Oracle Project Portfolio Management Cloud
Getting Started with Your Implementation

Release 8

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This Preface introduces the guides, online help, and other information sources available to help you more effectively use Oracle Fusion Applications.

**Oracle Fusion Applications Help**

You can access Oracle Fusion Applications Help for the current page, section, activity, or task by clicking the help icon. The following figure depicts the help icon.

![Help Icon]

**Note**

If you don’t see any help icons on your page, then click the Show Help icon button in the global area. However, not all pages have help icons.

You can add custom help files to replace or supplement the provided content. Each release update includes new help content to ensure you have access to the latest information. Patching does not affect your custom help content.

**Oracle Fusion Applications Guides**

Oracle Fusion Applications guides are a structured collection of the help topics, examples, and FAQs from the help system packaged for easy download and offline reference, and sequenced to facilitate learning. To access the guides, go to any page in Oracle Fusion Applications Help and select **Documentation Library** from the **Navigator** menu.

Guides are designed for specific audiences:

- **User Guides** address the tasks in one or more business processes. They are intended for users who perform these tasks, and managers looking for an overview of the business processes. They are organized by the business process activities and tasks.

- **Implementation Guides** address the tasks required to set up an offering, or selected features of an offering. They are intended for implementors. They are organized to follow the task list sequence of the offerings, as displayed within the Setup and Maintenance work area provided by Oracle Fusion Functional Setup Manager.

- **Concept Guides** explain the key concepts and decisions for a specific area of functionality. They are intended for decision makers, such as chief
financial officers, financial analysts, and implementation consultants. They are organized by the logical flow of features and functions.

- **Security Reference Manuals** describe the predefined data that is included in the security reference implementation for one offering. They are intended for implementors, security administrators, and auditors. They are organized by role.

These guides cover specific business processes and offerings. Common areas are addressed in the guides listed in the following table.

<table>
<thead>
<tr>
<th>Guide</th>
<th>Intended Audience</th>
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<tr>
<td>Common User Guide</td>
<td>All users</td>
<td>Explains tasks performed by most users.</td>
</tr>
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<td>Common Implementation Guide</td>
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<td>Explains tasks within the Define Common Applications Configuration task list, which is included in all offerings.</td>
</tr>
<tr>
<td>Functional Setup Manager User Guide</td>
<td>Implementors</td>
<td>Explains how to use Oracle Fusion Functional Setup Manager to plan, manage, and track your implementation projects, migrate setup data, and validate implementations.</td>
</tr>
<tr>
<td>Technical Guides</td>
<td>System administrators, application developers, and technical members of implementation teams</td>
<td>Explain how to install, patch, administer, and customize Oracle Fusion Applications.</td>
</tr>
</tbody>
</table>

**Note**

Limited content applicable to Oracle Cloud implementations.

For other guides, go to Oracle Technology Network at http://www.oracle.com/technetwork/indexes/documentation.

### Other Information Sources

#### My Oracle Support

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

Use the My Oracle Support Knowledge Browser to find documents for a product area. You can search for release-specific information, such as patches, alerts, white papers, and troubleshooting tips. Other services include health checks, guided lifecycle advice, and direct contact with industry experts through the My Oracle Support Community.
Oracle Enterprise Repository for Oracle Fusion Applications

Oracle Enterprise Repository for Oracle Fusion Applications provides details on service-oriented architecture assets to help you manage the lifecycle of your software from planning through implementation, testing, production, and changes.

In Oracle Fusion Applications, you can use Oracle Enterprise Repository at http://fusionappsoer.oracle.com for:

- Technical information about integrating with other applications, including services, operations, composites, events, and integration tables. The classification scheme shows the scenarios in which you use the assets, and includes diagrams, schematics, and links to other technical documentation.

- Other technical information such as reusable components, policies, architecture diagrams, and topology diagrams.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.

Comments and Suggestions

Your comments are important to us. We encourage you to send us feedback about Oracle Fusion Applications Help and guides. Please send your suggestions to oracle_fusion_applications_help_ww_grp@oracle.com. You can use Send Feedback to Oracle from the Settings and Actions menu in Oracle Fusion Applications Help.
Introducing Oracle Project Portfolio Management Cloud Services

Oracle Project Portfolio Management Cloud Services: Overview

Oracle Project Portfolio Management Cloud Services include the following applications:

- Project Financial Management Offering
  - Oracle Fusion Project Costing Cloud Service
  - Oracle Fusion Project Billing Cloud Service
  - Oracle Fusion Project Contracts Cloud Service
  - Oracle Fusion Project Control Cloud Service
  - Oracle Fusion Project Performance Reporting Cloud Service
- Project Execution Management Offering
  - Oracle Fusion Project Resource Management Cloud Service
  - Oracle Fusion Project Management Cloud Service
  - Oracle Fusion Task Management Cloud Service

Applications in the Project Financial Management Offering

Project Financial Management applications in the Oracle Project Portfolio Management Cloud Service enable you to plan, organize, and manage activities, resources, cost, billing, and revenue to bring about the successful completion of specific project goals and objectives.

The following table describes the Project Financial Management applications available on cloud.
### Application | Description
--- | ---
Project Foundation | Includes common components that are shared across the Project Financial Management applications within Oracle Fusion Project Portfolio Management. Includes the basic project plan structure and components such as resource breakdown structures, rate schedules, pricing, burdening, and cross-charge processing.
Project Costing | Captures and processes commitments and costs from Oracle Fusion Applications and third-party applications.
Project Control | Provides full-function project planning, progress management, as well as budgeting and forecasting.
Project Billing | Accelerates invoice processing while reducing billing errors through a functionally rich work area offering visibility into formatted invoices with estimated taxes. Embedded analytics for contract revenue, invoice, profitability and margin give insight into potential contract and payment problems.
Project Performance Reporting | Helps project-driven organizations keep pace through project performance insight. It allows project stakeholders to receive answers to critical business questions and take action in real time, utilizing a multidimensional model to deliver the right information at the right time.

Enhance contract management and reporting capabilities by subscribing to the following services:

- Oracle Fusion Enterprise Contracts Management Base Cloud Service
- Oracle Fusion Transactional Business Intelligence for Projects Cloud Service

**Project Portfolio Management Implementation Documentation**

This guide contains procedures that enable you to quickly and efficiently configure Project Financial Management applications to meet your business requirements.

For additional Project Financial Management implementation documentation, refer to the Oracle Project Portfolio Management Cloud Implementing Project Financial Management guide.

For additional Project Execution Management implementation documentation, refer to the Oracle Project Portfolio Management Cloud Implementing Project Execution Management guide.
Purchasing and Activating Oracle Cloud Application Services: Highlights


The whole process involves:

- Requesting and activating trial subscriptions.
- Purchasing and activating your services.
- Verifying that the services are activated, monitoring the services, and performing other administrative tasks.

Purchasing and activating any Oracle Cloud service is described in the Oracle Cloud Getting Started with Oracle Cloud document. All of the following references in this section point to that document.

**Note**

Not everything in that document is relevant to Oracle Cloud Application Services, for example details about Oracle Java Cloud Service and Oracle Database Cloud Service.

**Terminology and User Roles**

- Before you proceed, you should understand terms that are used in documentation about Oracle Cloud.
  
  See: Oracle Cloud Terminology

- You should also be familiar with roles for users of the Oracle Cloud web site or of the actual service.

  See: Oracle Cloud User Roles and Privileges
Requesting and Activating Trial Subscriptions

- Oracle Cloud Application Services are available through free trial subscriptions. After you request trial subscriptions, you activate, monitor, and manage the services for use before purchase.

  See: Trial Subscriptions Requested through the Oracle Cloud Portal

Purchasing and Activating Services

- Your buyer or an Oracle sales representative orders a cloud service and specifies information about the account administrator during the ordering process.

  See: Ordering an Oracle Cloud Service

- The account administrator receives an e-mail with a link to activate the service. As part of activation, the account administrator provides information about the administrator who performs the functions of both the service administrator and the identity domain administrator.

  See: Activating Your Order for an Oracle Cloud Service

Next Steps

- The administrator who was identified during the activation process:
  - Verifies that the service is activated.

    See: Verifying a Service Is Up and Running
  - Manages and monitors the service.

    See: Overview of Operating and Monitoring Cloud Services
  - Optionally creates initial administrator and implementation users before enterprise structures setup.

    See: Define Implementation Users Tasks: Points to Consider
  - Alternatively, the administrator sets up enterprise structures and then creates service users, including functional implementors.
  - Functional implementors perform configuration and setup steps.
  - Developers can add custom features and extend the application.

Oracle Cloud Application Services Security: Explained

Security in Oracle Cloud Application Services is the same as for any other kind of Oracle Fusion Applications deployment. However, the experience of getting started and managing initial users is slightly different.

Aspects of security that are specific to Oracle Cloud Application Services involve the following:

- Initial environment and sign in
• Initial user administration
• Infrastructure

Aspects of security that are equivalent for any type of deployment involve the following:
• Ongoing user administration
• Managing roles and security policies

Initial Environment and Sign In

Oracle provides your account administrator with a link to activate and access the service. Oracle creates one initial user for you. Sign in as the initial user to create other users, including the service administrator, the identity domain administrator, and users who must perform implementation tasks.

Note
Your account may also have a separate identity domain administrator through an Oracle Database or Java service in Oracle Cloud.

Initial User Administration

If your enterprise requires additional implementation users for security administration before setting up enterprise structures, the service administrator performs the Define Implementation Users tasks.

Defining implementation users can include these tasks:
• Creating users
• Creating data roles
• Provisioning users with roles

The service administrator can also perform delegated administration tasks such as resetting passwords of other administrators.

Ongoing User Administration

After you set up basic enterprise structures, create and manage users by using the hiring processes in Human Capital Management (HCM) or performing the Manage Users task.

User management includes provisioning users with roles that provide access to functions and data in Oracle Cloud Application Services. You can also set up rules that automate role provisioning according to your criteria. You set up these rules through the Manage HCM Role Provisioning Rules task.

Managing Roles and Security Policies

The Oracle Fusion Applications security reference implementation provides predefined roles and policies, as well as data role templates that generate data roles for non-HCM users based on your enterprise structures setup.
You can view the security reference implementation using the following resources:

- User interfaces where you perform application security tasks
- Security reference manuals for each offering
- Oracle Enterprise Repository for Oracle Fusion Applications

To extend the security reference implementation with roles and policy modifications needed by your enterprise, use tasks such as:

- Manage Job Roles
- Manage Role Templates
- Manage Data Security Policies
- Manage Duties

**Infrastructure**


The following optional security features are currently not available in Oracle Cloud Application Services.

- Oracle Enterprise Governance, Risk and Compliance (GRC)
- Oracle Database Advanced Security
- Oracle Data Masking

**Signing in and Accessing Setup Tasks: Procedure**

Oracle provides an administrator user account and password for signing into Oracle Cloud Application Services.

Before your enterprise has generated task lists, implementors and application users can access setup tasks by searching for the task in the Setup and Maintenance Overview page. After task lists have been generated, users can access their assigned tasks or the task lists for the offerings included in their project. For example, the Define Common Applications Configuration task list for each offering includes the Define Implementation Users tasks.

The following procedure assumes that the administrator has not yet configured an offering and set up task lists.
1. Access your Oracle Cloud Application Services by using the universal resource locator (URL) link provided by Oracle.

2. Sign in using the administrator user account and password provided by Oracle based on your activation request. Initial sign-in prompts you to reset your password.

3. Access tasks as follows:
   a. Go to **Navigator > more... > Tools > Setup and Maintenance**.
   b. On the Overview page, click the **All Tasks** tab.
   c. Search for the task by entering the name in the Search field.
   d. Click **Search**.
   e. In the search results, perform the task by clicking its **Go to Task** icon.

### Define Implementation Users Tasks: Points to Consider

The Define Implementation Users task list includes tasks for creating users, optionally creating data roles, and provisioning users with roles before you have set up enterprise structures. After you have set up enterprise structures, do not use the Define Implementation Users tasks for creating any users that you need a Human Capital Management (HCM) record for.

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**Important**

All Oracle Fusion Applications offerings include HCM Foundation. Performing the Manage Users task to create users always creates an associated HCM record even if you are not implementing full HCM.

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### Creating Implementation Users

The users you create using the Create Implementation Users task are created in Oracle Identity Manager.

Use Create Implementation Users task under the following circumstances:

- Before setting up enterprise structures if your enterprise needs additional users such as a dedicated security administrator or implementation users for setting up enterprise structures

- If you require user accounts that must not have an associated HCM record

The administrator user that is provided by Oracle for generating task lists and setting up enterprise structures is a user created using this task. The administrator user is provisioned with the following roles:

- **IT Security Manager**
- **Application Implementation Consultant**
- **Application Diagnostics Administrator**
Optionally Creating Data Roles for Implementation Users

The predefined Application Implementation Consultant role may be too broad for your security needs. As an alternative to provisioning an implementation user with the Application Implementation Consultant role to access all enterprise structures, you may need implementation users with access restricted to enterprise structures for specific products. Use the Create Data Roles for Implementation Users task to create a data role based on a job role with less broad access, such as the HCM Application Administrator job role.

For example, you can create a View All data role, such as a View All Financials Application Administrator data role. This data role is based on the Financials Application Administrator job role and combines the entitlements that have been granted to that role with unrestricted access to data on the secured objects that the role is authorized to access.

Provisioning Roles to Implementation Users

The Create Implementation Users task includes provisioning the user you have created with predefined roles.

For example, assign a role to the implementation user that provides the access necessary for setting up the enterprise. Depending on need, provision the implementation user with the predefined Applications Implementation Consultant role.

Caution

The Application Implementation Consultant has broad access. It is a very useful role for experimentation or setting up a pilot environment, but may not be suitable for implementation users in a full implementation project or for application users.

Preparation after basic enterprise structures have been set up you can provision additional users with product family-specific administrator data roles, such as a data role based on the predefined Financials Applications Administrator.

