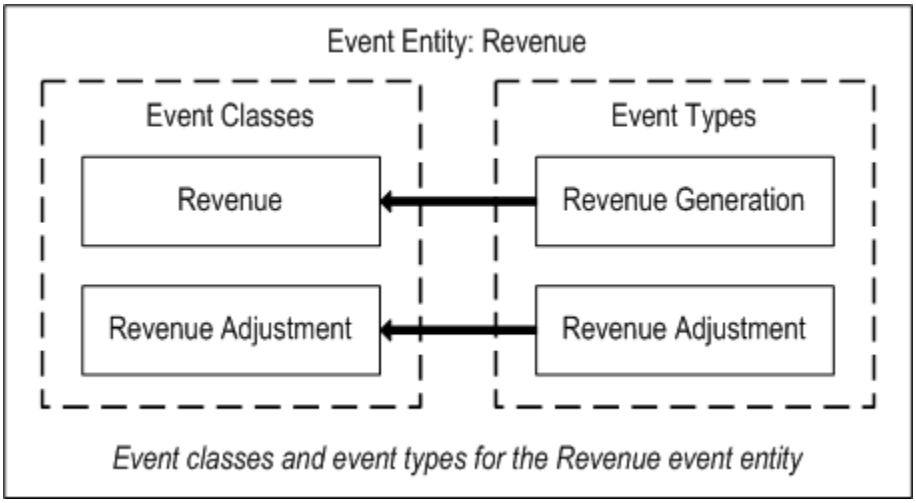
Create Accounting, page 9-39

Transfer Journal Entries to GL, page 9-81

Understanding the Revenue Accounting Event Entity

Oracle Projects predefines a set of event classes and event types for the *Revenue* accounting event entity. The following figure illustrates the event classes and event types for the *Revenue* accounting event entity.

Event Entity: Revenue



As illustrated in the figure *Event Entity: Revenue*, page 11-17, the *Revenue Generation* event type is associated with the *Revenue* event class. In addition, the *Revenue Adjustment* event type is associated with the *Revenue Adjustment* event class.

Revenue and Revenue Adjustment Event Classes

For expenditure item reversals, such as those resulting from splits and transfers, Oracle Projects predefines a set of expenditure adjustment event classes and specifies a predecessor non-adjustment event class for each. Oracle Projects predefines a *Revenue Adjustment* event class and specifies the *Revenue* event class as the predecessor in Oracle Subledger Accounting. This approach ensures that the create accounting process creates accounting for original transactions before it creates accounting for adjustments. This sequence is important because the accounting for adjustments is based on the final subledger accounting for the original transactions. For revenue distribution line level adjustment, such as recalculating revenue or changing the billable status, Oracle Subledger Accounting uses the regular, non-adjustment event classes only.

For example, the accounting event for an original revenue transaction has an event class of *Revenue* and the accounting event for its adjustment has an event class of *Revenue Adjustment*. If unprocessed accounting events exist for both an original revenue transaction and its adjustment when you create accounting for revenue, then the process first creates accounting for the accounting event with the *Revenue* event class. The process then uses the accounting from the original accounting event to create the accounting for the accounting event with the *Revenue Adjustment* event class.

Revenue Process Flow

You run the process PRC: Generate Revenue Accounting Events to generate accounting events for revenue transactions.

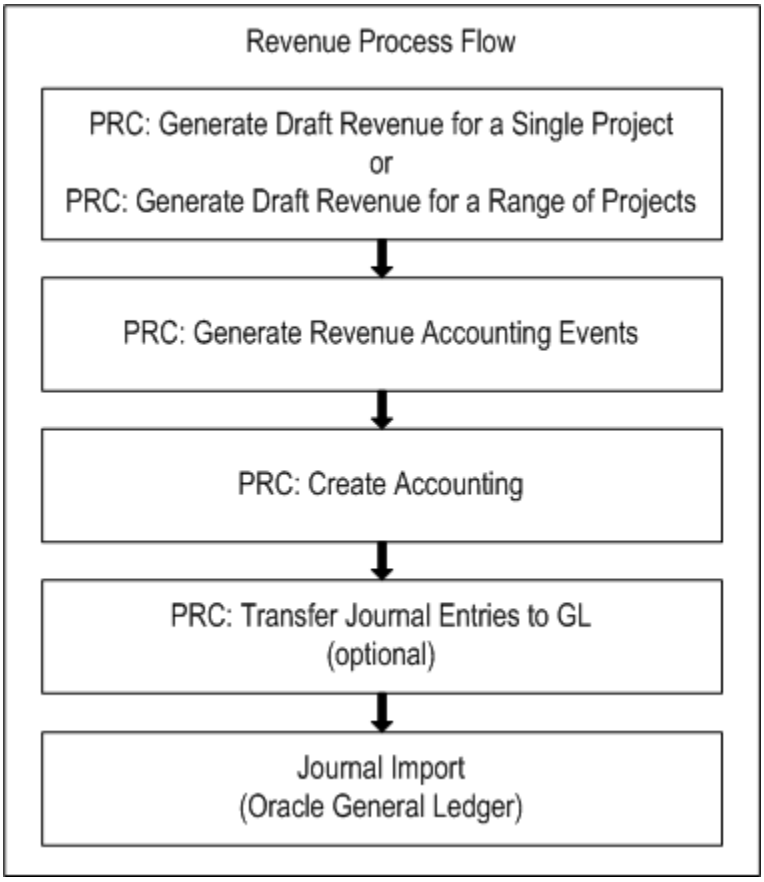
After you generate accounting events, you run the process PRC: Create Accounting. This process creates subledger accounting entries for the accounting events. You can optionally choose to have the process automatically transfer the final accounting to Oracle General Ledger, initiate the Journal Import process, and post the journal entries in Oracle General Ledger.

You can optionally submit a streamline process to sequentially run the series of processes required to generate accounting events and create subledger accounting entries. For information regarding streamline processes, see: Submitting Streamline Processes, page 9-2.

Revenue Process Flow Example: Revenue

The following figure illustrates the revenue process flow:

Revenue Process Flow



As illustrated in the figure, *Revenue Process Flow*, page 11-18, the following activities take place as part of the process flow for revenue:

1. **Run the process PRC: Generate Draft Revenue for a Single Project or the process PRC: Generate Draft Revenue for a Range of Projects.** The processes calculate revenue amounts. They also use AutoAccounting to determine the default revenue credit account.

2. **Run the process PRC: Generate Revenue Accounting Events.** This process uses AutoAccounting to determine the default unearned revenue and unbilled receivables accounts. It also calculates the amounts to be distributed to the unearned revenue and unbilled receivables accounts. Finally, the process generates accounting events.

3. **Run the process PRC: Create Accounting.** This process creates subledger journal entries for accounting events. You can optionally select *Revenue* as the process category to limit the process to revenue accounting events. You can run the process in either draft or final mode. Optionally, the process can post journal entries in Oracle General Ledger.

   If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

4. **Run the process PRC: Transfer Journal Entries to GL.** When you run the process PRC: Create Accounting, if you select No for the parameter Transfer to GL, then you run the process PRC: Transfer Journal Entries to GL to transfer the final subledger journal entries from Oracle Subledger Accounting to Oracle General Ledger. You can optionally select *Revenue* as the process category to limit the process to revenue accounting events. Optionally, the process can post journal entries in Oracle General Ledger.

5. **Run Journal Import in Oracle General Ledger.** This process brings the final accounting entries from Oracle Subledger Accounting into Oracle General Ledger.

   When you run the process PRC: Create Accounting in final mode, you can optionally choose to transfer the final accounting to Oracle General Ledger to automatically initiate Journal Import.

Related Topics

Generate Draft Revenue, page 9-59

Generate Revenue Accounting Events, page 9-63

Create Accounting, page 9-39

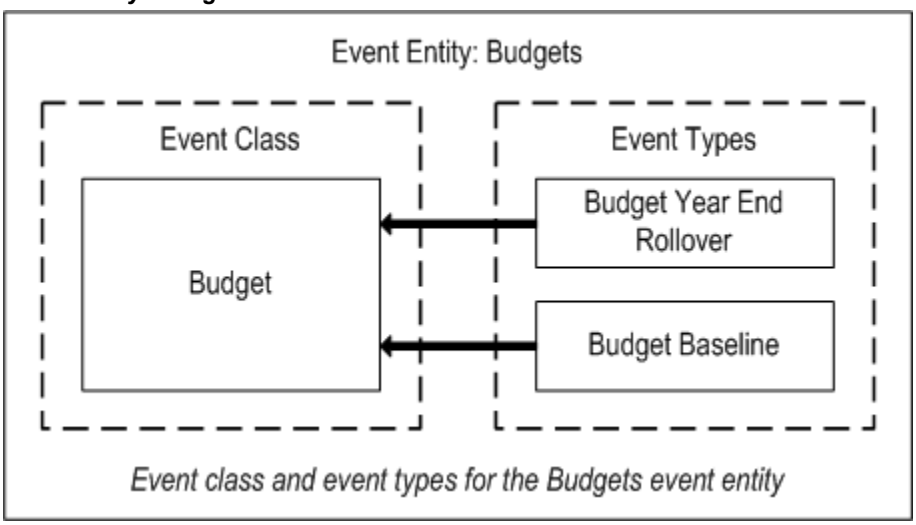
Transfer Journal Entries to GL, page 9-81

Understanding the Budgets Accounting Event Entity

Oracle Projects predefines one event class and two event types for the *Budgets* accounting event entity. The following figure illustrates the event class and event types

for the *Budgets* accounting event entity.

Event Entity: Budgets



As illustrated in the figure *Event Entity: Budgets*, page 11-20, both the *Budget Year End Rollover* event type and the *Budget Baseline* event type are associated with the *Budget* event class.

Oracle Projects generates accounting events for the Budget event class when you enable either top-down or bottom-up budget integration for a project budget.

Budgets Process Flow

Oracle Projects uses the Project Budget Account Generation workflow to generate default accounts for budget lines. 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 generates using the Project Budget Account Workflow.

> **Important:** If you update account derivation rules for budgets in Oracle Subledger Accounting, then you must carefully consider the affect of the updates on existing integrated budgets. The baseline process fails if a revised account derivation rule overwrites accounts for budget lines that are associated with transactions.

For top-down budget integration, Oracle Projects generates accounting events to create project budget encumbrance accounting entries. Oracle Projects generates the accounting events and initiates the process to create accounting in final mode in Oracle Subledger Accounting in the following circumstances:

- When you run the process PRC: Year End Budget Rollover to transfer year-end balances for top-down integrated project budgets to the next fiscal year

- When you create a baseline version for a top-down integrated project budget

For bottom-up budget integration, Oracle Projects generates accounting events to create budget accounting entries. Oracle Projects generates the accounting events and initiates the process to create the subledger accounting in final mode when you create a baseline version for a bottom-up integrated project budget.

In addition, when you initiate the *Check Funds* action for an integrated budget, Oracle Projects creates accounting in draft mode in Oracle Subledger Accounting.

Funds Check Processing and Oracle Subledger Accounting

When you initiate a funds check for a budget, the following actions occur:

1. Oracle Projects determines the default accounts using the Project Budget Account Generation Workflow.

2. Oracle Projects validates funds.

   For top-down integrated budgets, Oracle Projects validates existing approved transaction amounts (at resource, resource group, task, top task and project levels) against the project budget.

3. Oracle Projects generates accounting events.

4. Oracle Subledger Accounting creates accounting entries in draft mode for the accounting events.

5. Oracle Projects validates funds.

   For bottom-up budget integration, Oracle Projects validates the budget amounts against an organization-level Oracle General Ledger budget.

   For top-down integrated budgets, Oracle Projects validates budget amounts against the General Ledger Funding Budget and then validates existing approved transaction amounts (at account level) against the project budget.

6. Oracle Projects updates the budget lines with the accounting information from Oracle Subledger Accounting and the funds check result status.

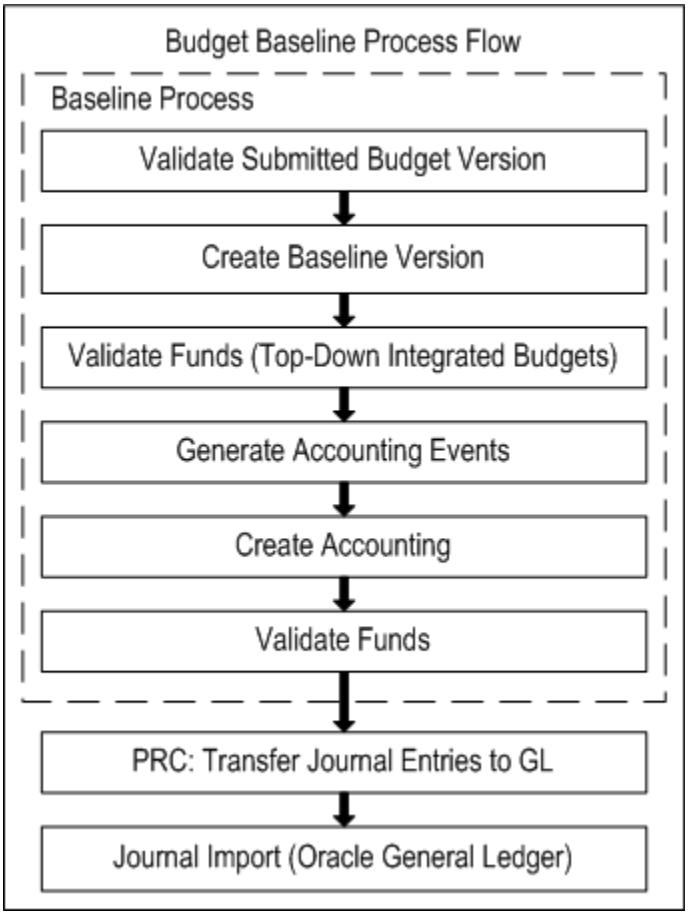
For baseline processing, the same sequence of events takes place. The difference is that the baseline process creates a baseline version of the budget and Oracle Subledger Accounting creates the accounting in final mode.

Budget Baseline Process Flow

The following figure illustrates an example the budget baseline process flow integrated budgets:

> **Note:** The baseline process flow applies to creating a baseline version for an integrated budget and running the process PRC: Year End Budget Rollover.

Budget Baseline Process Flow



As illustrated in the figure *Budget Baseline Process Flow*, page 11-22, the following activities take place as part of the baseline process for integrated budgets:

1. **Baseline Process.** The budget baseline process performs the following activities:
    1. Validates the submitted budget version.
    2. Creates a baseline for the new budget version.
    3. Validates funds.

       For top-down integrated budgets, Oracle Projects validates existing approved transaction amounts (at resource, resource group, task, top task and project levels) against the project budget.
    4. Generates accounting events to reverse the accounting for the most recent baseline version, if one exists, and to create accounting for the new baseline version.

For bottom-up budget integration, Oracle Projects generates accounting events to create budget journal entries.

For top-down integrated budgets, Oracle Projects generates accounting events to create encumbrance journal entries.

5. Create accounting in final mode for the accounting events in Oracle Subledger Accounting.

6. Validates funds.

   For bottom-up budget integration, Oracle Projects validates the budget amounts against an organization-level Oracle General Ledger budget.

   For top-down integrated budgets, Oracle Projects validates budget amounts against the General Ledger Funding Budget and then validates existing approved transaction amounts (at account level) against the project budget.

   > **Note:** If the budget fails funds validation, then the baseline process removes the accounting entries it created from Oracle Subledger Accounting and updates the submitted budget version to *Rejected* status.

2. **Transfer Accounting to GL.** When the baseline is complete, you run the process PRC: Transfer Journal Entries to GL to transfer the final subledger journal entries from Oracle Subledger Accounting to Oracle General Ledger. Optionally, the process can post journal entries in Oracle General Ledger.

   > **Note:** The baseline process updates funds balances in Oracle General Ledger. The process PRC: Transfer Journal Entries to GL does not affect funds balances.

3. **Journal Import in Oracle General Ledger.** This process brings the final accounting entries from Oracle Subledger Accounting into Oracle General Ledger. The process PRC: Transfer Journal Entries automatically initiates journal import.

Related Topics

Transfer Journal Entries to GL, page 9-81

Year End Budget Rollover, page 9-109

Integrating Budgets, *Oracle Project Management User Guide*

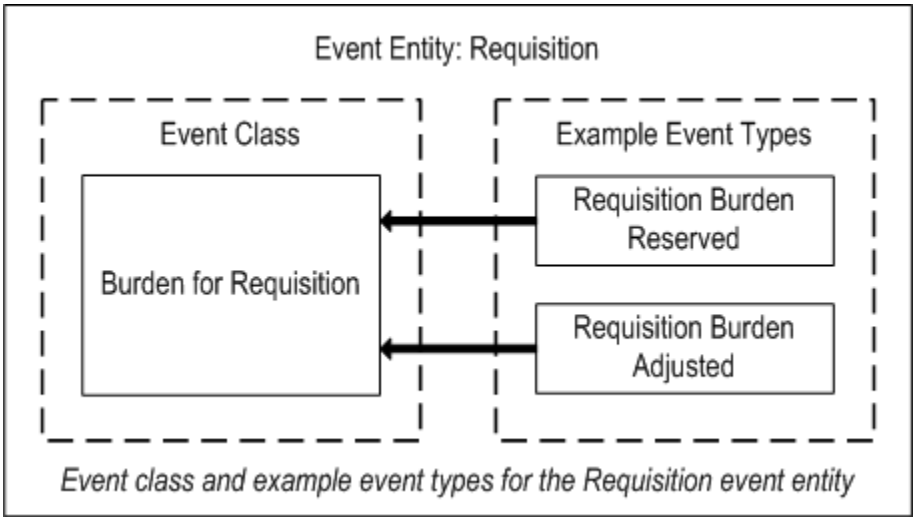
Project Budget Account Generation Workflow, *Oracle Projects Implementation Guide*

Understanding Accounting Events for Burden Encumbrances in Oracle Purchasing and Oracle Payables

Oracle Projects predefines event classes and event types for the *Requisition*, *Purchase Order*, and *Release* accounting event entities in Oracle Purchasing, and for the *AP Invoices* accounting event entity in Oracle Payables. These event classes and event types are for encumbrance accounting for burden cost on project-related commitments in Oracle Purchasing and Oracle Payables.

The following figure illustrates the event class and example event types that Oracle Projects provides in Oracle Purchasing for the *Requisition* accounting event entity.

Event Entity: Requisition

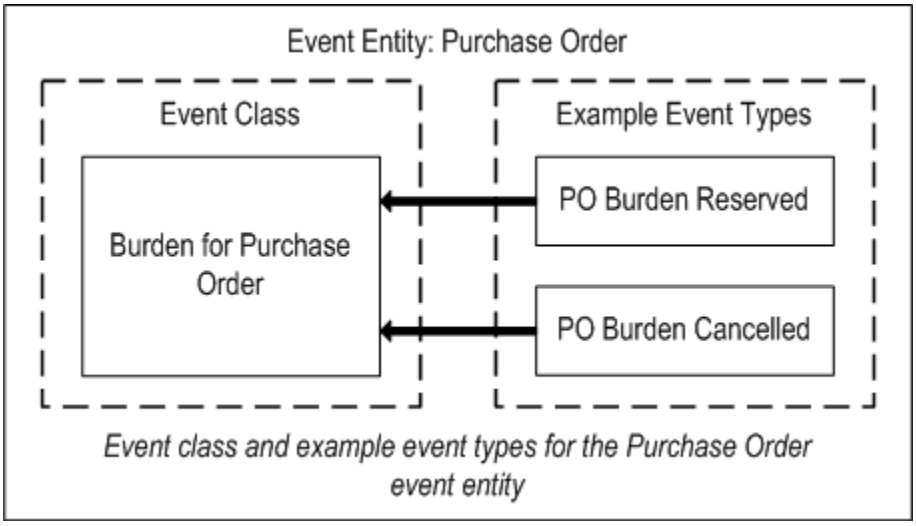


Event class and example event types for the Requisition event entity

As illustrated in the figure *Event Entity: Requisition*, page 11-24, the *Requisition Burden Reserved* and *Requisition Burden Adjusted* event types are examples of the event types associated with the *Burden for Requisition* event class.

The following figure illustrates the event class and example event types that Oracle Projects provides in Oracle Purchasing for the *Purchase Order* accounting event entity.

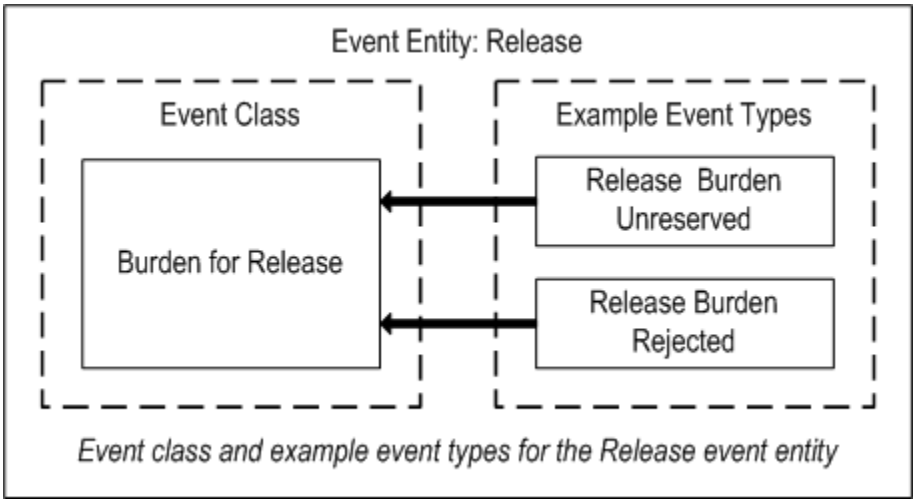
Event Entity: Purchase Order



As illustrated in the figure *Event Entity: Purchase Order*, page 11-25, the *PO Burden Reserved* and *PO Burdened Cancelled* event types are examples of the event types associated with the *Burden for Purchase Order* event class.

The following figure illustrates the event class and example event types that Oracle Projects provides in Oracle Purchasing for the *Release* accounting event entity.

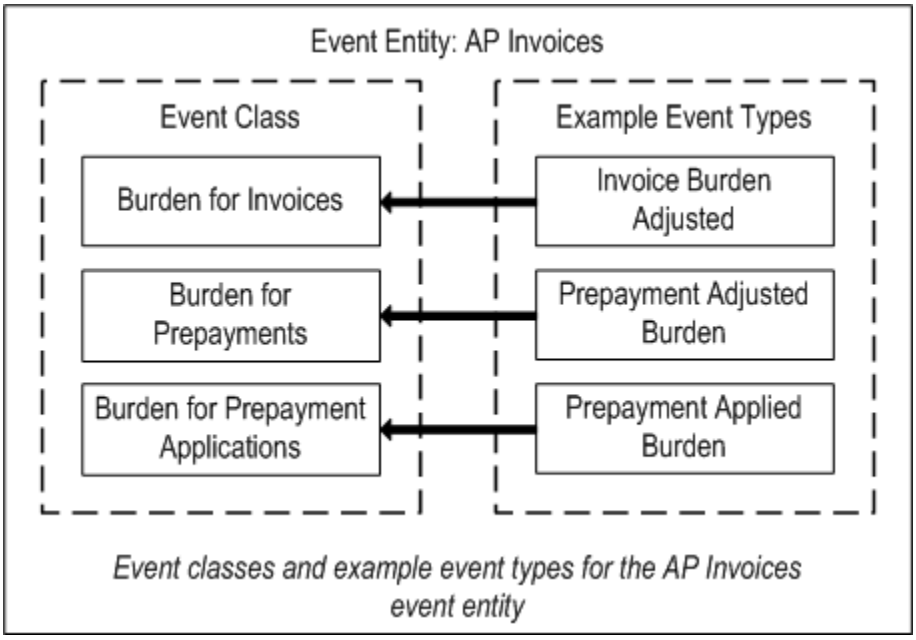
Event Entity: Release



As illustrated in the figure *Event Entity: Release*, page 11-25, the *Release Burden Unreserved* and *Release Burden Rejected* event types are examples of the event types associated with the *Burden for Release* event class.

The following figure illustrates the event class and event types that Oracle Projects provides in Oracle Payables for the *AP Invoices* accounting event entity.

Event Entity: AP Invoices



As illustrated in the figure *Event Entity: AP Invoices*, page 11-26, the following list describes examples of the predefined event classes and event types for Oracle Payables:

- The *Invoice Burden Adjusted* event type is associated with the *Burden for Invoices* event class
- The *Prepayment Adjusted Burden* event type is associated with the *Burden for Prepayments* event class
- The *Prepayment Applied Burden* event type is associated with the *Burden for Prepayment Applications* event class

> **Note:** For prepayments, Oracle Payables creates encumbrances only for prepayments that are not matched to a purchase order. Once you apply the prepayment invoice to a standard invoice, Oracle Payables relieves the encumbrance. For additional information about prepayments, see: Managing Financing and Advances, *Oracle Project Costing User Guide*.

For a complete list of the event types that Oracle Projects provides for Oracle Purchasing and Oracle Payables, see: Event Types, page A-4.

Burden Encumbrances in Oracle Purchasing and Oracle Payables Process Flow

Oracle Projects creates project encumbrance entries when you enable top-down budget integration for a project. Oracle Purchasing and Oracle Payables create encumbrance entries to relieve the existing encumbrances and to create new encumbrance accounting

entries. Oracle Projects provides this setup in Oracle Purchasing and Oracle Payables so that these applications can create encumbrance for burden costs.

Oracle Purchasing and Oracle Payables create encumbrance journals whenever any funds related action is performed for a document. For example, when you perform a *Check Funds* action for document, the encumbrance accounting events are processed to create the encumbrance journals in draft mode. When you perform a *Reserve Funds* action for a document, the encumbrance accounting events are processed to create the encumbrance journals in final mode and the funds balances are updated. After processing is complete, you can review the updated funds balances.

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 Purchasing or Oracle Payables derives using the Account Generator.

For information on the encumbrance accounting flow, see: Using Top-Down Budget Integration, *Oracle Project Management User Guide*.

Sweeping Transaction Accounting Events

During the period-end closing cycle, you can choose to close the period without accounting for all accounting events. The process PRC: Sweep Transaction Accounting Events changes the date on unaccounted transaction accounting events to the first day of the next open GL period without accounting for them. This process enables you to move accounting events that are in a closed GL period, and have errors or are not fully accounted, to the next open GL period so that you can complete the accounting. After the process sweeps the transaction accounting events, it also updates the GL date on the cost and revenue distribution lines associated with the accounting events to the first day of the next open GL period.

For information on this process, see: Sweep Transaction Accounting Events, page 9-127.

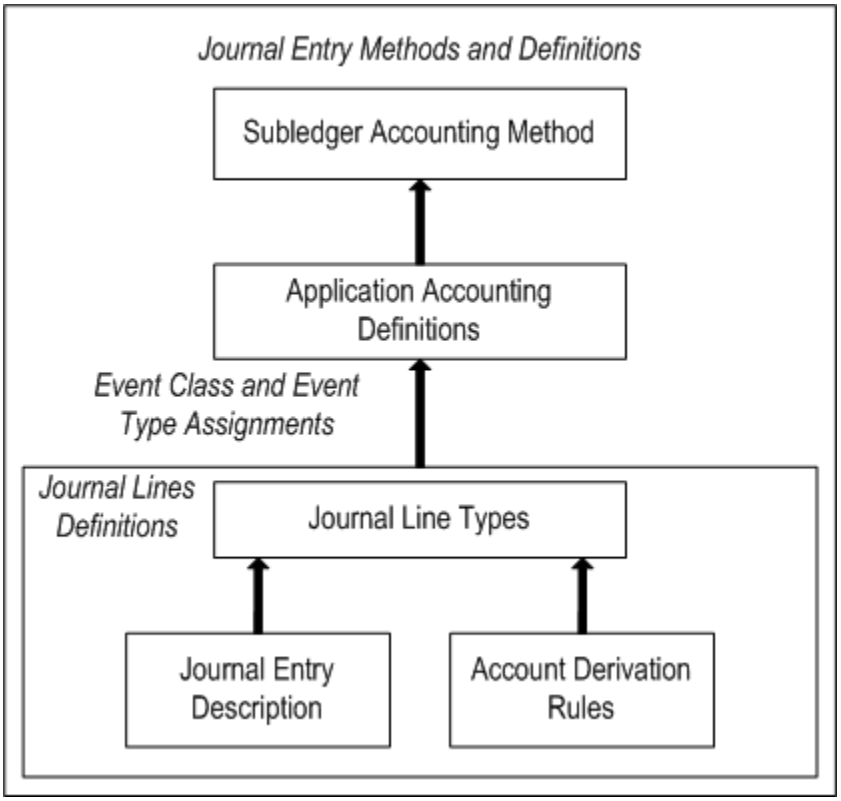
Understanding Subledger Accounting Setup for Oracle Projects

Oracle Projects provides predefined accounting setup for Oracle Subledger Accounting. If you use the predefined setup, the create accounting process accepts the default accounts from Oracle Projects and creates the accounting in Oracle Subledger Accounting without change.

You can optionally define your own detailed subledger accounting rules. For additional information on the steps involved, see: Subledger Accounting for Costs, *Oracle Projects Implementation Guide*.

The following diagram illustrates the components of the journal entry setup.

Journal Entry Methods and Definitions



As illustrated in the diagram *Journal Entry Methods and Definitions*, page 11-28, many different components come together to form the subledger accounting setup for Oracle Subledger Accounting. The following list explains the terms in the diagram and provides examples of the predefined setup that Oracle Projects provides to create subledger accounting entries.

- **Subledger Accounting Method:** A group of common application accounting definitions that determines how Oracle Subledger Accounting processes accounting events. The subledger accounting method groups application accounting definitions from subledger applications such as Oracle Projects, Oracle Payables, Oracle Purchasing, and Oracle Receivables. This grouping capability enables you to assign a set of application accounting definitions collectively to a ledger.

  For example, Oracle Projects assigns the predefined *Projects Standard Accounting* application accounting definition to the predefined *Standard Accrual* and *Standard Cash* subledger accounting methods.

- **Application Accounting Definitions:** Application accounting definitions are collections of setup components for a subledger application that determine how the Subledger Accounting program processes accounting events to create subledger and general ledger journal entries. Application accounting definitions assign

journal lines definitions to event class and event type combinations.

Oracle Projects predefines the *Projects Standard Accounting* application accounting definition.

- **Journal Lines Definitions:** Journal lines definitions group journal line types, account derivation rules, and journal entry descriptions into a complete set of journal line types within an event class or event type.

  Oracle Projects provides journal lines definitions that group the predefined journal line types and account derivation rules within each of the Oracle Projects event classes.

  For example, Oracle Projects predefines the *Projects Standard Accounting* journal lines definition for the *Labor Cost* event class. Oracle Projects assigns the *Raw Cost* and *Raw Cost Clearing* journal line types to this journal lines definition.

  In addition, Oracle Projects provides predefined journal lines definitions in Oracle Purchasing and Oracle Payables for burden cost on project-related commitments.

- **Journal Line Types:** A journal line type determines the characteristics of subledger journal entry lines for an event class. These characteristics determine whether the line is used to create actual, budget, or encumbrance entries, whether the line is a debit or a credit, whether matching lines are merged, and whether data is transferred to the general ledger in summary or detail form.

  Oracle Projects provides predefined journal line types for each predefined event class. Oracle Projects also provides conditions for the use of each journal line type.

  For example, Oracle Projects predefines a journal line type for the event class *Labor Cost* named *Raw Cost*. Journal lines for this journal line type are debits with a balance type of *Actual*. Similarly, Oracle Projects predefines a second journal line type named *Raw Cost Clearing* for the *Labor Cost* event class. Journal lines for this journal line type are credits with a balance type of *Actual*.

  In addition, Oracle Projects provides predefined journal lines types in Oracle Purchasing and Oracle Payables for burden cost on project-related burden cost commitments.

- **Account Derivation Rules:** Account derivation rules determine the Accounting Flexfield values for subledger journal entries. You can define account derivation rules in Oracle Subledger Accounting that generate either a value for a single Accounting Flexfield segment or a complete Accounting Flexfield account code combination.

  When Oracle Subledger Accounting uses the predefined account derivation rules that Oracle Projects provides, it accepts the default accounting that Oracle Projects generates using AutoAccounting (costs and revenue) or the Project Budget Account Generation Workflow (budgets) without change.

  For example, Oracle Projects predefines account derivation rules such as the *Event*

Revenue Account Rule, the *Cost Account Rule* and the *Project Budget Account Rule*.

- **Journal Entry Description:** The journal entry definition determines both the content and sequence in which the elements of the description appear. You assign journal entry descriptions to headers and lines in the application accounting definition. Oracle Subledger Accounting assigns the descriptions to the journal header and lines when it creates the draft or final accounting.

  Oracle Projects does not provide any predefined journal entry descriptions.

Understanding Sources, Source Assignments, and Accounting Attribute Assignments

Sources are pieces of information Oracle Subledger Accounting uses to determine how to create accounting for an accounting event. You use sources to provide information from transactions to Oracle Subledger Accounting. For example, Oracle Projects predefines sources such as *Agreement Number*, *Class Category*, and *Expenditure Type*.

Oracle Projects assigns each source to either an event entity or an event class to make them available for the creation of subledger journal entries. Sources that are applicable to all event classes within an event entity are assigned to the event entity. Alternatively, sources that are applicable only to a particular event class are assigned to that particular event class.

Oracle Projects also assigns the predefined sources to accounting attributes. Accounting attributes are values that the create accounting process needs to successfully create subledger journal entries. The create accounting process uses the sources assigned to the accounting attributes to determine the values of the accounting attributes.

For example, for the event class *Labor Cost*, Oracle Projects assigns the source *Raw Cost* to the accounting attribute *Entered Amount*. In this case, the create accounting process uses the raw cost value from the labor cost distribution line to determine the entered amount for the subledger accounting journal entry.

You can use the Accounting Methods Builder to review source assignments and accounting attribute assignments for each event class. You must access the Accounting Methods Builder using an Oracle Projects responsibility to review the source assignments for event classes associated with the *Projects* application.

For additional information, see: Sources, Source Assignments, and Accounting Attribute Assignments, page A-12.

Related Topics

Data that Oracle Projects Predefines for Oracle Subledger Accounting, page A-1

Oracle Projects Navigation Paths, page B-1

AutoAccounting, the Account Generator, and Subledger Accounting, *Oracle Projects Implementation Guide*

Subledger Accounting for Costs, *Oracle Projects Implementation Guide*

Subledger Accounting for Revenue and Billing, *Oracle Projects Implementation Guide*

Oracle Subledger Accounting Implementation Guide

Subledger Accounting Concurrent Programs

You can submit the following Oracle Subledger Accounting concurrent programs from an Oracle Projects or Oracle Grants Accounting super user responsibility:

- **Export Application Accounting Definitions:** Exports all application accounting definitions of an application from a database to the file system and produces a report of the results. This concurrent program submits the *Download Application Accounting Definitions* concurrent program.

- **Import Application Accounting Definitions:** Imports the application accounting definitions from a data file to the Accounting Methods Builder (AMB) context specified in the SLA: Accounting Methods Builder Context profile option and produces a report of the results. This concurrent program submits the *Upload Application Accounting Definitions* concurrent program.

- **Purge Transaction Objects Diagnostics:** Enables system administrators to purge the diagnostic framework data.

- **Transaction Objects Diagnostics:** Enables you to view the source values from the transaction objects.

- **Update Subledger Accounting Options:** Updates the subledger accounting options of a specified application. You must run the program if you change the event model for the application after you have defined accounting setup.

- **Validate Application Accounting Definitions:** Validates the application accounting definition and submits the re-creation of the underlying database stored procedures.

Related Topics

Oracle Subledger Accounting Implementation Guide

Reporting

Period Close Exception Reports

You can run the period close exception reports to identify transactions that are not fully processed. Oracle Projects provides the following period close exception reports:

- EXC: Transaction Exception Details by PA Period

- EXC: Transaction Exception Details by GL Period

- EXC: Transaction Exception Summary by PA Period
- EXC: Transaction Exception Summary by GL Period

For addition details about these reports, see: Period Close Exception Reports, page 10-42
.

