Contents

Documentation Accessibility .......................................................... 13

Documentation Feedback ............................................................ 15

Part I. Introduction to Project Financial Planning ................................. 17

Chapter 1. About Project Financial Planning ...................................... 19
   Overview of Project Financial Planning ........................................ 19
   Value Proposition ..................................................................... 19
   Key Features of Project Financial Planning ................................. 20

Project Classifications ................................................................. 21
   Indirect ............................................................................. 21
   Capital ............................................................................ 21
   Contract .......................................................................... 21

Provided Dimensions ..................................................................... 22
   Account ........................................................................... 22
   Project ............................................................................ 23
   Project Element ................................................................ 23
   Job ................................................................................. 24
   Employee ......................................................................... 24
   Asset Class ....................................................................... 24
   Asset Detail ....................................................................... 25
   Vendor ............................................................................. 25

Predefined Elements .................................................................... 27
   Forms ............................................................................. 27
   Business Rules .................................................................. 28
   Task Lists ......................................................................... 28
   Menus ............................................................................... 29
   Smart Lists ........................................................................ 29
   Reports ............................................................................ 29

Project Financial Planning Roles ..................................................... 30

Sample Application ....................................................................... 32

Assumptions .............................................................................. 32
### Part III. Allocating Workforce Resources to Projects

#### Chapter 6. Administering Workforce

- **About**
- Workforce Assumptions
- Employee Dimension
- Job Dimension
- Process
- Workforce Administration Task List Tasks
- Viewing the Workforce Administration Task List
- Setting Global Rates for Employees
- Adding Grade Levels
- Importing Employees
- Calculating Employee Compensation

#### Chapter 7. Planning Workforce

- About

---

<table>
<thead>
<tr>
<th>Process</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process for Proposing New Capital Projects</td>
<td>108</td>
</tr>
<tr>
<td>Process for Proposing New Contract Projects</td>
<td>109</td>
</tr>
<tr>
<td>Process for Proposing New Indirect Projects</td>
<td>109</td>
</tr>
<tr>
<td>Propose New Project Task List Tasks</td>
<td>109</td>
</tr>
<tr>
<td>Viewing the Propose New Projects Task List</td>
<td>110</td>
</tr>
<tr>
<td>Entering New Project Details</td>
<td>110</td>
</tr>
<tr>
<td>Adding Projects</td>
<td>111</td>
</tr>
<tr>
<td>Deleting Projects</td>
<td>113</td>
</tr>
<tr>
<td>Reconciling Projects</td>
<td>113</td>
</tr>
<tr>
<td>Changing Project Dates</td>
<td>114</td>
</tr>
<tr>
<td>Changing Project Status</td>
<td>115</td>
</tr>
<tr>
<td>Moving Projects</td>
<td>115</td>
</tr>
<tr>
<td>Performing Expense Planning</td>
<td>116</td>
</tr>
<tr>
<td>Performing Revenue Planning (Contract Projects Only)</td>
<td>116</td>
</tr>
<tr>
<td>Performing Revenue Drivers for Capital Project</td>
<td>117</td>
</tr>
<tr>
<td>Calculating Project Revenue</td>
<td>118</td>
</tr>
<tr>
<td>Reviewing Project Financials</td>
<td>119</td>
</tr>
<tr>
<td>Reviewing the Detailed Project Justification</td>
<td>119</td>
</tr>
<tr>
<td>Reviewing Project Funding</td>
<td>120</td>
</tr>
<tr>
<td>Submitting the Plan for Approval</td>
<td>120</td>
</tr>
</tbody>
</table>

---

**vi**
Chapter 8. Performing Workforce Analysis

About .......................................................................................... 143
Process .......................................................................................... 143
Workforce Analysis Task List Tasks .................................................. 144
Viewing the Workforce Analysis Task List ......................................... 144
Rolling Up Data .............................................................................. 145
Viewing the Resource Manager Dashboard ....................................... 145
Reviewing Utilization ...................................................................... 146
Reviewing Labor Requests Across Projects ....................................... 146
Staffing Projects ........................................................................... 146
    Changing the Requisition Status .................................................. 147
    Assigning Existing Employees ..................................................... 147
    Existing Employees Assigned to Project ....................................... 148
Requesting New Hires ..................................................................... 148
Chapter 11. Performing Capital Asset Analysis  
About ................................................................................. 181
Process ................................................................................. 181
Capital Analysis Task List Tasks .................................................. 182
Viewing the Capital Analysis Task List ........................................... 182
Calculating Equipment Expenses ................................................. 183
Viewing Equipment Overview ................................................. 183
Reviewing Equipment Utilization ................................................. 184
Reviewing Equipment Requests Across Projects ......................... 185
Assigning Equipment to Projects ............................................... 185
  Changing the Requisition Status ............................................ 185
  Assigning Existing Equipment to Projects .............................. 186
Raising a New Equipment Request ................................................ 187
  Adding a New Asset .......................................................... 187
  Calculating an Asset .......................................................... 189
  Reviewing Calculated Details ................................................. 189
  Viewing the Impact of an Equipment Request on Financial Statements ...... 189
Recalculating Equipment Costs ................................................... 191
Reviewing the Impact on Financial Statements ............................... 191
Viewing Asset Details ........................................................... 192

Part V. Performing Financial Analysis ........................................... 193

Chapter 12. Performing Financial Analysis ........................................... 195
About ................................................................................. 195
Process ................................................................................. 195
Finance Analysis Task List Tasks .................................................. 195
Viewing the Finance Analysis Task List ........................................... 196
Running Rollups ...................................................................... 196
Viewing the Financial Overview ................................................... 197
  Allocating Funds .............................................................. 197
  Changing Funding Status .................................................... 198
  Reviewing Project Financial Statements ................................... 198
  Reviewing Project KPIs ....................................................... 199
  Calculating Project Metrics .................................................. 199
Performing Detailed Analysis .................................................... 199
  Analyzing the Impact on Income Statement .............................. 200
  Analyzing the Impact on Cash Flow ....................................... 200
Reviewing Project Funding ........................................................ 200
Deallocating a Fund ............................................................... 201
Appendix D. Integration between Project Financial Planning and Oracle Primavera P6 Enterprise Project Portfolio Management (P6 EPPM) ................................................................. 281
  About P6 EPPM .......................................................... 281
  Integrating Between Project Financial Planning and P6 EPPM ................. 281
  Architecture ................................................................... 282
  Identifying Use Case Scenarios for Integration ...................................... 283
  Prerequisites for Integration ...................................................... 283
  Importing Data and Metadata Into Project Financial Planning .............. 285
  Mapping Project Metadata .................................................... 286
  Mapping Project Details ......................................................... 286
  Mapping Resource Metadata .................................................... 287
  Mapping Resource Assignment Data Based On Monthly Spread Values .... 288
  Mapping Resource Assignment Data - Summary Data ......................... 288
  Mapping Resource Rates (Optional) ........................................... 288
  Exporting Projects From Project Financial Planning ........................... 289
  Identifying Use Case Scenarios For Exporting .................................... 289
  Exporting Projects ............................................................. 289
  Exporting Entities ................................................................ 290
  Exporting Resources ............................................................ 290
  Running the Command Line Utility .............................................. 291
  Providing Connection Details .................................................. 291
  Setting Import and Export Options ............................................ 291
  Mapping Artifacts Between Project Financial Planning and P6 EPPM ....... 292
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Part I

Introduction to Project Financial Planning

In Introduction to Project Financial Planning:

- About Project Financial Planning
- Getting Started
About Project Financial Planning

Overview of Project Financial Planning

Subtopics

● Value Proposition
● Key Features of Project Financial Planning

Oracle Project Financial Planning bridges the gap between the detailed projects an organization undertakes and the overall impact on corporate resources. It gives organizations a high-level snapshot of how their assets and resources are allocated, and then it monitors performance and provides information about return on investment.

Project Financial Planning addresses planning for the various tasks and resources for any project initiative with an underlying multidimensional database. Functionality was built to handle the scenarios and calculations that are typically used in Project Financial Planning.

Value Proposition

The Project Financial Planning application unifies the decision-making process between corporate financial planning and project financial planning processes within a single application construct.

Ideally, decisions concerning projects and those made concerning the annual financial planning cycle in an enterprise should be part of the same process. Often, however, such decisions are made with regard to only a project or only to annual financial planning. Project sponsors and
stakeholders may have different goals from the corporate financial targets and long-range plans that drive bottom-up annual plans and forecasts.

The application construct and functionality within the Project Financial Planning application ensure that the what-if impact analysis and feedback loop from financial considerations for projects is instantaneous. Because the approval processes for projects are closely tied to the approvals for financial plans and forecasts, the application’s process controls implicitly ensures agreement between project sponsors, key stakeholders, and financial decision makers. This process helps ensure alignment of project plans and financial plans to financial targets and corporate long-range financial plans.

**Key Features of Project Financial Planning**

Project Financial Planning enables you to accomplish these tasks:

- Perform Planning for Indirect, Capital, and Contract projects
- Use the provided template files for importing metadata and data
- Perform expense planning at detail level or account level (labor, material, equipment)
- Allocate workforce resources and capital assets to projects
- Calculate driver-based overheads for projects
- Perform different types of revenue planning/revenue recognition based on the type of Contract projects (Time and Material, Fixed Price, or Cost Plus)
- View the impact on financial statements from a project level or an entity level (Profit and Loss, Cash Flow, key performance indicators [KPIs])
- Rank and approve projects based on a project score using financial measures and subjective measures (net present value [NPV], return on investment [ROI], payback, lifetime investment, risk assessment, strategic assessment, business assessment, organization missions)
- Perform planning for intercompany projects and reconcile them
- Request funding
- Track the project approval flow
- Use out-of-box reports
- Provide sample projects for information technology
- EVM Analysis
- What-If version
Project Classifications

Subtopics
- Indirect
- Capital
- Contract

Indirect

Also known as administrative projects, Indirect projects have a cost impact but do not generate revenue. For example, an IT project that creates a solution/portal for the Human Resources team to track personal details of employees is an Indirect project. If a project is classified as Indirect, you can do only expense budgeting for the project. You cannot do revenue budgeting for an Indirect project.

Capital

A Capital project is a long-term investment project undertaken for construction of a capital asset (such as buildings, dikes, and roads). If a project has a classification of Capital, you can do only expense budgeting for the project. The expenses for a Capital project are tracked as Construction in Progress (CIP) on the Balance Sheet while the assets are being developed. After a Capital project is placed in service and the assets are ready, you must reconcile the CIP assets with existing assets.

Contract

Subtopics
- Time and Materials
- Fixed Price
- Cost Plus
- Other

A Contract project is work performed for a customer and the customer reimburses the company. A Contract project generates expenses and revenue based on an underlying contract. The Contract project expenses, revenue, and billing can be for services performed and reimbursed by a client.

Project Financial Planning supports the following types of Contract projects: Time and Materials, Fixed Price, Cost Plus, and Other.
**Time and Materials**

Time and Materials is a project billing type whereby the customer is charged for all of the hours of work performed, for asset expenses, for any direct expenses incurred, and for materials purchased during project delivery. Examples of Time and Materials arrangements are typically found in the construction industry, for contractors, and for consulting firms.

For intercompany partnerships, the owning entity can bill for all resource expenses incurred by the service provider entity.

**Fixed Price**

Fixed price is a project billing type whereby the customer is charged a set negotiated price for the work performed on the contract. This contract type places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss.

**Cost Plus**

Cost Plus is a project billing type in which billing is based upon cost plus an added amount, also known as margin.

**Other**

This type of project billing type can be used for complex contract terms. For example, a customer may be charged a fixed price for some services delivered as part of project, and they might also be charged time and material or a markup on expenses.

**Provided Dimensions**

**Subtopics**

- Account
- Project
- Project Element
- Job
- Employee
- Asset Class
- Asset Detail
- Vendor

**Account**

The Account dimension for Project Financial Planning is split into three major groupings:

- Accounts that support planning for workforce resources
- Accounts that support planning for capital assets
Accounts that support planning for projects

Because Oracle Hyperion Planning uses multiple plan types, the accounts are segregated into the plan type in which they belong. The accounts contain members that are for the drivers of calculations, the results of the calculations, or are informational and textural and provide the relevant data that must be collected as part of the planning process. Accounts are of all types—Smart Lists, text accounts, date accounts, financial accounts, and so on. The Account dimension also can be populated with a customer’s accounts, which can then be used to plan or forecast or compare to actual. Project Financial Planning has prepopulated the accounts to create financial statements. Project Financial Planning also includes some typical accounts when planning for workforce resources, capital asset resources, and projects.

Accounts are customizable so they can meet customer’s needs. However, if the accounts that Project Financial Planning provides are changed, the corresponding business rules, member formulas, and forms must be modified so that the application works as expected. Also, if the accounts and rules are customized, in the event of upgrading Project Financial Planning, all changes must be redone.

Project

The Project dimension contains existing and new projects for which a company intends to plan and forecast. The Project dimension is broken down into types—Contract, Capital, and Indirect projects. Detailed descriptions of the differing types are provided in “Project Classifications” on page 21.

As a starting point, Project Financial Planning provides the following line items for new projects:

- 100 line items for Contract and Indirect projects
- 50 line items for Capital projects

Administrators can add more line items based on implementation requirements.

Project Element

The Project Element dimension enables you to build up revenue, cost, or other assumptions at the line-item level. It delineates different revenue, expense, or other assumptions.

As a starting point, Project Financial Planning provides the following line items for entering assumptions:

- 20 line items each for capturing revenue and cost assumptions
- 10 line items for capturing overhead assumptions
- 5 line items for capturing general and administrative assumptions
- 20 line items for intercompany transactions for a project
- 20 line items for funding requests for a project

Administrators can add more line items based on implementation requirements.
Job

The Job dimension contains a list of the roles within an organization that are specifically used in project assignments. Examples of jobs are Engineer, Software Developer, or Mechanic. Jobs unrelated to projects are not included. Project labor is requested at the job level and the request is for the type of job; for example, the role of a resource that is needed for the project. The Job dimension is used with the Employee dimension to build project requisitions or to identify employees by role. You are not required to plan at a detailed employee level. If your organization does not perform detailed employee planning in relationship to projects, use the Job dimension with the “Requisitions” contained within the Employee dimension.

Employee

The Employee dimension contains employees of the organization. Calculations (for example, salary and other compensation) can be performed for each individual employee. In addition, use the Employee dimension to plan or forecast for new hires for your organization. When project managers request labor resources for their projects, they can request a job, and the number of requests by job will be supported by the labor requisition members from the Employee dimension. Resource managers can reconcile a labor requisition to an existing employee if your organization does that level of labor assignment in Project Financial Planning. The organization might perform labor assignments using another tool and then import the assignments into Project Financial Planning. Oracle anticipates that existing employees are imported from a Human Resources system, such as PeopleSoft.

To support planning for new employees or labor requisitions at the project level, as a starting point, Project Financial Planning provides the following line items for entering requisitions:

- 100 line items for hiring requisitions
- 50 line items for labor requisitions

Administrators can add more line items based on implementation requirements.

Asset Class

The Asset Class dimension details the different categories of assets that a company owns. Asset Class is broken into tangible assets (furniture and fixtures, machinery and equipment, computers, and so on) and intangible assets (leasehold improvements, software rights, goodwill). These classes are typically the high level of detail that you would include in your financial statements, and they would not drill down to the asset level. The Asset Class dimension also contains a list of standard equipment that would be requested by a project manager for use on projects. At the time of the request, project managers know the equipment type they must use on their project, but not whether it will be fulfilled by existing or new assets. Therefore, the project manager requests only an equipment type. Standard equipment provides a concise list of material assets that are requested for use on a project. Other asset types are not included.
**Asset Detail**

The Asset Detail dimension is used to support the request of new asset purchases, New Leased or New Owned. Asset Detail individually details each new request. When a project manager requests the use of standard equipment (contained in the Asset Class dimension), the request supports asset requisitions in the Asset Detail dimension (Equip Rec 1, 2, 3, and so on). A project manager may not be aware if there is capacity available for an existing asset or whether a new asset must be purchased to support the project, so the asset manager decides how to fulfill the request. The Asset Detail dimension also contains existing major equipment detailed as individual assets or groups of assets, where possible.

To support planning for new equipment or assets, as a starting point, Project Financial Planning provides the following line items for entering requisitions:

- 50 equipment requisitions which can be used for requesting the use of standard equipment at the project level
- 30 line items for planning for new leased assets
- 200 line items for planning for new owned assets

Administrators can add line items based on implementation requirements.

**Vendor**

**Subtopics**

- Enabling the Vendor Dimension
- Adding Vendors to the Vendor Dimension
- Other Vendor-Related Tasks

The Vendor dimension is used to perform detailed vendor-based expense planning within Project Financial Planning.

The Vendor dimension is required in the following scenarios:

- When you have different labor, equipment, or standard resource rates from different vendors
- If you want to see expense reports based on different vendors

The Vendor dimension is not required if you do not want to distinguish between vendor expenses or when there is a uniform rate across vendors.

**Enabling the Vendor Dimension**

1. To enable the vendor dimension for use in your project:
   - In Oracle Hyperion Enterprise Performance Management Workspace, select Navigate, then Administer, and then Planning and Budgeting Service.
2 Click +.

3 Enter the requested information on the Select, Calendar, and Currencies screens.

4 On the Plan Types screen, select Plan Expenses by Vendors.

5 On the Finish screen, verify the information, and then click Create.

**Adding Vendors to the Vendor Dimension**

Load all the vendors in the Vendor dimension under the parent member “All Vendors”.

To add vendors to the Vendor dimension:

1 Select Navigate, then Applications, then Planning, and then select an application.

2 In the left pane, expand Dimension.

3 In the Dimensions tab, in the Dimension drop-down, select Vendor.

4 Under Name, expand Vendor, then expand Total Vendor, and then expand All Vendors.

5 Under All Vendors, add all of your vendors.

To add a vendor under All Vendors:

a. Click +.

b. In Member Properties, enter the name of the vendor, and then click Save.

**Note:** You can also add your vendors using the Planning Outline Load utility. See Chapter 5 “Importing and Exporting Data and Metadata” in the Oracle Hyperion Planning Administrator's Guide.

**Other Vendor-Related Tasks**

Other Vendor-related tasks that you can perform include:

- “Setting Standard Material and Other Rates by Vendor” on page 48
- “Reviewing Labor Expense by Vendor” on page 73
- “Viewing Equipment Rates and Add Requisition by Vendor” on page 77
- “Reviewing Equipment Expense by Vendor” on page 77
- “Adding Material and Other by Vendor” on page 81
- “Adding Standard Resource Details” on page 83
- “Comparing Expense Details for Different Vendors” on page 83
- “Reviewing Project Expenses by Vendor” on page 85
- “Reviewing Material and Other Expense by Vendor” on page 86
- “Adding Leased Assets by Vendor” on page 176
Predefined Elements

Subtopics

- Forms
- Business Rules
- Task Lists
- Menus
- Smart Lists
- Reports

Project Financial Planning provides dimension members, forms, associated menus, task lists and tasks, business rules, Smart Lists, validation rules, substitution variables, user variables, and reports, thereby significantly reducing the implementation effort. The following sections describe the predefined elements in more detail.

Forms

Project Financial Planning provides predefined forms to meet your needs. You can open forms as you step through the task list tasks, or you can select and open forms beneath Form Folders.

Many Project Financial Planning tasks employ the use of master details forms. Master details forms are composite forms that show detailed information in the top form and summary information in the bottom form.

Forms in Project Financial Planning are grouped as follows:

- **Application Administration**—Enter global assumptions and drivers. The forms are further grouped into Project Administration, Workforce Administration, and Capital Administration.

- **Projects**—Create detailed project budgets and forecasts. The forms are grouped into Project Planning, Project Financing, Project Financial Statements, and Project Supporting Forms.

- **Workforce**—Create detailed workforce plans. The main forms are available directly under the Workforce folder, and the supporting forms are in subfolders beneath Workforce Supporting Forms: Workforce Setup and Maintenance and Workforce Project Usage and Analysis.

- **Capital**—Create detailed capital asset plans. The main forms are available directly under the Capital folder, and the supporting forms are in subfolders beneath Capital Supporting Forms: Asset Setup, Maintenance, and Analysis and Asset Project Usage.

When you modify forms in your model, synchronize changes with business logic such as business rules, member formulas, and outline structure. Whenever you modify your business logic, check your forms.
Business Rules

In Project Financial Planning forms, many shortcut menu options launch business rules, which display runtime prompt windows that you use to select data, apply changes, and calculate expenses. Planning applications, including Project Financial Planning, use Oracle Hyperion Calculation Manager to design and manage business rules.

Predefined business rules enable you to perform these tasks:

- Calculate expenses
- Calculate revenues
- Calculate financial statements: Profit and Loss, Cash Flow, KPIs
- Perform seamless data movement from plan type to plan type

Predefined business rules are only certified against:

- Default Oracle Essbase settings that are related to calculations
- The predefined dimension order in all cubes

Changing either of these can have an impact on calculations and should be done with caution.

Task Lists

Project Financial Planning includes task lists that help users navigate through the application to ensure complete data collection. The task lists are designed to align with the users and roles defined in Table 2, “Project Financial Planning Roles”. You can modify the task lists in Project Financial Planning to add your own tasks as reviewing instructions, entering data in forms, and running business rules. See “Managing Task Lists” in Chapter 9 of the Oracle Hyperion Planning Administrator’s Guide.

You can also determine who can view and modify task lists in Project Financial Planning.

Note: Being assigned to a task list means being able to access and complete tasks in the task list. It does not mean being able to assign tasks to someone else.


Task lists in Project Financial Planning are divided into the following main categories:

- Administration—Three task lists are provided for performing administrative tasks: Project Administration, Workforce Administration, and Capital Administration.
- Project Planning and Analysis—Two task lists are provided for proposing new projects and managing existing projects: Propose New Projects and Manage Existing Projects.
- Workforce Planning and Analysis—Two task lists are provided for workforce planning and analysis: Workforce Planning and Workforce Analysis.
• Capital Planning and Analysis—Two task lists are provided for Capital planning and analysis: Capital Planning and Capital Analysis.

• Financial Analysis—Two task lists are provided for reviewing projects and performing detailed financial analysis at the corporate level: Review Projects and Finance Analysis

**Menus**

Project Financial Planning includes shortcut menus that drive calculations on forms. The shortcut menus either will display another form or will launch a rule to perform a calculation for the project. The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

If you add or modify business rules and forms, update the existing menus, or create new menus to support the change. For example, if you delete a business rule referenced by a menu, remove it from the menu. You can delete shortcut menus without affecting calculations. See “Working With Menus” in Chapter 12 of the Oracle Hyperion Planning Administrator’s Guide.

**Smart Lists**

Smart Lists are linked to the dimensional members used to manage projects, jobs, and employees, and to build compensation budgets using forms. For example, the Employee_Type Smart List includes Temporary, Permanent, and Contractor values. Smart Lists are also used by business rules that perform calculations. See the Oracle Hyperion Planning Administrator’s Guide or the Oracle Hyperion Planning User’s Guide.

**Reports**

The following table lists the reports that are provided with Project Financial Planning.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Summary</td>
<td>Provides a summary of funding requests and shows the amount of allocated funds for all projects in an entity. It shows this data for last, current, and next three years. This report enables the finance manager and business unit head to review the total funding requirements for the entity. The funding requirement per project can be analyzed using the linked report, Funding Summary for Project.</td>
</tr>
<tr>
<td>Funding Summary for Project</td>
<td>Provides details about funding requests for a particular project and the amount of allocated funds. It shows this data for last, current, and next three years.</td>
</tr>
<tr>
<td>Impact on Financial Statements</td>
<td>Summarizes the impact on the Income Statement and Cash Flow for a particular project. It also shows some Key Metrics for the project.</td>
</tr>
<tr>
<td>Project Details</td>
<td>Provides a list of projects with inception-to-date actual cost and revenue. Project managers and business unit heads can track the financial performance of projects they are handling.</td>
</tr>
</tbody>
</table>
### Project Financial Details

**Report Name**

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Cost Details</td>
<td>Summarizes the project costs for last, current, and next three years. The project cost can be further analyzed by drilling into linked reports: Project Labor Expense, Project Equipment Expense, and Project Material Expense.</td>
</tr>
<tr>
<td>Project Labor Expense</td>
<td>Shows the labor expense summary for a particular project and entity for the last, current, and next three years.</td>
</tr>
<tr>
<td>Project Equipment Expense</td>
<td>Shows the equipment expense summary for a particular project and entity for the last, current, and next three years.</td>
</tr>
<tr>
<td>Project Material Expense</td>
<td>Shows the material expense summary for a particular project and entity for the last, current, and next three years.</td>
</tr>
<tr>
<td>Project Revenue Details</td>
<td>Shows the revenue details for a project.</td>
</tr>
<tr>
<td>Project Financial Performance Overview for Current Year</td>
<td>Displays financial parameters like cost, revenue, margin, and margin% for projects in the current year (YTD performance).</td>
</tr>
<tr>
<td>Project Financial Performance Overview for Life</td>
<td>Displays financial parameters like cost, revenue, margin, and margin% for a particular project for the last, current, and next three years.</td>
</tr>
</tbody>
</table>

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### Project Financial Planning Roles

The following table describes the typical participants in a Project Financial Planning lifecycle. This may vary by company across industries.

#### Table 2  Project Financial Planning Roles

<table>
<thead>
<tr>
<th>Project Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit Owner</td>
<td>Business units that identify the need for the product or service the project will develop. Owners can be at all levels of an organization.</td>
</tr>
<tr>
<td>Executive Sponsor</td>
<td>The Executive Sponsor is a manager with demonstrable interest in the outcome of the project who is ultimately responsible for securing spending authority and resources for the project. The Executive Sponsor is the highest-ranking manager possible, in proportion to the project size and scope. The Executive Sponsor acts as a vocal and visible champion, legitimizes the project’s goals and objectives, keeps abreast of major project activities, and is the ultimate decision-maker for the project. The Executive Sponsor provides support for the Project Sponsor and/or Project Director and Project Manager and has final approval of all scope changes, and signs off on approvals to proceed to each succeeding project phase. The Executive Sponsor may elect to delegate some of the above responsibilities to the Project Sponsor, the Project Director, or both.</td>
</tr>
<tr>
<td>Internal Decision-Maker</td>
<td>Members of the project community who are designated to make project decisions on behalf of major business units that will use, or will be affected by, the product or service the project will deliver. These Decision Makers achieve business unit consensus on project issues and outputs and communicate it to the Project Manager. They attend project meetings as requested by the Project Manager, review and approve process deliverables, and provide subject matter expertise to the Project Team. On some projects they may also serve as Representatives or be part of the Steering Committee.</td>
</tr>
<tr>
<td>Project Role</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Internal Representative</td>
<td>Members of the internal community who are identified and made available to the project for their subject matter expertise. Their responsibility is to accurately represent their business units’ needs to the Project Team, and to validate the deliverables that describe the product or service that the project will produce. Representatives are also expected to bring information about the project back to the project community. Toward the end of the project, internal representatives will test the product or service the project is developing, using, and evaluating while providing feedback to the Project Team.</td>
</tr>
<tr>
<td>Key Stakeholder</td>
<td>Subset of Stakeholders who, if their support were to be withdrawn, would cause the project to fail.</td>
</tr>
<tr>
<td>Project Accountant</td>
<td>The Project Accountant manages the accounting aspects of a project and creates financial reports specifically designed to track the financial progress of projects, which can then be used by project managers to aid in project management.</td>
</tr>
<tr>
<td>Project Manager</td>
<td>The person responsible for ensuring that the Project Team completes the project. The Project Manager develops the Project Plan with the team and manages the team’s performance of project tasks. It is also the responsibility of the Project Manager to secure acceptance and approval of deliverables from the Project Sponsor and Stakeholders. The Project Manager is responsible for communication, including status reporting, risk management, escalation of issues that cannot be resolved in the team, and, in general, making sure the project is delivered in budget, on schedule, and within scope.</td>
</tr>
<tr>
<td>Project Sponsor/Project Director</td>
<td>The Project Sponsor is a manager with demonstrable interest in the outcome of the project and who is responsible for securing spending authority and resources for the project. The Project Sponsor, also called a Project Director, acts as a vocal and visible champion, legitimizes the project’s goals and objectives, keeps abreast of major project activities, and is a decision-maker for the project. The Project Sponsor participates in and/or leads project initiation; the development of the Project Charter. The Project Sponsor will participate in project planning (high-level) and the development of the Project Initiation Plan. A Project Sponsor provides support for the Project Manager; assists with major issues, problems, and policy conflicts; removes obstacles; is active in planning the scope; approves scope changes; signs off on major deliverables; and signs off on approvals to proceed to each succeeding project phase. The Project Sponsor generally chairs the steering committee on large projects. The Project Sponsor may elect to delegate any of the above responsibilities to other personnel that are on or outside the Project Team.</td>
</tr>
<tr>
<td>Project Team Member</td>
<td>Group of all members who are identified as members of the Project Team.</td>
</tr>
<tr>
<td>Stakeholder</td>
<td>Groups, units, individuals, or organizations, internal or external to our organization, which are impacted by, or can impact, the outcomes of the project. This includes the Project Team, Sponsors, Steering Committee, and co-workers who will be affected by the change in the project.</td>
</tr>
<tr>
<td>Steering Committee</td>
<td>Generally includes management representatives from the key organizations involved in the project oversight and control, and any other key stakeholder groups that have special interest in the outcome of the project. The Steering Committee acts individually and collectively as a vocal and visible project champion throughout their representative organizations; generally they approve project deliverables, help resolve issues and policy decisions, approve scope changes, and provide direction and guidance to the project. Depending on how the project is organized, the steering committee can be involved in providing resources, assist in securing funding, act as liaisons to executive groups and sponsors, and fill other roles as defined by the project.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Contracted to provide additional products or services the project will require, Vendors are another member of the Project Team.</td>
</tr>
</tbody>
</table>
Sample Application

In this release, Project Financial Planning is providing an industry-specific sample application for information technology (IT). The goal is to demonstrate how Project Financial Planning can be used for different industries. The sample IT application demonstrates how it can be used for IT consulting. The application comes with prefilled data for expense and revenue budgets, out-of-the-box Approvals, security setup, and members for assets, employees, jobs, and so on.

**Note:** The data provided is only sample data and does not relate to actual data.

For details about creating and loading security and data for an IT industry-specific Project Financial Planning sample application, see Appendix B, “Sample Project: Information Technology.”

Assumptions

Oracle assumes that administrators managing Project Financial Planning applications are familiar with the content provided, Planning, and Oracle Hyperion Calculation Manager.

Accessibility

In this Chapter

Initial Product Implementation Tasks .................................................................33
Application Maintenance Tasks .................................................................35
Loading Metadata and Data .................................................................36
Securing Applications ........................................................................37
Logging On and Accessing Project Financial Planning ........................................38
Creating and Initializing Project Financial Planning Applications ....................39
Enabling Features in Project Financial Planning ..................................................41

Initial Product Implementation Tasks

Users who are responsible for setting up and initializing Project Financial Planning in your organization define and prepare applications by performing these tasks:

1. Install and configure Project Financial Planning. See the Oracle Enterprise Performance Management System Installation and Configuration Guide.


3. Load the Entity dimension with members corresponding to the entities in the organization. See Appendix C, “Importing Data and Metadata.”

4. Load the existing positions in the organization as members in the Job dimension (see the sample IT project provided with Project Financial Planning).

   Note: For information about creating and loading security and data for an IT industry-specific Project Financial Planning sample application, see Appendix B, “Sample Project: Information Technology.” For information about loading data and metadata, see Appendix C, “Importing Data and Metadata.”

5. Load the existing employees from the company’s HRMS as members in the Employee dimension. See Appendix C, “Importing Data and Metadata.”

6. Load the Asset Class dimension with the asset types handled by the organization.

   Note: The Asset Class dimension comes with some predefined members.
7. Load the Asset Detail dimension with the major existing assets in the organization. See Appendix C, “Importing Data and Metadata.”

**Note:** You need not bring every asset into the application. Project Financial Planning enables you to group similar assets. For example, if your organization is using 1,000 laptops, you need not add 1,000 members to the Asset Detail dimension. You can add one Laptop member to the Asset Detail dimension and, while loading the data corresponding to this asset, specify the Asset Units as 1,000. Doing so ensures that all your calculations are handled correctly and helps you scale your application.

8. Load the existing projects in the organization as members in the Project dimension. Ensure that you are loading the project under the correct project classification hierarchy. For example, before loading a project in Project Financial Planning, if it is determined to be a Contract project, add it under the Existing Contract Project hierarchy. Failing to do so may result in loss of functionality associated with the project. See Appendix C, “Importing Data and Metadata.”

9. Refresh the application to synchronize it with Essbase.


11. Review the loaded data.

12. Set the correct values for the substitution variables. These are used in Project Financial Planning forms and in predefined reports shipped with Project Financial Planning.

Substitution variable values:

- **CurYr**—Set to the current year; for example, if the current year is 2012, set to FY12.
- **LastYr**—Set to the previous year; for example, FY11. Ensure that the previous year exists in the year dimension.
- **NextYear**—Set to the next year; for example, FY13.
- **Yr3**—Set to the year after NextYear; for example, FY14.
- **Yr4**—Set to the year after Yr3; for example, FY15.
- **ThisMonth**—Set to the current month.
- **CurScenario**—Set to the current scenario.
- **CurVersion**—Set to **Working**.
- **ActVersion**—Set to **Final**.
- **ForVersion**—Set to **Working**.
- **PlanVersion**—Set to **Final**.
- This year—Set to the current year.
- Source Scenario New Projects—Set to Plan or Set to a suitable value.

**Note:** Ensure that all new projects are available in that scenario.
- Source Version New Projects—Set to Working or Set to a suitable value.

**Note:** Ensure that all new projects are available in that version.

13. Ensure that the Smart Lists are populated with the values required for your business needs. The following Smart Lists must be updated with the required values:
- Assignment Location
- Customer
- Funding Source
- Physical Location
- Project Cost Level
- Project Manager
- Skill Set
- Grade
- Project Billing Level


15. The values for each user, set:
- Entity View—Set to the entity that the user has access to
- Scenario View—Set to the scenario that the user has access to
- Version View—Set to the version that the user has access to
- Reporting Currency—Only set for a multicurrency application

**Note:** Project Financial Planning forms use user variables to ease usability. You will not be able to open any forms without correctly setting these user variables.

**Note:** Steps 5, 7, 8, and 10 are optional. Project Financial Planning provides you the capability to create new projects, perform the labor and equipment expensing for the projects using requisitions, and to submit the plans for approval.

**Application Maintenance Tasks**

Periodically, administrators who are responsible for maintaining applications may need to perform these tasks:
Project, Employee, Asset Detail, and Project Element dimensions provide line items for creating new projects, requests, or assumptions. For details about line items, see “Provided Dimensions” on page 22.

If you are using rules to add a new project, request, or assumption, the rule displays an error message if there are no empty line items available. If this occurs, you must load more lines items as required. For instructions on loading metadata, see the Oracle Hyperion Planning Administrator’s Guide. Perform a cube refresh after adding line items.

Project Financial Planning defines only a few years in the forms through substitution variables – LastYr, CurYr, NextYear, Yr3, and Yr4. If you require additional years in the form, you can define additional substitution variables for the application and include them in the forms. As the years progress, the values for the substitution variables should be updated.

Any customization performed on the rules or any other artifacts must be redone if you upgrade Project Financial Planning.

Loading Metadata and Data

Subtopics

- Sample Template Files
- Import Relational Tables

Project Financial Planning provides import utilities that can be used to import data and metadata into your application.

Import can occur in two ways:

- Using sample template files
- Using relational tables

Sample Template Files

The ExportPFPTemplates utility extracts the sample template files to a user-defined root folder. The PFPImportUtility imports the data and metadata into the Project Financial Planning application.

The sample template files show how data should be formatted in a CSV file in order to load it to a Project Financial Planning application. For details on the template formats, see Appendix A, “Templates.”

Import Relational Tables

The relational tables are created at the time of the application creation. These tables are created, along with the Planning tables, in the application database. The PFPImportUtility imports the data and metadata added to the tables by the user into the Project Financial Planning application.
For details about the tables and how to use the import utility, see Appendix C, “Importing Data and Metadata.”

**Securing Applications**

Security is based on user privileges and system roles and access permissions that you assign to users and to groups. Groups are sets of users who have similar access permissions. You assign task security by assigning roles to a user. Each role is associated with a set of tasks. See the *Oracle Enterprise Performance Management System User Security Administration Guide*. By default, users can open only those artifacts, such as forms and task lists, to which they have access. Assign access using the following guidelines, following the procedure in “Setting Up Access Permissions” and “Assigning Access to Members” in the *Oracle Hyperion Planning Administrator’s Guide*.

- **Dimensions and Members**—Grant access so that planners can view and change information only for their own Entities and projects. Do so by providing access to the Entity dimension and Element members.

- **Forms**—Assign appropriate access to forms based on their relevance to users. For example, assign Project Manager access to all forms in the Project Planning form folder. If you grant access to the Workforce folder, planners can view all child folders and forms. Project Financial Planning forms are segregated into different folders so that security can be easily assigned (at the folder level).

- **Task lists**—Assign access to task lists based on its relevance to users. For example, allow planners access to the Budget Preparation task list, but not to the Project Administration task list.

- **Business rules**—Assign access permissions to business rules to ensure that users have access to rules associated with their roles.

- **Planning unit hierarchies**—Grant access only to cost center owners or reviewers.

- **Reports**—Assign access to reports built in the workspace.

- **During the planning cycle**, lock user sets to prevent users from modifying scenario-version data combinations.

- **Generally**, grant users access only to the employees and jobs within their entity. For example, specify that planners can view and modify employee and position information for their department or cost center only, by setting security at the entity level. Employee-level data should be set to write access.

- **Grant users access only to their departmental entities.** This practice ensures that users can view and modify compensation, employees, or projects specific to their department or cost center. Similarly, grant only cost center or department managers and planners access to the General Ledger entities in their cost centers or departments.

- **Account dimension:**
  - Grant users access to predefined accounts by plan type, such as Project, Workforce, and Capital Asset accounts.
Although you can secure members of the grade accounts, grade values are globally visible in Smart Lists. However, Smart Lists do not contain salary information.

- Secure the General Ledger accounts as appropriate for your planning access.
- Grant users access to the descendants of the financial statements, as needed. For example, Project Score.
- Set view access to the global assumptions set at the No Entity level.
- Set Additional Earnings defaults and Employer-Paid Taxes defaults.

- **Project Element dimension:**
  - Grant users the appropriate access to the Project Element members.
  - Grant users write access to Revenue, Cost, and Funding elements but restrict most users access to Overhead elements by granting them only view access.

- **Employee dimension:**
  - Secure the employee and salary information loaded from HR based on their relevance to planners.
  - Grant users access to all new employees and requisitions so planners can create labor requisitions and add employees to their respective departments.
  - Grant all users view access to the standard rates at the job level.
  - You need not secure job codes.

- **Scenario and Version dimensions:**
  - Grant users access to scenarios, such as providing view access to Plan and Forecast data but restricting access to Actual data.
  - Grant users access to versions; for example, assign view access to a final version but set write access to working, what-if versions.
  - Permissions for versions are independent of scenarios, so view access to the final version prevents write access to the final version data for all scenarios.

---

**Logging On and Accessing Project Financial Planning**


➤ To log on to EPM Workspace and access Planning, and Project Financial Planning:

1. Ensure that the Web server is started and the Web application server is running in the Services panel.
2. In the Web browser, enter the URL for the EPM Workspace Log On page.
3. Enter your system user name.
4 Enter your system password.
5 Click Log On.
6 Select Navigate, then Applications, then Planning, and then select an application.

Creating and Initializing Project Financial Planning Applications

Subtopics
- About Creating Applications
- Creating a Project Financial Planning Planning Application
- Creating Classic Project Portfolio Management Applications
- Creating Performance Management Architect Applications

About Creating Applications
Creating and initializing Project Financial Planning applications loads predefined dimensions and members, forms, Smart Lists, member formulas, business rules, menus, and reports and also creates default relational tables for importing metadata and data into the Planning application, along with other Planning tables. For details, see Appendix C, “Importing Data and Metadata.”

Creating a Project Financial Planning Planning Application
You can create a Project Financial Planning application and enable features based on your project requirements. See “Enabling Features in Project Financial Planning” on page 41.

To create a Project Financial Planning application:

1 From Oracle Hyperion Enterprise Performance Management Workspace, select Navigate, then Administer, then Planning and Budgeting Service.
2 Click Navigate.
3 On the Select screen:
   - Select a data source and enter an application name.
   - In Application Type, select Project Financial Planning.
   - Select other application properties.
4 Enter the requested information on the other wizard screens.
5 On the Finish screen, verify the information, and then click Create.
Creating Classic Project Portfolio Management Applications

To create a Project Financial Planning application using the Planning application administration, see the Oracle Hyperion Planning Administrator’s Guide.

- When using the Planning Application Wizard to create a Project Financial Planning application, select the Oracle Project Financial Planning application type, and then choose an option for Industry Sample:
  - If you are creating a basic Project Financial Planning application, select None. You are prompted to define the application calendar, set currency options, and set the customizable plan types, if required.
  - If you are creating an information technology (IT) industry-specific Project Financial Planning application, select Information Technology. You are not prompted to define the application calendar, currency, and plan types. They are set automatically with predefined settings.

For details about creating, loading security, and loading data for an IT industry-specific Project Financial Planning sample application, see Appendix B, “Sample Project: Information Technology.”

- A Project Financial Planning application is automatically initialized when it is created. No additional initialization steps are required.

- The data source in a Project Financial Planning application must be set to Unicode mode.

- If you are creating a Project Financial Planning application that is in a language other than English, you may need to reset the date format in the Planning display options. See “Setting the Date Format” in the Oracle Hyperion Planning User’s Guide.

Creating Performance Management Architect Applications

You can use Oracle Hyperion EPM Architect to create and work with Project Financial Planning applications.

To create a Performance Management Architect Project Financial Planning application, follow the instructions in the Oracle Hyperion Enterprise Performance Management Architect Administrator’s Guide, but use these settings:

- For Application Information Type, select Planning.
- For Application Type, select Project Financial Planning.
- For Industry Sample, select one of the following:
  - If you are creating a basic application, select None. You are prompted to define the application calendar, set currency options, and set the customizable plan types, if required. See “Setting Up The Calendar” in the Oracle Hyperion Planning Administrator’s Guide.
  - If you are creating an information technology (IT) industry-specific application, select Information Technology. You are not prompted to define the application calendar, currency, and plan types. They will be set automatically with predefined settings.
When selecting dimensions:

- The Scenario, Year, and Period dimensions must be local. They cannot be shared.
- If any of the remaining dimensions are shared, ensure that the UDA, Currency, and Alias dimensions are also shared.

Note the following:

- Performance Management Architect only supports calendar and fiscal period definitions.
- During Performance Management Architect application creation, you can create new Project Financial Planning dimensions in addition to the required dimensions. However, Project Financial Planning forms, rules, and so on will need to be modified in order for them to work.
- Do not rename dimensions during application creation (for example, Job or Employee). If dimensions are renamed, ensure any impacted rules, forms, and reports are updated as well. This is also true when creating Planning applications.

### Enabling Features in Project Financial Planning

When you create an application, you can select the features that will be displayed in the Project Financial Planning user interface based on your project requirements.

For example, a service-based company may need to plan for their workforce, which mostly works on contract projects. Another organization may not want to do a detailed workforce planning and may want to plan only for high level labor expenses, where you enter only the monthly or yearly values directly. Similarly, an organization may be doing only contract type projects, and may not require indirect or capital project features in the application.

**Note:** You can only enable features when you create an application. You cannot add a new feature after the application has been created. If you want to have more features in your application, you must create a new application.

To enable features when creating an application:

1. Select **Navigate**, then **Administer**, then **Planning and Budgeting Service**, and then click 🍀.
2. On the **Select** screen, for the **Application Type**, select **Project Financial Planning**.
3. Advance to the **Plan Types** screen and select the desired options under **Enable Project Financial Planning Features**.

Table 3 outlines the features that you can enable in your application.

**Table 3  Features That You Can Enable in Project Financial Planning**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Business Question</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Types</td>
<td>For what type of project do you want to plan?</td>
<td>Select what type of project or projects to plan for: Contact, Capital, or Indirect.</td>
</tr>
<tr>
<td>Feature</td>
<td>Business Question</td>
<td>Purpose</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Plan Intercompany Project</td>
<td>Do you want to plan for your intercompany projects?</td>
<td>Plan for intercompany partners within your projects.</td>
</tr>
<tr>
<td>Plan Expense by Vendors</td>
<td>Do you want to plan for your expenses by vendor?</td>
<td>Plan for vendor support within your projects.</td>
</tr>
<tr>
<td>Summary Level Expenses</td>
<td>Do you want to plan for summary level expenses?</td>
<td>Plan for your expenses at a high level.</td>
</tr>
<tr>
<td>Material Planning Expenses</td>
<td>Do you want to perform detailed planning for your material expenses?</td>
<td>Plan for detailed material expenses for your projects.</td>
</tr>
</tbody>
</table>
In Administering, Managing, and Proposing Projects:

- Administering Projects
- Managing Existing Projects
- Proposing New Projects
About

Project Administration provides defaults and pre-planning setup for project administrators. Administrators must load metadata and data from transactional systems, verify the load, and perform calculations so data is ready for planners and reviewers to use when performing planning activities.

The Project Administration task list guides administrators through the project administration process by listing tasks and instructions to ensure that all relevant data is collected and calculated.

Note: As a best practice, ensure that administrators, entity owners, and finance heads have access to the Project Administration task list.


**Process**

The project administration process enables administrators to set up the required assumptions and information that will be used for project planning and forecasting. Administrators can import the setup information from transactional systems, or they can add it manually. The setup information is used as defaults for planning newly created projects or for forecasting existing projects. Assumptions provided here are entered at the entity level, and, when a project is created for an entity, these assumptions are used as a starting point when you begin your planning.

Assumptions:
- Discounting process
- Discounting factors
- Predefined debt ceilings at the project level
- Average cost of borrowing
- Taxes applicable for the entity
- Predefined rules for apportioning to projects the entity’s indirect and general and administrative expenses
- Setup requirements for all intercompany projects and entities
- Limits defined for KPIs for projects periphery
- Rules for processing data at mass level for forecasting, indirect expenses, and rollups for the Project cube

**Project Administration Task List Tasks**

1. Enter values for discount rate and tax rate assumptions.
   See “Setting the Discount Rate and Tax Rate” on page 47.

2. Set the standard material rates by vendor.
   See “Setting Standard Material and Other Rates by Vendor” on page 48.

3. Set investment criteria, including defining weights and reviewing criteria.
   See “Setting Investment Criteria” on page 48.

4. Enter overhead assumptions, including indirect cost and general and administrative cost assumptions.
   See “Entering Overhead Assumptions” on page 50.

5. Set the approval status for labor, asset, and funding requests.
   See “Setting Approval Status” on page 52.

6. Import projects and refresh the application.
   See “Importing Projects” on page 53.

7. Calculate the projects that were imported.
See “Calculating Imported Projects” on page 53.

8. Set KPIs for projects.
   See “Setting KPIs for Projects” on page 53.

9. Add intercompany partners for a project and review intercompany reconciliations.
   See “Intercompany” on page 56.

10. Prepare the base forecast data.
    See “Preparing Base Forecast Data” on page 58.

### Viewing the Project Administration Task List

To view the Project Administration task list:

1. Launch Project Financial Planning.
   See “Logging On and Accessing Project Financial Planning” on page 38.

2. Select View, then Task List, and then Task List.

3. Expand Project Administration.

4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

### Setting the Discount Rate and Tax Rate

Define the discount rate approach and provide the required information to determine the effective discount rate based on approach. You can also provide tax rate details for an entity and other important factors such as debt ratio and cost of borrowings at entity level. Debt ratio input can be used to define the limit of the debt to be allowed for the projects and cost of borrowing helps indicate the average cost of debt. These limits help the user plan a proposed project. These rates are the default for all new projects created in Project Financial Planning if the rates are not defined at the project level. The details entered can be overridden later for a project.