If you create additional roles, such as optionally creating data roles before enterprise structures setup, provision those roles to existing implementation users by performing the Provision Roles to Implementation Users task.

Preparing the IT Security Manager Role: Procedure

To perform the Define Implementation Users tasks, the IT Security Manager job role must be given user and role management access by adding the job role as a member of the Identity User Administrators role and Role Administrators role in Oracle Identity Manager.

Warning

This expansion of the IT Security Manager job role presents a potential security risk. To avoid this risk, skip defining implementation users before enterprise
structure setup. Instead, use the administrator user to set up enterprise structures and then create service users as Human Capital Management (HCM) records.

1. While signed into Oracle Identity Manager as the administrator user, click the **Administration** link in the upper right of the Oracle Identity Manager. This accesses the Welcome to Identity Manager Delegated Administration menu.

2. In the Roles list of tasks, click **Advanced Search - Roles**.

3. Search for the Identity Users Administrators role by entering the role name in **Display Name** and clicking **Search**.

4. In the Search Results, click the role’s Display Name.

5. On the Hierarchy tab, select **Inherits From** and click **Add**.

6. In the Add Parent Role to: IDENTITY USER ADMINISTRATORS window, select the role category: Common - Job Roles.

7. Click the arrow icon to show the list of available roles. Select IT Security Manager and move it to the **Roles to Add** list.

8. Click **Save**.

9. Search for the Role Administrators role, and repeat steps 3 to 8 to add that role to the IT Security Manager role's role inheritance.

10. Assign the IT Security Manager role to the Xellerate Users organization.

   a. In the Welcome to Identity Manager Delegated Administration menu (see step 1, above), in the Organizations list of tasks, click **Advanced Search - Organizations**.

   b. Search for the Xellerate Users organization by entering **Xellerate Users** in **Display Name** and clicking **Search**.

   c. In the Search Results, click the organization’s Display Name.

   d. On the Xellerate Users page, click the **Administrative Roles** link in the row of links above the Xellerate Users.

   e. In the Organization Detail > Administrative Roles subwindow, click **Assign**.

   f. In **Filter By Role Name** of the Details window, enter the following string:

   *IT_SECURITY_MANAGER*

   g. Click **Find**.

   h. Enable Read, Write, Delete, and Assign.

   i. Click **Assign**.

   j. Click **Confirm**.

**Note**

This changed definition of the IT Security Manager job role is available in the identity store, but not available in Human Capital Management (HCM) unless
the administrator performs the Run User and Roles Synchronization Process task.

Creating Implementation Users: Procedure

Perform the Create Implementation Users task to create user accounts in Oracle Identity Manager if your enterprise requires user accounts that are not associated with records in Human Capital Management (HCM). These users principally set up enterprise structures and administer security.

Aspects of defining implementation users in Oracle Identity Manager involve:

- Initial Sign In and Accessing Tasks
- Creating implementation users
- Provisioning roles to implementation users
- Defining Implementation Users after Enterprise Structures Setup

Note

The following tasks assume that the administrator has not yet configured an offering or set up task lists.

Creating Implementation Users

This procedure creates additional users for security administration and setting up enterprise structures. If the single administrator provided by Oracle is sufficient for configuring offerings, generating task lists, and setting up enterprise structures, you can skip this task.

1. Sign in as the administrator user.

Warning

The administrator user provided by Oracle is provisioned with the IT Security Manager job role. Be sure this user has signed into Oracle Identity Manager and prepared the IT Security Manager job role to include the necessary user and role management entitlement.

2. Access the Create Implementation Users task.

3. In Oracle Identity Manager click Create User.

4. Provide the following attributes. The example values show creating a dedicated IT security manager.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Value</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>&lt;any valid string&gt;</td>
<td>Smith</td>
</tr>
<tr>
<td>Attribute</td>
<td>Value</td>
<td>Example</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Organization</td>
<td>Xellerate Users</td>
<td>N/A</td>
</tr>
<tr>
<td>User Type</td>
<td>Non Worker</td>
<td>N/A</td>
</tr>
<tr>
<td>User login</td>
<td>&lt;any valid string&gt;</td>
<td>MY_SECURITY_ADMIN</td>
</tr>
<tr>
<td>Password</td>
<td>&lt;any valid string&gt;</td>
<td>SeKur1TyPa$$w0Rd</td>
</tr>
</tbody>
</table>

a. In the Organization field, enter Xellerate Users. Or click the Search icon, then in the Organization Search sub window, click the Search arrow without entering anything in the Search field, select the Xellerate Users organization in the search results, and click Add.

b. Set the User Type. For example, Non Worker.

c. Enter the desired user login and password.

For details, see the Creating Users section in the Oracle Fusion Middleware User's Guide for Oracle Identity Manager.

5. Click Save.

**Provisioning Roles to Implementation Users**

Creating an implementation user includes provisioning the user with roles. Review the available predefined roles by either viewing them in the user interfaces where security tasks are performed or in the security reference implementation manual for each Oracle Fusion Applications offering.

1. On the Roles tab in the user creation page, click Assign.

2. In the Add Role window, search for a role by entering the initial letters of the role name in the Display Name Begins With field. For example, enter IT for the IT Security Manager job role or App for the Application Implementation Consultant job role.

   **Important**

   If you are provisioning the IT Security Manager job role for defining implementation users before enterprise structures setup, be sure the IT Security Manager job role has been prepared for user and role management in Oracle Identity Manager.

   3. Click Search.

   4. Select the desired role from the search results. For example, IT Security Manager or Application Implementation Consultant.

   5. Click Add.

   6. Repeat steps 2-5 to add other roles.

   7. Click Assign.
8. Close the User page.

If you are creating an application implementation consultant user for setting up enterprise structures and need to limit their access to data, create data roles using the Create Data Roles for Implementation Users task and then provision those roles to the user you have created by performing the Provision Roles to Implementation Users task.

**Defining Users after Enterprise Structures Setup**

Do not use the Create Implementation Users task after your enterprise has been set up unless you need users specifically defined in Oracle Identity Manager only and without an associated HCM record.

Once you have basic enterprise structures set up, such as a legal entity and business unit, you can create implementation users by the following means:

- Manage Users task
- Hiring processes if you are implementing Human Capital Management (HCM)

For more information about the Manage Users task, see the Define Security chapter in the Oracle Fusion Applications Common Implementation Guide.

**Creating Data Roles for Implementation Users: Procedure**

Implementation users who are created using the Create Implementation Users task for setting up product-specific enterprise structures may need to be provisioned with roles with restricted data access. See the Oracle Fusion Applications Security Reference Manuals for information about the available predefined Oracle Fusion Applications roles.

Aspects of performing the Create Data Roles for Implementation Users task involve:

- Creating View All data roles
- Creating reference data sharing data roles
- Provision the data roles to implementation users

**Note**

The following tasks assume that the administrator has not yet configured an offering or set up task lists. If basic enterprise structures have been set up, provision automatically generated data roles to users.

**Creating a View All Data Role**

You create a View All data role, such as a View All Financials Application Administrator data role, so that when you provision this role to an
implementation user using the Provision Roles to Implementation Users, the
user's access is restricted to financials data on the secured objects that the role is
authorized to access.

1. Sign into Oracle Fusion Applications.
2. Access the Create Data Roles for Implementation Users from the Setup
   and Maintenance Overview page.
3. In the Manage HCM Data Roles page, click the Create Data Role icon.
   For details about Manage HCM Data Roles tasks, see the Oracle Fusion
   Applications Workforce Deployment Implementation Guide.
4. Create a View All data role, such as a "HCM Application Administrator
   View All" data role with the Human Capital Management Application
   Administrator as the base job role. In Security Criteria, make the following
   selections:
   a. Grant access to all data for all the security profiles by selecting View
      All for each field.
   b. Grant access for Person and Public Person by selecting View All
      People.
   c. Click Review.
   d. Verify the data is correct.
   e. Click Submit.
5. Provision the implementation user who will set up HCM with this View
   All data role, such as the "HCM Application Administrator View All" data
   role, by performing the Provision Roles to Implementation Users task.

Important

Once an implementation user with a View All data role has completed HCM
setup, it may be prudent to revoke the role by performing the Revoke Data Role
from Implementation Users task. Provision the View All data role only when
HCM setup changes are necessary.

Creating a Reference Data Sharing Data Role

Create a reference data sharing (Set ID) data role to secure data reference sets in
HCM.

1. Access the Manage Role Templates task.
2. In the Authorization Policy Manager, click Role Templates.
3. Search for role template names starting with the data stripe.

   For example, search Hcm (case sensitive) to select the templates you need
to generate data roles, such as the HcmCmpSetId template for generating
a data role that gives access to compensation data.

4. In each template:
   a. Open the template.
   b. Click Generate Roles.
c. Open the Policies tab.
d. Below the Data Security Policies, open the Actions tab.
e. Deselect the Manage Assignment Grade option.
f. Click Apply.
g. Open the Summary tab.
h. Under Generated Roles, expand the Valid Roles section.
   
   The list of roles includes sets of COMMON and ENTERPRISE data roles for each job and includes any data roles for sets that are created by the Manage Reference Data Sets task.

i. Highlight each reference data set data role template and click Refresh Role.

j. Re-enable the Manage Assignment Grade option using steps 4 c - 4 e, above.

k. Under Generated Roles, expand the Valid Roles section, highlight each reference data set data role template, and click Refresh Role to refresh the data security policies.

5. For the reference data set data role templates, verify that data security policies exist and are properly created for each valid data reference set.

6. In Authorization Policy Manager, on the Home tab, in the Global section, search for external roles containing COMMON.

   a. Select an HCM-related row in the search results.
   b. Select Open Role.
   c. View the details of the corresponding COMMON reference data set external role.
   d. Select Find Global Policies.
   e. Validate that row(s) exist in the Data Security Policies table for the respective COMMON set. If not, refresh roles again using the above steps.

7. Repeat steps 6 a - 6 e above, for ENTERPRISE and any External Role sets you have created.

**Provision Implementation Users with Data Roles**

Provision the implementation user who will set up HCM with reference data set data roles by performing the Provision Roles to Implementation Users task. The steps for this task are the same as provisioning roles as part of the Create Implementation Users task.

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**Note**

If the scheduled Run User and Roles Synchronization Process has not run, the data roles you created may not be available for selection on the Roles tab of the User Creation page in Oracle Identity Manager.
The user provisioned with the data roles you created can now proceed with enterprise structures setup.

1. Access the Provision Roles to Implementation Users task from the Setup and Maintenance Overview page.

2. In Oracle Identity Manager, select **Advanced Search - Users**.

3. On the Users page, search for the user login of the user to whom you want to provision the View All and Set ID data roles.

4. Select the user by opening the **Display Name** link.

5. Open the Roles tab.

6. Click **Assign** and select all applicable rows containing the data roles you want to provision the user with. If the scheduled Run User and Roles Synchronization Process has not run, the data roles may not be available for selection.

7. Click **Assign** again.

8. The user provisioned with the predefined roles or the data roles you created can now proceed with enterprise structures setup.
Implementing Oracle Project Portfolio Management Cloud Services

Manage Application Implementation: Overview

The Manage Applications Implementation business process enables rapid and efficient planning, configuration, implementation, deployment, and ongoing maintenance of Oracle Fusion applications. Features include the following:

- **Configurable lists of implementation tasks**
  Task lists can be easily configured and extended to better fit with business requirements. Auto-generated, sequential task lists include prerequisites and address dependencies to give full visibility to end-to-end setup requirements of Oracle Fusion applications.

- **Quick import or export of data across application instances**
  Specific implementations can become templates to facilitate movement and reuse of consistent Oracle Fusion applications setup across many environments or instances.

- **Comprehensive reporting**
  A set of built-in reports helps to analyze, validate, and audit configurations, implementations, and setup data of Oracle Fusion applications.

Use Oracle Fusion Functional Setup Manager to implement all Oracle Fusion applications through a standard and consistent process. With Oracle Fusion Functional Setup Manager, you can:

- Analyze implementation requirements.
- Configure Oracle Fusion applications to match your business needs.
- Address setup requirements through guided, sequential task lists downloadable into Excel for implementation project planning.
- Enter setup data through easy-to-use user interfaces available directly from the task lists.
- Export and import data from one instance to another for rapid setup.
- Validate setup by reviewing setup data reports.
**Project Financial Management Offering: Overview**

In the Project Management business process area, your enterprise can configure how you manage projects, including how to plan, budget, forecast, collect costs, bill customers, and report performance.

Before you begin, use the Getting Started page in the Setup and Maintenance work area to access reports for each offering, including full lists of setup tasks, the functional areas and features that you can select when you configure the offering, and business objects and enterprise applications that are associated with the offering.

The first implementation step is to configure the offerings in the Setup and Maintenance work area by selecting the offerings and functional areas that you want to make available to implement.