If you do not want to correct the exceptions during the current GL period, then you can run the process PRC: Sweep Transaction Accounting Events to change the date on unaccounted transaction accounting events to the first day of the next open GL period, without accounting for them. For additional information, see: Sweep Transaction Accounting Events, page 9-127.

Oracle Subledger Accounting Inquiries

You can query accounting events, journal entries, and journal entry lines based on multiple selection criteria. You can perform the following subledger accounting inquiries:

- View information about an accounting event or journal entry error
- View detailed information about the subledger journal entry headers for an accounting event
- Compare subledger journal entry information for any two journal entries
- View subledger journal entry lines for multiple documents or transactions
- View subledger journal entry in a t-account format
- View transactions for an accounting event or journal entry

When you view a transaction for an accounting event, Oracle Subledger Accounting drills down to Oracle Projects and automatically opens and queries information in expenditure inquiry or revenue review, depending on the event class for the accounting event. Similarly, you can drill down to other subledger applications to view transaction information for the accounting events that originated in those applications.

> **Note:** When you drill down to the Accounting Events page, the Transaction Number field displays the following information, depending on the event class of the accounting event:
>
> - **Cost and cross charge event classes:** Expenditure Item ID
> - **Revenue event classes:** Project number followed by the draft revenue number.
>
>   For example, if the project number is A123 and the draft revenue

number is 9, the field displays A123-9.

For additional information on the inquiry procedure, see the discussion about inquiries in the *Oracle Subledger Accounting Implementation Guide*.

Integrating with the Budget Execution Module of Oracle Federal Financials

When you create a baseline project budget, you can populate the budget execution interface table to integrate with the Budget Execution module of Oracle Federal Financials.

When the profile option *FV: Federal Enabled* is set to Yes, the Project Budget Workflow process calls the Federal Integration Client Extension. You can modify the default logic supplied with the client extension to populate the Budget Execution Interface table with the appropriate values. You can have approval workflow notification sent to your Budget Execution analyst.

Related Topics

Project Budget Workflow, *Oracle Projects Implementation Guide*

Integrating with Oracle General Ledger

Oracle Projects integrates with Oracle General Ledger via Oracle Subledger Accounting and enables you to easily update your general ledger with project accounting entries resulting from project cost, revenue, and cross charge transactions. Oracle Projects enables you to validate your expense, liability, revenue, and other accounts determined by AutoAccounting against your chart of accounts. In addition, if you use top-down budget integration, then you can reserve (encumber) your general ledger budget with project budget encumbrances. If you use bottom-up budget integration, then you can add to your general ledger with budget journals.

You can generate accounting events for the project cost, revenue, and cross charge at any time and as many times during an accounting period as you want. Oracle Subledger Accounting uses the accounting events to generate the accounting and transfers the final accounting to an Oracle General Ledger interface table.

After Oracle Subledger Accounting transfers accounting entries to the Oracle General Ledger interface table, you run the Journal Import program. This program creates journal entries for your cost, revenue, and cross-charge transactions, which you can post to Oracle General Ledger at any time. Optionally, you can choose to transfer the accounting to Oracle General Ledger and post the journal entries when you run the create accounting process.

You can use standard Oracle Projects reports to reconcile your summary project-related journal entries to the detail accounting transactions.

Related Topics

Create Accounting, page 9-39

Oracle Subledger Accounting Reports, page 11-31

Accounting Transactions, page 14-1

Overview of AutoAccounting, *Oracle Projects Implementation Guide*

Implementing Budget Integration, *Oracle Projects Implementation Guide*

Oracle General Ledger User Guide

Implementing General Ledger

You need to implement the following information in Oracle General Ledger before you can use Oracle General Ledger with Oracle Projects:

- Ledger
- Calendar

Also, during implementation, you must specify whether to interface costs and revenue transactions to Oracle General Ledger. You do this using the Implementation Options window in Oracle Projects. If you set any of the implementation options to No, Oracle Projects does not generate accounting events for that type of transaction. As a result, Oracle Projects does not transfer the costs to Oracle Subledger Accounting, and Oracle Subledger Accounting does not have the costs to transfer to Oracle General Ledger.

Loading Legacy Data

You can elect to load transactions from another system to Oracle Projects using the Transaction Import process. You can import general ledger balances for these transactions directly into Oracle General Ledger. If you load legacy data in this manner, then you do not want to generate accounting events in Oracle Projects for the legacy transactions.

To load legacy data, you disable the following implementation options, which control whether you want to interface the costs and revenue to GL:

- Interface Employee Labor Costs
- Interface Contingent Worker Labor Costs
- Interface Usage, Inventory, WIP, Miscellaneous and Burden Costs
- Interface Revenue to GL

When the above options are set to No, the generate accounting events processes mark the rows as Accepted, but do not generate accounting events for Oracle Subledger

Accounting.

> **Important:** You must run the generate accounting events processes when the interface to Oracle General Ledger options are disabled. In this situation, when you run the generate accounting events processes, Oracle Projects updates the status for the legacy data to *Accepted*.

After you have imported the legacy transactions, you can enable the interface to Oracle General Ledger options before you process any new transactions.

Related Topics

Generation Processes, page 9-38

Implementation Options, *Oracle Projects Implementation Guide*

Data that Oracle Projects Predefines

General Ledger uses journal entry sources and journal entry categories to differentiate the various cost and revenue journal entry transactions you load into Oracle General Ledger.

Journal entry sources

A journal entry source identifies the origin of a journal entry. Each journal entry in the general ledger is associated with a journal entry source.

Oracle Projects predefines one journal entry source named *Projects* for the source of project accounting journal entries for cost, revenue, cross charge, budget, and encumbrance transactions.

Journal entry categories

Journal entry categories categorize the types of transactions you can enter in your general ledger.

Oracle Projects predefines the following journal entry categories for the journal entries you import to Oracle General Ledger:

- Labor Cost
- Usage Cost
- Total Burdened Cost
- Borrowed and Lent
- Provider Cost Reclassification

- Revenue

Transferring Costs and Revenue to General Ledger

Oracle Projects integrates with Oracle General Ledger via Oracle Subledger Accounting so that you can update your general ledger with Oracle Projects activity. Oracle Projects validates your expense, liability, revenue, and other accounts as determined by your accounting rules, against your chart of accounts. Oracle Projects determines the GL date for each of the transactions that it processes.

You use Oracle Projects to collect project cost and revenue detail transactions, and then to generate accounting events that Oracle Subledger Accounting uses to create the accounting. Oracle Subledger Accounting transfers the final accounting entries to Oracle General Ledger.

When you submit the process PRC: Create Accounting in final mode in Oracle Projects, you can optionally set the *Transfer to General Ledger* parameter to *Yes* to enable the process to automatically transfer the final accounting to Oracle General Ledger and run the Journal Import process. If you choose to transfer to Oracle General Ledger, you can also set the parameter *Post in General Ledger* to *Yes* to enable the process to automatically post successfully imported journal entries in Oracle General Ledger. Otherwise, you can run the process PRC: Transfer Journal Entries to GL to transfer the final subledger journal entries from Oracle Subledger Accounting to Oracle General Ledger. Optionally, the process PRC: Transfer Journal Entries to GL can post journal entries in Oracle General Ledger.

GL Date

The GL Date of the cost, revenue, or cross charge transaction determines the accounting period in which a transaction is posted to a general ledger account.

Oracle Projects determines the accounting period by comparing the PA Date to the ranges of dates you have defined for your accounting periods in General Ledger.

Accounting Transactions

When you generate revenue accounting events, Oracle Projects uses AutoAccounting to determine the default accounts for unbilled receivables and unearned revenue. Oracle Projects also uses AutoAccounting to determine the default liability account for each type of cost when you generate cost accounting events. Oracle Subledger Accounting uses the accounting events to generate the accounting that it transfers to Oracle General Ledger.

Oracle Projects predefines setup in Oracle Subledger Accounting so that the create accounting process accepts the accounts from Oracle Projects without change. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

Related Topics

Date Processing in Oracle Projects, page 14-3

Generation Processes, page 9-38

Integrating with Oracle Subledger Accounting, page 11-10

Journal Import

The Oracle General Ledger Journal Import program takes the summary interface information stored in the Oracle General Ledger interface table and automatically creates cost and revenue journal entries for posting in General Ledger.

Journal Import creates a journal entry batch for your revenue and cost journal entry records in your ledger and accounting period . For each journal entry category in a batch, Journal Import creates a journal entry header. For each header in a journal entry batch, Journal Import creates one or more journal entry lines that correspond to the journal entry records you transfer from Oracle Subledger Accounting to Oracle General Ledger.

When you run the process PRC: Create Accounting and you select *Yes* for the parameter *Transfer to General Ledger*, the create accounting process transfers the final accounting from Oracle Subledger Accounting to the Oracle General Ledger interface tables and runs the Journal Import program.

> **Important:** If you run Journal Import from Oracle General Ledger, you should not post errors to suspense. If you do post errors to suspense, your project accounting details will not reconcile with your general ledger summary amounts.

Once Journal Import validates your import data, it sends the data from the interface table to Oracle General Ledger journal entry tables.

You should not correct Journal Import data from Oracle Projects in Oracle General Ledger; if you do, Oracle Projects may not reconcile with Oracle General Ledger.

Journal Import Execution Report

Each time you run Journal Import, Oracle General Ledger prints the Journal Import Execution Report which allows you to review the status of your import journal entries. You should correct any exceptions and resubmit Journal Import to successfully import rejected journal entries. For more information about the journal import process, see the *Oracle General Ledger User Guide*.

Posting in Oracle General Ledger

When Journal Import runs, it does not automatically post and update your account balances in Oracle General Ledger with these journal entries. You can post these journal

entries in General Ledger at any time to update your account balances.

When you submit the process PRC: Create Accounting, and you choose to transfer to Oracle General Ledger, or the process PRC: Transfer Journal Entries to GL, you can optionally set the parameter *Post in General Ledger* to *Yes* to enable the process to automatically post successfully imported journal entries in Oracle General Ledger. If you submit an interface streamline process, the streamline process automatically sets the *Post in General Ledger* parameter for the create accounting process to *Yes*. For more information about posting journals, see the *Oracle General Ledger User Guide*.

Related Topics

Create Accounting, page 9-39

Transfer Journal Entries to GL, page 9-81

Submitting Streamline Processes, page 9-2

Tie Back Costs and Revenue

You can use the output report from the process PRC: Create Accounting to review exceptions. In addition, you can run the *Subledger Period Close Exceptions Report* to view information about unprocessed accounting events, accounting events in error, and transactions that are successfully accounted in final mode in Oracle Subledger Accounting, but not posted in Oracle General Ledger. This report provides you with the ability to separately tie back and determine whether accounting entries are posted in Oracle General Ledger.

Related Topics

Create Accounting, page 9-39

Integrating with Oracle Subledger Accounting, page 11-10

Subledger Accounting Reports, *Oracle Subledger Accounting Implementation Guide*

Opening and Closing Periods

You can open and close accounting periods (PA Periods) in Oracle Projects independently of General Ledger.

The period statuses available in Oracle Projects are Open, Closed, Future, Pending Close, Permanently Closed, and Never Opened.

The period statuses available in General Ledger are Open, Closed, Permanently Closed, Never Opened, and Future Entry.

Related Topics

Defining GL and PA Periods, *Oracle Projects Implementation Guide*

Reporting

Oracle Projects automatically maintains audit information so you can reconcile your summary journal entries to your detail project accounting transactions. Oracle Projects provides three reports to help you with your reconciliations:

Cost Audit Report

You can run the report AUD: Cost Audit Report to review labor and usage cost distribution lines that are successfully accounted in final mode in Oracle Subledger Accounting. The report shows the final subledger accounting for the distribution lines. This report displays items by the expense account number and includes information about the item and liability credit account.

Cross Charge Audit Report

You can run the report AUD: Cross Charge Audit report to review cross charge distribution lines that are successfully accounted in final mode in Oracle Subledger Accounting. The report shows the final subledger accounting for the distribution lines. This report displays items by the debit account number and includes information about the item and the credit account.

Revenue Audit Report

You can run the report AUD: Revenue Audit Report to review a listing of revenue distribution lines that are successfully accounted in final mode in Oracle Subledger Accounting. The report shows the final subledger accounting for the distribution lines. The revenue distribution lines are reported by revenue account and by project. The report also displays project revenue unbilled receivable and unearned revenue amounts.

Related Topics

Cost Audit Report, page 10-34

Cross Charge Audit, page 10-35

Revenue Audit Report, page 10-36

Other Journal Entry Issues

Other journal entry issues are addressed in this section.

Creating Cost, Revenue, and Cross-Charge Adjustments

We recommend that you create adjustments for cost, revenue, and cross charge distribution lines in Oracle Projects. If you adjust cost, revenue, and cross charge

transactions in Oracle General Ledger, those adjustments are not recorded in Oracle Projects, and will not reconcile with Oracle Projects details.

Drilling Down from General Ledger to Subledger Journal Entry Lines

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. You can view all lines associated with the journal. From the subledger journal entry lines, you can navigate to the subledger journal entries or drill down to the subledger transaction. This drilldown enables you to view the details from Oracle Projects.

> **Note:** Drilling down to subledger transactions is only supported for Oracle subledgers that use Oracle Subledger Accounting, such as Oracle Projects, Oracle Payables, Oracle Assets, Oracle Receivables, Oracle Cost Management, and Oracle Purchasing.

Related Topics

Integrating with Oracle Subledger Accounting, page 11-10

Oracle Subledger Accounting Implementation Guide

Oracle General Ledger User Guide

Integrating with Oracle Project Contracts

Oracle Projects integrates with Oracle Project Contracts so that you can create delivery-based billing events to drive billing based on completed deliverables in the Deliverable Tracking System (DTS) in Oracle Project Contracts.

> **Note:** Delivery-based billing events are used only with Oracle Project Contracts integration.

Overview of Oracle Project Contracts Integration

In a fixed-price contract, customers are often billed upon shipment or completion of a contract deliverable. 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.

As with other events, you can bill multiple events at once, or just bill individual events.

The integration of Oracle Projects with Oracle Project Contracts includes:

- generation of a billing event from the Oracle Project Contracts DTS

- tie back of the billing event created for a deliverable to the deliverable for collection activity tracking
- workflow message notification to the project manager on event creation

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.

For more information about generating an event from Oracle Project Contracts, see the *Oracle Project Contracts User Guide*.

Tie Back Billing Event to Deliverables

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

For more information about tying back the billing event to the deliverable, see the *Oracle Project Contracts User Guide*.

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.

For more information about generating a workflow notification for a billing event, see the *Oracle Project Contracts User Guide*.

Integrating with Oracle Human Resources

Oracle Projects fully integrates with Oracle Human Resources to keep track of employees and information relevant to them, such as bill rates and mailing address. If you have installed Oracle Human Resources, you must use an Oracle Human Resources responsibility to define employees. Otherwise, you enter this information directly into Oracle Projects and other Oracle Applications that integrate with it (Oracle Payables, Oracle Receivables, and Oracle Purchasing). Work assignments that you enter in Oracle HR provide default information used to process transactions or calculate planned costs associated to employee project resource.

This section describes how to use Oracle Project to add or delete an employee or change an employee's name, and delete an employee. Unless otherwise noted, perform each

step within Oracle Projects from the window indicated in parentheses. For navigator paths for each window, see: Navigator Paths in Oracle Projects, page B-1.

Related Topics

Adding an Employee, page 11-42

Changing an Employee's Name, page 11-42

Terminating an Employee, page 11-43

Adding an Employee

To Add an Employee:

1. Define the employee and enter the employee organization and job assignment. See Defining People, *Oracle Projects Implementation Guide.* Optionally give the employee assignments for:
   - billing title, if using billing titles in invoice formats
   - location, if using with Oracle Payables or Oracle Purchasing
2. You can enter either the employee's home or work address. Oracle Projects reads this value when interfacing expense reports to Oracle Payables. If you enter a home address, you must define the employee's primary home address.
3. Add the employee's cost rate to any employee-based cost rate schedules.
4. Add the employee's bill rate to any employee-based bill rate schedules.
5. Add the employee to any resource lists that use employees.

   Using the System Administrator responsibility, define the employee's Applications Object Library (AOL) user name. Assign the appropriate responsibilities to the employee.
6. In Oracle Purchasing, optionally define the employee as a buyer for use with Oracle Purchasing.
7. In Oracle Receivables, optionally define the employee as a salesperson, if the employee is a project manager or you want to transfer credit receivers from Oracle Projects to Oracle Receivables.

Changing an Employee's Name

In addition to changing an employee's name in the Person window, complete the following steps.

To change an Employee's name:

1. In Oracle Projects, update the resource list alias for the employee in all applicable resource lists.

2. In Oracle Receivables, update the salesperson name for the employee, if applicable.

Terminating an Employee

In addition to terminating an employee in the Person window, complete the following steps:

1. Remove/disable the employee from all applicable resource lists.

2. Using the System Administrator responsibility, disable the employee's AOL user name.

3. In Oracle Purchasing, delete/disable the employee from the list of buyers.

4. In Oracle Receivables, delete/disable the employee from the list of salespeople.

Related Topics

Defining People, *Oracle Projects Implementation Guide*

Integrating with Oracle HR Rate by Criteria Matrices

Integration of Oracle Projects with Oracle HR Rate by Criteria (RBC) matrices enables managers to derive and apply actual payroll pay rates (or RBC rates) when recognizing accrued or actual labor costs or when planning for project labor costs. To use RBC rates, you must select HR Rates as the rate source in the applicable labor costing rule. You can use RBC rates in the following ways:

- Use RBC rates when you use the standard costing method to calculate project labor costs. You must first interface approved time cards to Oracle Projects using the integration with Oracle Time and Labor (OTL), import time cards from a third party source or import a pre-approved time card batch Then the application derives rates from the appropriate RBC matrix based on the labor costing rule setup, attributes captured on the time card and values derived from the employee's HR assignment. The rates and time card hours are used to calculate the labor cost for each time card line to generate labor cost expenditures.

- Use RBC rates when you use the actual costing method to generate accrual transactions for estimated labor costs when approved time cards are available but actual payroll amounts are not yet available for the same payroll and period. After interfacing or importing time cards, the applicable RBC rate and time card lines are used to estimate actual labor costs and create accrual expenditure items. These

expenditures are reversed when you process your payroll actuals.

- Use RBC rates for labor cost planning. When you enter planned labor hours, you can retrieve RBC rates to calculate planned labor costs in a financial plan.

For additional information, see Using Rates for Costing, *Oracle Project Fundamentals* guide.

Integrating with Oracle Cash Management

The Cash Forecasting feature in Oracle Cash Management captures cash flow information from Oracle Projects. It also captures cash flow information from other Oracle applications that store projects-related information (Oracle Purchasing, Oracle Receivables, Oracle Order Management, and Oracle Payables).

By integrating Oracle Projects with Cash Forecasting, you can define and generate a cash forecast for a specific project. You can:

- Project cash flows from Oracle Projects sources throughout your enterprise, and across organizations as needed

- Forecast in any currency, and analyze your project's currency exposure by forecasting transactions that are entered in a particular currency

The following table describes *inflow* source types to use for Oracle Projects.

Source	Source Type	Description
Receivables and Projects	Customer Invoices	Unpaid customer invoices for a project, and customer invoices in Projects that have been released but have not been interfaced to Receivables.
Projects	Project Billing Events	Events with invoicing impact that have not been released
Projects	Project Inflow Budgets	Inflow budgets that you enter
Order Management	Sales Orders	Uninvoiced sales orders for a project

The following table describes *outflow* source types to use for Oracle Projects.

Source	Source Type	Description
Payables	Supplier Invoices	Unpaid Projects-related supplier invoices projected to be paid (supplier and expense reports invoices).
Projects	Project Transactions	Usages, labor, and miscellaneous transactions
Projects	Project Outflow Budgets	Outflow budgets that you enter

See also, Oracle Projects Integration with Cash Forecasting, *Oracle Cash Management User Guide*.

Integrating with Oracle Sales

To streamline the flow of information between the sales process and project planning, Oracle Projects integrates with Oracle Sales (ASN). With this Opportunity to project integration, business opportunities and project planning are visible to both the selling and the delivery organizations during the sales cycle. Sales force automation is integrated with project initiation, providing an end-to-end view of the opportunity pipeline and an organization's capacity to meet the opportunity. With Opportunity to Project integration, you can:

- View sales pipelines and forecasts
- Track pre-sales costs
- Increase revenue and profit margins

> **Note:** You can use this functionality to also integrate with opportunities in Telesales.

Learn about Opportunity to Project integration in depth through the following topics:

- Understanding Opportunity to Project Integration, page 11-45
- Using Opportunity to Project Integration, page 11-47
- Implementing Oracle Sales Integration, *Oracle Projects Implementation Guide*

Understanding Opportunity to Project Integration

With Opportunity to Projects integration, you can create projects from opportunity

information. This enables you to track sales costs and plan the delivery of a project during the sales cycle. You can create projects using project requests, which enable you to track and plan for upcoming project work based on business opportunities that are in the pipeline.

Concepts and Terminology

Pursuit projects enable you to track the cost of sales efforts for a project opportunity. Pursuit projects are usually indirect projects.

Delivery projects enable you to plan the delivery of a project, including staffing, costing and revenue forecasting. Delivery projects are usually contract projects.

A pipeline project is a delivery project in its early stages. Pipeline projects enable you to plan the anticipated project work. If you win a sales opportunity, you can approve a pipeline project and use it to deliver the work. A pipeline project has a win probability of less than 100%.

A *project request* is a request for project work to be planned and performed. As an opportunity matures, you can create project requests from information that the sales team gathers, such as win probability, sales stage, close date, value, and opportunity status.

Delivery Planning through the Sales Cycle

You can create one delivery project request for every opportunity. You can also convert the delivery project request to a pipeline project, which is used to plan and deliver the work during the sales cycle before the opportunity is won.

To create the pipeline project, you use information from the opportunity, including the customer or prospect, the project location, the anticipated close date, value, and probability of the deal. You can supplement this opportunity information with project and team templates to determine current capabilities to meet the opportunity requirements, and to manage upcoming projects.

Delivery projects enable you to view project relationships that record the associations between opportunities and related pursuit and delivery projects.

Pursuit Cost Tracking

You can also create one pursuit project request for every opportunity. Pursuit projects give you the following capabilities:

- You can use the pursuit project to track pre-sale costs for the sales team, because the true value of a customer can also include opportunity time and costs.

- You can choose to automatically copy opportunity owner from an opportunity to a pursuit project based on the roles. The opportunity owner can then charge presales time, costs, and activities to the project.

- You can view project relationships that record the associations between opportunities and related pursuit and delivery projects.

Support for Prospects

You can define project requests and pipeline projects for sales prospects as well as for existing customers. A *prospect* is an organization with whom you do not yet have a selling relationship, and who can become a customer at a later time. You can defer defining the account details, such as shipping or payment terms, until a project is ready to be funded and approved.

You must define an account for a prospect in Oracle Receivables before you can enter an agreement for the customer. You must define project billing account details and approve the project before you can use an agreement to fund the project.

Workflow Notifications for Opportunity Update

When the sales team updates an opportunity, and you update the pipeline project using the Manage Project Requests and Maintain Projects process, the system generates workflow notifications. Notifications are sent to the project manager and the staffing owner, enabling them to make staffing changes and regenerate revenue forecasts.

Mapping Sales and Projects Information

If you integrate with Oracle Sales, you can map opportunity owner to Oracle Projects roles. You can map Oracle Sales win probability value to Oracle Projects probability value. You can also map the organization role between Oracle Sales and Oracle Projects.

For more information on mapping opportunity or sales, and projects information, see: Mapping Organization Roles, Person Roles, and Probability Values, *Oracle Projects Implementation Guide*.

Using Opportunity to Project Integration

You can use opportunity to project integration to:

- Create project requests, page 11-47
- Create a project from a project request, page 11-47
- View project relationships, page 11-48
- Update pipeline information on projects as opportunities are updated, page 11-49

Creating Project Requests

To create project requests from opportunities in Oracle Sales, submit the PRC: Manage Project Requests and Maintain Projects concurrent program with the mode parameter

selection *Create Project Requests*. For information about the PRC: Manage Project Requests and Maintain Projects process, see: Manage Project Requests and Maintain Projects, page 9-91.

Viewing Project Requests

If you are integrating with Oracle Sales, you can view the project requests created by the PRC: Manage Project Requests and Maintain Projects process in the Project Requests page. The Project Requests page is a list of project requests made in Oracle Sales. This list displays the project request type (pursuit or delivery), the estimated project value, and related information.

To access this page, choose the Operation Manager responsibility and click Project Requests. This page enables you to:

- Create personalized views of the Project Requests
- Filter request lists based on different criteria
- Use simple and advanced search features

For each project request, you can:

- Create a project from the request
- Cancel the request
- View opportunities and projects that are associated with the project request

Viewing Project Request Details

To view project request details, click the project request name in the Project Requests page. The Project Request Detail page displays the following information:

- Opportunity owner associated with the project request
- General information for the project request such as name, type, description, value, currency, status, and source information
- Customer or prospect information such as, customer name, party number, address, and account.

Creating Projects from Project Requests

You can create a project from a project request using the Project Requests page. For details, see: Creating Project Requests, page 11-47.

Viewing Projects and Project Relationships

To view relationships between opportunities, project requests, and projects, select a

project request on the Project Requests page, and click the View Relationships button. The Relationships page enables you to view and navigate the associations between opportunities, project requests, and projects.

You can view relationships between opportunities, project requests, and projects, depending on how many project requests you create for an opportunity.

For every opportunity, you can have a maximum of two project requests (one pursuit request and one delivery request). Each project request can be converted to a project. Therefore, each object can have a maximum of five related objects.

The following table shows the possible related objects for each object.

Object	Maximum Possible Related Objects
Pursuit Project Request	Opportunity, Delivery Project Request, Pursuit Project, and Delivery Project
Delivery Project Request	Opportunity, Pursuit Project Request, Pursuit Project, and Delivery Project
Pursuit Project	Opportunity, Pursuit Project Request, Delivery Project Request, and Delivery Project
Delivery Project	Opportunity, Pursuit Project Request, Delivery Project Request, and Pursuit Project

Using the links on the Relationships page, you can:

- Drill to the Project Request Details page by clicking on the project request name or number.
- Drill to the Project home page by clicking on the project name or number.

Updating Pipeline Information

When opportunity information is updated, you can also update the pipeline information such as probability, value and expected approval date on projects, and send notification to the project manager and staffing owner of the changes.

Viewing Workflow Notifications

When the sales team updates an opportunity, you can view workflow notifications that inform you of the changes. This enables you to know when to make staffing changes or regenerate revenue forecasts.

To view workflow notifications

1. Log in as the Project Manager or Staffing Owner for the project.
2. View Workflow Notifications.
3. Click on the Mass Pipeline Projects Updated Successfully notification you want to view.
4. You can click on the updated project name to view project details.

Integrating with Oracle Product Hub

Product hub functionality enables you to track the progress of a project through several distinct project phases from its conception to its completion. You can associate project lifecycles with work breakdown structures. You can assign project lifecycle phases to top tasks within those structures.

Oracle Projects integrates with Oracle Product Hub to address the enterprise project management and execution needs for the product hub solution. This integration enables you to associate lifecycles with catalog categories, items, and item revisions. You can then optionally support items and revisions with a lifecycle tracking project, which drives the product through the lifecycle and provides metrics such as project progress status through each lifecycle phase.

For an overview of Project Information Management functionality and a complete breakdown of its various features, see Project Lifecycles, page 6-20.

Related Topics

Implementing Oracle Product Hub Integration, *Oracle Projects Implementation Guide*

Integrating with Oracle Payroll

Integration of Oracle Projects with Oracle Payroll enables managers to distribute actual payroll amounts as project labor costs. From a costed payroll run in Oracle Payroll, managers can interface amounts to Oracle Projects and distribute the amounts as project labor expenditure items. You can also use third party payrolls to distribute actual payroll amounts.

To setup the integration with Oracle Payroll, you must setup Pay Element Definition rules for each pay element you plan to use as project costs in Oracle Payroll. Using the Pay Element Definition, you determine which payroll amounts are raw costs and burden costs. You also determine which payroll amounts are distributed to expenditure items for timecard lines, whether any payroll cost segments are used to capture project or task information, and how to handle payroll amounts that are not distributed directly to timecard expenditure items.

If you intend to distribute any pay element amounts to timecard expenditure items, then you must also interface time cards to Oracle Projects using the integration with Oracle Time and Labor (OTL), import timecards from a third party source or import pre-approved timecard batches

You can only interface costed payroll runs to Oracle Projects for employee primary assignments, but the run may include original pay amounts and any payroll adjustments, including voids, reversals, or retroactive pay adjustments. Once you interface and distribute a costed payroll run, you are not allowed to re-process the run in Oracle Payroll. To re-process an Oracle Payroll run, you must first reverse the costed payroll set in Oracle Projects. The reversal process re-instates the timecard expenditure items, but not any related miscellaneous transactions, so you can process a modified run again in Oracle Projects. When you process payroll actuals, any accrual transactions for the same payroll and period are reversed and replaced with actual labor cost transactions.

Related Topics

Process Payroll Actuals, *Oracle Project Fundamentals* guide

Reverse Costed Labor Transactions, *Oracle Project Fundamentals* guide

Generating Labor Cost, *Oracle Project Costing User Guide*

Distributing Labor Costs when Costing Method is Actual, *Oracle Project Costing User Guide*

Integrating with Oracle Payroll, *Oracle Project Costing User Guide*

12

Security in Oracle Projects

This chapter discusses the various security structures used by Oracle Projects: project security, responsibility–based security, and organizational security.

This chapter covers the following topics:

- Security In Oracle Projects

Security In Oracle Projects

Oracle Projects uses an integrated set of security mechanisms to control function and data access within Projects applications. These mechanisms are:

- Multiple Organization Access Control, page 12-3
- Responsibility-Based Security, page 12-4
- Project Security, page 12-5
- Organization Security, page 12-9
- API Controls, page 12-13

Understanding Oracle Projects Security

Oracle Projects provides several integrated security mechanisms to help you define user access to organization, project, and resource information, as well as a variety of Oracle Projects functions. These mechanisms are all based on function security, which is the foundation of Oracle Applications security.

Using these integrated security mechanisms, you can define Oracle Projects security at the following levels:

- Responsibility level, across projects.

- Project level, using project roles.
- Organization level, using predefined organization authority roles.

> **Note:** You can override Oracle Projects security by using the security client extension.

The strategy you use to secure data in Oracle Projects depends on how your company manages projects and the levels of access you want to provide to your users. Before you set up your security features, take time first to consider the types of users you have and the levels of data and function access that you think they should have. This chapter is designed to help you determine how you want to set up security for your enterprise.

Function Security: The Building Block of Oracle Projects Security

All the security mechanisms of Oracle Projects are built on function security. Responsibility-based security, project security, and organization security all determine the sets of functions that are *available* to users. Function security controls which of those functions the users can *perform*.

For detailed information about function security in Oracle applications, see Overview of Function Security, *Oracle E-Business Suite Security Guide.*

For a list of Oracle Projects functions that can be controlled using function security, see Function Security in Oracle Projects, *Oracle Projects Implementation Guide*: Appendix A

Menus

A menu defines the list of functions that are available to a responsibility. You use menus to assign groups of functions to either responsibilities or roles. Menus can include submenus to organize large groups of functions.

You can only assign one menu to a responsibility or role at a time. The only exception to this rule applies when you use role-based security by project status. In this case you create separate function menus for each project status and then assign each of these menus to an individual role.

For more information about menu usage in responsibility-based security, see Responsibility-Based Security, page 12-4.

For more information about menu usage in role-based security, see Using Project Security, page 12-5.

For more information about role-based security by project status, see Role-Based Security by Project Status, page 12-7.

For more information about creating function menus, see Project and Organization Security, *Oracle Projects Implementation Guide*.

Multiple Organization Access Control

The multiple organization access control (MOAC) feature enables users to enter and process transactions in two or more operating units without switching responsibilities.

Providing Multiple Organization Access

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

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

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

MO: Operating Unit and MO: Security Profile

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

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

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

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

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

define MO: Operating Unit profile option.

The following table shows examples of how the operating unit field will be populated if the MO: Operating Unit, MO: Security Profile, and MO: Default Operating Unit profile options are either set with values or left blank.

MO: Operating Unit	MO: Security Profile	MO: Default Operating Unit	Operating Units Displayed
No	Yes (Vision Services, Vision Services R&D, Vision Project Manufacturing)	Yes (Vision Services)	Default OU =Vision Services. Other OUs = Vision Services R&D, Vision Project Manfacturing
No	Yes (Vision Services)	No	Default OU = Vision Services
Yes (Vision Services)	No	No	Default OU = Vision Services
Yes (Vision Services R&D)	Yes (Vision Services, Vision Services R&D, Vision Project Manufacturing)	Yes (Vision Project Manufacturing)	Default OU = Vision Project Manufacturing, Other OUs = Vision Services, Vision Services R&D
No	Yes (Vision Services, Vision Services R&D, Vision Project Manufacturing)	No (not present in security profile. For example in Progress S&L)	No Default OU. All OUs = Vision Services, Vision Services R&D, Vision Project Manufacturing

The first row in the table can be explained as follows. The MO: Operating Unit profile option is not set, but the MO: Security Profile profile option is set for the operating units, Vision Services, Vision Services R&D, and Vision Project Manufacturing. Similarly the MO: Default Operating Unit profile option is set for the operating unit Vision Services. In this example, the operating unit field will be populated with Vision Services as the default value. However, you will also find Vision Services R&D, and Vision Project Manufacturing operating units in the list of values.

Responsibility-Based Security

Under responsibility-based security, a user's login responsibility determines which functions the user can perform. Each responsibility limits user access to information

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

For detailed information about responsibility-based security, see Responsibility-Based Security, *Oracle Projects Implementation Guide.*

Providing Additional User Level Security for Responsibilities

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

- **PA: Cross Project User -View:** Enables users to view all project information. . It gives view access to all projects across all the operating units.

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

- **PA: Cross Project User - Update:** Enables users to update all project information. This applies only to the operating units the responsibility has access to through the MO: Operating Unit profile option or the MO: Security Profile profile option.

- **PA: View All Project Resources:** Enables users to view resource information for all resources across multiple operating units. This profile option is typically enabled for people who use Oracle Project Resource Management to staff and schedule resources for projects. For more information, see the Oracle Project Resource Management Implementation Checklist: *Oracle Projects Implementation Guide*.

  Note: Users whose responsibilities are associated with a cross business group access security profile can view and update project and resource information across all business groups in your enterprise. For more information, see Security Profiles, *Oracle Projects Implementation Guide*.

For more information about providing additional profile options in conjunction with responsibility-based security, see: Defining Additional User-Level Security, *Oracle Projects Implementation Guide*.

Project Security

You can use project security to add several layers of security to the basic responsibility-based security structure. Project security involves project roles and project access levels. Security access to project information can also be affected by issue

and change management as well as project status reporting functionality.

This section provides an overview of these aspects of project security. It also explains how you can use the Project Security Extension to override project security.

> **Note:** The elements of project security discussed in this section apply only to the portions of Oracle Projects applications that use the HTML architecture of the Oracle Applications Framework. Oracle Projects functionality using non-HTML architecture relies solely upon responsibility-based security.

Role-Based Security for Projects

Role-based security enables you to control access to functions on a project based on the role the user plays on a project team. Under role-based security, menus are assigned to roles. The access assigned to a role is available to the user for the duration of the user's role on the project.

Roles that have menus assigned to them are considered to be *secured* roles by the system. *Unsecured* roles--roles without a menu assignation--use the responsibility menu to determine their security access.

Role-based security provides more flexibility than responsibility-based security because it is project-specific. Users can play different roles on different project teams. This means that the function access granted to the user can be different for each project.

For example, you can assign a user a project lead role for Project A in the first half of the year and a consultant role on Project B for the second half of the year. Because the two roles are associated with different menus, they can have completely different role-based security access.