The effective discount rate drives the following accounts:

- Discounting factor
- Present value (PV) of cash flow
- Net present value (NPV)

For details on how the effective discount rate is calculated, see the discussion about NPV at “Net Present Value (NPV)” on page 54.

To enter the discount rate and tax rate details for an entity:

1. Under the Project Administration task list, launch Set Discount Rate and Tax Rate.
   See “Viewing the Project Administration Task List” on page 47.
Complete the 9.0 Global Discount Rate and Tax Rate Assumptions form.

**Setting Standard Material and Other Rates by Vendor**

Define all standard material rates by vendor and provide the required information for project administrator to select a vendor. The standard material rates by vendor must be defined in this form. If the rates are not defined at the project level then standard material rates are taken at “No Vendor” intersection.

- To enter the standard material rates details:
  1. Under the Project Administration task list, launch Set Standard Material Rates.
  2. In page dimension select Vendor, and then complete the 9.1 Standard Material Rates by Vendor Assumptions form.

  **Note:** The form displays the Standard Material list.

**Setting Investment Criteria**

Administrators define investment criteria in terms of detailed financial and strategic factors for scoring the project by giving weights to them.

These weights for scoring the projects are defined at the organization level, taking into consideration the corporate strategic plan and goals. They help determine the factors affecting the project performance based on the parameters defined at corporate level.

For more information about scoring projects, see “Comparing Project Scores” on page 212.

- To set investment criteria:
  1. Under the Project Administration task list, launch Set Investment Criteria.
     
     See “Viewing the Project Administration Task List” on page 47.
  2. Complete the Set Investment Criteria composite form.

**Enabling the Project Dimension for named Member Addition on the Fly**

This task enables you to provide a meaningful member names within the application. Adding Named members on the fly enables you to add unlimited number of members without performing a cube refresh. This also helps you to set security for the newly added member on the fly. Only the user who has added the member gets full access to the member while other users do not get access to it, unless explicitly assigned to the member.
To set the Member on the Fly for project dimension:

1. Select Navigate, then Applications, then Planning, and then select an application.
2. In the left pane, expand the Dimension list.
3. In the Dimension tab, navigate to dimension drop-down, and then select Project.
4. Expand the list and navigate to Total project, then All Projects, then New Project, and then select one:
   - New Contract Projects
   - New Capital Projects
   - New Indirect Projects
5. Click from the tool list.
   - Enable for dynamic children is enabled by default.

Note: For Project Financial Planning functionality to work, do not change this setting.

- In Number of Dynamic children, the default value is 100. This implies that you are able to add 100 new projects.

Note: Ensure that you provide correct prerequisite details. If necessary, you can modify the settings before clicking Save.

- In Access Granted to Member Creator, by default “Write” is selected.

Note: For Project Financial Planning functionality to work, do not change this setting.

6. Click Save.

Enabling the Version Dimension for named Member Addition on the Fly

This task enables you to provide a meaningful member names within the application. Adding Named members on the fly enables you to add unlimited number of members without performing a cube refresh. This also helps you to set security for the newly added member on the fly. Only the user who has added the member gets full access to the member while other users do not get access to it, unless explicitly assigned to the member.

To set the Member on the Fly for version dimension:

1. Select Navigate, then Applications, then Planning, and then select an application.
2. In the left pane, expand the Dimension list.
3. In the Dimension tab, navigate to dimension drop-down, and then select Version.
4. Expand the list and navigate to Version, and then What If.
5. Click from the tool list.
Enable for dynamic children is enabled by default.

**Note:** For Project Financial Planning functionality to work, do not change this setting.

- In **Number of Dynamic children**, the default value is 100. This implies that you are able to add 100 new projects.

  **Note:** Ensure that you provide correct prerequisite details. If necessary, you can modify the settings before clicking **Save**.

- In **Access Granted to Member Creator**, by default “Write” is selected.

  **Note:** For Project Financial Planning functionality to work, do not change this setting.

6. Click **Save**.

### Entering Overhead Assumptions

Overheads are expenses necessary for the performance of a job or continued functioning of the business but which cannot be specifically attributed to a project.

Overheads can be divided into the following categories:

- Indirect costs
- General and administrative costs

Indirect costs are necessary to a job but are difficult to assign to a contract. Costs to a project are allocated based on the Indirect Cost Rate (ICR), and an ICR can be set for different types of expenses. The project administrator sets the indirect cost pool and allocation basis for each overhead line item and then provides the ICR.

Project Financial Planning provides the following indirect cost pool categories:

- **Labor Overhead**
- **Onsite Labor Overhead**
- **Offsite Labor Overhead**
- **Engineering Overhead**
- **Manufacturing Overhead**
- **Material Overhead**
- **Information System Overhead**
- **Training Overhead**
- **Fringe Overhead**
- **Common Overhead Pool**
- **Facilities Allocation**
Project Financial Planning provides the following allocation basis options for indirect cost assumptions and for general and administrative cost assumptions:

- Total Direct Labor Cost
- Total Direct Labor Hours
- Total Direct Material Cost
- Total Number of FTEs
- Total Direct Costs
- Total Square Footage
- Total Machine Hours
- Value Added Cost Input
- Total Onsite Labor Costs
- Total Offsite Labor Costs
- Total Onsite Labor Hours
- Total Offsite Labor Hours

General and administrative costs are related to the entire company. These costs are necessary to run the business, but are not assignable to a specific job or project; for example, Advertising, Dues and Subscription, labor for corporate officers, legal costs, and so on. General and administrative cost is allocated to projects based on general and administrative cost rate (GACR) and Allocation Basis.

Project Financial Planning provides one general and administrative cost pool category: **Corporate General and Administrative**

➢ To enter overhead assumptions for an entity:

1. **Under the Project Administration task list, launch Enter Overhead Assumptions.**
   
   See “Viewing the Project Administration Task List” on page 47.

2. **Complete the Enter Overhead Assumptions composite form.**
   
   Project Financial Planning provides multiple line items for entering indirect cost and general and administrative assumptions; however you need not use all of them if they are not applicable. Additional line items can be added, if needed. To add cost pools, add a pool to the Smart List. To add an allocation base, update the Smart List and incorporate the new driver into the overhead calculations.

3. **From the Enter Indirect Cost Assumptions form, use the shortcut menu to calculate indirect costs.**

   See “Calculating Indirect Costs” on page 52.

4. **From the Enter G and A Cost Assumptions form, use the shortcut menu to calculate general and administrative costs for all projects.**

   See “Calculating General and Administrative Costs” on page 52.
**Calculating Indirect Costs**

This rule calculates the indirect expenses for all the projects of an entity based on the predefined rules or assumptions entered. The calculation affects only the projects that contain data. Run this rule on a periodic basis as a batch rule for projects, or run it after loading information into a project from transactional systems.

- To calculate indirect cost:
  1. Open the **Enter Overhead Assumptions** composite form.
     - See “Entering Overhead Assumptions” on page 50.
  2. Complete the **Enter Indirect Cost Assumptions** form.
  3. Right-click the form, and then select **Calculate Indirect**.

**Calculating General and Administrative Costs**

This rule calculates the general and administrative expenses for all the projects of an entity based on the predefined rules or assumptions entered. If the assumption rates change, then the calculation affects all projects of an entity. The calculation affects only the projects that contain data. Run this rule on a periodic basis as a batch rule for projects, or run it after loading information into a project from transactional systems.

- To calculate general and administrative costs:
  1. Open the **Enter Overhead Assumptions** composite form.
     - See “Entering Overhead Assumptions” on page 50.
  2. Complete the **Enter G and A Cost Assumptions** form.
  3. Right-click the form, and then select **Calculate General and Administrative**.

**Setting Approval Status**

This task enables you to set whether the project can be approved directly without first obtaining the approval of the resource, asset, or finance manager. If the auto approval is set to **Yes**, the project can be approved without the resource, asset, or finance manager’s approval. If the auto approval is set to **No**, the resource, asset, or funding must be approved before the project can be approved.
To set approval status:

1 Under the Project Administration task list, launch Approval Settings.
   See “Viewing the Project Administration Task List” on page 47.

2 In the Approval Settings form, choose the approval setting for the following line items:
   - Auto Approval - Labor Requisitions
   - Auto Approval - Asset Requisitions
   - Auto Approval - Fund Requests

Importing Projects

Administrators can regularly update an application’s metadata and data from transactional systems. After updating the metadata they must perform a database refresh on the application before updating the data. Project Financial Planning provides import utilities and sample template files that can be used to import data and metadata into your application. For information about the provided import utilities and sample template files, see “Loading Metadata and Data” on page 36.

Calculating Imported Projects

Execute this task after importing data for actuals. The “CalculateImportedProjects” business rule calculates the project expenses, revenues, metrics, scores, financial statements, and EVM measures for the selected projects. The data is aggregated to “Total Project”.

To calculate imported projects:

1 Under the Project Administration task list, launch Calculate Imported Projects.
   See “Viewing the Project Administration Task List” on page 47.

2 Launch the “CalculateImportedProjects” business rule.

3 Click Launch.

Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator’s Guide.

Setting KPIs for Projects

Administrators define the upper and lower limits of KPIs for projects. Project Financial Planning provides a set of financial and strategic KPIs, but you can add KPIs based on your requirements. If KPIs are added, ensure that the corresponding validation rules are added.

Project Financial Planning provides these key performance indicators:
To set KPIs for projects:

1. Under the Project Administration task list, launch Set KPIs for Projects.
   See “Viewing the Project Administration Task List” on page 47.

2. Complete the 1.0 Set KPIs form.
   For a discussion about net present value (NPV), including project cash flow, effective discount rate, and discounting factor, see “Net Present Value (NPV)” on page 54.

Net Present Value (NPV)

Net present value (NPV) is an indicator of how much value an investment or project adds to an organization. It is calculated as a sum of all the net cash flows over the years discounted to their present value. NPV compares the value of a dollar today to the value of that same dollar in the future, taking inflation and returns into account. If the NPV of a prospective project is positive, it likely is accepted. However, if the NPV is negative, the project might be rejected, because the cash flows will also be negative.

The cash inflow/outflow for each month is discounted to calculate present value (PV) of cash flow. NPV is the sum total of the PV of the cash flow for all of the months:

\[
\frac{R_t}{(1+i)^t}
\]

where \( t \) is the time of the cash flow; \( i \) is the discount rate (the rate of return that could be earned on an investment in the financial markets with similar risk); \( R_t \) is the net cash flow (the amount of cash, inflow minus outflow) at time \( t \).

Within the context of Project Financial Planning (the members in italics are actual Project Financial Planning account members):

\( R_t = \) Project Cash Flow for the year denoted by \( t \)

\( I = \) Effective Discount Rate

\( (1+i)^t = \) Discounting Factor

\( R_t / (1+i)^t = \) PV of Cash Flow (Present Value of Cash Flow)

\( t = \) offset of the current year from the project start year
The NPV calculations are affected by any changes in the aforementioned account members. A detailed description of how changing any of these members affects NPV is provided in the following sections.

**Project Cash Flow**

Project cash flow is the net cash flow associated with the project for that year. Calculation:

\[
P\text{roject Cash Flow} = \text{Sources of Cash} - \text{Uses of Cash}
\]

Project Financial Planning provides a way to indicate the cash flow incidence for the account or project. The cash flow incidence affects cash flow. Project Financial Planning provides many choices regarding how an account affects the cash flow, but in some cases, we have made assumptions about general operating expenses for cash flow purposes; for example, we assume that salary expenses are a cash outflow in the month that salary is paid.

However, for calculating NPV, the project cash flow must be discounted to get the present value of the cash flow.

*Note:* Any change in revenues/expenses for the project and/or tax rates for the project affect the NPV value.

**Effective Discount Rate**

How effective discount rate can be calculated:

- **Direct**—Where the discount rate becomes the effective discount rate. You provide the discount rate value.

- **CAPM**—Where the effective discount rate is calculated using the following formula:

\[
\text{Effective Discount Rate} = \left(\left(\text{Riskless Return} + (\text{Beta} \times \text{Market Risk Premium})\right) \times (1-\text{Debt Ratio}) + (\text{Cost of Borrowing} \times (1-\text{Tax Rate}) \times \text{Debt Ratio})\right)
\]

*Note:* Any change in effective discount rate affects the NPV value.

**Discounting Factor**

The discounting factor is used to discount the value of all the future cash flows to their current value.
Intercompany

Subtopics

- About Intercompany Partnerships
- Process for Administering Intercompany Projects
- Establishing Intercompany Partner Relationships
- Reviewing Intercompany Reconciliations
- Limitations of Intercompany Transactions

About Intercompany Partnerships

Intercompany partnerships arise when the scope of the work requires multiple entities to work on the project to complete it. Intercompany partnerships consist of an owning entity, who assigns the project work and is responsible for the overall delivery of the project, and a service provider entity, who completes the project work within the time line provided by the owning entity. The service providing entity charges the owning entity for the expense incurred on the project with or without markup. The reimbursement for these expenses is considered intercompany revenue to the service provider and becomes an intercompany expense for the owning entity. At the corporate level, these intercompany charges are eliminated.

Project Financial Planning supports intercompany partnerships for all types of Contract projects, Capital projects, and Indirect projects.

Process for Administering Intercompany Projects

Only administrators can set up intercompany partner relationships. Project managers must request that the administrator add an intercompany partner to their project and specify the entity that is the service provider. After setup, the service provider plans their expenses and then defines the terms for reimbursement from the owning entity. After the service provider defines the terms for reimbursement, the intercompany revenue can be calculated. Intercompany expenses for the project owner are automatically calculated and, at the total company level, the intercompany revenue and expenses are eliminated. Intercompany eliminations can be verified using the forms provided in the application.
Establishing Intercompany Partner Relationships

Subtopics

- Adding Intercompany Partners
- Removing Intercompany Partners

Adding Intercompany Partners

Administrators can add intercompany partners as service providers to an owning entity for a project. Before adding an intercompany partner, create a project for the owning entity in the project’s forms.

To add an intercompany partner to a project:

1. Navigate to the Project Administration task list.
   See “Viewing the Project Administration Task List” on page 47.
2. Expand Intercompany.
3. Launch Add Intercompany Partner.
4. Review the 1.8 Intercompany Administration form.
5. Right-click the form, and then select Add Inter-Company Partner.
6. In Add Inter-Company Partner, enter the service provider entity to be added as the intercompany partner.

Note: The partner entity cannot be the same as the owner entity, nor can it be the child of the owner entity.

- Description
- Project Start Date/Project End Date—Administrators can change the start and end dates for the partner project. If no dates are specified, the partner project will use the owning project’s start and end dates.
- Capitalize Intercompany Expense?—Indicates whether the intercompany expenses are capitalizable for the owning entity. Select No (default) or Yes.

7. Click Add.

The partner entity is added to the 1.8 Intercompany Administration form with the project ownership set to Project Service Provider.

Removing Intercompany Partners

Administrators can remove an intercompany partner from a project. The rule used to remove the partner removes all data from the partner entity for a project.
To remove an intercompany partner from a project:

1. Navigate to the **Project Administration** task list.
   
   See “Viewing the Project Administration Task List” on page 47.

2. Expand **Intercompany**.

3. Launch **Add Intercompany Partner**.

4. Review the **1.8 Intercompany Administration** form.

5. Right-click the form, and then select **Remove Inter-Company Partner**.

6. Enter the entity to be removed as the intercompany partner.

7. Click **Remove**.

   The partner entity is removed from the **1.8 Intercompany Administration** form.

### Reviewing Intercompany Reconciliations

Administrators can review intercompany reconciliations between the owning entity and the service provider entity for a project at the year level.

To review intercompany reconciliations:

1. Navigate to the **Project Administration** task list.
   
   See “Viewing the Project Administration Task List” on page 47.

2. Expand **Intercompany**.

3. Launch **Review Intercompany Reconciliations**.

### Limitations of Intercompany Transactions

- Intercompany partners are allowed to budget only in the base currency of the owning entity. Currency exchanges between the partner entity and the owning entity are not supported in this release.

- For intercompany projects, the Project Classification and Project Type is always “Internal Contract” and “Cost Plus” respectively (regardless of the classification and type at the owning entity Level).

### Preparing Base Forecast Data

Project Financial Planning helps you prepare base forecast data by copying the actual data and plan data to the specified forecast version. You can fine-tune the base forecast data that is prepared by this automated process by considering other factors such as pending work and resource availability. You can set the actual data to read-only by setting the start and end period or year for the scenario. Forecasting can occur at a high level or at the detailed assignment level of the project.
Prerequisites

- The approved plan for existing projects must be available in Forecast/Final. Forecast/Final will be automatically populated if the project was initiated/approved using Project Financial Planning. Otherwise, you must import the approved plan into Forecast (Scenario)/Final (Version). All project properties must be available in Forecast/Final, however, resource (Labor, Equipment, Material) assignment details are optional. You may import the expense/revenue plan at the account level instead of assignment details.

- You must import actuals for existing projects into Actual/Final and the actuals must contain the following project properties:
  - Project Start Date
  - Project Classification
  - Project Status
  - Project Ownership
  - Revenue Recognition
  - Revenue Cashflow Incidence
  - Project Manager
  - Project Customer Name
  - Project Type
  - Revenue Generating (Y/N)

Although some of these properties are available in Forecast/Final, they can have different values in the Actual scenario. Resource (Labor, Equipment, Material) assignment details/monthly labor hours, and so on, are optional. In cases where the resource assignment details are being imported, the Assignment End Date will be optional (it will not be available until the resource has actually completed the assignment on the project). You may import expense/revenue actuals at the account level instead of assignment details.

- You must run an aggregation after each import.

Preparing Forecast Data With Assignment Details

This task launches the “PrepareDetailForecastBaseData” business rule which helps you prepare the data for forecasting project expenses and revenues at a detailed resource level.

Launching this business rule causes these actions:

- Deletes existing data in the Prior FCST forecast version
- Copies data from the Final forecast version and moves it into the Prior FCST forecast version
- Copies detailed data (including employee, asset, and material assignments) from the Final actual version into the FORECAST VERSION forecast version for the specified period
Copies the data with assignment details from the Final plan version into the FORECAST VERSION forecast version for the remainder of the budget cycle. The actual copied data remains undisturbed.

Copies the global assumptions from the PLAN VERSION plan version to the FORECAST VERSION forecast version

To prepare base forecast data with assignment details:

1. Navigate to the Project Administration task list.
   See “Viewing the Project Administration Task List” on page 47.
2. Expand Prepare Base Forecast Data.
3. Launch Prepare Forecast Data with Assignment Details.
4. Launch the “PrepareDetailForecastBaseData” business rule.
5. In PrepareDetailForecastBaseData, ensure that values are selected for all elements.
6. Click Launch.

Preparing Forecast Data Without Assignment Details

This task launches the “PrepareHighLevelForecastBaseData” business rule, which helps you prepare the data for forecasting project expenses and revenues at a high level. Assignment details are not copied.

Launching this business rule initiates these actions:

- Deletes data in the Prior FCST forecast version
- Copies data from the Final forecast version and moves it into the Prior FCST forecast version
- Copies high-level data from the Final actual version into the FORECAST VERSION forecast version
- Copies high-level data from the Final plan version into the FORECAST VERSION forecast version for the remainder of the budget cycle. The actual copied data will remain undisturbed.
- Copies the global assumptions from the PLAN VERSION plan version to the FORECAST VERSION forecast version

To prepare base forecast data without assignment details:

1. Navigate to the Project Administration task list.
   See “Viewing the Project Administration Task List” on page 47.
2. Expand Prepare Base Forecast Data.
3. Launch Prepare Forecast Data without Assignment Details.
4. Launch the “PrepareHighLevelForecastBaseData” business rule.
5. In PrepareHighLevelForecastBaseData, ensure values are selected for all elements.
Clearing Forecast Data

This task launches the “ClearForecastData” business rule, which deletes the data from the selected Forecast Version.

To clear forecast data:

1. Navigate to the Project Administration task list.
   See “Viewing the Project Administration Task List” on page 47.
2. Expand Prepare Base Forecast Data.
3. Launch Clear Forecast Data.
4. Launch the “ClearForecastData” business rule.
5. In ClearForecastData, ensure that values are selected for all elements.
6. Click Launch.
4

Managing Existing Projects

In This Chapter

About Managing Projects .................................................................................. 63
Process for Managing Existing Projects .......................................................... 63
Viewing the Manage Existing Projects Task List ................................................. 64
Manage Existing Projects Task List Tasks ....................................................... 64
Reviewing Project Performance ...................................................................... 64
Reviewing Existing Projects ........................................................................ 64
Performing Update Process Tasks ................................................................. 65
Reviewing Projects ..................................................................................... 99
Reviewing Project Funding ........................................................................ 103
Submitting the Plan for Approval ................................................................ 105

About Managing Projects

Project Financial Planning compares actual and budgeted expenses, schedules, and performance, and it provides tools to forecast project delays. It enables the manager to change the base assumptions for labor, equipment, materials, and revenue, and it recalculates the financial outlook of the project.

Process for Managing Existing Projects

Before project management activities can occur, the project and any actual data must be loaded into the model from diverse source systems. After the project is loaded, the project manager can review the performance of the project with respect to key project drivers using the Project Performance Overview. The overview provides a snapshot of a project's performance from a financial perspective. It also provides the project manager a quick view of the project issues that need to be addressed. The project manager can then update the assumptions for the key elements of the project; for example, realigning resources, changing equipment, re-forecasting expenses, and requesting funds.

The process for managing Capital, Contract, and Indirect projects is similar. A notable difference is that the asset values for Capital projects are listed in the CIP (Construction in Progress) asset list, so the asset manager can provide details for these assets and prepare them to be used as normal assets for other projects.
Viewing the Manage Existing Projects Task List

To view the project management task list:

1. Launch Project Financial Planning.
2. Select View, then Task List, and then Task List.
3. Expand Manage Existing Projects.
4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

Manage Existing Projects Task List Tasks

- Reviewing Project Performance
- Reviewing Existing Projects
- Performing Update Process Tasks
- Reviewing Projects
- Reviewing Project Funding
- Submitting the Plan for Approval

Reviewing Project Performance

The Project Overview provides a high-level snapshot of a project's performance according to key measures. The measures included are project variance analysis, financial performance, EVM performance measures, and performance trend. The overview helps the project manager see where the project is doing well and where it is lagging behind. The Project Overview is an interactive form that enables the Project Manager to drill into the details and see what areas need attention or where forecasts must be updated.

To review a project's performance:

1. Under the Manage Existing Projects task list, launch Review Project Performance.
2. Review the Project Overview.

The form provides a high-level overview of the key performance areas of a project.
Reviewing Existing Projects

Subtopics

- Changing the Project End Date
- Changing Project Status
- Moving Projects

This task enables you to review the financial and nonfinancial details of the project. The project manager can review project variances at the account level and review the financial outlook of the project.

▶ To review an existing project:

1. Under the Manage Existing Projects task list, launch Review Existing Projects.
2. Review the Review Existing Projects composite form.

   The upper portion of the form enables you to review existing project details. The lower portion of the form provides the following financial impact information:
   - Review Project Variances
   - Review EVM Measures
   - Impact on Income Statement
   - Impact on Cash Flow
   - Life Time KPI's
   - Fund Request
   - Additional Details

3. From the upper portion of the form, use the shortcut menu to change project status, move projects, perform expense planning, request funding, and submit the plan for approval.

  Note: The shortcut menus display another form or launch a rule to perform a calculation for the project. Expense Planning and Revenue Planning sections bring you to the supporting form, where assumptions can be updated and where rules can be run to recalculate the revenue or expense for the project.

   For information about expense planning, see “Reviewing Project Expenses” on page 67. For information about revenue planning, see “Reviewing Project Revenue (Contract Projects Only)” on page 88.

4. From the lower portion of the form, use the shortcut menus to perform the following tasks:
   - From the Review EVM Measures tab, calculate EVM measures. See “Calculating EVM Measures” on page 211.
   - From the Impact on Income Statement and Impact on Cash Flow tabs, calculate the project. See “Calculating Imported Projects” on page 53.
From the Life Time KPI's tab, review corporate objectives and calculate project metrics. See “Reviewing Corporate Objectives” on page 102 and “Calculating Project Metrics” on page 102.

From the Fund Request tab, add or cancel a fund request. See “Adding New Fund Requests” on page 104 and “Canceling Fund Requests” on page 104.

Changing the Project End Date

To change project end date:

1. Open the Review Existing Projects composite form.
2. Right-click the project on the form, and then select Change Project End Date.
3. In the Runtime Prompts dialog box, in Proposed End Date for the Project, select a date using calendar icon.
4. Click OK.

Changing Project Status

To change project status:

1. Open the Review Existing Projects composite form.
2. Right-click the .02 Existing Project Details form, select Change Project Status, and then select one of the following options:
   - Activate Project—Activate a project
   - Approve Project—Set the project status from Unapproved to Active, and copy the project data from the current scenario and version to “Forecast” and “Final” so it can be approved.
   - Put Project on Hold—If the project is postponed or must be put on hold
   - Close Project—If the project is completed or if the project is stopped or canceled
3. Optional: In the dialog box, specify the project and enter comments about the change.
4. Click OK.

Note: This task can be performed only by users who have the rights to place a project on hold or close a project.

Moving Projects

This task enables you to move a selected project from one version to another; for example, from Working to Final. The selected projects are deleted from the source version and moved to the destination version.
For example, projects with a status of On hold or Unapproved can be moved out of the Working version so that the entity-level financials reflect only Proposed or Approved projects.

➢ To move a project:

1. Open the Review Existing Projects composite form.
2. Right-click the .02 Existing Project Details form, and then select Move Projects.
3. In Move Projects, specify or select the values that are applicable for your project:
   - Enter Version—The version from which you want to move.
   - Enter Projects—Select the project or projects.
   - Destination Version—The version to which you want to move.
4. Click OK.

**Note:** This task can be performed only by users who have the rights to move a project.

**Note:** You can move multiple projects simultaneously.

**Performing Update Process Tasks**

**Subtopics**
- Reviewing Project Expenses
- Reviewing Project Revenue (Contract Projects Only)

The Update Process task list enables project managers to manage the expense and revenue components of a project.

**Reviewing Project Expenses**

**Subtopics**
- Reviewing Labor Requisitions
- Reviewing Equipment Requisitions
- Reviewing Material and Other Requirements
- Reviewing Project Expenses

The Project Expenses form enables you to review details about the expense components of a project.

➢ To review expenses for existing projects:

1. Under the Manage Existing Projects task list, expand Update Process.
2. Launch Project Expenses.
Reviewing Labor Requisitions

Subtopics

- Adding Labor Assignments
- Removing Labor Assignments
- Calculating Project Labor
- Calculating Overheads
- Calculating Project Expenses
- Changing Assignments
- Viewing the Standard Hourly Cost
- Reviewing Labor Expense by Vendor

From the Labor Requisitions tab, the project manager can adjust the labor assignments. You can increase or decrease labor hours, add resources to the project, change the assignment time frame, and so on. Changes are reflected in the revised Total Labor Expense for the project.

This task registers project labor resource requirements based on job and skill set.

To review labor requisitions for existing projects:

1. Under the Update Process task list, launch Project Expenses.
2. Review the Labor Requisitions tab.
3. From the Labor Requisitions tab, use the shortcut menu to add and remove labor assignments, calculate project labor, calculate overheads and project expenses, change assignments, and view the standard hourly cost.

Adding Labor Assignments

This task adds a labor assignment to a project.

Note: To add a labor assignment for a vendor, select a vendor from the page dimension drop-down and then right-click to add a labor in the form. This option is applicable only if your application is vendor enabled.

To add labor assignments for existing projects:

1. Launch the Project Expenses task.
2. Select Vendor in the page dimension.
   This option is available only if your application is Vendor Enabled.
3. Right-click the Labor Requisitions form, select Add Labor Assignment, and then select one of the following options:
   - To Contract Project
To Indirect Project
To Capital Project

4 In Add Labor Assignment, specify or select the values that are applicable for your project:

- **Select Job**—The type of job required for the project. The Job dimension can be customized. See “Job” on page 24.
- **Enter Vendor**—Enter the vendor information.
  This option is available only if your application is Vendor Enabled.
- **Enter Headcount**—The number of resources needed to accomplish the work. If more than 1 is entered, the hours are calculated. ($HC \times \text{Labor Hours}$)
- **Enter Skill Sets**—The skills needed to perform the job. This field is informational and does not impact the labor calculations. You can customize this field by adding members to the Smart List. Adding values to the Smart List does not affect the business rules.
- **Assign for Project Duration (Y/N)**—The default is Yes. Select Yes if the resource will be assigned for the duration of the project. If Yes is selected, you need not to enter the assignment start and end dates. The rule automatically takes the project start and end dates. Select No if the resource will not be assigned for the duration of the project. If No is selected, enter the assignment start and end dates for the resource. If a resource is used sporadically, enter the resource start and end dates for the first period of the project to add the resource line item to the form. Then expand the year on the form to add additional hours for the resource by period.
- **Assignment Start Date/Assignment End Date**—If the resource will not be assigned for the project duration, enter the start and end dates. If the start and end dates are not completed, the rule assumes that the resource is assigned for the duration of the project.

  **Note:** The assignment start and end dates must occur within the project start and end dates. Assignments cannot start before the project start date, nor can they end after the project end date.

- **Allocation Percentage**—For Capital and Indirect projects only, the percentage of time a labor resource is allocated to a project. The Allocation Percentage drives the labor expense of that resource to a project.
- **Enter Labor Hours per Headcount**—For Capital and Indirect projects only, if requesting more than one headcount, the number of hours per headcount for the calculation. ($# \text{ of } HC \times # \text{ of Hrs per } HC = \text{Total Hrs}$)

  **Note:** Enter the Allocation Percentage or the Labor Hours per Headcount. If Allocation Percentage is entered, then Labor Hours per Headcount will be calculated based on Workforce global assumptions. Similarly, if Labor Hours per Headcount is entered, then Allocation Percentage is automatically calculated.

- **Onsite Labor Hours**—For Contract projects, enter the number of hours the resource will perform project work onsite. Onsite labor hours is used in the Contract revenue calculation.
- **Offsite Labor Hours**—For Contract projects, enter the number of hours the resource will work. Offsite labor hours is used in the Contract revenue calculation.

- **Non-Billable Hours**—For Contract projects, enter the number of labor hours that must be included but cannot be billed to the customer. Nonbillable hours is used in the labor expense calculation, but is excluded from the Contract revenue calculation.

- **Spreading Logic**—Select the logic that determines how values are distributed in a grid:
  - **Fill**—Copies the value entered to all of the cells in a grid. For example, if a value of 200 hours is entered for a project, then the values for each month between the start and end dates of the project are set to 200.
  - **Evenly Split - Spread Duration**—Divides the value entered among all of the grid cells. For example, if a value of 200 hours is entered for a project, the 200 is divided over the number of months between the start and end dates.

  **Note:** If the start and end dates are not completed, the Spreading Logic uses the full project duration to populate the months appropriately.

  - **Evenly Split - Yearly (Divide by 12)**—Divides the value entered by 12 (and rounds it off to the nearest integer) and fills to all months between the spread start and end dates.

- **Project Billing Level**—For Contract projects, select one of the following options: Level1, Level2, Level3, Non Billable, Unspecified (default), Default.

  **Note:**
  - The project billing level is **Unspecified** by default. Update it to correct the billing level, if required. This number is used for calculating revenue.
  - If the Default option is selected, the billing level that was defined at the global level is copied to the revenue form. If an option other than Default is selected, Project Financial Planning will not overwrite anything from the global level to the revenue form.
  - If the billing level is set to Non Billable, Project Financial Planning will not copy the line item to the revenue form.

- **Comments** (optional)

- **Capitalizable**—For Capital projects, specify whether the labor expense is capitalizable. Capitalizable expenses are tracked as an asset value for each of the assets being built.

5  Click **OK**.

### Removing Labor Assignments

Use this rule to remove a labor resource that is no longer required or to remove a labor assignment that was added by mistake.

➤ To remove labor assignments:

1  Launch the **Project Expenses** task.
2  From the Labor Requisitions form, right-click the labor assignment, and then select Remove Labor Assignment.

**Calculating Project Labor**

The “CalculateProjectLaborExpenses” rule calculates the labor expenses for the resources assigned to the project. How Project Labor is calculated:

Hours per month * Standard Hourly Rates of Labor = Project Labor

The Standard Hourly Rates of Labor is entered as an assumption at the entity level and cannot be overwritten at the project level.

If the labor assumptions are modified, recalculate project labor.

➢ To calculate project labor:

1  Launch the Project Expenses task.

2  Right-click the Labor Requisitions form, and then select Calculate Project Labor.

**Calculating Overheads**

The “CalculateOverheads” rule calculates the overheads for a project. Overheads are expenses that are necessary for the performance of a job or continued functioning of the business but that cannot be attributed to a project. This rule applies the overheads, indirect expenses, and general and administrative expenses, to the projects to arrive at a fully loaded cost of the project.

➢ To calculate overheads for a project:

1  Launch the Project Expenses task.

2  Right-click any of the tabbed areas on the form, and then select Calculate Overheads.

**Calculating Project Expenses**

➢ To calculate project expenses:

1  Launch the Project Expenses task.

2  Right-click any of the tabbed areas on the form, and then select Calculate Project Expense.

**Changing Assignments**

This task enables you to modify a labor assignment. You can extend or shorten the labor assignment, change the headcount, or change the number of hours assigned to the project. The spreading logic field indicates how to apply the changes.

➢ To change labor assignments for a project:

1  Launch the Project Expenses task.
2 Right-click the Labor Requisitions form, select Change Assignment, and then select one of the following options:

- Change Assignment for Contract Project
- Change Assignment for Indirect Project
- Change Assignment for Capital Project

3 In Change Assignment, specify or select the values that are applicable for your project:

- Select Job—For Indirect projects, displays the job that was selected.
- Enter Labor Requisition—For Indirect projects, displays the labor requisition number.
- Change Assignment Start Date/Change Assignment End Date—The starting and ending dates of the assignment.
- Enter Headcount—The number of resources needed to accomplish the work. If more than 1 is entered, the hours are calculated. \((\text{HC} \times \text{Labor Hours})\)
- Allocation Percentage—For Capital and Indirect projects, the percentage of time that a labor resource is allocated to a project. The Allocation Percentage drives the labor expense of that resource to a project.
- Enter Labor Hours per Headcount—For Capital and Indirect projects, if requesting more than one headcount, the number of hours per headcount for the calculation. \((\# \text{ of HC} \times \# \text{ of Hrs per HC} = \text{Total Hours})\)

Note: Enter the Allocation Percentage or the Labor Hours per Headcount. If Allocation Percentage is entered, Labor Hours per Headcount is calculated based on Workforce global assumptions. Similarly, if Labor Hours per Headcount is entered, the Allocation Percentage is automatically calculated.

- Onsite Labor Hours—For Contract projects, enter the number of hours that the resource will perform project work onsite. Onsite labor hours is used in the Contract revenue calculation.
- Offsite Labor Hours—For Contract projects, enter the number of hours that the resource will work. Offsite labor hours is used in the Contract revenue calculation.
- Non-Billable Hours—For Contract projects, enter the number of labor hours that must be included but cannot be billed to the customer. Nonbillable hours is used in the labor expense calculation but is excluded from the Contract revenue calculation.

- Spreading Logic—Specify how to apply the changes:
  - Fill (Overwrite Existing Values)—Completely overwrites the hours and the time frame that were entered for the labor assignment.
  - Fill (Retain Existing Values)—Keeps the assignment hours entered intact. If a month has an existing value, then the data for that month is retained. For months with missing data, the value that is entered is considered.
  - EvenlySplit (Overwrite Existing Values)—Divides the assignment hours evenly over the labor assignment duration and overwrites the values entered.
  - Justification—Why the assignment is changing.
4 Click OK.

**Viewing the Standard Hourly Cost**

This task enables the user to view the standard hourly rates used in labor calculations. The standards are set by the administrator.

- To view the standard hourly labor cost:
  1. Launch the Project Expenses task.
  2. Right-click the Labor Requisitions form, and then select View Standard Hourly Cost.
  3. In the 9.13 View Standard Hrly Labor Rates form, review the labor rates.

**Reviewing Labor Expense by Vendor**

This task enables you to view the labor expense of each vendor for a particular project.

- To review the labor expense by vendor:
  1. Launch the Project Expenses task.
  2. Right-click the Review Labor Expense form, and then select Review Labor Expense by Vendor.
  3. In the 6.05 Project Labor Details by Vendor form, select Project from the page dimension, and then review the labor rates for each vendor.

**Reviewing Equipment Requisitions**

Subtopics
- Adding Equipment Requisitions
- Removing Equipment Requisitions
- Changing Equipment Requisitions
- Calculating Equipment Expenses
- Viewing the Standard Equipment Rate
- Viewing Equipment Rates and Add Requisition by Vendor
- Reviewing Equipment Expense by Vendor
- Reviewing Project Expense Assumptions

This task enables the project manager to request use of equipment for a project based on project requirements. It enables project managers to plan for related project expenses and to update assumptions regarding equipment. For example, project managers can increase, decrease, or remove equipment hours. The equipment cost to the project is based on the standard rates for equipment.

- To review equipment requisitions:
  1. Under the Update Process task list, launch Project Expenses.
2 Review the Equipment Requisitions tab.

3 From the Equipment Requisitions tab, use shortcut menus to add, remove, and change equipment requisitions, calculate equipment expenses, calculate overheads and project expenses, and view the standard equipment rate.

Adding Equipment Requisitions

This task enables you to add an equipment requisition to your project.

➤ To add equipment requisitions:

1 Launch the Project Expenses task.

2 Right-click the Equipment Requisitions form, select Add Equipment Requisition, and then select one of the following options:

- To Contract Project
- To Indirect Project
- To Capital Project

3 In Add Equipment Requisition, specify or select settings for your project:

- Standard Equipment—Select the equipment needed for the project.
- Enter Vendor—Enter the vendor information.
  This option is available only if your application is Vendor Enabled.
- Equipment Description (optional)
- Equipment Units—The number of equipment units needed for the project. For example, if two cranes are needed for 200 hours per month, enter 2 in this field and 200 in the Equipment Usage/Unit field.
- Equipment Usage/Unit (optional)—The number of hours per equipment unit for the calculation. Enter only usage per unit if it is required for the project. For example, if three laptops are needed per month, enter 3 in the Equipment Units field and leave the Equipment Usage/Unit field blank.
- Assign for Project Duration (Y/N)—The default is Yes. Select Yes if the equipment is assigned for the duration of the project. If you select Yes, you need not enter the assignment start and end dates. The rule automatically uses the project start and end dates. Select No if the equipment is not assigned for the duration of the project. If you select No, enter the assignment start and end dates for the equipment. If the equipment is used sporadically, enter the equipment start and end dates for the first period of the project to add the resource line item to the form. Then expand the year on the form to add hours for the equipment by period.
- Assignment Start Date/Assignment End Date—If the equipment is not assigned for the project duration, enter the start and end dates. If the start and end dates are not completed, the rule assumes that the equipment is assigned for the duration of the project.
Note: The assignment start and end dates must occur within the project start and end dates. Assignments cannot start before the project start date, nor can they end after the project end date.

- **Spreading Logic**—Select the logic that determines how values are distributed in a grid:
  - **Fill**—Copies the value entered to all of the cells in a grid. For example, if a value of 200 hours is entered for a project, the values for each month between the start and end dates of the project are set to 200.
  - **Evenly Split - Spread Duration**—Divides the value entered among all of the grid cells. For example, if a value of 200 hours is entered for a project, the 200 is divided over the number of months between the start and end dates.

  Note: If the start and end dates are not completed, the Spreading Logic uses the full project duration to populate the months.

  - **Evenly Split - Yearly (Divide by 12)**—Divides the value entered by 12 (and rounds it off to the nearest integer) and fills to all months between the spread start and end dates.

- **Billable**—For Contract projects, specify whether the equipment is billable under the terms of the contract. The default for all equipment added is Yes (it is included in the Revenue calculation). If the equipment is not billable, change Billable to No for each line item.

- **Justification**—Why the equipment is needed.

4 Click OK.

**Removing Equipment Requisitions**

Use this rule to remove an equipment requisition that is no longer required or to remove an equipment requisition that was added by mistake.

To remove equipment requisitions:

1 Launch the Project Expenses task.

2 From the Equipment Requisitions form, right-click the labor assignment, and then select Remove Equipment Requisition.

**Changing Equipment Requisitions**

This task enables you to modify an equipment assignment. You can extend or shorten the assignment or change the equipment units assigned to the project.

To change equipment requisitions:

1 Launch the Project Expenses task.

2 Right-click the Equipment Requisitions form, and then select Change Equipment Requisition.

3 In Change Equipment Requisition, specify or select values for your project:
- **Standard Equipment**—The equipment that was selected.
- **Equipment Requisition**—The equipment requisition number.
- **Change Assignment Start Date/Change Assignment End Date**—The new assignment start and end dates for the equipment requisition.

**Note:** The assignment start and end dates must occur within the project start and end dates. Assignments cannot start before the project start date, nor can they end after the project end date.

- **Equipment Units**—The number of equipment units needed for the project. For example, if two cranes are needed for 200 hours per month, enter 2 in this field and 200 in the **Equipment Usage/Unit** field.
- **Equipment Usage/Unit** (optional)—The number of hours per equipment unit for the calculation. Enter usage per unit only if it is required for the project. For example, if three laptops are needed per month, enter 3 in the **Equipment Units** field and leave this field blank.
- **Spreading Logic**—Select the logic that determines how values are distributed in a grid:
  - **Fill (Overwrite Existing Values)**—Completely overwrites the hours and the time frame that were entered for the equipment assignment.
  - **Fill (Retain Existing Values)**—Keeps the assignment hours entered intact. If any month has a value, the data for that month is retained. For months with missing data, the value that is entered is considered.
  - **EvenlySplit (Overwrite Existing Values)**—Divides the assignment hours evenly over the equipment assignment duration and overwrites the values entered.
- **Justification**—Why the equipment is changing.

4. Click OK.

### Calculating Equipment Expenses

After equipment requisitions are entered or modified, the calculation derives the project expenses for equipment usage based on equipment units and standard equipment rates. When the calculation is executed, it determines the cost for all equipment assigned to the project for the duration of the project. How the Equipment Expense is calculated:

\[
\text{Equipment Usage} \times \text{Equipment Standard Rate} = \text{Equipment Expense}
\]

If there is no Equipment Usage, Equipment Units are used instead, and Equipment Expense is calculated as follows:

\[
\text{Equipment Units} \times \text{Equipment Standard Rate} = \text{Equipment Expense}
\]

To calculate project equipment expenses:

1. Launch the **Project Expenses** task.
2. Right-click the **Equipment Requisitions** form, and then select **Calculate Equipment Expense**.
Viewing the Standard Equipment Rate

This task enables you to view the standard equipment rate used in equipment calculations. The standards are set by the entity administrator.

➤ To view the standard rate for equipment:
1. Launch the Project Expenses task.
2. Right-click the Equipment Requisitions form, and then select View Standard Equipment Rate.
3. In the 9.05 View Standard Rates for Equipment form, review the equipment rates.

Viewing Equipment Rates and Add Requisition by Vendor

This task enables you to view the standard equipment rate defined by each vendor. You can analyze the rates defined by vendor and then decide to add a new equipment requisition form a particular vendor.

➤ To view equipment rates and add equipment requisition:
1. Launch the Project Expenses task.
2. Right-click the Equipment Requisitions form, and then select View Rates and Add Requisition by Vendor.
4. Right-click the Add Equipment Requisition form and select a task.

Reviewing Equipment Expense by Vendor

This task enables you to view the equipment expense of each vendor for a particular project.

➤ To review the equipment expense by vendor:
1. Launch the Project Expenses task.
2. Right-click the Review Equipment Expense form, and then select Review Equipment Expense by Vendor.
3. In the 5.09 Project Expense for Equipment by Vendor form, select Project from the page dimension, and then review the equipment rates for each vendor.

Reviewing Project Expense Assumptions

The upper portion of the Project Expenses form enables you to review and update the assumptions for project expenses. Project managers can view assumptions for labor requisitions, equipment requisitions, material and other requirements, and enter direct project expenses.
Reviewing Material and Other Requirements

Subtopics

- Adding Material and Other Requirements
- Removing Material and Other Requirements
- Changing Material and Other Requirements
- Calculating Material and Other Expenses
- Adding Material and Other by Vendor
- Adding Standard Resource Details
- Comparing Expense Details for Different Vendors
- Entering Direct Project Expenses
- Calculating Direct Project Expenses

This task associates materials, subcontractors, and other requirements of expense requests to projects and enables you to plan for related project expenses.

To review and update material and other requirements:

1. Under the Update Process task list, launch Project Expenses.
2. Review the Material & Other Requirements tab.
3. From the Material & Other Requirements tab, use the shortcut menu to add, remove, and change material and other requirements, to calculate material and other requirements, and to calculate overheads and project expenses.

Adding Material and Other Requirements

This task enables you to select the type of expense to be added. The member selected determines the account to which the expense is recorded. Project Financial Planning provides the following predefined resource classes:

- Material
- Subcontractor
- Other

You can add other expense types as needed. However, adding expense types requires that you update the rules and the members in the Smart List to include the new expense types. You also must link the expense type to an expense account.

To add material and other requirements:

1. Launch the Project Expenses task.
2. Right-click the Material & Other Requirements form, select Add Material and Other Requirements, and then select one of the following options:
   - To Contract Project
   - To Indirect Project
3 In Add Material and Other Requirements, specify or select the values that are applicable for your project:

- **Enter Resource Name**—The name of the material or other expense to be added.
- **Resource Description** (optional)
- **Resource Class**—Material, Subcontractor, or Other.
- **Assign for Project Duration (Y/N)**—The default is Yes. Select Yes if the resource is assigned for the duration of the project. If Yes is selected, you need not enter the requirement start and end dates. The rule will automatically take the project start and end dates. Select No if the resource is not assigned for the duration of the project. If No is selected, enter the requirement start and end dates for the resource. If the resource is used sporadically, enter the requirement start and end dates for the first period of the project to add the resource line item to the form. Then expand the year on the form to add additional units for the resource by period.

- **Requirement Start Date/Requirement End Date**—If the requirement is not assigned for the project duration, enter the start and end dates. If the start and end dates are not completed, the rule assumes the requirement is assigned for the duration of the project.

**Note:** The requirement start and end dates must occur within the project start and end dates. Assignments cannot start before the project start date, nor can they end after the project end date.

- **Spreading Logic**—Select the logic that determines how values are distributed in a grid:
  - **Fill**—Copies the value entered to all of the cells in a grid. For example, if a value of 200 hours is entered for a project, the values for each month between the start and end dates of the project are set to 200.
  - **Evenly Split - Spread Duration**—Divides the value entered among all of the grid cells. For example, if a value of 200 hours is entered for a project, the 200 is divided over the number of months between the start and end dates.
  - **Evenly Split - Yearly (Divide by 12)**—Divides the value entered by 12 (and rounds it off to the nearest integer) and fills to all months between the spread start and end dates.

- **Units Required**—The number of units required for the material or other expense.
- **Cost UOM**—The unit of measure for the cost.
- **Cost/Unit**—The cost per unit for the material and other expense. The materials and other expenses calculation is based on Units Required × Cost/Unit.
- **Billable**—For Contract projects, specify whether the material and other requirement is billable under the terms of the contract. The default for all materials added is Yes (it is included in the Revenue calculation). If the material is not billable, change Billable to No for each line item.
- **Capitalizable**—For Capital projects, specify whether the material and other expense is capitalizable. Capitalizable expenses are tracked as an asset value for each of the assets being built.

- **Expense Cash Flow Incidence**—Indicates how payments will be made for expenses: you will pay in advance, the same month, next month, and so on. Selections are: **Before 2 Months, Before 1 Month, Same Month, Next Month, After 2 Months, After 3 Months**, or **After 4 Months**. The selection made will directly affect the Cash Flow statement. If **Same Month** is selected, the Cash Flow statement shows an outflow of cash in the same month as the expense month. If **Next Month** is selected, the cash flow statement shows an outflow of cash with a one-month lag with respect to the expense month.