The following list describes the functional areas that are specific to the Project Financial Management offering.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Organizations</td>
<td>Configure how you manage project units, project classifications, organization hierarchies, and business unit options.</td>
</tr>
<tr>
<td>Project Foundation</td>
<td>Configure how you manage project organizations, create projects, plan project tasks, and review project details. This common foundation is shared across the Oracle Fusion Project Financial Management products.</td>
</tr>
<tr>
<td>Burdening</td>
<td>Configure options used to calculate, group, and apply indirect costs to project expenditure items to report and account for the total cost of a project.</td>
</tr>
<tr>
<td>Project Control</td>
<td>Configure how you monitor project execution, progress, budgeting, and forecasting.</td>
</tr>
<tr>
<td>Project Integration Gateway</td>
<td>Configure how you integrate with third-party scheduling tools such as Primavera P6 Enterprise Project Portfolio Management.</td>
</tr>
<tr>
<td>Project Costing</td>
<td>Configure how you collect, monitor and influence the costs associated with the delivery of the project and management of capital assets.</td>
</tr>
<tr>
<td>Project Costing - Project Costing Base</td>
<td>Configure how you collect, monitor, and influence the costs associated with the delivery of the project.</td>
</tr>
<tr>
<td>Project Costing - Capital Projects</td>
<td>Configure how you record asset costs, calculate capitalized interest, and create events to group costs and assets.</td>
</tr>
<tr>
<td>Functional Area</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Project Costing - Project Contracts</td>
<td>Configure the funding and billing relationships between the external parties who require the project and the parties who deliver the project.</td>
</tr>
<tr>
<td>Project Billing</td>
<td>Configure how you invoice customers and recognize revenue for project contracts, including contract management, intercompany billing, and the calculation of estimated taxes on invoices.</td>
</tr>
<tr>
<td>Project Billing - Project Billing Base</td>
<td>Configure how you invoice customers and recognize revenue for project contracts.</td>
</tr>
<tr>
<td>Project Billing - Intercompany Billing</td>
<td>Configure how you use internal invoices to share costs and revenue across projects and organizations.</td>
</tr>
<tr>
<td>Project Performance Reporting</td>
<td>Configure how you collect and review project performance data against defined performance areas.</td>
</tr>
<tr>
<td>Project Business Intelligence Analytics</td>
<td>Enable business intelligence reporting and analytics capabilities for project management data.</td>
</tr>
<tr>
<td>Project Revenue and Billing Business Intelligence Analytics</td>
<td>Enable business intelligence reporting and analytics capabilities for project revenue and billing data.</td>
</tr>
<tr>
<td>Project Performance Business Intelligence Analytics</td>
<td>Enable business intelligence reporting and analytics capabilities for project performance data.</td>
</tr>
<tr>
<td>Project Control and Costing Business Intelligence Analytics</td>
<td>Enable business intelligence reporting and analytics capabilities for project control and costing data.</td>
</tr>
</tbody>
</table>

Following is a list of functional areas that are in the Project Financial Management offering, but are not unique to this offering:

- Initial Users
- Enterprise Profile
- Legal Structures
- Financial Reporting Structures
- Organization Structures
- Workforce Structures
- Transactional Business Intelligence
- Application Extensions
- Transaction Tax

Next, create one or more implementation projects for the offerings and functional areas that you want to implement first, which generates task lists for each
The application implementation manager can customize the task list and assign and track each task. If you enable all functional areas and features, the generated task list for this offering will contain the groups of tasks listed in the following table:

<table>
<thead>
<tr>
<th>Task List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Common Applications Configuration for Project Financial Management</td>
<td>Define the configuration for common setup such as users, enterprise and HR structures, security, and common reference objects for Oracle Fusion Project Financial Management. You can find other information that supports the common implementation tasks in the Oracle Fusion Applications Concepts Guide.</td>
</tr>
<tr>
<td>Define Common Project Configuration</td>
<td>Configure components from other product offerings that are used by Oracle Fusion Project Portfolio Management.</td>
</tr>
<tr>
<td>Define Project Foundation Configuration</td>
<td>Configure all foundation components for creating and maintaining projects in Oracle Fusion Project Portfolio Management.</td>
</tr>
<tr>
<td>Define Project Costing Configuration</td>
<td>Configure Oracle Fusion Project Costing to collect, monitor, and influence the costs associated with the delivery of the project.</td>
</tr>
<tr>
<td>Define Project Control Configuration</td>
<td>Configure Oracle Fusion Project Control to monitor project execution, progress, budgeting, and forecasting.</td>
</tr>
<tr>
<td>Define Project Billing Configuration</td>
<td>Configure Oracle Fusion Project Billing to invoice customers and recognize revenue for project contracts.</td>
</tr>
<tr>
<td>Define Project Performance Reporting Configuration</td>
<td>Configure Oracle Fusion Project Performance Reporting to collect and review project data against defined performance areas.</td>
</tr>
<tr>
<td>Define Project Integration Gateway Configuration</td>
<td>Configure Oracle Fusion Project Integration Gateway to integrate with scheduling applications such as Primavera P6 Enterprise Project Portfolio Management or Oracle Fusion Project Management.</td>
</tr>
<tr>
<td>Manage Project Templates</td>
<td>Manage templates to quickly create projects that share common features, attributes, and options.</td>
</tr>
<tr>
<td>Define Transactional Business Intelligence Configuration</td>
<td>Define the configuration for Oracle Transactional Business Intelligence to enable business intelligence reporting with the Oracle Fusion Applications.</td>
</tr>
</tbody>
</table>
You can also customize and extend applications using other tools. For more information, see the Oracle Fusion Applications Extensibility Guide.

Define Common Applications Configuration for Project Financial Management: Overview

In the Define Common Applications Configuration for Project Financial Management activity, you perform common setup steps such as defining users, enterprise and human resource structures, security, and common reference objects for Project Financial Management applications in Oracle Fusion Project Portfolio Management.

Setup tasks in the Define Common Applications Configuration for Project Financial Management activity are grouped into the following task lists:

<table>
<thead>
<tr>
<th>Task List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Synchronization of Users and Roles from LDAP</td>
<td>Run a process to populate the product tables containing user and role information with the users and roles held in LDAP. This process is always the first implementation task but can also run periodically to keep the product tables synchronized with subsequent updates to LDAP.</td>
</tr>
<tr>
<td>Define Implementation Users</td>
<td>Create implementation users and roles. Provision implementation users with job and data roles.</td>
</tr>
<tr>
<td>Define Currencies and Currency Rates</td>
<td>Define the currencies and currency rates that your organization does business in.</td>
</tr>
<tr>
<td>Define Enterprise Structures for Project Financial Management</td>
<td>Access your enterprise organization, such as legal entities, legal jurisdictions and authorities, and business units, and specify their use in Oracle Fusion Project Financial Management. Define the accounting configuration and chart of accounts that serve as a framework for how financial records are maintained for an organization.</td>
</tr>
<tr>
<td>Define Security for Project Financial Management</td>
<td>Enable users to perform functions related to their job roles.</td>
</tr>
<tr>
<td>Define Automated Governance, Risk, and Performance Controls</td>
<td>Define the controls that automate the analysis of data-related and address-related issues to mitigate risk and optimize performance of an organization.</td>
</tr>
<tr>
<td>Define Approval Management for Project Financial Management</td>
<td>Define approval routing structures and controls to match the needs of your organization.</td>
</tr>
<tr>
<td>Define Help Configuration</td>
<td>Define what users can see and do in a local deployment of Oracle Fusion Applications Help.</td>
</tr>
<tr>
<td>Task List</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Define Application Toolkit Configuration</td>
<td>Set up Oracle Fusion Application Toolkit features, which are common across Oracle Fusion applications.</td>
</tr>
<tr>
<td>Maintain Common Reference Objects</td>
<td>Review and manage objects, for example currencies and reference data sets, that are shared across applications. Perform setup that applies to Oracle Fusion Applications as a whole, for example Navigator menu customization and maintenance of common messages that can be used in any application.</td>
</tr>
<tr>
<td>Define WebLogic Communication Services Configuration</td>
<td>Configure WebLogic Communication Services, security, and gateways for third-party call control, session initiation protocol telephony, or soft switch serving the users within that domain, and automated dialing.</td>
</tr>
</tbody>
</table>

### Define Common Project Configuration: Overview

In the Define Common Project Configuration activity, you perform the steps to configure components from other product offerings that are used by the Project Financial Management applications in Oracle Fusion Project Portfolio Management.

Setup tasks in the Define Common Project Configuration activity are grouped into the following task lists and tasks:

<table>
<thead>
<tr>
<th>Task List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Project Notes</td>
<td>Define project note types, mappings, and descriptive flexfields.</td>
</tr>
<tr>
<td>Manage Employees and Contingent Workers</td>
<td>Manage internal employees and contingent workers in Oracle Fusion Global Human Resources.</td>
</tr>
<tr>
<td>Manage Trading Community Parties</td>
<td>Enter customer, supplier, and partner organizations and contacts that will be associated with projects.</td>
</tr>
<tr>
<td>Define Common Project Billing Configuration</td>
<td>Configure common billing features and behavior such as tax calculations, intercompany rules, and general contract management.</td>
</tr>
</tbody>
</table>
Defining Project Foundation

Define Project Foundation Configuration: Overview

Setup tasks for Oracle Fusion Project Foundation are grouped into the following task lists.

<table>
<thead>
<tr>
<th>Task or Task List Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Project Calendars and Periods</td>
<td>Manage calendars, accounting period statuses, and project accounting period statuses used for costing, budgeting, forecasting, billing, and project performance reporting.</td>
</tr>
<tr>
<td>Define Types and Categorizations</td>
<td>Manage various classifications used to describe and group projects, tasks, and transactions.</td>
</tr>
<tr>
<td>Define Project Roles</td>
<td>Define project roles and the business rules that control how the roles are assigned.</td>
</tr>
<tr>
<td>Define Project Spaces</td>
<td>Configure how Oracle Fusion Projects interacts with Oracle WebCenter Spaces.</td>
</tr>
<tr>
<td>Define Project Resources</td>
<td>Define job mapping, attributes, and rate schedules for project resources.</td>
</tr>
<tr>
<td>Define Rate Schedules and Costing Rules</td>
<td>Define rate schedules and costing rules used for costing, billing, work planning, and financial planning purposes.</td>
</tr>
<tr>
<td>Define Labor Costing Business Unit Options</td>
<td>Configure the business unit implementation options related to managing labor resources in projects.</td>
</tr>
<tr>
<td>Define Project Resource Breakdown Structures</td>
<td>Define resource breakdown structures used for project planning, billing, and reporting.</td>
</tr>
<tr>
<td>Define Burdening</td>
<td>Configure options used to calculate, group, and apply indirect costs to project expenditure items to report and account the total cost of a project.</td>
</tr>
<tr>
<td>Task or Task List Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Manage Project Types</td>
<td>Create classifications for projects and configure basic options that are inherited by each project associated with that project type.</td>
</tr>
<tr>
<td>Define Business Unit Cross-Charge Options</td>
<td>Configure the business unit implementation options related to cross-charge transactions.</td>
</tr>
<tr>
<td>Define Cross-Charge Options</td>
<td>Configure options used to charge project costs across organizations.</td>
</tr>
<tr>
<td>Define Transfer Pricing</td>
<td>Define rules and schedules to determine the transfer price amount of cross-charge transactions that require borrowed and lent or intercompany billing processing.</td>
</tr>
<tr>
<td>Define Action Controls</td>
<td>Define source products and configure action controls to determine which actions cannot be performed in Oracle Fusion Projects on data imported from a particular third-party source.</td>
</tr>
<tr>
<td>Define System Administration and Maintenance Options</td>
<td>Perform system administration functions including the definition of descriptive flexfields, distribution of desktop integrator, and configuration of system options.</td>
</tr>
</tbody>
</table>

This chapter provides detailed setup steps for the following required tasks:
- Manage Expenditure Types
- Manage Nonlabor Resources
- Manage Rate Schedules
- Manage Planning and Billing Resource Breakdown Structures
- Manage Project Types

**Create Expenditure Types**

Create expenditure types to classify the cost of each expenditure item that you enter in Oracle Fusion Project Portfolio Management.

Use expenditure types for processing requirements, such as calculating raw costs, to classify costs, and to plan, budget, forecast, and report on projects. The following sections describe how to create expenditure types.

**Important**
After you save an expenditure type, you cannot subsequently update the following attributes:
- Expenditure and revenue categories
- Unit of measure
- Rate required option
- Expenditure type class
If a change is required, you must enter a To Date to make the expenditure type unavailable and create another one.

**Enter Basic Expenditure Type Information**

To create an expenditure type:

1. Sign in as either an application implementation consultant or a project application administrator.
2. From the Navigator menu, select **Setup and Maintenance**.
3. Go to the page for the task **Manage Expenditure Types**.

Use the Manage Expenditure Types page to define expenditure types and to review or edit existing expenditure types and the associated expenditure type classes, assigned sets, and tax classification codes.

4. Click the **Add Row** button to create an expenditure type.
5. Enter a name in the **Expenditure Type** column. Optionally, enter a description.
6. Take the following decisions:

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Category</td>
<td>Determine the kind of costs, for example, labor or overhead, that you plan to capture using this expenditure type.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>Create expenditure categories using the Manage Expenditure Categories page before creating expenditure types.</td>
</tr>
</tbody>
</table>
### Option Name | Decision
---|---
Revenue Category | Determine the source of revenue, for example, fees or other payments, you plan to capture using this expenditure type.  
**Note**  
Create revenue categories using the standard lookup PJF_REVENUE_CATEGORY before creating expenditure types. You can update the lookup from the Manage Revenue Categories page or the Manage Standard Lookups page.  

Unit of Measure | Determine the default UOM for costing and planning transactions associated with this expenditure type.  
**Note**  
Use Hours as the UOM for labor expenditure types.  

Rate Required | Determine whether cost rates must be provided for expenditure items associated with this expenditure type.  

Proceeds of Sale | Determine whether cost rates must be provided for expenditure items associated with this expenditure type. Indicate whether the expenditure type is used to track the proceeds of sale for a capital project.  

---

7. Select a date from which the expenditure type is available for use.  
   Optionally, select a date to which the expenditure type is available.  

**Select Expenditure Type Classes**  
Assign the expenditure type to one or more predefined expenditure type classes to determine how related expenditure items are processed.  

For example, an expenditure item with the expenditure type **Materials** can have the expenditure type class **Supplier Invoice** if it originated in Oracle Fusion Payables or it can have the expenditure type class **Inventory** if it originated in Oracle Fusion Inventory.  

In other words, you can use the same expenditure type for expenditures with different origins that must be grouped for costing, budgeting, or summarization purposes.  

1. In the Expenditure Type Classes region, select an expenditure type class in the **Name** column.
2. Enter a date from which the expenditure type class is associated with the expenditure type. Optionally, specify a date to which the expenditure type class is associated with the expenditure type.

3. Repeat the process for each expenditure type class that you want to associate with the expenditure type.

Assign Sets
Use the Assigned Sets region to assign the expenditure type to one or more reference data sets so that only expenditure types that are relevant to the project unit are available for the project.

To assign sets:
1. Click the **Add Row** button in the Assigned Sets region.