Responsibilities, on the other hand, control access at the application level. They give users a broad range of function access that can extend across organizations, resources, and projects. They are not designed to provide function security access at the individual project level.

> **Note:** Role-based security overrides responsibility-based security for individual users. The system applies responsibility-based security to users that have not been assigned project roles, as well as to users that have project roles without corresponding function menu assignations.

For more information about responsibility-based security, see Using Responsibility-Based Security, page 12-4.

For more information about function security and function menus, see Function Security: The Building Block of Oracle Projects Security, page 12-2.

Understanding Roles

A project role is a collection of default information about a team member on a project, such as competencies, job information, and security. You create project roles to represent the typical team member roles needed for projects within your organization. Examples of project roles include project manager, project administrator, database administrator, and consultant. Each role can have a different set of competencies, job information for forecasting and menu to control security access to projects.

For more information about roles, see Defining Project Roles, *Oracle Projects Implementation Guide*.

Overview of Predefined Role Controls

You use role controls to control usage of a role. Role controls can also control users' ability to view project labor costs.

The following predefined controls are available:

- Allow as Project Member: enables the role to be a project member. You can select this role at the time of adding key members and team members to a project.
- Allow as Task Member
- Allow as Contract Member: this role is enabled if you have a license for Oracle Project Contracts. For more information, see *Oracle Project Contracts Implementation Guide*.
- Allow Scheduling: enables users with this role to create scheduled resource assignments on projects
- Allow Labor Cost Query: enables users to view the raw labor cost details

You can assign as many of these controls to a given role as necessary. Because you assign roles to users at the project level, you must, at a minimum, assign the Allow as Project Member role control to each role.

Note: The Allow as Task Member role control is not enabled.

Role-Based Security by Project Status

When you set up role-based security for a role by associating it with a menu, you can optionally include an additional layer of security control based on project status. This additional security layer enables you to use the status of the project as another way of determining access to specific functions related to that project. For example, you can give project managers the ability to update assignment rate information for projects while they are in the sales pipeline with a "submitted" status, and then prevent them from updating that information after those projects are approved. Once the projects are approved, your project's financial managers should own the ability to update that

information.

When you use standard role-based security, you define one security menu for each role. The security menu controls function security for all projects, regardless of their project status.

When you use role-based security by project status, you can define multiple security menus for each role: one menu for each project status value. This enables you to control function security by both role and project status. You can use either the system project status values or a set of user-defined project status values.

You are not required to define a security menu for every project status value. If a project status value does not have a menu associated with it, the system uses the security menu associated with the role.

You set up role-based security by project status at the role level, on an individual role-by-role basis. This functionality enables you to set up role-based security by project status for some roles and not others.

Project Access Level

You can additionally use access levels to control who can search for and view projects and project templates. You set access levels for projects and project templates on the Basic Information page. If you have the appropriate authority on a project you can set one of the following access level values for it:

- **Secured:** Indicates that the project is secured. The project can be viewed only by users with either secured or unsecured roles on the project and by users with organization authority roles. Users with responsibilities that give them *view all projects* or *update all projects* access can also access secured projects.

- **Enterprise:** Indicates that the project can be viewed by any user in your enterprise, regardless of their role, responsibility, project assignment, or organization authority. A guest role menu determines what enterprise project information users can view. Your implementation team can modify the guest role menu to increase or decrease the amount of access users have to enterprise project functions.

You can use the UPG: Update Project Access Level concurrent program to update the access level of several projects at once.

For more information about setting up basic project information, see Project Information., page 6-22.

For more information about the UPG: Update Project Access Level program, see Processes, page 9-135.

Issue and Change Management Security

Oracle Projects' issue management functionality and change management functionality can provide another kind of security access to functions. With issue management and change management, users with appropriate authority, such as super users, users with

organization authority, and project managers can create issues and changes and designate owners for them. These owners can in turn oversee the progress, resolution, and closure of issues and changes.

For more information about issue management, see Overview of Issue Management, *Oracle Project Management User Guide*.

For more information about change management, see Using Change Management, *Oracle Project Management User Guide*.

Project Security Extension

The Project Security extension enables you to override the default security and implement your own business rules for project and labor cost security.

The Project Security extension only applies to the non-HTML architecture of Oracle Projects applications. It does not apply to Oracle Applications Framework functionality.

Organization Security

Organization authority enables you to specify security access for users at an organizational level when their position requires them to oversee all of the projects or resources within one or more organizations. Organization authority can provide access to all projects, all resources, or all forecasting information for the specified organization, depending upon the type of organization authority you choose.

You must specify each organization for which a user has organization authority and then specify what type of authority the user gets for those organizations.

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

The following table lists describes the four available types of organization authority and describes the information access they provide:

Authority Type	Access
Project Authority	Enables a user to perform all functions on all projects in the organization. By default, the function security menu for Project Authority is the same as the function security menu for the Project Manager role. Your implementation team can update the Project Authority menu according to the needs of your enterprise. The difference between Project Authority and the Project Manager role is that the project manager must be assigned to a role on each project within the organization. Project Authority can be assigned to a user just once to cover all projects within an organization.
Resource Authority	Provides security access that is similar to the access provided by the Resource Manager role. Enables a user to perform tasks, such as nominate candidates and create and approve candidates throughout the entire organization.

Each organization authority is associated with a predefined menu. When you grant a user any type of organization authority, you are giving that user the function security associated with that menu for the specified organization. Organization authority is essentially role-based security at the organization level.

For more information about defining authorities and primary contacts, see Organizational Authority: *Oracle Projects Implementation Guide*.

Multiple Organization Access

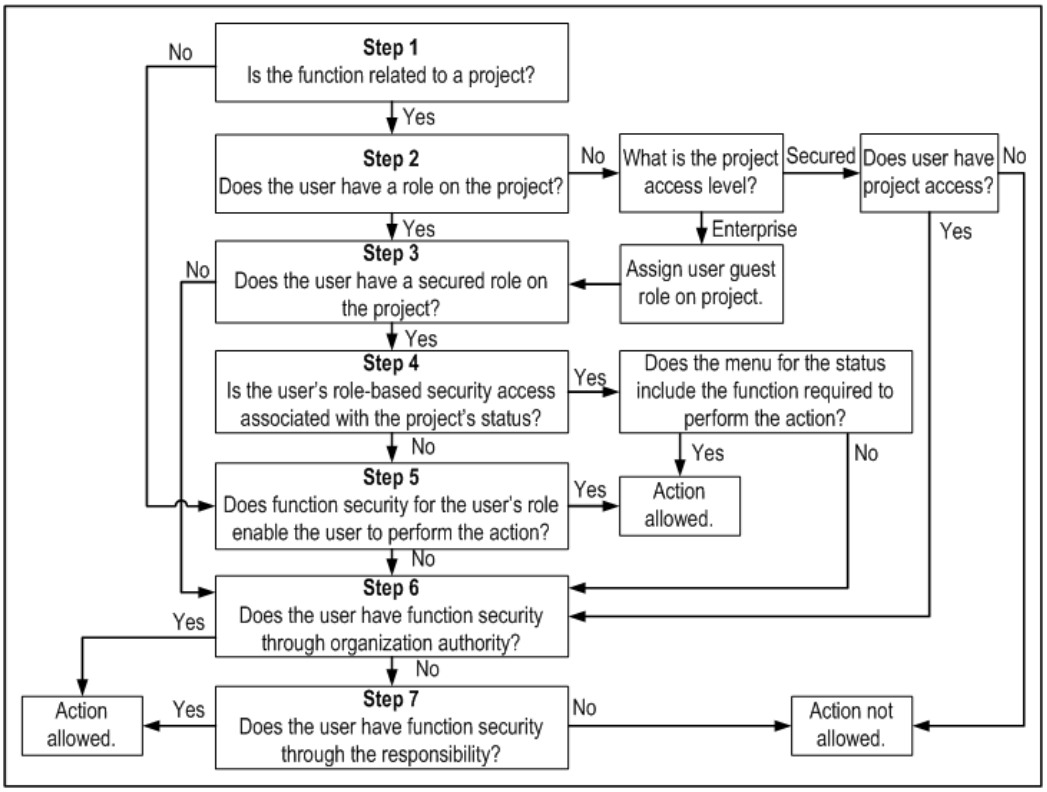
To access multiple operating units without switching responsibilities, you need to define a security profile and assign it to MO: Security Profile profile option.This security profile is defined at the responsibility level.

For more information about providing multiple organization access, see Providing Multiple Organization Access., page 12-3

Demonstrating a Security Check

Oracle Projects calls a security check process when a user attempts to perform an action. This process searches for the appropriate permissions to allow the user to perform the requested action.

Security Check Example



As shown in the figure Security Check Example, page 12-11, the logic of the security check process is as follows:

1. When a user attempts to perform a function in Oracle Projects, the system starts by checking to see if the function is related to a project.
   - If the function **is related** to a project, the system moves to Step 2.
   - If the function **is not related** to a project, the system moves to Step 5.
2. If the function is related to a project, the system checks whether the user has a role on the project.
   - If the user **has** a role on the project, the system moves to Step 3.
   - If the user **does not have** a role on the project, the system checks the access level of the project.
     - If the project's access level is set to **Enterprise**, the user is given the predefined secured guest role on the project and the system moves to Step 3.

- If the project's access level is set to **Secured**, the system checks whether the user has organization authority over the organization to which the project belongs or cross-project access at the responsibility level.

  If the user **has** access to the secured project the system moves to Step 6.

  If the user **does not have** access to the secured project the user cannot perform the action.

3. If the user has a role on the project, the system checks whether the user has a secured role on the project. A secured role is a role that is associated with a function security menu.
   - If the user **has** a secured role on the project, the system moves to Step 4
   - If the user **does not have** a secured role on the project, the system moves to Step 6.

4. If the user has a secured role on the project, the system checks whether or not the user's role-based security access is associated with project status.
   - If the user's role-based security **is associated** with the project status, the system determines whether the security menu associated with the current project status includes the function required to perform the action.
     - If the menu **includes** the function required to perform the requested action, the user can perform the action.
     - If the menu **does not include** the function required to perform the action, the system moves to step 6.
   - If the user's role based security **is not associated** with the project status, the system moves to step 5.

5. The system checks whether the function security provided by the user's role enables the user to perform the action.
   - If the user's role-based function security menu **includes the function** required to perform the requested action, the user can perform the action.
   - If the user's role-based function security menu **does not include** the function required to perform the action, the system moves to step 6.

6. The system checks whether the user has appropriate function security through organization authority to perform the action.
   - If the user **has** appropriate function security, the user can perform the action.

- If the user **does not have** appropriate function security, the system moves to step 7.

7. The system checks whether the user has appropriate function security through the user's assigned responsibility.
   - If the user **has** appropriate function security, the user can perform the action.
   - If the user **does not have** the appropriate function security, the user cannot perform the action.

     Note: Issue management, change management, project status report functionality, and other Oracle Projects features can provide users temporary access to certain functions that overrides the rules of the security check.

Public APIs

Oracle Projects provides public APIs that enable you to define rules to control the update of data which is imported to Oracle Projects from an external system. For information on this topic, see: API Controls, *Oracle Projects Implementation Guide*.

13

Global Project Support

This chapter discusses functionality within Oracle Projects supporting operation of global enterprise, including support for multiple organizations, multiple currencies, and multiple languages.

This chapter covers the following topics:

- Providing Data Access Across Business Groups
- Defining Global Security Profiles
- Multi-Currency Support
- Converting Multiple Currencies
- Currency Models in Oracle Projects
- Reporting Currencies
- Multilingual Support

Providing Data Access Across Business Groups

Global enterprises have resources and projects that are located, managed, and accounted for in different business groups or different countries. To meet the needs of these enterprises, Oracle Projects provides the following functionality:

- Globally located resources can charge their time and expenses to projects that are owned outside their respective business groups.
- Resources can manage and administer projects located in different business groups.
- Oracle Projects produces appropriate accounting entries, intercompany invoices, and management reports even if the resource organization and project owning organization have different accounting calendars and job definitions.

This functionality is provided through the use of global organization hierarchies, global jobs, and cross charge functionality.

This section covers the following topics:

- Organization Hierarchies Overview, page 13-2
- Jobs Overview, page 13-2
- Business Group Access, page 13-3
- Using Global Organization Hierarchies, page 13-7
- Job Groups and Global Jobs, page 13-9

Related Topics

Organizations, page 2-1

Processing Flow for Cross Charge, *Oracle Project Costing User Guide*

Setting Up for Cross Charge Processing: Borrowed and Lent, *Oracle Projects Implementation Guide*

Setting Up for Cross Charge Processing: Intercompany Billing, *Oracle Projects Implementation Guide*

Shared Setup Details for Cross Charge Processing, *Oracle Projects Implementation Guide*

Organization Hierarchies Overview

Oracle Projects uses organization hierarchies to control project ownership, resources, and burden schedules. You control which organizations in an operating unit can own projects and tasks by associating the operating unit with a Project/Task Owning Organization Hierarchy. You define which organizations can charge expenditures to projects in an operating unit by associating the operating unit with an Expenditure Organization Hierarchy. A project can use different burden schedules for any organization belonging to the Project Burdening Hierarchy.

Global organization hierarchies are hierarchies that contain organizations from multiple business groups. By using global hierarchies, operating units can broaden their project resources beyond their own business group, using resources from other business groups to own or perform project tasks.

Related Topics

Defining Organization Hierarchies, page 2-12

Jobs Overview

Oracle Projects uses jobs:

- to determine bill rates and transfer prices

- to describe customer invoice lines
- to budget and summarize project costs by resources

Organizations within your enterprise are not required to use the same job definitions. You can define job groups for specific purposes and define unique jobs for each group. You can then map a job from one group to a job in another group. For example, the job titles you need for your European operating units may be different from the job titles you need for your U.S. operating units. For global projects you can define a global job set and map your European and U.S. jobs to the appropriate global jobs. These global jobs can then be used by your global projects to provide accurate and consistent billing and reporting.

Cross Charge Functionality

Oracle Projects uses cross charge functionality to generate the appropriate accounting entries, and intercompany invoices when applicable, when the resource organization in a transaction is different from the project owning organization. For detailed information about cross charge functionality, see Overview of Cross Charge, *Oracle Project Costing User Guide*.

Related Topics

Resources, page 3-1

Business Group Access

Your site's HR Business Group Access Mode determines which organizations can belong to organization hierarchies and which jobs can be included in the job groups that are used by your operating units. Oracle HRMS provides the following two access modes:

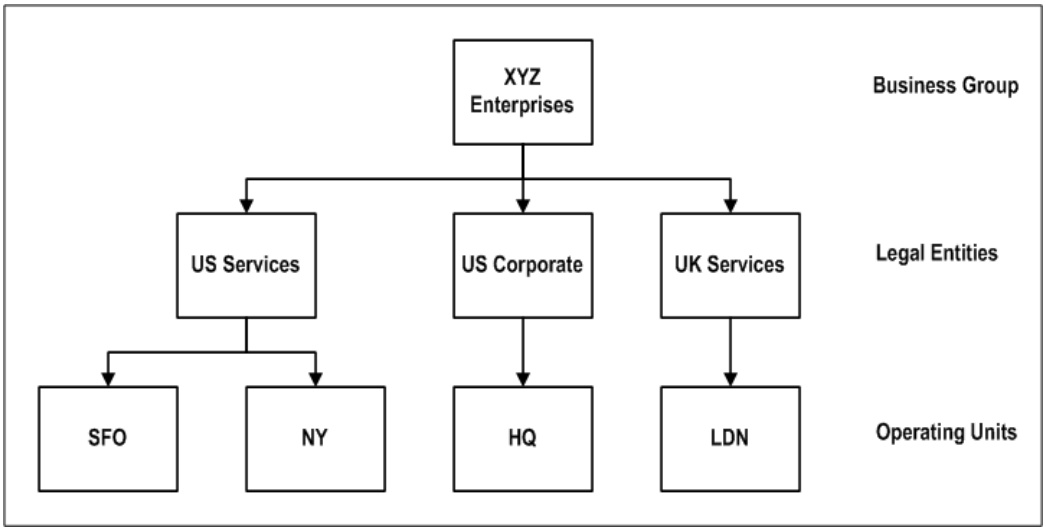
- Single Business Group Access (SBGA)
- Cross Business Group Access (CBGA)

Single Business Group Access Mode

In Single Business Group Access mode, one business group encompasses all of the organizations of your company worldwide.

The following illustration shows an example of single business group access mode.

Single Business Group Access Mode



In this mode:

- Organization hierarchies are business group specific and can contain only organizations within the business group.
- Jobs used for bill rate calculations, invoice formats, and resource lists are limited to jobs in job groups within the business group.
- Employees can cross charge only to projects within their business group.

Single Business Group Access Usage and Setup

Using Single Business Group Access, you log in using a user name and password. You then select a responsibility. Your user name and responsibility are linked to a business group. You can only access records for this business group. Who you can access is restricted by a security profile. Your permission to perform functions is limited by the menus assigned to your responsibility.

When using Single Business Group Access, note the following items:

- You link one responsibility to one business group.
- You cannot enable more than one business group for a responsibility.
- You must define a separate responsibility for each business group.
- Each responsibility must be assigned to one, and only one, security profile. Note that security profiles limit access to organizations within a business group.
- The HR: Security Profile option is used to assign a security profile to a

responsibility.

- A view all security profile is automatically created for each business group. Additional security profiles are only required if you need more granular security within a business group.

- Organization hierarchies defined in a business group can only contain organizations owned by that business group.

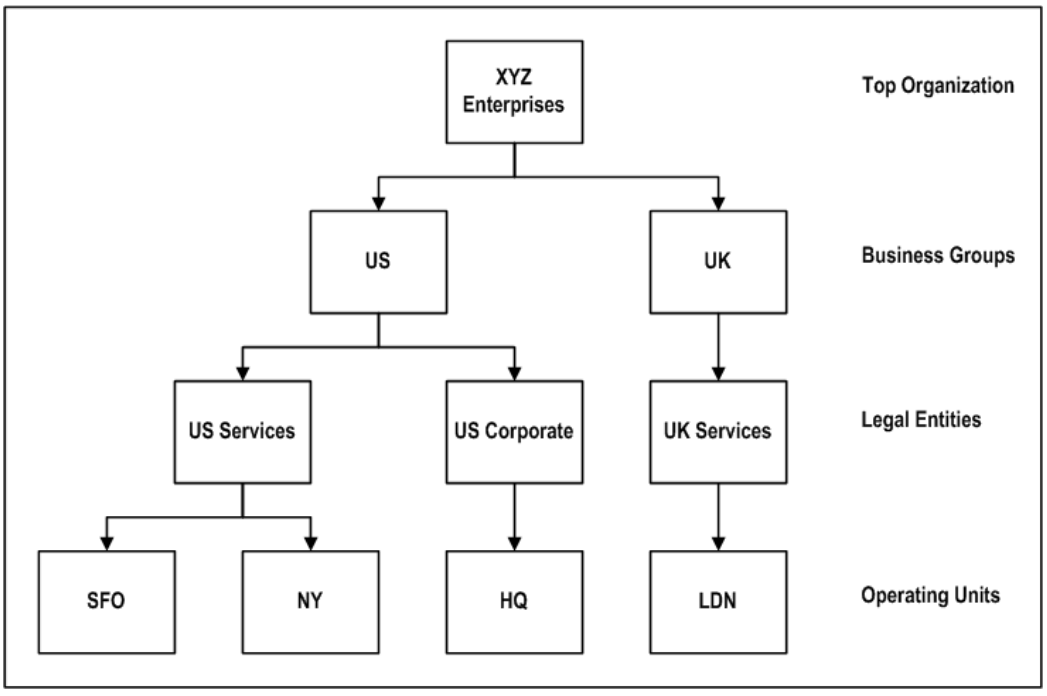
For detailed instructions on enabling HR Single Business Group Access, see *Customizing, Reporting and System Administration in Oracle HRMS*: Setting Up Standard HRMS Security.

Cross Business Group Access Mode

Use Cross Business Group Access mode when your enterprise uses more than one business group to segregate employees and organizations and you wish to allow resources to charge to projects outside their own business group.

The following illustration shows an example of cross business group access mode.

Cross Business Group Access Mode



In this mode:

- Organization hierarchies can contain organizations from any business group.

- Jobs used for bill rate calculations, invoice formats, and resource lists can be in any

job group, without business group restrictions.

- Employees can charge to any project in any business group within your enterprise.

HR Security Components

To understand the setup and use of business group access modes, you must understand the following HR security components.

- Responsibilities: The responsibility is your primary means of defining security. Business groups and menu structures are linked to a responsibility.

- Menu Structures: Using menu structures, you can limit the functions a user can access.

- Security Profiles: Using security profiles, you can limit access to certain organizations or organization levels within a business group.

Cross Business Group Access Usage and Setup

You will benefit from using Cross Business Group Access if you have multiple business groups set up in a single database installation and you want one responsibility to be enabled for more than one business group. Using this mode, you still log in using a user name and password and select a responsibility. Your ability to perform functions is still limited by the menus assigned to your responsibility. Who you can access is still restricted by a security profile.

However, global organization hierarchies and global security profiles are not restricted to one business group. Global organization hierarchies can contain organizations from any business group. Global security profiles are created by using a global organization hierarchy to define the profile. The Assign Security Profile window is used to link the global security profile to a responsibility. Employees assigned to the global organization hierarchy are then accessible to holders of that responsibility.

When using Cross Business Group Access, note the following items:

- You can enable more than one business group for a single responsibility.

- You do not have to define a separate responsibility for each business group.

- When you enable Cross Business Group Access, the system automatically creates a default global security profile that allows full access. To restrict user access, you must define additional security profiles.

- You can define global organization hierarchies and global security profiles.

- You use the Assign Security Profile window to assign security profiles to responsibilities.

- The HR: Security Profile option is not used. If it is defined, it is ignored by the system.

For detailed instructions on enabling HR Cross Business Group Access, see *Customizing, Reporting and System Administration in Oracle HRMS*: Setting Up Cross Business Group Responsibility Security.

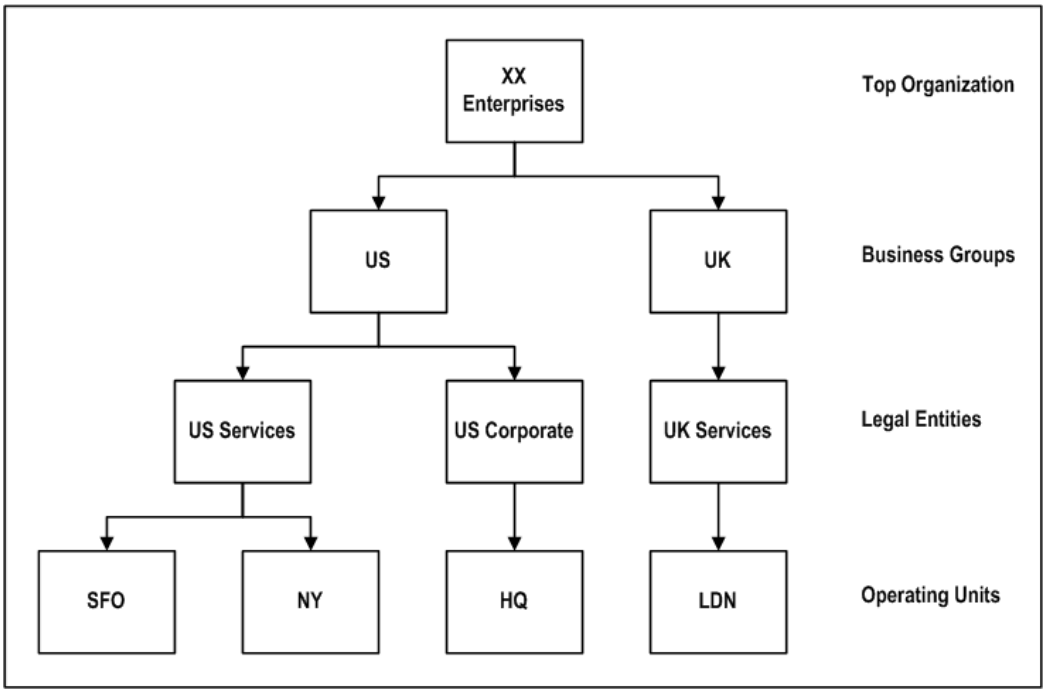
> **Important:** Multiple Organization Access Control and Cross Business Group Access operate independently of each other and can be used simultaneously. Entities such as resource lists or resource breakdown structures that use business groups derive the business group from the HR: Business Group profile. Multiple Organization Access Control enables users to enter expenditure batches in several operating units without switching responsibilities.

Using Global Organization Hierarchies

If you have enabled HR Cross Business Group Access, you can define global organization hierarchies in Oracle Projects. A global organization hierarchy is a hierarchy that contains organizations from more than one business group. Global hierarchies can be used to define global security profiles to allow a responsibility access to organizations and employees across business group boundaries.

The following illustration shows an example of a global organization hierarchy.

Example Global Organization Hierarchy



In order for employees of U.K. Services to charge expenditures to projects owned by any of the U.S. operating units, a global hierarchy must be defined. The hierarchy will also allow the U.K. Services operating unit to own projects and tasks that are defined in the U.S. operating units.

Global Security Profile

Once you define the global hierarchy, you can use it to create a global security profile. Global security profiles are security profiles that are not associated with a business group. Users can view all organizations and all employees defined by the organization hierarchy assigned to the profile. See: Defining Global Security Profiles, page 13-12.

Assigning Global Hierarchies to Operating Units

After you define one or more global hierarchies and global security profiles, you can assign global hierarchies to each operating unit that will use global resources. This is done in the Organization Classifications region of the *Organizations* window.

Global hierarchies can be used as follows:

- To expand an operating unit's default organization reporting parameter, assign a global hierarchy to the operating unit's Default Reporting Hierarchy.
- To expand the project and task organization list of values during project setup, assign a global hierarchy to the operating unit's Project/Task Owning Hierarchy.

- To expand which person or expenditure organization can charge expenditures in an operating unit, assign a global hierarchy to the operating unit's Expenditure Organization Hierarchy.

  Note: If you use a global hierarchy for expenditures, persons, and/or non-labor resources, you must have an appropriate cost rate assigned in each operating unit used by those resources to enter their expenditures.

For more information about assigning organization hierarchies, see Organizations, page 2-1.

Job Groups and Global Jobs

When jobs are defined they are assigned to a job group. Multiple job groups can be defined for various purposes. For example, HRMS jobs are defined to reflect HR characteristics and may be different from project jobs. Therefore, you can define an HR job group and a Projects job group. Also, job titles used in one country may not be appropriate in another. Therefore, you can define job groups to be used by your foreign operating units that contain job titles that are common in their countries.

An operating unit that manages global projects and uses resources located in multiple countries can define a global job group. The operating unit then maps jobs used by its resource-providing operating units to jobs in the global job group. This allows the global project to use the same job definitions for all resources rather than unique jobs that are defined by the resource-owning operating units. These common, or global, jobs ease the maintenance of billing rates and simplify resource reporting.

In order to map jobs from one job group to another, a master job group must be defined. Master job groups are intermediate groupings only and cannot be used for other functional purposes. In Single Business Group Access mode, you can have one master job group for each business group and you can map jobs only within the same business group. In Cross Business Group Access mode, there is only one master job group, and you can map jobs across business groups.

The following table shows sample job groups for a global enterprise with operating units in the U.S. and Europe:

Job Group	Jobs
US Project Job Group	Manager
	Staff Consultant
	Senior Consultant
	Design Engineer
	Electrical Engineer
	Construction Worker
European Job Group	Chef de Projet
	Ingenieur Formateur
	Architecte
	Ouvrier
Global Job Group	Project Manager
	Consultant
	Architect
	Laborer
Master Job Group	Master Project Manager
	Master Consultant
	Master Architect
	Master Laborer

Mapping a job from one job group to a job in another job group is a two-step process. You must first map the job to a job in the master job group. Then you map the master job to the appropriate job in the second job group.

For example, the following tables show the mappings that are required to map the U.S. and European jobs from their respective job groups to global jobs in the global job set.

The following table shows the job mappings from the US Project job group to the Master job group:

Job in US Project Job Group:	Mapped to Job in Master Job Group:
Manager	Master Project Manager
Staff Consultant	Master Consultant
Senior Consultant	Master Consultant
Design Engineer	Master Architect
Electrical Engineer	Master Architect
Construction Worker	Master Laborer

The following table shows the job mappings from the European job group to the Master job group:

Job in European Job Group:	Mapped to Job in Master Job Group:
Chef de Projet	Master Project Manager
Engenieur Formateur	Master Consultant
Architecte	Master Architect
Ouvrier	Master Laborer

The following table shows the job mappings from the Master job group to the Global job group:

Job in Master Job Group:	Mapped to Job in Global Job Group:
Master Project Manager	Project Manager
Master Consultant	Consultant
Master Architect	Architect
Master Laborer	Laborer

Note the following job mapping rules:

- Jobs that are not master jobs can be mapped to one and only one master job.
- Multiple jobs, in and across job groups, can be mapped to the same master job.
- Master Jobs can be mapped to only one job in each job group.
- Multiple master jobs can be mapped to the same job.

Related Topics

Job Groups, *Oracle Projects Implementation Guide*

Jobs, *Oracle Projects Implementation Guide*

Job Mapping, *Oracle Projects Implementation Guide*

Using Job Groups in Oracle Projects

You can use job groups in Oracle Projects to specify:

- Jobs to be used for billing purposes (see Project Types, *Oracle Projects Implementation Guide*)
- Jobs to be used for defining job-based bill rate schedules (see Defining Bill Rate Schedules, *Oracle Projects Implementation Guide*)
- Job titles used for describing customer invoice lines (see Invoice Formats, *Oracle Projects Implementation Guide*)
- Jobs available in resource lists (see Resources and Resource Lists and Defining Resource Lists, *Oracle Projects Implementation Guide*)

Defining Global Security Profiles

To define global security profiles

1. Navigate to the Global Security Profile window.

   Setup > Human Resources > Global Security Profiles

2. Enter a name for the security profile.
3. In the Organization Security region, deselect the View All Organizations check box.
4. Enter the name of the global hierarchy in the Organization Hierarchy field.
5. To allow access to all organizations in the hierarchy, including the top organization, check the Include Top Organization check box.

After you define the security profile, you must associate it with each appropriate user responsibility. Any user that requires global access must use a responsibility that has a global security profile assigned to it.

For more information about defining and assigning security profiles, see *Customizing, Reporting, and System Administration in Oracle HRMS*: Security.

Multi-Currency Support

In a multinational business environment, employees from locations across the world can report to one operating unit. An operating unit can own projects that are managed and implemented from remote sites. Companies need to do business in multiple currencies. Following are some of the requirements companies have for processing in multiple currencies:

- Project managers need to report project costs and revenues in the currencies of the countries where work is performed.
- Agreements, bill rates, and events may need to be set up in the local currency.
- Invoices need to be issued in the currency required by the suppler.

To enable the flexibility and complexity required for multi-currency processing, Oracle Projects provides multi-currency capability.

This section covers the following topics:

- When Currency Amounts Are Calculated, page 13-13
- Converting Multiple Currencies, page 13-15
- Currency Models in Oracle Projects, page 13-20

When Currency Amounts Are Calculated

The following table shows when currency conversion occurs for multi-currency transactions.

Type of Transaction	When Currency Conversion Occurs
Pre-approved expenditure entry	During cost distribution in Oracle Projects
Transactions imported from Oracle Time and Labor	During cost distribution in Oracle Projects

Type of Transaction	When Currency Conversion Occurs
Transactions imported from Oracle Payables	During Transaction Import
Material costs imported from Oracle Manufacturing	During Transaction Import
Costing transactions imported from external systems: uncosted	During cost distribution in Oracle Projects
Costing transactions imported from external systems: costed and unaccounted	During cost distribution in Oracle Projects
Costing transactions imported from external systems: costed and accounted	During Transaction Import
Funding	When funding lines are saved
Revenue	During revenue generation
Customer invoices	During invoice generation

Cross Charge Transactions

The following table shows when currency conversion takes place for cross charge transactions.

Type of Transaction	When Currency Conversion Occurs
Borrowed and lent method	Transfer price converted to project currency and project functional currency during Distribute Borrowed and Lent Amounts process
Intercompany billing method	Transfer price is converted to project currency and project functional currency during Generate Intercompany Invoices process

The currency attributes used to convert the transfer price vary depending on the amount type of the transfer price on the project transaction:

- If the amount type of the transfer price is Revenue, then the billing currency attributes are used to derive the transfer price.

- If the amount type of the transfer price is Cost, then the cost currency attributes are used to derive the transfer price.

Converting Multiple Currencies

When you enter transactions in a currency that is different from functional currency or project currency, Oracle Projects must convert the transaction amount to the functional and project currencies.

Transaction amounts are stored in the following currencies:

- **Transaction Currency:** The currency in which a project transaction occurs
- **Expenditure Functional Currency:** The functional currency of the expenditure operating unit
- **Project Functional Currency:** The functional currency of the operating unit that owns the project
- **Project Currency:** The user-defined project currency

This section describes how Oracle Projects determines the default conversion attributes it displays during expenditure entry.

Determining Currency Conversion Attributes for Entered Transactions

To convert transaction currencies to functional and project currencies, Oracle Projects must first determine the exchange rate type and exchange rate date.

> **Note:** The logic described for determining default values applies to all project transactions. The project functional currencies are the same, then the expenditure functional conversion attributes are used as the project functional values.

Case 1: Project Functional Currency, Expenditure Functional Currency, and Project Currency Are the Same, but Differ from the Transaction Currency, page 13-16

Case 2: Project Functional Currency and Expenditure Functional Currency Are the Same, but Differ from the Project Currency and Transaction Currency, page 13-17

Case 3: Project Currency and Expenditure Functional Currency Are the Same, but Differ from the Project Functional Currency and Transaction Currency, page 13-18

Case 4: Project Functional Currency and Project Currency Are the Same, but Differ from the Expenditure Functional Currency and Transaction Currency, page 13-19

Case 5: All Currencies Are Different, page 13-19

Case 1: Project Functional Currency, Expenditure Functional Currency, and Project Currency Are the Same, but Differ from the Transaction Currency

The following logic is used to determine the currency conversion rate type and rate date used in converting the transaction amounts from the transaction currency:

First, the functional currency attributes are determined as follows:

1. If you enter the conversion attribute, that attribute is used for the conversion.
2. By default, the system displays the attribute entered for the task to which the transaction is charged. If you do not override the attribute, the default attribute is used.
3. If no attribute has been entered for the task to which the transaction is charged, the default attribute displayed by the system is the attribute entered at the project level.
4. If there are no defaults entered at the project or task level, the default attribute is the attribute entered in the implementation options for the expenditure operating unit.

These attributes are used to obtain a conversion rate, which is used to convert the transaction currency amount to the project functional currency.

The project functional currency amount is then copied to the expenditure functional currency amount and to the project currency amount.

This logic is summarized in the following table.

Project Functional Currency	Expenditure Functional Currency and Project Currency
The following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Default value from the expenditure operating unit's implementation options	The project functional currency attributes are used.

You can override functional currency attributes. You cannot directly override project currency attributes. However, if you change the functional currency attributes, the changes are copied to the expenditure functional currency attributes and project currency attributes.

Same, but Differ from the Project Currency and Transaction Currency

If the functional currency of the operating unit that incurred the cost is the same as the functional currency of the operating unit to which the cost is charged, but the project currency is different, the following logic is used to determine the rate type and rate date used to convert the transaction amounts from the transaction currency:

The project functional currency attributes are determined as follows:

1. If you enter the conversion attribute, that attribute is used for the conversion.
2. By default, the system displays the attribute entered for the task to which the transaction is charged. If you do not override the attribute, the default attribute is used.
3. If no attribute has been entered for the task to which the transaction is charged, the default attribute displayed by the system is the attribute entered at the project level.
4. If no defaults are entered at the project or task level, the default attribute is the attribute entered in the implementation options for the expenditure operating unit.

The attributes are used to obtain a conversion rate, which is used to convert the transaction currency amount to the project functional currency.