4 Click **OK**.

### Removing Material and Other Requirements

Use this rule to remove requirements that are no longer required or to remove a requirement that was added by mistake.

➢ To remove material and other requirements:

1 Launch the **Project Expenses** task.

2 From the **Material & Other Requirements** tab, right-click the requirement, and then select **Remove Material and Other Requirements**.

### Changing Material and Other Requirements

This task enables you to modify materials and other requirements. You can extend or shorten the assignment or change the requirements assigned to the project.

➢ To change material and other requirements:

1 Launch the **Project Expenses** task.

2 Right-click the **Material & Other Requirements** form, and then select **Change Material and Other Requirements**.

3 In **Change Material and Other Requirements**, specify or select values for your project:

   - **Change Material**—The requirement that was selected.

   - **Change Assignment Start Date/Change Assignment End Date**—The new assignment start and end dates for the equipment requisition.

**Note:** The assignment start and end dates must occur within the project start and end dates. Assignments cannot start before the project start date, nor can they end after the project end date.

   - **Spreading Logic**—Select the logic that determines how values are distributed in a grid:
○ **Fill**—Copies the value entered to all of the cells in a grid. For example, if a value of 200 hours is entered for a project, the values for each month between the start and end dates of the project are set to 200.

○ **Evenly Split - Spread Duration**—Divides the value entered among all of the grid cells. For example, if a value of 200 hours is entered for a project, the 200 is divided over the number of months between the start and end dates.

○ **Evenly Split - Yearly (Divide by 12)**—Divides the value entered by 12 (and rounds it off to the nearest integer) and fills to all months between the spread start and end dates.

- **Units Required**—The number of units required for the material or other expense.
- **Cost/Unit**—The cost per unit for the material and other expense. The materials and other expenses calculation is based on Units Required \( \times \) Cost/Unit.

4 Click OK.

### Calculating Material and Other Expenses

This task calculates the expenses for materials and other expenses. This calculation multiplies the number of units entered by the cost per unit on a monthly basis for the project duration.

➢ To calculate material and other resources:

1 Launch the **Project Expenses** task.

2 Right-click the **Material & Other Requirements** form, and then select **Calculate Material and Other Requirements**.

### Adding Material and Other by Vendor

This task enables you to select standard material rates provided by vendor. These standard materials needs to be added to planning expense report.

**Note:** To add Materials for a vendor, you need to select a vendor from the page dimension drop-down and then right-click to add a material in the form. This option is applicable only if your application is vendor enabled.

➢ To add Material and Other by vendor:

1 Launch the **Project Expenses** task.

2 Select **Vendor** in the page dimension.

3 Right-click the **Material & Other by Vendor** form, select **Add Material and Other Requirements by Vendor**, and then select one of the following options:

- **To Contract Project**
- **To Indirect Project**
- **To Capital Project**
In Add Material and Other Requirements, specify or select the values that are applicable for your project:

- **Enter Project**—The project for which the standard resources can be assigned.
- **Standard Resource**—Select the required standard resource from the list provided by the vendor.
- **Vendor**—Enter the vendor information.
- **Assign for Project Duration (Y/N)**—The default is Yes. Select Yes if the resource is assigned for the duration of the project. If Yes is selected, you need not enter the requirement start and end dates. The rule will automatically take the project start and end dates. Select No if the resource is not assigned for the duration of the project. If No is selected, enter the requirement start and end dates for the resource. If the resource is used sporadically, enter the requirement start and end dates for the first period of the project to add the resource line item to the form. Then expand the year on the form to add additional units for the resource by period.
- **Requirement Start Date/Requirement End Date**—If the requirement is not assigned for the project duration, enter the start and end dates. If the start and end dates are not completed, the rule assumes the requirement is assigned for the duration of the project.

**Note:** The requirement start and end dates must occur within the project start and end dates. Assignments cannot start before the project start date, nor can they end after the project end date.

- **Spreading Logic**—Select the logic that determines how values are distributed in a grid:
  - **Fill**—Copies the value entered to all of the cells in a grid. For example, if a value of 200 hours is entered for a project, the values for each month between the start and end dates of the project are set to 200.
  - **Evenly Split - Spread Duration**—Divides the value entered among all of the grid cells. For example, if a value of 200 hours is entered for a project, the 200 is divided over the number of months between the start and end dates.
  - **Evenly Split - Yearly (Divide by 12)**—Divides the value entered by 12 (and rounds it off to the nearest integer) and fills to all months between the spread start and end dates.
- **Units Required**—The number of units required for the material or other expense.
- **Capitalizable**—For Capital projects, specify whether the material and other expense is capitalizable. Capitalizable expenses are tracked as an asset value for each of the assets being built.
- **Justification**—Provide the justification details.

Click OK.
Adding Standard Resource Details

**Note:** You can add standard resource detail only if the Vendor dimension is enabled. See “Enabling the Vendor Dimension” on page 25.

➢ To add standard resource details:

1. Select **Navigate**, then **Applications**, then **Planning**, and then select an application.
2. In the left pane, expand **Dimension**.
3. In the **Dimension** tab, in the **Dimension** drop-down, select **Project Element**.
4. Under **Name**, expand **Total Project Element**, then expand **Revenue/Cost Elements**, then expand **Total Cost Elements**, and then expand **Standard Resources**.
5. With **Standard Resources** selected, click 6
6. In **Member Properties**, enter the name of the standard resource, and then click **Save**.

Comparing Expense Details for Different Vendors

This task compares the expense details provided by the different vendors. Based on the expense details provided, you can decide and opt a suitable vendor for the project.

➢ To compare expense details for vendors:

1. Launch the **Project Expenses** task.
2. In the **Material and Other by Vendor** form, then select **Vendor** from the page dimension.
3. Right-click on **Material and Other by Vendor** form, and then select **Review Standard Rates and Enter Requirements**.
4. Navigates to a new **Review Vendor Rates and Add Resources** form.
5. In the page dimension, select **Standard Material** and then review rates for each vendor.
6. In **Enter Material and other Requisition** form below, you can directly enter the values. These values are reflected in the top form.

**Note:** To revert, right-click and then select Return to Previous Form.

Entering Direct Project Expenses

This task enables you to enter lump sum amounts for expenses that do not have logic defined to arrive at the values. Project Financial Planning provides two methods for getting project data into the application. One method enables you to do detailed planning that uses rules to add data. The other method enables you to import data from a source system, and then Project Financial Planning is used to consolidate the projects.

In the page dimension, select a Vendor. You can directly enter values for each line item.
To review and update direct expenses:

1 **Under the Update Process task list, launch Project Expenses.**

2 **Select the Enter Direct Project Expense tab to review and update the direct project expense assumptions.** Select the input method and then enter a value in the in the working column. Choose from the following input methods:

   - **SpreadEvenly**—Divides the value entered evenly over the duration of the project. For example, if a Direct Cost Input value of 1,000,000 is entered for a 3-year project. The Year 1 value is 333,333.33, the Year 2 value is 333,333.33, and the Year 3 value is 333,333.33.

   - **Fill**—Copies the value entered to each project year. For example, if a Direct Cost Input value of 1,000,000 is entered for a project with 2 years duration. The value of Year 1 will be 1,000,000 and the value for "Year 2" will be 1,000,000. This value is then evenly split into the months. The value of 1,000,000 for Year 1 will be divided by 12 and filled into the months.

   - **Proportionate**—You enter a Direct Cost Input value, for example, 1,000,000, and then enter proportional values, or ratios, across project years, for example, 1:2:2. Project Financial Planning assigns the proportional values for each project year and then spreads the values evenly over the months within each year.

   - **Input**—You enter values directly at the Year level for Year 1, Year 2, and so on. The values for each project Year are spread evenly, or divided, over the months within that year. For example, enter 40,000 for Year 1, 50,000 for Year 2, and 60,000 for Year 3. 40,000 is divided evenly over the Year 1 months. 50,000 is divided evenly over the Year 2 months. And 60,000 is divided evenly over the Year 3 months.

3 **From the Enter Direct Project Expense tab, use the shortcut menu to calculate direct project expenses, and to calculate overheads and project expenses.**

**Calculating Direct Project Expenses**

This task calculates direct project expenses. You enter the assumptions in the top form and calculated values are displayed in the bottom form.

To calculate direct project expenses:

1 **Launch the Project Expenses task.**

2 **Right-click the Enter Direct Project Expense form, and then select Calculate Direct Project Expense.**
Reviewing Project Expenses

Subtopics

- Reviewing Total Project Expenses
- Reviewing Project Expenses by Vendor
- Reviewing Material and Other Expense by Vendor
- Reviewing Indirect and General and Administrative Allocated Expenses
- Reviewing Labor Expense
- Reviewing Equipment Expenses
- Reviewing Material and Other Expenses
- Reviewing Direct Project Expenses
- Reviewing Assigned Employees
- Removing Employee Assignments
- Reviewing Assigned Equipment
- Removing Equipment Assignments

After expenses are planned and associated overheads are applied, use this form to review the expenses for a project.

Reviewing Total Project Expenses

From the Review Total Project Expenses tab, the project manager can review the summary of all expenses planned for a project.

➢ To review total expenses for existing projects:

1. Under the Update Process task list, launch Project Expenses.
2. Review the Review Total Project Expenses tab.
3. From the Review Total Project Expenses tab, use the shortcut menu to calculate project expenses and overheads, and to review indirect and general and administrative expenses.

Reviewing Project Expenses by Vendor

This task enables you to see the project expense from each vendor that is applied to the project.

➢ To review Project Expenses by Vendor:

1. Launch the Project Expenses task.
2. Right-click the Review Total Project Expenses tab, form, and then select Review Project Expenses by Vendor.
3. Navigates to a new form 4.50 Review Project Expenses by Vendor form, you can review: Each Vendor expense, All Vendor expense, and Total Vendor expense values for a project.
Reviewing Material and Other Expense by Vendor

This task enables you to view the overall equipment or material expense from each vendor that is applied to the project.

➢ To review Material and Other Expenses by vendor:

1. Launch the Project Expenses task.
2. Right-click the Review Material and Other Expense form, and then select Review Material and Other Expenses by Vendor.
3. Navigates to a new form 2.00 Total Material and Other Expense by Vendor form, you can review each vendor expenses.

Reviewing Indirect and General and Administrative Allocated Expenses

This task enables you to see the drivers and the associated costs for each overhead line item that is applied to your project

➢ To review indirect and general and administrative expense allocations:

1. Launch the Project Expenses task.
2. Right-click the Review Total Project Expenses form, and then select Review Indirect and General and Administrative Allocated Expenses.
3. On the Review Indirect and General and Administrative Allocated Expenses form, you can review indirect cost assumptions, general and administrative cost assumptions, allocated overheads, and allocation basis values for a project.

   For information about indirect and general and administrative cost assumptions, see “Entering Overhead Assumptions” on page 50.

4. From the lower portion of the form, use the shortcut menu to calculate overheads.

Reviewing Labor Expense

Review labor expenses for the assigned labor for a project. To make adjustments, return to the Labor Requisitions tab, change the assignments, and recalculate.

The form for this task summarizes all the labor resource requests and their financial effect on projects.

➢ To review the labor expense:

1. Under the Update Process task list, launch Project Expenses.
2. Review the Review Labor Expense tab.
Reviewing Equipment Expenses
Review equipment expenses for the assigned equipment for a project. To make adjustments, return to the Equipment Requisitions tab, change the assignments, and recalculate.

To review equipment expenses:
1. Under the Update Process task list, launch Project Expenses.
2. Review the Review Equipment Expense tab.

Reviewing Material and Other Expenses
The form for this task summarizes the total material and other expenses associated with a project so you can determine the financial impact. To make adjustments, return to the Material & Other Requirements tab, change the requirements, and recalculate. See “Reviewing Material and Other Requirements” on page 78.

To review material and other expenses:
1. Under the Update Process task list, launch Project Expenses.
2. Review the Review Material & Other Expenses tab.

Reviewing Direct Project Expenses
The form for this task summarizes the total direct project expenses associated with a project so you can determine the financial impact. To make adjustments, return to the Enter Direct Project Expense tab, make updates, and recalculate. See “Entering Direct Project Expenses” on page 83.

To review direct project expenses:
1. Under the Update Process task list, launch Project Expenses.
2. Review the Review Direct Project Expense tab.

Reviewing Assigned Employees
Review Assigned Employees enables you to review a list of employees assigned to a project and to remove employee assignments.

To review assigned employees:
1. Under the Update Process task list, launch Project Expenses.
2. Review the Review Assigned Employees tab.
3. From the Review Assigned Employees tab, use the shortcut menu to calculate project labor, remove employee assignments, and view the standard hourly cost.


Removing Employee Assignments

Use this rule to remove an employee assignment.

To remove employee assignments:
1. Select the **Review Assigned Employees** tab.
2. From the **Review Assigned Employees** tab, right-click the employee assignment, and then select **Remove Employee Assignment**.

Reviewing Assigned Equipment

**Review Assigned Equipment** enables you to review a list of equipment assigned to the project and to remove the equipment assignment.

To review assigned equipment:
1. Under the **Update Process** task list, launch **Project Expenses**.
2. Review the **Review Assigned Equipment** tab.
3. From the **Review Assigned Equipment** tab, use the shortcut menu to calculate equipment expense, remove equipment assignments, and view the equipment standard rate.

Removing Equipment Assignments

Use this rule to remove an equipment assignment that is no longer required or to remove an equipment assignment that was added by mistake.

To remove equipment assignments:
1. Select the **Review Assigned Equipment** tab.
2. From the **Review Assigned Equipment** tab, right-click the equipment assignment, and then select **Remove Equipment Assignment**.

Reviewing Project Revenue (Contract Projects Only)

This task list enables you to review the revenue generated by the project from various sources:

- Cost Plus
- Time and Materials
- Fixed Price
- Direct Revenue (revenue that is directly entered into the application)

**Note:** Revenue planning applies to projects classified as Contract projects. Project Financial Planning will not calculate revenue for Indirect or Capital projects.
The Plan Project Revenue form enables you to review details about the revenue components of a Contract project.

To review revenue for existing projects:

1. Under the Manage Existing Projects task list, expand Update Process.
2. Launch Project Revenue.
3. From the Plan Project Revenue form, you can manage project revenue assumptions and review total revenue.

### Reviewing Revenue Assumptions

**Subtopics**

- Reviewing Revenue Assumptions for Time and Materials Contracts
- Reviewing Unit Price Revenue
- Reviewing Cost Plus Revenue
- Reviewing Direct Revenue
- Calculating Direct Revenue
- Reviewing Revenue Recognition Milestones

The upper portion of the Plan Project Revenue form enables you to review and update project revenue assumptions.

### Reviewing Revenue Assumptions for Time and Materials Contracts

**Subtopics**

- Reviewing T&M Labor Billing
- Reviewing T&M Labor Billing Rates
- Copying the Base Billing Rate
- Reviewing T&M Equipment Billing
- Calculating Equipment Revenue
- Reviewing T&M Material and Other Billing

For Time and Materials (T&M) contracts, the Time and Materials forms provide the contractual arrangement for the project. Project Financial Planning helps you build revenue assumptions for labor, equipment, and materials. You can enter the billing rates at the project level, or they can be derived from company assumptions. Billing rates can be defined at the resource level (that is, at the employee or equipment level). Labor revenue is based on the billing level of the employee. Each labor resource has an associated billing level; you can override the assigned billing level on a monthly basis, if necessary. Billing rates for the project are defined on a monthly/yearly basis for the duration of the project.
Reviewing T&M Labor Billing

Subtopics

- Viewing Standard Hourly Labor Rates
- Changing Billing Level
- Calculating Labor Revenue
- Calculating Project Revenue

To review Time and Materials labor billing:

1. Under the Update Process task list, launch Project Revenue.
2. Review the T&M Labor Billing tab.
3. From the T&M Labor Billing tab, use the shortcut menu to view standard hourly labor rates, change the billing level, calculate labor revenue, and calculate project revenue.

Note: The shortcut menu items that are displayed depend on the form settings and where you right-click in the form.

Viewing Standard Hourly Labor Rates

The 9.13 View Standard Hrly Labor Rates form enables you to view the standard hourly rates that were set by the administrator. It displays the costs by job level that were used in the labor calculation. This task is informational; you cannot override or change the labor rates that are displayed in this form.

To remove equipment assignments:

1. Select the T&M Labor Billing tab.
2. Right-click the T&M Labor Billing form, and then select View Standard Hourly Labor Rates.

Changing Billing Level

This task enables you to change the billing level for a Time and Materials labor requisition. You can also change the spread start and end dates.

Note: If no dates are entered, the modified billing level will be set for the duration of the assignment.

To change the billing level:

1. Select the T&M Labor Billing tab.
2. Right-click the T&M Labor Billing form, and then select Change Billing Level.
3. In Change Billing Level, specify or select the requested values for your project. For Project Billing Level, select from these options: Default, Level1, Level2, Level3, Non Billable, Unspecified (default).
Note:

- The project billing level is **Unspecified** by default. Update it to correct the billing level, if required. This number is used for calculating revenue.
- If the **Default** option is selected, the billing level that was defined at the global level is copied to the revenue form. If an option other than **Default** is selected, Project Financial Planning will not overwrite anything from the global level to the revenue form.
- If the billing level is set to **Non Billable**, Project Financial Planning will not copy the line item to the revenue form.

4 Click **OK**.

Calculating Labor Revenue

This task calculates the labor revenue. Labor revenue is calculated by multiplying labor hours per resource per month with Billing Rate per month \((\text{Labor Hours} \times \text{Billing Rate})\).

There is a different project billing rate for onsite and offsite labor hours.

➤ To calculate labor revenue:

1 Select the **T&M Labor Billing** tab or the **T&M Labor Billing Rate** tab.
2 Right-click the form, and then select **Calculate Labor Revenue**.
3 Click **OK**.

Calculating Project Revenue

This task calculates the revenue for the following sources: Labor, Material, and Equipment. You can calculate each type of revenue individually, or you can calculate all of the sources simultaneously.

➤ To calculate total project revenue:

1 Right-click the upper portion of the **Plan Project Revenue** form, and then select **Calculate Project Revenue**.
2 Click **OK**.

Reviewing T&M Labor Billing Rates

The labor billing rate is the hourly rate for a Contract project that a customer is charged for work performed (onsite and offsite).

➤ To review Time and Materials labor billing rates:

1 **Under the Update Process task list**, launch **Project Revenue**.
2 Review the **T&M Labor Billing Rates** tab.
3 From the **T&M Labor Billing Rates** tab, use the shortcut menu to copy the base billing rate, calculate labor revenue, and calculate project revenue.
Copying the Base Billing Rate

To use the default rates in the labor revenue calculation, you must copy the global rates to the project. Alternatively, you can set the billing rates for the project.

Standard billing rates are set by entity on the **Set Base Billing Rate** form under **Workforce Administration** (see “Setting Global Rates for Employees” on page 125). The **Billing Level** that is specified in the **Add Labor Assignment** form determines how the billing rate will be copied. If **Default** is specified, then the standard billing rate that was set in the global rates for employees will be copied, provided there is no billing level defined in the revenue form.

To copy the base billing rates:
1. Select the **T&M Labor Billing** tab.
2. Right-click the **T&M Labor Billing** form, and then select **Copy Base Billing Rate**.
3. Click **OK**.

Reviewing T&M Equipment Billing

T&M Equipment Billing enables you to review the billable equipment resources and to adjust the billing rates.

To review Time and Materials equipment billing:
1. Under the **Update Process** task list, launch **Project Revenue**.
2. Select the **T&M Equipment Billing** tab.
3. From the **T&M Equipment Billing** tab, use the shortcut menu to calculate equipment revenue and to calculate project revenue.

Calculating Equipment Revenue

This task calculates the equipment revenue. Equipment revenue is calculated by multiplying the Equipment Usage (or Equipment Units if an Equipment Usage value is not used) (Equipment Usage × Equipment Billing Rate).

To calculate equipment revenue:
1. Select the **T&M Equipment Billing** tab.
2. Right-click the form, and then select **Calculate Equipment Revenue**.
3. Click **OK**.
Reviewing T&M Material and Other Billing

Subtopics
- Viewing Requirement Details
- Calculating Material Revenue

T&M Material and Other Billing enables you to review the billable material resources and to adjust the billing rates.

To review Time and Materials material and other billing:
1. Under the Update Process task list, launch Project Revenue.
2. Review the T&M Material and Other Billing tab.
3. From the T&M Material and Other Billing tab, use the shortcut menu to view requirement details, calculate material revenue, and to calculate project revenue.

Viewing Requirement Details
You can review material requirements for the project using this task.

To view requirement details:
1. Under the Update Process task list, launch Project Revenue.
2. Select the T&M Material and Other Billing tab.
3. Right-click the form, and then select View Requirement Details.
4. The Material and Other Requirement Details form displays the requirements.

Calculating Material Revenue
This task calculates the material revenue. Material revenue is calculated by multiplying the Material Units × Billing Rate per Material.

To calculate material revenue:
1. Under the Update Process task list, launch Project Revenue.
2. Select the T&M Material and Other Billing tab.
3. Right-click the Billing - Material and Other Resources form, and then select Calculate Material Revenue.
4. Click OK.
Reviewing Unit Price Revenue

Subtopics

- Adding Revenue Assumptions
- Removing Revenue Assumptions
- Calculating Unit Price Revenue

For Unit Price contracts, the Unit-Price Revenue form helps you define the revenue assumptions for projects that earn revenue based on units sold and sales price per unit. Project managers can review, update, and add revenue assumptions.

► To review Unit Price revenue assumptions:
1. Under the Update Process task list, launch Project Revenue.
2. Review the Unit-Price Revenue tab.
3. From the Unit-Price Revenue tab, use the shortcut menu to add and remove revenue assumptions, calculate unit price revenue, and to calculate project revenue.

Adding Revenue Assumptions

This rule enables you to define the revenue assumptions earned on the contract. For the Unit Price method, you must define the sales units and the sales price per unit. Revenue for the contract is calculated as \( \text{# of Units} \times \text{Price} \).

► To add revenue assumptions:
1. Open the Unit-Price Revenue form.
2. Right-click the form, and then select Add Revenue Assumptions - Unit Price.
3. In Add Revenue Assumptions, specify or select the values that are applicable for your project:
   - **Revenue Source Type**—Choose from the following options: Maintenance, Other Revenues and Gains, or Sales Revenue
   - **Revenue Source Name**
   - **Revenue UOM**—The unit of measure for the revenue element.
   - **Price/Unit**—The price per unit for the revenue element. The Unit Price revenue calculation is based on \( \text{Units Sold} \times \text{Price/Unit} \).
   - **Units Sold**—The number of units sold to the customer. Revenue is calculated based on Units Sold \( \times \text{Price/Unit} \).
   - **Spread Start Date/Spread End Date** (optional)—The start and end dates for the spread logic. If spread start and end dates are not entered, the project start and end dates are used instead.
   - **Spreading Logic**—The logic that determines how values are distributed in a grid:
Fill—Copies the value entered to all of the cells in a grid. For example, if a value of 200 hours is entered for a project, the values for each month between the start and end dates of the project are set to 200.

Evenly Split - Spread Duration—Divides the value entered among all of the grid cells. For example, if a value of 200 hours is entered for a project, the 200 is divided over the number of months between the start and end dates.

Evenly Split - Yearly (Divide by 12)—Divides the value entered by 12 (and rounds it off to the nearest integer) and fills to all months between the spread start and end dates.

4 Click OK.

Removing Revenue Assumptions

Use this rule to remove revenue assumptions that are no longer required or to remove a revenue assumption that was added by mistake.

To remove revenue assumptions:
1 Open the Unit-Price Revenue form.
2 Right-click the revenue assumption, and then select Remove Revenue Assumption - Unit Price.

Calculating Unit Price Revenue

This task calculates the revenue for the project based on all of the assumptions defined. Revenue is calculated as Units Sold × Price Per Unit. Revenue is recognized in accordance with the revenue recognition defined under the contract terms.

To calculate Unit Price revenue:
1 Open the Unit-Price Revenue form.
2 Right-click the form, and then select Calculate Unit Price Revenue.
3 Click OK.

Reviewing Cost Plus Revenue

Subtopics
- Adding Revenue Assumptions
- Removing Revenue Assumptions
- Calculating Cost Plus Revenue
- Calculating Cost Plus Intercompany Revenue

For Cost Plus contracts, the Cost Plus Revenue form provides the contractual arrangement for the project. The Cost Plus margin % can be defined at the detail level (labor, equipment, and materials) or for total expenses. If the revenue definition is based on total expenses, Project Financial Planning does not allow you to build your assumptions at the detail level. The margin
can be defined on a monthly basis, if needed. Expand the columns to override the margin % for a period.

The Cost Plus assumption is defined for the duration of the project. You can review the revenue generated in the lower half of the composite form.

➢ To review Cost Plus revenue assumptions:

1. Under the Update Process task list, launch Project Revenue.
2. Review the Cost Plus Revenue tab.
3. From the Cost Plus Revenue tab, use the shortcut menu to add and remove revenue assumptions, calculate cost plus revenue, calculate intercompany revenue, and to calculate project revenue.

Adding Revenue Assumptions
This task helps you add Cost Plus revenue assumptions.

Note: If the Cost Plus revenue was set to Total Expenses, Project Financial Planning does not enable you to also build assumptions at the detail level (for labor, equipment, and materials). To change the manner in which revenue is earned, change the driver from Total Expense to a detail line item, and then add detail line items.

➢ To add revenue assumptions:

1. Open the Cost Plus Revenue form.
2. Right-click the form, and then select Add Revenue Assumptions - Cost Plus.
3. In Add Revenue Assumptions, specify or select the values that are applicable for your project:
   - **Cost Plus Driver**—The expense base to which the margin will be applied. The margin can be set to Labor Expenses, Material Expenses, Equipment Expenses, Subcontract Expenses, or it can be applied in total to Total Expenses.
   - **Revenue Source Description** (optional)
   - **Cost Plus Margin %**—The Margin % or markup that is applied to expenses.
4. Click OK.

Removing Revenue Assumptions
Use this rule to remove revenue assumptions that are no longer required or to remove an assumption that was added by mistake.

➢ To remove revenue assumptions:

1. Open the Cost Plus Revenue form.
2. Right-click the revenue assumption, and then select Remove Revenue Assumptions.
Calculating Cost Plus Revenue

This task calculates project revenue based on the assumptions provided. The revenue is calculated from the details (labor, equipment, and materials) or from the total expenses for the project duration. The accounts are:

- Billable Labor Expense
- Non-Billable Labor Expense
- Billable Equipment Expense
- Non-Billable Equipment Expense
- Billable Material Expense
- Non-Billable Material Expense

When calculating Cost Plus revenue, the calculation includes billable expenses only. Non-billable expenses are excluded from the calculation.

For example, \( \text{Billable Labor Expense} \times (1 + \text{Margin \%}) \) or \( \text{Total Expense} \times (1 + \text{Margin \%}) \) (for the project duration).

If a revenue assumption is not specified for an expense, it is assumed at the cost (0% margin).

To calculate Cost Plus revenue:

1. Open the Cost Plus Revenue form.
2. Right-click the form, and then select Calculate Cost Plus Revenue.
3. Click OK.

Calculating Cost Plus Intercompany Revenue

This task calculates intercompany revenue for projects where the organization is a service provider. It records the revenue to the service provider based on a Cost Plus margin. Enter the Cost Plus margin percentage in the same manner as described in “Calculating Cost Plus Revenue” on page 97. However, you must run this calculation to derive the revenue.

To calculate Cost Plus intercompany revenue:

1. Open the Cost Plus Revenue form.
2. Right-click the form, and then select Calculate Inter Company Revenue.
3. Click OK.

Reviewing Direct Revenue

Use the Direct Revenue form to enter all other revenue that the project is anticipated to generate but that is not covered in the other methodologies.

In addition, Project Financial Planning provides two methods for getting project data into the application. One method enables you to do detailed planning that uses rules to add data. The other method enables you to import data from a source system, and then Project Financial
Planning is used to consolidate the projects. If you use the import method, the project revenue is displayed in this form.

To review direct revenue:
1. Under the Update Process task list, launch Project Revenue.
2. Review the Direct Revenue tab.
3. From the Direct Revenue tab, use the shortcut menu to calculate direct revenue and to calculate project revenue.

Calculating Direct Revenue

After entering revenue assumptions in the Direct Revenue form, you can calculate revenue and review the calculated values in the Review Direct Revenue form.

To calculate direct revenue:
1. Open the Direct Revenue form.
2. Right-click the form, and then select Calculate Direct Revenue.
3. Click OK.
4. Review the calculated values in the Review Direct Revenue form.

Reviewing Revenue Recognition Milestones

For Contract projects, you can specify revenue recognition based on the percent completion. To accomplish this, Project Financial Planning provides two revenue recognition types:

- % Duration
- % Planned Expenses

The Revenue Recognition Milestones form defines the revenue recognition milestones. Revenue is recognized upon reaching each milestone. For example, if the revenue recognition for a project with a 24 month duration is defined as “% Duration” and the milestones are defined as “Milestone1 - 20%,” “Milestone2 - 50%,” and so on, the revenue is recognized upon reaching each milestone (5th month, 12th month, and so on). Similarly, if the revenue recognition for a project with total planned expenses of $1,000,000 is defined as “% Planned Expenses” and the milestones are defined as “Milestone1 - 20%,” “Milestone2 - 50%,” and so on, the revenue will be recognized upon reaching each milestone (that is, in the month when the project expenses are $200,000, $500,000, and so on).

The Revenue Recognition Indicator in the Review Total Revenue form shows when the revenue will be recognized.

To review revenue recognition milestones:
1. Under the Update Process task list, launch Project Revenue.
2. Review the Revenue Recognition Milestones tab.
3. From the Revenue Recognition Milestones tab, use the shortcut menu to calculate project revenue.

**Reviewing Total Revenue**

Subtopics
- Reviewing Total Revenue
- Reviewing Direct Revenue

After revenue assumptions are entered, use this form to review the revenue for a project.

**Reviewing Total Revenue**

From the Review Total Revenue tab, the project manager can review the project revenue summary.

► To review total revenue for existing projects:
1. Under the Update Process task list, launch Project Revenue.
2. Review the Review Total Revenue tab in the lower portion of the Plan Project Revenue form.

**Reviewing Direct Revenue**

From the Review Total Revenue tab, the project manager can review the calculated revenue based on assumptions defined in the Direct Revenue form.

► To review direct revenue for existing projects:
1. Under the Update Process task list, launch Project Revenue.
2. Review the Review Direct Revenue tab in the lower portion of the Plan Project Revenue form.

**Reviewing Projects**

Subtopics
- Calculating Financial Statements
- Reviewing Project Performance
- Viewing the Project Performance Summary
- Viewing the Project Performance Detail

After all revenue and expenses are entered and calculated, you can view the financial statements for a project. This step must occur before submitting the project for approval. You begin reviewing projects by calculating the financial statements. After they are calculated, you can review the project’s impact on the Cash Flow and Income Statement. You can then request funding.
Calculating Financial Statements

This step calculates the financial statements for a project. It calculates project cash flow, taxes, and KPIs. This calculation must be executed in order to view complete and correct data in financial statements.

To calculate financial statements:

1. Under the Manage Existing Projects task list, expand Review Project.
2. Launch Calculate Financial Statements.
3. Launch the “CalculateFinancialStatements” business rule.
4. In CalculateFinancialStatements, specify or select the values that are applicable for your project.

Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator’s Guide.

5. Click Launch.

Note: You must execute this task for each project individually. You cannot calculate financial statements for parent level members in the Project dimension.

Reviewing Project Performance

The Review Project Performance composite form enables you to view the project performance summary and detailed information.

To review project performance:

1. Under the Manage Existing Projects task list, expand Review Project.
2. Launch Review Project Performance.

Viewing the Project Performance Summary

Subtopics

- Viewing the Project Performance
- Viewing the Global Discount and Tax Rates

The upper portion of the Review Project Performance enables you to view the project performance and the global discount and tax rates for the project.

Viewing the Project Performance

Using this task, you can review project KPI’s and Cash Flow/Income Statement impact.
To view the project performance:
1. Launch Review Project Performance.
2. On the Review Project Performance composite form, select the Project Performance tab.
3. From the Project Performance tab, use the shortcut menu to calculate the project.

Viewing the Global Discount and Tax Rates
This task enables you to review the discount rate and tax rate assumptions and then modify them, if needed, before calculating project metrics.

To view the global discount and tax rates:
1. Launch Review Project Performance.
2. On the Review Project Performance composite form, select the Global Discount & Tax Rate tab.
3. From the Global Discount & Tax Rate tab, use the shortcut menu to calculate the project.

Viewing the Project Performance Detail
Subtopics
- Reviewing Lifetime KPIs
- Reviewing the Project Impact on Cash Flow
- Reviewing the Project Impact on Income Statement

The lower portion of the Review Project Performance composite form enables you to review lifetime KPI’s and review the impact of the project on cash flow and on the income statement.

Reviewing Lifetime KPIs
Subtopics
- Reviewing Corporate Objectives
- Calculating Project Metrics

You can review the key performance indicators (KPIs) for projects. Some KPIs are yearly, and some are based on the life of the project. Review the project-level defaults for discount rate and tax rate that were defined in the entity and make necessary changes.

Note: When viewing the Review Project KPIs composite form for existing projects in Project Financial Planning, do not select to view the KPIs at the “No Project” level.

To review project KPIs:
1. Launch Review Project Performance.
2 On the **Review Project Performance** composite form, select the **Review Life Time KPI's** tab.

3 From the **Review Life Time KPI's** tab, use the shortcut menu to review corporate objectives and to calculate project metrics.

**Reviewing Corporate Objectives**

This task enables you to compare project KPI’s with corporate objectives so you can determine whether the project meets the expectations set by management.

➤ To review corporate objectives:

1 Launch the **Review Life Time KPI's** composite form.

2 Right-click the form, and then select **Review Corporate Objectives**.

3 Review the **Review KPI Limits** form.

**Calculating Project Metrics**

This rule calculates all the KPIs and yearly performance indicators for a project.

➤ To calculate project metrics:

1 Launch the **Review Life Time KPI's** composite form.

2 Right-click the form, and then select **Calculate Project Metrics**.

3 Click **OK**.

**Reviewing the Project Impact on Cash Flow**

This form helps you review the effect on Cash Flow for the project using its expenses and revenues.

➤ To review the project impact on Cash Flow:

1 Launch **Review Project Performance**.

2 On the **Review Project Performance** composite form, select the **Review Impact - Cash Flow** tab.

3 From the **Review Impact - Cash Flow** tab, use the shortcut menu to calculate the project.

**Reviewing the Project Impact on Income Statement**

This step helps you review the effect on Income Statements for the project using its expenses and revenues.

➤ To review the project impact on financial statements:

1 Launch **Review Project Performance**.

3 From the Review Impact - Income Statement tab, use the shortcut menu to calculate the project.

Reviewing Project Funding

Subtopics
- About Project Funding
- Process for Funding Projects
- Modifying Funding Requests

About Project Funding
Projects require funding to offset the expenses they must incur. Usually, projects require more funding at the start, because revenue streams come later in the project cycle. Some expense funding can be taken from project revenue, but the rest of the expenses must be funded from other sources. The project manager must request funds from the Finance department and, after the funding requests are approved by the finance manager, funding allocation details can be reviewed.

Process for Funding Projects
After planning expenses for a project, the project manager can request funding. The project manager determines the funding required for the project and then creates funding requests. Project Financial Planning provides funding request forms and predefined business rules so the project manager can create the funding request. Once a request is created, it is submitted to a finance manager for approval. After a funding request is approved, the project can be assigned with the sources of funds, its cost-of-capital details, and time line of funding. This will help in calculating the cost of capital (interest expense) to be allocated for the project.

Modifying Funding Requests
With justification, you can request project funding as needed through a project lifecycle.

- To modify funding requests:
  1. Under the Manage Existing Projects task list, launch Project Funding.
  2. Review the Review Project Funding master details form.
  3. From the top Fund Requests area of the form, use the shortcut menus to add and cancel fund requests.
  4. From the bottom Review Fund Allocation area of the form, you can review allocated funds, interest expenses, and review impact on cash flow.
Adding New Fund Requests

This task enables you to request funds for a project. Enter the funding request amount for the periods where the project requires additional money to meet all the financial obligations of the project.

➢ To request funds:

1. Open the Review Project Funding composite form.
2. Right-click the top Fund Requests form, and then select Add New Fund Request.
3. In Add New Fund Request, specify or select the values that are applicable for your project:
   - Month/Year—For a lump sum requests, specify the month and year of the request. If funding is needed on a regular basis, enter a single month and year, and then enter the additional months as needed.
   - Funding Request Type—Select the type:
     - Initial Request—Select if this is the initial funding request
     - Request for Change—Select if changing an existing request for funding
     - Off Specification—Select if funding is because of an omission in the product or service being offered
   - Funding Comment (optional)
   - Requested Amount—The amount of the funds you are requesting.
4. Click OK.

Canceling Fund Requests

Use this task to cancel a funding request.

➢ To cancel fund requests:

1. Open the Review Project Funding composite form.
2. Right-click the request on the top Fund Requests form.
3. Select Cancel Fund Request.

Reviewing Allocated Funds

A project can be approved for the full amount of the funding requested, or just a portion can be funded. Additionally, if a company obtains outside financing for projects, you can review how those funds are allocated to each project. The Review Fund Allocation form enables you to review the allocated funds and the sources of the funds, fund time lines, cost of funds, and repayment frequency for a project. Each finance round has different terms; for example, the interest rate, so each round of funding will impact the project differently.
To review allocated funds:

1. Open the Review Project Funding composite form.
2. From the tabbed area of the form, select the Review Fund Allocation tab.

**Reviewing Interest Expenses**

The Interest Expenses form enables you to review the impact of funding and interest expenses allocated to a project.

To review interest expenses:

1. Open the Review Project Funding composite form.
2. From the tabbed area of the form, select the Interest Expenses tab.

**Reviewing the Impact on Cash Flow**

The finance manager can make funding decisions for the project by reviewing the project cash flow statement.

To review the impact on Cash Flow:

1. Open the Review Project Funding composite form.
2. From the tabbed area of the form, select the Review Impact on Cash Flow tab.
3. Use the shortcut menu to calculate the project.

**Submitting the Plan for Approval**

After completing the tasks for the project and reviewing the financial statements and requested funding, you can promote your plan to another user for approval. Go to the Submit Plan for Approval page and start or promote the planning unit. After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit. For information about promoting planning units, see Chapter 10, “Managing Planning Units” in the *Oracle Hyperion Planning User’s Guide.*
About Capital Projects

Capital projects are long-term and capital-intensive, resulting in the creation of a new company asset. Examples of typical Capital projects: a manufacturing facility, a new piece of equipment, and constructing an oil rig. Project Financial Planning tracks the expenses incurred by an entity for building the asset and then capitalizes expenses by identifying incurred expenses as capitalizable so the asset value can be verified. This functionality enables users to create Capital projects in the module and to plan expenses with funding requirements for the asset that they are creating.
About Contract Projects

A Contract project is work performed for a customer, for which the customer reimburses the company. A Contract project generates expenses and revenue based on an underlying contract. The Contract project expenses, revenue, and billing can be for services performed and reimbursed by a client. Project Financial Planning supports the following types of Contract projects:

- **Time and Materials**—A project billing type whereby the customer is charged for all of the hours of work performed, for asset expenses, for any direct expenses incurred, and for materials purchased during project delivery. Examples of Time and Materials arrangements are typically found in the construction industry, for contractors, and for consulting firms.

- **Cost Plus**—An agreement to pay a company for a job based on the expenses required to complete the job (for example, materials and labor), plus an added payment (or margin). You can set different Cost Plus margins for different expenses (for example, set a different margin for labor, materials, and equipment).

- **Fixed Price**—A project billing type whereby the customer is charged a set negotiated price for the work performed on the contract. This contract type places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss.

- **Other**—A project billing type that can be used for complex contract terms. For example, a customer may be charged a fixed price for some services delivered as part of project, and they may also be charged time and material or a markup on expenses.

About Indirect Projects

Indirect projects are also known as administrative projects. They have a cost impact but do not generate revenue. For example, an IT project that creates a solution/portal for the Human Resources team to track personal details of employees is an Indirect project. If a project is classified as Indirect, you can do only expense budgeting for the project. You cannot do revenue budgeting for an Indirect project.

Processes

Subtopics
- Process for Proposing New Capital Projects
- Process for Proposing New Contract Projects
- Process for Proposing New Indirect Projects

Process for Proposing New Capital Projects

After adding the project, you can plan for labor, assets, materials, and other expenses. Each expense line item can be tagged as capitalizable or noncapitalizable. All capitalizable expenses are tracked as an asset value for each of the assets being built.
Upon adding the “Capital Project”, the rule will also create a “CIP Asset” and populate all the assets details in the line item. The Asset Rate contains the overall Asset Value at the end of Capital Project. Any cost escalations or delays in the Capital Project are automatically reflected within the asset rate. The Depreciation or Amortization details and Fixed asset related expenses details are allocated under the revenue source.

**Process for Proposing New Contract Projects**

When creating a new Contract project, project managers must first select the type of contract they are planning: Time and Materials, Cost Plus, or Unit Price. Project managers create a project proposal and provide basic project information, such as project type, project start and end dates, project location, and project manager. After the project is established, the project manager can begin building the financial plan. The project manager can begin by assigning labor resources and planning for the labor expense. After labor is completed, the project manager can continue working on expenses by defining any equipment required in performing the project. Project managers can then plan other types of expenses, such as material and subcontractors. For Contract projects the billing rate should be defined for Labor, Equipment, and Materials. After revenue and expenses are planned, the project manager can review the project financial statements and request funding required to support the project. After they are satisfied with the plan for their project, project managers can promote them for approval.

**Process for Proposing New Indirect Projects**

When creating a new Indirect project, project managers create a project proposal and provide basic project information, such as project type, the project start and end dates, project location, and project manager. After the project is established, the project manager can begin building the financial plan. The project manager can begin by assigning labor resources and planning for the labor expense. After labor is completed, the project manager can continue working on expenses by defining any equipment required in performing the project. Project managers can then plan other types of expenses, such as material and subcontractors. After expenses are planned, the project manager can review the project financial statements and request funding required to support the project. After they are satisfied with the plan for their project, project managers can promote them for approval.

**Propose New Project Task List Tasks**

1. Create a project and enter new project details, such as new project assumptions and supplemental information.
   See “Entering New Project Details” on page 110.

2. Perform expense planning, such as adding labor resources, project equipment, material and other requirements, entering direct project expenses, applying overheads to the project, reviewing indirect and general and administrative allocated expenses, and reviewing total expenses.
   See “Performing Expense Planning” on page 116
3. For Contract projects only, perform revenue planning, such as entering revenue drivers and entering direct project revenue.

   See “Performing Revenue Planning (Contract Projects Only)” on page 116.

4. Review the project’s financials, such as calculating financial statements and reviewing the project’s impact on financial statements, reviewing project KPIs, providing a detailed project justification, and reviewing the project score.

   See “Reviewing Project Financials” on page 119.

5. Request project funding and review allocated funds.

   See “Reviewing Project Funding” on page 120.

6. Submit the plan for approval.

   See “Submitting the Plan for Approval” on page 120.

### Viewing the Propose New Projects Task List

Project Financial Planning provides one task list which helps you propose new projects.

1. To view the project proposal task list:

   1. Launch Project Financial Planning.

      See “Logging On and Accessing Project Financial Planning” on page 38.

   2. Select View, then Task List, and then Task List.


   4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

### Entering New Project Details

Subtopics

- Adding Projects
- Deleting Projects
- Reconciling Projects
- Changing Project Dates
- Changing Project Status
- Moving Projects

Project managers can propose a project by launching the Enter New Project Details task in the project proposal task list. Then they can build the proposed project budget, such as revenue, expenses, and funding requests. The Propose New Projects form gathers basic project information, such as type of project, project start and end dates, project location, and project manager. You can add properties to the application as needed.
You can review new project details such as new project assumptions and supplemental information in the Propose New Projects composite form. This form also enables you to add a project to the system, remove it, and reconcile the new project to an existing project.

Note: New project details are not entered directly on the Propose New Projects form. You add details when you create a new project using the Add Project functionality or when you import project properties from a source system.

After the project is established, you can plan revenue, expenses, capital, and so on.

To create a project:
1. Under the Propose New Projects task list, launch Enter New Project Details.
   See “Viewing the Propose New Projects Task List” on page 110.
2. Review the Propose New Projects form.
3. From the New Project Summary area of the form, use the shortcut menus to add and delete a project, reconcile a project, change project status, move projects, perform expense and revenue planning, review project financials, review project funding, and submit the plan for approval.

Adding Projects

Adding a project adds a project to the first empty line item across entities.

To add a project:
1. Launch the Propose New Projects form.
   See “Entering New Project Details” on page 110.
2. Right-click the New Project Summary area of the form, select Add New Project, and then select an option:
   - Add New Capital Project
   - Add New Contract Project
   - Add New Indirect Project
3. In Add Project, specify or select settings:

Note: The options presented will differ depending on the project type.

- **Project Name**—A new project is added to the “Project Dimension” and name is made visible on the form. If the Project Name is already exists, then you will be prompted to enter another Project Name.
- **Description** (optional)
- **Project Category**—For Indirect projects, select **Annual by Fiscal Year** if a project must be annually closed out, justified, or approved, or **Multi-Year** if the project can continue year after year.

- **Project Start Date/Project End Date**—The start and end dates for the project.

- **Project Manager**—Select from a predefined list of managers.

- **Project Location**—Select from a predefined list of locations.

- **Project Priority** (optional)—Select High, Medium, or Low.

- **Revenue Generating (Y/N)**—Select Yes or No. Applicable only for Capital projects.

- **In Service Date**—For Capital projects, enter a date when the assets are In Service. This date must be after the project end date (at least from the next calendar month).

- **Asset Name**—Enter the Asset Name for Capital projects.

- **Asset Class**—Select the asset class to which the asset belongs, such as: Tangible assets or Intangible assets.

- **Project Type**—For Contract projects, select **Time and Material**, **Cost Plus**, **Fixed Price**, or **Other**.

  For descriptions, see “Contract” on page 21.

- **Revenue Cash Flow Incidence**—For Contract projects, indicates how cash will be collected from revenues: will customers pay in advance, in the same month, next month, and so on. Selections are: **Before 2 Months**, **Before 1 Month**, **Same Month**, **Next Month**, **After 2 Months**, **After 3 Months**, or **After 4 Months**. The selection made will directly affect the Cash Flow statement. If the same month is selected, the Cash Flow statement shows an influx of cash from customers in the amount of the contract revenue in the same period. If the next month is selected, the Cash Flow statement shows an influx of cash from the customer with a one-month lag. Two months is a two-month lag, and so on.

- **Revenue Recognition**—For Contract projects, indicates when revenue is recognized. Selections are: **Monthly** (default), **Quarterly**, **SemiAnnual**, **After Completion**, **When Billed**, %**Duration**, or %**Planned Expenses**. The default is Monthly, meaning the revenue is recognized in the month the work is performed. If you select Quarterly, the revenue is recognized in the last month of each contract quarter. If SemiAnnual is selected, revenue is recognized in the 6 and the 12 month of the contract. If After Completion is selected, revenue is recognized after the last month of the contract. If revenue can be recognized only when a milestone is reached or there is no predefined time frame, then select When Billed.

  For a discussion about revenue recognition based on the percent completion, see “Reviewing Revenue Recognition Milestones” on page 98.

- **Salvage Value**—The value of the asset at retirement.

4. Click Add.

**Note:** After performing the add project rule, a new project is added to the “Project Dimension” and project name is made visible on the form.
**Deleting Projects**

Use this rule to delete a project that is no longer required or to remove a project that was added by mistake.

➤ **To delete a project:**

1. Launch the Propose New Projects form.
   See “Entering New Project Details” on page 110.
2. Right-click the project on the form, select Delete Project, and then select an option:
   - Delete Capital Project
   - Delete Contract Project
   - Delete Indirect Project
3. Click OK.