2. Select the **Code** of the desired set.

3. Repeat the process for each set to which the expenditure type is assigned.

For additional information about set assignments, see the Create Financial Plan Types section of this document.

Select Tax Classification Codes
Optionally, select a default tax classification code to use for customer invoice lines for an expenditure type and business unit. To select a tax classification code:

1. Click the **Add Row** button in the Tax Classification Codes region.

2. Select a business unit.

3. Select a tax classification code.

4. Repeat the process for each tax classification code and business unit combination you want to associate with the expenditure type.

5. Click the **Save** button.

Create Nonlabor Resources

Create nonlabor resources to represent assets or pools of assets that project managers can use on projects.

As illustrated in the following figure, a nonlabor resource may be an equipment or resource with capacity that is consumed, such as a training room, or equipment with physical output that is consumed, such as a copier.
To create a nonlabor resource:

1. Sign in as either an application implementation consultant or a project application administrator.
2. From the Navigator menu, select **Setup and Maintenance**.
3. Go to the page for the task **Manage Nonlabor Resources**.

Use the Manage Nonlabor Resources page to create nonlabor resources and to review, edit, or delete nonlabor resources.

4. Click the **Add Row** button to create a nonlabor resource.
5. Enter a unique name, and optionally, a description for the nonlabor resource.
6. Select an **Expenditure Type** to determine the rates used to calculate cost and revenue for the nonlabor resource.

---

**Restriction**
You can only select an expenditure type of Usage expenditure type class.

7. If you are creating a resource, such as a training room, whose capacity is consumed, then select the **Equipment Resource Class** check box.

**Restriction**
To indicate that the resource is equipment, the expenditure type you selected must use a UOM in Hours.

8. Enter a **From Date** to indicate the date from which the nonlabor resource is available for use. Optionally, specify a **To Date**.

9. Specify the organizations to which a nonlabor resource is assigned. Click the **Add Row** button in the Nonlabor Resource Organizations region.

**Tip**
You can assign nonlabor resources to any organization from the organization hierarchy, regardless of whether the organization has the Project Expenditure Organization classification, and regardless of the start and end dates for the organization.

10. In the **Name** field, select an organization.

11. Enter a **From Date** to indicate the date from which the nonlabor resource is assigned to the organization. Optionally, specify a **To Date**.

12. Repeat the process for each organization to which the nonlabor resource is assigned.

**Restriction**
You cannot assign a nonlabor resource to an organization multiple times, even for different date ranges.

13. Click the **Save** button.

---

**Create Rate Schedules**

Create rate schedules as a source for cost or bill rates for costing, billing, or planning purposes.

You can create rate schedules for the following types:

- Job
- Person
- Nonlabor
- Resource class

The following sections describe how you create the different types of rate schedules.

**Enter Basic Rate Schedule Information**
To create a rate schedule:
1. Sign in as either an application implementation consultant or a project application administrator.

2. From the Navigator menu, select **Setup and Maintenance**.

3. Go to the page for the task Manage Rate Schedules.

   ![Manage Rate Schedules](image)

   Use the Manage Rate Schedules page to create, delete, and maintain rate schedules.

4. Click the **Add Row** button to create a rate schedule.

5. Enter a unique name, and optionally, a description for the rate schedule.

6. Select a **Project Rates Set**.

7. Select a **Schedule Type** depending on whether you want to create a rate schedule for jobs, persons, nonlabor resources, or resource classes.

8. Select the Currency in which you plan to enter rates.

### Create Nonlabor Rate Schedules

Define rates or percentage markups by nonlabor expenditure type or by a combination of nonlabor expenditure type, nonlabor resource, and nonlabor resource organization.

The application uses the most detailed information available to determine the rate. For example, if a rate exists for the expenditure type, nonlabor resource, and nonlabor resource organization combination, that rate is used. If that rate does not exist, it uses the rate for the expenditure type and nonlabor resource combination. Otherwise, the rate for the expenditure type is used.

As illustrated in the following figure, if you are creating a nonlabor rate schedule, complete the following steps.

![Nonlabor Cost Rates](image)

1. Click the **Add Row** button in the Nonlabor Rates region.

2. Select the **Expenditure Type** for which you are entering rates.
3. Depending on the detail at which you want to enter rates, optionally select a **Nonlabor Resource** and a **Nonlabor Resource Organization**.

4. Select the **Rate Required** check box if you want to enter a rate or a markup percentage for the expenditure type. If you do not select this option, you must provide a markup percentage.

5. Enter either a **Rate** or a **Markup Percentage** that is used to calculate amounts for the resource.

6. Enter a **From Date** to indicate the date from which the rate is available for use. Optionally, select a **To Date**.

7. Repeat this process for each expenditure type or expenditure type, nonlabor resource, and nonlabor resource organization for which you want to enter rates.

8. Click the **Save** button.

---

**Create Job Rate Schedules**

Define rates for jobs included in a job set created in Oracle Fusion Human Capital Management.

As illustrated in the following figure, if you are creating a job rate schedule, complete the following steps.

![Infusion Job Cost Rates: Job Rates](image)

1. In the Job Rates region, select a **Job Set** as a source for the jobs you are entering rates for.

2. Click the **Add Row** button.

3. Select the **Job** for which you are entering rates. Note that the **Unit of Measure** is always Hours.

4. Enter a rate for the job.

5. Enter a **From Date** to indicate the date from which the rate is available for use. Optionally, select a **To Date**.

6. Repeat this process for each job for which you want to enter rates.

7. Click the **Save** button.

---

**Create Person Rate Schedules**

Define rates or percentage markups for person or for a combination of person, job, and organization.

The application uses the most detailed information available to determine the rate. For example, if there is a rate for Person, Person Assignment Job, and Person Assignment Organization, that rate is used. Otherwise, the rate for the person is used.

As illustrated in the following figure, if you are creating a person rate schedule, complete the following steps.
1. Click the Add Row button in the Person Rates region.
2. Select the person for whom you are entering rates. Note that the Unit of Measure is always Hours.
3. Depending on the detail at which you want to enter rates, optionally select a Person Assignment Job and a Person Assignment Organization.

**Note**
A default value is provided for the assignment organization when you select an assignment job. You can select another organization if required.

4. Enter either a rate or a markup percentage.
5. Enter a From Date to indicate the date from which the rate is available for use. Optionally, select a To Date.
6. Repeat this process for each person or person, assignment, and organization combination for which you want to enter rates.
7. Click the Save button.

**Create Resource Class Rate Schedules**
Define rates or percentage markups by resource class or a combination of resource class and organization.

You can assign resource class rate schedules to project plan types or financial plan types. The selected resource class rate schedule functions as a source of rates if the rates cannot be determined elsewhere.

As illustrated in the following figure, if you are creating a resource rate schedule, complete the following steps.

1. Click the Add Row button in the Resource Class Rates region.
2. Select the resource class for which you are entering rates.
3. Depending on the detail at which you want to enter rates, optionally select an Organization.
4. Enter either a rate or a markup percentage.
5. Enter a From Date to indicate the date from which the rate is available for use. Optionally, select a To Date.
6. Repeat this process for each resource class, or resource class and organization combination for which you want to enter rates.
Create Planning Resource Breakdown Structures

Create planning resource breakdown structures as a source for planning resources that are used for project planning, and budgeting and forecasting.

**Important**
A default planning resource breakdown structure with planning resources for the four resource classes (Labor, Equipment, Material Items, and Financial Resources) is created automatically for each project unit.

When you create a project template, it is selected as the primary planning resource breakdown structure. You can designate another planning resource breakdown structure as primary if required. However, you cannot remove the default planning resource breakdown structure from the project or template.

As illustrated in the following diagram, setting up planning resource breakdown structures is a three-step guided process.

---

**Enter Planning Resource Breakdown Structure Details**

To create a planning resource breakdown structure:

1. Sign in as either an application implementation consultant or a project application administrator.

2. From the Navigator menu, select **Setup and Maintenance**

3. Go to the page for the task Manage Planning and Billing Resource Breakdown Structures.

---
Use the Manage Planning and Billing Resource Breakdown Structures page to create new planning resource breakdown structures and to review existing planning and billing resource breakdown structures.

4. Click the Create button in the Planning Resource Breakdown Structures region.

Use the Create Planning Resource Breakdown Structure: Basic Information page to provide basic resource breakdown structure information including the name, active dates, and project unit.

5. Enter a planning resource breakdown structure name and select a date from which the resource breakdown structure is available for use.

6. Optionally, provide a description and a date to which the planning resource breakdown structure is available for use.

7. Select a project unit. Only projects created for the selected project unit can use this planning resource breakdown structure.

8. If you want to allow project managers to add planning resources at the project level, then select the Allow resource changes at project level check box.

Tip

Changes at the project level do not move back to the parent planning resource breakdown structure. Deselect this option to ensure all project using the planning resource breakdown structure use the same resources.

9. Optionally, select a Job Set as a source of jobs for creating planning resources on your planning resource breakdown structure.

10. Click the Save button.

Select Resource Formats

Resource formats are predefined resource types or hierarchies of resource types of up to three levels. The following figure provides examples of resource format hierarchies.
You create resources for planning or billing resource breakdown structures based on resource formats. For example, if you want to plan for project-related expenses such as air fare, then you must select resource format hierarchies created using the resource type Expenditure Type.


   ![Create Planning Resource Breakdown Structure: Select Resource Formats](image)

   Use the Create Planning Resource Breakdown Structure: Select Resource Formats page to select the resource formats and resource format hierarchies to use for creating planning resources.

2. Click the Include check box for each resource format that you want to create planning resources for.

---

Tip
Click the Expand icon to expand the resource format hierarchy. You must select lower levels of a hierarchy individually even if you have selected a format at a higher level.

3. Click the Save button.

**Add Planning Resources**

Create planning resources based on the resource formats you selected for the planning resource breakdown structure.


![Create Planning Resource Breakdown Structure: Consulting Services](image_url)

Use the Create Planning Resource Breakdown Structure: Add Planning Resources page to create planning resources based on the selected resource format hierarchies.

2. In the Resource Formats table, select a resource format for which you want to create planning resources.

**Tip**

Click the Expand icon to expand the resource format hierarchy if you want to create planning resources at a more detailed level.

3. Click the Add button in the Planning Resources region.

4. Enter a name for the planning resource.

5. In the Resource Combination column, select values for each resource element that is part of the selected resource format hierarchy. For example, if the selected resource format is **Job: Supplier**, then you must select values for Job and Supplier.
6. Review the resource class and change if required.

**Note**

For each resource format, you can create planning resources based on certain resource classes. For example, if the resource format contains Job, then the only available resource class is Labor. However, if the resource format is Expenditure Category, then you can select any of the resource classes (Labor, Material Items, Equipment, and Financial Resources) when you create a resource.

7. Review the spread curve and make changes if required.

   Use predefined spread curves or create spread curves based on your requirements on the Manage Spread Curves page. Spread curves determine how quantity, cost, and revenue amounts for planning resources are distributed across periods in financial or project plans. The resource class associated with the planning resource determines the default spread curve.

8. Repeat this step for each planning resource you want to create for each resource format.

9. Click the **Save** button.

---

**Create Project Types**

Create project types to control basic project configuration options for burdening, billing, capitalization, and project categorization.

Project types are the primary classification for the projects your business manages. You must set up at least one project type to create projects.

The following sections describe how you create project types.

**Enter Basic Project Type Information**

To create a project type:

1. Sign in as either an application implementation consultant or a project application administrator.
2. From the Navigator menu, select **Setup and Maintenance**.
3. Go to the page for the task Manage Project Types.

   Use the Manage Project Types page to view, create, and edit project types.
4. Click the **Create** button to create a project type.
Use the Create Project Type page to specify basic project configuration options, such as burdening, billing, and capitalization options, and class categories, that are inherited by each project associated with the project type.

5. Enter a project type name and select a date from which the project type is available for use. Optionally, select a date to which the project type is available for use and enter a description.

6. Select the Set to which the project type is assigned.

**Important**

Project managers can use this project type only on project templates and projects created in business units associated with the set you select here. For additional information about set assignments, see also the Create Financial Plan Types section of this document.

7. Select a Work Type.

Create work types on the Manage Work Types page. Work types classify actual and scheduled work. Use work types to determine whether expenditure items are billable, classify cross-charge amounts into cost and revenue for cross-charge work, and calculate transfer price amounts.

8. To record burden costs on projects, select the Enable burdening check box.

9. To bill customers for project work, select the Enable billing check box.

10. To assign assets to projects, select the Enable capitalization check box.

**Select Burdening Options**

Control how burden transactions are created and accounted. If you enable burdening for a project type, you can choose to account for the individual burden cost components or the total burdened cost amount.

1. Navigate to the Burdening Options tab.
2. Select the **Default Cost Burden Schedule** for projects that are defined with this project type. Project managers can change this value at the project or task level.

3. Select the **Allow cost burden schedule change for projects and tasks** check box to allow a change of the default cost burden schedule when creating and maintaining projects and tasks. Do not enable this option if you want all projects of a project type to use the same schedule for internal costing.

4. Make the following decisions for burden cost accounting.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include burden cost on same expenditure item</td>
<td>Decide if you want to include burden cost and raw cost amounts on the same expenditure item. You can store the total burdened cost amount as a value with the raw cost on each expenditure item.</td>
</tr>
<tr>
<td>Create expenditure items for burden cost components</td>
<td>Decide if you want to include burden cost amounts on the same expenditure item, but want to see the burden cost details. Expenditure items are created for each burden cost amount on an indirect project and task.</td>
</tr>
<tr>
<td>Project Name and Task Name</td>
<td>Determine the project, and optionally the task, that receives the burden cost expenditure items.</td>
</tr>
<tr>
<td>Create separate expenditure item for burden cost</td>
<td>Decide if you want to account for burden cost amounts as separate expenditure items on the same project and task as the raw cost.</td>
</tr>
<tr>
<td>Option Name</td>
<td>Decision</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Create burden cost accounting journal entries</td>
<td>Decide whether to create accounting entries for the burden costs. \nNote \nIf you select this setting, a separate journal line is created for the burden amount rather than for the total burdened amount, which is the raw cost plus the burden cost. This journal line is created independent of the raw cost journal line. \nDeselect this check box if burden costs are calculated for reporting purposes only and you do not want to export burdened costs to the general ledger.</td>
</tr>
<tr>
<td></td>
<td>Decide whether you want to create a separate journal line for the total burdened cost. \nNote \nThe raw cost may be accounted twice if separate journal lines are created for the raw cost and for the total burdened cost. \nYou can use this option to track the total burdened cost amount in a cost asset or cost work-in-progress account.</td>
</tr>
</tbody>
</table>

5. Click the **Save** button.

**Select Capitalization Options**

Configure capitalization options to determine the options that are inherited by each project associated with that project type.