The project functional currency amount is then copied to the expenditure functional currency amount.

The project currency attributes are determined as follows:

1. If you enter the conversion attribute, that attribute is used for the conversion.
2. By default, the system displays the attribute entered for the task to which the transaction is charged. If you do not enter the attribute, the default attribute is used.
3. If no attribute has been entered for the task to which the transaction is charged, the attribute entered for the project is used for the conversion.
4. If there are no defaults entered at the project or task level, the default attribute is the attribute entered in the implementation options for the project operating unit.

The attributes are used to obtain a conversion rate, which is used to convert the transaction currency amount to the project currency.

This logic is summarized in the following table.

Project Functional Currency (and Expenditure Functional Currency)	Project Currency
The following hierarchy is used: 1. User-entered value 2. Default value from the expenditure operating unit's implementation options	The following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Default value from the project operating unit's implementation options

You can override both functional and project currency attributes. You cannot directly override the expenditure functional attributes. However, if you change the project functional currency attributes, the changes are copied to the expenditure functional currency values.

Case 3: Project Currency and Expenditure Functional Currency Are the Same, but Differ from the Project Functional Currency and Transaction Currency

In this scenario, the functional currency of the operating unit that incurred the cost is the same as the project currency, but different from the functional currency of the operating unit to which the cost is charged. The following table summarizes the logic that is used to determine the rate type and rate date used to convert the transaction amounts from the transaction currency.

Project Functional Currency	Expenditure Currency (and Project Currency)
The following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Exchange rate date: default value from the expenditure operating unit's implementation options 5. Exchange rate type: default value from the project operating unit's implementation options	The following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Default value from the expenditure operating unit's implementation options

You can override both the project functional currency attributes and the expenditure functional currency attributes. You cannot directly override the project currency attributes. However, if you change the expenditure functional currency attributes, the changes are copied to the project currency values.

Case 4: Project Functional Currency and Project Currency Are the Same, but Differ from the Expenditure Functional Currency and Transaction Currency

In this scenario, the functional currency of the operating unit to which the cost is charged is the same as the project currency, but different from the functional currency of the operating unit that incurred the cost. The following table summarizes the logic that is used to determine the rate date and rate type used to convert the transaction amounts from the transaction currency.

Project Functional Currency (and Project Currency)	Expenditure Functional Currency
The following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Exchange rate date: default value from the expenditure operating unit's implementation options 5. Exchange rate type: default value from the project operating unit's implementation options	The following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Default value from the expenditure operating unit's implementation options

You can override both the project functional currency attributes and the expenditure functional currency attributes. You cannot directly override the project currency attributes. However, if you change the project functional currency attributes, the changes are copied to the project currency values.

Case 5: All Currencies Are Different

In this scenario, the project functional currency, expenditure functional currency, project currency, and transaction currency are all different. The following table summarizes the logic that is used to determine the rate date and rate type used to convert the transaction amounts from the transaction currency.

Project Functional Currency	Expenditure Functional Currency	Project Currency
Following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Exchange rate date: default value from the expenditure operating unit's implementation options 5. Exchange rate type: default value from the project operating unit's implementation options	Following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Default value from the expenditure operating unit's implementation options	Following hierarchy is used: 1. User-entered value 2. Default value from the lowest task 3. Default value from the project 4. Default value from the project operating unit's implementation options

You can override the project functional currency attributes, the expenditure functional currency attributes, and the project functional currency attributes.

Currency Models in Oracle Projects

Oracle Projects uses the following models when converting currency from one denomination to another:

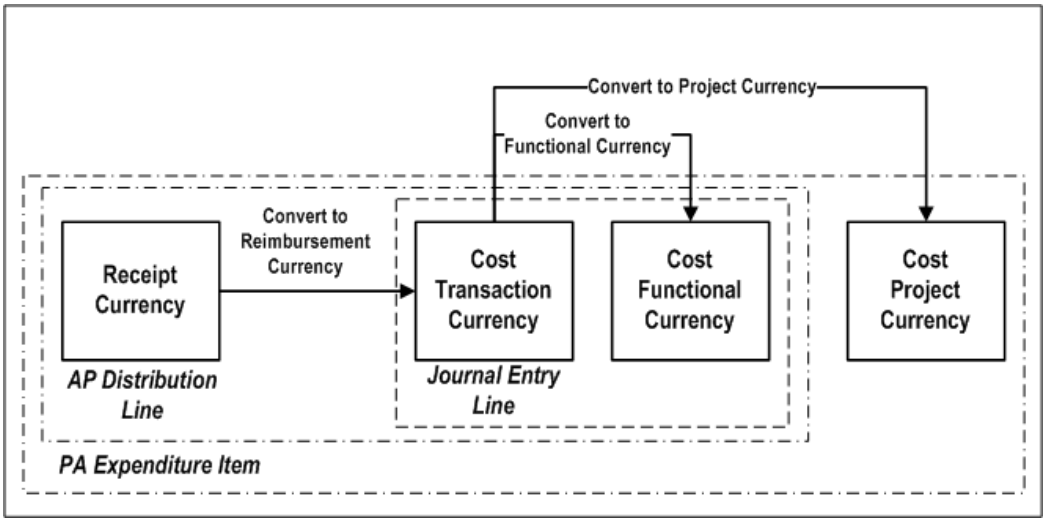
- Cost Transaction Currency Model, page 13-20
- Customer Billing Invoice Currency Model, page 13-22
- Intercompany Billing Invoice Currency Model, page 13-24

Cost Transaction Currency Model

The illustration Cost Transaction Currency Model, page 13-21 shows how Oracle Projects performs three levels of currency conversion to support financial accounting and project management requirements for cost transactions:

- Reimbursement currency conversion
- Functional currency conversion
- Project currency conversion

Cost Transaction Currency Model



Reimbursement Currency Conversion

The purpose of reimbursement currency conversion is to convert expense report items that were entered using receipts in multiple currencies to a single reimbursement currency. These reimbursement currency amounts serve as the basis for expense report reimbursement Additionally, they serve as the expense report transaction currency amounts, which will be the basis for all other subsequent currency conversions.

If the receipt currency for an expense item is different from the reimbursement currency, you must either specify a receipt currency exchange rate value if you want Oracle Projects to perform the conversion, or enter the reimbursement amount directly. For more information, see Entering Expenditures, *Oracle Project Costing User Guide*.

Functional and Project Currency Conversion

The purpose of *functional currency* conversion is to convert transaction amounts that were entered using multiple transaction currencies to the functional currency of the expenditure-owning operating unit. The purpose of *project currency* conversion is to convert transaction amounts that were entered using multiple transaction currencies to the project currency.

When performing functional and project currency conversions for expenditure items, Oracle Projects first looks for functional currency and project currency exchange rate attributes and exchange rate values entered at the transaction level. If you do not enter exchange rate attributes or exchange rate values at the transaction level, Oracle Projects uses the default exchange rate attribute settings at the task, project, and operating unit levels to determine both the functional and project currency exchange rates.

If there is no attribute setting at a particular level, Oracle Projects looks to the next level. If no attributes are specified at the transaction, task, or project level, Oracle Projects uses

the default settings specified for the operating unit in Currency Implementation Options. For more information, see Converting Multiple Currencies, page 13-15.

Currency Amounts Stored on Cost Transactions

In the following table, an *X* denotes the currency amounts that are stored on a particular Oracle Applications entity:

Entity	Receipt Currency Amount	Cost Transaction or Reimbursement Currency Amount	Cost Functional Amount	Cost Project Amount
AP Distribution Line	X	X	X	
Journal Entry Line		X	X	
PA Expenditure Item	X	X	X	X

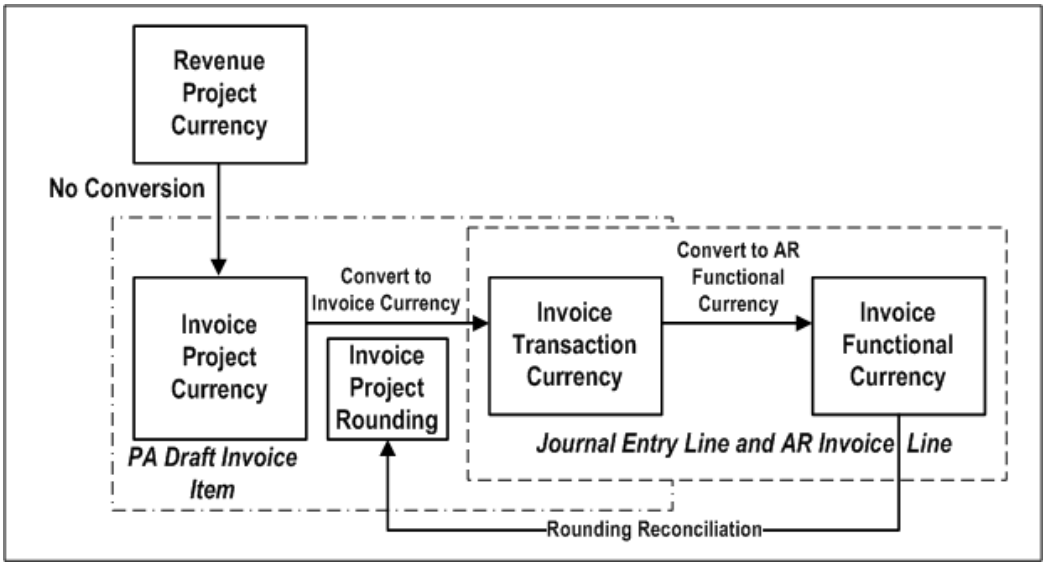
Customer Billing Invoice Currency Model

The illustration Customer Billing Invoice Currency Model, page 13-23 shows how Oracle Projects performs two levels of currency conversion to support financial accounting and project management requirements for customer billing:

- Invoice currency conversion
- Receivables functional currency conversion

In addition, Oracle Projects performs an invoice *rounding reconciliation* process to ensure that converted invoice values remain in agreement throughout the currency conversion process.

Customer Billing Invoice Currency Model



Invoice Currency Conversion

The purpose of *invoice currency* conversion is to convert invoice amounts from the project currency to an invoice currency using the attributes specified for a customer in the Project Customers window. These attributes may be changed for a specific generated invoice in the Invoice Summary window.

The Generate Draft Invoices process automatically generates invoices using the project currency, then converts them to the currency attributes specified for a customer. If you want to change the attributes of an invoice after it is generated, you must manually initiate the process to recalculate the invoice. When you initiate the recalculation process, you specify, at the invoice level, the currency attributes in the Invoice Summary window.

Receivables Functional Currency Conversion

The purpose of *receivables functional currency* conversion is to convert released invoice currency amounts from the invoice currency, which is the currency amount that is interfaced to Oracle Receivables, to the functional currency. This conversion is required for financial accounting purposes.

Rounding Reconciliation

When currencies are converted, it is necessary to round currency amounts to the nearest currency unit. For example, when an invoice amount is converted from currency A to currency B and rounded to the nearest unit, and then is converted back to currency A, a rounding difference can occur. The rounding that can occur in conversion can result in different amounts being generated for the same invoice in the same currency.

Oracle Projects handles this situation by determining if rounding will occur later (when the invoice currency amounts are converted to the functional currency in Oracle Receivables). If Oracle Projects determines that rounding will occur during currency conversion, Oracle Projects creates rounding entries at the invoice line level to offset the effects of the currency conversion.

When it interfaces the invoices, Oracle Projects passes the generated rounding entries to Oracle Receivables. When Oracle Receivables creates accounting in Oracle Subledger Accounting for the invoices, it includes both the invoice amounts and the rounding entries. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger. For more information, see: Invoice Rounding, *Oracle Projects Implementation Guide*.

Currency Amounts Stored on Customer Billing Transactions

In the following table, an *X* denotes the currency amounts that are stored on a particular Oracle Applications entity:

Entity	Invoice Project Currency	Invoice Transaction Currency	Invoice Functional Currency
PA Draft Invoice Item	X	X	
AR Invoice Lines		X	X
Journal Entry Line		X	X

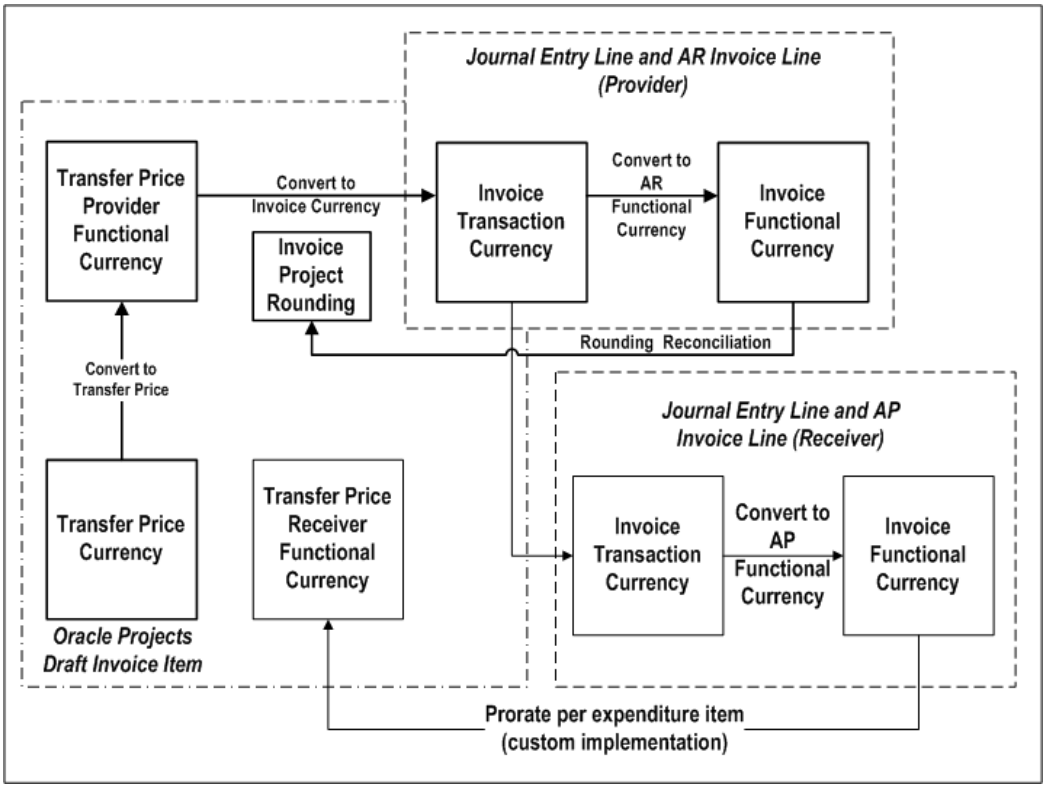
Intercompany Billing Invoice Currency Model

The illustration Intercompany Billing Invoice Currency Model, page 13-25 shows how Oracle Projects performs four levels of currency conversion to support financial accounting and project management requirements for intercompany billing:

- Transfer price currency conversion
- Intercompany invoice currency conversion
- Receivables functional currency conversion
- Payables functional currency conversion

In addition, Oracle Projects performs an invoice *rounding reconciliation* process to ensure that converted invoice values remain in agreement throughout the currency conversion process, and a prorate process.

Intercompany Billing Invoice Currency Model



Transfer Price Currency Conversion

The purpose of *transfer price currency* conversion is to convert cross charge transactions from the transfer price currency to the functional currency of the provider operating unit. Transfer price currency is determined by the transfer price basis, which is defined in the Transfer Price Rules window.

- For a basis of raw or burdened cost, the transfer price currency is the transaction currency of the cross charged transaction.
- For a basis of revenue, the transfer price currency is the functional currency of the ledger for the receiver operating unit.
- When a bill rate schedule is used, the transfer price is the standard bill rate schedule currency.

Oracle Projects automatically converts transfer price amounts to the functional currency of the provider operating unit using the transfer price currency conversion attributes defined in Cross Charge Implementation options for the operating unit. The functional currency of the provider operating unit determines the project currency, which is the default currency used to generate invoices for a project.

For more information on transfer pricing, see: Transfer Pricing, *Oracle Project Costing User Guide*. For information on defining transfer price currency conversion attributes, see: Define Cross Charge Implementation Options, *Oracle Projects Implementation Guide*.

Intercompany Invoice Currency Conversion

The Generate Intercompany Invoices process automatically generates intercompany invoices using the project currency of the provider. The purpose of *intercompany invoice currency* conversion is to convert intercompany invoices to the currency attributes specified for the receiving operating unit in the intercompany project customer setup form. If you want to change the attributes of an invoice after it is generated, you must manually initiate the process to recalculate the invoice, and specify the invoice level currency attributes in the Invoice Summary window.

Receivables Functional Currency Conversion

The purpose of *receivables functional currency* conversion is to convert released invoice currency amounts from the invoice currency, which is the currency amount that is interfaced to Oracle Receivables, to the functional currency. This conversion is required for financial accounting purposes.

Payables Functional Currency Conversion

The provider's receivables invoice currency is used to create the receiver's payables invoice currency amounts. Therefore, the purpose of the *payables functional currency* conversion is to convert the receiver's payables invoice amounts to the receiver's functional currency. The conversion is required for financial accounting purposes.

The invoice currency amount is converted to the functional currency based on the default payables currency conversion attributes defined in Oracle Payables for the receiver's operating unit.

Rounding Reconciliation

When currencies are converted, the resulting amount must be rounded to the nearest currency unit. For example, when an invoice amount is converted from currency A to currency B and rounded to the nearest unit, and then is converted back to currency A, a rounding difference can occur. The rounding that can occur in conversion can result in different amounts being generated for the same invoice in the same currency.

Oracle Projects handles this situation by determining if rounding will occur later (when the invoice currency amounts are converted to the functional currency in Oracle Receivables). If Oracle Projects determines that rounding will occur during currency conversion, then rounding entries are created at the invoice line level to offset the effects of the currency conversion. When Oracle Receivables generates accounting events for the invoices, it includes both the invoice amounts and the rounding entries. Oracle Subledger Accounting uses the accounting events to create the final accounting that it transfers to Oracle General Ledger.

For more information, see: Invoice Rounding, *Oracle Projects Implementation Guide*

Reporting Currencies

Each ledger is defined with a ledger currency that is the primary record-keeping currency used to record business transactions and accounting data within Oracle General Ledger. If you also need to maintain and report accounting records in one or more reporting currencies, then you can do this by defining one or more reporting currencies for the ledger. You can perform financial reporting in Oracle General Ledger using the ledger currency or a reporting currency.

Unlike secondary ledgers, reporting currencies only differ by currency from their source ledger. They share the same chart of accounts, accounting calendar and period type combination, subledger accounting method, and ledger processing options.

Typically, you use reporting currencies in the following scenarios:

- You operate in a country with an unstable currency and you need to concurrently report your business in a more stable currency.
- Your company is multinational, and you need to report financial information in a currency other than that of the transaction or your functional currency.
- You operate in a country that is part of the European Monetary Union (EMU), and you want to concurrently report in Euro.

To use reporting currencies, you must define reporting currencies for your ledger in the Accounting Setup Manager.

Oracle Projects generates accounting events that Oracle Subledger Accounting uses to create the final accounting that it transfers to Oracle General Ledger. For subledger-level reporting currencies, Oracle Subledger Accounting automatically performs the reporting currency conversion for the subledger journals.

> **Note:** The generate asset lines in Oracle Projects process calculates reporting currency amounts for the asset lines. For additional information, see: Generate Asset Lines, page 9-45.

> **Note:** If you allow users to make adjustments in Oracle Projects to expenditure items that represent receipts, receipt nonrecoverable tax, or exchange rate variances, then Oracle Projects does *not* perform accounting for adjustments in the following ledgers:
>
> - Reporting currency ledgers
> - Secondary ledgers if the secondary ledger currency differs from the primary ledger currency

The profile option *PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance* enables you to control whether users can adjust these expenditure items when exchange rate variance exists and you convert journals to another currency. For additional information, see: Profile Options, *Oracle Projects Implementation Guide*, and Restrictions to Supplier Cost Adjustments, *Oracle Project Costing User Guide*.

If you plan to use reporting currencies with Oracle Projects, see information about reporting currencies in the *Oracle Financials Implementation Guide*.

Multilingual Support

Oracle Applications supports MLS (Multiple Language Support) so you can run Oracle Applications in multiple languages from a single installation of the applications in one database instance.

For a detailed description of the MLS features available in Oracle Applications, see: *Oracle E-Business Suite Concepts* .

If you use MLS, you can define MLS-enabled entities in each of your installed languages by selecting Translations from the toolbar or menu. This enables you to enter a name and description in other languages. Then, when a user selects from a list of values, the entities appear on the list in the user's language.

The MLS-enabled entities in Oracle Projects are:

- PA_AMOUNT_TYPES_TL
- PA_CI_TYPES_TL
- PA_GANTT_BAR_STYLES_TL
- PA_GANTT_CONFIG_TL
- PA_GANTT_VIEWS_TL
- PA_PROJECTS_ERP_EXT_TL
- PA_PROJECT_ROLE_TYPES_TL
- PA_UTIL_CATEGORIES_TL
- PA_WORK_TYPES_TL

In addition, Oracle Projects enables MLS for all setups that are modeled as lookups. For more information, see Oracle Projects Lookups: *Oracle Projects Implementation Guide*.

MLS for Customer Invoices

You can enter the translated text in the customer's billing language for each invoice line. Oracle Receivables prints the translated text on the invoice when you print the invoice in the customer's billing language.

Every customer invoice generated in Oracle Projects will be linked to the language associated with the Bill Site of the invoice. (The Bill Site field for an invoice is specified for the customer in the Project Customer window, available from the Customers and Contacts option in the Projects window.) You specify the language of the site in the Customers window in Oracle Receivables. For more information, see: *Oracle Receivables Users Guide*.

The system generates invoice line descriptions in the base language. You must enter the translation for this description in the Translated Text field (in the Invoice Lines folder) in the Invoice Lines window. If you have update privileges for the project, you can enter the translated description any time before the invoice is interfaced to Oracle Receivables. You must enter the translation to print the invoice in a customer language that is different from the base language. If you do not enter the translation, the invoice line descriptions print in the base language even if you print the invoice in the customer's language.

For credit memo lines, Oracle Projects copies the translated text from the credited invoice lines. You can change this value subject to the restrictions on invoicing (above).

The translated text is interfaced to Oracle Receivables along with the rest of the invoice. Oracle Receivables uses the translated text and the translated customer name when printing invoices in the customer's language.

Autoaccounting and MLS

If you use lookup sets for any of the following parameters in your AutoAccounting rules, you must set up these lookup sets in the base language only:

- Revenue Category
- Project Organization
- Task Organization
- Task Service Type
- Expenditure Organization
- Non-Labor Resource Org.
- Event Organization
- Provider Operating Unit

- Receiver Operating Unit
- Provider Organization
- Receiver Organization
- Customer Name

Decentralized Invoice Processing and MLS

If you use decentralized processing for your invoices in Oracle Projects and Oracle Receivables, the system creates transaction types in the base language only. This affects your invoicing organizations when you run the PRC: Create Invoice Organization Transaction Types process. You can translate the name from the base language to other languages, as required, in Oracle Receivables.

14

Accounting Periods and Dates for Transaction Processing

This chapter describes how accounting dates and accounting periods are considered when transactions are processed in Oracle Projects. It also describes the reporting and accounting dates associated with each type of transaction, and how those dates are derived.

This chapter covers the following topics:

- Accounting Transactions
- Date Processing in Oracle Projects
- Financial Periods and Date Processing for Financial Accounting
- Setting Up Expenditure Item Date Accounting

Accounting Transactions

Each expenditure item's accounting transactions are held as cost distribution lines. Cost distribution lines are debit amounts. Oracle Projects creates lines for raw costs, burden costs, and/or total burdened costs (depending on your burdening setup). AutoAccounting determines the General Ledger accounts to which Oracle Projects charges transactions.

Oracle Projects uses the accounting from AutoAccounting when it generates accounting events for the cost distribution lines. The create accounting process creates draft or final accounting for the accounting events in Oracle Subledger Accounting. Oracle Projects predefines setup in Oracle Subledger Accounting so that the create accounting process accepts the accounts from Oracle Projects without change. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger.

If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

Accounting Transactions for Cost

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

Expenditure Type: Labor

The labor transactions are as follows:

Post labor costs to Oracle General Ledger:

Oracle Projects creates these entries when you distribute costs raw labor and total burdened costs, generate cost accounting events, and create accounting in Oracle Subledger Accounting. To post labor costs in Oracle General Ledger, when you run the process PRC: Create Accounting, you create accounting in final mode, and select *Yes* for the options *Transfer to General Ledger*, and *Post in General Ledger*.

Account	Debit	Credit
Raw Labor Costs	100.00	
Payroll Clearing		100.00
Total Debit (Project Inventory)	200.00	
Total Credit (Transfer Out)		200.00

Pay timecard

These entries are created by your payroll system.

Account	Debit	Credit
Payroll Clearing	100.00	
Cash		100.00

Expenditure Type: Usage

The usage entries are as follows:

Post usage costs in Oracle General Ledger

Oracle Projects creates these entries when you distribute, generate cost accounting events, and create accounting in Oracle Subledger Accounting. To post usage costs in Oracle General Ledger, when you run the process PRC: Create Accounting, you create accounting in final mode, and select *Yes* for the options *Transfer to General Ledger*, and *Post in General Ledger*.

Account	Debit	Credit
Usage Costs	100.00	
Usage Clearing (Transfer Out)		100.00

Related Topics

Accounting for Burden Costs, *Oracle Project Costing User Guide*

Accounting Transactions for Cost Accrual

With revenue-based cost accrual, you initially account for the raw or burdened costs incurred as an asset in a cost work in process (WIP) account. When you accrue revenue, the costs are recognized as expense via cost accruals.

For detailed examples of cost accrual transactions, see: Cost Accrual Accounting Entries, *Oracle Project Billing User Guide*.

Date Processing in Oracle Projects

Oracle Projects provides flexibility in accounting for dates for financial purposes as well as for tracking project work. This section describes how Oracle Projects derives, stores, and uses dates associated with transactions.

Related Topics

Overview of Dates in Oracle Projects, page 14-3

Overview of Dates in Oracle Projects

Oracle Projects tracks detail transactions for project management and for financial accounting. Each transaction has many dates associated with it to handle the different types of processing and reporting required for these two purposes.

> **Note:** The phrase *financial accounting* is used in this chapter to refer to enterprise accounting as opposed to project-oriented accounting.

You can report transactions based on:

- When the work was incurred
- When the work was accounted

The date the work was incurred is used for project and resource management control. The date the work was accounted for is for financial accounting control.

Oracle Projects also tracks dates when transactions were processed in the system for process flow audit.

Dates for Project and Resource Management

For project and resource management control, Oracle Projects maintains the date the transaction was incurred and the expenditure period in which the transaction date falls.

These dates are defined as follows:

Expenditure Item Date

The expenditure item date is the date upon which work was incurred. This date falls between the start date and end date of an expenditure period. For example, if you submit an expense report that includes an expenditure item for air travel incurred on 15-MAR-96, the expenditure item date is 15-MAR-96.

Expenditure Ending Date

The expenditure ending date is the end date of a weekly expenditure period. For example, if you submit a timecard for labor hours worked during the week of 20-MAR-96, the expenditure ending date is 20-MAR-96.

> **Note:** The expenditure periods usually correspond to the expenditure entry cycle of timecard and expense report entry.

Oracle Projects supports weekly expenditure periods. You specify the day of the week for the Expenditure Cycle Start Day in the Implementation Optionswindow.

Dates for Financial Accounting

For a description of how Oracle Projects derives accounting dates, see: Financial Periods and Date Processing, page 14-8.

Dates for Process Flow Audit

Oracle Projects maintains the following dates to track process flow through the system.

Approved Date

The approved date applies only to customer invoices, and is the date on which the invoice was approved.

Oracle Projects sets this date when you approve an invoice in the Invoice Summary or Invoice windows.

Released Date

The released date applies only to revenue and customer invoices, and is the date on which the transaction was approved.

Oracle Projects sets this date when you release an invoice in the Invoice Summary or Invoice windows.

Interface Date

For costs and revenue, the interface date is the date on which you generate accounting events for Oracle Subledger Accounting. Oracle Projects sets this date on the date that you run the generate accounting events process. Oracle Projects maintains the interface date for each cost distribution line and revenue distribution line.

For invoices, the interface date is the date on which you interface invoices to Oracle Receivables. Oracle Projects sets this date on the date that you run the interface process. Oracle Projects maintains the interface date for each invoice.

Related Topics

Expenditure Cycle Start Day, *Oracle Projects Implementation Guide*

Determining Dates

Oracle Projects determines the various dates during the processing of each transaction.

Expenditure Item, page 14-5

Expenditure Ending Date, page 14-7

PA Date, page 14-8

GL Date, page 14-8

Invoice Date, page 14-8

Expenditure Item Date

The expenditure item date is determined as described in this section.

Timecards, Usages, and Miscellaneous Transactions

You enter the expenditure item date when you enter labor, usage, and miscellaneous transaction expenditure items in Oracle Projects. Each expenditure item has an

expenditure item date.

Receipt Accrual Items

The expenditure item date is not physically stored on the receipt transaction. Oracle Projects uses the profile option *PA: Default Expenditure Item Date Source for Supplier Costs* when you run the process PRC: Interface Supplier Costs to determine the expenditure item date for Oracle Purchasing receipts.

> **Note:** If the expenditure item date for a receipt accrual item fails validation during interface to Oracle Projects, then you can use the Review Transactions window in Oracle Projects to update the expenditure item date for rejected transactions. To update the expenditure item date in the Review Transactions window, the *Allow Interface Modifications* option must be enabled for the transaction source. See: Transaction Sources, *Oracle Projects Implementation Guide*.

Supplier Invoice Items

Oracle Payables uses the profile option *PA: Default Expenditure Item Date Source for Supplier Costs* during the invoice match process, and when you enter unmatched invoices, to determine the default expenditure item date for supplier invoice distribution lines. You can override the default expenditure item date for invoice distribution lines on the Invoice Workbench in Oracle Payables.

> **Note:** If the expenditure item date for a supplier invoice item fails validation during interface to Oracle Projects, then you can use the Review Transactions window in Oracle Projects to update the expenditure item date for rejected transactions. To update the expenditure item date in the Review Transactions window, the *Allow Interface Modifications* option must be enabled for the transaction source. See: Transaction Sources, *Oracle Projects Implementation Guide*.

Payments and Discounts

The expenditure item date is not physically stored on payment transactions. Oracle Projects uses the profile option *PA: Default Expenditure Item Date Source for Supplier Costs* when you run the process PRC: Interface Supplier Costs to determine the expenditure item date for payments and discounts. Each payment distribution becomes a separate expenditure item when you interface supplier costs to Oracle Projects.

> **Note:** If the expenditure item date for a payment or discount item fails validation during interface to Oracle Projects, then you can use the Review Transactions window in Oracle Projects to update the expenditure item date for rejected transactions. To update the

expenditure item date in the Review Transactions window, the *Allow Interface Modifications* option must be enabled for the transaction source. See: Transaction Sources, *Oracle Projects Implementation Guide*.

Expense Reports

When you enter project-related expense reports in Oracle Internet Expenses, you must specify a date for each receipt. This date becomes the expenditure item date for each invoice distribution line when you import the expense reports into Oracle Payables. Each invoice distribution line becomes a separate expenditure item when you interface expense reports to Oracle Projects.

When you enter expense report invoices directly into Oracle Payable, Oracle Payables follows the expenditure item date logic used for regular supplier invoices.

Expenditure Ending Date

The expenditure ending date is determined as described in this section.

Timecards, Usages, and Miscellaneous Transactions

You enter the expenditure ending date when you enter timecards, usage logs, and miscellaneous transactions in Oracle Projects. The expenditure item dates for a labor expenditure must fall between the start and end dates of the expenditure period. The expenditure item date for usages and miscellaneous transactions must fall before or on the expenditure ending date. Each expenditure item is associated with an expenditure which has an expenditure ending date.

Receipt Accrual Items

Oracle Projects derives the expenditure ending date for receipt accrual items when you interface supplier costs from Oracle Purchasing. The expenditure ending date is the ending date of the week the receipt accrual items are interfaced to Oracle Projects.

Supplier Invoice Items

Oracle Projects derives the expenditure ending date for supplier invoice items when you interface supplier costs from Oracle Payables. The expenditure ending date is the ending date of the week the supplier invoice items are interfaced to Oracle Projects.

Payments and Discounts

Oracle Projects derives the expenditure ending date for payment and discount items when you interface supplier costs from Oracle Payables. The expenditure ending date is the ending date of the week the payment and discounts are interfaced to Oracle Projects.

Expense Reports

Oracle Projects derives the expenditure ending date for expense reports when you

interface expense reports from Oracle Payables. The expenditure ending date is the ending date of the expense report entered in Oracle Payables. This logic applies to expense reports entered in Oracle Internet Expenses and imported into Oracle Payables, as well as for expense reports entered directly into Oracle Payables.

PA Date

For a description of how Oracle Projects derives PA dates, see: Financial Periods and Date Processing, page 14-8.

GL Date

For a description of how Oracle Projects derives GL dates, see: Financial Periods and Date Processing, page 14-8.

Invoice Date (billing)

You specify the invoice date of the billing invoice when you release the invoice in the Summary Invoices or Invoices windows. Oracle Projects passes this date to Oracle Receivables when you interface invoices to Oracle Receivables.

Related Topics

Integrating with Oracle Purchasing and Oracle Payables, *Oracle Project Costing User Guide*.

Overview of Expenditures, *Oracle Project Costing User Guide*

For more information see: Profile Options, *Oracle Projects Implementation Guide*

Financial Periods and Date Processing for Financial Accounting

Oracle Projects maintains a project accounting date (PA date) and a general ledger accounting date (GL date) for all transactions. The system derives the accounting dates using the PA and GL accounting periods that you define.

You can account for transactions in Oracle Projects more frequently than you account for transactions in Oracle General Ledger, or you can account for transactions in Oracle Projects and Oracle General Ledger with the same frequency. If you account for transactions more frequently in Oracle Projects, then multiple PA periods correspond to one GL period. If you account for transactions in Oracle Projects and Oracle General Ledger with the same frequency, then your PA periods and GL periods have a one-to-one relationship.

The PA and GL accounting dates for transactions are generated during the cost distribution processes or when transactions are created. You can report project transactions by GL period after you run these processes. You do not have to wait until transactions are interfaced to GL to report transactions by GL period. For details about when accounting dates are derived, see When Accounting Dates Are Derived, page 14-

.

You can choose from the following methods for maintaining accounting periods and deriving accounting dates for project transactions:

- Period-end date accounting
- Expenditure item date accounting
- Expenditure item date accounting with common accounting periods

Financial Accounting and Oracle Subledger Accounting

Oracle Projects generates accounting events and creates draft or final accounting for the accounting events in Oracle Subledger Accounting. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger. You can perform reporting on your subledger accounting entries in Oracle Subledger Accounting. For additional information, see the *Oracle Subledger Accounting Implementation Guide*.

You can run the process PRC: Sweep Transaction Accounting Events to change the date on unaccounted transaction accounting events to the first day of the next open GL period without accounting for them. After the process sweeps the transaction accounting events, it also updates the GL date on the cost and revenue distribution lines associated with the events to the first day of the next open GL period. For additional information, see: Sweep Transaction Accounting Events, page 9-127.

Closing GL Periods in Oracle General Ledger

Oracle General Ledger does not prevent you from closing a GL period even if outstanding accounting exists or if you created the final accounting for a transaction in Oracle Subledger Accounting, but did not post it in Oracle General Ledger. You can set up the system to send a workflow notification to anyone who needs to know when you close a GL period in Oracle General Ledger. When you receive the notification, you can run the *Subledger Period Close Exceptions Report*. This report displays information about unprocessed accounting events, accounting events in error, and transactions that are successfully accounted in final mode in Oracle Subledger Accounting, but are not posted in Oracle General Ledger. This report provides you with the ability to separately tie back and determine whether accounting entries are posted in Oracle General Ledger.

