

Military Traffic Management Command (MTMC)

Transportation Financial Management System – MTMC (TFMS-M)

Standard Operating Procedures

Project Accounting

Version 1.0
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TABLE OF CONTENTS

1	PROJECT ACCOUNTING	3
1.1	PROJECT ACCOUNTING OVERVIEW	3
1.2	CREATE PROJECT	7
1.3	AGREEMENT (CONTRACT PROJECTS ONLY).....	10
1.4	PROJECT BUDGET.....	11
1.4.1	<i>Project Budget Overview</i>	11
1.4.2	<i>Cost Budget</i>	13
1.4.3	<i>Revenue Budget</i>	13
1.5	PROJECT REVENUE PROCESS.....	13
1.6	PROJECT BILLING (ACCOUNTS RECEIVABLE).....	15
1.6.1	<i>Enter Invoice Event</i>	16
1.6.2	<i>Create Invoice</i>	17
1.7	PROJECT STATUS INQUIRY	18
1.8	PROJECT EXPENDITURE INQUIRY	23
1.9	PROJECT ACCOUNTING REPORTS	25
1.10	ADDITIONAL INFORMATION	28

1 Project Accounting

1.1 Project Accounting Overview

Oracle Project Accounting is the central module within TFMS-M and includes Project Costing and Project Billing. Oracle Project Costing provides the ability to define Projects, Work Breakdown Structures, and Budgets. Through the course of the project, costs will be accumulated through interfaces with the rest of the modules, as well as outside systems. There are two major outside systems that will interface information with Oracle Project Accounting. These are the Cargo and Billing (CAB) system and the Labor Reporting System (LRS). CAB will interface Revenue, Expenses, Accruals, and Reversals for cargo transactions. LRS will interface Labor Expenses, Accruals, and Reversals for payroll transactions. Oracle Project Billing provides the ability to generate revenue which can be interfaced to the General Ledger module, and generate invoices which can be interfaced to the Accounts Receivable module.

Projects and Project Types

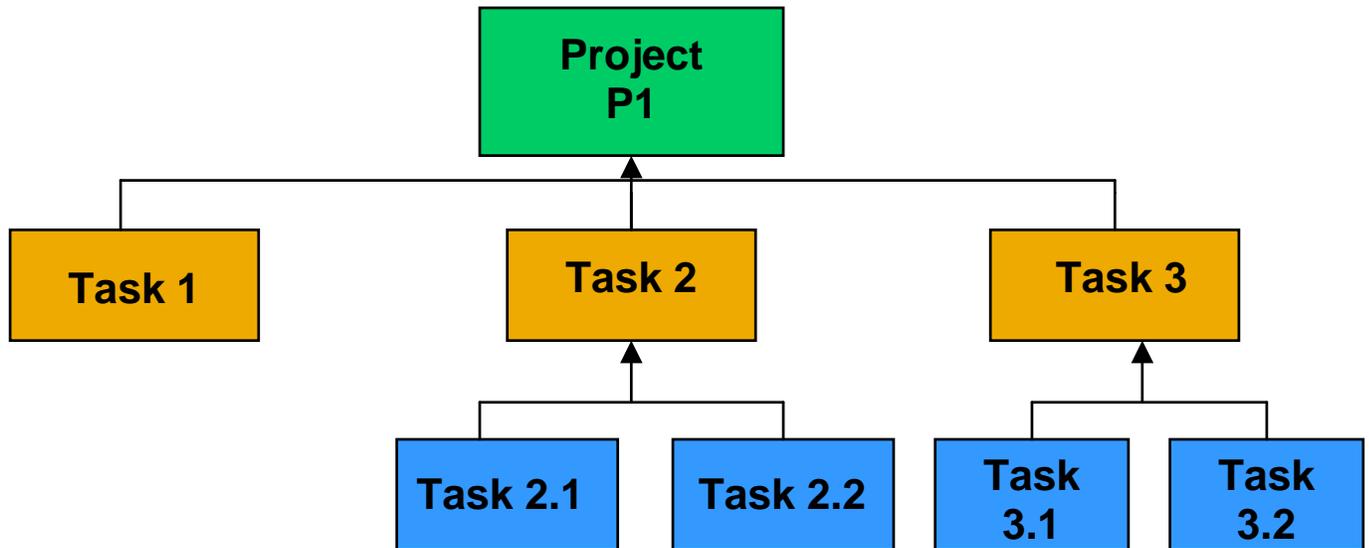
A Project is a primary unit of work which can be further broken down into one or more tasks. There are 3 distinct project types:

- **Contract Projects** – Contract projects allow for the recognition of revenue and project billings. For example, MTMC’s cargo functions (Port Handling, Liner, and Global POV Contracts) will be managed via contract projects based upon the customers for whom MTMC is doing work. The basic steps required to establish a contract project include:
 - Establish Project and Task(s)
 - Link customer agreements to project and task
 - Establish Project and Task revenue budgets
 - Establish billing and revenue events (if required)
- **Indirect Projects** – Indirect Projects are strictly for cost accumulation and can not recognize revenue or produce customer billings. MTMC general and administrative functions will be captured with indirect projects. MTMC will also create indirect projects to collect costs for its cargo functions and appropriations. MTMC will create new projects for any miscellaneous work in which MTMC might want to isolate/segregate costs (e.g., MIPRs and one time requests).
- **Capital Projects** – Capital projects are established to capture construction in process cost information and eventual asset capitalization. Capital Projects will be implemented with the Fixed Assets module.