1. Navigate to the Capitalization Options tab.
2. Make the following decisions in the Construction in Progress region.
<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Type</td>
<td>Decide whether to capitalize costs at the burdened or raw cost amount for projects with this project type.</td>
</tr>
<tr>
<td>Asset Line Grouping Method</td>
<td>Decide how asset lines must be summarized. You can select All, which is the highest level of summarization, or summarize by expenditure category or expenditure type.</td>
</tr>
<tr>
<td>Asset Cost Allocation Method</td>
<td>Decide if you want to automatically distribute indirect and common costs across multiple assets.</td>
</tr>
<tr>
<td>Event Processing Method</td>
<td>Decide how assets and costs are grouped over time. You can choose to use either periodic or manual events, or no events.</td>
</tr>
<tr>
<td>Require complete asset definition</td>
<td>Decide if a complete asset definition is required in Oracle Fusion Project Portfolio Management before sending costs to Oracle Fusion Assets. You will not need to enter information for the imported asset line in Oracle Fusion Assets. The Transfer Assets to Oracle Fusion Assets process places asset lines with complete definitions directly into the Post queue in Oracle Fusion Assets.</td>
</tr>
<tr>
<td>Override asset assignment</td>
<td>Decide if you want to use the Asset Assignment client extension.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>Client extensions are not available on Oracle Cloud.</td>
</tr>
<tr>
<td>Group supplier invoices</td>
<td>Decide if you want to consolidate the expenditure items on a supplier invoice into one asset line according to the asset line grouping method.</td>
</tr>
</tbody>
</table>

3. If you are not grouping supplier invoices, select one of the following radio buttons in the Supplier Invoices region.
• **As new additions**: Sends each expenditure item on a supplier invoice line to Oracle Fusion Assets as a separate addition line with a status of New.

• **As merged additions**: Sends each supplier invoice line to Oracle Fusion Assets as a separate addition line with the status of Merged.

4. In the Capitalized Interest region, optionally specify a **Default Capitalized Interest Rate Schedule** that is inherited by projects using this project type.

5. Select the **Allow override** check box if project managers can change the capitalized interest rate schedule at the project level.

6. Click the **Save** button.

**Select Classifications**

Assign project classifications to group your projects according to categories and codes that you define on the Manage Class Categories page.

1. Navigate to the Classifications tab.

2. Click the **Add Row** button.

3. Select a **Class Category**.

4. Select the Assign to all projects check box to automatically add the classification to the project definition for all new projects using this project type.

5. Repeat the process for each class category you want to add to the project type.

6. Click the **Save** button.
# Define Project Costing Configuration: Overview

Setup tasks for Oracle Fusion Project Costing are grouped into the following task lists.

<table>
<thead>
<tr>
<th>Task List Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define General Costing Setup</td>
<td>Configure transaction sources, documents, profile options, and descriptive flexfields related to Oracle Fusion Project Costing functionality.</td>
</tr>
<tr>
<td>Define Allocations</td>
<td>Configure options used to allocate overhead costs such as salaries, administrative overhead, and equipment charges to projects that benefited from the costs.</td>
</tr>
<tr>
<td>Define Capital Projects</td>
<td>Configure options used to capitalize project costs and place assets in service.</td>
</tr>
<tr>
<td>Define Capital Business Unit Options</td>
<td>Configure the business unit implementation options related to capital projects.</td>
</tr>
<tr>
<td>Define Capitalized Interest</td>
<td>Configure options used to calculate and capitalize interest on construction-in-progress costs.</td>
</tr>
<tr>
<td>Define Purchasing Integration</td>
<td>Configure options used to integrate Oracle Fusion Project Costing with Oracle Fusion Purchasing.</td>
</tr>
<tr>
<td>Define Receiving Integration</td>
<td>Configure options used to integrate Oracle Fusion Project Costing with Oracle Fusion Receiving.</td>
</tr>
<tr>
<td>Define Expenses Integration</td>
<td>Configure options used to integrate Oracle Fusion Project Costing with Oracle Fusion Expenses.</td>
</tr>
<tr>
<td>Define Payables Integration</td>
<td>Configure options used to integrate Oracle Fusion Project Costing with Oracle Fusion Payables.</td>
</tr>
<tr>
<td>Task List Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Define Inventory Integration</td>
<td>Configure options used to integrate Oracle Fusion Project Costing with Oracle Fusion Inventory Management.</td>
</tr>
<tr>
<td>Define Third-Party Integration</td>
<td>Configure options used to integrate Oracle Fusion Project Costing with third-party applications.</td>
</tr>
</tbody>
</table>

This chapter provides detailed setup steps for defining an additional segment for the cost collection flexfield.

**Define an Additional Segment in the Cost Collection Flexfield**

The Cost Collection flexfield helps you manage capturing product-specific attributes on actual cost and commitment transactions.

The Project Costing Descriptive flexfield captures a complete set of transaction attributes in source applications and displays them in Oracle Fusion Project Costing. The Cost Collection flexfield is available for use on pages such as the Create Transactions page, Manage Unprocessed Transactions page, and on cost transaction excel spreadsheets. It is also displayed on purchase orders, supplier invoice distributions, and expense reports in source applications.

To define an additional segment in the Cost Collection flexfield:

1. Sign in as either an application implementation consultant or a project application administrator.

2. From the Navigator menu, select **Setup and Maintenance**.

3. Go to the page for the task **Manage Project Standard Cost Collection Flexfield**. Use this page to manage context sensitive segments.

4. Select the **Project Costing Details** flexfield row.

5. Click the **Edit** button.

6. In the Context Sensitive Segments region, click the **Context** list.

7. Select the **PJC: All** context and view the context sensitive segments.
8. Select a user-defined attribute row to define the context sensitive segment.
9. Click the Edit button.

Use the Edit Segment page to specify the segment name, and define how it must be displayed and validated.

10. Specify a Name for the flexfield.
11. Optionally specify a Description.
12. Select the Enabled check box to enable this segment.
13. Depending on how the segment must display, for example as a drop-down list, associate an existing value set or create a value set for Oracle Fusion Project Costing and associate the value set to the segment.
14. In the Validation region select a value set. You can also view the value set.
15. Optionally make this a Required field.
16. In the Initial Default region, specify the format of the initial value that populates the segment, and the entity attribute from which the segment can be continually updated.
17. In the Display Properties region, enter a Short Prompt which appears as alternate text for the flexfield.
18. Enter a Prompt which appears as the field label.
19. The Display Type field specifies how the segment must be displayed. For example, you can specify the expense locations in a drop-down list.
20. Select a Display Type such as Checkbox, List of Values, or Text Area.
21. On the Edit Segment page, click the Save and Close button.
22. On the Edit Context page, note the created segment name so you can identify it in the transactional pages.
23. Repeat steps 7 through 23 for every additional context in which the new segment must appear.
24. Once you finish defining all the flexfields you require, click the Save and Close button.
25. You must deploy the Cost Collection flexfield from the Manage Project Standard Cost Collection Flexfield page to make it available for users while entering transactions.

26. You can now verify the segment you defined using the Cost Collection flexfield by creating a transaction from the either Manage Unprocessed Transactions page or Cost Transaction Excel Spreadsheets.
Defining Project Control

Define Project Control Configuration: Overview

Setup tasks for Oracle Fusion Project Control include the following.

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Period Profiles</td>
<td>Description Specify how periods are grouped and displayed when editing budgets, forecasts, and project plans.</td>
</tr>
<tr>
<td>Manage Spread Curves</td>
<td>Specify how quantity, cost, and revenue amounts are automatically distributed across a range of accounting or project accounting periods. Use predefined spread curves or create new ones based on requirements.</td>
</tr>
<tr>
<td>Manage Resource Classes: Spread Curves</td>
<td>Review and update resource classes to specify the spread curve to be used.</td>
</tr>
<tr>
<td>Manage Financial Plan Types</td>
<td>Specify options used to control planning scenarios for budget and forecast versions.</td>
</tr>
<tr>
<td>Manage Project Plan Types</td>
<td>Specify default planning options that cascade down to the template and project levels.</td>
</tr>
<tr>
<td>Manage Project Control Descriptive Flexfields</td>
<td>Define validation and display properties of descriptive flexfields, which are used to add custom attributes to Oracle Fusion Project Control.</td>
</tr>
</tbody>
</table>

This chapter provides detailed setup steps for the following required tasks:
- Manage Financial Plan Types
- Manage Project Plan Types

Create Financial Plan Types

Create financial plan types to define default information and planning options for creating different types of budgets or forecasts.
Create any number of financial plan types based on company requirements. For example, if your organization has stringent financial planning and oversight requirements, you can create separate financial plan types for each planning scenario. Alternatively, you may create only a few financial plan types, for example, for approved budgets and primary forecasts.

The following sections describe how to create financial plan types.

**Enter Basic Information and Setup Options**

To create a financial plan type:

1. Sign in as either an application implementation consultant or a project application administrator.
2. From the Navigator menu, select **Setup and Maintenance**.
3. Go to the page for the task Manage Financial Plan Types.

   Use the Manage Financial Plan Types page to create financial plan types and to review, edit, or delete existing financial plan types.
4. Click the **Create** button to open the Create Financial Plan Type page.
Use the Create Financial Plan Type page to enter basic financial plan type information, and setup and planning options that determine how associated financial plan versions are created.

5. Enter a unique financial plan type name and select a date from which the financial plan type is available for use.

6. Optionally, provide a description and a date to which the financial plan type is available for use.

7. Use the Plan Class list to determine whether project managers will use the financial plan type to create budget versions or forecast versions.

8. Use the Planning Amounts list to determine whether associated financial plan versions will contain costs amounts, revenue amounts, or both.

   If you want to create a financial plan type to plan for both cost and revenue, indicate whether one version will contain both amounts, or if project managers must select to include either cost or revenue amounts when creating a budget or forecast version.

9. Select setup options depending on whether you are creating a financial plan type of the Budget or Forecast plan class.

   If you are creating a financial plan type of the Budget plan class, make the following decisions:

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designate as approved cost budget</td>
<td>Is the financial plan type an approved budget?</td>
<td>Decide whether the financial plan type will create cost and revenue versions used for plan comparison or project performance reporting.</td>
</tr>
<tr>
<td>Designate as approved revenue budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use workflow for status changes</td>
<td>Will you use an approval workflow?</td>
<td>Use workflow to trigger notifications when project managers change the version status or submit a request to change the version status.</td>
</tr>
</tbody>
</table>

Defining Project Control 6-3
<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set as default financial plan type</td>
<td>Do you want the financial plan type to be the default selection?</td>
<td>Set the financial plan type as the default, if for example, you anticipate it to be the most commonly used for creating budget versions.</td>
</tr>
<tr>
<td>Enable planning in multiple transaction currencies</td>
<td>Will project managers enter amounts in multiple currencies?</td>
<td>Decide whether project managers can enter amounts in currencies other than the project currency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To use transaction currencies, you must define currency attributes on the Currency Settings tab.</td>
</tr>
</tbody>
</table>

If you are creating a financial plan type of the **Forecast** plan class, make parallel decisions for the following attributes:

- Designate as primary cost forecast
- Designate as primary revenue forecast
- Use workflow for status changes
- Set as default financial plan type

You must also make the following decisions.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatically submit forecasts for approval</td>
<td>Can forecasts be automatically submitted for approval?</td>
<td>Automatic submission for approval applies only to primary forecasts. When the project manager creates the first baseline version for the approved budget, the application creates the primary forecast version and submits it for approval.</td>
</tr>
<tr>
<td>Option Name</td>
<td>Decision</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Automatically approve forecasts</td>
<td>Can project managers directly approve forecasts?</td>
<td>If you do not use workflow for forecast approvals, decide if project managers can approve forecast versions directly (without first submitting them to an approver).</td>
</tr>
</tbody>
</table>

**Note**
The automatically approve forecasts option applies even if project managers are not entitled to approve forecasts. So, use it to enable automatic approval for certain financial plan types while controlling the forecast approval entitlement for others.

**Assign Sets**

You associate one or more sets with financial or project plan types so that project managers can use them to create financial plans (budget or forecast versions) for projects or project templates. Financial plan types are available for selection only when projects or project templates are created for project units linked to selected sets.

The following diagram illustrates an example of set assignments. The Consulting Services set is associated only with the Consulting Services project unit. You associate the financial plan type Consulting Bid only with the Consulting Services set. In this case, only project managers who create projects for Consulting Services can create versions of the Consulting Bid financial plan type.
If you associate the Internal Services Set to the Consulting Bid financial plan type, then project managers from the Internal Services project unit can also access that financial plan type.

**Tip**

To make financial plan types available more widely across your organization, you can assign them to a common set.

To assign sets:

1. Navigate to the Set Assignments tab.

2. Click the *Add Row* button to add a set assignment.

3. Select the *Code* of the desired set.

4. Repeat the process for each set to which the financial plan type is assigned.

5. Click the *Save* button.

**Specify Plan Settings**

Use the Plan Settings tab to specify the cost and revenue amounts to include in budget or forecast versions, level of detail for planning, calendar and period options, and rate derivation options.