If accounting events exist that are in unprocessed, draft, or error status, then you can run the process PRC: Sweep Transaction Accounting Events to move the events to the next open GL period without accounting for them. If transactions exist with final accounting that are not posted in Oracle General Ledger, then you can reopen the GL period and post the journal entries.

Period-End Date Accounting

When you use period-end date accounting, you maintain project accounting periods in

Oracle Projects and general ledger accounting periods in General Ledger. Oracle Projects derives GL dates from PA dates and sets each accounting date to the end date of the corresponding accounting period.

Implementation Settings

You use the following settings for period-end date accounting:

- PA: Enable Enhanced Period Processing profile option: Set this profile option value to No.
- Maintain Common PA and GL Periods Implementation Option: When you use the default period-end date accounting features, you cannot select this option.

Defining and Maintaining Periods

When you use period-end date accounting, you define PA periods and GL periods in General Ledger. After you define the periods, you must copy the PA periods to Oracle Projects. You then maintain the GL periods in Oracle General Ledger and the PA periods in Oracle Projects.

PA Period Close Validations

The error and warning conditions for this method are mentioned below.

Error Conditions

Oracle Projects generates errors for the following transactions for which the subledger accounting event generation is pending:

- Expenditure items entered as a pre-approved expenditure batch
- Expenditure items imported as unaccounted
- Cost adjustments entered in Oracle Projects
- Revenue lines
- Cross charge distributions
- Burdened costs

Warning Conditions

Oracle Projects issues warnings for the following conditions:

- Project-related supplier invoices and expense reports exist in Oracle Payables that are not interfaced to Oracle Projects
- Receipts exist for project-related purchase orders in Oracle Purchasing that are not

interfaced to Oracle Projects

- Project-related transactions exist in Oracle Project Manufacturing that are not interfaced to Oracle Projects
- Transactions exist in Oracle Projects that are not cost distributed
- Project transactions for which the subledger final accounting is pending

GL Period Close Validations

When you maintain the status of GL periods in Oracle General Ledger, typically, you do not close GL periods until you transfer accounting from all subledgers from Oracle Subledger Accounting to Oracle General Ledger and you complete the reconciliation process. However, Oracle General Ledger does not enforce this rule. The general ledger close validations are user-defined and you must enforce them using procedures that your company implements and follows.

How Accounting Dates Are Derived

The following sections describe the PA and GL date derivation logic for each transaction type.

Project Accounting Date (PA Date)

For each transaction type, Oracle Projects determines the PA date as follows:

- Timecard, Usage, Miscellaneous, Supplier Cost Adjustments, and Expense Report Adjustments

  The PA date is set to the end date of the earliest PA period that includes or follows the transaction expenditure item date and has a status of Open or Future.

- Supplier Costs Interfaced from Oracle Purchasing and Supplier Costs and Expense Reports Interfaced from Oracle Payables

  The PA date is determined based on the relationship of the transaction expenditure item date to the GL date entered in Oracle Purchasing or Oracle Payables.

  - If the expenditure item date is less than or equal to the GL date, then the PA date is set to the end date of the earliest PA period that includes or follows the GL date and has a status of Open or Future.
  - If the expenditure item date is greater than the GL date, then the PA date is set to the end date of the earliest PA period that includes or follows the expenditure item date and has a status of Open or Future.

- Draft Revenue

  The PA date is set to the end date of the earliest PA period that includes or follows

the revenue accrue through date and has a status of Open or Future.

- Draft Invoices

  The PA date is set to the end date of the earliest PA period that includes or follows the invoice date and has a status of Open or Future.

General Ledger Accounting Date (GL Date)

For each transaction type, Oracle Projects determines the GL date as follows:

- Timecard, Usage, Miscellaneous, Supplier Cost Adjustments, and Expense Report Adjustments

  The GL date is set to the end date of the earliest GL period that includes or follows the PA date of the cost distribution line and has a status of Open or Future according to the period status in Oracle General Ledger.

- Supplier Costs Interfaced from Oracle Purchasing and Supplier Costs and Expense Reports Interfaced from Oracle Payables

  When you interface supplier costs from Oracle Purchasing and supplier costs and expense reports from Oracle Payables, Oracle Projects copies the GL date for each distribution line from the GL date entered for the distribution in Oracle Purchasing or Oracle Payables.

- Draft Revenue

  The GL date is set to the end date of the earliest GL period that includes or follows the PA date of the draft revenue and has a status of Open or Future according to the period status in Oracle General Ledger.

- Draft Invoices

  The GL date is set to the end date of the earliest Open or Future Oracle Receivables GL period that includes or follows the invoice date of the draft invoice.

Distributing Expenditure Batches

When an automatically reversing expenditure batch is cost distributed, the accounting dates for the original and reversing expenditure items are determined as follows:

GL Date

The GL Date for the cost distribution lines is the accrual date determined for each expenditure item. If Enhanced Period Processing is enabled, the GL dates can fall in a General Ledger period with a closed status in Oracle Projects. However, the period must have an open status in Oracle General Ledger.

PA Date

The PA dates for expenditure items included in a reversing batch can fall in a closed PA period.

The PA Date for the original expenditure items is determined as follows:

- If Enhanced Period Processing is enabled, the PA Date is the expenditure item date.
- If Enhanced Period Processing is not enabled, the PA Date is the period ending date of the PA period that includes the expenditure item date.

The PA Date for the reversing expenditure items is determined as follows:

- If Enhanced Period Processing is enabled, the PA Date is the first day of the first PA period that is associated with the GL period that includes the reversing item accrual date.
- If Enhanced Period Processing is not enabled, the PA Date is the last day of the first PA period that is associated with the GL period that includes the reversing item accrual date.

Expenditure Item Date Accounting

Expenditure item date accounting uses the enhanced period maintenance and date derivation features without the Maintain Common PA and GL Periods implementation option. With this method, you maintain both PA periods and GL periods in Oracle Projects. Oracle Projects derives PA dates and GL dates independently, and does not set the accounting dates to the end date of the corresponding accounting period.

Implementation Settings

You use the following settings for expenditure item date accounting:

- PA: Enable Enhanced Period Processing Profile Option: Set this profile option value to Yes.
- Maintain Common PA and GL Periods Implementation Option. If your PA and GL periods are not identical, do not select this option.

Defining and Maintaining Periods

When enhanced period processing is enabled, you maintain the status of GL periods for project transaction processing in Oracle Projects. As you define GL periods in Oracle General Ledger, the periods are automatically copied to Oracle Projects.

You also define PA periods in Oracle General Ledger. After you define periods, you must copy the PA periods to Oracle Projects using the Copy from GL function on the Maintain PA Period Statuses window. For more information on maintaining accounting periods in Projects, see Period and Calendar Definition, *Oracle Projects Implementation Guide*.

After you define periods, you maintain PA period statuses and GL period statuses separately in Oracle Projects. You also maintain GL period statuses in Oracle General

Ledger. A GL period status in Oracle Projects may differ from a period status in Oracle General Ledger.

> **Important:** The GL periods in Projects is accessible when you set the PA: Enable Enhanced Period Processing profile option value to Yes. When you update the GL period status in Oracle Projects, the ledger associated with the operating unit is updated.

PA Period Close Validations

The warning conditions are mentioned below.

Warning Conditions

Oracle Projects generates warnings for the following conditions:

- Project-related supplier invoices and expense reports exist in Oracle Payables that are not interfaced to Oracle Projects
- Receipts exist for project-related purchase orders in Oracle Purchasing that are not interfaced to Oracle Projects
- Project-related transactions exist in Oracle Project Manufacturing that are not interfaced to Oracle Projects
- Transactions exist in Oracle Projects that are not cost distributed

GL Period Close Validations

The error and warning conditions for this method are mentioned below.

Error Conditions

Oracle Projects generates errors for the following transactions for which the subledger accounting event generation is pending:

- Expenditure items entered as a pre-approved expenditure batch
- Expenditure items imported as unaccounted
- Revenue lines
- Cross charge distributions
- Burdened costs

Warning Conditions

The system issues a warning if transactions exist in Oracle Projects that are not cost

distributed and for project transactions for which the subledger final accounting is pending.

Distributing Expenditure Batches

When an automatically reversing expenditure batch is cost distributed, the accounting dates for the original and reversing expenditure items are determined as follows:

GL Date

The GL Date for the cost distribution lines is the accrual date determined for each expenditure item. If Enhanced Period Processing is enabled, the GL dates can fall in a General Ledger period with a closed status in Oracle Projects. However, the period must have an open status in Oracle General Ledger.

PA Date

The PA dates for expenditure items included in a reversing batch can fall in a closed PA period.

The PA Date for the original expenditure items is determined as follows:

- If Enhanced Period Processing is enabled, the PA Date is the expenditure item date.
- If Enhanced Period Processing is not enabled, the PA Date is the period ending date of the PA period that includes the expenditure item date.

The PA Date for the reversing expenditure items is determined as follows:

- If Enhanced Period Processing is enabled, the PA Date is the first day of the first PA period that is associated with the GL period that includes the reversing item accrual date.
- If Enhanced Period Processing is not enabled, the PA Date is the last day of the first PA period that is associated with the GL period that includes the reversing item accrual date.

How Accounting Dates Are Derived

The following sections describe the PA and GL date derivation logic for each transaction type.

Project Accounting Date (PA Date)

For each transaction type, Oracle Projects determines the PA date as follows:

- Timecard, Usage, Miscellaneous, Supplier Cost Adjustments, and Expense Report Adjustments

  The PA date is set to the transaction expenditure item date if that date falls in a PA period with a status of Open or Future. If the expenditure item date falls in a closed PA period, then the PA date is set to the start date of the earliest open or future

enterable PA period that follows the expenditure item date.

- Supplier Costs Interfaced from Oracle Purchasing and Supplier Costs and Expense Reports Interfaced from Oracle Payables

  The PA date is set to the transaction expenditure item date if that date falls in a PA period with a status of Open or Future. If the expenditure item date falls in a closed PA period, then the PA date is set to the start date of the earliest open or future enterable PA period that follows the expenditure item date.

- Draft Revenue

  The PA date is set to the revenue accrue through date if that date falls in a PA period with a status of Open or Future. If the revenue accrue through date falls in a closed PA period, then the PA date is set to the start date of the earliest open or future enterable PA period that follows the revenue accrue through date.

- Draft Invoices

  The PA date is set to the invoice date if that date falls in a PA period with a status of Open or Future. If the invoice date falls in a closed PA period, then the PA date is set to the start date of the earliest open or future enterable PA period that follows the invoice date.

General Ledger Accounting Date (GL Date)

For each transaction type, Oracle Projects determines the GL date as follows:

- Timecard, Usage, Miscellaneous, Supplier Cost Adjustments, and Expense Report Adjustments

  The GL date is set to the transaction expenditure item date if that date falls in a GL period with a status of Open or Future according to the period status in Oracle Projects. If the expenditure item date falls in a closed GL period, then the GL date is set to the start date of the earliest open or future enterable GL period that follows the expenditure item date.

- Supplier Costs Interfaced from Oracle Purchasing and Supplier Costs and Expense Reports Interfaced from Oracle Payables

  When you interface supplier costs from Oracle Purchasing and supplier costs and expense reports from Oracle Payables, Oracle Projects copies the GL date for each cost distribution line from the GL date entered for the distribution line in Oracle Purchasing or Oracle Payables.

- Draft Revenue

  The GL date is set to the revenue accrue through date if that date falls in a GL period with a status of Open or Future according to the period status in Oracle Projects. If the revenue accrue through date falls in a closed GL period, then the GL

date is set to the start date of the earliest open or future enterable GL period that follows the revenue accrue through date.

- Draft Invoices

  The GL date is set to the invoice date if that date falls in a GL period with a status of Open or Future according to the period status in Oracle Receivables. If the invoice date falls in a closed GL period, then the GL date is set to the start date of the earliest open or future enterable GL period that follows the invoice date.

Expenditure Item Date Accounting with Common Accounting Periods

The Expenditure item date accounting with common accounting periods method uses the enhanced period maintenance and date derivation features with the Maintain Common PA and GL Periods implementation option. With this method, you maintain general ledger accounting periods in Oracle Projects and the system automatically maintains project accounting periods.

To use this method, you must define identical PA periods and GL periods. Projects derives a GL date for each transaction and copies the value to the PA date.

Implementation Settings

You use the following settings for expenditure item date accounting with common accounting periods:

- PA: Enable Enhanced Period Processing Profile Option: Set this profile option value to Yes.

- Maintain Common PA and GL Periods Implementation Option. If your PA and GL periods are identical, enable this option by selecting the check box in the System tab of the Implementation Options window.

Defining and Maintaining Periods

As with the expenditure item date accounting option, you define GL periods in Oracle General Ledger and they are automatically copied to Oracle Projects. You also define PA periods in Oracle General Ledger. After you define the GL and PA periods, you must copy the PA periods to Oracle Projects using the Copy from GL function on the Maintain PA Period Statuses window. For more information on maintaining accounting periods in Projects, see Period and Calendar Definition, *Oracle Projects Implementation Guide*.

When the Maintain Common PA and GL Periods implementation option is set to *Yes*, you are not required to maintain both the project accounting period statuses and the general ledger period statuses. As you maintain the GL period statuses, Oracle Projects automatically maintains the PA period statuses.

Note: When new periods are defined in Oracle General Ledger, you must copy the periods manually from Oracle General Ledger to Oracle Projects to create the PA periods.

The GL periods in Projects is accessible when you set the PA: Enable Enhanced Period Processing profile option value to Yes. When you update the GL period status in Oracle Projects, the ledger associated with the operating unit is updated.

GL and PA Period Close Validations

The error and warning conditions for this method are mentioned below.

Error Conditions

Oracle Projects generates errors for the following transactions for which the subledger accounting event generation is pending:

- Expenditure items entered as a pre-approved expenditure batch
- Expenditure items imported as unaccounted
- Supplier cost adjustments made in Oracle Projects
- Expense report cost adjustments made in Oracle Projects
- Revenue lines
- Cross charge distributions
- Burdened costs

In addition, Oracle Projects generates an error if project-related transactions exist in Oracle Project Manufacturing that are not interfaced to Oracle Projects.

Warning Conditions

Oracle Projects generates warnings for the following conditions:

- Transactions exist in Oracle Projects that are not cost distributed
- Project-related supplier invoices and expense reports exist in Oracle Payables that are not interfaced to Oracle Projects
- Receipts exist for project-related purchase orders in Oracle Purchasing that are not interfaced to Oracle Projects
- Project transactions for which the subledger final accounting is pending

How Accounting Dates Are Derived

When enhanced period processing is enabled and the Maintain Common PA and GL periods implementation option is selected, Oracle Projects derives the GL date for a transaction and copies the GL date to the PA date for all transaction types except draft invoices. The derivation logic for each accounting date is described below.

Project Accounting Date (PA Date)

Oracle Projects copies the PA date from the GL date.

General Ledger Accounting Date (GL Date)

- All Transactions Except Draft Invoices

  Oracle Projects uses the Expenditure Item Date Accounting logic for deriving and setting GL dates.

- Draft Invoices

  The GL date is derived from Invoice Date, Bill Through Date or System Date, depending on which dates are populated as parameters for processing. The logic for deriving the GL date is:

  (1) Invoice Date: If populated, this date is used to determine the GL date.

  (2) Bill Thru Date: If Invoice Date is not populated and Bill Through Date is, then the Bill Through Date is used.

  (3) System Date: If neither Invoice Date nor Bill Through Date is populated, then the system date is used.

Matching Accounting Date Exceptions

When you enable the implementation option Maintain Common PA and GL Periods, the PA date and GL date are the same for most transactions. However, when you interface transactions from Oracle Projects to Oracle Receivables, Oracle Projects can generate exceptions that cause the transaction GL date to differ from the PA date. For example, when you release invoices, you have an option to change the invoice date. If you changed the invoice date during release, then Oracle projects recalculates the GL and PA dates when you interface invoices to Oracle Receivables. Oracle Projects also recalculates the GL date if the date falls in a GL period that is closed in Oracle Receivables.

Examples of Accounting Date Derivation

The following examples illustrate the derivation of accounting dates.

PA Periods and GL Periods That Have a Many-To-One Relationship

This section provides examples that illustrate how Oracle Projects derives accounting

dates when PA periods and GL periods have a many-to-one relationship.

Period Definitions

The following table shows the PA period definitions used in the many-to-one examples.

PA Period	Status	Start Date	End Date
W5-Dec-00	Closed	24-Dec-2000	30-Dec-2000
W1-Jan-01	Open	31-Dec-2000	06-Jan-2001
W2-Jan-01	Closed	07-Jan-2001	13-Jan-2001
W3-Jan-01	Closed	14-Jan-2001	27-Jan-2001
W4-Jan-01	Closed	21-Jan-2001	27-Jan-2001
W5-Jan-01	Closed	28-Jan-2001	03-Feb-2001

The following table shows the GL period definitions used in the many-to-one examples.

GL Period	Status	Start Date	End Date
Dec-00	Closed	01-Dec-2000	31-Dec-2000
Jan-01	Open	01-Jan-2001	31-Jan-2001

Derived PA and GL Dates

The examples in the following tables illustrate the PA and GL dates that are derived when expenditure item dates occur in open and closed PA and GL periods.

In the following table, the PA period and GL period are open:

Processing Option	Expenditure Item Date	PA Date	GL Date
Period-End Date Accounting	02-Jan-2001	06-Jan-2001	31-Jan-2001
Expenditure Item Date Accounting Without Common Accounting Periods	02-Jan-2001	02-Jan-2001	02-Jan-2001

In the following table, the PA period is open and the GL period is closed:

Processing Option	Expenditure Item Date	PA Date	GL Date
Period-End Date Accounting	31-Dec-2000	06-Jan-2001	31-Jan-2001
Expenditure Item Date Accounting Without Common Accounting Periods	31-Dec-2000	31-Dec-2000	01-Jan-2001

In the following table, the PA period and GL period are closed:

Processing Option	Expenditure Item Date	PA Date	GL Date
Period-End Date Accounting	30-Dec-2000	06-Jan-2001	31-Jan-2001
Expenditure Item Date Accounting Without Common Accounting Periods	30-Dec-2000	31-Dec-2000	01-Jan-2001

PA Periods and GL Periods That Have a One-To-One Relationship

This section provides examples that illustrate how Oracle Projects derives accounting dates when PA periods and GL periods have a one-to-one relationship.

Period Definitions

The period definitions shown in the following table are used in the one-to-one examples. The GL periods and PA periods are identical.

Period Name	Status	Start Date	End Date
Dec-00	Closed	01-Dec-2000	31-Dec-2000
Jan-01	Open	01-Jan-2001	31-Jan-2001

Derived PA and GL Dates

The examples in the following tables illustrate the PA and GL dates that are derived when expenditure item dates occur in open and closed PA and GL periods.

In the following table, the PA period and GL period are open:

Processing Option	Expenditure Item Date	PA Date	GL Date
Period-End Date Accounting	02-Jan-2001	31-Jan-2001	31-Jan-2001
Expenditure Item Date Accounting Without Common Accounting Periods	02-Jan-2001	02-Jan-2001	02-Jan-2001

In the following table, the PA period and GL period are closed:

Processing Option	Expenditure Item Date	PA Date	GL Date
Period-End Date Accounting	29-Dec-2000	31-Jan-2001	31-Jan-2001
Expenditure Item Date Accounting Without Common Accounting Periods	29-Dec-2000	01-Jan-2001	01-Jan-2001

When Accounting Dates Are Derived

The processes used by Oracle Projects to generate transaction accounting dates and periods are system-defined. They are not dependent on your implementation options or profile settings. The system uses the same processes regardless of the accounting option you select. This section describes the processes that are used to generate accounting dates and periods for the various project transaction types.

Accounting Period Derivation

For all transactions, Oracle Projects sets the accounting periods to the period that includes the accounting date. PA periods are determined from the derived PA date. GL periods are determined from the derived GL date. Oracle Projects stores the PA period and GL period on cost distribution lines and revenue distribution lines.

Accounting Date and Period Derivation

As indicated below, the transaction type determines when the system generates accounting dates and periods.

- Timecard, Usage, Miscellaneous, Supplier Cost Adjustments, and Expense Report Adjustments

  Oracle Projects derives accounting dates when you run the cost distribution processes.

- Supplier Costs interfaced from Oracle Purchasing, and Supplier Costs and Expense Reports interfaced from Oracle Payables

  Oracle Projects derives the PA date for each cost distribution line when you interface the supplier costs from Oracle Purchasing and the supplier costs and expense reports from Oracle Payables.

  The system copies the GL date from the related invoice distribution line.

- Draft Revenue

  Projects derives accounting dates during the revenue generation process.

- Draft Invoices

  Both the PA Date and GL Date are derived when the invoice is generated.

- Intercompany Invoices

  Oracle Projects derives the PA date during the invoice generation process.

  The GL date is generated when you generate accounting events for the cross charge distributions.

Setting Up Expenditure Item Date Accounting

To implement expenditure item date accounting, perform the following steps

1. Enable enhanced period processing.

   Set the PA: Enable Enhanced Period Processing profile option to *Yes*.

2. Enable the Maintain Common PA and GL Periods implementation option (optional).

3. Maintain the statuses of your GL periods in Oracle Projects.

4. Select a calendar for defining PA periods (optional).

   For details about these steps, see the *Oracle Projects Implementation Guide*.

A

Predefined Setup for Oracle Subledger Accounting

This appendix documents the predefined setup that Oracle Projects provides for Oracle Subledger Accounting

This appendix covers the following topics:

- Data that Oracle Projects Predefines for Oracle Subledger Accounting
- Post-Accounting Programs that Oracle Projects Defines

Data that Oracle Projects Predefines for Oracle Subledger Accounting

Oracle Projects provides predefined data for Oracle Subledger Accounting that you can use to integrate the two applications. When you run the process to create draft or final subledger accounting for project-related accounting events, the process uses the predefined data to determine how to create the accounting. Oracle Projects predefines setup for Oracle Subledger Accounting so that the create accounting process accepts the default accounting information from Oracle Projects without change. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger.

You can optionally define your own subledger accounting rules to overwrite the default accounts from the accounting events. If you define your own setup in Oracle Subledger Accounting, then you cannot directly modify the predefined data that Oracle Projects provides in Oracle Subledger Accounting. Instead, you must copy the predefined data and make changes to the copy.

> **Note:** Oracle Subledger Accounting uses intracompany balancing rules to create balancing lines on journal entries between balancing segment values. You set up this functionality in the Accounting Setup Manager in Oracle General Ledger. The Accounting Setup Manager centralizes the common setup steps for the Oracle financial applications. For additional information, see: Cross Entity Balancing Rules, *Oracle*

Projects Implementation Guide.

Note: You must use an Oracle Projects responsibility to query predefined data that is associated with the *Projects* application.

The following sections describe the data that Oracle Projects predefines in Oracle Subledger Accounting:

- Applications, page A-2
- Event Entities, page A-3
- Event Classes and Event Types, page A-4
- Process Categories, page A-8
- Accounting Event Class Options, page A-9
- Sources, Source Assignments, and Accounting Attribute Assignments, page A-12
- Journal Line Types, page A-13
- Account Derivation Rules, page A-25
- Journal Lines Definitions, page A-26
- Application Accounting Definitions, page A-31
- Subledger Accounting Methods, page A-32

Related Topics

Accounting Event Model Overview, page 11-10

Oracle Projects Navigation Paths, page B-1

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Oracle Subledger Accounting Implementation Guide

Applications

Oracle Projects predefines one application in Oracle Subledger Accounting named *Projects*. Most of the data that Oracle Projects predefines for Oracle Subledger Accounting is associated with the *Projects* application.

Oracle Projects also provides data associated with the applications *Purchasing* and *Oracle Payables*. Oracle Purchasing and Oracle Payables predefine each respective application in Oracle Subledger Accounting. This data determines the subledger accounting for burden cost on project-related commitments in Oracle Purchasing and Oracle Payables.

The following table shows the attribute values that Oracle projects predefines for the *Projects* application. The first column lists the fields and the second column lists the values for each field.

Predefined Projects Application

Field	Value
Application Name	Projects
Drilldown Procedure	PA_DRILLDOWN_PUB_PKG.DRILLDOWN
Use Security	Yes
Policy Function	XLA_SECURITY_POLICY_PKG.MO_POLICY
Journal Source	Projects
Third Party Control Account Type	None
Subject to Validation	No
Calculate Reporting Currency Amounts	Yes

Event Entities

The following table lists the setup information that Oracle Projects predefines for the event entities.

> **Note:** Oracle Projects does not enable gapless event processing for predefined event entities. If all event numbers for a set of accounting events for an event entity transaction are consecutive starting from number 1, and no events exist with a status of Incomplete, then there is no gap. A gap exists if an event is missing or has a status of Incomplete. Oracle Subledger Accounting processes all events, even if a gap in the event numbers exists, when gapless event processing is not enabled.

Predefined Event Entities

Application	Entity Name	Description	Gapless Event Processing
Projects	Budgets	Project Budgets	No
Projects	Expenditures	Project Expenditures	No
Projects	Revenue	Project Revenue	No

Event Classes and Event Types

Oracle Projects predefines event classes and event types for each event entity that belongs to the *Projects* application. Oracle Projects also provides predefined event classes and event types for the Oracle Purchasing and Oracle Payables. These event classes and event types are for burden cost on project-related commitments in Oracle Purchasing and Oracle Payables.

The following table lists the event classes and event types that Oracle Projects predefines for the *Projects* application.

Predefined Event Classes and Event Types for the Projects Application

Entity	Event Class Name	Event Type Name
Budgets	Budget	Budget Year End Rollover
Budgets	Budget	Budget Baseline
Expenditures	Borrowed and Lent	Borrowed and Lent Distribution
Expenditures	Borrowed and Lent Adjustment	Borrowed and Lent Adjustment
Expenditures	Burden Cost	Burden Cost Distribution
Expenditures	Inventory Cost	Inventory Cost Distribution
Expenditures	Inventory Cost Adjustment	Inventory Cost Adjustment

Entity	Event Class Name	Event Type Name
Expenditures	Labor Cost	Labor Cost Distribution
Expenditures	Labor Cost Adjustment	Labor Cost Adjustment
Expenditures	Miscellaneous Cost	Miscellaneous Cost Distribution
Expenditures	Miscellaneous Cost Adjustment	Miscellaneous Cost Adjustment
Expenditures	Provider and Receiver Reclass	Provider and Receiver Reclass
Expenditures	Provider and Receiver Reclass Adjustment	Provider and Receiver Reclass Adjustment
Expenditures	Supplier Cost	Expense Report Cost Distribution
Expenditures	Supplier Cost	Supplier Cost Distribution
Expenditures	Supplier Cost Adjustment	Expense Report Cost Adjustment
Expenditures	Supplier Cost Adjustment	Supplier Cost Adjustment
Expenditures	Total Burdened Cost	Total Burdened Cost Distribution
Expenditures	Total Burdened Cost Adjustment	Total Burdened Cost Adjustment
Expenditures	Usage Cost	Usage Cost Distribution
Expenditures	Usage Cost Adjustment	Usage Cost Adjustment
Expenditures	Work in Process Cost	Work in Process Cost Distribution
Expenditures	Work in Process Cost Adjustment	Work in Process Cost Adjustment

Entity	Event Class Name	Event Type Name
Revenue	Revenue	Revenue Generation
Revenue	Revenue Adjustment	Revenue Adjustment

The following table lists the event classes and event types that Oracle Projects predefines for Oracle Purchasing.

Predefined Event Classes and Event Types for Oracle Purchasing

Entity	Event Class Name	Event Type Name
Purchase Order	Burden for Purchase Order	PO Burden Cancelled
Purchase Order	Burden for Purchase Order	PO Burden Credit Memo Cancelled
Purchase Order	Burden for Purchase Order	PO Burden Final Closed
Purchase Order	Burden for Purchase Order	PO Burden Invoice Cancelled
Purchase Order	Burden for Purchase Order	PO Burden Rejected
Purchase Order	Burden for Purchase Order	PO Burden Reopen Final Match
Purchase Order	Burden for Purchase Order	PO Burden Reserved
Purchase Order	Burden for Purchase Order	PO Burden Unreserved
Release	Burden for Release	Release Burden Cancelled
Release	Burden for Release	Release Burden Credit Memo Cancelled
Release	Burden for Release	Release Burden Finally Closed
Release	Burden for Release	Release Burden Invoice Cancelled

Entity	Event Class Name	Event Type Name
Release	Burden for Release	Release Burden Rejected
Release	Burden for Release	Release Burden Reopen Finally Closed
Release	Burden for Release	Release Burden Reserved
Release	Burden for Release	Release Burden Unreserved
Requisition	Burden for Requisition	Requisition Burden Adjusted
Requisition	Burden for Requisition	Requisition Burden Cancelled
Requisition	Burden for Requisition	Requisition Burden Finally Closed
Requisition	Burden for Requisition	Requisition Burden Rejected
Requisition	Burden for Requisition	Requisition Burden Reserved
Requisition	Burden for Requisition	Requisition Burden Returned
Requisition	Burden for Requisition	Requisition Burden Unreserved

The following table lists the event classes and event types that Oracle Projects predefines Oracle Payables.

Predefined Event Classes and Event Types for Oracle Payables

Entity	Event Class Name	Event Type Name
AP Invoices	Burden for Invoices	Invoice Burden Adjusted
AP Invoices	Burden for Invoices	Invoice Burden Cancelled
AP Invoices	Burden for Invoices	Invoice Burden Validated
AP Invoices	Burden for Prepayments	Prepayment Adjusted Burden

Entity	Event Class Name	Event Type Name
AP Invoices	Burden for Prepayments	Prepayment Cancelled Burden
AP Invoices	Burden for Prepayments	Prepayment Validated Burden
AP Invoices	Burden for Prepayment Applications	Prepayment Applied Burden
AP Invoices	Burden for Prepayment Applications	Prepayment Unapplied Burden
AP Invoices	Burden for Prepayment Applications	Prepayment Application Adjusted Burden

Process Categories

Oracle Projects predefines the following process categories:

- Borrowed and Lent
- Burden Cost
- Budget
- Inventory Cost
- Labor Cost
- Miscellaneous Cost
- Provider Cost Reclassification
- Revenue
- Supplier Cost
- Third Party Merge
- Total Burdened Cost
- Usage Cost

- Work in Process Cost

Accounting Event Class Options

Accounting event class options define attributes of an event class. Oracle Projects defines the accounting event class options for each predefined event class.

The accounting event class options include the following attributes:

- **Process Category:** Process categories are collections of one or more logically related event classes. For additional information, see: Process Categories, page A-8.

- **Default Journal Category:** The Default Journal Category field stores the default journal category that Oracle Subledger Accounting uses when it creates journal entries for Oracle General Ledger.

- **Transaction View:** Oracle Subledger Accounting displays information acquired from this view in reports and inquiries.

- **Balance Types:** The balance types that the event class supports. Possible balance types are actual, budget, and encumbrance.

- **Currency Conversion Options:** The currency conversion options specify whether Oracle Subledger Accounting calculates accounted amounts and gain or loss amounts for the accounting events with the event class.

  Note: The *Calculated Accounted Amounts* and *Calculate Gain or Loss Amounts* currency conversion options are disabled for all accounting event options that Oracle Projects predefines.

The accounting event class options also specify user transaction identifiers and objects for each event class. Oracle Subledger Accounting displays user transaction identifiers on accounting event reports and inquiries. Source data from the transactions is stored in transaction objects (tables or views) for each eligible accounting event. Oracle Subledger Accounting selects the source values it needs from these transaction objects to successfully complete the processing of accounting events.

In addition to the accounting event class options that Oracle Projects predefines for the *Projects* application, Oracle Projects also provides predefined accounting event class options for Oracle Purchasing and Oracle Payables. These event classes are for burden costs on project-related commitments in Oracle Purchasing and Oracle Payables.

The following table lists the accounting event class options that Oracle Projects predefines for the *Projects* application.

Predefined Accounting Event Class Options for the Projects Application

Event Class	Process Category	Default Journal Category	Transaction View	Balance Types
Budget	Budget	Budget	PA_XLA_BC_BUDGET_TXN_V	Budget, Encumbrance
Borrowed and Lent	Borrowed and Lent	Borrowed and Lent	PA_XLA_CROSSCHARGE_V	Actual
Borrowed and Lent Adjustment	Borrowed and Lent	Borrowed and Lent	PA_XLA_CROSSCHARGE_V	Actual
Burden Cost	Burden Cost	Burden Cost	PA_XLA_COST_V	Actual, Encumbrance
Inventory Cost	Inventory Cost	Inventory	PA_XLA_COST_V	Actual
Inventory Cost Adjustment	Inventory Cost	Inventory	PA_XLA_COST_V	Actual
Labor Cost	Labor Cost	Labor Cost	PA_XLA_COST_V	Actual
Labor Cost Adjustment	Labor Cost	Labor Cost	PA_XLA_COST_V	Actual
Miscellaneous Cost	Miscellaneous Cost	Miscellaneous Transaction	PA_XLA_COST_V	Actual
Miscellaneous Cost Adjustment	Miscellaneous Cost	Miscellaneous Transaction	PA_XLA_COST_V	Actual
Provider and Receiver Reclass	Provider Cost Reclassification	Prov Cost Reclass	PA_XLA_CROSSCHARGE_V	Actual
Provider and Receiver Reclass Adjustment	Provider Cost Reclassification	Prov Cost Reclass	PA_XLA_CROSSCHARGE_V	Actual
Supplier Cost	Supplier Cost	Purchase Invoices	PA_XLA_COST_V	Actual
Supplier Cost Adjustment	Supplier Cost	Purchase Invoices	PA_XLA_COST_V	Actual

Event Class	Process Category	Default Journal Category	Transaction View	Balance Types
Total Burdened Cost	Total Burdened Cost	Total Burdened Cost	PA_XLA_COST_V	Actual, Encumbrance
Total Burdened Cost Adjustment	Total Burdened Cost	Total Burdened Cost	PA_XLA_COST_V	Actual, Encumbrance
Usage Cost	Usage Cost	Usage Cost	PA_XLA_COST_V	Actual
Usage Cost Adjustment	Usage Cost	Usage Cost	PA_XLA_COST_V	Actual
Work in Process Cost	Work in Process Cost	WIP	PA_XLA_COST_V	Actual
Work in Process Cost Adjustment	Work in Process Cost	WIP	PA_XLA_COST_V	Actual
Revenue	Revenue	Revenue	PA_XLA_REV_V	Actual
Revenue Adjustment	Revenue	Revenue	PA_XLA_REV_V	Actual

The following table lists the accounting event class options that Oracle Projects predefines for Oracle Purchasing.

Predefined Accounting Event Class Options for Oracle Purchasing

Event Class	Process Category	Default Journal Category	Transaction View	Balance Types
Burden for Purchase Order	Purchase Order	Purchases	PO_TRANSACTION_V	Encumbrance
Burden for Release	Purchase Order	Release	PO_RELEASE_TRANSACTION_V	Encumbrance
Burden for Requisition	Requisition	Requisitions	PO_REQ_TRANSACTION_V	Encumbrance

The following table lists the accounting event class options that Oracle Projects

predefines for Oracle Payables.

Predefined Accounting Event Class Options for Oracle Payables

Event Class	Process Category	Default Journal Category	Transaction View	Balance Types
Burden for Invoices	Invoices	Purchase Invoices	AP_SLA_INVOICES_TRANSACTION_V	Encumbrance
Burden for Prepayment Applications	Invoices	Purchase Invoices	AP_SLA_INVOICES_TRANSACTION_V	Encumbrance
Burden for Prepayments	Invoices	Purchase Invoices	AP_SLA_INVOICES_TRANSACTION_V	Encumbrance

Sources, Source Assignments, and Accounting Attribute Assignments

Oracle Projects predefines sources, source assignments, and accounting attribute assignments for Oracle Subledger Accounting.

You can use the Accounting Methods Builder to review the sources, source assignments, and accounting attribute assignments. You must access the Accounting Methods Builder using an Oracle Projects responsibility if you want to review the sources, source assignments, and accounting attribute assignments associated with the *Projects* application. Similarly, if you want to review the sources, source assignments, and accounting attribute assignments associated with Oracle Purchasing or Oracle Payables, you must access the Account Methods Builder using an Oracle Purchasing or Oracle Payables responsibility respectively.