Work Breakdown Structure

Work (Project) is organized into small, more easily manageable units (Tasks). Each project, by default, must have at least one task. Every cost that is accumulated within

TFMS-M (except Capital Expenditures) must have a Project and Task assigned. As depicted in the figure below, a Project (P1) may have many top tasks associated to it (Tasks 1-3). A top task is any task whose parent is the project. In other words, any costs associated with Tasks 1-3 will roll up to Project (P1). In addition, Tasks 2 and 3 have low level tasks (2.1, 2.2, 3.1, and 3.2). These low level tasks have costs that will roll up to their associated top tasks.



Oracle Projects sorts the WBS alphanumerically by task number within a task level. Whenever a plus (+) sign is seen next to a task, that indicates that the task is expandable and contains lower level tasks. Costs are incurred only at the lowest level tasks, and higher-level tasks roll up costs from lower level tasks. MTMC will be utilizing CAC (Cost Analysis Code) numbers from the FMS (Financial Management System) to identify Task numbers.

Project Costing

Cost Budgets will be established for all Projects. However, for Cargo cost accumulation projects, the budgets will be established for amounts defined for General Ledger budgets at a department level. Appropriation projects will contain budget entries which are established from the General Ledger and be used to monitor cost incurred for the project.

Project Costing is the processing of expenditures to calculate the cost to each project and determine the General Ledger Accounts to which the costs will be posted. Expenditures are items or transactions incurred by an employee or an organization for an expenditure period. Expenditures are charged against a project and task to record actual work that was performed. All actual expenditures (except for Capital Expenditures) must be charged to a project and task. Once expenditures are accumulated by project and task

within the Work Breakdown Structure, the costs can be rolled up and analyzed at various levels.

As cost is distributed in Oracle Projects, a process called AutoAccounting will determine the proper accounts for each cost distribution line. These costs are then interfaced to the General Ledger.

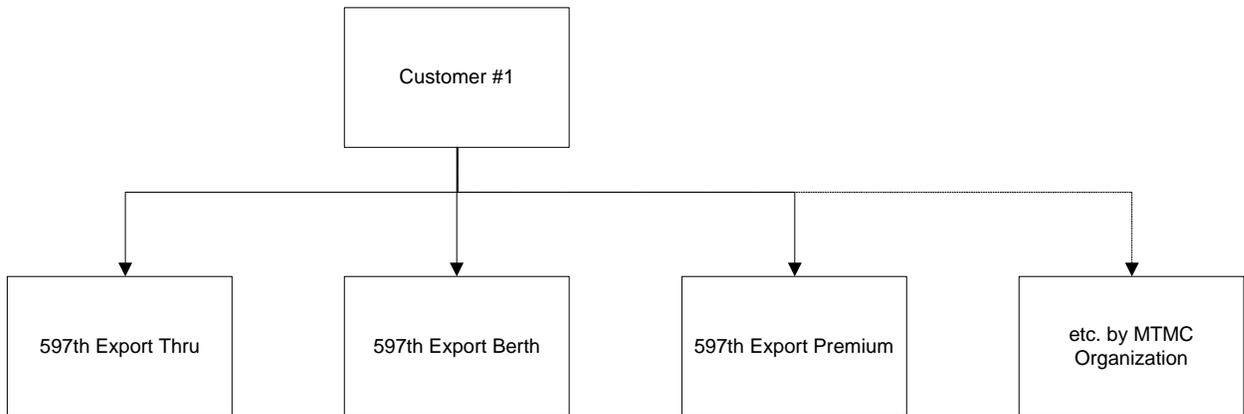
Project Billing

Before a Contract Project can accrue revenue, the project must be funded. Funding is the step that assigns a value to the project associated with an agreement. The amount of the project funding must equal the approved revenue amount. Revenue budgets are required for all Contract Projects. However, for Cargo Billing projects, the revenue budgets will be established for \$1 and the hard limit unchecked, since absolute budgets are unknown.

Oracle Projects generates revenue based on the transactions that are charged to the projects. Oracle Projects then determines the appropriate revenue accounts and interfaces the revenue to the appropriate General Ledger account. Events will be used to calculate revenue for Cargo and DFRIF (Defense Freight Railway Interchange Fleet) projects. Events ensure that funding exists for a particular project prior to generating revenue. Once the revenue is released, it is then interfaced to the General Ledger and posted to the proper accounts. Invoices will be generated from the revenue that has been generated and after approval will be transferred to Accounts Receivable. Cargo and DFRIF projects will generate invoice amounts from the event transactions that have been entered.