1. Navigate to the Plan Settings tab.
2. Make the following decisions related to the amount types that are available for editing on budget and forecast versions and how they are edited and displayed.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Types</td>
<td>What measures can project managers plan for on a budget or forecast?</td>
<td>Decide whether to plan for quantities, amounts, and rates. When selected, corresponding fields are editable on the Edit Budget and Edit Forecast pages. For example, when creating a financial plan type for internal projects that do not track cost amounts, project managers can select quantity and deselect cost and rates. <strong>Note</strong> If you are planning for cost and revenue, select the Use cost plan options for revenue check box to replicate your cost selections to revenue. Note that this check box applies to current changes only. If you update cost options later, you must select the check box again to copy.</td>
</tr>
<tr>
<td>Option Name</td>
<td>Decision</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>Planning Level</td>
<td>What measures can project managers plan for on a budget or forecast? At what level of the task hierarchy will project managers plan?</td>
<td>Determine the level of the task structure at which project managers will enter budget or forecast amounts. For example, create one financial plan type for capturing detail cost amounts at the lowest task level, another to capture summary cost amounts at the top task level, and a third to capture total revenue amounts at the project level.</td>
</tr>
<tr>
<td>Calendar Type</td>
<td>Will project managers plan by period or for duration of plan lines?</td>
<td>Decide whether to plan for the duration of budget or forecast lines or to plan for specific periods in the accounting calendar or project accounting calendar.</td>
</tr>
<tr>
<td>Period Profile</td>
<td>How will period amounts be displayed?</td>
<td>If project managers enter planning amounts by period, select how the periods are grouped for display when editing budget or forecast versions. Use predefined period profiles or create period profiles based on your requirements on the Manage Period Profiles page.</td>
</tr>
</tbody>
</table>

**Specify Currency Settings**

Use the Currency Settings tab to select transaction currencies in which to enter financial plan amounts, and the rates for converting those amounts to project currency or project ledger currency.

1. Navigate to the Currency Settings tab.
2. Click the **Add Row** button on the Transaction Currencies subtab to add a transaction currency.

3. Select the desired currency in the **Currency** field.

4. Repeat the process for each transaction currency that project managers can use.

5. Click the **Save** button.

6. Click the Project Currency subtab.

   Use the Project Currency subtab to define how the application must convert transaction currency amounts to project currency. If the financial plan type supports planning for cost and revenue, you must provide currency conversion attributes separately for cost and revenue.

7. Select a **Rate Type** as a source of conversion rates.

8. Select a **Rate Date** to determine whether conversion rates are derived based on the start or end date of plan lines or a fixed date.

9. If the rate date is Fixed Date, then enter the date from which conversion rates will be used in the **Fixed Date** field.

10. Click the **Save** button.

11. Click the Project Ledger Currency subtab.

   Use the Project Ledger Currency subtab to define how the application must convert transaction currency amounts to project ledger currency. Repeat steps as defined for project currency.
12. Click the **Save** button.

**Specify Rate Settings**

Use the Rate Settings tab to specify the actual or planning rates used to calculate cost and revenue amounts on associated budget or forecast versions.

---

**Note**

If the financial plan type supports planning for cost and revenue, you specify rate settings separately for cost and revenue.

---

1. Navigate to the Rate Settings tab.
2. Click the **Add Row** button in the Rate Schedules region to specify rate settings for a business unit. You must specify rate settings separately for each business unit.
3. Determine if project managers will use the same rate schedules defined for the project to calculate actual costs, or use separate rate schedules for planning purposes.
4. To use actual rates, deselect the **Use planning rates** check box. In the Details region, optionally select rate schedules for **Resource Class Raw Cost Rate** and **Resource Class Bill Rate**.

If the application is unable to determine cost or bill rates for a planning resource, then it uses the resource class rates schedules you specify here.

5. To use planning rates, select the **Use planning rates** check box. In the Details region, select separate rates for Person, Job, Nonlabor Resource, and Resource Class, as required. You can also select a burden schedule to use for calculating burdened costs for all planning resources (including those that are not rate-based).
6. Repeat the process for each business unit for which you want to select rates.

7. Click the Save button.

**Select Generation Options**

Use the Generation Options tab to indicate how cost and revenue are calculated when you generate a budget or forecast version from another financial plan or from the project plan.

As illustrated in the following figure, if you are creating a financial plan type of the **Budget** plan class, you must perform the following actions.

1. Navigate to the Generation Options tab.

2. Select a **Generation Source** to determine whether budget versions must be generated from another financial plan or from the project plan.

3. If you selected **Financial plan type** as the generation source, select a **Source Plan Type** to indicate which financial plan type the source plan must belong to.

4. Select a **Source Plan Version**.
   - If your generation source is **Project plan type**, then you can select either **Working** or **Baseline**.
   - If your generation source is **Financial plan type** and your source plan type is a budget financial plan type, then you can select **Current baseline**, **Original baseline**, or **Current working**.
• If your generation source is Financial plan type and your source plan type is a forecast financial plan type, then you can select Current approved, Original approved, or Current working.

5. If the financial plan type supports planning for revenue, select a Revenue Generation Method. Options include the following.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual</td>
<td>Revenue amounts are not generated. Project managers can enter amounts manually.</td>
</tr>
<tr>
<td>Planning rate based</td>
<td>Revenue amounts are generated based on the planning rates you specify in the Rate Settings tab of the financial plan type.</td>
</tr>
<tr>
<td>Contract revenue classification method</td>
<td>Budget revenue is generated line by line, using the revenue method classification on the revenue plan associated with the contract line. The contract line revenue method classifications determines if revenue rates, bill rates, or contract line funding amounts are used to derive budget revenue.</td>
</tr>
</tbody>
</table>

6. Select the Retain manually added budget lines check box if plan lines added by project managers must be retained when an existing version is generated again.

7. Select the Retain override rates from source check box if override rates entered in the source plan version must be used to generate amounts in the new budget version.

8. Click the Save button.

If you are creating a financial plan type of the Forecast plan class, then as illustrated in the following figure, in addition to the decisions listed for budget financial plan types, you must also determine the following:
1. Select one of the following options for **Forecast ETC Method** to determine how ETC amounts are calculated.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Resulting Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining plan</td>
<td>ETC = Plan - Actual</td>
</tr>
<tr>
<td>Plan to complete</td>
<td>ETC = Plan - Actual ETC = Plan * (1 - Physical Percent Complete from latest Published Progress)</td>
</tr>
<tr>
<td>Cost performance index based</td>
<td>ETC = (1 - Physical Percent Complete) / Physical Percent Complete * Actual</td>
</tr>
<tr>
<td></td>
<td>Actual amounts are from summarized project plan data and physical percent complete from latest published progress. Note: If either the physical percent complete or actual amounts are zero, then the Plan to complete method is used.</td>
</tr>
<tr>
<td>Manual entry</td>
<td>ETC amounts not calculated</td>
</tr>
</tbody>
</table>

2. If you are using the **Remaining plan** ETC method, then select the **Carry forward unused amounts from past periods** check box to carry over unused source plan amounts from periods prior to the actual amounts through period.

3. Select one of the following options for the **Actual Amounts Through Period** field to determine the period through which to obtain actual amounts when generating forecast amounts:
• Current period
• Prior period
• Last closed period

4. Select the Allow negative ETC calculation check box if you do not want negative results of ETC calculation to be set to zero.

5. Select the Open commitments check box to include commitments such as purchase orders and supplier invoices, along with actual amounts when calculating ETC amounts.

6. Click the Save button.

Select Reporting Options, Export Options, and Additional Information

Use the Reporting Options tab to indicate how to roll up amounts for planning resources, report quantity when planning for cost and revenue in separate financial plan versions, calculate margins, and display amounts. Make the following decisions:

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Quantity</td>
<td>What quantity will be used for reporting?</td>
<td>If the financial plan type supports planning for cost and revenue in separate plan versions, decide whether cost or revenue quantity is used for reporting.</td>
</tr>
<tr>
<td>Report Cost</td>
<td>How will margin be calculated?</td>
<td>Decide whether to calculate margins based on raw cost or burdened cost.</td>
</tr>
<tr>
<td>Amount Scale</td>
<td>How will large amounts be displayed?</td>
<td>Decide how you want whole number amounts to display when project managers view quantities and amounts when reviewing and finalizing budgets or forecast versions. For example, select a rounding factor of 100 and a value of 25,000 is displayed as 250.</td>
</tr>
<tr>
<td>Currency Type</td>
<td>What currency will cost and revenue be displayed in?</td>
<td>Decide whether you want amounts to be displayed in project currency or project ledger currency.</td>
</tr>
</tbody>
</table>

Use the Export Options tab to determine the amounts, rates, and quantities that you can export to Excel. Make the following decisions:
<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use task planned dates as task assignment dates</td>
<td>Select the check box to display currency conversion attributes and costs and revenue in project currency and project ledger currency when you edit financial plan versions in Excel.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td>This option is enabled if you select the Enable planning in multiple transaction currencies check box in the Budget or Forecast Options region.</td>
</tr>
<tr>
<td>Display commitments</td>
<td>Select the check box to display commitment amounts in Excel.</td>
</tr>
<tr>
<td>Selected Measures</td>
<td>Use the Available Measures- Selected Measures select shuttle to determine what financial plan information you can review and edit in Excel.</td>
</tr>
</tbody>
</table>

Use the Additional Information tab to capture information specific to your organization. To enable data entry, configure the descriptive flexfield PJO_PLANNING_OPTIONS_DFF.

**Create Project Plan Types**

Create project plan types to define default information used for creating a project plan and capturing progress. Associate one project plan type to a project template. Projects created using the template inherit setup and planning option values. You can revise setup or planning options at each level to match specific planning requirements.

The following sections describe how to create project plan types.
Enter Basic Information and Setup Options

To create a project plan type:

1. Sign in as either an application implementation consultant or a project application administrator.

2. From the Navigator menu, select **Setup and Maintenance**.

3. Go to the page for the task **Manage Project Plan Types**.

Use the Manage Project Plan Types page to create project plan types and to review, edit, or delete existing project plan types.

4. Click the **Create** button to open the Create Project Plan Type page.

Use the Create Project Plan Type page to provide basic project plan type information and specify setup and planning options that determine how associated project plans and progress are created.

5. Enter a unique project plan type name and select a date from which the project plan type is available for use.

6. Optionally, provide a description and a date to which the project plan type is available for use.

7. Use the options in the Setup Options region to indicate whether:

   - Project managers can use Microsoft Project for scheduling.
   - Project managers can enter amounts in currencies other than the project currency.

**Note**

When you select this option, you must provide currency conversion attributes in the Currency Settings tab.
Assign Sets and Specify Plan Settings

To assign sets and specify plan settings:

1. Navigate to the Set Assignments tab.

   Use the Set Assignments tab to associate sets with project plan types so that project managers can use them to create project plans for projects or project templates. For more information, see the Create Financial Plan Types section of this document.

2. Navigate to the Plan Settings tab.

   Use the Plan Settings tab to indicate whether you will track costs in the project plan and whether you will plan for the project duration or by periods.

3. Take the following decisions.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable project plan costs</td>
<td>Will project managers plan for costs on the project?</td>
<td>Enable project plan costs if project managers must plan for costs on tasks and task assignments and monitor actual costs through the project lifecycle.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you do not enable planning for costs, then physical percent complete values are calculated based only on effort.</td>
</tr>
<tr>
<td>Option Name</td>
<td>Decision</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Calendar Type</td>
<td>Will project managers plan by period or for duration of plan lines?</td>
<td>Decide whether project managers will plan for the task assignment duration or if they can plan for specific periods in the accounting calendar or project accounting calendar.</td>
</tr>
<tr>
<td>Rate Derivation Date Type</td>
<td>How will cost rates be determined?</td>
<td>If project managers will not plan based on a calendar, determine whether cost rates are derived based on the start or end date of plan lines or a fixed date.</td>
</tr>
<tr>
<td>Fixed Date</td>
<td>How will cost rates be determined?</td>
<td>If the rate derivation date type is Fixed Date, then select the date from which rates will be used for calculating costs.</td>
</tr>
<tr>
<td>Period Profile</td>
<td>How will period amounts be displayed?</td>
<td>If project managers will enter planning amounts by period, then select how periods will be grouped for display when project managers view amounts for task assignments.</td>
</tr>
</tbody>
</table>

**Specify Task Settings**

Use the Task Settings tab to specify task and task assignment date settings.

1. Navigate to the Task Settings tab.

![](image)

2. Decide how planned dates for tasks and task assignments are entered or calculated.
### Defining Project Control

#### Option Name

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use task planned dates as task assignment dates</td>
<td>Must task assignment dates match corresponding task planned dates? If yes, then project managers cannot edit task assignment dates.</td>
</tr>
<tr>
<td>Automatically roll up task planned dates</td>
<td>Must planned dates for lowest-level tasks roll up to summary tasks? If yes, then project managers cannot edit summary task dates.</td>
</tr>
</tbody>
</table>

#### Restriction

The **Use task planned dates as task assignment dates** check box and the **Automatically roll up task planned dates** check box are disabled if you enable use of Microsoft Project as the scheduling application.

3. Decide how transaction dates are entered using the following options.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronize task transaction dates with planned dates</td>
<td>Decide whether transaction dates must match the planned dates for tasks, plus or minus the date adjustment buffer. If you do not select this check box, then transaction dates for summary tasks are blank by default. Transaction dates for subtasks are set to summary task transaction dates.</td>
</tr>
<tr>
<td>Date Adjustment Buffer in Days</td>
<td>Optionally, specify a date adjustment buffer to determine the maximum lag (positive) or lead (negative) time between task planned dates and task transaction dates.</td>
</tr>
</tbody>
</table>

4. Click the **Save** button.

#### Specify Currency Settings and Rate Settings

Use the Currency Settings tab to select transaction currencies in which to enter project plan amounts, and the rates for converting those amounts to project currency or project ledger currency.

Use the Rate Settings tab to specify the actual or planning rates used to calculate cost and revenue amounts on the project plan.
For more information on both tabs, see the Create Financial Plan Types section of this document.