**Note:** Upon running the delete project rule, the named project is deleted from the "project" dimension.

**Reconciling Projects**

Reconciling a project moves the new project to an existing project. The data from the source project is moved to an existing project in the same entity, and then the source project is deleted from the application. After a project is assigned a true project number, the project data is moved from the temporary project; for example, Contract Project 1, to the existing project number.

➤ **To reconcile a project:**

1. Launch the Propose New Projects form.
   See “Entering New Project Details” on page 110.
2. Right-click the form, select Reconcile Project, and then select an option:
   - Reconcile Contract Project
   - Reconcile Capital Project
   - Reconcile Indirect Project
3. In Reconcile Project, specify or select the settings applicable to your project:
   - Source New Project—The new project.
   - Destination Existing Project—The existing project.
4. Click Reconcile.

**Note:** Upon running the reconcile project rule, the new project is removed from the “Project” Dimension.”
changing project dates

This task list enables you to shift the Project Start Date forward or backward by one or more months. Project Financial Planning enables you to change the end date for both New and Existing Projects. For example, the user may want to change the end date of the project, after doing an EVM Analysis in Project Financial Planning which displays information saying that the project is delayed.

To change Project Dates:

1 Under the Propose New Project task list, launch Enter New Project Details.
   See “Entering New Project Details” on page 110.

2 Right-click the project on the form, and then select Change Project Dates, and then select an option:
   - Shift Project Start Date
   - Revert to Previous Start Date
   - Change Project End Date

3 If you select Shift Project Start Date, and then provide the following details in the Runtime Prompts dialog box:
   a. In Select Projects, select a project using the member selector icon.
   b. In Shift projects Start Date, select Back or Ahead.
   c. In Number of Months, enter the number of months by which you want to shift the Project Start Date.

   Note: You can only shift one project at a time. Shifting multiple project is not permitted.

   Note: Shifting the project dates does not change the duration of the project. If the project is spanned for two years before the shift, then the project will span for two years after the shift. All the resource assignments for the project get shifted by the same duration. However after shifting the project’s expenses and revenues may change as they will be recalculated using the assumptions defined for the financial years in which the project falls post shift.

4 If you select Revert to Previous Start Date, and then provide the following details in the Runtime Prompts dialog box: In Select Projects, select a project using the member selector icon.

   Note: You can avail this option for recently shifted project only.

   Note: If the project end date is changed, using Change Project End Date, then you cannot revert using the Revert to Previous Dates rule. The Revert to Previous Dates works only for the project that are shifted using Shift Project Start Date.
Note: Both the **Shift Project Start Date** and **Revert to Previous Dates** rules can only be executed on one project at a time.

5 If you select **Change Project End Date**, and then provide the following details in the **Runtime Prompts** dialog box: In **Proposed End Date for the Project**, using icon you can select **Date**.

6 Click **OK**.

**Changing Project Status**

This task enables you to change the selected project status to approved, unapproved, or on hold. The project status must be changed by the approving authority before promoting the project through the Approvals process.

Note: This task can be performed only by users with the rights to place a project on hold or close a project.

➢ To change project status:

1 **Launch the Propose New Projects form.**

   See “**Entering New Project Details**” on page 110.

2 **Right-click the form, select **Change Project Status**, and then choose a submenu option:**

   - **Approve Project**—The project has approval to advance
     The approved project is copied to **current scenario Final** and to the **Forecast Final** intersections. Approved projects are locked for editing, and no changes can be made to the project.
   - **Disapprove Project**—The project is rejected or is not approved.
   - **Put Project on Hold**—The project is postponed or must be put on hold
     Putting the project on hold changes the status of the underlying requisitions (asset, labor, funding) to **On-hold**.

3 In the dialog box, specify the project and, optionally, enter any comments about the change.

4 Click **OK**.

**Moving Projects**

This task enables you to move a selected project from one version to another. For example, from Working to Final. The selected project (or projects) are deleted from the source version and moved to the destination version.

For example, projects with a status of On-hold or Unapproved can be moved out of the Working version so that the entity-level financials will reflect only Proposed or Approved projects.

Note: This task can be performed only by users with the rights to move a project.
To move a project:

1. Launch the Propose New Projects form.
   See “Entering New Project Details” on page 110.
2. Right-click the form, and then select Move Projects.
3. In Move Projects, specify or select the values that are applicable for your project:
   - Enter Version—The source version (the version from which you want to move).
   - Enter Projects—The project or projects you are moving.

   **Note:** You can move multiple projects simultaneously.
   - Destination Version—The destination version (the version to which you want to move).
4. Click OK.

**Performing Expense Planning**

This Expense Planning task launches the Project Expenses form which guides you through the process of providing details about the expense components of a project. Project expenses include labor resources, equipment, materials, and any overhead.

To review expenses for projects:

1. Under the Propose New Projects task list, launch Expense Planning.
   See “Viewing the Propose New Projects Task List” on page 110.
2. Review the Project Expenses form.
3. From the Project Expenses form, you can manage project expense assumptions and review project expenses.

Project Expenses is the same form used when reviewing and updating the expenses for an existing project. For information about reviewing the Project Expenses form and for procedures about performing the project expenses tasks, see “Reviewing Project Expenses” on page 67.

**Performing Revenue Planning (Contract Projects Only)**

This task enables you to review the revenue generated by the project from various sources:

- Cost Plus
- Time and Materials
- Fixed Price
- Direct Revenue (revenue that is directly entered into the application)
**Note:** Revenue planning applies to projects classified as Contract projects. Project Financial Planning does not calculate revenue for Indirect or Capital projects. If these projects must generate revenue, you must reclassify the project.

To review revenue for Contract projects:

1. **Under the Propose New Projects task list, launch Revenue Planning.**
   
   See “Viewing the Propose New Projects Task List” on page 110.

2. **Review the Plan Project Revenue form.**

3. **From the Plan Project Revenue form, you can manage project revenue assumptions and review total revenue.**

*Plan Project Revenue* is the same form used when reviewing and updating the revenue for an existing Contract project. For information about reviewing the *Plan Project Revenue* form and for procedures instructing you how to perform the project revenue tasks, see “Reviewing Project Revenue (Contract Projects Only)” on page 88.

**Performing Revenue Drivers for Capital Project**

Capital Projects can be used to build assets which have the potential of generating revenue once the assets are ready and placed in service. For example: Manufacturing plant for a new line of Car. You can directly provide the inputs for the revenue assumptions details in the 1.50 Plan project Revenue form. After entering the values for COS Rate (% Sales), Indirect Costs Rate and G&A Costs Rate. You can view the operating expenses for the revenue sources.

To review the Revenue Drivers for Capital Project:

1. **Under the Propose New Projects task list, launch Revenue Planning.**
   
   See “Viewing the Propose New Projects Task List” on page 110.

2. **Select a Page Dimension from the drop down option, and then click .**

3. **Select >> an icon at the right corner of the page.**
   
   Displays the Revenue Drivers for Capital Project information.

4. **Enter the following Revenue Assumptions information directly in the cell text:**
   
   - In Revenue Source Name, enter the revenue source.
   - In Revenue Source Type, select the required revenue source type from the drop down.
   - In Revenue Cash Flow, select the required revenue cash flow from the drop down.
   - In COS Rate (% Sales), enter Cost Of Sales in percentage value. Apart from capital expenses, there may be a Cost Of Sales associated to the revenue source.
   - In Indirect Costs Rate, enter Indirect Costs Rate in percentage value.
   - In G&A Costs Rate, enter G&A Costs Rate in percentage value.
In Revenue UOM, select the required entries from the drop down.

5 Enter Base Year information directly in the cell text:
   a. In Units Sold, enter the number of units sold for the base (first) year.
   b. In Price/Unit, enter the price per unit for the base year.

6 For subsequent years information, enter the following inputs directly in the cell text:
   a. In Units (YOY % Increase), enter the year on year (YOY) percentage increase value. If you do not want to increase the Year-On-Year percentage value, then enter zero.
   b. In Price/Unit (YOY % Increase), enter the year on year (YOY) percentage increase value. If you do not want to increase the Year-On-Year percentage value, then enter zero.

7 Click Save.

An information dialog is displayed “The data has been saved”, and then click OK.

To add years to Revenue Drivers – Capital Project:
1 Right-click on Revenue Drivers - Capital Project form, and then select Add Years.
2 In Runtime Prompts dialog box, provide the following details:
   - In Number of Years to Add, enter a value.
   - In Units (% Increase each Year), enter the year on year (YOY) percentage increase value.
   - In Price/Unit (% Increase each Year), enter the year on year (YOY) percentage increase value.

Note: When entering assumptions on the Revenue Drivers – Capital Project form, enter a value for each year in the Units (% Increase each Year) and Price/Unit (% Increase each Year) cells. If a cell is left blank for any year, revenue will not be calculated for subsequent years, even if values are specified for those years. Instead of a blank cell, enter a 0 (zero) value.

3 Click OK.

An information dialog box displays “Added Revenue years was successful”, and then click OK.

Calculating Project Revenue

This task enables you to calculate the revenue based on the assumptions specified. The revenue calculations for the base year: Units Sold * Price/Unit. However, for subsequent years, the year-on-year percentage increase is considered in the Units and Price/Unit, upon calculating the revenue. The calculated Revenue can be reviewed at “Sales Revenue” or “Maintenance Revenue” or “Other Revenues and Gains” depending on the “Revenue Source Type” selection made in the form. Apart from calculating the revenue, the rule also calculates “Cost of Sales” and “Overhead Cost” based on the operating expense assumptions specified in the revenue form.
The operating expenses are calculated based on the percentage of sales revenue. The Base Year assumptions are mapped to the period or Year starting from In-Service-Date. After calculating project revenue, you can view the impact of revenue and operating expenses in the Income Statement and Cash Flow statements.

**Note:** Indirect cost and G&A Costs are added up in the Overhead Cost.

To calculate project revenue:

1. **Under the Propose New Projects task list, launch Revenue Planning.**
   
   See “Viewing the Propose New Projects Task List” on page 110.

2. **Select a Page Dimension from the drop-down list, and then click .**

3. **Select >> at the right corner of the page to displays the Revenue Drivers for Capital Project information.**

4. **Right-click on the Revenue Drivers – Capital Project form, and then select Calculate Project Revenue.**

5. **“Calculate Capital Revenue was successful” is displayed. Click OK.**

### Reviewing Project Financials

After all revenue and expenses are entered and calculated, you can view the financial statements for a project. This step must occur before submitting the project for approval. You begin reviewing projects by calculating the financial statements. After they are calculated, you can review the project’s impact on the Cash Flow and Income Statement. You can then review the project KPIs, provide a detailed project justification, and review the project score so you can start analyzing the full financial outlook of the project and request funding.

To review project financials for new projects:

1. **Under the Propose New Projects task list, expand Review Project Financials.**
   
   See “Viewing the Propose New Projects Task List” on page 110.

2. **Launch one of the following tasks:**
   
   - Detailed Project Justification
   - Calculate Financial Statements
   - Review Project Performance

### Reviewing the Detailed Project Justification

The project manager can justify the project by providing responses to a list of predefined questions. Doing so helps the business unit head assign subjective scores to projects, which will then be used for project ranking. You can add questions to the application. The Review
**Justification and Rate Projects** composite form enables you to rate a project for the subjective score.

- To review the detailed project justification:
  1. Under the Propose New Projects task list, expand Review Project Financials.
     
     See “Viewing the Propose New Projects Task List” on page 110.
  2. Launch Detailed Project Justification.
  3. Review the Review Justification and Rate Projects composite form.

**Reviewing Project Funding**

Projects require funding to offset the expenses they must incur. Usually, projects require more funding at the start, because revenue streams come later in the project cycle. Some expense funding can be taken from project revenue, but the rest of the expenses must be funded from other sources. The project manager must request funds from the Finance department. After funding requests are approved by the finance manager, funding allocation details can be reviewed.

After planning expenses for a project, the project manager can request funding. The project manager determines the funding required for the project and then creates funding requests. Project Financial Planning provides funding request forms and predefined business rules so the project manager can create the funding request. After a request is created, it is submitted to a finance manager for approval. After a funding request is approved, the project can be assigned with the sources of funds, its cost-of-capital details, and time line of funding. This information helps calculate the cost of capital (interest expense) to be allocated for the project.

- To review project funding:
  1. Expand the Propose New Projects task list.
     
     See “Viewing the Propose New Projects Task List” on page 110.
  2. Launch Review Project Funding.

This task is the same task that is performed when reviewing project funding for existing projects. For information about reviewing project funding and for procedures instructing you how to perform the funding tasks, see “Reviewing Project Funding” on page 103.

**Submitting the Plan for Approval**

After you complete project tasks, review financial statements, and request funding, you can promote your plan to another user for approval. Go to the Submit Plan for Approval page, and start or promote the planning unit. After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit. For information about promoting planning units, see Chapter 10, “Managing Planning Units” in the Oracle Hyperion Planning User’s Guide.
In Allocating Workforce Resources to Projects:

- Administering Workforce
- Planning Workforce
- Performing Workforce Analysis
About

Subtopics

- Workforce Assumptions
- Employee Dimension
- Job Dimension

All companies create plans to help prepare for the future, aligning their limited corporate resources—people and dollars—against the strategies that they believe best leverage their competitive market advantage. Through collaborative planning, departments coordinate and allocate the company’s finite resources. Companies that can best detect market opportunities and quickly realign their resources gain a competitive advantage. Employee compensation represents one of a company’s largest expenses and its most critical resource.

Workforce planning enables you to manage, prioritize, and plan for these resources, providing a comprehensive view of the resources across projects and facilitating efficient allocating and hiring decisions. Administering workforce expenses involves planning or forecasting employee compensation expenses, which includes:

- Loading the Job dimension. This dimension can be used to capture all the positions in the organization.
- Loading the Employee dimension from the company’s HRMS
- Refreshing the application after making changes to synchronize the application with Essbase
- Loading employee data from the company’s HRMS
Setting and updating workforce compensation assumptions (also called Global Rates) that drive various expense calculations and include such elements as salary, health care expenses, merit increases, taxes, and default working days, hours, and standard hourly rates (based on Job) (see “Workforce Assumptions” on page 124 and “Setting Global Rates for Employees” on page 125).

Calculating and rolling up compensation by Entity, Scenario, Version, and Year to aggregate expense totals

For information on the roles and responsibilities for various Project Financial Planning users, see “Project Financial Planning Roles” on page 30.

Workforce Assumptions

Workforce assumptions are used in calculations to derive compensation-related expenses. Workforce assumptions can be set by entity or at the ”No Entity” level (for default assumptions). If the assumptions are set for the entity then, they are used for calculations; otherwise, the assumptions set for the organization are used.

Workforce resource assumptions include:

- Midpoint salary by grade, used in new hire salary calculations
- Employee benefits assumptions, which drive such calculations as health care costs, merit increases, and taxes
- Working hours and days, which drive hourly costs and labor hours calculations for employees
- Standard labor rates, which drive labor expense calculations

Employee Dimension

You can perform detailed employee planning in Project Financial Planning. The process involves uploading employees into Project Financial Planning, including the employee structure. Additionally, employee properties account members such as Grade or Salary should also be loaded into the application (see “Employee Template” on page 229). You can customize the Employee member properties as described in the Oracle Hyperion Planning Administrator’s Guide. For example, you can change the employee type, grade, FTE, status, and labor rates that drive calculations.

Job Dimension

You can perform high level employee planning in Project Financial Planning with the Job dimension. Ensure that all the positions present in the organization are present in Project Financial Planning as members of Job dimension. When importing the data for employees from the company’s HRMS, the data should be imported at the correct intersection of the Job and Employee.
Process

Oracle recommends that you update employee data (dimensions and data) before preparing financial plans, either Plan or Forecast. After you update the Employee dimension and refresh the application, you can execute employee compensation calculations to consolidate up-to-date employee compensation plans or forecasts.

Note: Project Financial Planning gives you the flexibility of planning full employee compensation or alternatively, simply planning for the labor expenses of projects. In this case, you work with labor requisitions, standard labor rates, and standard billing rates, and need not load or reconcile employee compensation information (that is, the Employee dimension, midpoint salary and the other detailed assumptions). You just load and manage standard billing rates and standard labor rates.

Workforce Administration Task List Tasks

1. Set global rates for employees, such as salary midpoints by grade, employee benefits assumptions, default working days and hours, and standard hourly rates.
   See “Setting Global Rates for Employees” on page 125.
2. Import employees and refresh the application.
   See “Importing Employees” on page 127.
3. Calculate employee compensation.
   See “Calculating Employee Compensation” on page 127.

Viewing the Workforce Administration Task List

To view the Workforce Administration task list:

1. Launch Project Financial Planning.
   See “Logging On and Accessing Project Financial Planning” on page 38.
2. Select View, then Task List, and then Task List.
3. Expand Workforce Administration.

4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

Setting Global Rates for Employees

Global rates are used in various calculations to derive costs. These assumptions are often set at a high level and, for certain assumptions, can be changed at a lower level. This task enables you to set midpoint salaries by grade, employee benefits assumptions, default working days and
hours, and standard hourly rates. For information on how global rates are used in compensation calculations, see “Workforce Assumptions” on page 124.

To set global rates for the workforce:

1. Under the Workforce Administration task list, launch Set Global Rates.

   See “Viewing the Workforce Administration Task List” on page 125.

2. Complete the 9.00 WFP Set Rates composite form.

   Notes:

   - The Set Mid Salary Compensation Assumptions form displays 13 grade levels. For information on deleting or adding grade levels, see “Adding Grade Levels” on page 127.

   - The data that you enter on the Set Employee Benefits Assumptions form is used for driving such calculations as annual salary increases, merit increases, health care costs, and merit increases.

   - The data that you enter on the Set Default Working Days and Hrs form is used in Hourly Rate and Labor Hours calculations.

   In page dimension select a vendor, and then complete the Vendor Assumptions form. This form defines all the standard working days for each vendor and also define the standard working hours per week for each vendor. The details provided in this form are required for Workforce Administrator to select a vendor.

   - The data that you enter on the Enter Standard Hrly Labor Rates form are used in Labor Assignments to keep compensation for individual employees confidential. Standard Hourly Rates are used in calculating project labor expenses for Labor Requisitions: the Standard Hourly Rate multiplied by the Labor Hours equals the Project Labor Expense. Since labor expenses are calculated based on standard rates, you must recalculate all labor expenses whenever the standard rates are changed. To recalculate project labor expenses for all projects which use the same Job dimension member, right-click the Enter Standard Hrly Labor Rates form, and then select Calculate Project Labor.

   In the page dimension, select a vendor and then directly enter values for each line item. This form defines all the standard hourly labor rates for jobs. The details provided in this form are required for Workforce Administrator to select a vendor.

   - On the Set Base Billing Rate form you can set base assumptions for labor billing rates for different levels. By default, the application ships six billing levels, three each for Onsite/Offsite. (Note that you can add more levels similar to “Adding Grade Levels” on page 127.) When setting billing rates at the project level, you can either use the base rates for billing labor resources or define project specific rates. The shortcut menu Copy Base Billing Rate on the Revenue Planning, T&M Labor Billing Rates form allows you to copy base billing rates to a project. This data is used for labor revenue calculations: the number of hours by resource is multiplied by the billing rate of the resource.

   - On the Set Base Billing Level form, similar to base billing rate, you can set the base billing level for each job. Possible billing levels are: Level1, Level2Level3, Non Billable, Unspecified, and Default. At the project level, if you choose the default billing level for
a specific labor resource, the base billing level will be used for labor revenue calculations; for example, if the base billing level for “Software Eng” is defined as “Level 1” and for project “MATS,” the billing level for “Software Eng” is defined as “Default,” “Level 1” will be used while calculating revenue.

Adding Grade Levels

Project Financial Planning includes 13 grade levels, and you can delete levels or add grade levels as needed.

► To add a grade level:

1. In the Grade Smart List, add a Smart List entry for the new grade level.
2. In the Account dimension, expand the Workforce Planning - Accounts member, the Assumption Input member, and then add the new grade under the Average Salary by Grade member.

   Project Financial Planning calculations will now include the new grade level.

3. **If you added a grade level:** For each new grade level that you added, enter an alias into the CalcLogic alias table so that the calculations work automatically.

   The CalcLogic alias syntax is: \texttt{Grade -n}, where \texttt{n} is the new level.

For instructions on working with Smart Lists, dimensions, and alias tables, see the *Oracle Hyperion Planning Administrator’s Guide*.

Importing Employees

You typically start workforce plans by loading employee data from your company’s source HRMS.

For more information, see:

- “Employee Dimension” on page 124
- Appendix A, “Templates”
- *Oracle Hyperion Planning Administrator’s Guide*

After updating employee information, synchronize the application with Essbase by refreshing the application. For instructions, see the *Oracle Hyperion Planning Administrator’s Guide*.

Calculating Employee Compensation

To see the total compensation for an entity, run the “Calculate Compensation For All Employees” business rule, associated with the Calculate Compensation task. This business rule calculates employee compensation by entity, based on expense data. You can execute the
“Calculate Compensation For All Employees” business rule in a batch process after loading employee data from the source HRMS or after you plan resources for an entity.

To calculate employee compensation:

1. Under the Workforce Administration task list, launch Calculate Compensation. See “Viewing the Workforce Administration Task List” on page 125.

2. Launch the “Calculate Compensation For All Employees” business rule.

3. In Calculate Compensation For All Employees, ensure values are selected for all elements.

4. Click Launch.

Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator's Guide.
About

Through Workforce Planning, companies determine the employee resources needed to achieve their targets, assign employees to various positions, and plan for adding new employees. Companies must also gauge the various direct and indirect costs incurred by employees, such as health care and taxes. Workforce Planning calculates these expenses—both simple and complex—based on certain drivers. Driver-based planning runs key business assumptions through models, providing the insight to proactively manage the volatility of future financial performance. For example, performance drives bonus and merit increases, primary factors in determining total compensation. Workforce Planning enables actions such as transferring employees to another department, planning for their departure, and placing them on maternity leave or leave of absence.

Managers can model future headcount and related expenses, working with up-to-date information about workforce expenses. By planning compensation expenses in direct correlation to headcount, planners can effectively manage one of their largest variable expenses. When a material event occurs that causes a change in direction, planners can adapt rapidly, ensuring that plans are relevant and useful.

This section explains planning for employee-related expenses. To change employee status, planners click cells in forms and select items from Smart Lists or menus. They can also run business rules to modify employee records (for example, to transfer an employee to a different department). Employee properties are account members such as Grade or Salary. Employee...
members can have associated Smart Lists, and they may depend on another employee property. For example, the value in the FT/PT (full time/part time) Account member depends on the value entered in the FTE (full-time equivalent) account. You can customize the employee properties; for example, you can change the employee type, grade, FTE, status, and performance that drive calculations.

**Process**

When the relevant information on employees is loaded from the source HRMS system (see “Importing Employees” on page 127), the Employee dimension and its account properties are prepopulated in the Project Financial Planning application, and accurate resource expenses can be reviewed and calculated. Managers typically review the information for employees in their entity (that is, their department or cost center), verifying their salary, employee properties such as full time or part time, and other compensation assumptions, such as bonuses and merit increases. Managers then make adjustments as new events occur (for example, employees are hired, transferred, retired, and so on).

After verifying that the employee information is accurate, they can plan for new hires. To add newly hired employees to a department, managers can use the “Add TBH Hourly” or “Add TBH Salary” business rule.

**Workforce Planning Task List Tasks**

1. Manage existing employees, such as reviewing their status, applying salary adjustments, and calculating compensation.
   
   See “Updating Existing Employees” on page 131.

2. Add new hires.
   
   See “Adding New Hires” on page 135.

3. Calculate compensation.
   
   See “Calculating Compensation” on page 134.

4. Review total employee compensation.
   
   See “Reviewing Total Employee Compensation” on page 140.

5. Calculate future years compensation expense.
   
   See “Calculating Future Years Compensation” on page 140.

6. Submit the plan for approval.
   
   See “Submitting the Plan for Approval” on page 141.
Viewing the Workforce Planning Task List

To view the Workforce Planning task list:

1. Launch Project Financial Planning.
   See “Logging On and Accessing Project Financial Planning” on page 38.
2. Select View, then Task List, and then Task List.
3. Expand Workforce Planning.
4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

Updating Existing Employees

Subtopics

- Reviewing Existing Employees
- Changing Employee Status
- Transferring Employees
- Planning an Employee’s Departure
- Calculating Compensation
- Reviewing Employee Project Assignment

The Existing Employees task list enables you to review employees, change employee status, review and update employee compensation, and calculate compensation.

Reviewing Existing Employees

This task enables you to review and update, for each employee in the entity, information such as salary, merit increases, and working hours. Here, you ensure that employees are correctly assigned to cost centers and that the information that was loaded from the HRMS is correct. If the information is correct, use this task to make such adjustments as salary increases.

The **Review Existing Employees** master details form displays existing employee details in the top form; employee expenses summary and employee status information is displayed in the bottom form.

To review existing employees:

1. Navigate to the Workforce Planning task list.
   See “Viewing the Workforce Planning Task List” on page 131.
2. Launch Existing Employees.
3. Review the **Review Existing Employees** master details form.
   On this form, review and update:
From the form, use the shortcut menu to change employee status, transfer employees, plan an employee's departure, calculate compensation, and review employee assignments.

## Changing Employee Status

To change an employee's status, managers select a new value for Action, such as Maternity or Disability.

1. **Open the Review Existing Employees form.**
   
   See “Reviewing Existing Employees” on page 131.

2. **Right-click the name of the employee in the upper portion of the form, and then select Change Employee Status.**

3. **Update the Change Existing Employee Status form.**

   For **Action**, select from the following employee status options:
   
   - Active
   - Disability
   - Leave of Absence
   - Maternity
• On Sabbatical

**Note:** If you change an employee's status from Active to Disability or On Sabbatical, the salary calculation for that month is unaffected. If you change the status to Leave of Absence, the salary is not calculated for that month. If you change the status to Maternity, the salary is calculated as \((\text{Salary} \%- \text{Maternity Leave}) \times (\text{Original Salary})\), for the months in which the status is set to maternity. **Salary % - Maternity Leave** is set on the Set Employee Benefits Assumptions form. See “Setting Global Rates for Employees” on page 125.

4 Click Change Employee Status.

## Transferring Employees

Transferring an employee changes the department (or entity) against which their compensation expenses are calculated. Managers transfer employees using business rules. Depending on your business needs, employees can be transferred in two steps using the “Transfer Out” and “Transfer In” business rules, or in one step using the “Transfer” business rule.

The two-step transfer process provides security; it ensures that a manager in Department A cannot see member data for Department B without access permissions. The owner of Department A should transfer out an employee during the same month that the owner of Department B transfers in the employee.

Planners can use a one-step transfer process if security is not an issue (that is, the planner has access permissions to the source and target entities involved in the transfer). The “Transfer” business rule transfers employees out of one department and into another.

**Note:** You cannot transfer an employee who is assigned to a project.

➢ To transfer employees:

1. Open the Review Existing Employees form.
   See “Reviewing Existing Employees” on page 131.

2. Right-click the name of the employee in the upper portion of the form, select Transfer Employees, and then select an option:
   - **Transfer In**—Runs the “Transfer In” business rule, which transfers the employee into the new department.
   - **Transfer Out**—Runs the “Transfer Out” business rule, which transfers the employee out of the current department.
   - **Transfer**—Runs the “Transfer” business rule, which transfers the employee out of one department and into another in one step.

3. Click Transfer.
After an employee is transferred out, employee data is not retained in the old department as of the transfer date. When the employee is transferred to the new department, the status is set to Active for that department, and the employee’s salary is calculated in the new department.

Planning an Employee's Departure

Perform this task to plan the departure of an employee.

Note: You cannot plan a departure for an employee who is assigned to a project.

➢ To plan the departure of an employee:

1. Open the Review Existing Employees form.
   See “Reviewing Existing Employees” on page 131.

2. Right-click the name of the employee in the upper portion of the form, and then select Plan Departure.

3. In Plan Departure, specify or select values.

4. Click OK.

Calculating Compensation

This task calculates compensation for an existing employee.

➢ To calculate employee compensation:

1. Open the Review Existing Employees form.
   See “Reviewing Existing Employees” on page 131.

2. Right-click the name of the employee in the upper portion of the form, and then select Calculate Compensation.
   This launches the “Calculate Existing Employee Compensation” business rule.

3. Click OK.

Reviewing Employee Project Assignment

This task enables you to review the project and the percent allocated by month to which an employee is assigned.

➢ To review the project assignment for an employee:

1. Open the Review Existing Employees form.
   See "Reviewing Existing Employees" on page 131.
2 Right-click the name of the employee in the upper portion of the form, and then select Review Employee Project Assignment.

3 Review the 5.05 Review Employee Assignments Details form.

Adding New Hires

Subtopics
- Adding a New Hiring Requisitions
- Adding Outside Contractor Hiring Requisitions
- Removing Outside Contractor Request
- Calculating Outside Contractor Cost
- Changing Outside Contractor Requisition Status
- Viewing Standard Hourly Rate
- Removing the Hiring Requisitions
- Changing Hiring Requisition Status

When workforce demands exceed the number of available employees, managers can use this task to add a vacant job to be filled by an employee hired in the future.

The Add New Hires master details form displays new hire request details in the top form; the Employee Expense Summary is displayed in the bottom form.

To add new hires:
1 Under the Workforce Planning task list, launch Add New Hires.
   See “Viewing the Workforce Planning Task List” on page 131.
2 Complete the 3.00 New Hire Request master details form.
3 From the New Hire - Request tab, use the shortcut menu to add and Remove Hiring Requisition (TBH), calculate compensation, and change requisition status.

Adding a New Hiring Requisitions

This task adds a vacant job to be filled by an employee hired in the future.

To add hiring requisitions:
1 Open the Add New Hires composite form.
   See “Adding New Hires” on page 135.
2 Right-click the New Hire - Request form, select Add Hiring Requisition, and then select Salary or Hourly.
3 In Add Hiring Requisition, specify or select the settings that are applicable for the requisition:
   - Select Job—The type of job required for the project.
- **Employee Type**—Regular, Contractor, or Temporary
- **Number of Requisitions**—The number of requisitions needed. A row is created for each requisition.
- **Enter FTE**—The full-time equivalent for the position. For example, an FTE of .5 means the position is for a half-time employee.
- **Year/Start Month**—The year and starting month of the requisition.
- **Grade**—The grade of the requisition.
- **Market Adjustment**—Mid Point Salary Rates by Grade is used in calculating the compensation for new hires. When the Mid Point Salary is not enough to offer a prospective employee (perhaps because of geographic differences or a skill set is difficult to find), specifying a market adjustment value enables you to indicate how much over the Mid Point Salary is needed to hire for a position.
- **Pay Type**—Exempt or Non-exempt
- **Hours per week**—For hourly, enter the hours per week.
- **Salary Rate**
- **Health Plan**—Individual, Individual+1, or Family
- **Tax Region**—USA or No Region
- **Comments** (optional)

4 Click Add.

### Adding Outside Contractor Hiring Requisitions

You can hire a new outside contractor but outside contractors are not eligible for other benefits such as: Tax, Medical Insurance, and so on.

To add a new contractor request:

1. **Under the Workforce Planning task list, launch Add New Hires.**
   
   See “Viewing the Workforce Planning Task List” on page 131.

2. **In New Outside Contractor - Request composite form, select a Vendor from page dimension, and then right-click to select Add Contractor Request.**

3. **Provide the following details in the Runtime Prompts dialog box:**
   - **Select Job**—The type of job required for the project.
   - **Enter Headcount**—The number of resources needed to accomplish the work. If more than 1 is entered, the hours are calculated. (HC × Labor Hours)
   - **Enter FTE**—The full-time equivalent for the position. For example, an FTE of 0.5 means the position is for a half-time employee.
   - **Year**—The year of the requisition
   - **Start Month**—The starting month of the requisition.
Removing Outside Contractor Request

You can remove the outside contractor requisition that is no longer required or you can remove the outside contractor request that was added by mistake.

To remove the outside contractor request:

1. In New Outside Contractor - Request composite form, select an Outside Contractor, and then right-click to select Remove Contractor Request.
2. Click OK in the Launch Confirmation Message dialog.

Calculating Outside Contractor Cost

Use this rule to calculate the cost for all the outside contractors. While calculating cost for outside contractors only salary rate are applicable but other benefits such as: Tax, Medical Insurance and so on are not eligible for outside contractor. This business rule calculates outside contractor’s compensation and then the expense data are recorded within the “Outside Contractor Expense” Account.

To calculate compensation for all outside contractors:

1. Under the Workforce Planning task list, launch Add New Hires.
2. In New Outside Contractor - Request composite form, select an Outside Contractor, and then right-click to select Calculate Cost.
3. In the 1.05 New Employee Expenses Summary by Vendor form, you can review the detailed information of outside contractors.

Changing Outside Contractor Requisition Status

Using the “Change Requisition Status” business rule, you can changing the status of outside contractors requisitions to Approve, Reject, On-Hold, or Cancel.

To change the status of the Outside Contractor Requisition:

1. Under the Workforce Planning task list, launch Add New Hires.
2. Right-click on the New Outside Contractor - Request form, and then select Change Requisition Status.
3. In Change Requisition Status, select the settings that apply:
● **Select Job**—The job you are changing.

● **Contractor Requisitions**—Provide the contractor requisition details.

● **Enter Status**—Select from the following options:
  - **Approved**—The requisition is approved. The hiring manager can hire a new person for the organization.
  - **Unapproved**—The requisition is rejected or not approved. The hiring manager cannot hire a new person for the organization.
  - **On-hold**—The requisition is postponed or must be put on hold.
  - **Closed**—The requisition is completed or is canceled.

4 Click **OK**.

### Viewing Standard Hourly Rate

You can view the Standard Hourly Rates that are defined by each vendor. These rates are used in labor calculations.

▸ To view the standard hourly rate:

1 **Under the Workforce Planning** task list, launch **Add New Hires**.
   
   See “Viewing the Workforce Planning Task List” on page 131.

2 Right-click on the **New Outside Contractor - Request** form, and then select **View Standard Hourly Rate**.

3 In **Review Standard Hourly Rates and Add Contractors** form, you can review the standard hourly rates by vendors for a selected job.

### Removing the Hiring Requisitions

Use this rule to remove an employee requisition that is no longer required or to remove the requisition that was added by mistake.

▸ To remove the hiring requisitions:

1 **Open the Add New Hires composite form**.
   
   See “Adding New Hires” on page 135.

2 From the **New Hire - Request** form, right-click the requisition.

3 **Select Remove Hiring Requisition**.

### Changing Hiring Requisition Status

Using the “Change Requisition Status” business rule, managers can adapt to organizational requirements by changing the status of hiring requisitions to Approve, Reject, Postpone, or
Cancel. The hiring requisition status is set to New when a request is made. After the requests are submitted for approval, the approving authority must change the status of individual requests before promoting the plan through the Approvals process.

To change the status of a hiring requisition:

1. Open the Add New Hires composite form.
   See “Adding New Hires” on page 135.
2. Right-click the New Hire - Request form, and then select Change Requisition Status.
3. In Change Requisition Status, select the settings that apply:
   - Select Job — The job you are changing.
   - Hiring Requisitions — The hiring requisition number.
   - Enter Status — Select from the following options:
     - Approved — The requisition is approved. The hiring manager can hire a new person for the organization.
     - Unapproved — The requisition is rejected or not approved. The hiring manager cannot hire a new person for the organization.
     - On-hold — The requisition is postponed or must be put on hold.
     - Closed — The requisition is completed or is canceled.
4. Click OK.

Calculating Compensation

To see the total compensation for an entity, run the “Calculate Compensation For All Employees” business rule, associated with the Calculate Compensation task. This business rule calculates employee compensation for all employee both for regular employee, internal contractors, and outside contractors. The total compensation values are aggregated by entity, based on expense data. You can execute the “Calculate Compensation For All Employees” business rule in a batch process after loading employee data from the source HRMS or after you plan resources for an entity.

To calculate compensation for all employees:

1. Under the Workforce Planning task list, launch Calculate Compensation.
   See “Viewing the Workforce Planning Task List” on page 131.
2. Launch the “Calculate Compensation For All Employees” business rule.
3. Click Launch.

Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator’s Guide.
Reviewing Total Employee Compensation

The **4.16 Total Employee Compensation** master details form displays total employee compensation details in the top form; Hourly Costs are displayed in the bottom form.

- To review total employee compensation:
  1. Under the Workforce Planning task list, launch Review Total Employee Compensation.
     See “Viewing the Workforce Planning Task List” on page 131.
  2. Review the 4.12 Total Employee Compensation form.

Reviewing Total External Contractor Expense

The **4.12 Total External Contractor Expense** form displays total external contractor expense for respective vendors and jobs in the top form. The Hourly Costs are displayed for each year.

- To review total external contractor expense:
  1. Under the Workforce Planning task list, launch Review Total External Contractor Expense.
     See “Viewing the Workforce Planning Task List” on page 131.
  2. Review the 4.12 Total Vendor form.

Calculating Future Years Compensation

The **Calculate Future Years Compensation** task enables managers to determine compensation expenses for their organization for future years. You select the year on which to base compensation and predict future compensation. The calculation assumes a merit increase for each year that is entered in the global assumptions.

- To calculate future years compensation:
  1. Under the Workforce Planning task list, launch Calculate Future Years Compensation.
     See “Viewing the Workforce Planning Task List” on page 131.
  2. Launch the “Calculate Future Year Compensation Expense” business rule.
  3. In Calculate Future Year Compensation Expense, specify or select the settings that apply to your organization:
     - **Department**—The entity for which to calculate future compensation.
     - **Scenario**
     - **Version**
     - **Select Base Year**—The year on which to base compensation.
- **Select Future Year**—The last year on which to predict compensation. For example, if you select 2012 as the Base Year and 2015 as the Future Year, Project Financial Planning predicts compensation for years 2013, 2014, and 2015.

- **Override Existing Data**:
  - **Yes**—Select if you want all compensation data that has been entered in the selected future years for an employee to be overwritten and recalculated.
  - **No**—Select if you do not want data that was specifically entered for an employee in the selected future years to be overwritten.

4 Click Launch.

**Note:** For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the *Oracle Hyperion Planning Administrator’s Guide*.

### Submitting the Plan for Approval

Corporate planners, operational managers, or department managers prepare the workforce plans, sometimes including multiple scenarios. They submit them to senior financial and Human Resource managers for review and approval. A corporate planner typically consolidates the plan and prepares reports about the workforce. Companies can modify plans, when necessary, to respond to changing conditions.

After planning your workforce requirements, submit the plan for approval using Planning’s approvals functionality. See Chapter 10, “Managing Planning Units” in the *Oracle Hyperion Planning User's Guide*. 
About

Workforce analysis helps resource managers review employee utilization, manage staffing requests, and plan for new hires.

Workforce analysis is an optional component within Project Financial Planning. If you perform detailed project assignment outside of Project Financial Planning, you can import the information.

Process

Project Financial Planning provides managers an overall view of their area of control by providing an interactive Performance Review form that displays their key metrics to help them understand their organization’s performance and identify issues. From there the resource manager can review in detail the utilization rates of employees to see how the department is performing against goals and to determine which resources are available to work on projects. The resource manager reviews all project requests for resources and determines how to staff
projects. Resource managers can staff projects by assigning employees to the project or by requesting new hires.

**Workforce Analysis Task List Tasks**

1. Roll up the data in the workforce planning cube.
   See “Rolling Up Data” on page 145.
2. View the Resource Manager Dashboard to view utilization trends, hiring plans, project staffing requests by FTE, and project staffing requests by labor hours.
   See “Viewing the Resource Manager Dashboard” on page 145.
3. Review the utilization of labor.
   See “Reviewing Utilization” on page 146.
   See “Reviewing Labor Requests Across Projects” on page 146.
5. Staff projects.
   See “Staffing Projects” on page 146.
6. Raise new hire requests.
   See “Requesting New Hires” on page 148.
7. Recalculate compensation.
   See “Recalculating Compensation” on page 150.
8. Review total compensation.
   See “Reviewing Total Compensation” on page 150.
9. Review employee headcount and FTE.
   See “Reviewing Employee Headcount and FTE” on page 151.

**Viewing the Workforce Analysis Task List**

To view the Workforce Analysis task list:

1. Launch Project Financial Planning.
   See “Logging On and Accessing Project Financial Planning” on page 38.
2. Select View, then Task List, and then Task List.
3. Expand Workforce Analysis.
4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.
**Rolling Up Data**

To see the consolidated workforce expenses, use the Roll Up Data task.

- To roll up data:
  1. Under the Workforce Analysis task list, launch Rollup Data.
     See “Viewing the Workforce Analysis Task List” on page 144.
  2. Launch the “Rollup WFP Cube” business rule.
  3. Click Launch.

  **Note:** Rolling up the data also contains the vendor details.

  **Note:** For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator’s Guide.

**Viewing the Resource Manager Dashboard**

The Resource Manager Dashboard - Workforce Overview helps you manage resources across the organization by presenting key elements with which you can interact: utilization, hiring plans, and project staffing. Doing so helps you understand your organization’s performance and identify issues.

**Note:** You can view the resources across the organization for both existing internal employees and existing external employees.

Components of the Resource Manager Dashboard:

- Utilization Trend
- Hiring Plan
- Project Staffing Request - FTE
- Project Staffing Request - Labor Hrs

- To view the Resource Manager Dashboard:
  1. Under the Workforce Analysis task list, launch Resource Manager Dashboard.
     See “Viewing the Workforce Analysis Task List” on page 144.
  2. Review the Resource Manager Dashboard.
Reviewing Utilization

This task helps you review employee utilization for both existing employees and existing external outside contractors assignments. You can also review employee utilization by vendor such as: External Outside Contractors.

About employee utilization calculations:

- Utilization = Total Labor Hours / Working Hours
- Total Labor Hours: Sum of labor hours for an employee across all projects
- Working Hours: Available working hours for an employee
- If an employee is available but is not involved in any project, that employee's utilization is 0 (zero).

➢ To review employee utilization:

1. Under the Workforce Analysis task list, launch Review Utilization.
   See “Viewing the Workforce Analysis Task List” on page 144.
2. Review the 5.01 Employee Utilization Review composite form.

Reviewing Labor Requests Across Projects

The Review Labor Requests across Projects task enables resource managers to review the consolidated resource requests by job for the organization across all projects. You can perform a detailed analysis to determine the projects requesting each resource, the requested hours, headcount, and FTE. Doing so helps you determine how best to meet staffing requests and see opportunities to combine similar jobs.

➢ To review labor requests across projects:

1. Under the Workforce Analysis task list, launch Review Labor Requests across Projects.
   See “Viewing the Workforce Analysis Task List” on page 144.
2. Review the 5.11 Review Project Requisitions composite form.

Staffing Projects

Subtopics

- Changing the Requisition Status
- Assigning Existing Employees
- Existing Employees Assigned to Project

Fulfilling resource requests by projects is accomplished by assigning employees to project requests or hiring additional resources. Typically, you first staff projects by assigning existing
resources who have the proper job skills and are available to work on a project. With the Staff Projects task, you can view resource requests at the project and job level and determine if a request can be met by an existing employee.

➢ To staff projects:
1 Under the Workforce Analysis task list, launch Staff Projects.
   See “Viewing the Workforce Analysis Task List” on page 144.
2 Complete the 8.14 Reconcile Project Requisitions composite form.
3 From the form, use shortcut menus to change the requisition status and assign an employee.

Changing the Requisition Status

This task enables you to change the status of a labor requisition to approved, unapproved, or on hold.

➢ To change the requisition status:
1 Open the 8.14 Reconcile Project Requisitions composite form.
   See “Staffing Projects” on page 146.
2 Select the Project Requisitions tab, right-click the requisition, and then select Change Requisition Status.
3 In Change Requisition Status, specify or select the settings that are applicable for the requisition:
   ● Select Job
   ● Labor Requisitions—The labor requisition number.
   ● Enter Status—Select from the following options:
     ○ Approved
     ○ Unapproved—The staffing request is rejected or cancelled
     ○ On-hold—The requisition is postponed or must be put on hold.
4 Click OK.

Assigning Existing Employees

The “Assign Existing Employee” business rule enables managers to allocate an employee to a labor requisition. After an employee is assigned, the employee’s utilization rate is updated to reflect their work on the project.

➢ To assign employees to projects:
1 Open the 8.14 Reconcile Project Requisitions composite form.
   See “Staffing Projects” on page 146.
2 Select the required page dimension from the lower Assign Existing Employees area of the form, right-click to select Assign Existing Employee.

3 In Assign Existing Employee, specify or select the values that are applicable for your project:
   - Enter Project
   - Select Job
   - Enter Labor Requisition
   - Select Existing Employee
   - Existing External Contractor Vendor
   - Enter Vendor
   - Comments (optional)

4 Click Launch.

Existing Employees Assigned to Project

This task enables you to view the details for all the requisitions and existing employees assigned to project by vendor. Based on the project requisition, you can assign an existing employee either internal or external contractors and reconcile the request. You can try to allocate an existing employee from the same vendor to two different project.

**Note:** After assigning an employee, you can view the percentage of allocation of that employee for a particular project.

➢ To review the existing employees assigned to project:

1 Under the Workforce Analysis task list, launch Staff Projects.
   See “Viewing the Workforce Analysis Task List” on page 144.

2 Review the 8.14 Reconcile Project Requisitions composite form.

Requesting New Hires

**Subtopics**

- Adding New Hiring Requisitions
- Calculating Compensation

If a resource manager determines that a resource request for a project cannot be fulfilled from the employee population, they can raise a new hire request to indicate that the job will be filled by a future employee.
To request new hires:

1. Under the Workforce Analysis task list, launch **Raise New Hire Requests**.
   See “**Viewing the Workforce Analysis Task List**” on page 144.

2. Complete the **Staffing Requests** composite form.

3. From the **Staffing Requests** form, use the shortcut menu to Add Hiring Requisition, calculate compensation, and change requisition status.

### Adding New Hiring Requisitions

After verifying that employee information for your entity is accurate, you can focus on adding hires. The **Raise New Hire Requests** task adds a vacant job to be filled by a future employee.

To add a new hiring requisitions:

1. Open the **Staffing Requests** composite form.
   See “**Requesting New Hires**” on page 148.

2. Right-click the lower **Raise New Hire Requests** portion of the form, select **Add Hiring Requisition**, and then select **Salary** or **Hourly**.

3. In **Add Hiring Requisition**, specify or select the settings that are applicable for the requisition:
   - **Select Job** — The type of job required for the project.
   - **Employee Type** — **Regular**, **Contractor**, or **Temporary**
   - **Number of Requisitions** — The number of requisitions needed.
   - **Enter FTE** — The full-time equivalent for the position. For example, an FTE of .5 means the position is for a half-time employee.
   - **Year/Start Month** — The year and starting month of the requisition.
   - **Hours per week** — For hourly, enter the hours per week.
   - **Salary Rate**
   - **Grade** — The grade of the requisition.
   - **Market Adjustment** — Mid Point Salary Rates by Grade is used in calculating the compensation for new hires. When the Mid Point Salary is not enough to offer a prospective employee (perhaps because of geographic differences or a skill set is difficult to find), specifying a market adjustment value enables you to indicate how much over the Mid point Salary is needed to hire for a position.
   - **Pay Type** — **Exempt** or **Non-exempt**
   - **Health Plan** — **Individual**, **Individual+1**, or **Family**
   - **Tax Region** — **USA** or **No Region**
   - **Comments** (optional)

4. Click Add.
Calculating Compensation

Run the “Calculate New Hire Compensation” business rule to calculate new hire compensation expenses.

➤ To calculate new hire compensation:
1 Open the Staffing Requests composite form.
   See “Requesting New Hires” on page 148.
2 Right-click the lower Raise New Hire Requests portion of the form, and then select Calculate Compensation.
3 Click OK.

Recalculating Compensation

Run the “Calculate Compensation For All Employees” business rule to recalculate compensation expenses to reflect changes made in the staffing project task, including adding hires and assigning resources.