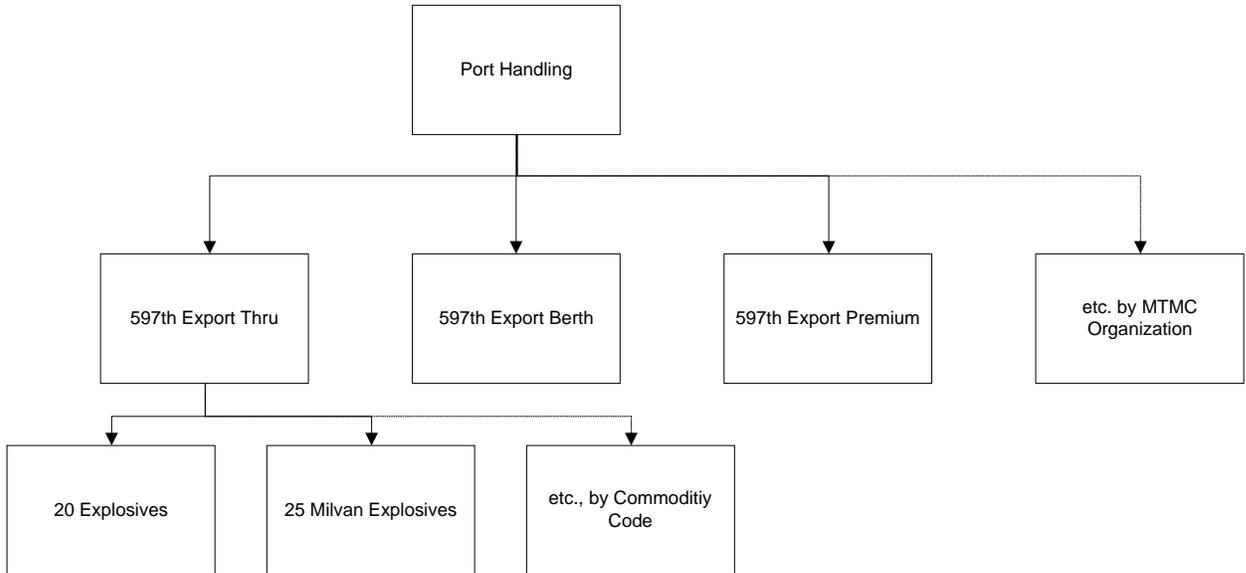
Billing Projects (Contracts)

Billing projects will be established for each customer. Billing projects will utilize the following Work Breakdown Structure (Cargo):

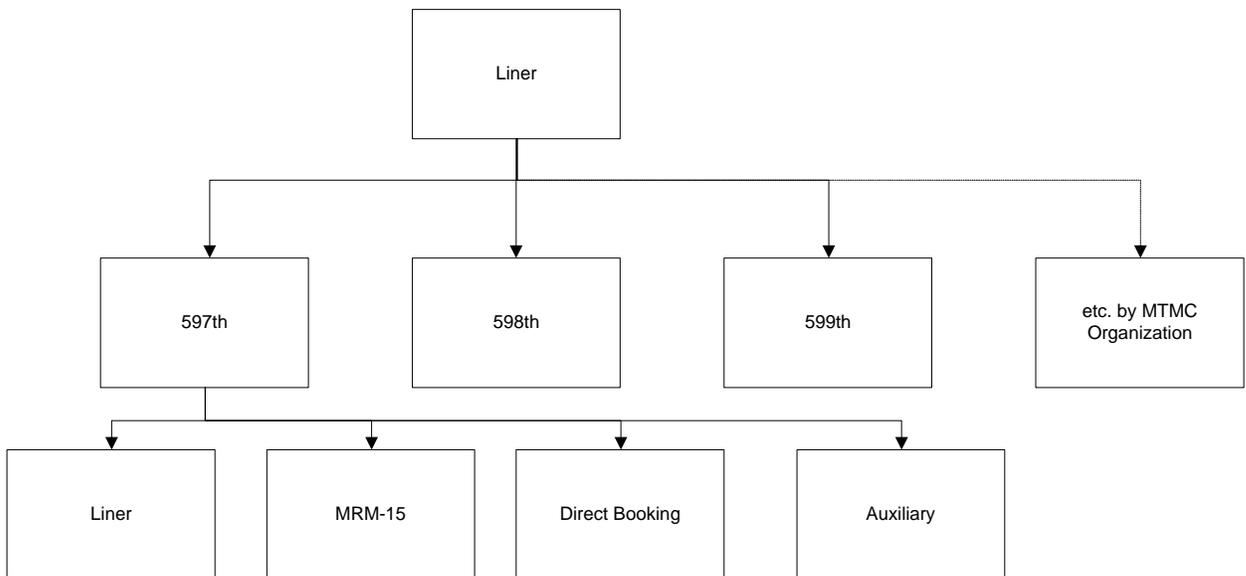


Cost/Indirect Projects

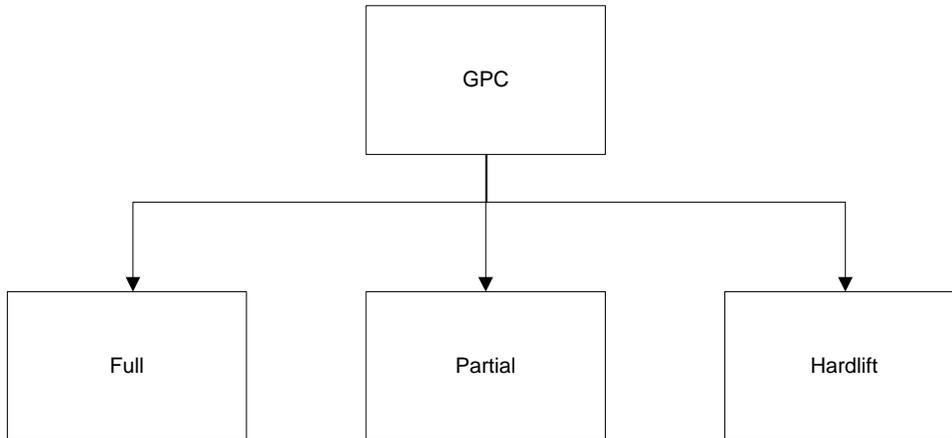
Cargo Cost Projects will be established for Liner, GPC (Global POV Contracts), and Port Handling. Port Handling projects will be organized as depicted below.