**Specify Progress Settings**

Use the Progress Settings tab to define how progress values are calculated and roll up the task hierarchy. These options indicate default values that you can modify at the project level.

1. Navigate to the Progress Settings tab.

2. Decide how physical percent complete values are calculated and roll up the task hierarchy.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Physical Percent Complete Calculation Method | How is physical percent complete calculated for lowest-level tasks? | Decide whether project managers must enter physical percent complete or if the application calculates the value based on either cost or effort. Calculation is based on the following formula, where amount can be cost or effort, as appropriate: 

\[
\text{Actual Amount / EAC Amount} \times 100
\]
<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Physical Percent Complete Method</td>
<td>How does physical percent complete roll up the task hierarchy?</td>
<td>Decide whether the rolled-up physical percent complete for summary tasks is based on cost or effort.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calculation is based on the following formula, where amount can be cost or effort, as appropriate:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sum of Earned Value Amount from Subtasks / Sum of Baseline Project Plan Amount * 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong> The rolled up physical percent complete value is used in project forecasting, reporting, and revenue generation.</td>
</tr>
</tbody>
</table>

3. Decide how ETC amounts are calculated.
<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC Method</td>
<td>How are ETC amounts calculated?</td>
<td>Use one of the following methods to calculation ETC values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remaining plan: For all progress calculations (initial and subsequent) ETC cost is calculated as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current Planned Cost - Actual Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manual entry: For first progress as of date, ETC cost is calculated as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current Planned Cost - Actual Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For all subsequent progress as of dates, ETC cost equals ETC cost from the previous published progress.</td>
</tr>
<tr>
<td>Allow negative ETC calculation</td>
<td>Can ETC values be negative or should they be set to zero?</td>
<td>If you are using the Remaining plan ETC method and actual amounts are greater than the plan, then you can select to display negative ETC amounts that result.</td>
</tr>
</tbody>
</table>

4. Decide how project plan information is updated and whether a forecast version is generated when project managers publish progress.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update planned quantity with EAC quantity</td>
<td>Decide whether planned quantity in the project plan is updated with EAC quantity from progress.</td>
</tr>
<tr>
<td>Automatically generate forecast version</td>
<td>Decide whether a forecast version is created when the project manager publishes progress.</td>
</tr>
<tr>
<td>Financial Plan Type</td>
<td>Select the financial plan type for use in forecast creation.</td>
</tr>
</tbody>
</table>
5. Click the **Save** button.

**Select Budget Generation Options**

Use the Budget Generation Options tab to decide whether a budget version is generated when you set a baseline for your project plan and to specify how the budget version is generated. These options indicate default values that you can modify at the project level.

1. Navigate to the Budget Generation Options tab.
2. Take the following decisions.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate budget version</td>
<td>Decide whether a budget version is created when the project managers sets a baseline for the project plan.</td>
</tr>
<tr>
<td>Financial Plan Type</td>
<td>Select the financial plan type for use in budget creation.</td>
</tr>
<tr>
<td>Automatically designate budget version as baseline</td>
<td>Decide whether the budget version must be set as the current baseline version.</td>
</tr>
</tbody>
</table>

**Note**

If an existing current baseline budget version exists, then the existing version becomes a standard baseline version and the newly created baseline version becomes the current baseline version.

3. Click the **Save** button.

**Provide Additional Information**

Capture information specific to your organization using the descriptive flexfield PJ0_PLANNING_OPTIONS_DFF.
## Define Project Billing Configuration: Overview

Setup for Oracle Fusion Project Billing includes the following task lists and tasks.

<table>
<thead>
<tr>
<th>Task or Task List Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Event Types</td>
<td>Create event types for revenue or billing activities that are not directly related to expenditure items.</td>
</tr>
<tr>
<td>Manage Revenue Methods</td>
<td>Create revenue methods used to recognize revenue.</td>
</tr>
<tr>
<td>Manage Project Billing Descriptive Flexfields</td>
<td>Define validation and display properties of descriptive flexfields, which are used to add custom attributes to Oracle Fusion Project Billing.</td>
</tr>
<tr>
<td>Define Billing Options</td>
<td>Configure options used to bill work according to the contract terms.</td>
</tr>
<tr>
<td>Define Business Unit Project Billing Options</td>
<td>Configure the business unit implementation options related to project billing.</td>
</tr>
<tr>
<td>Define Project Invoicing Options</td>
<td>Configure options used to present customers with accurate and clear invoices.</td>
</tr>
<tr>
<td>Define Additional Intercompany Cross-Charge Options</td>
<td>Manage contract types, invoice formats, and billing indicators for intercompany billing.</td>
</tr>
<tr>
<td>Define Additional Interproject Options</td>
<td>Manage contract types and invoice formats for interproject billing.</td>
</tr>
<tr>
<td>Define Business Unit Interproject Billing Options</td>
<td>Configure the business unit implementation options related to interproject billing.</td>
</tr>
</tbody>
</table>

This chapter provides detailed setup steps for the following required tasks:
- Manage Event Types
- Manage Revenue Methods
- Manage Invoice Methods
- Manage Invoice Formats
Create Event Types

Create event types to control whether events are used to invoice, recognize revenue, or perform both functions for contract lines. For example, you can create event types for invoice fees or to recognize revenue associated with milestones.

Event types can be used to derive the accounting in Oracle Fusion Subledger Accounting for event-based invoice and revenue accounting entries. Optionally, you can add a tax classification code to an event type. Oracle Fusion Project Billing calculates the approximate tax amounts for events of this type on contract invoice lines.

The following section describe how you create event types.

**Enter Basic Event Type Information**

To create an event type:

1. Sign in as either an application implementation consultant or a project application administrator.

2. From the Navigator menu, select **Setup and Maintenance**.

3. Go to the page for the task **Manage Event Types**.

   Use the Manage Event Types page to create event types and to review, edit, or delete existing event types.

4. Click the **Add Row** button to create an event type.

5. Enter a unique name in the **Event Type** column. Optionally, provide a meaningful description.

6. Select a **Revenue Category** for reporting event-related revenue.

   **Important**

   Create revenue categories using the standard lookup **PJF_REVENUE_CATEGORY** before creating event types. You can update the lookup from the Manage Revenue Categories page or the Manage Standard Lookups page.

7. Select the **Revenue** check box if the current event type will be used for recognizing revenue.
8. Select the **Invoice** check box if the current event type will be used for invoicing.

9. Click the **Save** button.

**Specify Tax Classification Codes**

Associate tax classification codes with event types to enable calculation and display of approximate tax amounts in Oracle Fusion Project Billing before final tax figures are available in Oracle Fusion Receivables.

1. Click the **Add Row** button in the Tax Classification Code region.

2. Select a **Business Unit**.

3. Select a **Tax Classification Code**.

4. Click the **Save** button.

**Create Revenue Methods**

Create revenue methods to determine how revenue amounts are calculated for contracts.

The following sections describe how you create revenue methods.

**Enter Basic Revenue Method Information**

To create a revenue method:

1. Sign in as either an application implementation consultant or a project application administrator.

2. From the Navigator menu, select **Setup and Maintenance**.

3. Go to the page for the task Manage Revenue Methods.

Use the Manage Revenue Methods page to create revenue methods and to review, edit, or delete revenue methods.

4. Click the **Create** button to create a revenue method.

5. On the Create Revenue Method page, enter a revenue method name.

6. Specify a status. Select **Active** to make the revenue method available for use.

7. Select one of the following revenue method classifications to determine the basis for calculating revenue amounts for transactions on contracts or contract lines.
<table>
<thead>
<tr>
<th>Revenue Method Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Based</td>
<td>Recognize revenue as billing events are completed.</td>
</tr>
<tr>
<td>As Billed</td>
<td>Recognize revenue as customers are invoiced, using a common set of bill rates, a burden schedule, or transfer pricing for both invoicing and revenue.</td>
</tr>
<tr>
<td>As Incurred</td>
<td>Recognize revenue as costs are incurred, using a revenue-specific set of bill rates, a burden schedule, or transfer pricing for both invoicing and revenue.</td>
</tr>
</tbody>
</table>
| Percent Complete            | Recognize revenue based on project progress of a contract line or associated project.  

**Note**  
When you select the Percent Complete revenue method classification, the Percent Complete billing extension is automatically added to the revenue method.  
The extension automatically creates a billing event with the percent spent revenue amount for a contract line, or for the project associated to the contract line. |
| Percent Spent               | Recognize revenue as progress is calculated, based on actual cost to date over budget cost.  

**Note**  
When you select the Percent Spent revenue method classification, the Percent Spent billing extension is automatically assigned to the revenue method.  
The extension automatically creates a billing event with the percent spent revenue amount for a contract line. |
<table>
<thead>
<tr>
<th>Revenue Method Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Based</td>
<td>Recognize revenue as costs are incurred, using a revenue-specific set of bill rates, a burden schedule, or transfer price rates. Use this revenue method classification if you are using a fixed price for invoices, or if you require different burden schedules for invoices and revenue. You can also use this revenue method classification if the invoice method classification for a bill plan on the same contract line is percent complete or percent spent.</td>
</tr>
</tbody>
</table>

**Restriction**

You can use a revenue method with the **As Billed** or **As Incurred** revenue method classification only when combined with an invoice method that has the **Rate Based** invoice method classification. In this situation, the bill rate, burden, or transfer price schedule type selected for that invoice method is used for both invoicing and revenue recognition.

8. To enable a revenue method for intercompany billing only, select the **Use Revenue Method for Intercompany Billing** check box. Use revenue methods with this option to track internal business activity between legal entities within your enterprise. Deselect the check box if the revenue method is used for billing external parties.

**Define Rate Sources**

If the revenue method classification is **Rate Based**, then, as illustrated in the following figure, you must select one of the following schedule types on the revenue method for both labor and nonlabor rates.

- Bill rate
- Burden rate
- Transfer price (available if you are using the revenue method for intercompany billing)
Assigning Billing Extensions

Use the Billing Extension Assignment region to add a billing extension to a revenue method. In such a situation, contract lines that use revenue plans associated with the revenue method use the billing extension to calculate revenue amounts.

Restriction

You cannot assign custom client extensions to revenue or invoice methods when using the Oracle Fusion Project Billing Cloud Service.

Create Invoice Methods

Create invoice methods to determine how invoice amounts are calculated on contracts.

The following sections describe how you create invoice methods.

Enter Basic Invoice Method Information

To create an invoice method:

1. Sign in as either an application implementation consultant or a project application administrator.

2. From the Navigator menu, select Setup and Maintenance.

3. Go to the page for the task Manage Invoice Methods.

   Use the Manage Invoice Methods page to create invoice methods and to review, edit, or delete invoice methods.

4. Click the Create button to create an invoice method.

5. On the Create Invoice Method page, enter a invoice method name.

6. Specify a status. Select Active to make the invoice method available for use.

7. Select one of the following invoice method classifications to determine the sources for invoice amount calculations on contracts or contract lines.

<table>
<thead>
<tr>
<th>Invoice Method Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Based</td>
<td>Generate invoices as billing events are completed.</td>
</tr>
<tr>
<td>Invoice Method Classification</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| Percent Complete             | Generate invoices based on project progress of a contract line or associated project.  
   **Note**  
   When you select the Percent Complete invoice method classification, the Percent Complete billing extension is automatically added to the invoice method.  
   The extension automatically creates a billing event with the percent complete invoice amount for a contract line or the project associated with the contract line. |
| Percent Spent                | Generate invoices as progress is calculated, based on actual cost to date over budget cost.  
   **Note**  
   When you select the Percent Spent invoice method classification, the Percent Spent billing extension is automatically assigned to the invoice method.  
   The extension automatically creates a billing event with the percent spent amount for an invoice line. |
| Rate Based                   | Generate invoices as costs are incurred, using an invoice-specific set of bill rates, a burden schedule, or transfer price rates. |

8. To enable an invoice method for intercompany billing only, select the **Use Invoice Method for Intercompany Billing** check box. Use invoice methods with this option to track internal business activity between legal entities within your enterprise. Deselect the check box if the invoice method is used for billing external parties.

**Define Rate Sources**

If the invoice method classification is Rate Based, then, as illustrated in the following figure, you must select one of the following schedule types on the invoice method for the source of both labor and nonlabor rates.

- Bill rate
- Burden rate
• Transfer price (available if you are using the invoice method for intercompany billing)

Assigning Billing Extensions

Use the Billing Extension Assignment region to add a billing extension to an invoice method. In such a situation, contract lines that use bill plans associated with the invoice method use the billing extension to calculate invoice amounts.

Restriction

You cannot assign custom client extensions to revenue or invoice methods when using the Oracle Fusion Project Billing Cloud Service.

Create Invoice Formats

Create invoice formats to determine how Oracle Fusion Project Billing creates invoice lines.

Configure different invoice formats for labor, nonlabor, and event invoice line items, and specify if you want to use the format for customer invoices, internal invoices, or both.

Specify how to summarize expenditure items, and the fields you want an invoice line to display. You can configure the invoice formats to include free-form text on invoice lines.

The following sections describe how you create invoice formats.

Enter Invoice Format Header Information

To create an invoice format:

1. Sign in as either an application implementation consultant or a project application administrator.
2. From the Navigator menu, select Setup and Maintenance.
3. Go to the page for the task Manage Invoice Formats.
Use the Manage Invoice Formats page to create new invoice formats and to review, edit, or delete existing invoice formats.

4. In the Invoice Format Header region, click the Add Row button.

5. Enter a unique name for the invoice format.

6. Select a Format Type to determine whether the invoice format is used for labor, nonlabor, or events.

7. Select a date from which the information format is available for use. Optionally, select a date to which the invoice format is available.

8. Select a grouping option to determine the fields displayed on the invoice line and how they are grouped.

9. Select the Customer Invoice check box to use an invoice format for regular contract invoices. Similarly, select the Internal Invoice check box to use an invoice format for invoices generated by intercompany and interproject contracts.

Tip

Select both check boxes if you want to use an invoice format for both customer and internal invoices. However, the list of values for the Field Name field in the Invoice Format Details region only includes values that are valid for both options.