➤ To calculate employee compensation:
1 Under the Workforce Analysis task list, launch Recalculate Compensation.
   See “Viewing the Workforce Analysis Task List” on page 144.
2 Launch the “Calculate Compensation For All Employees” business rule.
3 Click Launch.

Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator’s Guide.

Reviewing Total Compensation

The Review Total Compensation task enables managers to review employee compensation totals for their organization.

➤ To review total compensation:
1 Under the Workforce Analysis task list, launch Review Total Compensation.
   See “Viewing the Workforce Analysis Task List” on page 144.
2 Review the 4.12 Total Employee Compensation form.
Reviewing External Contractor Expense

This task enables you to review the external contractor expenses by all vendor for the respective job and year.

► To review external contractor expenses:

1. **Under the Workforce Analysis task list, launch Review Total Compensation.**
   
   See “Viewing the Workforce Analysis Task List” on page 144.

2. **In Review Total Compensation form, and then select External Contractor Expenses tab** to review the external contractor expenses by all vendors.

Reviewing Employee Headcount and FTE

This task enables managers to review total employee headcount and FTE for their organization.

► To review employee headcount and FTE:

1. **Under the Workforce Analysis task list, launch Review Employee Headcount and FTE.**

   See “Viewing the Workforce Analysis Task List” on page 144.

2. **Complete the 4.15 Headcount and FTE form.**
Part IV
Allocating Capital Assets to Projects

In Allocating Capital Assets to Projects:

- Administering Capital Assets
- Planning Capital
- Performing Capital Asset Analysis
About

Capital Administration enables you to prepare the base for planning and expensing for capital assets in Project Financial Planning through such tasks as:

- Loading the assets from an asset management system into Project Financial Planning
- Verifying the loaded depreciation expenses, amortization, and asset assignments to cost centers
- Establishing global assumptions for each asset class and setting calculation drivers
- For exceptions to the global rates, at the asset level, updating related asset expenses such as repairs, maintenance, taxes, and insurance
- Launching rollup tasks to calculate and consolidate capital expenses

Process

Administering capital assets begins with setting several company assumptions for capital assets including depreciation methods, useful life of assets, depreciation conventions, and other key assumptions. After you update the Asset Class and Asset dimensions and refresh the application, you can execute asset-related expense calculations to consolidate up-to-date asset-related expense plans or forecasts.
Task lists guide you through the process of requesting, justifying, reviewing, and approving capital expenses.

Note:

- Oracle recommends that you update existing asset category and asset detail data (dimensions and data) before preparing financial plans, either Plan or Forecast. After you update the two dimensions and refresh the application, you can execute Asset-Related Expense calculations to consolidate up-to-date Asset Related Expenses for plans or forecasts.

- Project Financial Planning gives you the flexibility to plan full asset expenses or, alternatively, for the capital expenses of projects. In this case, you work with asset requisitions, standard equipment costs, and equipment billing rates, and need not load or reconcile specific asset information (that is, the Asset Detail dimension, asset rate, asset units, purchase date, and other detailed assumptions). You just load and manage equipment billing rates and standard equipment cost.

**Capital Administration Task List Tasks**

1. Set capital assumptions.
   
   See “Setting Capital Assumptions” on page 157.

2. Import existing assets.
   
   See “Importing Existing Assets” on page 158.

3. Consolidate asset expenses by running the rollup business rules.
   
   See “Rolling Up Capital Asset Expenses” on page 159.

4. Verify the loaded depreciation and amortization on existing assets.
   
   See “Verifying the Loaded Depreciation and Amortization on Existing Assets” on page 159.

5. Calculate asset related expenses.
   
   See “Calculating Asset Related Expenses” on page 160.

**Viewing the Capital Administration Task List**

To view the Capital Administration task list:

1. Launch Project Financial Planning.
   
   See “Logging On and Accessing Project Financial Planning” on page 38.

2. Select View, then Task List, and then Task List.

3. Expand Capital Administration.

4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.
About Setting Up Asset Class and Asset Detail

Subtopics

- About Adding Standard Equipment to Asset Class
- About Setting up the Asset Detail Dimension

About Adding Standard Equipment to Asset Class

The Asset Class dimension details the different categories of assets that a company owns. Asset Class is broken into tangible assets (furniture and fixtures, machinery and equipment, computers, and so on) and intangible assets (leasehold improvements, software rights, goodwill). The Asset Class dimension also contains a list of standard equipment that project managers may request for use on projects. At the time of the request, the project manager knows what type of equipment he needs on their project, but not whether it will be fulfilled by existing assets or by new assets. Therefore, the project manager requests only an equipment type. Standard Equipment provides a concise list of material assets that are requested for use on a project. Other types of assets should not be included. Oracle recommends that you add Standard Equipment to the application before using Project Financial Planning and that you update Standard Equipment data (dimensions and data) before you prepare financial plans, either Plan or Forecast.

About Setting up the Asset Detail Dimension

You can perform detailed asset planning in Project Financial Planning. The process involves uploading assets into Project Financial Planning. Additionally, asset properties Account members such as Useful Life, In Service Date, Capacity, and Cost should also be loaded into the application. Oracle recommends that you update major equipment information (dimensions and data) before preparing financial plans, either Plan or Forecast.

Setting Capital Assumptions

The Set Capital Assumptions task enables you to work with asset information. You can set drivers by establishing global assumptions for each asset class (for example, buildings or machinery) or for all tangible or intangible assets. You can set these default assumptions at the entity level or at the “No Entity” (global) level:

- Useful life of assets (in years)
- Depreciation methods
- Depreciation conventions
- Amortization methods
- Taxes
- Insurance expenses
Repairs and maintenance expenses

If no assumptions are set at the entity level, global assumptions are used in calculations.

To set capital assumptions:

1. Under the Capital Administration task list, launch Set Capital Assumptions.

   See “Viewing the Capital Administration Task List” on page 156.

2. Complete the Global Capital Assumptions composite form, including completing the Set Standard Rates for Equipment form.

   Using page dimension, select Vendor from the drop-down. You can defines all standard equipment rates by vendor. The rates that you set in this form are used to calculate the cost of equipment usage to a project.

   **Note:** If you select No Vendor in the page dimension then the standard rates that are defined can be used for internal project expenses.

   The rates that you set in this form are used to calculate the cost of equipment usage to a project. The standard rate is multiplied by the units requested by the project. Setting equipment billing rates enables you to set different billing rates for each piece of equipment and is used in the equipment revenue calculations: the number of Units is multiplied by the Billing Rate of the Equipment.

**Importing Existing Assets**

Capital planning typically starts by loading major assets from your company's source Fixed Asset System. To facilitate assigning and expensing assets to projects, Project Financial Planning provides import utilities and sample template files that can be used to import data and metadata into your application. Administrators can regularly update application metadata and data from source systems.

For more information, see:

- “Loading Metadata and Data” on page 36
- Appendix A, “Templates” for information about how to use the provided import utilities and sample template files
- “Asset Detail Template” on page 228 for information on loading data such existing major assets
- “Asset Depreciation and Amortization Template Descriptions” on page 236 for information on loading asset depreciation and amortization data

**Notes:**

- Typically, depreciation and amortization for assets is calculated for future periods in the source system (for example, the fixed asset ledger), so you should load data from the
subsystem for the future periods. Then, to accurately reflect the impact of purchases and retirements on depreciation and amortization, you regularly refresh this data from the source.

- Managers regularly maintain the Asset Detail dimension to reflect newly acquired assets and to remove retired assets.
- Oracle recommends that you not load every asset from your fixed asset system into Project Financial Planning. Load only assets that will be used in projects.
- After updating capital asset information, synchronize the application with Oracle Essbase by refreshing the application. For instructions, see the Oracle Hyperion Planning Administrator's Guide.

**Rolling Up Capital Asset Expenses**

Before reviewing asset expenses, launch the business rule to consolidate the data in the assets hierarchy.

➢ To roll up capital asset expenses:

1. Under the Capital Administration task list, launch Run Rollup Rules.
   
   See “Viewing the Capital Administration Task List” on page 156.

2. Launch the “RollupCapexCube” business rule.

3. Click Launch.

   **Note:** For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator's Guide.

**Verifying the Loaded Depreciation and Amortization on Existing Assets**

After loading and rolling up capital asset expenses, managers verify assets for each period and entity. Using the Verify Loaded Depreciation and Amortization on Existing Assets task enables you to view and update such items as existing tangible assets, asset class and asset detail information, depreciation, and amortization amounts by period.

➢ To verify loaded depreciation and amortization:

1. Under the Capital Administration task list, launch Verify Loaded Depreciation and Amortization.
   
   See “Viewing the Capital Administration Task List” on page 156.

2. Review the 9.10 Verify Loaded Depreciation and Amortization form.
Calculating Asset Related Expenses

The **Calculate Asset Related Expenses** task enables asset managers to calculate the asset related expenses (Taxes, Insurance, Repairs and Maintenance) based on the assumptions defined at the entity level for the asset and asset class combination. Taxes, Insurance, Repairs and Maintenance expense are entered as a percentage of the asset value. The rates are defined yearly. To view the total expenses for these related expenses, launch the “Calculate Asset Related Expenses” business rule from the **Calculate Asset Related Expenses** task.

To calculate asset related expenses:

1. **Under the Capital Administration task list, launch Calculate Asset Related Expenses.**
   
   See “Viewing the Capital Administration Task List” on page 156.

2. **Launch the “Calculate Asset Related Expenses” business rule.**

3. **Click Launch.**

   **Note:** For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the *Oracle Hyperion Planning Administrator’s Guide.*
About

Capital planning helps you manage, prioritize, and plan for capital expenses. Project Financial Planning enables you to calculate equipment expenses for entities and to track the utilization of assets across projects. Doing so enables planners to get a comprehensive view of equipment, machinery, and other asset requirements across entities and then make efficient capital purchase decisions.

You can plan for new tangible or intangible expenses and check the impact on Profit and Loss, Cash Flow, and Balance Sheets. You can also review expenses and adjust the timing and cost of capital spending. In addition, you can manage assets such as transfers, retirements, and impairments.

Process

As an asset manager, you perform the following tasks to plan for capital assets:

- Review existing assets for an entity and, if required, make changes to them. For example, transfer ownership of an asset to another organization or retire it.
- Add and reconcile new assets.
- Review and reconcile existing assets.
- Calculate related expenses for assets.
Calculate and review the asset per unit expenses.

Submit the plan for approval.

Note: Project Financial Planning gives you the flexibility to plan for capital assets in full detail or, alternatively, for the Allocated Equipment Expenses of projects. In this case, you work with Equipment requisitions, standard equipment rates, and standard billing rates, and need not load or reconcile to specific asset information. You just load and manage standard equipment billing rates and standard equipment rates.

Capital Planning Task List Tasks

1. Review existing assets such as major and intangible assets.
   See “Reviewing Existing Assets” on page 163.
2. Add and reconcile any new assets or leased assets.
   See “Adding New Assets” on page 170.
3. Calculate asset-related expenses.
   See “Calculating Asset Related Expenses” on page 179.
4. Review the asset per unit cost detail.
   See “Reviewing Asset Per Unit Cost Detail” on page 179.
5. Submit the plan for approval.
   See “Submitting the Plan for Approval” on page 179.

Viewing the Capital Planning Task List

To view the Capital Planning task list:

1. Launch Project Financial Planning.
   See “Logging On and Accessing Project Financial Planning” on page 38.
2. Select View, then Task List, and then Task List.
4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

Considerations for Working with Capital Planning

When working with Capital planning, consider:

- Depreciation calculations for existing assets before the application period range are supported only for the SLN and SYD depreciation methods, not for the DB Year or DB
Period depreciation method. For example, if the period range for the application is Jan 2004 to Dec 2015, and the asset in-service date is 1/1/2000, depreciation calculations are supported only for the SLN and SYD methods.

- If the salvage value is set to 0 (zero), the DB Year or DB Period depreciation method may not produce the desired results. To produce correct depreciation calculations when using the DB Year depreciation method, Oracle recommends that the salvage value be set to at least 1% of the basic cost.
- The Capital planning model is based on a 12-month calendar. It is not a weekly model.
- For multicurrency applications, depreciation calculations use the base currency for the entity member calculated. If the currency override option is in effect, depreciation calculations use the currency of the entered value.

**Reviewing Existing Assets**

**Subtopics**

- Managing Existing Major Assets
- Managing Existing Minor Assets
- Viewing Asset Details

**Managing Existing Major Assets**

**Subtopics**

- Calculating Assets
- Impairing Assets
- Transferring Assets
- Retiring Assets
- Calculating Intangibles
- Reviewing Calculated Details
- Calculating All Leased Assets
- Viewing the Impact of an Asset on Financial Statements

You review an entity's assets, and, if required, modify them. The **Review Existing Assets** form enables you to review and update assumptions for all existing assets. You review by asset type: Major Existing Tangible, Intangible, and Leased Assets. You can update such information as asset capacity, status, insurance rate assumptions, and so on. In addition, you can transfer, retire, and impair assets.

The **Review Existing Assets** master details form displays major assets details in the top form; Asset Expenses are displayed in the bottom form.

**Note:** You can change asset status by executing the “Transfer Asset” or “Retire Asset” business rule. You cannot change an asset status directly.
To review existing major assets:

1. Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.

2. Expand Existing Assets.

3. Launch the Manage Existing Major Assets task.

4. Review the 1.06 Manage Existing Assets composite form.

5. From the tabbed area of the form, use the shortcut menus to calculate assets, impair assets, transfer assets, retire assets, calculate intangibles, review calculated details, calculate all leased assets, and view the impact of an asset on your financial statements.

Calculating Assets

Use the “Calculate Asset” business rule to calculate an individual asset or an entire asset class. This business rule gives you the flexibility of making changes to multiple assets in an asset class and then calculating all of them in one step. If you make a change to any assumptions on this form, you can run the “Calculate Asset” business rule to reflect the change. You can then view the results in the Review and Update Expense form. The “Calculate Asset” business rule is used for calculating one asset; the “Calculate All” business rule calculates asset-related expenses for all assets.

To calculate an asset:

1. Open the 1.06 Manage Existing Assets composite form.
   See “Managing Existing Major Assets” on page 163.

2. Select the 1.01 Manage Existing Major Assets tab, right-click the asset, and then select Calculate Asset.

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

3. In the “Calculate Asset” window, specify or select the values that apply in your entity:
   - **Asset Class**—The class to which the asset that you want to transfer belongs (for example, Land, Buildings, Office Equipment, and so on).
   - **Asset Detail**—The asset that you want to calculate.

   To calculate all the assets in the asset class, select Total Existing, which calculates all existing assets in the asset class. If you select Total New, then all new assets are calculated.

4. Click OK.

Impairing Assets

When an asset is worth less on the market than the value listed on the Balance Sheet, you can impair it, which results in a write-down of the asset account to the stated market price. Only intangible assets can be impaired.
To impair assets:

1. Open the **1.06 Manage Existing Assets** composite form.
   
   See “Managing Existing Major Assets” on page 163.

2. Select the **1.04 Manage Major Existing Intangibles** tab, right-click the form, and then select **Impair Asset**.

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

3. In **Impair Asset**, specify or select the values that apply to the impaired asset:
   
   - **Asset Class**—The class to which the asset that you want to impair belongs (for example, Land, Buildings, Office Equipment, and so on).
   
   - **Asset Detail**—The asset that you want to impair.
   
   - **Impair Date**—The date on which the impairment is effective, in MM/DD/YY format.
   
   - **Fair Value**—The asset’s fair value.
   
   - **Impair Option**—Select from the following options:
     
     - **Expensed**—The asset value will be expensed.
     
     - **Capitalized**—The asset value will be capitalized. If you select the capitalize option, the impairment value is posted to capital reserve.
     
     - **Partially Capitalized**—Part of the asset value will be capitalized. If you select **Partially Capitalized**, the impairment value is apportioned to the capital reserve, based on **Capitalized %**. Amortization is reduced from the month of impairment.
   
   - **Capitalize %**—If you selected **Partially Capitalized**, enter the percentage capitalized.

4. Click **OK**.

### Transferring Assets

To ensure optimum use of assets, facilities managers and cost-center managers can transfer fixed asset resources across departments. When planning transfers, ensure that users have access permissions to the source and destination entities.

To transfer an asset:

1. Open the **1.06 Manage Existing Assets** composite form.
   
   See “Managing Existing Major Assets” on page 163.

2. Select the **1.04 Manage Major Existing Intangibles** tab, right-click the form, and then select **Transfer Asset**.

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

3. In **Transfer Asset**, specify or select the values that are applicable to the transferred asset:
- **Asset Class**—The class to which the asset that you want to transfer belongs (for example, Land, Buildings, Office Equipment, and so on).

- **Line Item**—The asset that you want to transfer.

- **Transfer From**—The entity from which to transfer the asset.

- **Transfer To**—The entity to which to transfer the asset.

- **Transfer Date**—The date on which the transfer is effective. The date format will vary based on the application settings.

- **Justification**—Why the transfer is needed.

1. Click **OK**.

   The asset is transferred, and the associated expenses are affected. To view the affect of asset transfer in the source and destination entity, right-click a line item, and then select **Calculated details**.

**Note:** Asset data is not retained in the entity after the transfer date. You must recalculate asset expenses in the entity to which you have transferred the asset.

### Retiring Assets

When assets are retired, asset balances are terminated as of the retirement date, and losses or gains on sales or write-offs are calculated. Also, asset-related expenses are not calculated for a retired asset after the retirement date.

1. **To retire an asset:**
   1. Open the **1.06 Manage Existing Assets** composite form.
   
   See “Managing Existing Major Assets” on page 163.

   2. Select the **1.04 Manage Major Existing Intangibles** tab, right-click the form, and then select **Retire Asset**.

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

3. **In Retire Asset, specify or select the values that apply to the retired asset:**
   
   - **Asset Class**—The class to which the asset that you want to retire belongs (for example, Land, Buildings, Office Equipment, and so on).

   - **Line Item**—The asset that you want to retire.

   - **Retire Date**—The date on which the retirement is effective, in MM/DD/YY format.

   - **Retire Option**—Select from the following options:
     - **Sale**—The asset was sold.
     - **Write-off**—The asset was written off.

   - **Retire Costs**—The cost to retire the asset.
• **Sale value or Writeoff**—The sale amount or the amount written off for this asset.

4 **Click OK.**

The asset is retired. To view the effect of retiring an asset in the source and destination entity, right-click a line item, and then select **Calculated details**.

**Tip:** You may want to retire part of an asset. For example, computer 1 and computer 2 were created as one asset, and you want to retire computer 2 but not computer 1. First create a new asset for each computer (see “Adding and Reconciling New Assets” on page 170). Then remove the original asset that includes both computers (see “Removing Assets” on page 172). Retire the computer 2 asset (see “Retiring Assets” on page 166). Computer 1 continues to depreciate.

### Calculating Intangibles

This task enables you to calculate the expenses for intangible assets in your organization.

➤ **To calculate intangible assets:**

1 **Open the 1.06 Manage Existing Assets composite form.**

   See “Managing Existing Major Assets” on page 163.

2 **Select the 1.04 Manage Major Existing Intangibles tab, right-click the form, and then select Calculate Intangible.**

3 **In Calculate Intangible, enter the asset class of the intangible assets that you want to calculate, and then click OK.**

### Reviewing Calculated Details

This task enables you to review at the entity level the overall expenses for the specified existing assets and update them to different years, if needed. The expenses are the calculated results from the assumptions entered by asset in the Review Existing Assets form. Each expense line is calculated as Basic Cost multiplied by Percentage. For example, Repairs & Maintenance is a Basic Cost, which is multiplied by Repairs & Maintenance %.

➤ **To review calculated details:**

1 **Open the 1.06 Manage Existing Assets composite form.**

   See “Managing Existing Major Assets” on page 163.

2 **Select one of the first two tabs, right-click the form, and then select Calculated Details.**

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

3 **Review the detail form.**
Calculating All Leased Assets

This task enables you to calculate the expenses for all leased assets in your entity.

To calculate all leased assets:

1. Open the 1.06 Manage Existing Assets composite form.
   See “Managing Existing Major Assets” on page 163.

2. Select the 1.06 Manage Existing Leased Assets tab, right-click the form, and then select Calculate All.

3. On the message stating that CalculateAllLeasedAssets was run successfully, click OK.

Viewing the Impact of an Asset on Financial Statements

Subtopics

- Viewing the Impact of an Asset on the Profit and Loss Statement
- Viewing the Impact of an Asset on the Balance Sheet Statement
- Viewing the Impact of an Asset on the Cash Flow Statement

These tasks enable you to view the effect of capital expenses and actions related to capital expenses on the Profit and Loss, Balance Sheet, and Cash Flow statements. You can review the impact by department or across departments, for the same asset class, all asset classes, or one asset.

Viewing the Impact of an Asset on the Profit and Loss Statement

This task enables you to view the impact of a asset-related expenses on the Profit and Loss statement.

To view the impact of a leased asset on the Profit and Loss statement:

1. Open the 1.06 Manage Existing Assets composite form.
   See “Managing Existing Major Assets” on page 163.

2. Select the 1.06 Manage Existing Leased Assets tab, right-click the form, select Financial Statements, and then Profit and Loss Impact.

3. Review the 6.05 Profit and Loss Impact - Drill Through form.

Viewing the Impact of an Asset on the Balance Sheet Statement

This task enables you to view the impact of an asset on the Balance Sheet statement.

To view the impact of an asset on the Balance Sheet statement:

1. Open the 1.06 Manage Existing Assets composite form.
   See “Managing Existing Major Assets” on page 163.
Viewing the Impact of an Asset on the Cash Flow Statement

This task enables you to view the impact of an asset on the Cash Flow statement.

To view the impact of an asset on the Cash Flow statement:
1. Open the **1.06 Manage Existing Assets** composite form.
   
   See “Managing Existing Major Assets” on page 163.

2. Select the **1.06 Manage Existing Leased Assets** tab, right-click the form, select **Financial Statements**, and then **Cash Flow Impact**.

3. Review the **6.00 Cash Flow Impact - Line Item Details** form.

Managing Existing Minor Assets

To review existing minor assets:
1. Navigate to the **Capital Planning** task list.
   
   See “Viewing the Capital Planning Task List” on page 162.

2. Expand **Existing Assets**.

3. Launch the **Manage Existing Minor Assets** task.

4. Review the **1.09 Manage Existing Minor Assets** form.

5. From the form, use the shortcut menu to view asset details.
   
   See “Viewing Asset Details” on page 169.

Viewing Asset Details

This task enables you to review all information for an asset. You can see the impact on the Balance Sheet and all expenses for the asset.

To calculate all leased assets:
1. Open the **1.09 Manage Existing Minor Assets** form.
   
   See “Managing Existing Minor Assets” on page 169.

2. Right-click the form, and then select **Asset Details**.

3. Review the **5.05 Capital Expenditure Summary - Line Item Details** form.
Adding New Assets

Subtopics
- Adding and Reconciling New Assets
- Adding and Reconciling New Leased Assets
- Reviewing and Reconciling Construction in Progress Assets

Adding and Reconciling New Assets

Subtopics
- Adding Assets
- Removing Assets
- Reconciling Assets
- Changing the Requisition Status of an Asset

The 3.00 New Asset Requests master details form displays new asset request details in the top form; Asset Expense summary is displayed in the bottom form.

To add and reconcile new assets:

1. Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.
2. Launch Add New Assets.
3. Review the 3.00 New Asset Requests master details form.
4. From the form, use the shortcut menus to add and remove assets, calculate assets, review calculated details, reconcile assets, change the requisition status of an asset, calculate intangible assets, and view the impact of an asset on your financial statements.

Adding Assets

You can add tangible and intangible assets from the 3.00 New Asset Requests form. After you add an asset, you can view the impact of its purchase on the Income Statement.

To add an asset:

1. Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.
2. Launch Add New Assets.
3. Right-click the New Tangible Asset Requests or New Intangible Requests form, and then select Add New Asset.
Note: The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

4 From Add New Asset, specify or select the values that apply to the asset purchase:

- **Asset Class**—The category of the asset.
- **Description**—A brief description of the asset.
- **Asset ID**—The ID of the asset.
- **Asset CAR#**
- **Priority**—The rank to indicate the importance of the purchase for your organization. This information helps reviewers decide whether to fulfill the request.
- **Justification**—A justification for the priority of the asset request.
- **Acquisition Cost**
- **Additional Charges**
- **Asset Units**—The required number of asset units.
- **Asset Rate**—The cost per unit for the asset.
- **Salvage Value**—The value of the asset at retirement.
- **Capacity UOM**—The Unit of Measure for the asset capacity (for example, units or hours). The Asset Cost per UOM calculations are based on the value of this field. If you are uncertain about the value of this field, you can leave it blank.
- **Purchase Date**—The date on which the asset must be purchased.
- **In Service Date**—The date on which the asset will begin to be used. Depreciation expense is based on the In Service Date.
- **FOG Cost per Year**—Fuel, oil, and gas costs per year.
- **Insurance %**—Specify the annual rate to insure the asset. The cost is calculated as Total Base Cost times the specified %.
- **Maintenance %**—Specify the annual rate to maintain the asset. The cost is calculated as Total Base Cost times the specified %.
- **Asset Capacity**—The actual capacity for each unit purchased. (For information on how Asset Capacity and Capacity UOM are used in utilization calculations, see “Reviewing Equipment Utilization” on page 184.)
- **Repairs %**
- **Physical Location**—The location where the asset is needed.

5 Click OK.

The “Add New Asset” business rule adds the details to the first available line item.
**Removing Assets**

You can remove an asset if the asset was mistakenly added. (Contrast removing assets with “Retiring Assets” on page 166.) The “Remove Asset” business rule enables you to remove an asset.

To remove an asset:

1. **Navigate to the Capital Planning task list.**
   
   See “Viewing the Capital Planning Task List” on page 162.

2. **Launch Add New Assets.**

3. **Right-click the asset on the New Tangible Asset Requests or New Intangible Requests form, and then select Remove Asset.**

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

4. **Click OK.**

**Reconciling Assets**

This task enables you to reconcile a new asset requisition with an actual asset.

To reconcile an asset:

1. **Navigate to the Capital Planning task list.**
   
   See “Viewing the Capital Planning Task List” on page 162.

2. **Launch Add New Assets.**

3. **From the New Tangible Asset Requests, New Leased Asset Requests, or the New Leased Asset Details form, right-click the asset, and then select Reconcile Asset.**

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

4. **From Reconcile Asset, specify or select the values that apply to the asset you want to reconcile:**
   
   - **New Asset Detail**—The asset that you want to reconcile.
   
   - **Reconciled Asset Detail**—The asset to which you want to reconcile.

5. **Click Reconcile.**

**Changing the Requisition Status of an Asset**

This task enables you to change the requisition status of an asset to approved, unapproved, or on hold. The asset requisition status is set to New when a request is added. After requests are submitted for approval, the approving authority should change the status of individual requests before promoting the plan through the approvals process.
To change the requisition status of an asset:

1. Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.

2. Launch Add New Assets.

3. Right-click the asset on the New Tangible Asset Requests form, and then select Change Asset Requisition Status.

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

4. From Change Asset Requisition Status, specify or select the values that apply to the asset whose requisition status you want to change:
   - **Asset Class**—The type of equipment whose requisition status you want to change.
   - **Asset Detail**—The requisition line item whose requisition status you want to change.
   - **Enter Status**—Select from the following options:
     - **Approved**—The requisition is approved to move forward.
     - **Unapproved**—The requisition is rejected or not approved.
     - **On-hold**—The requisition is postponed or must be put on hold.

5. Click OK.

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Adding and Reconciling New Leased Assets

Subtopics

- Adding Leased Assets
- Adding Leased Assets by Vendor
- Removing Leased Assets
- Calculating Leased Assets

This task enables you to reconcile a new leased asset requisition to the actual lease.

To add and reconcile new leased assets:

1. Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.

2. Launch the Add New Assets task.

3. Select the New Leased Asset Requests tab.

4. From the New Leased Asset Requests form, you can add leased assets, remove leased assets, calculate leased assets, calculate all, reconcile assets, review calculated details, and view the impact of leased assets on your financial statements.
Adding Leased Assets

This task enables you to add leased assets.

The two types of leases:

- **Operating Lease**—Similar to rental agreements, operating leases are for short durations. The lessor, who retains exposure to the risks and benefits of ownership, generally covers the maintenance, insurance, and repair costs of the asset.

- **Capitalized Lease**—Leases that last for almost the life of the asset and where the asset is worthless after the lease period. The lessee effectively assumes all the risks and benefits of ownership, including maintenance, repairs, insurance, and obsolescence. The lessor’s role is primarily to provide financing for the asset. At termination, the asset is usually transferred to the lessee for a specified sum, which is similar to buying an asset in installments over time.

Criteria that Project Financial Planning applies when classifying a lease as Operating versus Capitalized:

- Transfer of ownership at the end of the lease term
- Purchase option at a certain date during the lease period at a bargain (much less than the expected market value of the asset at that time)
- The lease term is for the major part of the asset’s useful life (at least 75% of the asset’s useful life)
- The present value of the lease payments exceeds 90% of the initial value of the asset

Impact of leasing type on financial statements:

- **Operating Lease**—The lease payments are recorded as operating expense (rent expense) on the Income Statement.

- **Capitalized Lease**:
  - Records an asset and liability on the Balance Sheet to reflect the value of equipment (the net present value of lease payments) and the obligation of the lease payments respectively (debt)
  - Depreciates the asset over its useful life, which reduces the asset on the Balance Sheet and generates a depreciation expense on the Income Statement
  - The interest associated with the lease must be listed as an expense on the Income Statement (imputed interest payment)

To add a leased asset:

1. **Navigate to the Capital Planning task list.**
   - See “Viewing the Capital Planning Task List” on page 162.
2. **Launch Add New Assets.**
3. **Select the New Leased Asset Requests or New Leased Asset Details tab, right-click, and then select Add New Leased Asset.**
Note: The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

4 From Add New Leased Asset, specify or select the values that are applicable for your entity:
   - **Asset Class**—The asset class to which the new leased equipment will belong.
   - **ID**—The ID for the new leased equipment.
   - **Description**—A brief description of the asset.
   - **Asset Units**—The number of units that will be leased.
   - **Asset Capacity**—The capacity of the leased asset.
   - **Capacity UOM**—The Unit of Measure for the leased asset capacity. The Asset Cost per UOM calculations are based on the value of this field. If you are uncertain about the value of this field, you can leave it blank.
   - **Justification**—A justification for the leased asset request.
   - **Priority**—The priority for this asset request, which helps the reviewer in the approval process.
   - **Lease Date**—The date the lease will begin.
   - **Lease Term (In Years)**
   - **Down Payment**
   - **Lease Payment**
   - **Payment Frequency**
   - **Payment Timing**—When lease payments must be made.
   - **Ownership After Lease Term**—The ownership of the equipment when the lease ends.
   - **Asset Value at Start of Lease**—The value at the start of the lease.
   - **Asset Age at Start of Lease (In Years)**—The age of the asset, in years, at the start of the lease.
   - **Purchase Price at End of Lease**—The purchase price at the end of the lease.
   - **Second hand market value (Salvage Value)**—The expected salvage value of the leased asset.

5 Click Add Leased Asset.

When a leased asset is added, Project Financial Planning automatically selects a lease type (Operating Lease or Capitalized Lease) based on the parameters entered. After a leased asset is added, you can change the lease type on the New Leased Asset Details form. Note that if you change the asset parameters later, you must also remember to change the lease type, if applicable.
Adding Leased Assets by Vendor

To add a leased asset by vendor:

1. Navigate to the Capital Planning task list.  
   See “Viewing the Capital Planning Task List” on page 162.

2. Launch Add New Assets.

3. Select the New Leased Asset Requests or New Leased Asset Details tab, right-click, and then select View Rates and Add Lease Asset.

4. In View Rates and Add Lease Asset form, you can review the standard equipment rates for each vendor.

5. Right-click on the bottom form, and then select Add New Lease Asset.

6. In Runtime Prompts dialog box, provide the following details:
   - **Asset Class**—The asset class to which the new leased equipment will belong.
   - **Enter Vendor**—Enter the vendor information for the new leased equipment.
   - **ID**—The ID for the new leased equipment.
   - **Description**—A brief description of the asset.
   - **Asset Units**—The number of units that will be leased.
   - **Asset Capacity**—The capacity of the leased asset.
   - **Capacity UOM**—The Unit of Measure for the leased asset capacity. The Asset Cost per UOM calculations are based on the value of this field. If you are uncertain about the value of this field, you can leave it blank.
   - **Justification**—A justification for the leased asset request.
   - **Priority**—The priority for this asset request, which helps the reviewer in the approval process.
   - **Lease Date**—The date the lease will begin.
   - **Lease Term (In Years)**
   - **Down Payment**
   - **Asset Value at Start of Lease**—The value at the start of the lease.
   - **Asset Age at Start of Lease (In Years)**—The age of the asset, in years, at the start of the lease.
   - **Purchase Price at End of Lease**—The purchase price at the end of the lease.
   - **Second hand market value (Salvage Value)**—The expected salvage value of the leased asset.

7. Click Add Leased Asset.

Removing Leased Assets

This task enables you to remove leased assets.
To remove a leased asset:

1. **Navigate to the Capital Planning task list.**
   
   See “Viewing the Capital Planning Task List” on page 162.

2. **Launch Add New Assets.**

3. **Select the New Leased Asset Request or New Leased Asset Details tab.**

4. **Right-click the leased asset, and then select Remove Leased Asset.**

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

5. **Click OK.**

### Calculating Leased Assets

This task enables you to calculate leased assets and view the updated impact of leased assets on the financial statements. Capitalized leases affect the Income Statement and the Balance Sheet, whereas operating leases affect only the Income Statement.

To calculate leased assets:

1. **Navigate to the Capital Planning task list.**

   See “Viewing the Capital Planning Task List” on page 162.

2. **Launch Add New Assets.**

3. **Select the New Leased Asset Request or New Leased Asset Details tab.**

4. **Right-click the form, and then select Calculate Lease.**

   **Note:** The shortcut menu items that are displayed depend on the form settings and where you right-click within the form.

5. **On the message that CalculateLeasedAsset was successful, click OK.**

### Reviewing and Reconciling Construction in Progress Assets

#### Reviewing Construction in Progress Assets

You can review all construction assets that are in progress in an entity. You can reconcile these assets to existing assets after the Capital project is in service. CIP accumulates the Cost of Building an asset, including Labor and carries it on the Balance Sheet until the asset is placed in service.

To review and reconcile construction in progress (CIP) assets:

1. **Navigate to the Capital Planning task list.**

   See “Viewing the Capital Planning Task List” on page 162.
2 Launch Add New Assets, and then select CIP Assets tab.

3 Review the CIP Assets form.

   Note: When viewing the Construction in Progress (CIP) Assets form, you must make at least one dimension visible on the row header to display data on the form.

4 From the CIP Assets form, use the shortcut menu to reconcile CIP assets.

### Reconciling Construction in Progress Assets

This task enables you to reconcile the CIP to an existing asset.

After the CIP is completed, the reconciliation moves the asset that was constructed to an Existing Asset. The reconciliation removes the data from the Construction in Progress asset class to the actual asset. After a CIP asset is reconciled, the newly constructed asset is available for use.

To reconcile CIP assets:

1 Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.

2 Launch Add New Assets, and then select CIP Assets tab.

3 Right-click the CIP Assets form, and then select Reconcile CIP Asset.

   Note: When viewing the Construction in Progress (CIP) Assets form, you must make at least one dimension visible on the row header to display data on the form.

4 From Reconcile CIP Asset, specify or select the values that apply to the CIP asset that you are reconciling:
   - **Reconciled Asset Class**—The category to which the CIP asset that you want to reconcile belongs.
   - **Reconciled Asset Detail**—The CIP asset that you want to reconcile.
   - **CIP Asset Class**—The category of the existing asset.
   - **Asset Units**—The number of asset units.
   - **Asset Capacity**—The capacity for each unit.
   - **Capacity UOM**—The Unit of Measure for the asset capacity (for example, units or hours). The Asset Cost per UOM calculations are based on the value of this field. If you are uncertain about the value of this field, you can leave it blank.
   - **Salvage Value**—The value of the asset at retirement.
   - **In Service Date**—The date on which the asset will begin to be used.

5 Click Reconcile.
Calculating the Construction in Progress Assets

This task enables you to calculate the CIP assets.

To calculate CIP assets:
1. Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.
2. Launch Add New Assets, and then select CIP Assets tab.
3. Right-click the CIP Assets form, and then select Calculate CIP Asset.
   An information dialog box displays “Calculate CIP Assets was successful”, and then clicks OK.

Calculating Asset Related Expenses

Using the “Calculate Asset Related Expenses” business rule, you can calculate expenses for asset-related expenses for your organization.

To calculate asset related expenses:
1. Navigate to the Capital Planning task list.
   See “Viewing the Capital Planning Task List” on page 162.
2. Select the Calculate Asset Related Expenses task.
3. Launch the “Calculate Asset Related Expenses” business rule.
4. Click Launch.

Reviewing Asset Per Unit Cost Detail

The Review Asset Per Unit Cost Detail task enables you to review the Per Unit Cost for each asset. Per Unit Cost for an asset is calculated as the Ownership Costs plus the Operating Costs.

To review asset per unit cost detail:
1. Under the Capital Planning task list, launch Review Asset Per Unit Cost Detail.
   See “Viewing the Capital Planning Task List” on page 162.
2. Review the 8.00 Asset Per Unit Cost Detail form.

Submitting the Plan for Approval

After you have completed Capital planning tasks, you can promote your plan to another user for approval. Go to the Submit Plan for Approval page, and start or promote the planning unit. After you promote a planning unit, its new owner can write to it (assuming the owner has write
access), but you can no longer write to the planning unit. For information about promoting planning units, see Chapter 10, “Managing Planning Units” in the Oracle Hyperion Planning User’s Guide.
Capital asset analysis helps resource managers review capital utilization, manage capital requests, and plan for new equipment. Capital asset analysis is an optional component within Project Financial Planning. If you perform detailed asset management outside of Project Financial Planning, you can import the information.

Analyzing asset requirements enables asset managers to access the details of all assets and their utilization by entity and assign assets and equipment based on their availability. If an approved project requires assets that are not available when needed, asset managers may request an asset purchase, lease, or transfer across departments. Analyzing the expense and availability of assets enables managers to make sound decisions regarding asset utilization.

To manage requirements for assets, asset managers:

- Review, by entity, requirements for capital assets
- Review the available capital assets and their associated expenses
Allocate assets to approved projects based on the availability, requirements, and expense of the assets.

Decide whether to purchase new assets or lease equipment on operational or capital lease, based on the organization's requirements.

Calculate the expense of a new leased asset and request them as needed, based on the impact to Cash Flow, Balance Sheet, and Profit and Loss.

Project Financial Planning gives you the flexibility of planning for capital assets in full detail or alternatively, simply planning for the Allocated Equipment Expenses of projects. In this case, you work with Equipment requisitions, standard equipment rates, and standard billing rates, and need not load or reconcile to specific asset information. You just load and manage standard equipment, billing rates and standard equipment rates.

**Capital Analysis Task List Tasks**

1. Calculate equipment across projects.
   See “Calculating Equipment Expenses” on page 183.

2. View the Equipment Overview.
   See “Viewing Equipment Overview” on page 183.

3. Review equipment utilization for the project.
   See “Reviewing Equipment Utilization” on page 184.

4. Review equipment requests across projects.
   See “Reviewing Equipment Requests Across Projects” on page 185.

5. Assign equipment to projects.
   See “Assigning Equipment to Projects” on page 185.

6. Raise a new equipment request.
   See “Raising a New Equipment Request” on page 187.

7. Recalculate equipment costs.
   See “Recalculating Equipment Costs” on page 191.

8. Review the impact on financial statements.

**Viewing the Capital Analysis Task List**

To view the Capital Analysis task list:

1. **Launch Project Financial Planning.**
   See “Logging On and Accessing Project Financial Planning” on page 38.
2 Select View, then Task List, and then Task List.

3 Expand Capital Analysis.

4 To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

Calculating Equipment Expenses

To see the aggregated equipment expenses for your organization, use the Rollup Equipment task.

To calculate equipment across projects:

1 Under the Capital Analysis task list, launch Rollup Equipment.
   See “Viewing the Capital Analysis Task List” on page 182.

2 Launch the “RollupCapexCube” business rule.

3 Click Launch.

Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator’s Guide.

Viewing Equipment Overview

The Equipment Overview task enables you to see how assets are utilized:

- **Equipment Utilization** shows the utilization percentage of equipment by month (for example, Desktops are utilized at 67.5% in August). Percentages under 100 indicate a surplus over 100 indicate a shortage.

- **Equipment Open Requisitions** displays the number of open requisitions by month.

- **Capital Expenditure** shows the proportion of capital expenses for the year by category (for example, buildings comprise 73% of total capital expenses). You can drill down into each category for detailed information.

- **Cash OutFlow** shows the proportion of Capital Purchases and Equipment Operating Expenses for the year. Drill down for more detail.

To view the equipment overview:

1 Under the Capital Analysis task list, launch Equipment Overview.
   See “Viewing the Capital Analysis Task List” on page 182.

2 Review the Equipment Overview composite form.
Reviewing Equipment Utilization

The **Review Equipment Utilization** task enables you to review how assets and equipment are utilized by entity and asset class. The **5.12 Equipment Utilization** form enables you to review an asset and how it is assigned to projects (that is, its usage percentage).

- **Equipment Utilization** displays asset and equipment utilization at the entity level and their assignments to different projects for the same entity within a specific year; for example, in July, the Allocation % for Laptops is 25%, with 15 units.

- **Asset Usage Across Projects** displays usage for the Asset Class and Entity dimensions selected in the **Equipment Utilization** form (for example, the asset class Lenovo E6410 Laptops is utilized 42% on a certain Contract project).

**About asset utilization calculations:**

- Utilization=Asset Usage (or Asset Units)/Asset Capacity
- Asset Usage (or Asset Units): The assets used across all projects
- Asset Capacity: The capacity of the asset
- If Asset Units or Asset Capacity is available, but not used by any project, then asset utilization is 0 (zero).

If the Capacity UOM (unit of measure) is Each:

- If the Capacity Units of Measure is specified as Each, then utilization is calculated by dividing the number of units used across projects by the total number of available units (Asset Capacity).
- For example, if there are 200 units of laptops (with Each as its Capacity UOM), and 180 are assigned to projects, the utilization of laptops is 180 divided by 200, or 90%.

If the Capacity UOM (unit of measure) is Hours:

- If the Capacity Units of Measure is specified as Hours, then utilization is calculated by dividing the Asset Usage by the Asset Capacity.
- For example, if 100 hours of 2 cranes is being used on projects, and the available hours per crane is 170, the utilization of cranes is (2 * 100) divided by (2 * 170), or 58%.

To review equipment utilization:

1. **Under the Capital Analysis task list, launch Review Equipment Utilization.**
   
   See “Viewing the Capital Analysis Task List” on page 182.

2. **Complete the 5.12 Equipment Utilization composite form.**
Reviewing Equipment Requests Across Projects

The Review Equipment Requests Across Projects task depicts the allocation percentage and asset usage by project. If an asset is used for multiple projects, the allocation percentage is naturally aggregated at the All Projects level.

- The top form displays total equipment requisitions.
- The bottom form displays equipment requisitions by project.

To review equipment requests across projects:
1. Under the Capital Analysis task list, launch Review Equipment Requests Across Projects.
   See “Viewing the Capital Analysis Task List” on page 182.
2. Review the 7.15 Equipment Requests Across Projects composite form.

Assigning Equipment to Projects

The Assign Equipment to Projects task enables managers to view current equipment assignments, to change their status, and to assign equipment to projects as necessary. Asset managers can verify equipment requests at the project level. Then they can change the requisition status to approved, on hold, or unapproved (rejected). Then to fulfill the requisition, they must assign existing equipment to the project.

To assign equipment to projects:
1. Under the Capital Analysis task list, launch Assign Equipment to Projects.
   See “Viewing the Capital Analysis Task List” on page 182.
2. Complete the Reconcile Project Equipment Requisitions composite form.
3. From the Equipment Detailed Requests by Projects tab, you can Change Requisition Status using the shortcut menu.
   See “Changing the Requisition Status” on page 185.
4. From the Existing Equipment Availability, form, you can Assign Existing Equipment using the shortcut menu.
   See “Assigning Existing Equipment to Projects” on page 186.

Changing the Requisition Status

This task enables you to change the requisition status of a piece of equipment to approved, unapproved, or on hold.

To change the requisition status:
1. Open the Reconcile Project Equipment Requisitions composite form.
Assigning Existing Equipment to Projects

This task enables you to assign existing equipment to projects.

To assign existing equipment to a project:

1. Open the Reconcile Project Equipment Requisitions composite form.

2. Right-click the Existing Equipment Availability form, and then select Assign Existing Equipment.

3. From Assign Existing Equipment, specify or select the values that are applicable for your project:
   - **Enter Project**—The project for which existing equipment can be assigned.
   - **Asset Class**—The asset class, the dimension that details the different categories of assets that the company owns.
   - **Asset Detail**—The asset that you want to assign to the project.
   - **Equipment Requisition**—The equipment requisition number against which the existing equipment is to be assigned.
   - **Equipment Units**—The number of equipment units needed for the project.
   - **Justification**—Why the equipment is needed.

4. Click Launch.
Raising a New Equipment Request

Subtopics

- Adding a New Asset
- Calculating an Asset
- Reviewing Calculated Details
- Viewing the Impact of an Equipment Request on Financial Statements

If the asset manager determines that an equipment request for a project cannot be fulfilled from the existing equipment available, they can request a new tangible or leased asset. This will indicate that the equipment requisition will be filled by a new asset purchased in the future.

➤ To raise a new equipment request:

1. Under the Capital Analysis task list, launch Raise New Equipment Request.
   See “Viewing the Capital Analysis Task List” on page 182.

2. Complete the Raise New Equipment Request composite form.

3. From the New Equipment Request composite form, you can add an asset, calculate an asset, review calculated details, view the impact of the request on your financial statements, and change the requisition status.

Adding a New Asset

You can add assets by adding them individually in Project Financial Planning. This task enables you to add a new asset in Project Financial Planning.

➤ To add an asset:

1. Open the New Equipment Request composite form.
   See “Raising a New Equipment Request” on page 187

2. Right-click the New Tangible Asset Requests-Project or the New Leased Asset Requests-Project form, and then select Add New Asset.

3. From Add New Asset, specify or select the values that apply for your project:
   - For tangible assets:
     - **Standard Equipment**—The equipment needed for the project.
     - **Equipment Requisition**—The requisition number for which the new tangible asset is being raised.
     - **Asset ID**—Assign an ID for the new tangible asset.
     - **Description** (optional)
     - **Asset Rate**—The asset rate of the new tangible asset.
     - **Asset Units**—The number of asset units to be raised.
Note: Asset units cannot exceed the number of asset units in the equipment requisition.

- Justification—Why the asset is needed.
- Physical Location—The location for which the new tangible asset request is being made.

Note: You can customize this Smart List to suit your needs. Adding values to the Smart List does not impact business rules.

- Priority—The priority for the new asset request.
- Purchase Date
- Salvage Value—The secondhand market value of the new tangible asset.

- For leased assets:
  - Standard Equipment—The equipment needed for the project.
  - Equipment Requisition—The requisition number for which the new leased asset is being raised
  - ID—Assign an ID for the new leased asset.
  - Description (optional)
  - Asset Units—The number of leased asset units to be raised.

Note: Asset units cannot exceed the number of asset units in the equipment requisition.

- Justification—Why the equipment is needed.
- Priority—Prioritize the new leased asset request.
- Lease Date—The lease date of the new leased asset.
- Lease Term (In Years)—The number of years for which the new leased asset request is being made.
- Down Payment—The down payment being made for the new leased asset request.
- Lease Payment—The lease payment of the new asset.
- Payment Frequency—The frequency of payments for the new leased asset.
- Payment Timing
- Implicit Interest Rate—The interest rate of the new leased asset.
- Ownership After Lease Term—The ownership after completion of lease term for the new asset.
- Asset Value at Start of Lease
- Asset Age at Start of Lease (In Years)
- Purchase Price at End Lease
- Second hand market value (Salvage Value)
Calculating an Asset

This task enables you to calculate an asset.