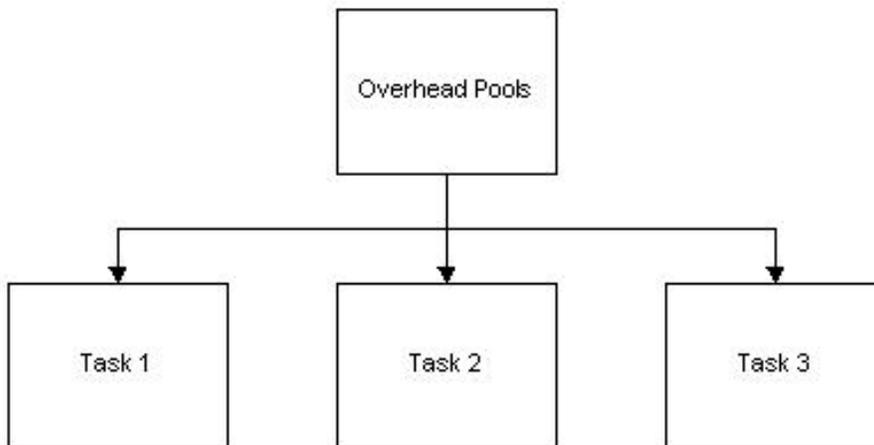
Liner projects will be organized as depicted below:



GPC projects will be organized as depicted below:



Miscellaneous (Overhead Pools) projects such as G&A (General and Administrative), NITCO (Not Identified to Commodity), and Equipment/Space projects will be organized as depicted below:



1.2 Create Project

Create a new Project:

Step 1. Copy an existing template or project.

- From the Navigator menu select Projects to display the Find Projects window.
- Enter information on the Find Projects window to narrow the projects displayed.
 - Search for: Select Project, Templates, or Project Templates (combined).
 - (Optional) Name: Select a Project Name from the List of Values to further narrow the search values returned.

Note: Placing the cursor over the column heading Number, Name, or Project Type, and hit entry key, can change the sequence of the projects listed.

- Choose Find button on the Find Projects window to display project in the Projects, Templates Summary window that meet the criteria entered on the Find Projects window.
- Select the project or template on the Projects, Templates Summary window to copy from. Select Open button to review the project or template before copying. When the review is complete return to the Projects, Templates Summary window.
- Select the Copy To button on the Projects, Templates Summary window. The Project Quick Entry window will appear.
- Enter the new Project Name, Organization, Project Start Date, Project Completion Date, and Customer Name (Contract Projects only) on the Project Quick Entry window.
- Select OK button on the Project Quick Entry window to create the new project.
 - The project number is assigned by the system.
 - The project status equals submitted. Note: Until the status is changed to Approved the project will not be available to accept transactions.
 - A cost reimbursable or event project will not generate revenue or invoices until an agreement has been assign to the project and funded, with an “approved revenue budget” that has been baselined.
 - A new project can be deleted up to the point where transactions are charged to the project or a budget is baselined.

Note: To disable a project that cannot be deleted, transfer all transactions to a new project and change the project status to one that does not allow new transactions or charges. In addition, the project state and completion dates should be changed to reflect that the disabled project is no longer used. You must process any revenue and invoices for the project before you can close the project.

Step 2. Review Project

- From the Project, Templates Summary screen, select the newly added project and choose the Open button. The Projects, Templates window will appear.

Note: The information contained on the Projects/Templates window is a combination of the original data in the “Copy From” Template/Project and the additional information added through the Quick Entry screen.

- Select the DFF (Descriptive Flexfield), shown as [], to display the Projects DFF information. Validate the DFF information in the Projects window and click on the OK button to return to the Project, Template window.
- Validate that the information in the upper portion of the window is correct and make changes when necessary.

Note: All projects must have a Project Number and Project Name that is unique. In addition, the project must have a start date. It is important to note that the end date can be changed later and will serve to cut off expenditure items with dates after the project or task end dates.

Step 3. Specify Project Options

Option information is copied from the template or project used to create the project.

To verify or change a specific option on the Project, Templates window, click once within the region beside the desired option, or place the cursor on the Option Name and click on Detail. Option Names with a “+” beside them indicate that another tier of options resides within the particular Option Name. To access the next hierarchy of options, place the cursor on the Option Name and double click. Once the lowest level of Options is visible, select the appropriate choice.

Most of the Project Options can be defined at the project level, as well as each individual Task level. Options established at the lower level task prevail over those established at the Project level.

Step 4. Project Options – Tasks

- Select Tasks Option from the Project, Templates window to display the Task window.
- Task Number: Unique identification number of the task within the project. Cost reimbursable projects must contain a unique task number to represent the Task number assigned to the project.
- Task Name: A short, descriptive name of the task. The same task name can be used many times within a project.
- Task Description: Enter a short description for the task.
- Click on the DFF ([]) to display the Task window Descriptive Flexfields. Click OK when complete.
- Select Options button to enter options at the task level which supercede those at the project level.
- Select Create Subtask button to create a new child task for the selected task that is selected. Verify the DFF information is entered and correct.
- Select Create Peer Task button to create a new top task. Verify the DFF information is entered and correct.
- Close Task window when complete.

Step 5. Project Options – Customer and Contacts

- Completed for Event and Cost Reimbursable Projects (Contract projects).
- Select Customer and Contacts Option from the Project, Templates window to display the Project Customers window.
- Select the Customer Name and Number from the list of values. Customer and Contacts information is shared with Account Receivables. See Accounts Receivable Standard Operating Procedure for setup of new customer.
- Select Relationship from user-defined list. Used to classify primary and secondary relationships.

- Select Contribution: The percentage of this project's revenue and billing that will be contributed by the customer. Must add up to 100 percent (if multiple customers).
- Select an active billing address for the customer.
- Select OK button to complete the Project Customers window.