10. Select the Fixed Format check box to prohibit distributions from being moved to other invoices lines.

Restriction

You must select this check box if you select the Internal Invoice check box.

Enter Invoice Format Details

Use the Invoice Format Details region to select the fields you want to display.
1. In the Invoice Format Details region, click the Add Row button.

2. Enter numerical values in the Start Position and End Position columns to specify where the text in the Field Name appears on an invoice line.

3. Select the Field Name that will appear on the invoice line.

Restriction

The fields available for selection are determined by your selection of the Customer Invoice and Internal Invoice check boxes in the Invoice Format Header region.

4. If you want to replace the default field name for a selected field, enter the name you want to display on the invoice line in the Text column.

5. Select the Right Justify check box to justify the value of a field to the right, for example in the case of numerical values.

6. Click the Save button.

7. Repeat this process for each field you want to include on invoice lines.
Defining Project Performance Reporting

Define Project Performance Reporting Configuration: Overview

Setup tasks for Oracle Fusion Project Performance Reporting include the following.

<table>
<thead>
<tr>
<th>Task List or Task Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Project Units: Performance Reporting Options</td>
<td>Configure Oracle Fusion Project Performance Reporting to collect and review project data against defined performance areas.</td>
</tr>
<tr>
<td>Define Key Performance Indicators</td>
<td>Manage project performance measures, key performance indicators, KPI categories, and status and trend indicators to track and view project performance.</td>
</tr>
<tr>
<td>Define Region Personalization</td>
<td>Configure region layouts and graph types on the project performance reporting dashboard.</td>
</tr>
<tr>
<td>Define Summarization Options</td>
<td>Configure options for the summarization process.</td>
</tr>
</tbody>
</table>

This chapter provides detailed setup steps for the task Manage Key Performance Indicators.

Create Key Performance Indicators

Create key performance indicators (KPI) to measure how well your organization performs an operational, tactical, or strategic activity that is critical for the current and future success of the organization.

**Important**

To create KPIs you must enable a project unit to track key performance indicators.

The following sections describe how to create key performance indicators.
Set Up KPI Categories

Create KPI categories for the project unit to use based on organizational requirements. KPIs are grouped into KPI categories based on performance areas. Examples are, cost, profitability, financial, and schedule. To create a KPI category:

1. Sign in as an Application Implementation Consultant.
2. From the Navigator menu, select Setup and Maintenance.
3. Go to the page for the task Manage KPI Categories.
4. Use the Manage KPI Categories page to define KPI categories that group KPIs that belong to a specific performance area.
5. Decide on what KPI categories your organization uses, such as cost, profitability, and financial.
6. Replace the User-defined KPI category 4 KPI Category field with a KPI category name. Optionally add a description.
7. Select the KPI categories you want to Enable for Use.
8. Enter a From Date to indicate the date from which the KPI category will be available for use. Optionally specify a To Date.
9. Click the Save and Close button.

Enter Basic KPI Information

To create a KPI:

1. Sign in as either an application implementation consultant or a project application administrator.
2. From the Navigator menu, select Setup and Maintenance.
3. Go to the page for the task Manage Key Performance Indicators.
4. Use the Manage Key Performance Indicators page to search for, create, and edit KPIs.
5. Click the Create button.
6. Use the Create Key Performance Indicator page to specify KPI details, trending information, and threshold levels.

7. Provide the following information in the General Information region:

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Unit</td>
<td>Which project unit would you want this KPI to be available?</td>
<td>Projects you create in the project unit you select will be able to use the KPI you are creating.</td>
</tr>
<tr>
<td>KPI Name</td>
<td>What should the KPI name be?</td>
<td>Choose a name for the KPI based on the measure name you select and the name of the group or project this KPI will be used. For example, your organization may use the same measure to create KPIs for different groups or projects. In such cases it is recommended to give a specific meaningful name to the KPI. If you select the measure ITD budget margin (%), you can name the KPI Group 1 ITD Budget margin (%).</td>
</tr>
<tr>
<td>Option Name</td>
<td>Decision</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measure</td>
<td>Which performance measure should you use?</td>
<td>You are creating a KPI to calculate the Inception-to-Date margin percentage for a project.</td>
</tr>
<tr>
<td>Measure Format</td>
<td>None</td>
<td>Populated automatically by the application based on the selected measure, such as percentage, hours, currency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The measure format determines how you enter threshold values for the KPI.</td>
</tr>
<tr>
<td>KPI Category</td>
<td>What category does the KPI you selected fall into?</td>
<td>You create and enable up to five KPI categories such as cost, profitability, and effort on the Manage KPI Categories page.</td>
</tr>
<tr>
<td>Currency Type</td>
<td>Which currency type must the KPI use?</td>
<td>You can select either the project currency or the project ledger currency depending on what is enabled for the project unit you selected.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>You cannot change the currency type once a KPI is in use.</td>
</tr>
<tr>
<td>Calendar Type</td>
<td>Which calendar type must the KPI use?</td>
<td>You can select either the accounting calendar or project accounting calendar depending on what is enabled for the project unit you selected.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>You cannot change the calendar type once a KPI is in use.</td>
</tr>
</tbody>
</table>

8. Optionally enter a description.
9. Enter a **From Date** to indicate the date from which the KPI to be available for use. Optionally specify a **To Date**.

10. Use the Trending region to specify if the current KPI values, project progress, and overall project health are better, worse, or the same as previous values.

11. Provide the following information:

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trend Indicator</td>
<td>Does an increase in the KPI value mean the trend is positive?</td>
<td>Specify if an increase or decrease in the value of the KPI you are creating is a positive or a negative thing for the performance of a project. For example, an increase in the ITD budget margin percentage is a positive trend in the project.</td>
</tr>
<tr>
<td>Tolerance Percentage</td>
<td>Should the application tolerate minor decrease in performance of a KPI when displaying the trend indicator?</td>
<td>Set a tolerance percentage to define how much of a change from the previous KPI value will be tolerated before the trend indicator changes to indicate worse performance. For example, you can specify that the application can tolerate up to 1% deviation for a decrease in ITD Budget Margin (%) from the previous value, before the trend indicator changes to depict that performance of the KPI is decreasing.</td>
</tr>
</tbody>
</table>

12. Use the Threshold Levels region to specify thresholds to indicate the health status of a KPI. Select one of the following options:

- Multiple threshold levels
- Single threshold level value
- Single threshold level range

**Important**
Information you enter in the following sections will vary based on whether the measure format of the KPI you are creating is percentage, currency, or hours. This procedure is based on a KPI with a currency measure format.

Specify Multiple Threshold Level Rules
The **Multiple threshold levels** option is selected by default. To add or modify multiple threshold levels:

1. Click the **Add Row** button.

![Add Currency and Decimal Display](image)

2. Select a **Currency** and specify a **Decimal Display** in the Add Currency and Decimal Display secondary window.

3. Click the **Save and Close** button.

4. Click the **Edit** button.

5. Enter the **Threshold Start** and **Threshold End** range relevant to the possible KPI values in the Edit Threshold Levels dialog box.

6. Select a **Status Indicator** which must be displayed when the KPI value falls in the range you specify.

7. Click the **Save and Close** button.

8. Add as many rows as required to set multiple thresholds with different currencies for the KPI.

9. Click the **Save and Close** button in the Create Key Performance Indicator page.

Specify Single Threshold Level Value Rule
To specify a single threshold:

1. Select the **Single threshold level value** option.

2. Click the **Add Row** button.

![Threshold Levels](image)

3. Select a **Currency** and specify a **Decimal Display** in the Add Currency and Decimal Display secondary window.
4. Click the **Save and Close** button.

5. Click the **Edit** button.

6. Enter the **Threshold** value.

7. Optionally change the **Status Indicator** to be displayed for the **Greater than or equal to threshold** and **Less than threshold** rows as relevant to the KPI value.

8. Click the **Save and Close** button.

9. Add as many rows as required to set multiple thresholds with different currencies for the KPI.

10. Click the **Save and Close** button in the Create Key Performance Indicator page.

### Specify Single Threshold Level Range Rule

To specify a single threshold level range rule:

1. Select the **Single threshold level range** option.

2. Click the **Add Row** button.

3. Select a **Currency** and specify a **Decimal Display** in the Add Currency and Decimal Display secondary window.

4. Click the **Save and Close** button.

5. Click the **Edit** button.

6. Enter the **Threshold Start** and **Threshold End** range relevant to the possible KPI values in the Edit Threshold Levels dialog box.

7. Optionally change the **Status Indicator** to be displayed for the **Within threshold range** and **Outside threshold range** rows as relevant to the KPI value.

8. Click the **Save and Close** button.

9. Add as many rows as required to set multiple thresholds with different currencies for the KPI.

10. Click the **Save and Close** button in the Create Key Performance Indicator page.
Define Project Templates: Overview

The Define Project Templates task list contains the following task.

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Project Templates</td>
<td>Manage templates to quickly create projects that share common features, attributes, and options.</td>
</tr>
</tbody>
</table>

Create Project Templates

Project templates enable you to quickly create projects that share common features, attributes, and options.

To create a project template:

1. Sign in as either an application implementation consultant or a project application administrator.
2. From the Navigator menu, select Setup and Maintenance.
3. Go to the page for the task Manage Project Templates.
   
   Use the Manage Project Templates page to create new project templates and to review or edit existing project templates. Create a project template based on an existing project template or project, or manually create a template.
4. To manually create a template, click the Create Template button.
   
   Use the Create Project Template page to provide basic project template information including business unit, project unit, and organization, and select a project type and project space template.
5. Enter a **Name** and **Number** for the project template.

6. Provide the following information.

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>What reference data do I want projects to access?</td>
<td>Selecting a business unit determines which rate schedules, project types, and invoice formats projects can use. It also determines the legal entity and which project and task owning organizations are available for projects.</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>None</td>
<td>Populates automatically based on the business unit you selected. Change this if required.</td>
</tr>
<tr>
<td>Project Unit</td>
<td>What reference data do I want projects to access?</td>
<td>Selecting a project unit determines which class codes, financial and project plan types, project roles, and statuses projects can use. It also determines which transaction types are available for projects.</td>
</tr>
<tr>
<td>Organization</td>
<td>Which project and task owning organization to select?</td>
<td>Selecting a project and task owning organization are used for reporting, security, and accounting. It determines the default organization for the project, quick entry values, and allows transactions.</td>
</tr>
</tbody>
</table>
**Defining Project Templates**

<table>
<thead>
<tr>
<th>Option Name</th>
<th>Decision</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Type</td>
<td>What is the project type of the project?</td>
<td>Selecting a project type enables you to control basic project configuration options for burdening, billing, capitalization, and project categorization.</td>
</tr>
</tbody>
</table>

7. Select an **Initial Project Status** such as **Requested**.

8. Select a **Project Space Template** to provide an online location and collection of tools for teams to work more effectively together.

9. Enter a meaningful **Description** and click the **Save and Continue** button to navigate to the Edit Project Template page.

   Use the the Edit Project Template page to review basic template information, access project, financial, and reporting options, and select quick entry fields.

10. In the Edit Project Template page, scroll down to the **Quick Entries** region.

   ![Quick Entries](image)

   Use the Quick Entries region to specify the information that users enter when they create a project using this project template. Quick entry fields allow users to enter certain project information quickly.

11. Click the **Add Row** button.

12. Select a value in the **Field Name** column.

13. If you have selected **Classification** or **Team member** as the field name, then select a value in the **Specification** column.

   - Classification: Select the class category to use when creating the classification.
   - Team Member: Select the project role to use when creating the team member.

14. Enter a field label in the **Prompt** column.

15. Optionally make this a required field.

16. Scroll up to the **Setup Options** region.
Use the Setup Options region to select which regions, such as basic information, financial options, and reporting options, are displayed in the project definition after the project is created.

17. Click the Save button.
abstract role
A description of a person’s function in the enterprise that is unrelated to the person’s job (position), such as employee, contingent worker, or line manager. A type of enterprise role.

action
The kind of access named in a security policy, such as view or edit.

condition
An XML filter or SQL predicate WHERE clause in a data security policy that specifies what portions of a database resource are secured.

data dimension
A stripe of data accessed by a data role, such as the data controlled by a business unit.

data role
A role for a defined set of data describing the job a user does within that defined set of data. A data role inherits job or abstract roles and grants entitlement to access data within a specific dimension of data based on data security policies. A type of enterprise role.

data role template
A template used to generate data roles by specifying which base roles to combine with which dimension values for a set of data security policies.

data security
The control of access to data. Data security controls what action a user can taken against which data.

data security policy
A grant of entitlement to a role on an object or attribute group for a given condition.

database resource
An applications data object at the instance, instance set, or global level, which is secured by data security policies.

enterprise role
Abstract, job, and data roles are shared across the enterprise. An enterprise role is an LDAP group. An enterprise role is propagated and synchronized across Oracle Fusion Middleware, where it is considered to be an external role or role not specifically defined within applications.
entitlement
Grants of access to functions and data. Oracle Fusion Middleware term for privilege.

function security
The control of access to a page or a specific widget or functionality within a page. Function security controls what a user can do.

job role
A role for a specific job consisting of duties, such as an accounts payable manager or application implementation consultant. A type of enterprise role.

offering
A comprehensive grouping of business functions, such as Sales or Product Management, that is delivered as a unit to support one or more business processes.

role
Controls access to application functions and data.

role provisioning
The automatic or manual allocation of an abstract role, a job role, or a data role to a user.

security reference implementation
Predefined function and data security in Oracle Fusion Applications, including role based access control, and policies that protect functions, data, and segregation of duties. The reference implementation supports identity management, access provisioning, and security enforcement across the tools, data transformations, access methods, and the information life cycle of an enterprise.

segregation of duties
An internal control to prevent a single individual from performing two or more phases of a business transaction or operation that could result in fraud.

SQL predicate
A type of condition using SQL to constrain the data secured by a data security policy.

XML filter
A type of condition using XML to constrain the data secured by a data security policy.