> **Note:** You cannot make changes to predefined sources, source assignments, or accounting attribute assignments. However, you can define your own custom sources. See: Custom Sources, *Oracle Projects Implementation Guide*.
>
> If you choose to define your own journal line types or application accounting definitions, then you can override the default accounting attribute assignments.

Oracle Projects provides over *300* predefined sources. When you use the Sources window to review the predefined sources, you can optionally export the queried sources from the application to a Microsoft Excel spreadsheet.

To export a list of sources:

1. Log into Oracle Applications.

2. Select an Oracle Projects, Oracle Purchasing, or Oracle Payables responsibility, depending on the sources that you want to review.

3. Navigate to the Sources window.

   - From an Oracle Projects super user responsibility: Setup - Subledger Accounting - Accounting Methods Builder - Sources - Sources

   - From an Oracle Purchasing super user responsibility: Setup - Subledger Accounting Setups - Accounting Methods Builder - Sources - Sources

   - From an Oracle Payables super user responsibility: Accounting Setups - Subledger Accounting Setup - Accounting Methods Builder - Sources - Sources

4. Query the records you want to export.

5. Place your cursor in the multi-row block that contains the records to be exported.

6. Choose **Export** from the **File** menu.

Related Topics

Exporting Records to a File, *Oracle E-Business Suite User's Guide*

Journal Line Types

Oracle Projects predefines journal line types for each predefined event class. Oracle Projects specifies conditions for the use of each journal line type. Oracle Projects also predefines journal line types for Oracle Purchasing and Oracle Payables. These journal line types are for burden costs on project-related commitments in Oracle Purchasing and Oracle Payables.

> **Important:** Oracle Projects recommends that you do not modify the predefined journal line types for encumbrance entries or define additional journal line types for encumbrance entries. Adding or modifying these journal line types can cause the funds check process to create additional encumbrance entries. The additional encumbrance entries can cause the funds check process to fail.

The following table lists the journal line types that Oracle Projects predefines for the *Projects* application.

Predefined Journal Line Types for the Projects Application

Event Class	Name	Balance Type	Side
Borrowed and Lent	Provider Cost	Actual	Credit
Borrowed and Lent	Provider Revenue	Actual	Credit
Borrowed and Lent	Receiver Cost	Actual	Debit
Borrowed and Lent	Receiver Revenue	Actual	Debit
Borrowed and Lent Adjustment	Provider Cost Adjustment	Actual	Credit
Borrowed and Lent Adjustment	Provider Revenue Adjustment	Actual	Credit
Borrowed and Lent Adjustment	Receiver Cost Adjustment	Actual	Debit
Borrowed and Lent Adjustment	Receiver Cost Adjustment	Actual	Debit
Budget	Project Cost Budget Journal	Budget	Debit
Budget	Project Encumbrance	Encumbrance	Debit
Budget	Project Revenue Budget Journal	Budget	Credit
Burden Cost	Burden Cost	Actual	Debit
Burden Cost	Burden Cost Clearing	Actual	Credit
Burden Cost	Reinstate Project Encumbrance	Encumbrance	Debit
Burden Cost	Relieve Cancelled Invoice Burden Encumbrance	Encumbrance	Credit

Event Class	Name	Balance Type	Side
Burden Cost	Relieve Contingent Worker (rate based) Purchase Order Burden Encumbrance	Encumbrance	Credit
Burden Cost	Relieve Invoice Burden Encumbrance	Encumbrance	Credit
Burden Cost	Relieve Purchase Order Burden Encumbrance	Encumbrance	Credit
Burden Cost	Relieve Project Encumbrance	Encumbrance	Credit
Burden Cost	Relieve Release Burden Encumbrance	Encumbrance	Credit
Inventory Cost	Raw Cost	Actual	Debit
Inventory Cost	Raw Cost Clearing	Actual	Credit
Inventory Cost Adjustment	Raw Cost Adjustment	Actual	Debit
Inventory Cost Adjustment	Raw Cost Clearing Adjustment	Actual	Credit
Labor Cost	Raw Cost	Actual	Debit
Labor Cost	Raw Cost Clearing	Actual	Credit
Labor Cost Adjustment	Raw Cost Adjustment	Actual	Debit
Labor Cost Adjustment	Raw Cost Clearing Adjustment	Actual	Credit
Miscellaneous Cost	Raw Cost	Actual	Debit
Miscellaneous Cost	Raw Cost Clearing	Actual	Credit
Miscellaneous Cost Adjustment	Raw Cost Adjustment	Actual	Debit

Event Class	Name	Balance Type	Side
Miscellaneous Cost Adjustment	Raw Cost Clearing Adjustment	Actual	Credit
Provider and Receiver Reclass	Reclass Destination	Actual	Debit
Provider and Receiver Reclass	Reclass Source	Actual	Credit
Provider and Receiver Reclass Adjustment	Reclass Destination Adjustment	Actual	Debit
Provider and Receiver Reclass Adjustment	Reclass Source Adjustment	Actual	Credit
Revenue	Burden Cost Revenue	Actual	Credit
Revenue	Expense Report Revenue	Actual	Credit
Revenue	Event Revenue	Actual	Credit
Revenue	Event Write-Off Revenue	Actual	Debit
Revenue	Inventory Revenue	Actual	Credit
Revenue	Labor Revenue	Actual	Credit
Revenue	Miscellaneous Transaction Revenue	Actual	Credit
Revenue	Realized Gains	Actual	Credit
Revenue	Realized Losses	Actual	Debit
Revenue	Unbilled Receivable	Actual	Debit
Revenue	Unearned Revenue	Actual	Debit
Revenue	Usage Revenue	Actual	Credit
Revenue	Supplier Invoice Revenue	Actual	Credit

Event Class	Name	Balance Type	Side
Revenue	WIP Revenue	Actual	Credit
Revenue Adjustment	Event Revenue Adjustments	Actual	Debit
Revenue Adjustment	Event Write-off Revenue Adjustment	Actual	Credit
Revenue Adjustment	Realized Gains Adjustments	Actual	Debit
Revenue Adjustment	Realized Losses Adjustments	Actual	Credit
Revenue Adjustment	Revenue Adjustments	Actual	Debit
Revenue Adjustment	Unbilled Receivable Adjustments	Actual	Credit
Revenue Adjustment	Unearned Revenue Adjustments	Actual	Credit
Supplier Cost	Exchange Rate Variance	Actual	Debit
Supplier Cost	Exchange Rate Variance Clearing	Actual	Credit
Supplier Cost	Raw Cost	Actual	Debit
Supplier Cost	Raw Cost Clearing	Actual	Credit
Supplier Cost Adjustment	Raw Cost Adjustment	Actual	Debit
Supplier Cost Adjustment	Raw Cost Clearing Adjustment	Actual	Credit
Supplier Cost Adjustment	Exchange Rate Variance	Actual	Debit
Supplier Cost Adjustment	Exchange Rate Variance Clearing	Actual	Credit
Total Burdened Cost	Total Burdened Cost	Actual	Debit
Total Burdened Cost	Total Burdened Cost Clearing	Actual	Credit

Event Class	Name	Balance Type	Side
Total Burdened Cost	Reinstate Project Encumbrance	Encumbrance	Debit
Total Burdened Cost	Relieve Contingent Worker (rate based) Purchase Order Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost	Relieve Cancelled Invoice Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost	Relieve Invoice Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost	Relieve Purchase Order Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost	Relieve Project Encumbrance	Encumbrance	Credit
Total Burdened Cost	Relieve Release Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost Adjustment	Total Burdened Cost Adjustment	Actual	Debit
Total Burdened Cost Adjustment	Total Burdened Cost Clearing Adjustment	Actual	Credit
Total Burdened Cost Adjustment	Relieve Cancelled Invoice Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost Adjustment	Reinstate Project Encumbrance	Encumbrance	Debit
Total Burdened Cost Adjustment	Relieve Contingent Worker (rate based) Purchase Order Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost Adjustment	Relieve Invoice Burdened Encumbrance	Encumbrance	Credit
Total Burdened Cost Adjustment	Relieve Purchase Order Burdened Encumbrance	Encumbrance	Credit

Event Class	Name	Balance Type	Side
Total Burdened Cost Adjustment	Relieve Project Encumbrance	Encumbrance	Credit
Total Burdened Cost Adjustment	Relieve Release Burdened Encumbrance	Encumbrance	Credit
Usage Cost	Raw Cost	Actual	Debit
Usage Cost	Raw Cost Clearing	Actual	Credit
Usage Cost Adjustment	Raw Cost Adjustment	Actual	Debit
Usage Cost Adjustment	Raw Cost Clearing Adjustment	Actual	Credit
Work in Process Cost	Raw Cost	Actual	Debit
Work in Process Cost	Raw Cost Clearing	Actual	Credit
Work in Process Cost Adjustment	Raw Cost Adjustment	Actual	Debit
Work in Process Cost Adjustment	Raw Cost Clearing Adjustment	Actual	Credit

The following table lists the journal line types that Oracle Projects predefines for Oracle Purchasing.

Predefined Journal Line Types for Oracle Purchasing

Event Class	Name	Balance Type	Side
Burden for Purchase Orders	Cancel Burdened PO Encumbrance	Encumbrance	Debit
Burden for Purchase Orders	Cancel Burden PO Encumbrance	Encumbrance	Debit

Event Class	Name	Balance Type	Side
Burden for Purchase Orders	Reinstate Requisition Burdened Encumbrance for PO Cancel	Encumbrance	Credit
Burden for Purchase Orders	Reinstate Requisition Burdened Encumbrance for PO Unreserve	Encumbrance	Debit
Burden for Purchase Orders	Reinstate Requisition Burden Encumbrance for PO Cancel	Encumbrance	Credit
Burden for Purchase Orders	Reinstate Requisition Burden Encumbrance for PO Unreserve	Encumbrance	Debit
Burden for Purchase Orders	Reinstate Unencumbered Requisition Burden Encumbrance for PO	Encumbrance	Debit
Burden for Purchase Orders	Reinstate Unencumbered Requisition Burdened Encumbrance for PO	Encumbrance	Debit
Burden for Purchase Orders	Relieve Burdened Requisition Encumbrance for PO	Encumbrance	Credit
Burden for Purchase Orders	Relieve Burden Requisition Encumbrance for PO	Encumbrance	Credit
Burden for Purchase Orders	Relieve Project Encumbrance	Encumbrance	Credit
Burden for Purchase Orders	Relieve Unencumbered Burden Requisition Encumbrance for PO	Encumbrance	Credit
Burden for Purchase Orders	Relieve Unencumbered Burdened Requisition Encumbrance for PO	Encumbrance	Credit
Burden for Purchase Orders	Reopen Final Matched PO Burdened Encumbrance	Encumbrance	Debit

Event Class	Name	Balance Type	Side
Burden for Purchase Orders	Reopen Final Matched PO Burden Encumbrance	Encumbrance	Debit
Burden for Purchase Orders	Reserve Burdened PO Encumbrance	Encumbrance	Debit
Burden for Purchase Orders	Reserve Burden PO Encumbrance	Encumbrance	Debit
Burden for Purchase Orders	Reserve Project Encumbrance	Encumbrance	Debit
Burden for Purchase Orders	Unreserve Burdened PO Encumbrance	Encumbrance	Credit
Burden for Purchase Orders	Unreserve Burden PO Encumbrance	Encumbrance	Credit
Burden for Release	Cancel Burdened Release Encumbrance	Encumbrance	Debit
Burden for Release	Cancel Burden Release Encumbrance	Encumbrance	Debit
Burden for Release	Reinstate PO Burdened Encumbrance for Release Cancel	Encumbrance	Credit
Burden for Release	Reinstate PO Burdened Encumbrance for Release Unreserve	Encumbrance	Debit
Burden for Release	Reinstate PO Burden Encumbrance for Release Cancel	Encumbrance	Credit
Burden for Release	Reinstate PO Burden Encumbrance for Release Unreserve	Encumbrance	Debit
Burden for Release	Reinstate Requisition Burdened Encumbrance for Release Cancel	Encumbrance	Credit

Event Class	Name	Balance Type	Side
Burden for Release	Reinstate Requisition Burdened Encumbrance for Release Unreserve	Encumbrance	Debit
Burden for Release	Reinstate Requisition Burden Encumbrance for Release Cancel	Encumbrance	Credit
Burden for Release	Reinstate Requisition Burden Encumbrance for Release Unreserve	Encumbrance	Debit
Burden for Release	Relieve Burdened PO Encumbrance for Release	Encumbrance	Credit
Burden for Release	Relieve Burdened Requisition Encumbrance for Release	Encumbrance	Credit
Burden for Release	Relieve Burden PO Encumbrance for Release	Encumbrance	Credit
Burden for Release	Relieve Burden Requisition Encumbrance for Release	Encumbrance	Credit
Burden for Release	Relieve Project Encumbrance	Encumbrance	Credit
Burden for Release	Reopen Final Closed Release Burden Encumbrance	Encumbrance	Debit
Burden for Release	Reopen Final Closed Release Burdened Encumbrance	Encumbrance	Debit
Burden for Release	Reserve Burdened Release Encumbrance	Encumbrance	Debit
Burden for Release	Reserve Burden Release Encumbrance	Encumbrance	Debit
Burden for Release	Reserve Project Encumbrance	Encumbrance	Debit
Burden for Release	Unreserve Burdened Release Encumbrance	Encumbrance	Credit

Event Class	Name	Balance Type	Side
Burden for Release	Unreserve Burden Release Encumbrance	Encumbrance	Credit
Burden for Requisition	Cancel Burdened Requisition Encumbrance	Encumbrance	Debit
Burden for Requisition	Cancel Burden Requisition Encumbrance	Encumbrance	Debit
Burden for Requisition	Relieve Project Encumbrance	Encumbrance	Credit
Burden for Requisition	Reserve Burdened Requisition Encumbrance	Encumbrance	Debit
Burden for Requisition	Reserve Burden Requisition Encumbrance	Encumbrance	Debit
Burden for Requisition	Reserve Project Encumbrance	Encumbrance	Debit
Burden for Requisition	Unreserve Burdened Requisition Encumbrance	Encumbrance	Credit
Burden for Requisition	Unreserve Burden Requisition Encumbrance	Encumbrance	Credit

The following table lists the journal line types that Oracle Projects predefines for Oracle Payables.

Predefined Journal Line Types for Oracle Payables

Event Class	Name	Balance Type	Side
Burden for Invoices	Burdened Invoice Encumbrance	Encumbrance	Debit
Burden for Invoices	Burden Invoice Encumbrance	Encumbrance	Debit
Burden for Invoices	Relieve Project Encumbrance	Encumbrance	Credit
Burden for Invoices	Reserve Project Encumbrance	Encumbrance	Debit

Event Class	Name	Balance Type	Side
Burden for Invoices	Reverse PO Burdened Encumbrance	Encumbrance	Credit
Burden for Invoices	Reverse PO Burden Encumbrance	Encumbrance	Credit
Burden for Invoices	Reverse Release Burdened Encumbrance	Encumbrance	Credit
Burden for Invoices	Reverse Release Burden Encumbrance	Encumbrance	Credit
Burden for Prepayment Applications	Prepayment Application Burdened Encumbrance	Encumbrance	Credit
Burden for Prepayment Applications	Prepayment Application Burden Encumbrance	Encumbrance	Credit
Burden for Prepayment Applications	Prepayment Application Encumbrance	Encumbrance	Credit
Burden for Prepayment Applications	Relieve Project Encumbrance	Encumbrance	Credit
Burden for Prepayment Applications	Reserve Project Encumbrance	Encumbrance	Debit
Burden for Prepayments	Prepayment Burdened Encumbrance	Encumbrance	Debit
Burden for Prepayments	Prepayment Burden Encumbrance	Encumbrance	Debit
Burden for Prepayments	Prepayment Encumbrance	Encumbrance	Debit
Burden for Prepayments	Relieve Project Encumbrance	Encumbrance	Credit
Burden for Prepayments	Reserve Project Encumbrance	Encumbrance	Debit

Account Derivation Rules

Oracle Projects predefines account derivation rules. When Oracle Subledger Accounting uses the predefined account derivation rules that Oracle Projects provides, it accepts the default accounting that Oracle Projects generates using AutoAccounting (costs and revenue) or the Project Budget Account Generation Workflow (budgets) without change.

You can optionally define your own account derivation rules for an Accounting Flex Flexfield or for a segment. In this case, Oracle Subledger Accounting overrides the default accounts that Oracle Projects generates, or individual segment values in the default accounts, when it creates the draft or final subledger accounting.

Oracle Projects also predefines account derivation rules for Oracle Purchasing and Oracle Payables. These account derivation rules are for burden costs on project-related commitments in Oracle Purchasing and Oracle Payables.

> **Note:** All account derivation rules that Oracle Projects predefines have an Output Type of *Flexfield*.

The name account derivation rules that Oracle Projects predefines for the *Projects* application are as follows:

- Event Revenue Account Rule
- Project Budget Account Rule
- Cost Account Rule
- Cost Adjustment Account Rule
- Cost Clearing Account Rule
- Cost Clearing Adjustment Account Rule
- Provider Cost/Revenue Account Rule
- Provider Cost/Revenue Adjustment Account Rule
- Receiver Cost/Revenue Account Rule
- Receiver Cost/Revenue Adjustment Account Rule
- Reclass Destination Account Rule
- Reclass Destination Adjustment Account Rule
- Reclass Source Account Rule

- Reclass Source Adjustment Account Rule
- Realized Gains Account Rule
- Realized Losses Account Rule
- Revenue Account Rule
- UBR Account Rule
- UER Account Rule

The account derivation rules that Oracle Projects predefines for Oracle Purchasing are as follows:

- Burdened Encumbrance Account Rule
- Burden Encumbrance Account Rule

The account derivation rules that Oracle Projects predefines for Oracle Payables are as follows:

- Burdened Encumbrance Account Rule
- Burden Encumbrance Account Rule
- Project Prepayment Burdened Encumbrance Account Rule
- Project Prepayment Burden Encumbrance Account Rule
- Project Prepayment Encumbrance Account Rule

Journal Lines Definitions

Oracle Projects predefines journal lines definitions that group the predefined journal line types and account derivation rules within each of the predefined event types. Oracle Projects assigns each predefined journal lines definition to all event types within an event class.

Oracle Projects also predefines journal lines definitions for Oracle Purchasing and Oracle Payables. These journal lines definitions are for burden costs on project-related commitments in Oracle Purchasing and Oracle Payables.

The following table lists the journal lines definitions that Oracle Projects predefines for the *Projects* application.

Predefined Journal Lines Definitions for the Projects Application

Event Class	Journal Lines Definition Name	Budgetary Control	Journal Line Types
Borrowed and Lent	Projects Standard Accounting	No	Provider Cost, Provider Revenue, Receiver Cost, Receiver Revenue
Borrowed and Lent Adjustment	Projects Standard Accounting	No	Provider Cost Adjustment, Provider Revenue Adjustment, Receiver Cost Adjustment, Receiver Revenue Adjustment
Budget	Project Encumbrance Accounting	Yes	Project Encumbrance
Budget	Projects Standard Accounting	Yes	Project Cost Budget Journal, Project Revenue Budget Journal
Burden Cost	Project Encumbrance Reversal Accounting	No	Reinstate Project Encumbrance, Relieve Cancelled Invoice Burden Encumbrance, Relieve Contingent Worker (rate based) Purchase Order Burden Encumbrance, Relieve Invoice Burden Encumbrance, Relieve Project Encumbrance, Relieve Purchase Order Burden Encumbrance, Relieve Release Burden Encumbrance
Burden Cost	Projects Standard Accounting	No	Burden Cost, Burden Cost Clearing
Inventory Cost	Projects Standard Accounting	No	Raw Cost, Raw Cost Clearing
Inventory Cost Adjustment	Projects Standard Accounting	No	Raw Cost Adjustment, Raw Cost Clearing Adjustment
Labor Cost	Projects Standard Accounting	No	Raw Cost, Raw Cost Clearing
Labor Cost Adjustment	Projects Standard Accounting	No	Raw Cost Adjustment, Raw Cost Clearing Adjustment

Event Class	Journal Lines Definition Name	Budgetary Control	Journal Line Types
Miscellaneous Cost	Projects Standard Accounting	No	Raw Cost, Raw Cost Clearing
Miscellaneous Cost Adjustment	Projects Standard Accounting	No	Raw Cost Adjustment, Raw Cost Clearing Adjustment
Provider and Receiver Reclass	Projects Standard Accounting	No	Reclass Destination, Reclass Source
Provider and Receiver Reclass Adjustment	Projects Standard Accounting	No	Reclass Destination Adjustment, Reclass Source Adjustment
Revenue	Projects Standard Accounting	No	Burden Cost Revenue, Event Revenue, Event Write-Off Revenue, Expense Report Revenue, Inventory Revenue, Labor Revenue, Miscellaneous Transaction Revenue, Realized Gains, Realized Losses, Supplier Invoice Revenue, Unbilled Receivable, Unearned Revenue, Usage Revenue, WIP Revenue
Revenue Adjustment	Projects Standard Accounting	No	Event Revenue Adjustments, Event Write-Off Revenue Adjustment, Realized Gains Adjustments, Realized Losses Adjustments, Revenue Adjustments, Unbilled Receivable Adjustments, Unearned Revenue Adjustments
Supplier Cost	Projects Standard Accounting	No	Exchange Rate Variance, Exchange Rate Variance Clearing, Raw Cost, Raw Cost Clearing
Supplier Cost Adjustment	Projects Standard Accounting	No	Exchange Rate Variance, Exchange Rate Variance Clearing, Raw Cost Adjustment, Raw Cost Clearing Adjustment

Event Class	Journal Lines Definition Name	Budgetary Control	Journal Line Types
Total Burdened Cost	Project Encumbrance Reversal Accounting	No	Reinstate Project Encumbrance, Relieve Cancelled Invoice Burdened Encumbrance, Relieve Contingent Worker (rate based) Purchase Order Burdened Encumbrance, Relieve Invoice Burdened Encumbrance, Relieve Project Encumbrance, Relieve Purchase Order Burdened Encumbrance, Relieve Release Burdened Encumbrance
Total Burdened Cost	Projects Standard Accounting	No	Total Burdened Cost, Total Burdened Cost Clearing
Total Burdened Cost Adjustment	Project Encumbrance Reversal Accounting	No	Reinstate Project Encumbrance, Relieve Cancelled Invoice Burdened Encumbrance, Relieve Contingent Worker (rate based) Purchase Order Burdened Encumbrance, Relieve Invoice Burdened Encumbrance, Relieve Project Encumbrance, Relieve Purchase Order Burdened Encumbrance, Relieve Release Burdened Encumbrance
Total Burdened Cost Adjustment	Projects Standard Accounting	No	Total Burdened Cost Adjustment, Total Burdened Cost Clearing Adjustment
Usage Cost	Projects Standard Accounting	No	Raw Cost, Raw Cost Clearing
Usage Cost Adjustment	Projects Standard Accounting	No	Raw Cost Adjustment, Raw Cost Clearing Adjustment
Work in Process Cost	Projects Standard Accounting	No	Raw Cost, Raw Cost Clearing
Work in Process Cost Adjustment	Projects Standard Accounting	No	Raw Cost Adjustment, Raw Cost Clearing Adjustment

The following table lists the journal lines definitions that Oracle Projects predefines for

Oracle Purchasing.

Predefined Journal Lines Definitions for Oracle Purchasing

Event Class	Journal Lines Definition Name	Budgetary Control	Journal Line Types
Burden for Purchase Orders	Purchase Order Burden and Project Encumbrance ALL	Yes	All predefined journal line types for the *Burden for Purchase Orders* event class. See: Journal Line Types, page A-13.
Burden for Release	Release Burden and Project Encumbrance ALL	Yes	All predefined journal line types for the *Burden for Release* event class. See: Journal Line Types, page A-13.
Burden for Requisition	Requisition Burden and Project Encumbrance ALL	Yes	All predefined journal line types for the *Burden for Requisition* event class. See: Journal Line Types, page A-13.

The following table lists the journal lines definitions that Oracle Projects predefines for Oracle Payables.

Predefined Journal Lines Definitions for Oracle Payables

Event Class	Journal Lines Definition Name	Budgetary Control	Journal Line Types
Burden for Invoices	Invoice Burden and Project Encumbrance ALL	Yes	All predefined journal line types for the *Burden for Invoices* event class. See: Journal Line Types, page A-13.
Burden for Prepayment Applications	Prepayment Application Burden and Project Encumbrance ALL	Yes	All predefined journal line types for the *Burden for Prepayment Applications* event class. See: Journal Line Types, page A-13.
Burden for Prepayments	Prepayment Burden and Project Encumbrance ALL	Yes	All predefined journal line types for the *Burden for Prepayments* event class. See: Journal Line Types, page A-13.

Application Accounting Definitions

Oracle Projects predefines the *Projects Standard Accounting* application accounting definition.

Oracle Purchasing and Oracle Payables also predefine application accounting definitions. The application accounting definitions for encumbrance accounting for Oracle Purchasing and Oracle Payables include the predefined setup components that Oracle Projects provides for burden cost on project-related commitments.

The following table lists the assignments for the *Projects Standard Accounting* application accounting definition that Oracle Projects predefines for the *Projects* application.

Assignments for the Predefined Projects Standard Accounting Application Accounting Definition

Event Class Assignments	Event Type Assignments	Create Accounting	Journal Line Definition Assignments
Borrowed and Lent	All	Yes	Projects Standard Accounting
Borrowed and Lent Adjustment	All	Yes	Projects Standard Accounting
Budget	All	Yes	Project Encumbrance Accounting, Projects Standard Accounting
Burden Cost	All	Yes	Project Encumbrance Reversal Accounting, Projects Standard Accounting
Inventory Cost	All	Yes	Projects Standard Accounting
Inventory Cost Adjustment	All	Yes	Projects Standard Accounting
Labor Cost	All	Yes	Projects Standard Accounting
Labor Cost Adjustment	All	Yes	Projects Standard Accounting
Miscellaneous Cost	All	Yes	Projects Standard Accounting
Miscellaneous Cost Adjustment	All	Yes	Projects Standard Accounting

Event Class Assignments	Event Type Assignments	Create Accounting	Journal Line Definition Assignments
Provider and Receiver Reclass	All	Yes	Projects Standard Accounting
Provider and Receiver Reclass Adjustment	All	Yes	Projects Standard Accounting
Revenue	All	Yes	Projects Standard Accounting
Revenue Adjustment	All	Yes	Projects Standard Accounting
Supplier Cost	All	Yes	Projects Standard Accounting
Supplier Cost Adjustment	All	Yes	Projects Standard Accounting
Total Burdened Cost	All	Yes	Project Encumbrance Reversal Accounting, Projects Standard Accounting
Total Burdened Cost Adjustment	All	Yes	Project Encumbrance Reversal Accounting, Projects Standard Accounting
Usage Cost	All	Yes	Projects Standard Accounting
Usage Cost Adjustment	All	Yes	Projects Standard Accounting
Work in Process Cost	All	Yes	Projects Standard Accounting
Work in Process Cost Adjustment	All	Yes	Projects Standard Accounting

Subledger Accounting Methods

Oracle Subledger Accounting provides predefined subledger accounting methods that group the predefined application accounting definitions for subledger applications. You can optionally create your own subledger accounting methods.

Oracle Projects assigns the predefined *Projects Standard Accounting* application

accounting definition to the predefined *Standard Accrual*, *Accrual with Encumbrance Accounting*, and *Standard Cash* subledger accounting methods. You can assign these subledger accounting methods to your ledgers.

Post-Accounting Programs that Oracle Projects Defines

Subledger applications use post-accounting programs to transfer transaction data between subledgers based on the accounting generated from the transaction data. Oracle Subledger Accounting uses accounting classes to classify journal entry lines. The post-accounting programs distinguish journal lines for processing based on the accounting class assigned to each journal entry line.

Oracle Projects provides two post-accounting programs, one for debits and one for credits. Oracle Projects provides the post-accounting programs to obtain final accounting information from Oracle Subledger Accounting because the accounting that Oracle Projects creates using AutoAccounting may not be the same as the final accounting that Oracle Subledger Accounting transfers to Oracle General Ledger.

Oracle Projects uses post-accounting programs to determine which journal entry lines to retrieve from Oracle Subledger Accounting when Oracle Projects performs the following activities:

- Groups asset lines on capital projects
- Generates audit reports
- Creates a reversing entry for expenditure items that you imported into Oracle Projects from other applications, such as Oracle Purchasing, Oracle Payables, or Oracle Inventory
- Creates a reversing entry for expenditure items when you split an expenditure item, transfer an expenditure item, or change transaction attributes for an expenditure item (for example, change whether the expenditure item is billable or capitalizable)

B

Menu Paths

This appendix describes the default navigation paths for each window on the Oracle Projects menu.

This appendix covers the following topics:

- Oracle Projects Navigation Paths

Oracle Projects Navigation Paths

This appendix lists the default navigation paths for most of the windows in Oracle Projects. The responsibility that you use determines which of these windows you can use and how you access them. Your implementation team and system administrator set up navigation menus and task flows for your responsibility, and may create customized versions of some of these windows (with different window titles or navigation paths).

Default Navigator Paths

The following table lists the default navigation paths for most of the windows in Oracle Projects.

Window	Default Path
Account Derivation Rules	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Account Derivation Rules Enter criteria in the Find Account Derivation Rules window and then choose Find.
Account Generator Processes	Setup > Flexfields > Key > Accounts

Window	Default Path
Accounting Attribute Assignments	Setup > Subledger Accounting > Accounting Methods Builder > Sources > Accounting Attribute Assignments
Accounting Calendar. See: *Oracle General Ledger Implementation Guide*	Setup > Financials > Calendar > Periods
Accounting Definition Headers	Setup > Subledger Accounting > Accounting Methods Builder > Accounting Definitions Inquiry Enter criteria in the Find Accounting Definitions window and then choose Find.
Accounting Class Assignments	Setup > Subledger Accounting > Post-Accounting Programs Enter or query a post-accounting program and then choose Accounting Class Assignments.
Accounting Event Class Options	Setup > Subledger Accounting > Accounting Methods Builder > Events > Accounting Event Class Options
Accounting Events	Subledger Accounting Inquiry > Accounting Events
Agreement , *Oracle Project Billing User Guide*	Billing > Agreements
Agreement Template , *Oracle Project Billing User Guide*	Setup > Billing > Agreement Templates
Agreement Types , *Oracle Project Billing User Guide*	Setup > Billing > Agreement Types
Allocation Rule, *Oracle Projects Implementation Guide*	Allocations > Allocation Rules
Application Accounting Definition Merge Analysis	Setup > Subledger Accounting > Accounting Methods Builder > Application Accounting Definitions Loader > Merge Analysis
Application Accounting Definitions	Setup > Subledger Accounting > Accounting Methods Builder > Methods and Definitions> Application Accounting Definitions Enter criteria in the Find Application Accounting Definitions window and then choose Find.

Window	Default Path
Application Accounting Definitions History	Setup > Subledger Accounting > Accounting Methods Builder > Application Accounting Definition Loader > History
Application Utilities Lookups	Setup > Human Resources > HR Foundation > Other Definitions > Application Utilities Lookups
Apply Receipt	Billing > Agreements. Query an agreement and then choose Apply Receipt.
AR Payment Terms	Setup > Billing > Payment Terms
Assign AutoAccounting Rules, *Oracle Projects Implementation Guide*	Setup > AutoAccounting > Assign Rules
Assign Calendar Resources	Setup > System > Scheduling Calendar > Assign Resources
Assign Security Rules. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Descriptive > Security > Assign Setup > Flexfields > Key > Security > Assign Setup > Flexfields > Validation > Security > Assign
Assign Shift/Exceptions	Setup > System > Scheduling Calendar > Assign Shifts/Exceptions
AutoAccounting Lookup Sets	Setup > AutoAccounting > Lookup Sets
AutoAccounting Rules, *Oracle Projects Implementation Guide*	Setup > AutoAccounting > Rules
AutoAllocation Workbench , *Oracle Project Costing User Guide*	Allocations > AutoAllocations > Workbench
Availability Type Lookups	Setup > System > Scheduling Calendar > Others > Define Availability Types
Basis, *Oracle Projects Implementation Guide*	Allocations > Allocation Rules. Find or enter a rule and a prorated basis method, and then choose Basis.

Window	Default Path
Basis Details, *Oracle Projects Implementation Guide*	Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window, choose Find, and then choose Basis Details.
Bill Rates	see: Rate Schedules, page B-13
Billing Extensions	Setup > Billing > Extensions
Budget Change Reason Lookups	Setup > Budgets > Change Reasons
Budget Entry Methods, *Oracle Projects Implementation Guide*	Setup > Budgets > Entry Methods
Budget Types, *Oracle Projects Implementation Guide*	Setup > Budgets > Budget Types
Budgets , *Oracle Project Management User Guide*	Budgets
Burden Cost Codes, *Oracle Projects Implementation Guide*	Setup > Costing > Burden > Cost Codes
Burden Schedules	Setup > Costing > Burden > Schedules
Burden Structures	Setup > Costing > Burden > Structures
Calendar	Setup > System > Scheduling Calendar > Define Calendar
Calendar Exception Reason Lookups	Setup > System > Scheduling Calendar > Others > Define Exception Reasons
Calendar Exception Type Lookups	Setup > System > Scheduling Calendar > Others > Define Exception Categories
Calendar Type Lookups	Setup > System > Scheduling Calendar > Others > Define Calendar Types
Candidate Status Change Reason Lookups	Setup > Staffing > Candidate Status Change Reasons
Capital Projects , *Oracle Project Costing User Guide*	Capital Projects. Enter criteria in the Find Capital Projects window and then choose Find.