To calculate a project equipment expense:

1. Open the New Equipment Request composite form.
   See “Raising a New Equipment Request” on page 187
2. Right-click the New Tangible Asset Requests-Project or the New Leased Asset Requests-Project form, and then select Calculate Asset.
3. Click OK or Launch.

Reviewing Calculated Details

This task enables you to review calculated details for tangible assets.

To review calculated details:

1. Open the New Equipment Request composite form.
   See “Raising a New Equipment Request” on page 187.
2. Right-click the New Tangible Asset Requests-Project tab, and then select Calculated Details.

Note: You can return to the previous form by using the shortcut menu.

Viewing the Impact of an Equipment Request on Financial Statements

Subtopics

- Viewing the Impact of an Equipment Request on the Profit and Loss Statement
- Viewing the Impact of an Equipment Request on the Balance Sheet Statement
- Viewing the Impact of an Equipment Request on the Cash Flow Statement

These tasks enable you to view the impact of an equipment request on the Profit and Loss, Balance Sheet, and Cash Flow statements.
**Viewing the Impact of an Equipment Request on the Profit and Loss Statement**

This task enables you to view the impact of an equipment request on the Profit and Loss Statement.

1. **To view the impact of an equipment request on the Profit and Loss Statement:**
   1. **Open the New Equipment Request composite form.**
      
      See “Raising a New Equipment Request” on page 187
   2. **Select an action:**
      - Right-click the **New Tangible Asset Requests-Project** form, and then select **Profit & Loss Impact**.
      - Right-click the **New Leased Asset Request-Project** form, select **Financial Statements**, and then select **Profit and Loss Impact**.
   3. **Review the 6.05 Profit and Loss Impact - Drill Through form.**

   **Note:** You can return to the previous form by using the shortcut menu.

**Viewing the Impact of an Equipment Request on the Balance Sheet Statement**

This task enables you to view the impact of an equipment request on the Balance Sheet statement.

1. **To view the impact of an equipment request on the Balance Sheet statement:**
   1. **Open the New Equipment Request composite form.**
      
      See “Raising a New Equipment Request” on page 187
   2. **Select an action:**
      - Right-click the **New Tangible Asset Requests-Project** form, and then select **Balance Sheet Impact**.
      - Right-click the **New Leased Asset Request-Project** form, select **Financial Statements**, and then select **Balance Sheet Impact**.
   3. **Review the 6.10 Balance Sheet Impact - Detail form.**

   **Note:** You can return to the previous form by using the shortcut menu.

**Viewing the Impact of an Equipment Request on the Cash Flow Statement**

This task enables you to view the impact of an equipment request on the Cash Flow statement.
To view the impact of an equipment request on the Cash Flow statement:

1. Open the **New Equipment Request** composite form.
   
   See “Raising a New Equipment Request” on page 187.

2. Select an action:
   
   - Right-click the **New Tangible Asset Requests-Project** form, and then select **Cash Flow Impact**.
   
   - Right-click the **New Leased Asset Request-Project** form, select **Financial Statements**, and then select **Cash Flow Impact**.

3. Review the **6.00 Cash Flow Impact - Line Item Details** form.

**Note:** You can return to the previous form by using the shortcut menu.

**Recalculating Equipment Costs**

After making changes or additions to equipment, the Recalculate Equipment Costs task enables entity managers to recalculate equipment costs.

To recalculate equipment costs:

1. Under the **Capital Analysis** task list, launch **Recalculate Equipment Costs**.
   
   See “Viewing the Capital Analysis Task List” on page 182.

2. Launch the “RollupCapexCube” business rule.

3. Click **Launch**.

   **Note:** For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the *Oracle Hyperion Planning Administrator’s Guide*.

**Reviewing the Impact on Financial Statements**

Reviewing the impact of capital expenses and related actions shows their effect on the Profit and Loss, Balance Sheet, and Cash Flow. You can review the financial impact by department or across departments, for the same asset class, all asset classes, or one asset.

To review the impact of an equipment request on the financial statements:

1. Under the **Capital Analysis** task list, launch **Review Impact on Financial Statements**.
   
   See “Viewing the Capital Analysis Task List” on page 182.

2. Complete the **Capital Impact on Financial Statement** composite form.

3. From the **Cash Flow Impact** form, you can view asset details using the shortcut menu.
See “Viewing Asset Details” on page 192.

**Viewing Asset Details**

This task enables you to view capital expense details about an asset. You can navigate across All Projects to verify the expenses of new asset requests.

➢ To view asset details:

1. **Open the Capital Impact on Financial Statement composite form.**
   

2. **Right-click the Cash Flow Impact form, and then select Asset Details.**

3. **Review the 5.05 Capital Expenditure Summary - Line Item Details form.**

**Note:** You can return to the previous form by using the shortcut menu.
Part V
Performing Financial Analysis

In Performing Financial Analysis:

- Performing Financial Analysis
- Reviewing Projects
About

Project Financial Planning enables financial users to review the financial impact on an organization of new project proposals and existing projects. Finance managers can review the Income Statement and Cash Flow of the organization for the total projects.

Process

The finance manager begins by running rollups, and then reviewing an overview of several key financial measures: Current Year Financials, Total Fund Requests, Net Income and Cash Flow Trend, and Head Count trend. After the financial measures are reviewed, they can perform a detailed analysis of the entities in the organization and the project financials. The detailed analysis shows the net revenue, total expenses, net income or loss, project cash flow, and ROI by organization. Then the finance manager makes funding decisions and submits the plan for approval.

Finance Analysis Task List Tasks

1. Run rollups.
See “Running Rollups” on page 196.

2. Review current year financials, total fund requests, net income and cash flow trends, and headcount trends at the project level.
   See “Viewing the Financial Overview” on page 197.

3. Perform a detailed analysis of a project's financials and resources.
   See “Performing Detailed Analysis” on page 199.

4. Review project funding, such as reviewing fund requests and allocating funding to projects.
   See “Reviewing Project Funding” on page 200.

5. Submit the plan for approval.
   See “Submitting the Plan for Approval” on page 204.

Viewing the Finance Analysis Task List

To view the Finance Analysis task list:

1. Launch Project Financial Planning.
   See “Logging On and Accessing Project Financial Planning” on page 38.

2. Select View, then Task List, and then Task List.

3. Expand Finance Analysis.

4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

Running Rollups

To run rollups:

1. Under the Finance Analysis task list, launch Run Rollups.
   See “Viewing the Finance Analysis Task List” on page 196.

2. Launch the “Run Rollups” business rule.

3. Click Launch.

Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator's Guide.
Viewing the Financial Overview

Subtopics

- Allocating Funds
- Changing Funding Status
- Reviewing Project Financial Statements
- Reviewing Project KPIs
- Calculating Project Metrics

The financial overview provides you with a high level view of the financial performance of your organization. The overview helps identify issues and enables you to work interactively with your financials.

You can review current year financials, total fund requests, net income and cash flow trends, and headcount trends at the project level.

➢ To view the financial overview:

1. Under the Finance Analysis task list, launch Financial Overview.
   See “Viewing the Finance Analysis Task List” on page 196.
2. Review the Financial Overview.
3. From the Total Fund Request form, use the shortcut menu to allocate funds, change funding status, review project financial statements, and review project KPIs.

Allocating Funds

After planning expenses for a project, the project manager requests funding. The finance manager determines the funding required across projects and determines how to secure the required funds. After the funding source is determined, the finance manager allocates the funds back to the projects. The project can be assigned with the sources of funds, the project’s cost-of-capital details, and the timeline of funding. This information determines the cost-of-capital information and cash inflows and outflows for the project.

➢ To allocate funds:

1. Open the Financial Overview.
   See “Viewing the Financial Overview” on page 197.
2. Right-click the Total Fund Request form, and then select Allocate Fund.
3. In Allocate Fund, specify or select the values that are applicable for your project:
   - Funding Source Code—Identify the funding source.
   - Funding Source Description (optional)
   - Funding Instrument Type—Internal Funding, External Funding Short Term, External Funding Long Term, Subordinated Debt, 7 1/2% Senior Notes, or Unspecified
Note: You can customize this Smart List to suit your needs.

- **Funding Amount**—The funding amount allocated to the project. Allocated funding could be the equal to or less than the funding request from the project manager.
- **Funding Date**—The date that the funding was secured.
- **Term (In Months)**—The repayment term (in months) of the funding.
- **Repayment Frequency**—Quarterly, Semiannually, or Yearly.
- **Implicit Interest Rate**

4 Click OK.

## Changing Funding Status

This task enables you to change the selected funding status to Approved, Unapproved or On Hold.

The funding status is set to New when a request is made. After the requests are submitted for approval, the approving authority could change the status of individual requests before promoting the plan through the Approvals process. Allocating funds automatically changes the status to Approved.

To change project funding status:

1 Open the **Financial Overview**.
   
   See “Viewing the Financial Overview” on page 197.
2 Right-click the **Total Fund Request** form, and then select **Change Funding Status**.
3 In the **Change Funding Status** window, specify or select the values that are applicable for your project:
   
   - **Enter Project**
   - **Funding Request**
   - **Enter Status**—Select from the following options:
     - **Approved**—The project has approval to move forward.
     - **Unapproved**—The project was rejected or not approved.
     - **On-hold**—The funding is postponed or must be put on hold.
4 Click OK.

## Reviewing Project Financial Statements

This task helps you review the impact on Cash Flow and Income Statements for the project using its expenses and revenues.

To review project financial statements:

1 Open the **Financial Overview**.
See “Viewing the Financial Overview” on page 197.

2 Right-click the Total Fund Request form, and then select Review Project Financial Statements.


4 From the tabbed area of the form, use the shortcut menu to calculate the project.

**Reviewing Project KPIs**

You can review the key performance indicators (KPIs) for projects. Some KPIs are yearly, and some are based on the life of the project. Review the project-level defaults for discount rate and tax rate that were defined in the entity and make necessary changes.

➤ To review project KPIs:

1 Open the Financial Overview.
   See “Viewing the Financial Overview” on page 197.

2 Right-click the Total Fund Request form, and then select Review Project KPIs.

3 Review the 1.50 Project Metrics and KPIs composite form.

4 From the tabbed area of the form, use the shortcut menu to calculate project metrics and to calculate the project.
   See “Calculating Project Metrics” on page 199.

**Calculating Project Metrics**

This rule calculates all the KPIs and yearly performance indicators for a project.

➤ To calculate project metrics:

1 Open the 1.50 Project Metrics and KPIs composite form.
   See “Reviewing Project KPIs” on page 199.

2 Right-click the tabbed area of the form, and then select Calculate Project Metrics.

3 Click OK.

**Performing Detailed Analysis**

Subtopics

- Analyzing the Impact on Income Statement
- Analyzing the Impact on Cash Flow

The detailed analysis provides a high-level view of the financial performance of each entity within your organization. Key financial measures are provided to help you identify issues and enable
you to work interactively. You can review Net Revenue, Total Expenses, Net Income/(Loss), Cash Flow, and ROI for the organization and for the projects within that organization.

To perform detailed analysis:

1. **Under the Finance Analysis task list, launch Detailed Analysis.**
   
   See “Viewing the Finance Analysis Task List” on page 196.

2. **Review the Financial Review composite form.**

3. From the form, use the shortcut menu to calculate project metrics, analyze the impact on Income Statement, and the impact on Cash Flow.

---

**Analyzing the Impact on Income Statement**

This task enables you to perform detailed analysis for a given project. This menu option launches the Income Statement for a selected project.

To analyze the impact on the Income Statement:

1. **Open the Financial Review composite form.**
   
   See “Performing Detailed Analysis” on page 199.

2. **Right-click the lower area of the form, and then select Impact on Income Statement.**

3. **Review the 8.01 Impact on Income Statement form.**

4. From the form, use the shortcut menu to calculate the project.

---

**Analyzing the Impact on Cash Flow**

This task enables you to perform detailed analysis for a given project. This menu option launches the project Cash Flow for a selected project.

To analyze the impact on Cash Flow:

1. **Open the Financial Review composite form.**
   
   See “Performing Detailed Analysis” on page 199.

2. **Right-click the lower area of the form, and then select Impact on Cash Flow.**

3. **Review the 8.02 Impact on Cash Flow form.**

4. From the form, use the shortcut menu to calculate the project.

---

**Reviewing Project Funding**

This task enables you to view funding requests for a project and review the funds allocated to a project.
To review requests and allocate funds:
1. Under the Finance Analysis task list, launch Project Funding.
   See “Viewing the Finance Analysis Task List” on page 196.
2. Complete the Review Requests and Allocate Funds composite form.
3. From the form, use the shortcut menus to allocate funds, change funding status, review project financial statements, review project KPIs, and deallocate funds.

Deallocating a Fund
Use this rule to delete funding to a project that is no longer required or to remove a funding request that was added by mistake.

To deallocate a fund:
1. Open the Review Requests and Allocate Funds composite form.
   See “Reviewing Project Funding” on page 200.
2. Right-click the Fund Allocation form, and then select Deallocate Fund.
3. In the Deallocate Fund window, enter the requested values.
4. Click OK.

Setting the Target for Entities
This task enables you to set the targets for an entity. You can set the Target at Parent Entities level and can be inherited to lower level entities. The target values are helpful for analyzing the performance of the projects within What-If Version. If the target entity meets the requirement, then you may have the option of including or excluding them within What-If Analysis.

Note: You can set the target value for each entity by referring to Actual data of last year or you could manually enter the target values. If you have the Actual data of last year then you can set the target at very high level or summary level for each entity.

To set the target values at high level, you can directly import data into the following relational tables:
1. To load the Headcount value at the Entity level, you need to use the HSP_I_PFP_ENTITY_LEVEL_ACTUALS table and enter the headcount value for the required entity, year, period, currency.
   See “Import Entity Level Actuals Table Description” on page 279 for details about the HSP_I_PFP_ENTITY_LEVEL_ACTUALS table.
2. To load the 'Cost of Sales' value at the Entity level, you need to use the HSP_I_PFP_PROJECT_EXPENSES table and enter the 'Cost of Sales' value for the required entity, year, period and currency at Actual, Final and 'Unspecified Project' intersection
To load the "Sales Revenue" value at the Entity level, you need to use the HSP_I_PFP_PROJECT_REVENUE table and enter the 'Sales Revenue' value for the required entity, year, period and currency at Actual, Final and 'Unspecified Project' intersection.

See “Project Revenue Table” on page 273 for details about the HSP_I_PFP_PROJECT_REVENUE table.

To set the target for entity:

1. Under the Finance Analysis task list, launch Set Target for Entities.

   See “Viewing the Finance Analysis Task List” on page 196

2. Select an Entity from the drop-down list, and then select the Set Target Data tab.

3. Perform one of these actions:

   a. Enter the percentage value in the Year on Year (Y0Y) text box. You must enter an integer; for example 5.
   
   b. Enter a value in the Direct Input text box.

   Note: If you enter both Year on Year (Y0Y) and Direct Input values, then Direct Input values are taken high preference for setting the target values.

4. Right-click the Set Target Data form, and then select Calculate Target.

5. In Runtime Prompts, set the value for the Calculate Target condition:

   a. In Enter Scenario, select the scenario for which you want to calculate Target.
   
   b. In Overwrite Existing Data, select an option for which you want to overwrite the data for entities.
   
   c. In Allocate Target To, select an option for which you want to allocate target, either Children or Descendants.
   
   d. In % MarkUp, enter the percentage value for the targeted parent entity.

      The % MarkUp value is applicable for Children or Descendants Entities and the value is applicable for Revenue and Income only. This markup value is not for the entity that you selected on page.
   
   e. Under Allocation Logic for Direct Input, select an option:

      * No Spread

      No Spread–If you select this option, the value of the parent entity is inherited to either descendants or children as per allocate target prompt selection.

      * Divide Evenly

      Divide Evenly–If you select this option, the value of the parent entity is equally divided among their descendants or children's.
For example, if you provide Direct Input value as 5000 to a parent entity and if the parent entity has five descendants and upon selecting the Divide Evenly option, then each descendant’s entity are assigned a value of 1000 as Direct Input.

- Divide Proportionately
  Divide Proportionately—If you select this option, the value of the parent entity is proportionately divided among their descendants or children based on the Actual value.

  For example, let us consider Parent Entity “A” which is assigned an actual value of 1000, then the children entity “B” which is assigned an actual value of 100. If you Direct Input a value of 5000 for a Parent Entity “A”, then the children entity “B” will inherit a value of 500. Based on the proportion of the Actual values are assigned.

  f. Click OK.

  “Calculate Target was successful” is displayed. Click OK.

  Based on the values provided in the Set Target, the bottom Review Target displays the calculated values.

  **Note:** You can set targets for future years; the value provided is monitored for analysis.

  **Note:** Based on the actual values, you can provide the Year on Year (YOY) percent value. If the actual values are not present, then you can enter values within Direct Input.

### Setting the Tolerance Value for the Target Entity

This task enables you to set the tolerance values for an entity. This task helps you to mark the What-If versions that are falling short of the target by a certain percentage. For example, Revenue of the Target is assigned a value of 1000 and percentage tolerance is “5” then Revenue of the What-If version should be minimum 950 or more, but not less than 950. If the expected value falls short, then the values are indicated in red.

Upon setting the tolerance value for the target entity, under the Include-Exclude Existing Project and Include-Exclude New Project forms, you will find the values, within the What-If vs Target composite form. For more information, see Review Projects Task List.

1. **To set the tolerance value:**
   1. Under the Finance Analysis task list, launch Set Target for Entities.
      See “Viewing the Finance Analysis Task List” on page 196
   2. Select an Entity from the drop-down list, and then select Set Tolerances tab
   3. Enter the percentage value of tolerance in the text box. You must enter an integer; for example, 5.
Submitting the Plan for Approval

After you complete all of the tasks for the project, review the financial statements, and request funding, you can promote your plan to another user for approval. Go to the Submit Plan for Approval page and start or promote the planning unit. After you promote a planning unit, its new owner can write to it (assuming the owner has write access), but you can no longer write to the planning unit. For information about promoting planning units, see Chapter 10, “Managing Planning Units” in the Oracle Hyperion Planning User’s Guide.
About Reviewing Projects

This task list enables users who are responsible for reviewing, approving, and rejecting project proposals to make approval decisions. It helps users identify the new project proposals that are awaiting approval and provides information about existing projects performance.

Process for Reviewing Projects

This task list helps you review project proposals and provides information about how projects are performing. The process begins with calculating the financial statements for the entire organization. After the calculation is performed, you can begin the review process, first focusing on the financial impact of new project proposals, then analyzing the impact of forecast updates for existing projects. The review process includes a look at the Income Statement Impact, Cash Flow, Funding Requests, and KPIs. You can then compare project scores to help evaluate the project from a financial and a subjective perspective, and review the project justifications as another analysis point in viewing and approving projects. Finally, the financial overview provides a high-level view of the financial performance of each project and of your organization. The overview helps you identify issues and enables you to work interactively with the financials. You can review current year financials, net income, cash flow trends, and the project-level project score.
Review Projects Task List Tasks

1. Calculate the department level financial statements.
   See “Calculating Department Level Financial Statements” on page 206.

2. Review performance.
   See “Reviewing Performance” on page 207.

3. Review existing projects, including existing project details and comparing EVM measures.
   See “Reviewing Existing Projects” on page 208.

4. Review new projects, including new project details and comparing project scores.
   See “Reviewing New Projects” on page 211.

5. Perform What If analysis.
   See “Performing What-If Analysis” on page 213.

6. Approve projects.
   See “Approving Projects” on page 219.

Viewing the Review Projects Task List

To view the Review Projects task list:

1. Launch Project Financial Planning.
   See “Logging On and Accessing Project Financial Planning” on page 38.

2. Select View, then Task List, and then Task List.


4. To launch a task from the task list, to the right of the task, click Launch Tasklist Wizard.

Calculating Department Level Financial Statements

This task enables you to calculate financial statements for the entire organization.

To calculate department level financial statements:

1. Under the Review Projects task list, launch Calculate Department Level Financial Statements.
   See “Viewing the Review Projects Task List” on page 206.

2. Launch the “Calculate DepartmentalFS_Ruleset” business rule.

3. Click Launch.
Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see the Oracle Hyperion Planning Administrator’s Guide.

Reviewing Performance

Subtopics

- Reviewing Departmental Financial Performance
- Reviewing Impact on Financial Statements

This task list provides a financial overview that summarizes the financial performance of your organization. The overview helps you identify issues and enables you to work interactively with your financials. You can review current year financials, net income, and cash flow trends.

Reviewing Departmental Financial Performance

You can review current year financials, cash flow trends, net income trends, and headcount trends at the departmental level.

To review departmental financial performance:

1. Navigate to the Review Projects task list.
   See “Viewing the Review Projects Task List” on page 206.
2. Expand Performance Review, and then launch Departmental Financial Performance.
3. Review the Department Overview composite form.

Reviewing Impact on Financial Statements

To review the impact on financial statements:

1. Navigate to the Review Projects task list.
   See “Viewing the Review Projects Task List” on page 206.
2. Expand Performance Review, and then launch Review Impact on Financial Statements.
3. Review the 1.0 Departmental Financial Statements composite form.
4. From the form, use shortcut menus to calculate the project.
Reviewing Existing Projects

Subtopics

- Reviewing Existing Project Details
- Comparing EVM Measures
- EVM Analysis Example
- Calculating EVM Measures

Reviewing Existing Project Details

This task provides the financial and non-financial details of existing projects that are awaiting review and approval. You are provided the information needed to approve or reject forecast changes. You can review the Income Statement Impact, Cash Flow, Funding Requests, and KPIs for the duration of the project.

To review existing projects:

1. Under the Review Projects task list, expand Review Existing Projects, and then launch Review Existing Project Details.

   See “Viewing the Review Projects Task List” on page 206.

2. Review the 2.11 Review Existing Projects composite form.

3. From the Existing Project Details form, use shortcut menus to perform project management tasks such as changing project status, moving projects, reviewing project performance, performing expenses planning, and calculating project financials. From the Project Performance form, use shortcut menus to calculate the project and add and cancel fund requests.

   For information about performing project management tasks, see the Chapter 4, “Managing Existing Projects.”

Comparing EVM Measures

This task compares earned value management (EVM) measures to monitor project performance.

Use EVM analysis to:

- Forecast EAC (estimate at completion) and a project completion date
- Show cost variance and schedule variance trends
- Compare performance of different projects

The following table lists the measures that are used to perform EVM analysis:
### Table 4  EVM Measures

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>How It Is Calculated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACWP</td>
<td>Actual cost of work performed</td>
<td>Cumulative actual amount from project start date to EVM analysis date</td>
</tr>
<tr>
<td>BCWS</td>
<td>Budgeted cost of work scheduled</td>
<td>Cumulative plan amount from project start date to EVM analysis date</td>
</tr>
<tr>
<td>BCWP</td>
<td>Budgeted cost of work performed</td>
<td>Earned value (which is the cumulative plan value for project life) * (% of work completed)</td>
</tr>
<tr>
<td>BAC</td>
<td>Budget at completion</td>
<td>Total budget for the project</td>
</tr>
<tr>
<td>CV</td>
<td>Cost variance</td>
<td>BCWP - ACWP</td>
</tr>
<tr>
<td>SV</td>
<td>Schedule variance</td>
<td>BCWP - BCWS</td>
</tr>
<tr>
<td>CPI</td>
<td>Cost performance index</td>
<td>BCWP / ACWP</td>
</tr>
<tr>
<td>SPI</td>
<td>Schedule performance index</td>
<td>BCWP / BCWS</td>
</tr>
<tr>
<td>EAC</td>
<td>Estimate at completion</td>
<td>“Budgeted value of unfinished work” + “Actual cost of finished work” = ((BAC-BCWP)/CPI) + ACWP</td>
</tr>
<tr>
<td>IEAC</td>
<td>Independent estimate at completion</td>
<td>BAC / CPI</td>
</tr>
<tr>
<td>ISAC</td>
<td>Independent schedule at completion</td>
<td>Schedule / SPI</td>
</tr>
<tr>
<td>VAC</td>
<td>Variance at completion</td>
<td>BAC - EAC</td>
</tr>
<tr>
<td>TCPI</td>
<td>To complete performance index</td>
<td>(BAC - BCWP) / (EAC - ACWP)</td>
</tr>
<tr>
<td>Estimated Completion Date</td>
<td>Start Date + ISAC (in days)</td>
<td></td>
</tr>
<tr>
<td>PM-EAC</td>
<td>Project Manager's estimate at completion</td>
<td>Total ‘Forecast’ expenses</td>
</tr>
<tr>
<td>PM-Estimated Completion Date</td>
<td>Project Manager's estimated completion date</td>
<td>Completion date as per ‘Forecast’</td>
</tr>
</tbody>
</table>

Project Financial Planning makes the following assumptions with regard to performing EVM analysis:

- The % Complete is provided by transactional systems apart from actuals
- EVM measures are calculated explicitly before reviewing project performance
- The approved plan is in “Plan” (Scenario) and “Final” (Version) and data is aggregated by executing the “CalculateFinancialStatements” business rule. See “Calculating Financial Statements” on page 100.
- Actuals are imported into “Actual” (Scenario) and “Final” (Version) and data is aggregated by executing the “CalculateFinancialStatements” business rule.

To perform EVM analysis:

1. Under the Review Projects task list, expand Review Existing Projects, and then launch Compare EVM Measures.
See “Viewing the Review Projects Task List” on page 206.

2 Review the 2.12 Review EVM Measures form.

The upper portion of the form provides a chart view that enables you to compare the various measures (BAC, EAC, CV, and so on) and the lower portion provides a grid view with the EVM measures detail.

3 From the lower grid view portion of the 2.12 Review EVM Measures form, use the shortcut menu to calculate EVM measures.

See “Calculating EVM Measures” on page 211.

EVM Analysis Example

These are the planned project statistics for a project called “MIS”:

- MIS Planned Project Duration: 5 months (6/1/12 to 10/31/12)
- MIS Planned Project Expenses per month (Plan, Working): $10,000 (total project expense is $50,000)
- MIS % Completed per month: 20% (100% / 5 months = 20%)

At the end of August 2012, the actual project expenses and the % Complete are imported from the transactional system to the Planning application:

- MIS Actual Project Expenses (Actual, Final): $12,000 for June, $12,000 for July, and $12,000 for August
- MIS Actual % Complete per month: 20% for June, 40% for July, and 50% for August

EVM analysis reveals that there was a $2,000 overage each month through August and only 50% of the work is completed as of the end of August instead of the planned 60%.

The following table provides the EVM calculations by measure for the month of August:

<table>
<thead>
<tr>
<th>Measure</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACWP</td>
<td>$36,000 (actual expenses for the months of Jun, Jul and Aug)</td>
</tr>
<tr>
<td>BCWS</td>
<td>$30,000 (planned expenses for the months of Jun, Jul and Aug)</td>
</tr>
<tr>
<td>BCWP</td>
<td>$50,000 * 50% (total planned budget * % work completed) = $25,000</td>
</tr>
<tr>
<td>BAC</td>
<td>$50,000 (Total budget)</td>
</tr>
<tr>
<td>CV</td>
<td>BCWP - ACWP = $25000 - $36000 = -$11,000</td>
</tr>
<tr>
<td>SV</td>
<td>BCWP - BCWS = $25000 - $30000 = -$5000</td>
</tr>
<tr>
<td>CPI</td>
<td>BCWP / ACWP = $25000 / $36000 = 0.69444</td>
</tr>
<tr>
<td>SPI</td>
<td>BCWP / BCWS = $25000 / $30000 = 0.83</td>
</tr>
<tr>
<td>Measure</td>
<td>Calculation</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>EAC</td>
<td>(((\text{BAC} - \text{BCWP})/\text{CPI}) + \text{ACWP} = (($50000 - $25000) / 0.69444) + $36000 = 72000)</td>
</tr>
<tr>
<td>IEAC</td>
<td>(\text{BAC} / \text{CPI} = $50000 / 0.69444 = 72000)</td>
</tr>
<tr>
<td>ISAC</td>
<td>(\text{Schedule} / \text{SPI} = 5 \text{ months} / 0.83 = 6 \text{ months})</td>
</tr>
<tr>
<td>VAC</td>
<td>(\text{BAC} - \text{EAC} = $50000 - $72000 = -$22000)</td>
</tr>
<tr>
<td>Estimated Completion Date</td>
<td>(\text{Start Date} + \text{ISAC (in days)} = 11/30/12)</td>
</tr>
<tr>
<td>PM-EAC</td>
<td>(\text{Total 'Forecast' expenses})</td>
</tr>
<tr>
<td>PM-Estimated Completion Date</td>
<td>(\text{Completion date as per 'Forecast'})</td>
</tr>
</tbody>
</table>

**Calculating EVM Measures**

This task enables you to calculate EVM measures.

To calculate EVM measures:

1. Under the Review Projects task list, expand Review Existing Projects, and then launch Compare EVM Measures.
   
   See “Viewing the Review Projects Task List” on page 206.

2. Right-click the lower grid view portion of the 2.12 Review EVM Measures form, and then select Calculate EVM Measures.

3. Click OK.

   Note: For information about creating a runtime prompt values file so it can be used with the CalcMgrCmdLineLauncher.cmd utility, see Oracle Hyperion Planning Administrator's Guide.

**Reviewing New Projects**

Subtopics

- Reviewing New Project Details
- Comparing Project Scores

**Reviewing New Project Details**

This task enables you to view new project proposals that are awaiting review and approval. You are provided all the information needed to approve or reject a proposal. You can review the Income Statement Impact, Cash Flow, Funding Requests, and KPIs for the duration of the project.
To review project proposals:

1. Under the **Review Projects** task list, expand **Review New Projects**, and then launch **Review New Project Details**.

   See “Viewing the Review Projects Task List” on page 206.

2. Review the **2.10 Review New Project Proposals** composite form.

3. From the **New Project Details** form, use shortcut menus to perform project proposal tasks such as adding and deleting projects, reconciling projects, changing project status, moving projects, performing expense and revenue planning, and reviewing project performance. From the **Project Performance** form, use shortcut menus to calculate the project and add and cancel fund requests.

   For information about performing project proposal tasks, see Chapter 5, “Proposing New Projects.”

### Comparing Project Scores

Project scoring tracks a project’s performance against a predefined set of targets at the entity and project level and score projects based on subjective and financial factors. Use these scores to rank a project and analyze the performance of a project with respect to other projects and to a predefined set of limits. Financial scores depend on the financial metrics and factors of the project and are based on financial planning, and subjective scores are based on qualitative factors and responses to some predefined questions and their assessment by the entity head. You can review project scores for individual projects and across projects.

The process for scoring projects starts with the entity head defining the weightings for the components of the project score. These weightings are defined at the subjective and financial level, and the subjective weightings are further divided into components and subcomponents. Subjective scoring is based on the questions that are defined by the entity head and which pertain to the project’s performance. After the project manager completes financial planning for the project, details about calculated financial metrics and parameters help in automatically calculating the financial scores. For subjective scores, the project manager must answer predefined questions and, based on the responses, the entity head can determine the project’s subjective score. The combination of financial and subjective scores is used to rank the project. Project ranking helps the entity, Finance, and corporate management determine whether to approve a project and fund it.

You can review all financial and strategic scores of projects within your entity and use the scores to rank the projects for approvals.

To compare project scores:

1. Under the **Review Projects** task list, expand **Review New Projects**, and then launch **Compare Project Scores**.

   See “Viewing the Review Projects Task List” on page 206.

2. Review the **Review Project Score and Justification** composite form.

3. From the form, use shortcut menus to calculate the project score.
Performing What-If Analysis

This task enables you to analyze the variations within your projects. You set a target for your projects and evaluate different sets of outcomes or assumptions, evaluating different possible outcomes can be performed using What-If version within the Project Financial Planning. Based on the analysis, you could approve the projects that meet all required parameters for approval.

There are three conditions for copying the What-If Analysis version into the project:

- All mandatory projects can be copied to What-If version.
  
  Mandatory—While adding a new Indirect Project you find this option. Among these conditions for copying the What-If Analysis version, the highest priority is given to mandatory option.
  
  o If the mandatory field is Yes, then that Project is included in What-If version.
  o If the mandatory field is No, then that Project is excluded from What-If version.
  o If you do not provide any option to mandatory field, then other criteria is considered for the project being Included or Excluded within What-If version.

  Note: The mandatory field is applicable for Indirect Projects only.

- On both Include–Exclude New Project and Include–Exclude Existing Project form, you can either opt for including or excluding the project, using the Include/Exclude drop-down list.

- Based on the conditions provided within the Include–Exclude Criteria.

Viewing Include Exclude Existing Project

In this task, you can review the performance of the existing project. From the existing project, you can either include or exclude the project in the What-If Version.

1. Under the Review projects task list, launch the Include-Exclude Existing Projects task.
   
   See “Viewing the Review Projects Task List” on page 206

2. Select the Include-Exclude tab.

3. Select a Page Dimension from the drop-down list, and then click ➔.

4. Select a project that you want to Include or Exclude in the What-If Version.

5. Click Save.
   
   “The data has been saved” is displayed. Click OK.

Viewing Include Exclude New Project

In this task, you can review the performance of the new project. From newly added projects, you can either include or exclude the project in the What-If Version.
To Include or Exclude the project in the What-If Version:

1. Under the Review projects task list, launch the Include-Exclude New Projects task.
   
   See “Viewing the Review Projects Task List” on page 206

2. Select a Page Dimension from the drop-down list, and then click 🔄.

3. Select a project that you want to Include or Exclude in the What-If Version.

4. Click Save.
   
   “The data has been saved” is displayed. Click OK.

Performing Include Exclude Criteria

This task enables you to copy the projects to What-If Version, based upon satisfying the criteria. From the Approval Criteria column, select the criteria and specify the range, such as upper-limit and lower-limit details. If the all the criteria are met within the specified range, then that project is automatically copied to the What-If version. For example: If the Net Income and Net Revenue criteria are within the following range: 10,000 (lower limit) and 99,999 (upper limit), then that project is copied into the What-If version.

To perform Include Exclude Criteria:

1. Select a project for which you want to provide Include Exclude Criteria.

2. Right-click the selected project, and then select Include Exclude Criteria.

3. In the 3.02 Include Exclude Existing Project dialog box, select the criteria and specify the range, such as upper-limit and lower-limit details.

4. Provide details in the approval criteria column, and then click Save.

Getting the Project Details

This task enables you to get the project information from the source scenario and version.

Prerequisite: Before getting the project details, you must ensure that the values are set for the following substitution variables:

- SourceScenarioNewProjects
- SourceVersionNewProjects

For more information, see “Initial Product Implementation Tasks” on page 33

These substitution variables enables you to get the global assumptions data (Workforce/Capex) from source scenario and version of the projects. Also, helps you to calculate the following details of the project: Expense, and Revenue within What-If version.

Before performing the following task, you must get the project information from the source scenario and version:

- Shifting the Project Dates
Modifying the Expense

Modifying the Revenue

Note: For all the projects, you want to Include or Exclude within What-If version, you must get the project information before performing Include or Exclude projects.

To get the project details, right-click the project from which you want to get the information, and then select Get Project Details.

Changing the Project End Date

This task list enables you to shift the Project Start Date forward or backward by one or more months. Project Financial Planning enables you to change the end date for New and Existing Projects. For example, the user may want to change the end date of the project, after doing an EVM Analysis in Project Financial Planning that displays information saying that the project is delayed.

If the resource assignments continue beyond the proposed end date for the project, executing the Change End Date rule displays a message saying that “The resource assignment (labor, equipment, and material) is violating the project duration.”

If the resource assignments lie within the proposed end date of the project, then the project’s end date is changed to the proposed end date. However, the user can change the end date, you need to ensure the resource assignments details associated within the project. Project Financial Planning does not modify the resources being assigned to the project.

To change the Project End Date:

1. Under the Review projects task list, launch Include-Exclude Existing Projects.
   See “Viewing the Review Projects Task List” on page 206
2. Select Include-Exclude tab.
3. Right-click the project for which you want to change the project end date, and then select Change Project End Date.
4. In Runtime Prompts, provide the Proposed End Date for the Project details:
   In Proposed End Date for the Project, you must select a date using calender icon.
5. Click OK.
   “Proposed End Date for the Project was successful” is displayed. Click OK.

Copying What-If Version

To copy the project to a New What-If Version:

1. Select a project that you want to copy to the New What-If Version.
2 Right-click the selected project, and then select **Copy to New What-If Version**.

3 In **Runtime Prompts**, provide the following details:
   a. In **Select Source Scenario**, you can select a scenario using member selector icon.
   b. In **Source Version**, you can select a source version using member selector icon.
   c. In **Select What If Scenario**, you can select a What-If Scenario using member selector icon.
   d. In **What If Version**, enter the name of the new What-If Version.

   **Note:** Upon running the **Copy to New What If Version** rule, a new What-If version member is created within the version dimension.

4 Click **OK**.

   “Copy to What-If Version was successful” is displayed. Click **OK**.

   **Note:** After providing the sufficient data, the bottom form What-If vs Target and Review What-If vs Target variance displays the values.

   ➤ To copy the project to an existing What-If Version:

   1 Select a project that you want to copy to an existing What-If Version.
   2 Right-click the selected project, and then select **Copy to Existing What-If Version**.
   3 In **Runtime Prompts**, provide the following details:
      a. In **Select Source Scenario**, you can select a scenario using member selector icon.
      b. In **Source Version**, you can select a source version using member selector icon.
      c. In **Select What If Scenario**, you can select a What-If scenario using member selector icon.
      d. In **Select What If Version**, you can select a What-If Version using member selector icon.
   4 Click **OK**.

     “Copy existing Projects to Existing What-If Version was successful” is displayed. Click **OK**.

---

**Reviewing What-If Version**

The quantitative information present in this form and graph helps you to take decisive actions. The bar graph is useful for comparing differences among What-If and Target Variance values. Hovering the cursor over a horizontal bar displays the revenue values for that Fiscal year. The Financial values are displayed on the y-axis. The Fiscal years are displayed on the x-axis. The legend is displayed at the lower right of the report.

➤ To view the Review What-If vs Target variance reports:

1 Select a What If version that you want to compare with the Target from the drop-down list.

2 Click ➤.
Reviewing Data Validation Message

The data validation link provides users valuable information, when the tolerance limit is exceeded, such as when:

- Income is beyond the tolerance value
- Total Labor Resources are beyond the tolerance value
- Total investment is beyond the tolerance value
- Revenue is beyond the tolerance value

Approving What-If versions

This task enables you to approve the What-If version. After approving the What-If version, the entire modified project’s data are copied to the source scenario and version. Along with data, Project Status are changed in the source, for example:

- Existing Project Status are updated to Active
- New Project Status are updated to Approved

After the projects are approved, the entire modified project data are copied into the Final version.

To approve What-If versions:

1. Under What If Vs Target form, select a What If Version that you want to approve.
2. Right-click the selected What-If Version, and then select Approve What If.
3. In Runtime Prompts, provide the following details:
   a. In Select What If Scenario, select a scenario using member selector icon.
   b. In Select What If Version, select a What-If Version using member selector icon.
   c. In Select Source Scenario for Existing projects, select a scenario using member selector icon.
   d. In Select Source Version for Existing projects, select a version using member selector icon.
   e. In Change status of Excluded Existing Projects to On Hold, select Yes or No.
   f. In Select Source scenario for New projects, select a scenario using member selector icon.
   g. In Select source Version for New projects, select a version using member selector icon.
4. Click OK.

“Approve What-If was successful” is displayed. Click OK.

Deleting What-If versions

This task helps you to delete a What-If version. This helps you to clean the unwanted What-If version.
To Purge What-If versions:

1 Under **What If Vs Target** form, select a What-If Version that you want to delete.
2 Right-click the What-If Version you selected, and then select **Purge What If**.
3 Click **OK**.

**Note:** After running the **Purge What If** rule, the selected What If version member is deleted from the version dimension.

### Deleting a Project from What-If versions

This task enables you to delete a project from What If version. This helps you to clean the projects from the What-If version. You can delete the projects that are included within the What-If version. You can only delete leaf level Project Members from the What-If Version.

To Delete a Project from What-If version:

1 Under **What If Vs Target** form, expand the What If version, and then select a project.
2 Right-click the project that you want to delete, and then select **Delete Project**.
3 Click **OK**.

### Adjusting the Project Date

To Adjust Project End Dates:

1 Under the **Review projects** task list, launch **Include-Exclude New Projects**.

   See “**Viewing the Review Projects Task List**” on page 206

2 Right-click the project for which you want to change the project end date, and then select **Adjust Project Start Date**.
3 After navigating to **Adjust Project Start Date**, select an options:
   - Shift Project Start Date
   - Revert to Previous Start Date
   - Change Project End Date
4 If you select **Shift Project Start Date**, provide the following details in the **Runtime Prompts** dialog box:
   a. In **Select Projects**, select a project using the member selector icon.
   b. In **Shift projects Start Date**, select Back or Ahead.
   c. In **Number of Months**, enter the number of months by which you want to shift the Project Start Date.

**Note:** You can shift one project at a time.
**Note:** Shifting the project dates does not change the project duration. If the project is spanned for two years before the shift, then the project will span for two years after the shift. All the resource assignments for the project get shifted by the same duration. However, after shifting, the project’s expenses and revenues may change, because they are recalculated using the assumptions defined for the financial years in which the project falls post shift.

5. If you select **Revert to Previous Start Date** option—This enables you to revert the project dates.

**Note:** You can use this option for recently shifted project only.

**Note:** If the project end date is changed, using **Change Project End Date**, then you cannot revert using the **Revert to Previous Dates** rule. **Revert to Previous Dates** works only for the project that are shifted using **Shift Project Start Date**.

**Note:** The **Shift Project Start Date** and **Revert to Previous Dates** rules can be executed on one project at a time.

6. If you select **Change Project End Date**, and then provide the following details in the **Runtime Prompts**: In **Proposed End Date for the Project**, you can select a date using the calender icon.

7. Click **OK**.

## Approving Projects

You can approve the projects that meet all required parameters for approval.

➢ To approve projects:

1. Under the **Review Projects** task list, launch **Approve Projects**.
   
   See “**Viewing the Review Projects Task List**” on page 206.

2. Review the **Manage Approvals** form.

3. Change the planning unit status to approved.

   For information about all the review and approval tasks you can perform on planning units, see “Managing Planning Units” in the *Oracle Hyperion Planning User's Guide*. 
Templates

About Templates

Project Financial Planning provides import utilities and sample template files that can be used to import data and metadata into your application. The sample template files show how to format data in a CSV file before loading it into Project Financial Planning.

The following utilities are available:

- ExportPFPTemplates—Extracts sample template files to a user-defined root folder.
- ExportPFPTemplates_EPMA—Extracts sample template files to a user-defined root folder for a Project Financial PlanningPerformance Management Architect application.
- PFPImportUtility—Imports data and metadata into Project Financial Planning.

Extracting Sample Template Files

To use the sample template files, first extract them from the HspPPIT.JAR. Use the ExportPFPTemplates utility to extract them to a user-defined root folder, and then generate an encrypted password file by using the PasswordEncryption.cmd utility.

To extract the sample template files:

1. Open a command prompt, and then navigate to the Planning installation location.
For example, if your Oracle instance is `C:\Oracle`, navigate to `C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1`.

2 Enter one of the following commands:
   - `ExportPFPTemplates.cmd <root folder location> <language>`
   - `ExportPFPTemplates_EPMA.cmd <root folder location> <language>` (for Project Financial Planning Performance Management Architect applications)

   Where `<root folder location>` is the directory where you want to extract the sample template files and `<language>` is the language code of your Planning locale (for example, `fr` for French, `en` for English, or `zh_cn` for Simplified Chinese).

   **Note:** Use lowercase letters for the language code.

3 Enter `PasswordEncryption.cmd <password file location>`, where `<password file location>` is the directory where you want to store the password file.

   **Note:** If the name of the password file is not specified, the default password filename is `password.txt`.

4 Navigate to the root folder and password file locations. Verify that the sample template files are displayed and the password file was created.

## Template File Format

Create the CSV files in the same format as the templates with the same file name.

The first row in a sample template file contains the header records, which identify the member properties and the values to load. The header records include the budget item (for example, Entity, Asset Class, Employee, or Project), the data load cube name, the kind of data to be loaded (for example, project start and end dates, asset descriptions, or employee types), and the point of view (POV) to which you are loading data. The POV column contains information about the budget to which you are loading data (the scenario and version) and the artifacts that are associated with the data that you are loading (such as entity, position, employee, and so on).

For example, the following table lists the header records and a sample data row for the Project Asset Assignment sample template file:

<table>
<thead>
<tr>
<th>Table 6</th>
<th>Sample Template File</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asset Detail</strong></td>
<td><strong>Data Load Cube Name</strong></td>
</tr>
<tr>
<td>Laptop Lenovo T400</td>
<td>Capex</td>
</tr>
</tbody>
</table>
This sample data row loads Laptop Lenovo T400 data to the Capex cube at Plan (scenario), Working (version), Laptop (asset class), Contract Project 1 (project), USA (entity), No Year (year), BegBalance (period), Local (currency).

For detailed template format information, see “Template File Descriptions” on page 226.

Requirements and Recommendations

- Oracle recommends that you create and test CSV load files using a copy of the current application in a development or test environment. After confirming that the load files load data correctly, run them in your production environment.
- Load metadata first, and then data. Run load files in the order specified in “Data Load File Order” on page 224.
- Load data only to level 0 members, and then roll up the data to parent members as required. If you load data to parent members and then aggregate data, the values entered for the parent members are overwritten by the rolled-up values.
- All dates should be in the format mm-dd-yyyy for the CSV file data.
- All percentage values must be entered after dividing it by 100. For example: If you want to add a percentage value of 30% then you must enter a value 0.3 in the csv file.

Data Load Settings

Before you import data, ensure that the members in the data load files are specified in the data load settings of your Project Financial Planning application. The data load files comprise the following elements:

- The Data Load Dimension is the dimension to which data is loaded. It is always the first column in the template header.
- The Data Load Cube Name is the name of the plan type to which data is being loaded. It is the second column in the template header.
- The Point of View comprises all of the other dimensions that are required to determine the intersection for which to load the data. It is the last column in the template header.
- The Driver Dimension is the member into which data is loaded. You can have one driver dimension per load. The columns in the template header, excluding Data Load Dimension, Data Load Cube Name, and Point of View, comprise the driver dimension.

For example, in the following header record, Account is the data load dimension, and Period is the driver dimension.

<table>
<thead>
<tr>
<th>Account</th>
<th>Data Load Cube Name</th>
<th>Jan</th>
<th>Feb</th>
<th>...</th>
<th>Nov</th>
<th>Dec</th>
<th>Point of View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Load Dimension (Account)</td>
<td>Data Load Cube Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Point of View</td>
</tr>
</tbody>
</table>
Ensure that all members of the driver dimension in the data load file header are listed in the **Driver Dimension** field on the application’s **Data Load Administration** page. See Chapter 5 of the *Oracle Hyperion Planning Administrator’s Guide* for details on setting the driver members.

**Note:** Data load settings are not required to load metadata.

**Data Load File Order**

To ensure that your source data loads correctly, artifacts are loaded in this order by default when you use the `PFPImportUtility` script:

**Note:** For Project Financial PlanningPerformance Management Architect applications, the data is loaded in the order documented in the Release 11.1.2.2.300 *Oracle Project Financial Planning User’s Guide*.