Step 6 Project Options – Key Members

Key Member is an employee who is assigned a role on a project, and is able to update the project's data and view the project's expenditure information. Each project must have a Project Manager.

- Select Key Member Option from the Project, Templates window. The Key Member window displays.
- Select the Employee Name/Number from the list of values.
- Select the Project Manager from the list of role values.
- Enter Effective Dates: Start date is required.
- Close the Key Member window when complete.

Step 7 Project Options – Organization Overrides – No entry

Step 8 Project Options – No entry (Defaulted)

Step 9 Project Options – No entry (Defaulted)

Step 10 Project Options – Billing Information – No entry

Step 11 Project Options – Billing Rates and Overrides – No entry

Step 12 Update project status to Approved

When the project setup is complete, select the Change Status button on the Projects, Templates window. Select Approved from the list of values then select OK to close the list. The Status on the Project, Templates window will be changed to Approved.

1.3 Agreement (Contract Projects only)

An agreement is a contract with a customer and serves as the basis for work authorization. An agreement may represent a legally binding contract, such as a purchase order, a MIPR or a verbal authorization. An agreement defines the terms of payment for invoices generated against the agreement, and affects whether there are limits to the amount of revenue that can be accrued or billed against the agreement. An agreement can fund the work of one or more projects.

An agreement represents any form of contract, written or verbal, with the customer. Each agreement includes a customer, a hard or soft revenue limit and an amount. If a hard limit is specified, Oracle Projects prevents revenue accrual or billing activity beyond the

funded amount. If a soft revenue limit is specified, Oracle Projects provides a warning when project revenue exceeds the funded amount.

For MTMC's major lines of business (Liner, Port Handling, GPC), the agreement amount for the customers is unknown. These agreements will be established for one dollar and the hard limit check box, which limits revenue recognition to the agreement amount, will not be checked. The other category of MTMC agreement will be for those cases in which there is a contract with an MTMC customer for a specific amount of funding. These agreements will be established for the contract amount and the hard limit check box will be checked to prevent the over recognition of revenue.

- From the navigator select Billing then Agreement to display the Agreement window.
- Enter the following fields on the Agreement window: Customer, Agreement Type, Amount, Terms, Hard Limit, Description, and Administrator.

Note: A hard limit prevents revenue accrual and invoice generation beyond the amount allocated to a project or task by the agreement. If the "Hard Limit" box is not enabled, a soft agreement issues a warning when revenue accrual and invoice generation exceed the amount allocated

- Click on the DFF [] field to enter the Customer Alias/TAC (only provide Customer Alias; TAC will be interfaced via CAB) and the Source of Revenue Code on the Project Funding window.
- Fund a Project
Funds can be allocated at the project level or top-level task, and can be divided among several different projects or tasks. Each customer line of accounting listed on the MIPR must be entered into the funding window to insure proper billing.

Select Funding button from the Agreement window to display the Fund Projects window.

Enter the Project Number, Task Number (if applicable), Amount, and Effective Date.

Note: MIPR agreements will be funded at the top task level or lowest to insure proper invoicing for each line. Cargo agreements will be funded at the project level.

Close the Funds Project window.

1.4 Project Budget

1.4.1 Project Budget Overview

A budget is the estimated cost or revenue for a project or task, and is used as a tool to track actual performance.

For MTMC's major lines of business (Liner, Port Handling, GPC) the revenue amount for the customers is unknown. These budgets will be established for one dollar. The other category of MTMC agreement will be for those cases in which there is a contract (MIPR) with an MTMC customer. These agreements will be established for the contract amount. The revenue budget should correspond to the agreement funding amount.

Budget Status:

- Working –Budget in process. Changes can be made.
- Submitted - No additional changes can be made to a Submitted budget. In order to modify the budget after it has been submitted, choose Rework to change.
- Baseline – Budget approval process is complete.

Note: The Submit and Baseline processes check a number of items. If errors are identified, resolve the item and re-perform the process.

Find Budget:

- Select Budget from the Navigator menu to display the Budgets window.
- Enter the Project Number by selecting the list of values.
- Enter the Budget Type from the list of values:
Approved Cost Budget (See section 1.3.1 Cost Budget below for additional information)
Approved Revenue Budget (See section 1.3.2 Revenue Budget below for additional information)
- Select the Find Draft button to retrieve existing budget information. If the budget is the first, the New Original field will be enabled.
- Enter or review the fields: Version Name (Required), Change Reason (Required), Description, Resource List (Required), Status (Required), Entry Method.
Note: Status – If the budget has not been Submitted or Baselines, the budget will have a Working Status.
- Choose the Details button. The next window to display is based on the Budget Entry method:
 - If Task level budget entry has been selected, the Task Budgets window will show the totals for each task. Budget values will be entered on an additional Task level window by selecting Budget Lines button from the Task Budgets window.
 - If Project level budget entry has been selected, the Budget Lines window displays.
- Enter the budget information on the Budget Lines window: Resource, Amount Type (Required), Value.

Select: Up/Down arrows at the top of the form to navigate between tasks. Enter budget values for all appropriate Tasks.

Note: Resource field: Depending on the resource list assigned to the project, budget will be assigned at the resource (lower) or resource group (higher) level.

- Choose Submit button on the Budget Lines window. The status on the Budgets window will change to Submitted.
- Select Baseline on the Budgets window to complete the budget approval process.
- Choose the History button to view the Budget Version History window. All budget versions are displayed with the ability to drilldown to the details by selecting the Details button on the Budget Version History window.

1.4.2 Cost Budget

A cost budget must be entered for cost reimbursable projects before a revenue budget can be approved and baselined.