Window	Default Path
Class Categories and Codes, *Oracle Projects Implementation Guide*	Setup > Projects > Classifications
Competencies	Setup > Human Resources > HR Foundation > Career Management > Competencies
Completed Requests. See: *Oracle E-Business Suite User's Guide*	Other > Requests > Run
Contact Types Lookups	See: Project Contact Type Lookups
Control Action, *Oracle Projects Implementation Guide*	Setup > API Controls > Control Actions
Control Billing by Top Task	Billing > Control Billing by Top Task
Control Item Effort Levels Lookups	Setup > Issue & Change > Effort Levels
Control Item Priority	Setup > Issue and Change > Control Item Priorities
Control Item Source Type Lookups	Setup > Issue and Change > Source Types
Copy Rule, *Oracle Projects Implementation Guide*	Allocations > Allocation Rules. Find or enter a rule and then choose Copy To.
Cost Bases , *Oracle Projects Implementation Guide*	Setup > Costing > Burden > Bases
Cost Base Type Lookups , *Oracle Projects Implementation Guide*	Setup > Costing > Burden > Bases. Choose Cost Base Type.
Cost Distribution Lines , *Oracle Project Costing User Guide*	Expenditures > Expenditure Inquiry > Project. Find the project. Choose Item Details. Choose Cost Distribution Lines.
Cost Rates	see: Rate Schedules, page B-13
Credit Type Lookups	Setup > Billing > Credit Types
Cross Validation Rules. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Key > Rules
Customer Project Relationship Lookups	See: Project Customer Relationship Lookups

Window	Default Path
Custom Sources	Setup > Subledger Accounting > Accounting Methods Builder > Sources > Custom Sources Enter criteria in the Find Custom Sources window and then choose Find.
Cycles	Setup > System > Cycles
Define Security Rules. See:*Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Descriptive > Security > Define Setup > Flexfields > Key > Security > Define Setup > Flexfields > Validation > Security > Define
Define Shifts	Setup > System > Scheduling Calendar > Define Shifts
Descriptive Flexfield Segments. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Descriptive > Segments
Draft Exceptions , *Oracle Project Costing User Guide*	Allocations > Review Allocations Runs. Select a run with the status Draft Failure, and then choose Exceptions.
Enter Person, *Oracle Projects Implementation Guide*	Setup > Human Resources > HR Foundation > People > Enter and Maintain
Entities	Setup > Subledger Accounting > Accounting Methods Builder > Events > Event Model
Event Entry and Inquiry Windows , *Oracle Project Billing User Guide*	Billing > Events > Project Billing > Events > All
Event Details	Navigate to the Event Summary page and select Open
Event Summary	Navigate to the Find Project Event or Find Events page and select Find
Event Types , *Oracle Projects Implementation Guide*	Setup > Billing > Event Types
Exceptions	Setup > System > Scheduling Calendar > Define Exceptions

Window	Default Path
Expenditure Batches , *Oracle Project Costing User Guide*	Expenditures > Pre-Approved Batches > Enter
Expenditure Batches Summary , *Oracle Project Costing User Guide*	Expenditures > Pre-Approved Batches > Review. Find the batch you want to see and choose Find.
Expenditure Categories , *Oracle Projects Implementation Guide*	Setup > Expenditures > Expenditure Categories
Expenditure Batches , *Oracle Project Costing User Guide*	Expenditures > Pre-Approved Batches > Enter
Expenditure Batches Summary , *Oracle Project Costing User Guide*	Expenditures > Pre-Approved Batches > View
Expenditure Items , *Oracle Project Costing User Guide*	Expenditures > Expenditure Inquiry> All
Expenditure Types , *Oracle Projects Implementation Guide*	Setup > Expenditures > Expenditure Types
External Payroll Name	Setup > Costing > Labor > External Payroll Name
Find Account Derivation Rules	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Account Derivation Rules
Find Accounting Definitions	Setup > Subledger Accounting > Accounting Methods Builder > Accounting Definitions Inquiry
Find Allocation Runs , *Oracle Project Costing User Guide*	Allocations > Review Allocations Runs
Find Application Accounting Definitions	Setup > Subledger Accounting > Accounting Methods Builder > Methods and Definitions> Application Accounting Definitions
Find Capital Projects , *Oracle Project Costing User Guide*	Capital Projects
Find Custom Sources	Setup > Subledger Accounting > Accounting Methods Builder > Sources > Custom Sources
Find/Enter Customers	Setup > Resources and Organizations > Customers > Customer Entry
Find Events	Billing > Events > All

Window	Default Path
Find Expenditure Batches , *Oracle Project Costing User Guide*	Expenditures > Pre-Approved Batches > Review
Find Expenditure Items , *Oracle Project Costing User Guide*	Expenditures > Expenditure Inquiry> All
Find Funds Check Details	Expenditures > Transaction Funds Check Results
Find Invoices , page 10-27	Billing > Invoice Review
Find Key Flexfield Segment	Setup > Flexfields > Key > Security > Define
Find Journal Entry Descriptions	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Journal Entry Descriptions
Find Journal Lines Definitions	Setup > Subledger Accounting > Accounting Methods Builder > Methods and Definitions> Journal Lines Definitions
Find Journal Line Types	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Journal Line Types
Find Mapping Sets	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Mapping Sets
Find Project Expenditure Items , *Oracle Project Costing User Guide*	Expenditures > Expenditure Inquiry> Project
Find Project Event	Billing > Events > Project
Find Project Expenditure Items , *Oracle Project Costing User Guide*	Expenditures > Expenditure Inquiry Project
Find Project Status	Project Status Inquiry > Project Status Inquiry
Find Subledger Accounting Methods	Setup > Subledger Accounting > Accounting Methods Builder > Methods and Definitions> Subledger Accounting Methods Enter criteria in the Find Subledger Accounting Methods window and then choose Find.

Window	Default Path
Find Revenue , *Oracle Project Billing User Guide*	Billing > Revenue Review
Find Transaction Funds Check Results	Expenditures > Transaction Funds Check Results
Forecasting Implementation Options	Setup > System > Forecasting Options
Generate Details , page 8-31	Navigate to Purge Batches, then choose Generate Details.
GL Accounts. See: *Oracle General Ledger Implementation Guide*	Setup > Financials > Accounts
GL Periods for Projects. See: *Oracle Projects Implementation Guide*	Setup > System > GL Periods
Global Organization Hierarchy	Setup > Human Resources > HR Foundation > Work Structures > Organization > Global Hierarchy
Global Security Profile	Setup > Human Resources > HR Foundation > Security > Global Profile
Grades	Setup > Human Resources > HR Foundation > Work Structures > Grade > Description
Implementation Options	Setup > System > Implementation Options
Information Type Security	Setup > Human Resources > HR Foundation > Security > Information Types Security
Investment Criteria. See: *Oracle Projects Implementation Guide*	Project Portfolio Analysis > Setup
Invoice Formats , *Oracle Projects Implementation Guide*	Setup > Billing > Invoice Formats
Invoice Summary	Billing > Invoice Review. Enter criteria in the Find Invoices window, then choose Find.
Job	Setup > Human Resources > HR Foundation > Work Structures > Job > Description

Window	Default Path
Job Groups	Setup > Human Resources > HR Foundation > Work Structures > Job > Job Group
Job Mapping	Setup > Human Resources > Job Mapping
Journal Entry Descriptions	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Journal Entry Descriptions Enter criteria in the Find Journal Entry Descriptions window and then choose Find.
Journal Lines Definitions	Setup > Subledger Accounting > Accounting Methods Builder > Methods and Definitions> Journal Lines Definitions Enter criteria in the Find Journal Lines Definitions window and then choose Find.
Journal Line Types	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Journal Line Types Enter criteria in the Find Journal Line Types window and then choose Find.
Key Flexfield Segments. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Key > Segments
Labor Cost Multipliers , *Oracle Projects Implementation Guide*	Setup > Costing > Labor > Cost Multipliers
Labor Costing Overrides	Setup > Costing > Labor > Labor Costing Overrides
Labor Costing Rules, *Oracle Projects Implementation Guide*	Setup > Costing > Labor > Labor Costing Rules
Location	Setup > Human Resources > HR Foundation > Work Structures > Define Locations
Maintain PA Period Statuses , *Oracle Projects Implementation Guide*	Setup > System > PA Periods

Window	Default Path
Mapping Sets	Setup > Subledger Accounting > Accounting Methods Builder > Journal Entry Setups > Mapping Sets Enter criteria in the Find Mapping Sets window and then choose Find.
Mass Update Batches , page 8-31	Project Administration > Mass Update Batches
Missing Amounts , *Oracle Project Costing User Guide*	Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window, choose Find, and then choose Missing Amounts.
Non-Labor Resources , *Oracle Projects Implementation Guide*	Setup > Expenditures > Non-Labor Resources
Offset , *Oracle Projects Implementation Guide*	Allocations > Allocation Rules. Find or enter a rule and then choose Offset.
Organization	Setup > Human Resources > HR Foundation > Work Structures > Organizations > Description
Organization Authority	Setup > Resources and Organizations > Organization Authority
Organizations	Other > Change Organization
Organization Hierarchy	Setup > Human Resources > HR Foundation > Work Structures > Organization > Hierarchy
Organization Labor Costing Rules	Setup > Costing > Labor > Organization Labor Costing Rules
Organization Manager Relationship	Setup > Human Resources > HR Foundation > Work Structures > Organizations > Organization Manager
Organization Overrides , page 6-71	Projects. In Find Projects, enter criteria and then choose Open. Select Organization Overrides from the Options.
PA Periods , *Oracle Projects Implementation Guide*	Setup > System > PA Periods
Pay Element Distribution Rule	Setup > Costing > Labor > Pay Element Distribution Rule

Window	Default Path
Payment Terms	Setup > Billing > Payment Terms
Percent Complete	Project Status Inquiry > Percent Complete
Period Types. See: *Oracle General Ledger Implementation Guide*	Setup > Financials > Calendar > Types
Personal Profile Values. See: *Oracle E-Business Suite User Guide*	Setup > Human Resources > HR Foundation > Other Definitions > User Profile Options
Phases. Use the Statuses window.	Setup > System > Statuses
Position Description	Setup > Human Resources > HR Foundation > Work Structures > Position > Description
Position Hierarchy	Setup > Human Resources > HR Foundation > Work Structures > Position > Hierarchy
Post-Accounting Progams	Setup > Subledger Accounting > Post-Accounting Programs
Probability Lists	Setup > Projects > Probability Lists
Process Categories	Setup > Subledger Accounting > Accounting Methods Builder > Events > Process Categories
Project Contact Types Lookups	Setup > Project > Customers > Contact Types
Project Customer Relationship Lookups	Setup > Projects > Customers > Relationships
Project Customers , page 6-39	Navigate to Projects Templates Summary, select Customers and Contacts, and then choose Detail.
Project Expenditure Items , *Oracle Project Costing User Guide*	Navigate to Find Project Expenditure Items page, select a project, and click Find.
Project Funding Inquiry	Billing > Funding Inquiry
Project Cross Charge Setup , page 6-70	Projects. Select the Cross Charge option from the Project Options.

Window	Default Path
Project Job Level Lookups	Setup > Human Resources > Project Job Levels
Project Retention Inquiry	Billing > Retention Inquiry
Project Status Inquiry , *Oracle Project Management User Guide*	Project Status Inquiry > Project Status Inquiry
Project Status Inquiry Columns	Setup > Project Status Columns
Project Task and Control Item Priority Lookups	Setup > Issue and Change > Control Item Priorities Setup > Workplan and Progress > Task Priorities
Project Types , *Oracle Projects Implementation Guide*	Setup > Projects > Project Types
Projects, Templates , page 6-72	Projects. In Find Projects window, enter criteria and choose Find. In the Projects, Templates Summary window, select a project and choose Open.
Projects, Templates Summary , page 6-72	Projects. In Find Projects window, enter criteria and choose Find. or Setup > Projects > Project Templates. Choose New.
Provider and Receiver Controls , *Oracle Projects Implementation Guide*	Setup > Costing > Provider/Receiver Controls
Purge Batch Details	Navigate to Purge Batches, then choose Enter Details.
Purge Batches, page 8-16	Select the Projects Implementation Superuser responsibility, and then choose Purge Project Data.
Qualification Types	Setup > Human Resources > HR Foundation > Career Management > Qualification Types
Rate Schedules	Setup > Expenditures > Rate Schedules
Rating Scales	Setup > Human Resources > HR Foundation > Career Management > Rating Scales

Window	Default Path
Receipts Summary	Billing > Agreements. Query an agreement and then choose View Receipts.
Requests	Other > Concurrent. Setup > Human Resources > HR Foundation > Processes and Reports > View Requests Setup > Human Resources > HR Foundation > Processes and Reports > View Reports In the Find Requests window, enter a request and select Find.
Resource	Setup > Human Resources > Organization Authority
Resources	Allocations > Allocation Rules. Find or enter a rule and then choose Sources. In the Sources window, choose Resources.
Resource Lists , *Oracle Projects Implementation Guide*	Setup > Budgets > Resource Lists
Revenue Category Lookups	Setup > Expenditures > Revenue Categories
Revenue Distribution Lines , *Oracle Project Costing User Guide*	Expenditures > Expenditure Inquiry > Project. Find the project, choose Item Details, and then choose Revenue Distribution Lines.
Revenue Lines	Navigate to the Revenue Summary page and select Lines.
Revenue Summary , *Oracle Project Billing User Guide*	Billing > Revenue Review. Enter criteria and choose Find.
Reverse an Allocation Run , *Oracle Project Costing User Guide*	In the Review Allocation Runs window, select a rule with a run status of Release Success and then choose Reverse.
Review Allocation Runs , *Oracle Project Costing User Guide*	Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window and then choose Find.
Review Transactions	Expenditures > Transaction Import > Review Transactions

Window	Default Path
Role Lists	Setup > Projects > Role Lists
Roles , *Oracle Projects Implementation Guide*	Setup > Projects > Roles
Rollup Groups. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Key > Groups
Schools/Colleges	Setup > Human Resources > HR Foundation > Career Management > Schools & Colleges
Security Profile	Setup > Human Resources > HR Foundation > Security > Profile
Segment Values. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Key > Values or Setup > Flexfields > Descriptive > Values or Setup > Flexfields > Validation > Values
Segments (New)	Navigate to the Segments Summary page and click Segments
Segments Summary	Navigate to the Descriptive Flexfield Segments page and select Segments
Service Type Lookups	Setup > Projects > Service Types
Ledger. See: *Oracle General Ledger Implementation Guide*	Setup > Financials > Accounting Setup Manager > Accounting Setups
Shorthand Aliases. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Key > Aliases
Source Assignments	Setup > Subledger Accounting > Accounting Methods Builder > Sources > Source Assignments
Sources , *Oracle Projects Implementation Guide*	Allocations > Allocations Rules. Find or enter a rule and then choose Sources.

Window	Default Path
Sources (Oracle Subledger Accounting)	Setup > Subledger Accounting > Accounting Methods Builder > Sources > Sources
Source Details , *Oracle Project Costing User Guide*	Allocations > Review Allocation Runs. Enter criteria in the Find Allocation Runs window, choose Find, select a run, and then choose Source Details.
Source Products	Setup > API Controls > Source Products
Staffing Priority Lookups	Setup > Staffing > Staffing Priorities
Statuses	Setup > System > Statuses
Subledger Accounting Methods	Setup > Subledger Accounting > Accounting Methods Builder > Methods and Definitions> Subledger Accounting Methods Enter criteria in the Find Subledger Accounting Methods window and then choose Find.
Subledger Accounting Trial Balance Report Definitions	Setup > Subledger Accounting > Subledger Trial Balance Report Definitions
Subledger Applications	Setup > Subledger Accounting > Subledger Applications
Subledger Journal Entries	Subledger Accounting Inquiry > Journal Entries
Subledger Journal Entry Lines	Subledger Accounting Inquiry > Journal Entry Lines
Submit Request	Other > Requests > Run Setup > Human Resources > HR Foundation > Processes and Reports > Submit Processes and Reports Expenditures > Transaction Import > Import Transactions
Submit Request Set	Other > Requests > Set Setup > Human Resources > HR Foundation > Processes and Reports > View Requests Setup > Human Resources > HR Foundation > Processes and Reports > Submit Processes and Reports

Window	Default Path
System Options	Setup > Resources and Organizations > Customers > System Options
Targets , *Oracle Projects Implementation Guide*	Allocations > Allocation Rules. Find or enter a rule and then choose Targets.
Task Cross Charge Setup	Projects. Select the Cross Charge option from the Task Options.
Task Detail , page 6-121	Navigate to Projects, Templates. For Option Name, select Tasks and then choose Detail. In Find Tasks, enter criteria and choose Find. In Tasks, select a task and choose Options. In Task Options, double-click Task Detail.
Transaction Controls , page 6-72	Projects. Find a project and then choose Open. Select Transaction Controls from Project Options or Select Tasks, choose a task, choose Options, and then choose Transaction Controls from Task Options.
Transaction Sources , *Oracle Projects Implementation Guide*	Setup > Expenditures > Transaction Sources
Transactions	Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window, choose Find, select a run, and then choose Transactions.
Transfer Price Rules , *Oracle Projects Implementation Guide*	Setup > Costing > Cross Charge > Transfer Price Rules
Transfer Price Schedules , *Oracle Projects Implementation Guide*	Setup > Costing > Cross Charge > Transfer Price Schedules
Unapply Receipt	Billing > Agreements. Query an agreement and then choose Unapply Receipt.
Unit Lookups	Setup > System > Units
Users, page 8-25	Select the System Administrator responsibility, and then navigate to Security > User > Define.
Utilization Categories	Setup > Utilization > Utilization Categories

Window	Default Path
Utilization Options	Setup > Utilization > Options
Validation Errors, page 8-22	After purge batch validation, navigate to Purge Batch Details, select an invalidated project, and choose Errors.
Value Sets. See: *Oracle E-Business Suite Flexfields Guide*	Setup > Flexfields > Validation > Sets
View AutoAllocation Statuses , *Oracle Project Costing User Guide*	Allocations > AutoAllocations > View Status
View Burdened Costs , *Oracle Projects Implementation Guide*	Setup > Costing > Burden > View
View Expenditure Accounting , *Oracle Project Costing User Guide*	Expenditures > Expenditure Inquiry> All or Project. Find an expenditure item and then choose View Accounting from the Tools menu.
View Revenue Accounting , *Oracle Project Billing User Guide*	Billing > Revenue Review. Find a revenue item and then click View Accounting.
Work Quantity Work Items Lookups	Setup > Workplan and Progress > Work Items
Work Types	Setup > Utilization > Work Types

Glossary

account combination

A unique combination of segment values that records accounting transactions. A typical account combination contains the following segments: company, division, department, account and product.

accounting currency

In some financial contexts, a term used to refer to the currency in which accounting data is maintained. In this manual, this currency is called functional currency.

See also: functional currency, page Glossary-16

accounting transaction

A debit or credit to a general ledger account.

accruals

Accrual entries represent accounting entries for which provisional amounts are used because actual figures are not available. For example, accruals may represent entries that are passed at period end to book the expenses of the period because an actual bill is not received before period end date. Typically, accruals are reversed at the beginning of immediately following period or when actual figures are available to account for actual figures. Accruals are required in project costing when actual payroll amounts are not yet available and the project manager needs to estimate costs for an expected project, budget, and forecast, to generate customer invoices or to report the performance of existing projects.

accrue through date

The date through which you want to accrue revenue for a project. Oracle Projects picks up expenditure items that have an expenditure item date on or before this date, and events that have a completion date on or before this date, when accruing revenue. Exceptions to this rule are projects that use cost-to-cost revenue accrual; in this case, the accrue through date used is the PA Date of the expenditure item's cost distribution lines.

accumulation

See: summarization, page Glossary-38

actual costing

The costing of timecards or any actual worked hours entered through a timekeeping system based on the actual payroll amounts interfaced from Oracle Payroll or imported from a third party payroll system.

actual transactions

Recorded project costs. Examples include labor, expense report, usage, burden, and miscellaneous costs.

administrative assignment

Activity on an administrative project such as personal holiday, sick day, or jury duty. Administrative assignments can also represent administrative work such as duties on an internal project. Such assignments are charged to the administrative project.

advance

An amount of money prepaid in anticipation of receipt of goods, services, obligations or expenditures.

agreement

A contract with a customer that serves as the basis for work authorization. An agreement can represent a legally binding contract, such as a purchase order, or a verbal authorization. An agreement sets the terms of payment for invoices generated against the agreement, and affects whether there are limits to the amount of revenue you can accrue or bill against the agreement. An agreement can fund the work of one or more projects.

agreement type

A classification of agreements. Typical agreement types include purchase order and service agreement.

allocation

A method for distributing existing amounts between and within projects and tasks. The allocation feature uses existing project amounts to generate expenditure items for specified projects.

allocation method

An attribute of an allocation rule that specifies how the rule collects and allocates the amounts in the source pool.

See also: full allocation, page Glossary-16, incremental allocation, page Glossary-19

allocation rule

A set of attributes that describes how you want to allocate amounts in a source pool to specified target projects and tasks.

See also: source pool, page Glossary-37

allocation run

The results of the PRC: Generate Allocation Transactions process.

amount class

The starting point for a time interval. Available options include period-to-date, year-to-date, and project-to-date. Used to define budgetary controls for a project.

analysis workbook

A display of enterprise information in a graphical and tabular format. The Analysis Workbook uses Discoverer to enable the user to modify the selection criteria, drill into dimension hierarchies, or link to other data elements.

approved date

The date on which an invoice is approved.

archive

To store historical transaction data outside your database.

asset

An object of value owned by a corporation or business. Assets are entered in Oracle Projects as non-labor resources.

See also: non-labor resource, page Glossary-25, fixed asset, page Glossary-16

assignment forecast item

The smallest unit of forecasting information for the assignment. In this entity, the smallest time unit is a day. Forecast items are created for each day of every provisional and confirmed assignment for every billable resource.

attribute

A column in a Trading Community Architecture (TCA) registry table. The attribute value is the value that is stored in the column. For example, party name is an attribute. The values of party names are stored in a column in the HZ_PARTIES table.

AutoAccounting

In Oracle Projects, a feature that determines the account coding for an accounting transaction based on the project, task, employee, and expenditure information.

AutoAccounting function

A system-defined group of related AutoAccounting transactions. Each Oracle Projects process that uses AutoAccounting has at least one AutoAccounting function.

AutoAccounting Lookup Set

A list of intermediate values and corresponding Accounting Flexfield segment values. AutoAccounting lookup sets are used to translate intermediate values such as organization names into account codes.

AutoAccounting parameter

A variable predefined by Oracle Projects that is passed into AutoAccounting that are used to determine account codings. Example AutoAccounting parameters available for an expenditure item are the expenditure type and project organization.

AutoAccounting Rule

A formula for deriving Accounting Flexfield segment values. AutoAccounting rules can use a combination of AutoAccounting parameters, AutoAccounting lookup sets, SQL statements, and constants to determine segment values.

AutoAccounting Transaction

A repository of the account coding rules needed to create one accounting transaction, predefined by Oracle Projects. For each accounting transaction created by Oracle Projects, the necessary AutoAccounting rules are held in a corresponding AutoAccounting Transaction.

autoallocation set

A group of allocation rules that you can run in sequence that you specify (step-down allocations) or at the same time (parallel allocations).

See also: step-down allocation, page Glossary-38, parallel allocation, page Glossary-27

automatic event

An event with an event type classification of Automatic. Billing extensions create automatic events to account for the revenue and invoice amounts calculated by the billing extensions.

baseline budget

The authorized budget for a project or task which is used for performance reporting and revenue calculation.

basis method

How an allocation rule is used to allocate the amounts from a source pool to target projects. The basis methods include options to spread the amounts evenly, allocate by

percentage, or prorate amounts based on criteria you specify. Also referred to as the basis.

bill rate

A rate per unit at which an item accrues revenue and/or is invoiced for time and material projects. Employees, jobs, expenditure types, and non-labor resources can have bill rates.

bill rate schedule

A set of standard bill rates that stores the rates and percentage markups over cost that you charge clients for labor and non-labor expenditures.

bill site

The customer address to which project invoices are sent.

bill through date

The date through which you want to invoice a project. When Oracle Projects generates an invoice, it picks up revenue distributed expenditure items that have an expenditure item date on or before this date, and events that have a completion date on or before this date.

billable resource

A resource that has a current assignment on a billable job.

billing

The functions of revenue accrual and invoicing.

billing cycle

The billing frequency for an project.

billing title

The job title that appears on the customer invoice. The title can be defined for the job or for the employee. Settings at the project and task level determine the billing title that is used for each labor item.

See also: employee billing title, page Glossary-13, job billing title, page Glossary-22

borrowed and lent

A method of processing cross charge transactions that generates accounting entries to pass cost or share revenue between the provider and receiver organizations within a legal entity.

See also: intercompany billing, page Glossary-19

boundary code

Ending period that the system uses for funds checking.

budget

Estimated cost, revenue, labor hours or other quantities for a project or task. Each budget can optionally be categorized by resource. Different budget types can be set up to classify budgets for different purposes. In addition, different versions can exist for each user-defined budget type: current, original, revised original, and historical versions. The current version of a budget is the most recent baseline version.

See also: budget line, page Glossary-6, resource, page Glossary-34

budgetary controls

Control settings that enable the system to monitor and control project-related commitment transactions.

budget line

Estimated cost, revenue, labor hours, or other quantity for a project or task categorized by a resource.

burden cost code

A classification of overhead costs. A burden cost code represents the type of burden cost you want to apply to raw cost.

burden costs

Burden costs are legitimate costs of doing business that support raw costs and cannot be directly attributed to work performed.

burden multiplier

A numeric multiplier associated with an organization for burden schedule revisions, or with burden cost codes for projects or tasks. This multiplier is applied to raw cost to calculate burden cost amounts. For example, you can assign a multiplier of 95% to the burden cost code of Overhead.

burden schedule

A set of burden multipliers that is maintained for use across projects. Also referred to as a *standard burden schedule*. You can define one or more schedules for different purposes of costing, revenue accrual, and invoicing. Oracle Projects applies the burden multipliers to the raw cost amount of an expenditure item to derive an amount; this amount can be the total cost, revenue amount, or bill amount. You can override burden schedules by entering negotiated rates at the project and task level.

See also: firm schedule, page Glossary-16, provisional schedule, page Glossary-32, burden schedule revision, page Glossary-7, burden schedule override, page Glossary-6

burden schedule override

A schedule of negotiated burden multipliers for projects and tasks that overrides the schedule defined during implementation.

burden schedule revision

A revision of a set of burden multipliers. A schedule can be made of many revisions.

burden structure

A burden structure determines how cost bases are grouped and what types of burden costs are applied to the cost bases. A burden structure defines relationships between cost bases and burden cost codes and between cost bases and expenditure types.

burdened cost

The cost of an expenditure item, including raw cost and burden costs.

business entity

A person, place, or thing that is tracked by your business. For example, a business entity can be an account, a customer, or a part.

business group

The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company.

Each installation of Oracle Projects uses one business group with one hierarchy.

business view

A component of the application database that sorts underlying applications data into an understandable and consolidated set of information. By masking the complexity of the database tables, business views provide a standard set of interfaces to any tool or application that retrieves and presents data to the user.

calendar

Working capacity defined by work patterns and calendar exceptions.

capacity

The total number of hours a resource can be scheduled based on the calendar of the resource. In the case of Labor, capacity is defined in work hours. The capacity of an Organization is the total of the capacity of all assigned resources.

capital project

A project in which you build one or more depreciable fixed assets.

chart of accounts

The account structure your organization uses to record transactions and maintain account balances.

CIP asset

See: construction-in-process (CIP) asset, page Glossary-9

chargeable project

For each expenditure, a project to which the expenditure can be charged or transferred.

class category

A category for classifying projects. For example, if you want to know the market sector to which a project belongs, you can define a class category with a name such as *Market Sector.* Each class category has a set of values (class codes) that can be chosen for a project.

See also: class code, page Glossary-8

class code

A value within a class category that can be used to classify a project.

See also: class category, page Glossary-8

clearing account

An account used to ensure that both sides of an accounting transaction are recorded. For example, Oracle General Ledger uses clearing accounts to balance intercompany transactions.

When you purchase an asset, your Paybles group creates a journal entry to the asset clearing account. When your fixed assets group records the asset, they create an offset journal entry to the asset clearing account to balance the entry from the payables group.

comment alias

A user-defined name for a frequently used line of comment text, which can be used to facilitate online entry of timecards and expense reports.

commitment transactions

Anticipated project costs for which procurement documents or invoices have been issued, but goods or services have not been received. Examples include project-related purchase requisitions and purchase orders, and supplier invoices.

competence

A technical skill or personal ability such as Java programming, customer relations, and project billing.

competence match

A numerical comparison of the competence of a resource to the mandatory and optional competencies of a requirement. In the candidate score calculation, this number is converted to a percentage.

complete matching

A condition where the invoice quantity matches the quantity originally ordered, and you approve the entire quantity.

See also: partial matching, page Glossary-27

construction-in-process (CIP) asset

A depreciable fixed asset you plan to build during a capital project. The costs associated with building CIP assets are referred to as CIP costs. You construct CIP assets over a period of time rather than buying a finished asset. Oracle Assets lets you create, maintain, and add to your CIP assets as you spend money for material and labor to construct them. When you finish the assets and place them in service (capitalize them), Oracle Assets begins depreciating them.

See also: capital project, page Glossary-7

contact

A customer representative who is involved with a project. For example, a billing contact is the customer representative who receives project invoices.

contact type

A classification of project contacts according to their role in the project. Typical contact types are Billing and Shipping.

contingent worker

A non-employee people resource who works for your enterprise, and for whom your enterprise is responsible for their costs and expenses. Contingent workers are frequently referred to as contract employees and temporary labor.

contract employee

See: contingent worker, page Glossary-9

contract project

A project for which you can generate revenue and invoices. Typical contract project types include Time and Materials and Fixed Price. Formerly known as a *direct project*.

control level

The level of control to impose on project transactions during a funds check. Available options are absolute, advisory, and none. Used to define budgetary controls for a project.

controlled budget

A budget for which budgetary controls have been enabled.

conversion

A process that converts foreign currency transactions to your functional currency.

See also: foreign currency conversion, page Glossary-16

cost base

A grouping of raw costs to which burden costs are applied.

cost budget

The estimated cost amounts at completion of a project. Cost budget amounts can be summary or detail, and can be burdened or unburdened.

cost burden schedule

A burden schedule used for costing to derive the total cost amount. You assign the cost burden schedule to a project type that is burdened; this default cost burden schedule defaults to projects that use the project type; and then from the project to the tasks below the project. You can override the cost burden schedule for a project or a task if you have defined the project type option to allow overrides of the cost burden schedule.

cost distribution

The act of calculating the cost and determining the cost accounting for an expenditure item.

cost rate

The monetary cost per unit of an employee, expenditure type, or resource.

cost-to-cost

A revenue accrual method that calculates project revenue as budgeted revenue multiplied by the ratio of actual cost to budgeted cost. Also known as *percentage of completion methodor percentage spent method*.

credit memo

A document that partially or fully reverses an original invoice.

criteria based rate

The labor rate applicable to a worker or an employee that can be derived based on various criteria such as work type, location where work is performed, or job type. Each criterion has a rate and such criteria form a matrix that is defined for an employee. The matrix derives rates based on the values selected while entering the timecard.

cross business group access (CBGA)

The ability to view data in operating units that are not associated with the current operating unit's business group.

cross business group access mode (CBGA mode)

An installation that has selected CBGA in the profile options is operating in *CBGA mode.*

cross charge

To charge a resource to a project owned by a different operating unit.

credit receiver

A person receiving credit for project or task revenue. One project or task can have many credit receivers for one or many credit types.

credit type

An implementation-defined classification of the credit received by a person for revenue a project earns.

Cross-Project responsibility

A responsibility that permits users to view and update any project.

cross charge transaction

An expenditure item whose provider operating unit is different from the receiver operating unit, the provider organization is different from the receiver organization, or both.

cross charge project

A project that can receive transactions from an operating unit or organization that is different from the operating unit or organization that owns the project.

cross charge type

One of the three types of cross charge transactions: intercompany, inter-operating unit, and intra-operating unit.

cross-project user

A user who is logged into Oracle Projects using a Cross-Project responsibility.

current budget

The most recently baseline budget version of the budget.

customer agreement

See: agreement, page Glossary-2

deferred revenue

An event type classification that generates an invoice for the amount of the event, and has no immediate effect on revenue. The invoice amount is accounted for in an unearned revenue account that will be offset as the project accrues revenue.

delivery assignment

Filled work position on a project that is not an administrative project.

denomination currency

In some financial contexts, a term used to refer to the currency in which a transaction takes place. In this manual, this currency is called transaction currency.

See also: transaction currency, page Glossary-40

depreciate

To depreciate an asset is to spread its cost over the time you use it. You charge depreciation expense for the asset each period. The total depreciation taken for an asset is stored in the accumulated depreciation account.

direct project

See: contract project, page Glossary-9

discount rate

The minimum acceptable rate of return on an investment. Can also be described as the expected return for an investment of comparable risk. Also called required rate of return, hurdle rate, or opportunity cost of capital. You can specify annual discount rate to be used for calculating net present value and payback period for each portfolio planning cycle and scenario.

distribution line

A line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.

distribution rule

See: revenue distribution rule, page Glossary-36

draft budget

A preliminary budget that can be changed without affecting revenue accrual on a project.

draft invoice

A potential project invoice that is created, adjusted, and stored in Oracle Projects. Draft invoices require approval before they are officially accounted for in other Oracle Applications.

draft revenue

A project revenue transaction that is created, adjusted, and stored in Oracle Projects. You can adjust draft revenue before you transfer it to other Oracle Applications.

dynamic insertion

An optional Accounting Flexfields feature that allows you to create new account combinations during data entry in Oracle Applications. By enabling this feature, it prevents having to define every possible account combination that can exist. Define cross-validation rules when using this feature.

dynamic timecard templates

A timecard template stores timecard data for reuse. For example, you might define a holiday template for a weekly timecard that records zero hours worked and 40 hours taken as vacation. Each template is associated with a timecard layout. Dynamic templates are predefined and delivered with the product. The data they contain is dynamically drawn from another source when the user selects the template. However, to the user, they appear the same as public templates.

effort

The total number of hours of a team role.

employee billing title

The job title, for use on the customer invoice, that is associated with an employee.

employee organization

The organization to which an employee is assigned.

encumbrance

A journal entry to reserve funds for anticipated costs. The primary purpose for posting encumbrances is to avoid overspending a budget.

End User Layer

Component of Discoverer that translates business view column names into industry standard terminology and provides links between related data tables. Discoverer accesses information through the End User Layer (EUL).

ETC

The expected additional cost to complete a project.

In the forecast generation process, estimate to complete is calculated by multiple methods, including: remaining plan, plan to complete, and earned value.

In Oracle Project Portfolio Analysis, estimate to complete is used to evaluate and select

projects into a portfolio. It is the sum of costs that occur between the Funding Period From and Effective Period To dates.

event

A summary-level transaction assigned to a project or top task that records work completed and generates revenue and/or billing activity, but is not directly related to any expenditure items. For example, unlike labor costs or other billable expenses, a bonus your business receives for completing a project ahead of schedule is not attributable to any expenditure item, and would be entered as an event.

event type

A classification of events that determines the revenue and invoice effect of an event. Typical event types include Milestones, Scheduled Payments, and Write-Offs.

exchange rate

A rate that represents the amount one currency can be exchanged for another at a specific point in time. Oracle Applications can access daily, periodic, and historical rates. These rates are used for foreign currency conversion, revaluation, and translation.

exchange rate type

The source of an exchange rate. For example, user defined, spot, or corporate rate.

exempt employees

Exempt employees are those who are exempt from certain wage and hour laws such as overtime pay. The exemption usually applies to administrative, executive, or professional employees who receive an annual salary, in equal payments weekly, bi-weekly, or at some other specified time interval.

expenditure

A group of expenditure items incurred by an employee or an organization for an expenditure period. Typical expenditures include Timecards and Expense Reports.

expenditure (week) ending date

The last day of an expenditure week period. All expenditure items associated with an expenditure must be on or before the expenditure ending date, and must fall within the expenditure week identified by the expenditure week ending date.

expenditure category

A grouping of expenditure types by type of cost. For example, an expenditure category with a name such as *Labor* refers to the cost of labor.

expenditure cost rate

The monetary cost per unit of a non-labor expenditure type.

expenditure cycle

A weekly period for grouping and entering expenditures.

expenditure group

A user-defined name used to track a group of pre-approved expenditures, such as Timecards, or Expense Reports.

expenditure item

The smallest logical unit of expenditure you can charge to a project and task. For example, an expenditure item can be a timecard item or an expense report item.

expenditure item date

The date on which work is performed and is charged to a project and task.

expenditure operating unit

The operating unit in which an expenditure is entered and processed for project costing.

expenditure organization

For timecards and expense reports, the organization to which the incurring employee is assigned, unless overridden by organization overrides. For usage, supplier invoices, and purchasing commitments, the incurring organization entered on the expenditure.

expenditure type

A classification of cost that you assign to each expenditure item. Expenditure types are grouped into cost groups (expenditure categories) and revenue groups (revenue categories).

expenditure type class

An additional classification for expenditure types that indicates how Oracle Projects processes the expenditure types. For example, if you run the Distribute Labor Costs process, Oracle Projects will calculate the cost of all expenditure items assigned to the Straight Time expenditure type class. Formerly known as *system linkage*.

expense report

A document that details expenses incurred by an employee for the purpose of recording and reimbursement. You can enter expense reports online in Oracle Payables or Oracle Internet Expenses.

external organization

See: organization, page Glossary-26

financial percentile

The percentile rank of the investment on the financial metric. This value is calculated by (1) ranking the projects, highest to lowest, by net present value (NPV), then (2) performing this calculation: percentile = (((A-B)/A)* 100), where A represents the total number of projects and B represents the project ranking.

firm schedule

A burden schedule of burden multipliers that will not change over time. This is compared to provisional schedules in which actual multipliers are mapped to provisional multipliers after an audit.

first bill offset days

The number of days that elapse between a project start date and the date that the project's first invoice is issued.

fixed asset

An item owned by your business and used for operations. Fixed assets generally have a life of more than one year, are acquired for use in the operation of the business, and are not intended for resale to customers. Assetsdiffer from inventory items since you use themrather than sellthem**.**

fixed date

See: schedule fixed date, page Glossary-36

foreign currency

In Oracle Applications, a currency that is different from the functional currency you defined for your ledger in Oracle General Ledger.