<table>
<thead>
<tr>
<th>Artifact to be Imported</th>
<th>Sample Template File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart List</td>
<td>SmartList.csv</td>
</tr>
<tr>
<td>Asset Detail metadata</td>
<td>AssetMem.csv</td>
</tr>
<tr>
<td>Employee metadata</td>
<td>EmployeeMem.csv</td>
</tr>
<tr>
<td>Entity metadata</td>
<td>EntityMem.csv</td>
</tr>
<tr>
<td>Project metadata</td>
<td>ProjectMem.csv</td>
</tr>
<tr>
<td>Capital Assumptions</td>
<td>ImportGlobalCapitalAssumptions.csv</td>
</tr>
<tr>
<td>Overhead Assumptions</td>
<td>ImportOverheadAssumptions.csv</td>
</tr>
<tr>
<td>Workforce Assumptions</td>
<td>ImportWFPAssumptions.csv</td>
</tr>
<tr>
<td>Asset Depreciation and Amortization data</td>
<td>Asset Depreciation and Ammortization.csv</td>
</tr>
<tr>
<td>Entity Level Actuals</td>
<td>ImportEntityLevelActuals.csv</td>
</tr>
<tr>
<td>Project data (new and existing)</td>
<td>ProjectDetails.csv</td>
</tr>
<tr>
<td>Project Expense data</td>
<td>ProjectExpense.csv</td>
</tr>
<tr>
<td>Project Revenue data</td>
<td>ProjectRevenue.csv</td>
</tr>
<tr>
<td>Project Completion</td>
<td>ProjectCompletion.csv</td>
</tr>
<tr>
<td>Employees’ Assignment to Projects (new and existing)</td>
<td>ImportEmployeeProjectAssignment.csv</td>
</tr>
<tr>
<td>Existing Asset Assignment to Projects</td>
<td>ImportProjectAssetAssignments.csv</td>
</tr>
<tr>
<td>Material Requirements for Projects</td>
<td>ImportProjectMaterialRequirements.csv</td>
</tr>
<tr>
<td>Artifact to be Imported</td>
<td>Sample Template File</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Existing Employee data</td>
<td>ImportExistingEmployees.csv</td>
</tr>
<tr>
<td>Existing Major Asset data</td>
<td>ImportAssets.csv</td>
</tr>
</tbody>
</table>

**Note:** Before you load data, ensure that all of the required dependent metadata is present or is loaded through CSV files.

**Importing the CSV Data Load Files**

After creating the CSV data load files, replace the template file with the data load file. Ensure that the data load file has the same name as the template file and that the format of the data load file is the same format as the provided template. You can then run the PFPImportUtility.bat file to import the data load files and the PFPImportUtility_EPMA.bat file to import the data load files for Project Financial Planning Performance Management Architect applications.

To import the CSV data load files:

1. **Navigate to the Planning installation location.**
   For example, if your Oracle instance is C:\Oracle, navigate to C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1.

2. **Run the following command:**
   
   PFPImportUtility.bat <parameter1> <parameter2> <parameter3> <parameter4> <parameter5> <parameter6>

   Where:
   - `<parameter1>` = application name
   - `<parameter2>` = username
   - `<parameter3>` = password file path including the filename
   - `<parameter4>` = folder location where the CSV files are present
   - `<parameter5>` = the switch for selecting the mode of import
     Use the parameter table to load data from relational tables and use the parameter file to load data from CSV templates.
   - `<parameter6>` = the partial load parameter
     You can set this parameter to one or more of the following values (comma separated):
     - **employee**—loads all employee related data and metadata
     - **asset**—loads all asset related data and metadata
     - **assumption**—loads the assumption data
     - **project**—loads all project related data and metadata
- all—loads all of the data and metadata

For example, employee, asset (loads employee and asset related data and metadata)
For example, all (loads all of the data and metadata)

3 Open your Project Financial Planning application and verify that the data was loaded.

To import the CSV data load files for a Project Financial PlanningPerformance Management Architect application:

1 Navigate to the Planning installation location.
   For example, if your Oracle instance is C:\Oracle, navigate to C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1.

2 Run PFPImportUtility_EPMA.bat.

3 When prompted, enter the location for the root folder that contains the data load files, enter the location of the password file, and then enter the language code; for example, “en” for English.

   Note: Use lowercase letters for the language code.

4 Open your Project Financial Planning application and verify that the data was loaded.

Template File Descriptions

Subtopics

- Smart Lists and Smart List Values Template Descriptions
- Metadata Template Descriptions
- Data Template Descriptions
- Project Completion Template Description


Note: Do not use metadata templates to import metadata into a Project Financial Planning application created through Performance Management Architect. Only perform metadata changes in a Project Financial PlanningPerformance Management Architect application through the Performance Management Architect dimension library. This will ensure that Oracle Hyperion EPM Architect and Planning are in sync.

Smart Lists and Smart List Values Template Descriptions

Before loading Smart Lists and Smart List values, identify the associated product field names and entry names. To load Smart Lists, specify their product or member name in the Smart List Name column of the data load file. To load Smart List values, enter the corresponding entry name in the Entry Name column of the data load file.
You load Smart Lists and Smart List values by using a file with a format that is the same as the SmartList.csv data load file. The following table lists the header records and sample data for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>SmartList Name</td>
<td>ProjectManager</td>
</tr>
<tr>
<td>Entry Name</td>
<td>PaulKim</td>
</tr>
<tr>
<td>Entry Label</td>
<td>Paul Matthew Kim</td>
</tr>
</tbody>
</table>

You can add entries only for the following Smart Lists:

- AssignmentLocation
- Customer
- FundingSource
- PhysicalLocation
- ProjectCostLevel
- ProjectManager
- SkillSet

### Metadata Template Descriptions

**Subtopics**

- Entity Metadata Template
- Project Metadata Template
- Asset Detail Template
- Employee Template
- Job Template

When you load metadata, you can add members to the following dimensions: Entity, Project, Asset Detail, Employee, and Job.

**Note:**

- When you load metadata, ensure that the parent member exists in the application before loading children to it.
- All templates can be used for single currency Project Financial Planning applications by removing the Currency dimension from the POV; for example, the following POV:


  Can be changed to:
**Entity Metadata Template**

Under the Entity dimension, you load entities, such as USA and Mexico, as well as parent entities, such as North America. You load entity metadata by using a file with the same format as the EntityMem.csv data load file. The following table lists the header records and sample data for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>USA</td>
</tr>
<tr>
<td>Parent</td>
<td>North America</td>
</tr>
<tr>
<td>Description (optional)</td>
<td>United States entity</td>
</tr>
<tr>
<td>Alias: Default</td>
<td>United States of America</td>
</tr>
</tbody>
</table>

**Note:** An alias cannot duplicate an existing alias or member name.

**Project Metadata Template**

Under the Project dimension, you add metadata for existing projects. You load project metadata by using a data file with the same format as the ProjectMem.csv data load file. The following table lists the header records and sample data for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>IT Project</td>
</tr>
<tr>
<td>Parent</td>
<td>Existing Contract Projects</td>
</tr>
<tr>
<td>Description (optional)</td>
<td>Information Technology project</td>
</tr>
<tr>
<td>Alias: Default</td>
<td>Information Technology project</td>
</tr>
</tbody>
</table>

**Note:** An alias cannot duplicate an existing alias or member name.

**Asset Detail Template**

Under the Asset Detail dimension, add asset detail members. Load asset details by using a data file with the same format as the AssetMem.csv data load file. The following table lists the header records and sample data for this file:
Table 12  AssetMem.csv Header Records and Sample Data

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Detail</td>
<td>Laptop Lenovo T400</td>
</tr>
<tr>
<td>Parent</td>
<td>Total Major Assets</td>
</tr>
<tr>
<td>Description (optional)</td>
<td>Lenovo T400 laptop</td>
</tr>
<tr>
<td>Alias: Default</td>
<td>Lenovo T400 laptop</td>
</tr>
</tbody>
</table>

**Note:** An alias cannot duplicate an existing alias or member name.

**Employee Template**
Under the Employee dimension, add metadata for existing employees. Load employee metadata by using a data file with the same format as the EmployeeMem.csv data load file. The following table lists the header records and sample data for this file:

Table 13  EmployeeMem.csv Header Records and Sample Data

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Paul Kim</td>
</tr>
<tr>
<td>Parent</td>
<td>Existing Employees</td>
</tr>
<tr>
<td>Description (optional)</td>
<td>Paul Kim</td>
</tr>
<tr>
<td>Alias: Default</td>
<td>Paul Matthew Kim</td>
</tr>
</tbody>
</table>

**Note:** An alias cannot duplicate an existing alias or member name.

After you finish loading metadata, verify that the members were added by opening the Project Financial Planning application and using the Dimension Editor to view the hierarchy.

**Job Template**
Under the Job dimension, you add metadata for project related and non project related jobs. You load job metadata by using a data file with the same format as the JobMem.csv data load file. The following table lists the header records and sample data for this file:

Table 14  JobMem.csv Header Records and Sample Data

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Test Job</td>
</tr>
<tr>
<td>Parent</td>
<td>Project Related Jobs</td>
</tr>
<tr>
<td>Header Record</td>
<td>Sample Data</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Description (optional)</td>
<td>This for testing purposes</td>
</tr>
<tr>
<td>Alias: Default</td>
<td>Testing Job</td>
</tr>
</tbody>
</table>

Note: An alias cannot duplicate an existing alias or member name.

After you finish loading metadata, verify that the members were added by opening the Project Financial Planning application and using the Dimension Editor to view the hierarchy.

**Data Template Descriptions**

**Subtopics**

- Assumptions Template Descriptions
- Asset Depreciation and Amortization Template Descriptions
- Project Details Template Descriptions
- Project Expense and Revenue Template Descriptions
- Employee Project Assignments Template Descriptions
- Asset Project Assignments Template Descriptions
- Project Material Requirements Template Descriptions
- Existing Employee Data Template Descriptions
- Existing Major Asset Data Template Descriptions
- Leased Asset Data Template Description
- Entity Level Actuals Template Description

**Assumptions Template Descriptions**

**Subtopics**

- Capital Assumptions Template
- Overhead Assumptions Template
- Workforce Assumptions Template

**Capital Assumptions Template**

Capital assumptions include data such as depreciation, amortization methods, and so on. You load capital assumption artifacts by using a data file with the same format as the `ImportGlobalCapitalAssumptions.csv` data load file. The following table lists the header records, sample data, and restrictions for this file:
<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Class</td>
<td>Land</td>
<td>The member “Land” must exist under the Asset Class dimension.</td>
</tr>
<tr>
<td>Data Load Cube</td>
<td>Capex</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Useful Life (In</td>
<td>15</td>
<td>• May be entered only for the tangible and intangible asset classes</td>
</tr>
<tr>
<td>Years)</td>
<td></td>
<td>• Must be entered at “No Year”</td>
</tr>
<tr>
<td>Depreciation</td>
<td>SLN</td>
<td>• May be entered only for the tangible asset class</td>
</tr>
<tr>
<td>Method</td>
<td></td>
<td>• Must be entered at “No Year”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Smart List field. Possible values that you can enter: SLN, NoDepr, SYD, DBYear, DBPeriod</td>
</tr>
<tr>
<td>Depreciation</td>
<td>MidPeriod</td>
<td>• May be entered only for the tangible asset class</td>
</tr>
<tr>
<td>Convention</td>
<td></td>
<td>• Must be entered at “No Year”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Smart List field. Possible values that you can enter: ProrateBegPer, ProrateActDate, MidPeriod,</td>
</tr>
<tr>
<td>Amortization</td>
<td></td>
<td>• May be entered only for the intangible asset class</td>
</tr>
<tr>
<td>Method</td>
<td></td>
<td>• Must be entered at “No Year”</td>
</tr>
<tr>
<td>Taxes %</td>
<td></td>
<td>• May be entered only for the tangible and intangible asset classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must be entered at a year (for example, FY11)</td>
</tr>
<tr>
<td>Insurance %</td>
<td></td>
<td>• May be entered only for the tangible and intangible asset classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must be entered at a year (for example, FY11)</td>
</tr>
<tr>
<td>Maintenance %</td>
<td></td>
<td>• May be entered only for the tangible and intangible asset classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must be entered at a year (for example, FY11)</td>
</tr>
<tr>
<td>Repairs %</td>
<td></td>
<td>• May be entered only for the tangible and intangible asset classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must be entered at a year (for example, FY11)</td>
</tr>
<tr>
<td>Capacity UOM</td>
<td></td>
<td>• May be entered only for the STD equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must be entered at “No Year”</td>
</tr>
<tr>
<td>Equipment Standard Cost</td>
<td></td>
<td>• May be entered only for the STD equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Must be entered at a year (for example, FY11)</td>
</tr>
<tr>
<td>Equipment Billing</td>
<td></td>
<td>• May be entered only for the STD equipment</td>
</tr>
<tr>
<td>Rate</td>
<td></td>
<td>• Must be entered at a year (for example, FY11)</td>
</tr>
<tr>
<td>POV</td>
<td>“No Entity”,</td>
<td>You can enter values for a different entity, version, and scenario by changing the POV.</td>
</tr>
<tr>
<td></td>
<td>Global,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BegBalance,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“No Scenario”,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“No Version”,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“No Year”,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local, “No Project”</td>
<td></td>
</tr>
</tbody>
</table>
To verify Capital Assumptions data, open your Project Financial Planning application and navigate to the **Global Capital Assumptions** form.

### Overhead Assumptions Template

Overhead Assumption artifacts include artifacts related to overhead, such as indirect cost pool, general and administrative cost pool, and allocation base. You load Overhead Assumption artifacts by using a data file with the same format as the ImportOverheadAssumptions.csv data load file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Element</td>
<td><code>&lt;LINEITEM(&quot;Overhead Elements&quot;)&gt;</code></td>
<td>The load dimension. Its value should be <code>&lt;LINEITEM(&quot;Overhead Elements&quot;)&gt;</code>. The system automatically selects the next empty line item under the Overhead Elements account member. You must ensure that there are enough line items under the overhead elements account member in the dimension hierarchy.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Project</td>
<td></td>
</tr>
</tbody>
</table>
● May be entered only for indirect costs, and must be entered at “No Year” initially and then entered for each individual year, because they are the unique identifiers. |
| General and Administrative Cost Pool | CorpGnA                   | ● Smart List field. Only value that you can enter: CorpGnA.  
● May be entered only for general and administrative costs, and must be entered at “No Year” initially and then entered for each individual year, since they are the unique identifiers. |
| Allocation Basis                  | TotalDirectLaborCost      | ● Smart List field. Possible values that you can enter: TotalDirectLaborCost, TotalDirectLaborHours, TotalDirectMaterialCost, TotalNoFTEs, TotalDirectCosts, TotalSqFootage, TotalMachineHours, TotalRevenue, ValueAddedCostInput.  
● You must enter LaborOverhead and TotalDirectLaborDollars at “No Year” and BegBalance initially and then entered for each individual year, because they are the unique identifiers. |
| ICR                               |                           | ● May be entered only for the indirect cost pool.  
● Must be entered at a year (for example, FY11). Do not enter a value for this field at “No Year.” |
| GACR                              |                           | ● May be entered only for the general and administrative cost pool.  
● Must be entered at a year (for example, FY11). Do not enter a value for this field at “No Year.” |
To verify Overhead Assumptions data, open your Project Financial Planning application and navigate to the **1.09 Set Indirect and General and Administrative Assumptions** form.

**Workforce Assumptions Template**

Workforce Assumption artifacts include artifacts related to Oracle Hyperion Workforce Planning, such as Social Security tax rates, Medicare rates, and employee grades. You load Workforce Assumption artifacts by using a data file with the same format as the `ImportWFPAssumptions.csv` data load file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>No Entity</td>
<td>The member “No Entity” must exist under the Entity dimension.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Workforce</td>
<td></td>
</tr>
<tr>
<td>SSTax Rate Input</td>
<td>0.06</td>
<td>Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td>SSTax Cap Input</td>
<td>0.06</td>
<td>Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td>Medicare Rate Input</td>
<td>0.01</td>
<td>Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td>FUTA Rate Input</td>
<td>0.01</td>
<td>Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td>FUTA Cap Input</td>
<td>0.01</td>
<td>Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td>SUI Rate Input</td>
<td>0.01</td>
<td>Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td>Header Record</td>
<td>Sample Data</td>
<td>Restrictions</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SUI Cap Input</td>
<td>0.01</td>
<td>• Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• You must enter the data at “No Entity.”</td>
</tr>
<tr>
<td>SSTax Rate2 Input</td>
<td>0.06</td>
<td>• Data must be entered for a specific year and “No Scenario,” “No Version,” “No Project,” “No Job,” “BegBalance,” “No Employee,” and “Local.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• You must enter the data at “No Entity.”</td>
</tr>
</tbody>
</table>

<p>| Grade 1             |             |                                                                               |
| Grade 2             |             |                                                                               |
| Grade 3             |             |                                                                               |
| Grade 4             |             |                                                                               |
| Grade 5             |             |                                                                               |
| Grade 6             |             |                                                                               |
| Grade 7             |             |                                                                               |
| Grade 8             |             |                                                                               |
| Grade 9             |             |                                                                               |
| Grade 10            |             |                                                                               |
| Grade 11            |             |                                                                               |
| Grade 12            |             |                                                                               |
| Grade 13            |             |                                                                               |
| Annual Increase     |             |                                                                               |
| Merit Rate - Fails to Meet Expectations | |                                                                               |
| Merit Rate - Needs Improvement | |                                                                               |
| Merit Rate - Meets Expectations | |                                                                               |
| Merit Rate - Exceeds Expectations | |                                                                               |
| Merit Rate - Far Exceeds Expectations | |                                                                               |
| Health Care Rate - Individual | |                                                                               |</p>
<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Rate - Individual +1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Rate - Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Target - Grade 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Rate - Fails to Meet Expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Rate - Needs Improvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Rate - Meets Expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Rate - Exceeds Expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Rate - Far Exceeds Expectations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Basis Input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary (%) - Maternity Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours per Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Header Record</td>
<td>Sample Data</td>
<td>Restrictions</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Standard Hourly Rate - Labor</td>
<td></td>
<td>The Job dimension in the POV should be specific, for example, “Project Incharge” or “Software Engineer.” It should not be “No Job.”</td>
</tr>
<tr>
<td>Onsite Rate - Level 1</td>
<td></td>
<td>The Period dimension in the POV should be specific, for example, “Jan” or “Feb.” It should not be “BegBalance.”</td>
</tr>
<tr>
<td>Onsite Rate - Level 2</td>
<td></td>
<td>The Period dimension in the POV should be specific, for example, “Jan” or “Feb.” It should not be “BegBalance.”</td>
</tr>
<tr>
<td>Onsite Rate - Level 3</td>
<td></td>
<td>The Period dimension in the POV should be specific, for example, “Jan” or “Feb.” It should not be “BegBalance.”</td>
</tr>
<tr>
<td>Offsite Rate - Level 1</td>
<td></td>
<td>The Period dimension in the POV should be specific, for example, “Jan” or “Feb.” It should not be “BegBalance.”</td>
</tr>
<tr>
<td>Offsite Rate - Level 2</td>
<td></td>
<td>The Period dimension in the POV should be specific, for example, “Jan” or “Feb.” It should not be “BegBalance.”</td>
</tr>
<tr>
<td>Offsite Rate - Level 3</td>
<td></td>
<td>The Period dimension in the POV should be specific, for example, “Jan” or “Feb.” It should not be “BegBalance.”</td>
</tr>
<tr>
<td>Project Billing Level</td>
<td></td>
<td>- The Job Dimension in the POV should be specific, for example, “Project Incharge” or “Software Engineer.” It should not be “No Job.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Smart List field. Possible values that you can enter: Level1, Level2, Level3, NonBillable, UnSpecified, EntityDefault.</td>
</tr>
</tbody>
</table>

**Note:** Data must be entered for a specific year and required Scenario, Version, Entity, and Currency at “No Project,” “No Job,” “BegBalance,” “No Employee,” unless specified otherwise in the restrictions column.

To verify Workforce Assumptions data, open your Project Financial Planning application and navigate to the **9.10 Set US Tax Rates** and **9.00 WFP Set Rates** forms.

**Asset Depreciation and Amortization Template Descriptions**

You load asset depreciation and amortization data for total major assets by using a data file with the same format as the **Asset Depreciation and Amortization.csv** data load file. The following table lists the header records, sample data, and restrictions for this file:
Table 18  Asset Depreciation and Amortization.csv Header Records, Sample Data, and Restrictions

<table>
<thead>
<tr>
<th>Header Column</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Detail</td>
<td>Laptop Lenovo T400</td>
<td>The member “Laptop Lenovo T400” must exist under the Asset Detail dimension.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Capex</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>4</td>
<td>Enter the data at Specific Year, Period, Scenario, Version, Entity, Asset Class, Currency, and at “No Project.”</td>
</tr>
<tr>
<td>Amortization</td>
<td>10</td>
<td>Enter the data at Specific Year, Period, Scenario, Version, Entity, Asset Class, Currency, and at “No Project.”</td>
</tr>
<tr>
<td>Point-of-View</td>
<td>“No Project”, Local, Plan, Working, USA, Laptop, Jan, FY12</td>
<td></td>
</tr>
</tbody>
</table>

Note:  Asset Detail must be a level 0 descendant of “Total Major Assets” or “Minor Asset, Total.” Asset Class must be level 0 descendants of “Total Fixed Assets.”

To verify Asset Depreciation and Amortization data, open your Project Financial Planning application and navigate to the 9.01 Verify Loaded Depreciation and Amortization form. You must run the rollup rules in the Capital Administration task list to see data in the previously mentioned form.

Project Details Template Descriptions

You can load project details such as the project name, classification, and type, as well as the start and end dates, to existing and new projects. You load project details to existing projects by using a data file with the same format as the ProjectDetails.csv data load file.

Table 19  ProjectDetails.csv Header Records, Sample Data, and Restrictions

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>IT Project</td>
<td>This project member line item must exist in the application.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Existing Contract project</td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>Sample existing Contract project</td>
<td></td>
</tr>
<tr>
<td>Project Classification</td>
<td>Contract</td>
<td>Smart List field. Possible values that you can enter: Contract, Indirect, Capital.</td>
</tr>
</tbody>
</table>

237
<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
</table>
| Project Type  | TimeMaterial | ● Smart List field. Possible values that you can enter: TimeMaterial, FixedPrice, CostPlus, Other.  
  ● This field is for Contract projects only. |
| Start Date    | 06-01-2010  | Dates must be in the format mm-dd-yyyy. |
| End Date      | 08-14-2014  | Dates must be in the format mm-dd-yyyy. |
| Project Category | Active | ● Smart List field. Possible values that you can enter: AnnualByFiscalYear, MultiYear.  
  ● This field is only for Indirect projects. |
| Project Status | Active | ● Smart List field. Possible values that you can enter: New, Active, Proposed, Approved, Unapproved, Onhold, Closed.  
  ● All existing projects must have an “Active” status. |
| Revenue Recognition | Monthly | ● Smart List field. Possible values that you can enter: Monthly, Quarterly, SemiAnnual, AfterCompletion, WhenBilled.  
  ● You can add revenue details for Contract projects only. |
| Revenue Cash Flow Incidence | SameMonth | ● Smart List field. Possible values that you can enter: MonthsPrior1, MonthsPrior2, SameMonth, MonthsCredit1, MonthsCredit2, MonthsCredit3, MonthsCredit4.  
  ● You can add revenue details for Contract projects only. |
| Project Ownership | ProjectOwner | Smart List field. Possible values that you can enter: ProjectServiceProvider, ProjectOwner. |
| Project Customer Name | Customer1 | Smart List field. Possible values that you can enter: Customer1, Customer2. |
| Project Manager | ProjectManager1 | Smart List field. Possible values that you can enter: ProjectManager1, ProjectManager2. |
| Project Location | Location1 | Smart List field. Possible values that you can enter: Location1, Location2, Location3. |
| Project Priority | High | Smart List field. Possible values you can enter: High, Medium, Low. |
| Rank | Two | Smart List field. Possible values that you can enter: One, Two, Three, Four, Five. |
| IsEmpty | 1 | ● Only Scenario and Version in the POV can be changed.  
  ● The Entity must be “Unspecified Entity”.  
  ● IsEmpty must be set to the value “1” for each project that you add. When you set IsEmpty you must leave all other account member values blank.  
  ● A project can be added only in one entity. |
| POV | “No Project Element”, “USA”, “No Scenario”, “No Version”, Local, “No Year”, BegBalance | The Entity, Scenario, and Version can be changed in the POV. |
Project Expense and Revenue Template Descriptions

Subtopics

- Project Expenses Template
- Project Revenue Template

Project data include project expenses such as labor, equipment, and travel expenses, and project revenues, such as contract, sales, and maintenance revenue.

**Project Expenses Template**

You load project expense artifacts by using a data file with the same format as the [ProjectExpense.csv](#) data load file. The following table lists the header records, sample data, and restrictions for this file:

**Table 20** ProjectExpense.csv Header Records, Sample Data, and Restrictions

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Contract Project 1</td>
<td></td>
</tr>
<tr>
<td>Labor Expense</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Labor Expense - Nonbillable</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Equipment Expense</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Equipment Expense - Nonbillable</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Lease Assets - Rent Expense</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Material Expense</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Materials - Nonbillable</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Subcontracts</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Subcontracts - Nonbillable</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Other Expenses - Nonbillable</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Intercompany Expense</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Cost of Sales</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Travel Expense - Billable</td>
<td>1000</td>
<td>Applies only to Contract and Indirect projects. Do not enter data for this field for Capital projects.</td>
</tr>
<tr>
<td>Travel Expense - Non-billable</td>
<td>1000</td>
<td>Applies only to Contract and Indirect projects. Do not enter data for this field for Capital projects.</td>
</tr>
<tr>
<td>Header Record</td>
<td>Sample Data</td>
<td>Restrictions</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Miscellaneous Expense</td>
<td>1000</td>
<td>Applies only to Contract and Indirect projects. Do not enter data for this field for Capital projects.</td>
</tr>
<tr>
<td>Capitalized Labor</td>
<td></td>
<td>Applies only to Capital projects. Do not enter data for this field for Contract and Indirect projects.</td>
</tr>
<tr>
<td>Capitalized Material</td>
<td></td>
<td>Applies only to Capital projects. Do not enter data for this field for Contract and Indirect projects.</td>
</tr>
<tr>
<td>Capitalized Equipment Costs</td>
<td></td>
<td>Applies only to Capital projects. Do not enter data for this field for Contract and Indirect projects.</td>
</tr>
<tr>
<td>Capitalizable Travel</td>
<td></td>
<td>Applies only to Capital projects. Do not enter data for this field for Contract and Indirect projects.</td>
</tr>
<tr>
<td>Other Capitalizable Expense</td>
<td></td>
<td>Applies only to Capital projects. Do not enter data for this field for Contract and Indirect projects.</td>
</tr>
<tr>
<td>Capitalizable Sub-Contractors</td>
<td></td>
<td>Applies only to Capital projects. Do not enter data for this field for Contract and Indirect projects.</td>
</tr>
<tr>
<td>Capitalized Indirect Costs</td>
<td></td>
<td>Applies only to Capital projects. Do not enter data for this field for Contract and Indirect projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Load Cube Name</th>
<th>Project</th>
<th>You can load to any scenario and version. You may change the Entity, Year, Period, and Project.</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV</td>
<td>“Actual”, “Final”, Jan, FY11, Local, “Direct Cost Input”, “USA”</td>
<td></td>
</tr>
</tbody>
</table>

To verify project actual expense data, open your Project Financial Planning application and navigate to the **1.12 Direct Project Expense**, and **1.12 Direct Project Expense - Capital Projects** forms.

**Project Revenue Template**

You load project revenue data by using a data file with the same format as the `ProjectRevenue.csv` file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Contract Project 1</td>
<td></td>
</tr>
<tr>
<td>Contract Revenue - Fixed Price</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Contract Revenue - Cost Plus</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Header Record</td>
<td>Sample Data</td>
<td>Restrictions</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Contract Revenue - Labor</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Contract Revenue - Material</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Contract Revenue - Equipment</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Contract Revenue - Subcontracts</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Contract Revenue - Others</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Maintenance Revenue</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Other Revenues and Gains</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Sales Revenue</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Intercompany Revenue</td>
<td>1000</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
<tr>
<td>Discounts &amp; Returns</td>
<td>100</td>
<td>Revenue data applies only to Contract projects. Do not enter revenue data for Capital or Indirect projects.</td>
</tr>
</tbody>
</table>

Data Load Cube Name  | Project |

Point-of-View | “Actual”, “Final”, Jan, FY11, Local, “Revenue Direct Input”, “USA” |

You can choose any scenario and version. You may change the Entity, Year, Period, and Project.

To verify project actual revenue data, open your Project Financial Planning application and navigate to the **1.04 Direct Revenue** form.

**Employee Project Assignments Template Descriptions**

You can load project assignment data such as assignment start and end dates, headcount, skill set, onsite and offsite labor hours, and nonbillable hours for existing and new employees. You load project assignment data for employees by using a data file with the same format as the ImportEmployeeProjectAssignment.csv data load file.
The following table lists the header records, sample data, and restrictions for this file:

### Table 22 ImportEmployeeProjectAssignment.csv Header Records, Sample Data, and Restrictions

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Oliver Rock</td>
<td>This member must be present under the Employee dimension.</td>
</tr>
<tr>
<td>Data Load</td>
<td>Wrkforce</td>
<td></td>
</tr>
<tr>
<td>Cube Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Assignment -  | 09-01-2011  | ● All dates must be in the format mm-dd-yyyy.  
| Start Date    |             | ● Can be entered for all project types, but must be entered at “No Year” and BegBalance.  
|               |             | ● Unique identifier for ImportNewEmployeeProjectAssignment.csv file only. See the note following this table. |
| Assignment -  | 08-31-2013  | ● All dates must be in the format mm-dd-yyyy.  
| End Date      |             | ● Can be entered for all project types, but must be entered at “No Year” and BegBalance.  
|               |             | ● Unique identifier for ImportNewEmployeeProjectAssignment.csv file only. See note following this table. |
| Headcount     | 1           |              |
|               |             | ● Can be entered for all project types, but must be entered at “No Year” and BegBalance.  
|               |             | ● Unique identifier for ImportNewEmployeeProjectAssignment.csv file only. See the note following this table. |
| Comments      | Assigned as per request | Can be entered for all project types, but must be entered at “No Year” and BegBalance. |
| Project Billing Level | UnSpecified | ● Smart List field. Possible values that you can enter: Level1, Level2, Level3, NonBillable, UnSpecified.  
|               |             | ● For Contract projects only. Must be entered at NoYear and BegBalance|
| Onsite Labor Hours |             | For Contract projects only. Enter for individual years and periods (for example, FY12, Jan). |
| Offsite Labor Hours |             | For Contract projects only. Enter for individual years and periods (for example, FY12, Jan). |
| Non Billable Hours |             | For Contract projects only. Enter for individual years and periods (for example, FY12, Jan). |
| Capitalizable | Yes         | ● Smart List field. Possible values that you can enter: Yes, No.  
|               |             | ● For Capital projects only. Must be entered at “No Year” and BegBalance |
| Allocation %  |             | ● For Indirect and Capital projects only.  
|               |             | ● Enter Allocation % or Labor Hours for an individual year and period (for example, FY12, Jan). |
| Labor Hours   |             | ● For Indirect and Capital projects only.  
|               |             | ● Enter Allocation % or Labor Hours for an individual year and period (for example, FY12, Jan). |
To verify employee project assignment data, open your Project Financial Planning application and navigate to the **8.13 Existing Employee Assigned to Project** and **8.13 Project Requisitions** forms.

### Asset Project Assignments Template Descriptions

You load asset assignment data for projects, such as assignment dates, asset units, allocation percentage, and asset usage, by using a data file with the same format as the `ImportProjectAssetAssignments.csv` data load file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Detail</td>
<td>Laptop Lenovo T400</td>
<td></td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Capex</td>
<td></td>
</tr>
<tr>
<td>Assignment - Start Date</td>
<td>09-01-2011</td>
<td>Enter at “No Year”.</td>
</tr>
<tr>
<td>Assignment - End Date</td>
<td>08-31-2013</td>
<td>Enter at “No Year”.</td>
</tr>
<tr>
<td>Billable</td>
<td>Yes</td>
<td>Smart List field. Possible values that you can enter: Yes, No.</td>
</tr>
<tr>
<td>Justification</td>
<td>Assigned</td>
<td>Enter at “No Year”.</td>
</tr>
<tr>
<td>Asset Units</td>
<td>Enter for individual years and periods (for example, FY12, Jan).</td>
<td></td>
</tr>
<tr>
<td>Asset Usage</td>
<td>Should be entered for individual years and periods (for example, FY12, Jan).</td>
<td></td>
</tr>
<tr>
<td>IsEmpty</td>
<td>1</td>
<td>● Enter once for each asset at BegBalance, No Year, Unspecified Entity, and the remaining POV. All other account members must be left blank.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● The Asset Detail member must be unique across Asset Class and Entity.</td>
</tr>
</tbody>
</table>
To verify asset project assignment data, open your Project Financial Planning application and navigate to the **1.01 Assigned Equipment** form.

### Project Material Requirements Template Descriptions

You load material requirements for projects, such as resource names and classes, whether the material is billable or capitalizable, the spread start and end dates, and the number of units, by using a data file with the same format as `ImportProjectMaterialRequirements.csv`. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Element</td>
<td>“Cost Element 1”</td>
<td>You must choose the empty Cost Element member from the Project Element dimension.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Resource Name</td>
<td>Steel</td>
<td>Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Resource Class</td>
<td>Material</td>
<td>Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Resource Description</td>
<td>Construction grade</td>
<td>Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Billable</td>
<td>Yes</td>
<td>● Smart List field. Possible values that you can enter: Yes, No.</td>
</tr>
<tr>
<td>Capitalizable</td>
<td>Yes</td>
<td>● Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Assignment - Start Date</td>
<td>08-01-2011</td>
<td>Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Assignment - End Date</td>
<td>06-06-2013</td>
<td>Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Cost UOM</td>
<td>Unitrate</td>
<td>Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Expense Cash Flow Incidence</td>
<td>SameMonth</td>
<td>● Smart List field. Possible values that you can enter: MonthsPrior1, MonthsPrior2, SameMonth, MonthsCredit1, MonthsCredit2, MonthsCredit3, MonthsCredit4.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Must be entered at “No Year” and BegBalance.</td>
</tr>
<tr>
<td>Cost/Unit</td>
<td></td>
<td>Enter for individual years and periods (for example, FY12, Jan).</td>
</tr>
<tr>
<td>Number of Units</td>
<td></td>
<td>Enter for individual years and periods (for example, FY12, Jan).</td>
</tr>
</tbody>
</table>
To verify asset project assignment data, open your Project Financial Planning application and navigate to the **1.06 Material and Other Requirements** form.

**Existing Employee Data Template Descriptions**

You load employee data for existing employees, such as the employee name and type, salary rate, start month, grade, and skill set, by using a data file with the same format as the `ImportExistingEmployee.csv` data load file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Paul Kim</td>
<td>This Employee must be present under the Employee dimension.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Wrkforce</td>
<td></td>
</tr>
<tr>
<td>Salary Rate</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Employee Type</td>
<td>Regular</td>
<td>Smart List field. Possible values that you can enter: Regular, Temporary, Contractor.</td>
</tr>
<tr>
<td>Pay Type</td>
<td>Exempt</td>
<td>Smart List field. Possible values that you can enter: NonExempt, Exempt.</td>
</tr>
<tr>
<td>FTE</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Merit Month</td>
<td>Jun</td>
<td>Smart List field. Possible values that you can enter: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.</td>
</tr>
<tr>
<td>Start Month</td>
<td>Jan</td>
<td>Smart List field. Possible values that you can enter: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec.</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade3</td>
<td>Smart List field. Possible values that you can enter: Grade1, Grade2, Grade3, Grade4, Grade5, Grade6, Grade7, Grade8, Grade9, Grade10, Grade11, Grade12, Grade13.</td>
</tr>
<tr>
<td>Tax Region</td>
<td>NoRegion</td>
<td>Smart List field. Possible values that you can enter: NoRegion, USA.</td>
</tr>
</tbody>
</table>

245
To verify existing employee data, open your Project Financial Planning application and navigate to the **1.01 Review Existing Employees** form.

### Existing Major Asset Data Template Descriptions

You load data for major existing assets, such as the asset description and status, asset units, basic cost, and purchase date, by using a data file with the same format as the `ImportAssets.csv` data load file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Detail</td>
<td>Oracle Exalytics</td>
<td>This Asset must be present under the Asset Details dimension.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Capex</td>
<td></td>
</tr>
<tr>
<td>Asset Description</td>
<td>Oracle Exalytics</td>
<td>Must be entered at “No Year.”</td>
</tr>
<tr>
<td>Asset Status</td>
<td>Active</td>
<td>⊕ Must be entered at “No Year.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⊕ Smart List field. Possible values that you can enter: Delete, New, Active, Retired, Sold, Transferred, UnderConstruction, Completed.</td>
</tr>
<tr>
<td>Asset Units</td>
<td>1</td>
<td>Must be entered at “No Year.”</td>
</tr>
<tr>
<td>Asset Rate</td>
<td>400000</td>
<td>Must be entered at “No Year.”</td>
</tr>
<tr>
<td>Priority</td>
<td>High</td>
<td>⊕ Must be entered at “No Year”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⊕ Smart List field. Possible values that you can enter: High, Medium, Low.</td>
</tr>
<tr>
<td>Basic Cost</td>
<td>30000</td>
<td>Must be entered at “No Year.”</td>
</tr>
</tbody>
</table>
## Leased Asset Data Template Description

You can load leased asset details such as asset units, lease date, ownership after lease, present value of lease, and so on, by using a data file with the same format as the `ImportLeaseAsset.csv` data load file. The following table lists the header records, sample data, and restrictions for this file:

### Table 27  ImportLeaseAsset.csv Header Records, Sample Data, and Restrictions

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Detail</td>
<td>Office Building</td>
<td>The member must be present in the Asset Detail dimension.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Capex</td>
<td></td>
</tr>
<tr>
<td>Asset ID</td>
<td>L001</td>
<td></td>
</tr>
<tr>
<td>Asset Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Header Record</td>
<td>Sample Data</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Asset Units</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Lease Date</td>
<td>04-15-2011</td>
<td>Date format should be mm-dd-yyyy.</td>
</tr>
<tr>
<td>Lease Term (in Years)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Down Payment</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Lease Payment</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Payment Frequency</td>
<td>Monthly</td>
<td>SmartList field. Possible values you can enter: Annual, SemiAnnual, Quarterly, Monthly.</td>
</tr>
<tr>
<td>Payment Timing</td>
<td>BeginningofPeriod</td>
<td>SmartList field. Possible values you can enter: EndofPeriod, BeginningofPeriod.</td>
</tr>
<tr>
<td>Ownership After Lease Term</td>
<td>Lessee</td>
<td>SmartList field. Possible values you can enter: Lessor, Lessee.</td>
</tr>
<tr>
<td>Asset Value at Start of Lease</td>
<td>100000</td>
<td></td>
</tr>
<tr>
<td>Asset Age at start of lease (years)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Second hand market value (Salvage Value)</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Purchase Price at End of Lease</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Implicit Interest Rate</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Lease Type</td>
<td>OperatingLease</td>
<td>SmartList field. Possible values you can enter: CapitalizedLease, OperatingLease.</td>
</tr>
<tr>
<td>PV of Lease</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Estimated Asset Value at End</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Estimated Useful Life (Years)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Asset Capacity</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Capacity UOM</td>
<td>Hours</td>
<td>SmartList field. Possible values you can enter: Hours, SquareFeet, Each.</td>
</tr>
<tr>
<td>Priority</td>
<td>High</td>
<td>SmartList field. Possible values you can enter: High, Medium, Low.</td>
</tr>
<tr>
<td>Justification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Point-of-View</td>
<td>BegBalance, “No Year”, Local, “No Project”, “USA”, “Plan”, “Working”, “Buildings”</td>
<td>Only Entity, Scenario, Version, and Asset Class dimension members can be changed. Make sure that the Asset Class member corresponds to the Asset Detail member.</td>
</tr>
</tbody>
</table>
Entity Level Actuals Template Description

You can load the entity level actuals like Headcount, Labor Hours, Salary, Social Security Tax, Labor Revenue, and so on by using a data file with the same format as the ImportEntityLevelActuals.csv data load file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>USA</td>
<td>The member must be present in the Entity dimension.</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Wrkforce</td>
<td></td>
</tr>
<tr>
<td>Headcount</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Labor Hours</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Non Billable Hours</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Onsite Labor Hours</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Offsite Labor Hours</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Bonus</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Other Compensation</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Social Security Tax</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Medicare</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>SUI</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>FUTA</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Labor Revenue</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Point-of-View</td>
<td>“Unspecified Employee”, “Unspecified Job”, “Unspecified Project”, Actual, Final, Jan, FY12, Local</td>
<td>Only the period, year, and currency can be changed.</td>
</tr>
</tbody>
</table>

Project Completion Template Description

You can load the Project Completion data like the Percentage Complete by using a data file with the same format as the ProjectCompletion.csv data load file. The following table lists the header records, sample data, and restrictions for this file:

<table>
<thead>
<tr>
<th>Header Record</th>
<th>Sample Data</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Test Project 1</td>
<td>The member must be present in the Entity dimension.</td>
</tr>
<tr>
<td>Header Record</td>
<td>Sample Data</td>
<td>Restrictions</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Data Load Cube Name</td>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Percentage Complete</td>
<td>0.1</td>
<td></td>
</tr>
<tr>
<td>Point-of-View</td>
<td>“Actual,Final,Jan,FY11,Local”, “Base Element”, “USA”</td>
<td>Only the Period, Year, Entity and Currency dimension members can be changed.</td>
</tr>
</tbody>
</table>
This appendix describes how to create, load security for, and load data for an information technology (IT) industry-specific Project Financial Planning sample application.

Creating an IT Industry-Specific Project Financial Planning Sample Application

This section helps you create an information technology (IT) industry-specific sample application for Project Financial Planning.

Note: Data sources created for this sample application must be set to Unicode mode. For more information, see Oracle Essbase Database Administrator's Guide.

➢ To create a Project Financial Planning sample application:

1. Start the Planning Application Wizard.

2. For Application Type, select Oracle Project Financial Planning.

3. For Industry Sample, select Information Technology.

   Note: You are not prompted to define the application calendar, currency, and plan types. They will be set automatically with predefined settings.

4. Click Next, and then click Finish.
Loading Security

Project Financial Planning sample applications are provided with the following predefined groups. These groups are classified based on the respective areas of functionality within the organization.

**Note:** The admin user must provide appropriate access to the other users for any new members being imported from external systems into Project Financial Planning. Thus, these users are able to view the related data and work on the same.

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
<th>Roles</th>
</tr>
</thead>
</table>
| Asset Management      | Manages assets, tracks the utilization of assets across projects, and checks whether the project asset requirements can be met with existing assets. The Manager - Procurement also makes buy or lease decisions based on the project assignment and utilization details and the cost benefit analysis. Asset Management also reconciles the CIP assets, new assets, or leased assets to existing assets, wherever required, and calculates the asset per unit cost. | 1. Review existing assets.  
2. Calculate asset expenses and per unit cost.  
3. Review asset utilization across projects and drill down to assignment details if required.  
4. Review new asset requests across projects and see if the requests can be met internally or if there is a need to buy or lease assets.  
5. Reconcile new assets, construction in progress (CIP) assets, and leased assets with existing assets.  
6. Transfer assets from one entity to another.  
7. Retire assets.  
8. Add assets at the “No Project” or entity level.  
9. Review and change entity-level asset defaults. |
| Project Sponsor       | Approves the project budgets before they are submitted to finance for funding. Before approving a project, the Project Sponsor must ensure that the project aligns with the overall financial goals for the entity. | At the individual project level and at the total project level for the entity:  
1. Review expense and revenue budgets.  
2. Review metrics.  
3. Review impact on financial statements.  
4. Approve or reject projects.  
5. Analyze Plan versus Actual variances for existing projects.  
6. Approve or reject additional resource or asset requests.  
7. Approve or reject funding requests from individual projects and forward the requests to Finance.  
8. Review allocated funds.  
10. Review asset utilization across projects.  
11. Prioritize the projects using ranking.  
12. Set KPI limits.  
13. Review and update entity level defaults.  
14. Review intercompany partner requirements for projects and approve them. |
<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Management</td>
<td>Performs financial analysis of projects, identifies internal and external</td>
<td>At the individual project level and at the total project level for all entities, Finance Management:</td>
</tr>
<tr>
<td></td>
<td>sources of funds, and ensures that the funding required by projects can be</td>
<td>1. Reviews the impact on financial statements (Income Statement, Cash Flow statement, Balance Sheet), metrics, and drill down to the</td>
</tr>
<tr>
<td></td>
<td>be met with these sources. Based on the availability of funds and financial</td>
<td>nature of the expenses and revenue</td>
</tr>
<tr>
<td></td>
<td>analysis, they recommend projects for approval and funding by the CFO's</td>
<td>2. Reviews funding requests</td>
</tr>
<tr>
<td></td>
<td>office. Finance Management also approves the funding plan for projects</td>
<td>3. Identifies internal and external sources of funds (beyond the Project Financial Planning module)</td>
</tr>
<tr>
<td></td>
<td>(based on recommendations from the Manager, FP&amp;A). This approval can be</td>
<td>4. Sends the overall funding plan (both sourcing funds and allocation to various projects) for approval to CFO’s office</td>
</tr>
<tr>
<td></td>
<td>made optional based on the size of the projects; for example, if the project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>expenditure budget exceeds $1 million, it could require approval from a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VP-Finance or CFO.</td>
<td></td>
</tr>
<tr>
<td>Planning Administrator</td>
<td>Imports metadata and data related to projects, employees, and assets.</td>
<td>1. Imports metadata and data</td>
</tr>
<tr>
<td></td>
<td>Planning Administrators also add intercompany partners for a project and</td>
<td>2. Adds intercompany partners to the project</td>
</tr>
<tr>
<td></td>
<td>set up security for various users.</td>
<td>3. Sets security for entities, projects, employees, business rules, and so on</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Creates granular project-level budgets. Project managers also track the</td>
<td>1. Creates, edits, or deletes a project</td>
</tr>
<tr>
<td></td>
<td>budgets of existing projects and make changes, if required.</td>
<td>2. Performs expense budgeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Performs revenue budgeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Reviews metrics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Reviews impact on financial statements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Requests funding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Reviews allocated funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Performs Plan versus Actual variance analysis for existing projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Requests additional resources or assets</td>
</tr>
<tr>
<td>Group</td>
<td>Description</td>
<td>Roles</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Resource Management | The Manager - Resources manages workforce resources, tracks the utilization of people across projects, reviews new hire requests from projects, and verifies if the project labor requirement can be met with the existing pool of people. If the project requirement cannot be met internally, the Manager-Resource recommends new hires (regular, hourly, or contractor) based on the project assignment details and other factors. They also project the future salaries for employees based on drivers and assumptions, and calculate per hour cost. They can also hire at the “No Project” level. The VP - Resources approves workforce drivers and assumptions and approves the compensation budget for existing employees. They also approve new hire requests. | The Manager - Resources:  
1. Reviews existing employees  
2. Defines drivers and assumptions for workforce planning  
3. Calculates future years compensation and per hour cost  
4. Reviews utilization of people across projects and drills down to assignment details, if required  
5. Reviews new hire requests across projects and determines whether the request can be met with existing people  
6. Reconciles new hire requests to existing employees  
7. Transfers employees from one entity to another  
8. Changes the status of employees  
9. Hires at the “No Project” level for the resource pool at entity level  

The VP - Resources:  
1. Reviews all assumptions and drivers for workforce planning  
2. Approves the compensation projections for future years  
3. Reviews utilization of people across projects  
4. Approves new hire requests |
Go to PFPITSampleSecurity_en\HSS-Shared Services\resource\Native Directory\Assigned Roles\Default Application Group.

Open the file PPTest.csv, and then change the application name PFPSamp everywhere in the file to your application name.

If your application was created in a different project (for example, Foundation), change the project_name to the destination project (Foundation).

In Oracle Hyperion Shared Services Console:

a. Go to the File system.
b. Open the folder PFPITSampleSecurity_en.
   - Click Shared Services.
   - Select Import all artifacts.
   - After the import is completed, click HP-PPTest.
   - Select Import all artifacts.

After security has been imported, you can create your own users and assign them to the appropriate groups.