1.4.3 Revenue Budget

Project Accounting requires that a revenue budget be created and baselined for all contract projects before generating any Revenues or Invoices. The revenue budget amount must equal the project's funding agreement in order for the budget to be baselined.

Budgets window:

- Budget Type – Budget for Cargo Customer will be \$1.00. However, marks can be entered as a separate budget to manage the revenue throughout the year.
- Entry Method selected should correspond to the agreement funding level.

1.5 Project Revenue Process

MTMC will be utilizing the two types of contract projects, event and cost reimbursable. Event contract projects bill and recognize revenue based upon amounts entered as events against a project. The costs incurred have no relation to the amount billed or revenue recognized for event-based contracts. MTMC will have two types of Revenue Event Projects: Cargo (Port Handling, Liner, and GPC) and DFRIF. Cost reimbursable projects differ from event-based projects in that billing and revenue amounts are based upon costs incurred.

Revenue and billing information will be interfaced from CAB or will be generated within the Project Accounting (PA) module, generally based upon costs incurred. CAB will interface event-based revenue and billing transactions to TFMS-M, from which PA will generate invoices and revenue amounts.

Oracle Projects generates revenue based on the transactions that are charged to the project. The project setup configures the project to accrue revenue based on company policies. Revenue amounts are reviewed online, transactions can be adjusted and the project updated to adjust revenue amounts. Projects will interface the revenue amounts to the General ledger (GL).

When revenue is generated, Projects calculates revenue, creates event and expenditure item revenue, and determines GL account coding and maintains funding balances. Revenue can be created for a single project or a range of projects.

The following items must hold true before the project will be eligible for revenue generation:

- The project status must not be closed.
- The project must be a Contract (cost reimbursable or event-based) project type class.
- The project must have funding. An agreement must exist that allocates funds to the project.
- The project must have a baselined revenue budget. The baselined revenue budget must equal the amount of funding available to the project.
- Expenditure items must be billable (only for cost reimbursable).
- Expenditure items must have been submitted and released.
- The costs of billable expenditures for the project must have been distributed by running the following processes:
 - PRC: Distribute Labor Costs
 - PRC: Interface Supplier Invoices From Payables
 - PRC: Distribute Usage and Miscellaneous Costs
 - PRC: Distribute Supplier Invoice Adjustment Costs
 - PRC: Distribute Usages and Miscellaneous Transactions
- The expenditure item date must be earlier than “The Accrue Through Date” revenue generation is for.
- If the project has an event defined for it, the event must have a task number and a completion date on or before the “Accrue Through Date”, have a revenue amount not equal to zero, and have an event type classification of Manual.

Generate Revenue:

- PRC: Generate Draft Revenue process runs as a scheduled process. Oracle Projects calculates the potential revenue for the project. Potential revenue is the full revenue amount that could be accrued if enough funding is available. Event based projects will generate revenue for the events for which revenue has not previously been generated. Cost Reimbursable projects will generate revenue on costs for which revenue has not been previously generated.

Oracle Projects searches for agreements that fund the project, and updates the agreement when draft revenue is created. If applicable, revenue is accrued up to the point of the hard limit amount. Funding must exist for the full amount of an event in order for the event to accrue revenue. If funding does not exist to cover

the full amount of revenue accrued for expenditure items, the remaining agreement amount is pro-rated to partially accrue revenue for each expenditure item. The partially accrued items can be fully accrued by adding more funding to the agreement before revenue is generated.

Revenue is accrued up to the point of the hard limit amount. Revenue accruals passed from CAB will have no Billing Amount. They will be processed as a regular event. CAB will send reversals in the run Generate Revenue process to back the accruals out. No revenue accruals will be sent for cost reimbursables.

- Revenue Review: Navigate to Billing, Revenue Review from the Navigator window.
 - The Find Revenue window displays, where the user enters Project selection criteria. The user selects the Find button from the Find Revenue window to display the Revenue Summary window for the selected Projects and displays the Revenue Amounts
 - Choose Open button from the Revenue Summary window to display the Revenue window. This window shows additional information about the revenue, including interface information after the revenue has been interfaced to the GL and Tieback (cross-referenced) to Oracle Project.
 - Choose Lines from the Revenue window to display the Revenue Lines window. If the revenue is driven by expenditure activity, the summary information will show on the first line screen and the detail supporting transactions will show on the Details form (Select Details button). If the revenue is driven by an Event, the Event information will show on Revenue Lines window.
 - (Optional) Select Run Request... button from the Revenue Summary window or Revenue window to delete generated revenue. Select Delete Revenue and choose OK.
 - When the revenue has been reviewed and is satisfactory, release the revenue by choosing the Release Button from the Revenue Summary window or Revenue window. The status will change to Released.

- PRC: Interface Revenue to General Ledger process updates the General Ledger accounts with eligible Projects revenues. Once this process has been completed, the Revenue Status within the Revenue Summary will show as Accepted.

- Verify transfer to General Ledger
Repeat the steps as outline above in Revenue Review to verify that all revenue has been Released and Accepted by the General Ledger.

1.6 Project Billing (Accounts Receivable)

Oracle Projects offers a variety of functions to manage and control the generation, review and adjustment of invoices.