See also: exchange rate, page Glossary-14, functional currency, page Glossary-16

foreign currency conversion

A process in Oracle Applications that converts a foreign currency transaction into your functional currency using and exchange rate you specify.

full allocation

An allocation method that distributes all the amounts in the specified projects in the specified amount class. The full allocation method is generally suitable if you want to process an allocation rule only once in a run period.

See also: incremental allocation, page Glossary-19

function security

An Oracle Applications feature that allows you to control user access to certain functions and windows.

functional currency

The principal currency you use to record transactions and maintain accounting data for your ledger.

In cross charge transactions, the functional currency, as defined in the ledger, is the currency associated with a project transaction. For example, the cost functional currency is the functional currency for both the project expenditure item and the ledger of the expenditure operating unit.

For project summary reporting, the functional currency is the currency in which project amounts are summarized.

The invoice functional currency is the functional currency for both the project revenue and the ledger of the project operating unit.

funding

In Oracle Project Portfolio Analysis, the process of allocating available funds to projects for the specified funding periods.

funding periods

In Oracle Project Portfolio Analysis, the range of periods during which funds available and funds required are considered. The funding periods are configured on a planning cycle. For projects that run beyond the funding periods, only costs that are scheduled to occur within the funding periods are considered when calculating funds required.

funding variance

Net funds needed to spend for a specified duration. Funding variance represent the pool of money required minus available funds within the funding periods for a portfolio plan. The system recalculates funding variance for a scenario as well as for each investment class code in the scenario, based on the set of projects that have been recommended.

Funding variance is a tool for scenario development. If the funding variance is a positive amount, funds are overspent (the approved projects require more funds than the amounts available). If the funding variance is negative, then there are available funds to spend.

funds allocated

A system-defined indicator that shows if there is money available from the pool to allocate to all projects in a scenario. Users can specify any metric as a parameter to rank the projects for allocations of funds. Funds allocated is determined by (1) ranking all approved projects, highest to lowest, by the metric specified, then (2) performing funds allocation from the pool of money available by the funds required, in the order of the project ranking.

funds available

Funds available to spend for a specified duration for a portfolio plan. You enter funds available for the portfolio plan and the percentage of funds available for each investment class code. You can adjust and compare funds available for each scenario in the plan. Funds available is used calculate funds allocated.

funds check

The process of verifying that sufficient funds are available to cover an expenditure. Funds check also refers to the entire funds check and reservation process.

funds required

Funds needed for a specified duration. Funds required represents the pool of money needed within the funding periods for a portfolio plan. Funds required for a project is calculated as the sum of project cost scheduled within the funding periods. Funds required does not include cost outside the funding periods. The system recalculates funds required for a scenario as well as each investment class code in the scenario, based on the set of projects that have been recommended.

GL Date

The date, referenced from Oracle General Ledger, used to determine the accounting period for transactions.

global hierarchy

An organization hierarchy that includes one or more business groups. A global hierarchy can be used by installations that are in CBGA mode.

global security profile

An HR security profiles that is not associated with a business group. A global security profile can secure organizations and people throughout a global (cross business group) organization hierarchy.

global segment prompt

A non-context-sensitive descriptive flexfield segment. Each global segment typically prompts you for one item of information related to the zone or form in which you are working.

global segment value

A response to your global segment prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your global segment, such as J. Smith, Financial Analyst, or 210, Building C.

hard limit

An option for an agreement that prevents revenue accrual and invoice generation beyond the amount allocated to a project or task by the agreement. If you do not impose a hard limit, Oracle Projects automatically imposes a soft limit of the same amount.

See also: soft limit, page Glossary-37

hourly/craft employee

An employee that is paid for the type, quality, and/or quantity of work performed and is typically paid a premium rate for hours worked in excess of the standard workweek.

HR job

In HRMS, the HR job for a resource (person) is the job linked to the primary assignment of the person.

incremental allocation

An allocation method that creates expenditure items based on the difference between the transactions processed from one allocation to the next. This method is generally suitable if you want to use an allocation rule in allocation runs several times in a given run period.

See also: full allocation, page Glossary-16

indirect project

A project that tracks overhead activities and costs. You cannot generate revenue or invoices for indirect projects.

inter-operating unit cross charge transaction

An expenditure item for which the provider and receiver operating units are different, but both operating units are associated with the same legal entity.

intercompany billing

A method of internally billing work performed by a provider operating unit and charged to a project owned by a receiver operating unit. The provider operating unit creates a Receivables invoice, which is interfaced as a Payables invoice to the receiver operating unit.

intercompany billing project

A contract project set up in the provider operating unit to process intercompany billing. The provider operating unit must create one intercompany billing project for each receiver operating unit it wants to charge.

intercompany cross charge transaction

An expenditure item that crosses legal entity boundaries, which means that the

provider and receiver operating units are different and are associated with different legal entities.

intercompany invoice base amount

The sum of the amounts in the provider's transfer price functional currency.

intercompany invoice currency

The transaction currency of an intercompany invoice. You can specify the invoice currency attributes for each intercompany billing project to convert the intercompany invoice base amount to the intercompany invoice amount

intermediate value

The parameter value, constant, or SQL statement result that is determined during the first step in the execution of an AutoAccounting rule.

internal billing

Intercompany billing for work performed between two organizations or projects. The process creates the appropriate documents so the provider operating unit can bill the receiver operating unit.

internal organization

See: organization, page Glossary-26

internal rate of return

The discount rate at which the present value of future revenues of a project, investment class code, or scenario is equal to the present value of future costs of that project, investment class code, or scenario. The net present value of the project, investment code, or scenario would be zero, using the internal rate of return as the discount rate.

internal requisition

See: internal sales order, page Glossary-20, purchase requisition, page Glossary-33

internal sales order

A request within your company for goods or services. An internal sales order originates from an employee or from another process as a requisition, such as inventory or manufacturing, and becomes an internal sales order when the information is transferred from Purchasing to Order Management. Also known as*internal requisition* or *purchase requisition.*

intra-operating unit cross charge transaction

An cross charge expenditure item charged entirely within an operating unit. The provider and receiver organizations are different, but the provider and receiver operating units are the same.

investment class category

A class category used to analyze and balance the distribution of cost and benefit for a scenario among the class codes for that category. A project must have a class code value for the investment class category in order to be collected into a planning cycle. The aggregate net present value, return on investment, internal rate of return, and payback period are calculated for each investment class code.

investment class code

A class code defined in the investment class category.

investment index

The overall percentile rank of the project investment. This value is calculated using the following formula: (% strategic weight)*(strategic percentile) + (% financial weight)*(financial percentile).

investment mix

The funds allocated to a project portfolio, shown by percentage allocated to each investment class code.

invoice

A summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer for payment.

invoice burden schedule

A burden schedule used for invoicing to derive the bill amount of an expenditure item. This schedule can be different from your revenue burden schedule, if you want to invoice at a different rate at which you want to accrue.

invoice currency

The currency in which an Oracle Projects invoice is issued.

invoice date

The date that appears on a customer invoice. This date is used to calculate the invoice due date, according to the customer's payment terms.

invoice distribution line

A line representing an expenditure item on an invoice. A single expenditure item can have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

invoice format

The columns, text, and layout of invoice lines on an invoice.

invoice item

A single line of a project's draft invoice, formatted according to the project invoice formats.

invoice set

For each given run of invoice generation for a project, if multiple agreements exist and multiple invoices are created, Oracle Projects creates the invoices within a unique set ID. You approve, release, and cancel all invoices within an invoice set.

invoice transaction type

An Oracle Receivables transaction type that is assigned to invoices and credit memos that are created from Oracle Projects draft invoices.

invoice write-off

A transaction that reduces the amount outstanding on an invoice by a given amount and credits a bad debt account.

See also: revenue write-off, page Glossary-36

invoicing

The function of preparing a client invoice. Invoice generation refers to the function of creating the invoice. Invoicing is broader in the terms of creating, adjusting, and approving an invoice.

job

A name for a set of duties to which an employee can be assigned. You create jobs in Oracle Projects by combining a job level and a job discipline using your job key flexfield structure. For example, you can combine the job level *Staff* with the job discipline *Engineer* to create the job *Staff Engineer*.

job billing title

The job title, for use on the customer invoice, that is associated with a job.

job discipline

A categorization of job vocation, used with Job Level to create a job title. For example, a job discipline can be Engineer or Consultant.

job group

A collection of jobs defined for a specific purpose. Jobs in a job group have the same key flexfield structure.

job level

A categorization of job rank, used with *job discipline* to create a job title. For example, a job level can be Staff, or Principal.

In Oracle Project Resource Management, a numeric value associated to the job of the Project Resource Job Group. Each resource has a job and an associated job level that either belongs to or is mapped to the Project Resource Job Group. The level provides a basis for searching for potential resource matches.

job level match

A numeric value of 0% or 100%. If the job level of the resource is within the range of specified job levels for the search, then the job level match for the resource is 100, otherwise, it is 0. This percentage is used by the calculation for determining the candidate score.

job title

In Oracle Projects, a unique combination of job level and job discipline that identifies a particular job.

job type

The type of job an employee performs that may be used to derive the rate payable to the employee to determine their pay amount. The job type could be mechanical, clerical, consulting, or cleaner.

key flexfield

An intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name you assign, and a set of valid values you specify. Each value has a meaning you also specify. You use this Oracle Applications feature to build custom fields used for entering and displaying information relating to your business. Oracle Projects uses the following Key Flexfields: Accounting, Category Flexfield, Location, and Asset Key.

key member

An employee who is assigned a role on a project. A project key member can view and update project information and expenditure details for any project to which they are assigned. Typical key member types include Project Manager and Project Coordinator.

labor cost

The cost of labor expenditure items.

labor cost rate

The hourly raw cost rate for an employee. This cost rate does not include overhead or

premium costs.

labor costing rule

An implementation-defined name for an employee costing method. Also known as pay type. Typical labor costing rules include *Hourly* and *Exempt*.

labor invoice burden schedule

A burden schedule used to derive invoice amounts for labor items.

labor multiplier

A multiplier that is assigned to a project or task, and is used to calculate the revenue and/or bill amount for labor items by applying the multiplier to the raw cost of the labor items.

labor revenue burden schedule

A burden schedule used to derive revenue amounts for labor items.

ledger

Defined in Oracle General Ledger, an organization or group of organizations that share a common chart of accounts, calendar, and currency. A ledger is associated with one or more responsibilities. You can choose accrual or cash basis as the accounting method for your ledger.

legal entity

An organization that represents a legal company for which you prepare fiscal or tax reports. You assign tax identifiers and other relevant information to this entity.

lifecycle

A collection of sequential project phases.

liquidation

The process of relieving an encumbrance.

Logical Data Model

A representation of the End User Layer. Available in a readable format, the Logical Data Model gives the relationship between folders, allowing a Discoverer user to determine the data elements needed for a specific analysis.

lowest task

A task that has no child tasks.

master job

A job in a master job group.

master job group

The job group that is used as an intermediate mapping group between other job groups.

measure

A system-defined criterion for performance or schedule that is used to determine if a project is on track.

mid task

A task that is not a top task or a lowest task.

multi-org

See: multiple organizations, page Glossary-25

multiple organizations

The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be ledgers, business groups, legal entities, operating units, or inventory organizations.

net present value

The present value of the future net cash flow of a project, investment class code, or scenario using the discount rate defined. Net present value of a project is calculated by discounting all future revenues and costs for the project to the present point in time, and discounting their value based on the discount rate. Net present value for an investment class code or a scenario is calculated by discounting all future revenues and costs for all approved projects in the investment class code or scenario.

non-capacity work type

Work types assigned to forecast assignment items or actual expenditure items reduce the total capacity of a given resource for the specified time period.

non-labor invoice burden schedule

A burden schedule used to derive invoice amounts for non-labor items.

non-labor resource

An asset or pool of assets. For example, you can define a non-labor resource with a name such as *PC* to represent multiple personal computers your business owns.

non-labor revenue burden schedule

A burden schedule used to derive revenue amounts for non-labor items.

non-project budget

A budget defined outside Oracle Projects. An example is an organization-level budget defined in Oracle General Ledger.

offsets

Reversing transactions used to balance allocation transactions with the source or other project.

one-time billing hold

A type of hold that places expenditure items and events on billing hold for a particular invoice; when you release that invoice, the items are billed on the next invoice.

operating unit

An organization that partitions data for subledger products (AP, AR, PA, PO, OE). An operating unit is roughly equivalent to a single pre-Multi-Org installation.

operator

A mathematical symbol that indicates the mathematical operation in a calculation.

Oracle Discoverer

An Oracle tool that enables users to retrieve data from a database. Oracle Discoverer provides a user friendly method for creating database queries and displaying information.

organization

A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials.

Internal organizations are divisions, groups, cost centers or other organizational units in a company. External organizations can include the contractors your company employs. Organizations can be used to demonstrate ownership or management of functions such as projects and tasks, non-labor resources, and bill rate schedules.

See also: business group, page Glossary-7

organization hierarchy

An organizational hierarchy illustrates the relationships between your organizations. A hierarchy determines which organizations are subordinate to other organizations. The topmost organization of an organization hierarchy is generally the business group.

organization structure

See: organization hierarchy, page Glossary-26

original budget

The budget amounts for a project at the first successful baseline of the project.

Overtime Calculation Program

A program that Oracle Projects provides to determine which kind of overtime to award an employee based on the employee's labor costing rule and hours worked. If your company uses this automatic overtime calculation feature, you may need to modify the program based on the overtime requirements of your business.

overtime cost

The currency amount over straight time cost that an employee is paid for overtime hours worked. Also referred to as *premium cost*.

PA Date

The end date of the PA Period in which costs are distributed, revenue is created, or an invoice is generated. This date is determined from the open or future PA Period on or after the latest date of expenditure item dates and event completion dates included in a cost distribution line, revenue, or an invoice.

PA Period

See: project accounting period, page Glossary-30

PA Period Type

The Period Type as specified in the PA implementation options for Oracle Projects to copy project accounting periods. Oracle Projects uses the periods in the PA Period Type to populate each Operating Unit's PA periods. PA periods are mapped to GL periods which are used when generating accounting transactions. PA periods drive the project summary for Project Status Inquiry. You define accounting periods for an accounting calendar in Oracle General Ledger.

parallel allocation

A set of allocation rules that carries out the rules in an autoallocation set without regard to the outcome of the other rules in the set.

See also: autoallocation set, page Glossary-4

partial matching

A condition where the invoice quantity is less than the quantity originally ordered, in which case you are matching only part of a purchase order shipment line.

See also: complete matching, page Glossary-9

pay element

A pay element is a description of a pay type for a payroll. An element can represent

compensation, benefits, or deductions such as salary, wages, stock purchase plans, and pension contributions. In some payroll systems, a pay element might be referred to as earnings or deductions.

pay type

See: labor costing rule, page Glossary-24

payback period

The length of time it takes to recoup the initial net dollars invested, without regard to the time value of money. Payback period of a project, investment class code, or scenario is calculated as the number of months it takes to recoup total cost.

percentile

The percentage of scores in a distribution that a specific equals or exceeds. Percentile is always a number between 1 and 100. A percentile conveys the rank of a score, rather than its value. For example, if Student A achieves a score of 88% on a test, and 95% of the other students receive the same score or a lower score, Student A's percentile rank is 95 (Student A scored in the 95th percentile).

Oracle Project Portfolio Analysis uses the following percentile measures: financial percentile, strategic percentile, risk percentile, and investment index. You cannot roll up the percentiles of projects to the scenario level.

performance rule

A rule that defines conditions or thresholds to help determine project performance for a measure.

phase

A collection of logically related project activities, usually culminating in the completion of a major deliverable.

planned benefit

The estimated revenue amounts at the completion of a project. Planned benefit is defined at the project level and can be rolled up to the investment class and scenario levels for approved projects. Planned benefit amounts do not include funding outside the funding period.

portfolio plan

A set of one or more scenarios for a portfolio. At the end of a planning cycle, a portfolio analyst chooses one or more scenarios to recommend and then submits the plan for approval. A portfolio approver chooses which scenario to approve and then approves the overall plan.

portfolio anlaysis cycle

A series of activities to examine proactively active projects and new project proposals, to select projects to fund, based on alignment with organizational strategic objectives and financial and resource constraints. A portfolio planning cycle begins when a portfolio analyst initiates the planning cycle, and ends when the plan is approved and closed.

portfolio selection classification

A class category that is selected as a profile option by the implementation team to select projects into different portfolios.

premium cost

See: overtime cost, page Glossary-27

prevailing rates

Prevailing rate means the rate that is prevailing for that type of work and in the location where the work is performed. The employee cannot be paid below this rate. The Criteria Based Rate may determine the final rate applicable to the employee, but one of the criteria to determine the final rate is the prevailing rate. The final applicable rate cannot be less than prevailing rate.

primary contact

A person in the organization who has resource authority.

process cycle

The planned schedule for batch processing of costs, revenue, and invoices, according to your company's scheduling requirements.

See also: streamline request, page Glossary-38

process responsibility type

A name to which a group of reports and processes are assigned. This group of reports and processes is then assigned to an Oracle Projects responsibility. A process responsibility type gives a user access to Oracle Projects reports and programs appropriate to that user's job. For example, the process responsibility type Data Entry could be a set of reports used by data entry clerks.

See also: responsibility, page Glossary-34

product information management

A process for guiding products from their birth through their completion. The lifecycle management process adds business value to an enterprise by using product information to support planning, monitoring, and execution of vital activities.

project

A unit of work that requires resources to produce measurable results. A project can be broken down into one or more tasks. A project is the unit of work for which you specify revenue and invoice methods, invoice formats, a managing organization and project manager, and bill rate schedules. You can charge costs to a project, and you can generate and maintain revenue, invoice, unbilled receivable, and unearned revenue information for a project.

Project Accounting Period

An implementation-defined period against which project performance can be measured. Also referred to as *PA Periods*. You define project accounting periods to track project accounting data on a periodic basis by assigning a start date, end date, and closing status to each period. Typically, you define project accounting periods on a weekly basis, and your general ledger periods on a monthly basis.

project burdening organization hierarchy

The organization hierarchy version that Oracle Projects uses to compile burden schedules. Each business group must designate one and only one version of an organization hierarchy as its Project Burdening Organization Hierarchy.

project chargeable employees

In a multiple organization installation, employees included as labor resource pool to a project. This includes all employees, as defined in Oracle Human Resources, who belong to the business group associated with the project operating unit.

project currency

The user-defined project currency. This currency can differ from the functional currency of the operating unit that owns the project. You can select any active currency defined in Oracle General Ledger.

project funding

An allocation of revenue from an agreement to a project or task.

project funding approval status

A system-defined, project-level status (distinct from project status). Project funding approval status represents the decision that was made about a project in the approved scenario in the most recently approved plan. The project funding approval statuses, which are system-defined, include: Proposed, Approved, On Hold, Rejected, and Null (funding not required).

Users can manually change a project to Proposed or Null status on the project setup page. All other status changes are driven by plan approval actions.

project operating unit

The operating unit within which the project is created, and in which the project customer revenue and receivable invoices are processed.

project portfolio

A collection of projects that are grouped together to facilitate effective analysis, funding, and management. The projects can be related or independent of each other. The projects typically share the same strategic objectives and the same scarce resources.

project resource group

The job group used to identify appropriate roles for use within Oracle Project Resource Management.

project/task organization

The Organization that owns the project or task. This can be any organization in the LOV (list of values) for the project setup. The Project/Task Organization LOV contains organizations of the Project/Task Organization Type in the Organization Hierarchy and Version below the Start Organization. You specify your Start Organization and Version in the Implementation Options window.

project role

A classification of the relationship that an employee has to a project. You use project roles to define an employee's level of access to project information.

project status

An implementation-defined classification of the status of a project. Typical project statuses are Active and Closed.

project template

A standard project you create for use in creating other projects. You set up project templates that have features common in the projects you want to create.

project type

An implementation entity that defines basic project options. You select options at the project type level that are inherited by each project you create associated with that project type. For example, you can define a project type called Time and Materials for all projects that are based on time and materials contracts.

project type class

An additional classification for project types that indicates how to collect and track costs, quantities, and, in some cases, revenue and billing. Oracle Projects predefines three project type classes: *Indirect*, *Contract*, or *Capital*. For example, you use an Indirect

project type to collect and track project costs for overhead activities, such as administrative and overhead work, marketing, and bid and proposal preparation.

project/customer relationship

A classification of the relationship between a project and a customer. Project/Customer Relationships help you manage projects that involve multiple clients by specifying the various relationships your customers can have with a project. Typical relationships include Primary or Non-Paying.

project/task alias

A user-defined short name for a project or project/task combination used to facilitate online timecard and expense report entry.

project/task organization

The organization that owns the project or task.

provider operating unit

The operating unit whose resources provide services to another project or organization. For cross charge transactions, the provider operating unit is the expenditure operating unit; the project operating unit owns the intercompany billing project.

provider organization

For cross charge transactions, the organization that provides resources to another organization. The default is the expenditure organization or the non-labor resource organization, which can be overridden using the Provider and Receiver Organization Override client extension.

provider project

The contract project that performs work on behalf of another (receiver) project.

provider transfer price functional currency

The functional currency of the ledger for the *provider operating unit*.

provider transfer price functional currency amount

The currency amount calculated by applying the transfer price currency conversion attributes (as specified by the implementation options for the provider operating unit) to the transfer price ledger currency amount.

provisional schedule

A burden schedule of estimated burden multipliers that are later audited to determine the actual rates. You apply actual rates to provisional schedules by replacing the provisional multipliers with actual multipliers. Oracle Projects processes adjustments that account for the difference between the provisional and actual calculations.

purchase order (PO)

A document used to buy and request delivery of goods or services from a supplier.

purchase order line

An order for a specific quantity of a particular item at a negotiated price. Each purchase order in Purchasing can consist of one or more purchase order lines.

purchase order requisition line

Each purchase order line is created from one or more purchase order requisition lines. Purchasing creates purchase order requisition lines from individual requisitions.

purchase requisition

An internal request for goods or services. A requisition can originate from an employee or from another process, such as inventory or manufacturing. Each requisition can include many lines, generally with a distinct item on each requisition line. Each requisition line includes at least a description of the item, the unit of measure, the quantity needed, the price per item, and the Accounting Flexfield you are charging for the item. Also known as *internal requisition*.

See also: internal sales order, page Glossary-20

raw costs

Costs that are directly attributable to work performed. Examples of raw costs are salaries and travel expenses.

receipt currency

The currency in which an expense report item originates.

receiver operating unit

An operating unit whose projects receive services from another project or organization. For inter-project billing , the receiver operating unit is the project operating unit that owns the receiver project.

receiver organization

The operating unit whose projects receive services from another project or organization. For cross charged transactions, the receiver operating unit is the project operating unit that owns the receiver project.

receiver project

A project for which work is performed by another (provider) project. In inter-project billing, the receiver project incurs costs from a Payables invoice generated by the Receivables tieback process performed by the provider project.

receiver task

A task in the receiver project to which costs are assigned on the Payables invoice.

recommended funding approval status

A recommendation for the decision that is made about a project in a scenario.

reimbursement currency

The currency in which an employee chooses to be reimbursed for an expense report.

See also: transaction currency, page Glossary-40

related transaction

Additional transactions that are created for labor transactions using the Labor Transaction Extension. All related transactions are associated with a *source transaction* and are attached to the expenditure item ID of the source transaction. You can identify and process the related transactions by referring to the expenditure item ID of the source transaction. Using labor transaction extensions, you can create, identify, and process the related transactions along with the source transaction.

released date

The date on which an invoice and its associated revenue is released.

report security group

A feature that helps your system administrator control your access to reports and programs. Your system administrator defines a report security group which consists of a group of reports and/or programs and assigns a report security group to each responsibility that has access to run reports using Standard Report Submission. When you submit reports using Standard Report Submission, you can only choose from those reports and programs in the report security group assigned to your responsibility.

report set

A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

requirement

Unfilled work position on a project.

resource

A user-defined group of employees, organizations, jobs, suppliers, expenditure categories, revenue categories, expenditure types, or event types for purposes of defining budgets or summarizing actuals.

responsibility

A level of authority set up by your system administrator in Oracle Applications. A responsibility lets you access a specific set of windows, menus, ledgers, reports, and data in an Oracle application. Several users can share the same responsibility, and a single user can have multiple responsibilities.

responsibility type

See: process responsibility type, page Glossary-29

return on investment

An index used to evaluate projects for which net present values have been determined. The higher the number, the more financially attractive the projects are. Return on investment of a project, investment class code, or scenario is determined by dividing net present value of the project, investment class code or scenario by its total cost.

revaluation

The process of adjusting asset or liability accounts that may be materially understated or overstated due to a significant fluctuation in the exchange rate between transaction and realization dates

revenue

In Oracle Projects, the amounts recognized as income or expected billing to be received for work on a project.

revenue accrual

The function of calculating and distributing revenue.

revenue authorization rule

A configurable criterion that, if enabled, must be met before a project can accrue revenue. For example, an active mandatory revenue authorization rule states that a project manager must exist on a project before that project can accrue revenue. Revenue authorization rules are associated with revenue distribution rules.

See also: revenue distribution rule, page Glossary-36

revenue budget

The estimated revenue amounts at completion of a project. Revenue budget amounts can be summary or detail.

revenue burden schedule

A burden schedule used for revenue accrual to derive the revenue amount for an expenditure item. This schedule can be different from your invoice burden schedule, if you want to accrue revenue at a different rate than you want to invoice.

revenue category

A grouping of expenditure types by type of revenue. For example, a revenue category with a name such as *Labor* refers to labor revenue.

revenue distribution rule

A specific combination of revenue accrual and invoicing methods that determine how Oracle Projects generates revenue and invoice amounts for a project.

See also: revenue authorization rule, page Glossary-35

revenue item

A single line of a project's revenue, containing event or expenditure item revenue summarized by top task and revenue category or event.

revenue transaction currency

Is the same as the invoice transaction currency assigned to a project customer

See also: transaction currency, page Glossary-40

revenue write-off

An event type classification that reduces revenue by the amount of the write-off. You cannot write-off an amount that exceeds the current unbilled receivables balance on a project.

See also: invoice write-off, page Glossary-22

risk percentile

The percentile rank of the investment on the risk metric. This value is calculated by (1) ranking the projects, highest to lowest, by risk score, then (2) performing this calculation: percentile = (((A-B)/A)* 100), where A represents the total number of projects and B represents the project ranking.

risk score

The weighted strategic score measured against risk. You can define and nominate a group of strategic objectives to measure risk.

schedule

The working hours defined by the calendar and schedule exceptions.

schedule fixed date

The date used to freeze bill rate or burden schedules for a project or task. You enter a fixed date to specify that you want to use particular rates or multipliers as of that date. You do not use schedule fixed dates if you want to use the current effective rates or multipliers for a particular schedule.

scenario

A set of projects considered for funding, typically modeled to examine a potential business scenario. A scenario is a planning instance for a portfolio planning cycle to support funding approval decisions. You can model multiple scenarios simultaneously during a portfolio planning cycle.

scenario project

A project in a scenario. A scenario includes or excludes a project by adding or removing a scenario project. The same project can be included in multiple scenarios.

service type

Service types represent activities that you want to track for financial purposes. You assign a service type to each financial task. You can use service types in your AutoAccounting setup and to group tasks for custom reporting.

soft limit

The default option for an agreement that generates a warning when you accrue revenue or generate invoices beyond the amount allocated to a project or task by the agreement, but does not prevent you from running these processes.

See also: hard limit, page Glossary-18

single business group access mode (SBGA mode)

An installation that has selected No for the profile option *HR: Cross Business Group* is operating in *SBGA mode.*

source pool

The combination of all the source amounts defined by an allocation rule.

See also: allocation rule, page Glossary-2, target, page Glossary-39

source transaction

For related transactions, the identifying source transaction from which the related items are created.

staffing plan

The project-level resource assignments and requirements.

standard bill rate schedule currency

The functional currency of the operating unit in which the standard bill rate schedule is maintained.

start organization

An organization that defines a set which includes itself and all subordinate

organizations in the organization hierarchy. When you choose a start organization as a report parameter, all organizations below the start organization are included in the report.

step-down allocation

In Oracle Projects, a set of allocation rules that carries out the rules (steps) an autoallocation set serially, in the sequence specified in the set. Usually the result of each step will be used in the next step. Oracle Workflow controls the flow of the autoallocations set.

See also: autoallocation set, page Glossary-4

straight time cost

The monetary amount that an employee is paid for straight time (regular) hours worked.

strategic percentile

The percentile rank of the investment on the strategic metric. This value is calculated by ranking the projects, highest to lowest, by weighted strategic score, then performing the following calculation: percentile = (((A-B)/A)* 100), where A represents the total number of projects and B represents the project ranking.

streamline process

See: streamline request, page Glossary-38

streamline request

A process that runs multiple Oracle Projects processes in sequence. When using streamline processing, you can reschedule your streamline requests by setting rescheduling parameters. Rescheduling parameters allow you to configure your processes to run automatically, according to a defined schedule. When you reschedule a process, the concurrent manager submits another concurrent request with a status of *Pending*, and with a start date according to the parameters you define.

subtask

A hierarchical unit of work. Subtasks are any tasks that you create under a parent task. Child subtasks constitute the lowest level of your work breakdown structure; where Oracle Projects looks when processing task charges and for determining task revenue accrual amounts.

See also: task, page Glossary-39

summarization

Processing a project's cost, revenue, commitment, and budget information to be displayed in the Project, Task, and Resource Project Status windows. You must distribute costs for any expenditure items, accrue and release any revenue, create any commitments, and baseline a budget for your project before you can view summary

project amounts. Formerly known as *accumulation*.

sunk cost

Investment of capital and efforts before a decision is made to undertake or continue a project. Both actual costs and committed costs of a project are included in sunk cost. The sum of costs that occur before the Funding Period From date are sunk cost. Sunk cost is included in total cost.

supplier

A business or individual that provides goods or services or both in return for payment.

supplier invoice

An external supplier's invoice entered into Oracle Payables.

system linkage

See: expenditure type class, page Glossary-15

target

A project, task, or both that receives allocation amounts, as specified by an allocation rule.

task

A subdivision of project work. Each project can have a set of top tasks and a hierarchy of subtasks below each top task.

See also: work breakdown structure, page Glossary-43, subtask, page Glossary-38

task organization

The organization that is assigned to manage the work on a task.

task service type

See: service type, page Glossary-37

tax

A charge imposed by a tax authority. In Oracle E-Business Tax, you define a tax and tax authority for a tax regime. A tax is comprised of rules for determining the taxable basis, tax applicability, tax status, tax rate, tax calculation formula, and tax rounding formula. In addition, you define fiscal classifications for tax reporting and tax determining rules on a party, transaction type, product or inventory item, and transaction document.

tax authority

A governmental entity that collects taxes on goods and services a customer buys from a supplier, and to which business entities buying or selling must report the taxes that they recover or pay. For example, you can define one or many tax authorities for a country;

one for each city, state, and county. Each tax authority can have its own set of laws and regulations for the determination and administration of one or more taxes. In Oracle E-Business Tax, you define tax rules and conditions for named collecting and reporting tax authorities of a tax regime.

tax classification code

An application lookup code that Oracle E-Business Tax creates for every tax rate that you define for a regime, tax, and status combination. You assign tax classification codes to project invoice lines to apply specific tax rules that determine the calculation of tax amounts.

team member

An employee who is assigned a role on a project. A project team member can view and update project information and expenditure details for any project to which they are assigned. Typical team member types include Project Manager and Project Coordinator.

team role

A requirement or assignment representing a position on a project.

temporary labor

See: contingent worker, page Glossary-9

Time and Materials (T&M)

A revenue accrual and invoice method that calculates revenue and billings as the sum of the amounts from each individual expenditure item. The expenditure item amounts are calculated by applying a rate or markup to each item.

time intervals

The units that define how budget amounts are accumulated to determine the available funds for a transaction. Used to define budgetary controls for a project.

timecard

A weekly submission of labor expenditure items. You can enter timecards online, or as part of a pre-approved batch.

top task

A task whose parent is the project.

total cost

In Oracle Project Portfolio Analysis, the sum of estimate to complete plus sunk cost. Total cost disregards any cost after the Effective Period To date.

transaction currency

The currency in which a transaction originally takes place. For processing purposes, the reimbursement currency in an expense report is the transaction currency.

transfer price

The price agreed upon by the provider and receiver organizations in a cross charged transaction.

transfer price ledger currency

The transfer price basis determines the currency. For a basis of raw or burdened cost, the transfer price ledger currency is the transaction currency of the cross charged transaction. For a basis of revenue, the transfer price ledger currency is the functional currency of the ledger for the receiver operating unit. For a basis calculated using the bill rate schedule, the transfer price ledger currency is the standard bill rate schedule currency.

transferred date

The date on which you transfer costs, revenue, and invoices to other Oracle Applications.

transformation function

A system-defined or user-defined rule that transforms and standardizes TCA attribute values into representations that can assist in the identification of potential matches.

unassigned time

The net amount of hours for a given period for which a resource does not have any scheduled assignments (capacity hours minus scheduled hours.)

unbilled receivables

The amount of open receivables that have not yet been billed for a project.Oracle Projects calculates unbilled receivables using the following formula: *(Unbilled Receivables = Revenue Accrued - Amount Invoice)*

unearned revenue

Revenue received and recorded as a liability or revenue before the revenue has been earned by providing goods or services to a customer. Oracle Projects calculates unearned revenue using the following formula: *(Unearned Revenue = Amount Invoiced - Revenue Accrued)*

unit of measure

A classification created in Oracle General Ledger that you assign to transactions in General Ledger and subledger applications. Each unit of measure belongs to a unit of

measure class.

For example, if you specify the unit of measure Miles when you define an expenditure type for personal car use, Oracle Projects calculates the cost of using a personal car by mileage.

UOM

See: unit of measure, page Glossary-41

usage

See: non-labor resource, page Glossary-25

usage cost rate override

The cost rate assigned to a particular non-labor resource and non-labor organization which overrides the rate assigned to its expenditure type.

usage logs

Usage logs record the utilization of company assets on projects as the asset is used.

user profile

A set of changeable options that affect the way your applications run. You can change the value of a user profile option at any time.

utilization category

An implementation-defined category used for utilization reporting. This reporting grouping combines one or more work types for organization and resource utilization views.

value set

A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

vendor

See: supplier, page Glossary-39

weighted strategic score

The score for a project, investment class code, or scenario when compared with a set of strategic groups. Weighted Strategic Score of a project is weighted by the percentages defined for the strategic objectives and groups during planning cycle setup. At the investment class code and scenario levels, the weighted strategic score is calculated as the average weighted score across all approved projects within the scenario or investment class code, weighted by the planned costs of those projects.

WIP

See: work in process, page Glossary-43

work breakdown structure (WBS)

The breakdown of project work into tasks. These tasks can be broken down further into subtasks, or hierarchical units of work.

work in process

An item in various phases of production in a manufacturing plant. This includes raw material awaiting processing up to final assemblies ready to be received into inventory.

work item

A work item is an exact definition of the work being done on a workplan task. You can assign work items to workplan tasks to plan and track the progress of the work. A work item describes the work that you are measuring.

work site

The customer site where project or task work is performed.

work type

You define work types to represent a classification of work. You use work types to classify both actual and scheduled work. For example, a professional services enterprise could define the following work types: Analysis, Design, and Non-Worked Time. You can use work types to classify work to determine the billability of expenditure items, and classify cross charge amounts into cost and revenue for cross-charged work.

worksheet

A specific grouping of information within an Analysis Workbook. A workbook is composed of one or more worksheets, each with its own set of data and graphs. Conceptually, this is similar to the ``sheets'' and ``workbook'' concept within a spreadsheet application.

write-off

See: invoice write-off, page Glossary-22, revenue write-off, page Glossary-36

write-on

An event type classification that causes revenue to accrue and generates an invoice for the amount of the write-on.

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