See Oracle Enterprise Performance Management System User Security Administration Guide.

Log in to the Project Financial Planning web application as an Admin User.

In the left pane, expand the Dimension list.

In the Dimension tab, navigate to dimension drop-down, and then select Project.

Expand the list and navigate to Total project.

Click from the tool list.

In Assign Access dialog, select Groups tab.

The dialog displays the list of the groups that are having access rights to Total Project members and its descendants.

From the list remove the Project Manager group, and then click Save.

Similarly, expand the Total Project and navigate to New Contract Projects.

Click from the tool list.

In Assign Access dialog, select Users tab, and then click .

Select a Project Manager user from the list, and select Write access, and then select Member from the drop-down, and then select Add.

Note: Do not provide the user access to the descendants of “New Contract Project”.

Similarly, perform the above steps for New Capital Projects and New Indirect Projects: step 17 to step 20.

Expand the New Contract Projects. Select each project member list, and then click from the tool list.
In Assign Access dialog, select Users tab, and then click **+**.

Select a Project Manager user from the list, and select Write access, and then select Member from the drop-down, and then select Add.

In the Dimension tab, navigate to dimension drop-down, and then select Version.

Select What If version from the list, and then click **+** from the tool list.

In Assign Access dialog, select Groups tab.

The dialog displays the list of the groups that are having access rights to What If version and its descendants.

From the list remove the Project Sponsor group, and then click Save.

Select What If version from the list, and then click **+** from the tool list.

In Assign Access dialog, select Users tab, and then click **+**.

Select a Project Sponsor user from the list, and select Write access, and then select Member from the drop-down, and then select Add.

Note: Do not provide the user access to the descendants of “What If”.

Similarly, expand the What If version. Select each What If version, and then click **+** from the tool list.

In Assign Access dialog, select Users tab, and then click **+**.

Select a Project Sponsor user from the list, and select Write access, and then select Member from the drop-down, and then select Add.

---

**Loading Sample Application Data**

To load sample application data:

1. From a command prompt, go to MIDDLEWARE_HOME\user_projects\epmsystem1\Planning\planning1.

2. Execute the ExportPPFSample command with the following syntax:

   ExportPPFSample.cmd TargetPathLanguage

   For example, if your application is in French, you would export the files to C:\Sample
   ExportPPFSample.cmd C:\Sample fr.

   Note: Use lowercase letters for the language code.

3. Go to the target path; for example, C:\Sample, and find a folder called DataFiles.

   This folder contains the zipped data files.
4. **Unzip the DataFiles folder.**

   Note the filename extensions for the files in the unzipped DataFiles folder. The filename extensions determine which data belongs in which cube.

5. **Using the files in the DataFiles folder, load data into the correct cubes based on the filename extensions.** For example, use:
   - *Capex.txt* files to load data to the Capex cube
   - *Project.txt* files to load data to the Project cube
   - *Workforce.txt* files to load data to the Wrkforce cube
About Importing Data and Metadata

Project Financial Planning provides relational tables with each application that enable you to load data and metadata directly into the Planning application. Apart from the relational tables, there are CSV templates available for importing metadata and data. For information about the templates, see Appendix A, “Templates.”

Advantages to using the provided relational tables for importing data and metadata:

- You need only to enter the necessary fields for the point of view. The remaining fields are populated automatically.
- The data types of the dimension members are set so no errors occur due to incorrect data types.
- Fields that are mandatory during data entry are marked non-nullable.

Project Financial Planning utilities makes use of the Planning Outline Load utility to load the data from the relational table to the application. For details about using the Planning Outline Load utility, see Chapter 5, “Importing and Exporting Data and Metadata” in the Oracle Hyperion Planning Administrator’s Guide.
Creating Relational Tables

Relational tables are automatically created for each application, along with the Planning tables, during application creation.

However, if you need to recreate the tables later, you can use an external utility called CreatePFPImportExportTable.cmd/CreatePFPImportExportTable.sh to create them.

To use the CreatePFPImportExportTable.cmd/CreatePFPImportExportTable.sh utility to create relational tables you can use for import:

1. Open a command prompt, and navigate to the Planning installation location.
   For example, if your Oracle instance is C:\Oracle, navigate to C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1.

2. Run the following command:
   CreatePFPImportExportTable.cmd <parameter1> <parameter2> <parameter3>

   Where:
   - <parameter1> = application name
   - <parameter2> = username
   - <parameter3> = password file path including the filename

Load Requirements and Recommendations

- Oracle recommends you load data from the tables into a copy of the current application in a development or test environment. After confirming that the data loaded is correct, run them in your production environment.

- Load metadata first, and then data.

- Load data only to level 0 members, and then roll up the data to parent members, as required. If you load data to parent members and then aggregate data, the values entered for the parent members are overwritten by the rolled up values.
• For Oracle Database, all dates should be in the format dd-mon-yyyy (for example, 1-Jan-2012). For Microsoft SQL Server and IBM DB2 databases, all dates should be in the format yyyy-mm-dd (for example, 2012-12-31).
• Before loading data, ensure that all the required dependent metadata is present or is loaded through tables.
• During data load, ensure you use only valid smart list entries that are present in the application, or import them using the relational tables before using them in the data.
• All percentage values must be entered without dividing it by 100. For example: If you want to add a percentage value of 30% then you must enter a value 30 in the required table column.

Data Load Settings

The data load settings for tables are loaded during application creation.

If the relational tables are modified, you must ensure that the driver dimension member is updated using the Administration/Data Load Settings user interface in the Planning application. For details on setting the driver members, see Chapter 5, “Importing and Exporting Data and Metadata” in the Oracle Hyperion Planning Administrator’s Guide.

Note: Data load settings are not required for loading metadata.

Loading Metadata and Data

Use the PFPImportUtility.bat to import the metadata and data into the application.

To perform the import:

1 Navigate to the Planning installation location.
   For example, if your Oracle instance is C:\Oracle, navigate to C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1.

2 Run the following command:
   PFPImportUtility.bat <parameter1> <parameter2> <parameter3> <parameter4> <parameter5> <parameter6> <parameter7>

   Where:
   • <parameter1> = application name
   • <parameter2> = username
   • <parameter3> = password file path including the filename
   • <parameter4> = folder location where the log file will be generated (in the case of templates, this is the folder where the template files are present)
   • <parameter5> = the switch for selecting the mode of import

   Use the parameter table to load data from relational tables and use the parameter file to load data from CSV templates.
<parameter6> = the partial load parameter

You can set this parameter to one or more of the following values (comma separated):

- employee—loads all employee related data and metadata
- asset—loads all asset related data and metadata
- assumption—loads the assumption data
- project—loads all project related data and metadata
- all—loads all of the data and metadata

For example, employee, asset (loads employee and asset related data and metadata)
For example, all (loads all of the data and metadata)

<parameter7> = optional parameter used to provide the file path of the properties file containing the table column to member mapping for the application

If you added or modified the column name in the relational table and if the column name is not the same as the member name against which you want to load the data, then you must update the original 'column to member name' properties file with the new mappings and use <parameter7>.

The original mapping properties file can be extracted using the ExportPFPTableColumnToMemberMapping.cmd. See “Extracting the Mapping Properties File” on page 262.

3 Open your Project Financial Planning application and verify that the data was loaded.

Extracting the Mapping Properties File

If you added or modified the column name in the relational table and if the column name is not the same as the member name against which you want to load the data, then you must update the original 'column to member name' properties file with the new mappings. The mapping properties file can be extracted using the ExportPFPTableColumnToMemberMapping.cmd.

To extract the mapping properties file:

1 Navigate to the Planning installation location.

For example, if your Oracle instance is C:\Oracle, navigate to C:\Oracle\Middleware\user_projects\epmsystem1\Planning\planning1.

2 Run the following command:

   ExportPFPTableColumnToMemberMapping.cmd <parameter1> <parameter2>

Where:

- <parameter1> = the folder location to where you want to export the table column to member mapping properties file
- <parameter2> = the language code; for example, if your application is in French, then the language code is fr.
Navigate to the folder specified in `<parameter1>` to view the mapping properties file.

Table Descriptions

Subtopics

- Smart Lists and Smart List Values Table Descriptions
- Metadata Table Descriptions
- Assumptions Table Descriptions
- Asset Depreciation and Amortization Tables
- Project Details Tables
- Project Direct Expense Tables
- Existing Employee Data Table
- Existing Major Asset Data Tables
- Existing Leased Asset Data Table
- Employee Project Assignments Table Descriptions
- Asset Project Assignments Table Descriptions
- Project Material Requirements Table Descriptions
- Import Entity Level Actuals Table Description
- Project Completion Table Description

Note the following:

- When loading metadata, ensure that the parent member exists in the application before loading children to it.
- If the currency dimension is not specified in the table, a default value of ‘Local’ is assigned to it.

Smart Lists and Smart List Values Table Descriptions

Before loading Smart Lists and Smart List values, you must identify the associated product field names and entry names. To load Smart Lists, specify their product or member name in the SmartList Name column of the data load file. To load Smart List values, you enter the corresponding entry name in the Entry Name column of the data load file.

Use the HSP_I_PFP_SMARTLIST_ENTRY table to load Smart Lists and Smart List values.

The following graphic shows the header records and sample data for the HSP_I_PFP_SMARTLIST_ENTRY table:

![HSP_I_PFP_SMARTLIST_ENTRY Table](image)

Entries can be added for the following Smart Lists:
- AssignmentLocation
- Customer
- FundingSource
- PhysicalLocation
- ProjectCostLevel
- ProjectManager
- SkillSet

**Note:** You can add additional entries to other Smart Lists, however you will also need to ensure that you add the corresponding entries to the calc-logic Alias table.

**Metadata Table Descriptions**

**Subtopics**

- Entity Metadata Table
- Project Metadata Table
- Asset Detail Table
- Employee Table
- Job Table

After you load the metadata, you can verify that the members were added by opening the Project Financial Planning application and using the Dimension Editor to view the hierarchy.

**Entity Metadata Table**

Use the HSP_I_PFP_DIM_ENTITY table to load members of the Entity dimension.

The following graphic shows the header records and sample data for the HSP_I_PFP_DIM_ENTITY table:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Parent</th>
<th>Description</th>
<th>Alias: DimEnt</th>
<th>Alias: DimEntDesc</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>EMEA</td>
<td>(null)</td>
<td>(null)</td>
<td></td>
</tr>
</tbody>
</table>

**Project Metadata Table**

Use the HSP_I_PFP_DIM_PROJECT table to load members of the Project dimension.

The following graphic shows the header records and sample data for the HSP_I_PFP_DIM_PROJECT table:
**Asset Detail Table**

Use the HSP_I_PFP_DIM_ASSET_DETAIL table to load members of the Asset Detail dimension.

The following graphic shows the header records and sample data for the HSP_I_PFP_DIM_ASSET_DETAIL table:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crane123</td>
<td>Total Major Assets</td>
<td>(null)</td>
</tr>
</tbody>
</table>

**Employee Table**

Use the HSP_I_PFP_DIM_EMPLOYEE table to load members of the Employee dimension.

The following graphic shows the header records and sample data for the HSP_I_PFP_DIM_EMPLOYEE table:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ajay</td>
<td>Existing Employees</td>
<td>(null)</td>
</tr>
</tbody>
</table>

**Job Table**

Use the HSP_I_PFP_DIM_JOB table to load members of the Job dimension.

The following graphic shows the header records and sample data for the HSP_I_PFP_DIM_JOB table:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Finance Manager</td>
<td>Project Related Jobs</td>
<td>(null)</td>
</tr>
</tbody>
</table>
Assumptions Table Descriptions

Subtopics
- Capital Assumptions Tables
- Overhead Assumptions Tables
- Workforce Assumptions Tables

You can load assumptions for Capital, Overhead, and Workforce.

Capital Assumptions Tables

Subtopics
- Tangible Assets Tables
- Intangible Assets Tables
- Standard Equipment Tables

Capital assumptions include data like depreciation, amortization methods, and so on. You load Capital assumption artifacts by using the tables described in this section.

Note: The Asset Class, Entity, Scenario, Version, Currency, Year, and Period fields are level 0 members that are present in the application under their respective dimension hierarchies.

Tangible Assets Tables

To load assumptions for tangible assets, use the HSP_I_PFP_ASMP_CAP_TANG_YLY and HSP_I_PFP_ASMP_CAP_TANG tables to add data.

Both tables must be filled to add assumptions for tangible assets.

- Use HSP_I_PFP_ASMP_CAP_TANG to add the data at the No Year and BegBalance level.
  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_CAP_TANG table:

- Use HSP_I_PFP_ASMP_CAP_TANG_YLY to add data for a specific year.
  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_CAP_TANG_YLY table:
**Intangible Assets Tables**

To load assumptions for intangible assets, use the HSP_I_PFP_ASMP_CAP_INTANG and HSP_I_PFP_ASMP_CAP_INTANG_YLY tables to add data.

Both tables must be filled to add assumptions for intangible assets.

- Use HSP_I_PFP_ASMP_CAP_INTANG to add the data at the No Year and BegBalance level.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_CAP_INTANG table:

- Use HSP_I_PFP_ASMP_CAP_INTANG_YLY to add data for a specific year.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_CAP_INTANG_YLY table:

**Standard Equipment Tables**

To load assumptions for standard equipment, use the HSP_I_PFP_ASMP_STD_EQP_UOM, HSP_I_PFP_ASMP_EQP_STDCOST_YLY, and HSP_I_PFP_ASMP_EQP_BILLRAT_YLY tables to add data.

All tables must be filled to add assumptions for standard equipment.

- Use HSP_I_PFP_ASMP_STD_EQP_UOM to add the capacity UOM data at the No Year and BegBalance level.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_STD_EQP_UOM table:
Use HSP_I_PFP_ASMP_EQP_STDCOST_YLY to add equipment standard cost data.

The following graphic shows the header records and sample data for the
HSP_I_PFP_ASMP_EQP_STDCOST_YLY table:

Use HSP_I_PFP_ASMP_EQP_BILLRAT_YLY to add equipment billing rate data.

The following graphic shows the header records and sample data for the
HSP_I_PFP_ASMP_EQP_BILLRAT_YLY table:

Overhead Assumptions Tables

Subtopics

- Indirect Cost Tables
- General and Administrative Cost Tables

Overhead assumption artifacts include artifacts related to overhead, such as indirect cost pool, general and administrative cost pool, and allocation base. You can use the tables described in this section to load the overhead assumptions data.

Note: The Entity, Scenario, Version, Currency, Year, and Period fields are level 0 members that are present in the application under their respective dimension hierarchies. The Project Element is a child of the Overhead elements member in the Project Element dimension.

Indirect Cost Tables

To load overhead assumptions for indirect costs, use the
HSP_I_PFP_ASMP_INDIRECT_DRIVER and HSP_I_PFP_ASMP_INDIRECT_MTLY tables to add data.
- Use the HSP_I_PFP_ASMP_INDIRECT_DRIVER table to add the cost pool and allocation basis at the No Year level.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_INDIRECT_DRIVER table:

- Use the HSP_I_PFP_ASMP_INDIRECT_MTLY table to add indirect cost rates at specific year and period levels.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_INDIRECT_MTLY table:

---

**General and Administrative Cost Tables**

To load overhead assumptions for general and administrative costs, use the HSP_I_PFP_ASMP_GNA_DRIVER and HSP_I_PFP_ASMP_GNA_MTLY tables to add data.

- Use the HSP_I_PFP_ASMP_GNA_DRIVER table to add the cost pool and allocation basis at the No Year level.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_GNA_DRIVER table:

- Use the HSP_I_PFP_ASMP_GNA_MTLY table to add General and Administrative cost rates at specific year and period levels.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_GNA_MTLY table:
Workforce Assumptions Tables

Workforce assumption artifacts include artifacts related to Oracle Hyperion Workforce Planning, such as Social Security tax rates, Medicare rates, and employee grades. Use the tables described in this section to load workforce assumptions data.

Note: The Entity, Job, Scenario, Version, Currency, Year, and Period fields are level 0 members that are present in the application under their respective dimension hierarchies.

To load assumptions for workforce, use the following tables to add data:

- Use the HSP_I_PFP_ASMP_WF_DAYS_HOURS table to load working days and hours per week assumptions for employees.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_WF_DAYS_HOURS table:

  ![Sample Data](image1.png)

- Use the HSP_I_PFP_ASMP_WF_EMP_BENEFITS table to load data related to employee health care rates, merit rates, and bonus grades values.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_WF_EMP_BENEFITS table:

  ![Sample Data](image2.png)

- Use the HSP_I_PFP_ASMP_WF_MIDSLRYCOMP table to set the values for the grades assigned to employees.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_WF_MIDSLRYCOMP table:

  ![Sample Data](image3.png)

- Use the HSP_I_PFP_ASMP_WF_SETBILLLEV table to set the project billing level for a job.

  The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_WF_SETBILLLEV table:

  ![Sample Data](image4.png)
Use the HSP_I_PFP_ASMP_WF_SETBILLRATE table to set the billing rate assumption for the different levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_WF_SETBILLRATE table:

Use the HSP_I_PFP_ASMP_WF_STDHOURRATE table to set the standard hourly rate assumption.

The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_WF_STDHOURRATE table:

Use the HSP_I_PFP_ASMP_WF_US_TAXRATE table to set the tax rate for the USA entity.

The following graphic shows the header records and sample data for the HSP_I_PFP_ASMP_WF_US_TAXRATE table:

### Asset Depreciation and Amortization Tables

Use the HSP_I_PFP_ASSET_DEPR_AMORT_YLY table to load asset depreciation and amortization data for total major assets.

**Note:** The Entity, Asset Detail, Asset Class, Scenario, Version, Currency, Year, and Period fields are level 0 members that are present in the application under their respective dimension hierarchies.
The following graphic shows the header records and sample data for the HSP_I_PFP_ASSET_DEPR_AMORT_YLY table:

**Project Details Tables**

You can load project details such as the project name, classification, and type, as well as the start and end dates, to existing and new projects. Use the tables described in this section to load project details data.

**Note:** The Project, Entity, Scenario, Version, and Currency fields are level 0 members that are present in the application under their respective dimension hierarchies.

- Use the HSP_I_PFP_PROJ_DETAIL_CAPITAL table to load details for an existing or new Capital project.

  The following graphic shows the header records and sample data for the HSP_I_PFP_PROJ_DETAIL_CAPITAL table:

- Use the HSP_I_PFP_PROJ_DETAIL_CONTRACT table to load details for an existing or new Contract project.

  The following graphic shows the header records and sample data for the HSP_I_PFP_PROJ_DETAIL_CONTRACT table:

- Use the HSP_I_PFP_PROJ_DETAIL_INDIRECT table to load details for an existing or new Indirect project.

  The following graphic shows the header records and sample data for the HSP_I_PFP_PROJ_DETAIL_INDIRECT table:
Project Direct Expense Tables

Subtopics

- Project Expense Table
- Project Revenue Table

Project direct expense artifacts include project expenses (such as labor, equipment, and travel expenses) and project revenues (such as contract, sales, and maintenance revenue). Use the tables described in this section to load project direct expense data.

Note: The Project, Entity, Period, Year, and Currency fields are level 0 members that are present in the application under their respective dimension hierarchies.

Project Expense Table

Use the HSP_I_PFP_PROJECT_EXPENSES table to load project expense data.

The following graphic shows the header records and sample data for the HSP_I_PFP_PROJECT_EXPENSES table:

![Project Expense Table Header and Sample Data](image)

Project Revenue Table

Use the HSP_I_PFP_PROJECT_REVENUE table for loading project revenue data.

The following graphic shows the header records and sample data for the HSP_I_PFP_PROJECT_REVENUE table:

![Project Revenue Table Header and Sample Data](image)

Existing Employee Data Table

Use the HSP_I_PFP_EMPLOYEE_DETAILS table to load employee data for existing employees, such as the employee name and type, salary rate, start month, grade, and skill set.

Note: The Employee, Entity, Scenario, Version, Job, Year, and Currency fields are level 0 members that are present in the application under their respective dimension hierarchies.

The following graphic shows the header records and sample data for the HSP_I_PFP_EMPLOYEE_DETAILS table:
Existing Major Asset Data Tables

Use the tables described in this section to load data for major existing assets, such as the asset description and status, asset units, basic cost, and purchase date.

**Note:** The Asset Detail, Entity, Scenario, Version, Asset Class, Year, and Currency fields are level 0 members that are present in the application under their respective dimension hierarchies.

- Use the HSP_I_PFP_MAJOR_ASSET_DETAIL table to load data for the existing major tangible asset at the No Year and BegBalance level.
  
  The following graphic shows the header records and sample data for the HSP_I_PFP_MAJOR_ASSET_DETAIL table:

- Use the HSP_I_PFP_MAJOR_ASSET_DTL_YLY table to load data for the existing major tangible asset at the specific year level.
  
  The following graphic shows the header records and sample data for the HSP_I_PFP_MAJOR_ASSET_DTL_YLY table:

Existing Leased Asset Data Table

Use the HSP_I_PFP_LEASE_ASSET_DETAILS table to load data for existing leased assets such as the asset description and status, asset units, lease date, and lease payment.

**Note:** The Asset Detail, Entity, Scenario, Version, Asset Class, and Currency fields are level 0 members that are present in the application under their respective dimension hierarchies.

The following graphic shows the header records and sample data for the HSP_I_PFP_LEASE_ASSET_DETAILS table:
Employee Project Assignments Table Descriptions

Subtopics

- Contract Projects
- Capital Projects
- Indirect Projects

Use the tables described in this section to load project assignment data such as assignment start and end dates, headcount, skill set, onsite and offsite labor hours, and nonbillable hours for existing employees and labor requisitions.

**Note:** The Employee, Entity, Scenario, Version, Job, Year, Period, Project, and Currency fields are level 0 members present in the application under the respective dimension hierarchy.

**Contract Projects**

- Use the HSP_I_PFP_LBR_ASSIGN_CONTR_SMY table to load employee assignment data for a Contract project at the No Year and BegBalance levels.

  The following graphic shows the header records and sample data for the HSP_I_PFP_LBR_ASSIGN_CONTR_SMY table:

- Use the HSP_I_PFP_LBR_ASSIGN_CONT_MTLY table to load the data at the Specific year and Period levels.

  The following graphic shows the header records and sample data for the HSP_I_PFP_LBR_ASSIGN_CONT_MTLY table:

**Capital Projects**

- Use the HSP_I_PFP_LBR_ASSIGN_CAP_SMY table to load employee assignment data for a Capital project at the No Year and BegBalance levels.

  The following graphic shows the header records and sample data for the HSP_I_PFP_LBR_ASSIGN_CAP_SMY table:
Use the HSP_I_PFP_LBR_ASSIGN_MTLY table to load the data at the Specific year and Period levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_LBR_ASSIGN_MTLY table:

### Indirect Projects

- Use the HSP_I_PFP_LBR_ASSIGN_IND_SMY table to load employee assignment data for an Indirect project at the No Year and BegBalance levels.

- Use the HSP_I_PFP_LBR_ASSIGN_MTLY table to load the data at the specific year and period levels.

### Asset Project Assignments Table Descriptions

Use the tables described in this section to load asset assignment data for projects, such as assignment dates, asset units, allocation percentage, and asset usage.

**Note:** The Asset Detail, Entity, Scenario, Version, Asset Class, Year, Period, and Currency fields are level 0 members that are present in the application under their respective dimension hierarchies.

- Use the HSP_I_PFP_ASSET_ASSIGN_SMY table to load asset assignment data at the No Year and BegBalance levels.
The following graphic shows the header records and sample data for the HSP_I_PFP_ASSET_ASSIGN_SMY table:

- Use the HSP_I_PFP_ASSET_ASSIGN_MTLY table to load asset assignment data at the specific year and period levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_ASSET_ASSIGN_MTLY table:

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### Project Material Requirements Table Descriptions

**Subtopics**

- **Contract Projects**
- **Capital Projects**
- **Indirect Projects**

Use the tables described in this section to load material requirements data for projects such as resource names and classes, billable or capitalizable indicators, assignment start and end dates, and the number of units.

**Note:** The Entity, Scenario, Version, Year, Period, Currency, and Project fields are level 0 members that are present in the application under their respective dimension hierarchies. The Project Element field is a level 0 member under the member Cost Elements in the Project Element dimension.

---

### Contract Projects

- Use the HSP_I_PFP_MAT_ASSIGN_CONTR_SMY table to load Contract project assignment data at the No Year and BegBalance levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_MAT.Assign_CONTR_SMY table:

- Use the HSP_I_PFP_MAT_ASSIGN_MTLY table to load Contract project assignment data at the specific year and period level.
The following graphic shows the header records and sample data for the HSP_I_PFP_MAT_ASSIGN_MTLY table:

### Capital Projects
- Use the HSP_I_PFP_MAT_ASSIGN_CAP_SMY table to load Capital project assignment data at the No Year and BegBalance levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_MAT_ASSIGN_CAP_SMY table:

- Use the HSP_I_PFP_MAT_ASSIGN_MTLY table to load Capital project assignment data at the specific year and period levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_MAT_ASSIGN_MTLY table:

### Indirect Projects
- Use the HSP_I_PFP_MAT_ASSIGN_IND_SMY table to load Indirect project assignment data at the No Year and BegBalance levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_MAT_ASSIGN_IND_SMY table:

- Use the HSP_I_PFP_MAT_ASSIGN_MTLY table to load Indirect project assignment data at the specific year and period levels.

The following graphic shows the header records and sample data for the HSP_I_PFP_MAT_ASSIGN_MTLY table:
Import Entity Level Actuals Table Description

Use the HSP_I_PFP_ENTITY_LEVEL_ACTUALS table to load entity level actuals data such as Headcount. We support only headcount to be loaded within the HSP_I_PFP_ENTITY_LEVEL_ACTUALS table.

**Note:** The Entity, Year, Period, and Currency are level 0 members that are present in the application under their respective dimension hierarchies.

The following graphic shows the header records and sample data for the HSP_I_PFP_ENTITY_LEVEL_ACTUALS table:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Headcount</th>
<th>Labor Hours</th>
<th>Non-Billable Hours</th>
<th>Overtime Labor Hours</th>
<th>Salary</th>
<th>Other Compensation</th>
<th>Social Security Tax</th>
<th>Medicare</th>
<th>DLX</th>
<th>FUTA</th>
<th>Labor Revenue</th>
<th>Year</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>2</td>
<td>100</td>
<td>20</td>
<td>100</td>
<td>10000</td>
<td>10000</td>
<td>10000</td>
<td>10000</td>
<td>10000</td>
<td>10000</td>
<td>10000000000000</td>
<td>2012</td>
<td>Jan</td>
</tr>
</tbody>
</table>

Project Completion Table Description

Use the HSP_I_PFP_PROJECT_COMPLETION table to load project completion data such as Percentage Complete.

**Note:** The Project, Entity, Year, Period, and Currency are level 0 members that are present in the application under their respective dimension hierarchies.

The following graphic shows the header records and sample data for the HSP_I_PFP_PROJECT_COMPLETION table:

<table>
<thead>
<tr>
<th>Project</th>
<th>% Complete</th>
<th>Year</th>
<th>Period</th>
<th>Entity</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Project 1</td>
<td>50%</td>
<td>Jan</td>
<td>USA</td>
<td>Local</td>
<td></td>
</tr>
</tbody>
</table>
Integration between Project Financial Planning and Oracle Primavera P6 Enterprise Project Portfolio Management (P6 EPPM)

About P6 EPPM

Oracle Primavera P6 Enterprise Project Portfolio Management (P6 EPPM) provides a single solution for managing projects of any size, adapts to various levels of complexity within a project, and intelligently scales to meet the needs of various roles, functions, or skill levels in your organization. The core capabilities of P6 EPPM are:

- Planning, scheduling, and managing the right strategic mix of projects
- Cost and resource management decisions
- Share data with human capital, financial management, and enterprise resource planning systems

Integrating Between Project Financial Planning and P6 EPPM

Project Financial Planning and P6 EPPM complement each other, thus it is beneficial to integrate these two systems.

Core capabilities of Project Financial Planning:
- Calculating project financial impacts and KPIs
- Calculating revenue planning: based on the type of project
- Consolidating and rolling-up the data based on the entity level
- Approval process

Core capabilities of P6 EPPM:
- Planning, scheduling, and managing the right strategic mix of projects
- Cost and resource management decisions
- Share data with human capital, financial management, and enterprise resource planning systems

Architecture

The architecture diagram shows the data flow between Project Financial Planning and P6 EPPM.

Data transfer from P6 EPPM to Project Financial Planning:
1. The P6 EPPM API server extracts project data.
2. The data is stored in Planning staging tables.
3. The Outline Load Utility loads project data from the staging tables to Project Financial Planning.

Data transfer from Project Financial Planning to P6 EPPM:
1. Data is extracted from Project Financial Planning and exported to a CSV file.
Identifying Use Case Scenarios for Integration

Use Case 1:

- Import the projects from P6 EPPM to Project Financial Planning
- Export the Approved Project Status from Project Financial Planning to P6 EPPM

Use Case 2:

Import the projects and resource assignment details from Project Financial Planning to P6 EPPM

Prerequisites for Integration

- Before running the integration, ensure that the following products are installed and configured:
  - Project Financial Planning Release 11.1.2.3
Primavera P6 Enterprise Project Portfolio Management Release 8.2 or 8.3 along with P6 EPPM Integration Server

**Note:** For this integration, P6 EPPM components can be installed on the same system on which Project Financial Planning 11.1.2.3 is installed, or the components can be installed on a different machine.

- In the installation path of "Planning Home", ensure that the P6 EPPM integration client P6IntegrationClient.jar is present inside the lib folder.
- In P6 EPPM, create a new project code named "Project Category", and set the project category for each project to one of the following values:
  - Capital
  - Contract
  - Indirect
- In Project Financial Planning, contract projects are classified into contract types, such as: Time Material, Cost Plus, Fixed Price, and Other. Similarly, contract projects in P6 EPPM must be classified.
- Create a new project code named "Project Contract Type", and assign the project contract type to one of the following values:
  - TimeMaterial
  - CostPlus
  - FixedPrice
  - Other
- In P6 EPPM, each project code can have as many code values as needed to track projects. Add a code value “Approved” to the Project Status project code. When exporting a project from Project Financial Planning to P6 EPPM, only the project status is updated in P6 EPPM.
- When mapping metadata from Project Financial Planning to P6 EPPM, group Non-Labor resources to a common “Asset Class”.
- In P6 EPPM, add a resource code named “Asset Class”, and define a set of code values such as: Computers, Buildings, Land, Machinery and Equipment, and Vehicles. All non-labor resources must be assigned to these code values.
- In P6 EPPM, create an Assignment UDF named “Headcount” with a Data Type of “Integer”. This is required to map the metadata from Project Financial Planning to P6 EPPM.
- In P6 EPPM, create an Assignment UDF named “Asset Units” with a Data Type of “Number”. For assigned non-labor resources, associate a value for “Asset Units”. This is required for mapping the metadata from Project Financial Planning to P6 EPPM.
- In P6 EPPM, create an Assignment UDF named “Vendor” with a data type of “Text”. This is required for integrating with Vendor-enabled applications in Project Financial Planning so that you can import and export resource assignments from different vendors.
- Before loading projects from P6 EPPM to Project Financial Planning, ensure that all Entity Members exist in Project Financial Planning.
In P6 EPPM, under the Global Preferences setting, change the maximum characters limit to 80 for:

- Project ID
- Resource ID
- Role ID
- Project Codes and
- Resource Codes

**Importing Data and Metadata Into Project Financial Planning**

Using the integration utility, you can load data and metadata from P6 EPPM to Project Financial Planning.

The tables and view are modified such that the vendor related information are imported to Project Financial Planning. Based on the features enabled, the tables and view are modified during application creation. Similarly, you can load projects incrementally, based on the newly-enabled features. If you set **Load Projects Incrementally** to **No**, then projects are not loaded incrementally.

**Note:** If you are importing data and metadata that is not enabled in Project Financial Planning, a warning message is displayed: “Feature Detailed Materials are not enabled in Project Financial Planning”.

**Project Financial Planning Metadata**

- Project
- Resource
  
  Project Financial Planning Dimensions:
  
  - Job
  - Employee
  - Asset Class
  - Asset Detail

**Project Financial Planning Data**

- Project Details
- Resource Assignment data – Monthly spread values
- Resource Assignment data – Summary data
- Resource Rates (Optional)
Mapping Project Metadata

Incremental changes on projects are loaded from P6 EPPM to Project Financial Planning. Projects with statuses of Active, What If, and Planned are selected to load data and metadata. Based on the settings in the mapping XML file, you can select whether to load “What-if” projects.

Note the following:

- In Project Financial Planning, project dimension members are created based on the Project ID’s from P6 EPPM. You can display a maximum of 80 characters.
- In Project Financial Planning, member aliases are mapped to <Project ID>.<Project Name>. Concatenating the Project ID with the Project Name makes it unique and avoids duplicates entries.

Table 31 - Project Metadata Mapping Details

<table>
<thead>
<tr>
<th>Project Financial Planning Dimension/Member</th>
<th>P6 EPPM Query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Project</td>
</tr>
<tr>
<td>Existing Contract Projects</td>
<td>Status = Active</td>
</tr>
<tr>
<td></td>
<td>Project Category = Contract</td>
</tr>
<tr>
<td>New Contract Projects</td>
<td>Status = What-If or Planned</td>
</tr>
<tr>
<td></td>
<td>Project Category = Contract</td>
</tr>
<tr>
<td>Existing Indirect Projects</td>
<td>Status = Active</td>
</tr>
<tr>
<td></td>
<td>Project Category = Indirect</td>
</tr>
<tr>
<td>New Indirect Projects</td>
<td>Status = What-If or Planned</td>
</tr>
<tr>
<td></td>
<td>Project Category = Indirect</td>
</tr>
<tr>
<td>Existing Capital Projects</td>
<td>Status = Active</td>
</tr>
<tr>
<td></td>
<td>Project Category = Capital</td>
</tr>
<tr>
<td>New Capital Projects</td>
<td>Status = What-If or Planned</td>
</tr>
<tr>
<td></td>
<td>Project Category = Capital</td>
</tr>
</tbody>
</table>

Mapping Project Details

Project details are loaded based on the project property data present in the mapping XML file. This enables you to get project information from the source scenario and version. Project details are loaded to Project Financial Planning based on the following substitution variables settings,

- New project:
  - SourceScenarioNewProjects
  - SourceVersionNewProjects
- Existing Project:
  - SourceScenarioExistingProjects
## Mapping Resource Metadata

For a selected set of projects, resource metadata and data is loaded based on the collection of resource assignment for each project. The required resource metadata is created for each assignment such as: Job, Employee, Asset Class, and Asset Details.

Before mapping P6 EPPM resources and roles to Project Financial Planning resource dimensions, ensure that the following criteria is met:

- In Project Financial Planning, Member Names are mapped to Resource ID’s. You can display maximum of 80 characters.
- In Project Financial Planning, Member alias is mapped to `<Resource ID>.<Resource Name>`. Concatenating the Resource ID with the Project Name makes it unique and avoids duplicate entries.

### Table 32  Resource and Role Mapping from P6 EPPM to Project Financial Planning Resource Dimensions

<table>
<thead>
<tr>
<th>P6 EPPM Resource Assignment</th>
<th>Project Financial Planning Dimension/Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resource Type = Labor</strong></td>
<td>- Member is added to Employee Dimension</td>
</tr>
<tr>
<td><strong>Resource ID Not = Null</strong></td>
<td>- Employee members are created, if not already present, based on Resource ID and data such as: Assignment Start Date, Assignment End Date, Labor Hours, and so on. This data is loaded into the corresponding employee member.</td>
</tr>
<tr>
<td></td>
<td>- If Role ID Not = Null, data is loaded into the corresponding job; otherwise, data is loaded to &quot;Unspecified Job&quot;.</td>
</tr>
<tr>
<td></td>
<td>- For Capital and Indirect Projects, Planned Units from P6 EPPM is mapped to Labor Hours in Project Financial Planning.</td>
</tr>
<tr>
<td></td>
<td>- For contract projects, mapping is based on the mapping file settings. Contract projects are mapped to Onsite Labor Hours or Offsite Labor Hours.</td>
</tr>
<tr>
<td><strong>Resource Type = Non-Labor</strong></td>
<td>- Members are added to the Asset Detail Dimension. Asset Detail members are created if they are not present based on the Resource ID.</td>
</tr>
<tr>
<td></td>
<td>- From P6 EPPM, “Asset Class” code values are loaded into the ‘Asset Class’ members in Project Financial Planning.</td>
</tr>
<tr>
<td></td>
<td>- Data is loaded into the valid combination of ‘Asset Class’ and ‘Asset Detail’ members based on the mappings settings.</td>
</tr>
<tr>
<td><strong>Resource Type = Material</strong></td>
<td>- The Project Element dimension is selected.</td>
</tr>
<tr>
<td></td>
<td>- Data is loaded to Cost Element sequentially, such as: “Cost Element 1”, “Cost Element 2”.</td>
</tr>
<tr>
<td></td>
<td>- Metadata is not created for Project Element.</td>
</tr>
<tr>
<td><strong>Resource Type = Labor</strong></td>
<td>- Member is added to Job Dimension.</td>
</tr>
<tr>
<td><strong>Role ID Not = Null</strong></td>
<td>- Job members are created, if not present, based on the Role ID, and data is loaded into the corresponding member.</td>
</tr>
<tr>
<td></td>
<td>- If Resource ID Not = Null, then the data is loaded into the corresponding employee; if not, the data is loaded to the “Labor Requisition 1” member.</td>
</tr>
</tbody>
</table>
Mapping Resource Assignment Data Based On Monthly Spread Values

For selected projects, the Resource Assignment data is transformed and loaded into Project Financial Planning as follows:

- In P6 EPPM, assignments are retrieved based on monthly spread. The resource units required to complete tasks are planned on a monthly basis.
- All resource assignments are summarized at the project level based on Resource ID. If any Resource ID is not available, it is mapped to the Role ID for summarization.
- Resource assignments summarization is required because Project Financial Planning does not store task level data.

Values used to represent unique summarization keys:

- Project ID
- Resource ID (If Resource ID is null then Role ID)
- Year
- Period

**Note:** If a resource is assigned to different tasks for the same year and month, then the resource units are added up and loaded into Project Financial Planning.

Mapping Resource Assignment Data - Summary Data

Resource assignment summary data is required to calculate resource units. After monthly spread data is calculated for a project, each resource usage is also calculated between the project start and end date.

Mapping Resource Rates (Optional)

Resource rates are loaded from P6 EPPM into Project Financial Planning based on the setting in the mapping XML file. If multiple rates with effective dates are available in P6 EPPM, the standard rates are loaded to the corresponding periods in Project Financial Planning.

- In P6 EPPM, the job “Standard Rate” is directly mapped to “Standard Hrly Labor Rates” in Project Financial Planning. The mapping occurs at the time of resource assignments to a project.
- In P6 EPPM, the “Standard Rate” for non-labor resources is linked to “Loaded Asset Cost per UOM” in Project Financial Planning. Based on the account member “Equipment Std Cost,” you can calculate the weighted average cost for equipment using a Business Rule. These values are loaded to an asset class for each year. For the assets loaded from P6 EPPM, the default unit of measure is hours. The data is filled to “Standard Rates for Equipment” for corresponding asset classes.
In P6 EPPM, the “Standard Rate” for material resources is mapped to the “Cost/Unit” account member in Project Financial Planning.

If you are loading resource rates from P6 EPPM, the existing rates in Project Financial Planning are overwritten for the corresponding intersection.

Exporting Projects From Project Financial Planning

Use the Integration Utility to load data and metadata from Project Financial Planning to P6 EPPM.

Projects exported from Project Financial Planning that are enabled with Vendor Dimension include data at the “No Vendor” intersection. Only summary level data is exported to P6 EPPM, such as: Assignment Start Date, Assignment End Date, Project Name and so on. All vendor-related information from Project Financial Planning is collected at the “Total Vendor” intersection; however, this information is not imported to P6 EPPM.

Identifying Use Case Scenarios For Exporting

Use Case 1: Exporting the Project Status from Project Financial Planning to P6 EPPM

If any projects exist in P6 EPPM, the Project Status is updated to Approved or Rejected. If there are any changes in the projects, then those projects are selected to incrementally load from Project Financial Planning to P6 EPPM.

Use Case 2: Complete Project Export

Project Financial Planning Metadata

- Project
- Entity (Optional)
- Resource
  - Project Financial Planning Dimensions:
    - Job
    - Employee
    - Asset Class
    - Asset Detail

Project Financial Planning Data

- Project Details
- Resource Assignments

Exporting Projects

When exporting projects, keep in mind the following:
Only Approved projects are exported from Project Financial Planning. The incremental changes in the projects are loaded from Project Financial Planning to P6 EPPM. For example, the projects that are modified from the previous load.

In P6 EPPM, projects are created based on the Project ID. The Project ID is mapped to ‘Member Name’ within Project Financial Planning. Similarly, the Project Name is mapped to ‘Member Alias’ within Project Financial Planning. If Member Alias does not exist for a member, the Project Name is the same as the Project ID.

The status of the project is ‘Active’ for all exported projects. The “Project Status” is updated to “Approved” or “Unapproved”. For both export and import, the project property mapping file is same.

In P6 EPPM, a default activity is created under the project to which all the resource assignments are exported from Project Financial Planning.

You cannot export existing projects into P6 EPPM, since you cannot change the status of existing projects to “Approved.”

A project with the status of “Approved”, “Closed”, or “On-Hold” cannot be modified through a rule.

When you modify an “Active” product, the project status changes to “Unapproved”. This indicates that the project requires approval again.

Exporting Entities

When exporting entities, keep in mind the following:

- When mapping an XML file, you must define whether to export entities from Project Financial Planning to P6 EPPM. If you enable the exporting option in the mapping XML file, the entities are loaded as a flat hierarchy structure, either in Responsible Manager or Business Segment.

- In P6 EPPM, the entity member associated with the exported project must be created. If the entity member does not exist, the project does not get exported.

Exporting Resources

When exporting resources, keep in mind the following:

- Resources assigned to a project in Project Financial Planning are exported to P6 EPPM with Resource ID and Role ID created from ‘Member Name’ and ‘Member Aliases’.

- A default activity is created under the project to which all the resource assignments are exported from Project Financial Planning. When detailing the level of activities, assign resources based on the resource assignments exported from Project Financial Planning.

Note: For both export and import, the resource assignment property mapping file is same.
Running the Command Line Utility

The Integration Utility can be executed from the command line utility. Before running the Integration Utility, ensure that the mappings between P6 EPPM and Project Financial Planning are accurate.

In the Oracle Hyperion Planning home directory, execute the batch file PFPPrimaveraIntegration.bat with the following command:

```
PFPPrimaveraIntegration.bat <PFP Application Name> <Planning User Name> <Planning User Password File Path> <Import or Export> <Mapping Xml File Path>
```

For Import:

```
MIDDLEWARE_HOME\user_projects\epmsystem1\Planning\planning1PFPPrimaveraIntegration.bat PFPImp Admin C:\password.txt Import .\Primavera_Integration.xml
```

For Export:

```
MIDDLEWARE_HOME\user_projects\epmsystem1\Planning\planning1PFPPrimaveraIntegration.bat PFPExp Admin C:\password.txt Export .\Primavera_Integration.xml
```

Providing Connection Details

Use the Primavera Integration XML file to provide connection details. Before running the batch file in the command prompt, provide the connection information in Table 33.

<table>
<thead>
<tr>
<th>Connection Details</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>primavera_server</td>
<td>Machine name or IP address, where P6 EPPM is installed or where the project needs to be imported or exported; for example, 10.1.1.1.</td>
</tr>
<tr>
<td>primavera_port</td>
<td>Port number for the P6 EPPM server; for example, 9099.</td>
</tr>
<tr>
<td>primavera_user</td>
<td>P6 EPPM User ID. The user must be provisioned with administrative rights for accessing the projects; for example, Admin.</td>
</tr>
<tr>
<td>primavera_password_file</td>
<td>Path to the password file; for example, C:\password.txt</td>
</tr>
</tbody>
</table>

Setting Import and Export Options

Use the Primavera Integration XML file to provide the import and export settings in Table 34.

*Note:* To enable or disable the setting in the mapping XML file, specify either Yes or No in the respective XML tag.
Table 34 - Settings For Import and Export

<table>
<thead>
<tr>
<th>Option</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>For mapping the entity from P6 EPPM to Project Financial Planning, select one of the following fields from P6 EPPM:</td>
</tr>
<tr>
<td></td>
<td>● Business Segment</td>
</tr>
<tr>
<td></td>
<td>● Responsible Manager</td>
</tr>
<tr>
<td>import_what_if_projects</td>
<td>Imports &quot;What-If&quot; projects into P6 EPPM.</td>
</tr>
<tr>
<td>load_resource_rate_from_primavera</td>
<td>Imports resource rates for Resource Type: Labor, and Non-Labor from P6 EPPM.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> If Yes, the global rates defined for a Job or Asset Class are overridden in Project Financial Planning.</td>
</tr>
<tr>
<td>labor_hours_contract</td>
<td>For Contract projects only: Defines for which Project Financial Planning account to import the labor hours from P6 EPPM. You can either enter Onsite Labor Hours or Offsite Labor Hours.</td>
</tr>
<tr>
<td>export_entity_from_pfp</td>
<td>Exports projects from Project Financial Planning into P6 EPPM, and specifies whether to create an entity for the exported projects.</td>
</tr>
</tbody>
</table>

Mapping Artifacts Between Project Financial Planning and P6 EPPM

Before integrating Project Financial Planning and P6 EPPM, ensure that the project data in Table 35 is mapped. The default data mappings are listed in the table. Note: Do not change Project Financial Planning account data; however, you can change P6 EPPM fields. If you change a P6 EPPM project field, it should match the same data type as a Project Financial Planning field.

Table 35  Project Data

<table>
<thead>
<tr>
<th>Project Financial Planning Account</th>
<th>P6 EPPM Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Classification</td>
<td>Project Category</td>
</tr>
<tr>
<td>Project Type</td>
<td>Project Contract Type</td>
</tr>
<tr>
<td>Project Description</td>
<td>Description</td>
</tr>
<tr>
<td>Start Date</td>
<td>Project Planned Start</td>
</tr>
<tr>
<td>End Date</td>
<td>Must Finish By</td>
</tr>
<tr>
<td>Project Status</td>
<td>Project Status</td>
</tr>
</tbody>
</table>

Table 36  Labor Assignment Properties

<table>
<thead>
<tr>
<th>Project Financial Planning Account</th>
<th>P6 EPPM Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment - Start Date</td>
<td>Start</td>
</tr>
<tr>
<td>Assignment - End Date</td>
<td>Finish</td>
</tr>
<tr>
<td>Project Financial Planning Account</td>
<td>P6 EPPM Field</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Headcount</td>
<td>Headcount</td>
</tr>
<tr>
<td>Labor Hours</td>
<td>Planned Units</td>
</tr>
</tbody>
</table>

*Table 37  Non-Labor or Equipment Assignment Properties*

<table>
<thead>
<tr>
<th>Project Financial Planning Account</th>
<th>P6 EPPM Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment - Start Date</td>
<td>Start</td>
</tr>
<tr>
<td>Assignment - End Date</td>
<td>Finish</td>
</tr>
<tr>
<td>Asset Units</td>
<td>Asset Units</td>
</tr>
<tr>
<td>Asset Usage</td>
<td>Planned Units</td>
</tr>
</tbody>
</table>

*Table 38  Material Assignment Properties*

<table>
<thead>
<tr>
<th>Oracle Project Financial Planning Account</th>
<th>P6 EPPM Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment - Start Date</td>
<td>Start</td>
</tr>
<tr>
<td>Assignment - End Date</td>
<td>Finish</td>
</tr>
<tr>
<td>Resource Name</td>
<td>Resource Name</td>
</tr>
<tr>
<td>Number of Units</td>
<td>Planned Units</td>
</tr>
<tr>
<td>Cost/Unit</td>
<td>Standard Rate</td>
</tr>
</tbody>
</table>