In order to prepare the project to generate invoices, the following items must hold true before the invoice generation:

- The **project status** must allow for Invoice Generation.
- The project must be a '**Contract**' project type class.
- The project must have **funding**. An agreement must exist that allocate funds to the project.
- The project must have a **baselined revenue budget**.
- If submitting the process for **all projects**, Oracle Projects checks the eligibility of each project to bill according to its billing cycle. A project must meet the following billing cycle criteria before it can generate an invoice:
 - Must not have any pending invoices (Unreleased)
 - At least one bill cycle past the bill through date (or creation date if no bill through date exists) of the last non-crediting invoice
 - At least first bill offset days past the project start date (or project creation date if no start date exists) if the project has not yet been invoiced.
 - If the billing date is calculated by a client extension, and the client extension returns a null value for the billing date, then the process will not pick up the project.
- When submitted for **a single project**, the Generate Draft Invoices process ignores billing cycle. Also, if there are any unreleased draft invoices, they are deleted and a new draft invoice is created. For projects that use work billing on their revenue distribution rule (such as T & M), draft revenue must be generated before an invoice can be generated.

Expenditure items must:

- Be cost distributed
- Have a billable status
- Be partially or fully revenue distributed
- Not be on billing hold
- Not have been invoiced already
- Project billing distribution rule must be 'Work' and not 'Event'
- The expenditure item date is on or before the bill through date.

Events must not already be invoiced and the event completion date must be on or before the bill through date.

1.6.1 Enter Invoice Event

- From the navigator menu select Billing, Events, Project to display the Find Project Events window.
- Project Events window - Enter the Project Number/Name and Task for which the event will be created. Any other Criteria can be used to find a project or projects.
- Choose the New button to display the Event Details window.
- Enter the following fields on the Event Details window: Event Number (assigned by system), Event Type (Required), Event Date (Required), Organization (Required), Description (defaults to the event type, this field can be overridden,

Bill Amount, and Revenue Amount. (Revenue may be recognized and accrued by entering revenue amounts only), Bill Hold, Line of Business (DFF). Select save.

- To review, close the Event Details window and Select Find button on the Find Project Events window:

1.6.2 Create Invoice

- PRC: General Draft Invoices process will generate draft invoices.
- Invoice Review. Navigate to Billing, Invoice Review from the Navigator window.
 - The Find Invoice window displays, where the user enters Project selection criteria. The user selects the Find button from the Find Invoice window to display the Invoice Summary window for the selected Projects and displays the Invoice Amounts. **The Invoice Status = Unapproved.**
 - Choose Open button from the Invoice Summary window to display the Invoice window. This window shows additional information about the invoice in the tabbed region: Address, Comment, Approved, Interface, Receivable, Invoice Exception, Agreement or Rounding Information screens. If any error occur through the generation process, refer to the Invoice Exceptions region (tab) for details
 - Choose Lines from the Invoice window to display the Invoice Lines window. Update the default Tax Code if necessary.
 - Close the Invoice Lines window.
 - Choose Approve button from the Invoice Summary window or Invoice window to approve the Invoice. **The Invoice Status = Approved.**
 - From the Invoice Summary window choose the Release button. Enter the Invoice date on the Release Invoice window and choose OK. **The Invoice Status = Released.**
 - Select Save.
- PRC: Interface Invoices to Receivables process is run.
- AutoInvoice Master Program in Oracle Receivables is run.
- PRC: Tieback Invoices from Receivables is run when the AutoInvoice Master Program has completed. This process examines the status of each invoice, and updates **the Invoice Status = Accepted**. Any rejections are recorded with **the Invoice Status = Rejected**. Projects Tieback must be run in order to make corrections on a rejected invoice. The report generated by the PRC: Tieback Invoices from Receivables process is broken down by the following components:
 - Accounts Receivable Tie-back Report for Successful Invoice Transfers
 - Accounts Receivable Tie-back Report for Rejected Invoice Transfers (includes rejection reasons).
- Verify transfer to Oracle Receivables
Repeat the steps as outline above in Invoice Review to verify that generated invoices have been approved, released, and transferred to Receivables. Enter the date ranges for the specific month and select the Find button. Verify that the Invoice Status for all invoices indicate an Accepted status.

1.7 Project Status Inquiry

With Project Status Inquiry (PSI), you can review the current status of your projects and then drill down for more detailed review of a project and its tasks. Oracle Projects provides you with several features that allow you to control your search for project status information. For example, you can do the following:

- Limit your search for projects by entering search criteria
- Control the type of information that Oracle Projects displays by using custom folder definitions
- View summary information by project, task, and resource
- View summary information totals based on your search criteria
- Drill down from lowest tasks and resources to commitments and expenditure item details
- Drill down from projects, top tasks and lowest resources to events for contract projects

In addition, you can export PSI data into a spreadsheet for further analysis. Choose Action, Export from any of the Project Status windows (Project, Task, or Resource) to export the data into a spreadsheet file.

To review project summary amounts:

Step 1. Navigate to the Project Status window.

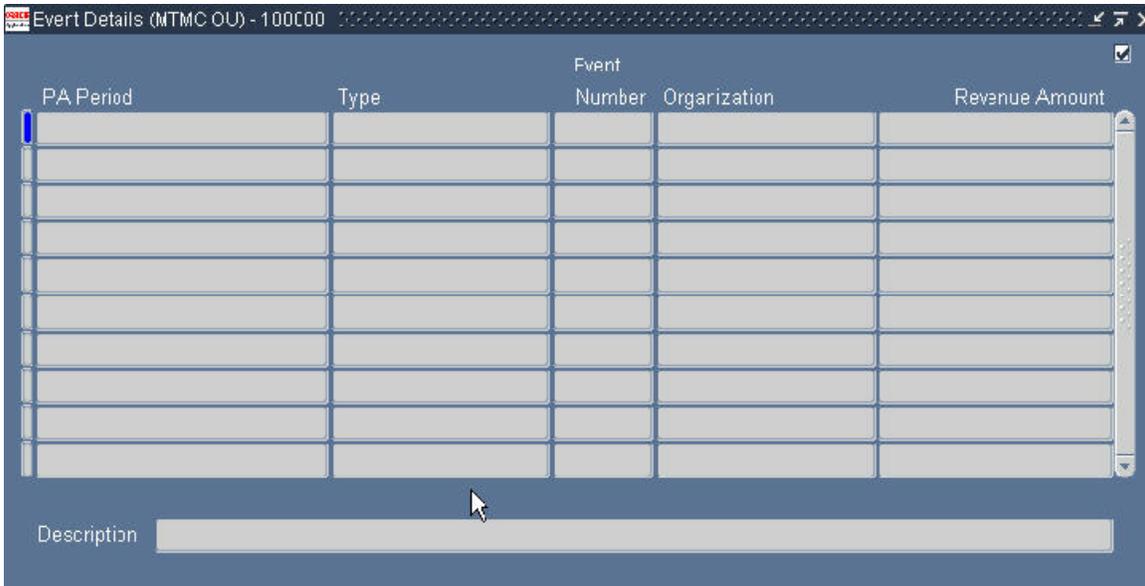
Step 2. Enter the search criteria to find the project(s) you want to review.

The screenshot shows a software window titled "Find Project Status (MIMC OU)". It contains several input sections:

- Project:** Number (100057), Name, Type, Organization, Status (dropdown menu), Product Source, Source Reference.
- Key Member:** Name, Number, Role.
- Customer:** Name, Number, Relationship.
- Classification:** Category, Class Code.

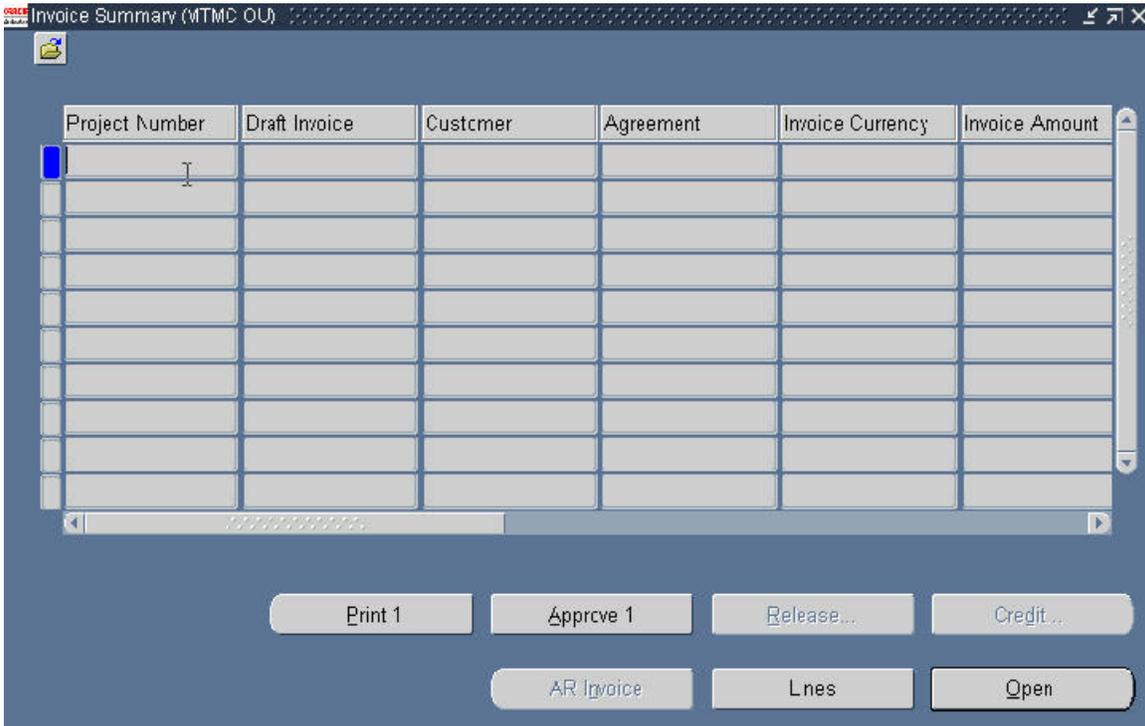
At the bottom right of the window are two buttons: "Clear" and "Find".

Step 3. Choose the Find button. The following Project Status window appears:



Invoices:

To review the Invoice details for a project, task, or resource: Choose the Invoices button from the Project Status, Task Status, or Resource Status window. The following Invoice Summary window is displayed:



Choose Open button to view the AP Invoice information.

Choose Lines button to view the distribution

Commitment:

Choose the Commitments button from either the Project Status, Task Status, or Resource Status window. Use the Find Commitments window to reduce the number of commitments that appear in the Commitment Details window as shown below:

The screenshot shows a window titled "Commitment Details (MTC OLI) - 100000". It contains a table with the following data:

Supplier Name	Commitment Date	Commitment Type	Commitment Number	Quantity	UOM
ACCESS LOGIC	29-MAY-2002	Supplier Invoice	W36WLD12550081		
ACCESS LOGIC	29-MAY-2002	Supplier Invoice	W36WLD12550081	238.98	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB200707XX	195.4	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB20100001	355.5	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB13330003	262.56	
GENERAL SERV	03-JUN-2002	Purchase Orders	W42VAB13320004	262.56	

Note: If you choose Commitments from the Project Status window, both project-level and task-level commitments are displayed.

Project:

To review project and customer information choose Project from the Project Status window to display the Project Information window shown below:

Project: Information (MTMC OU) - 100000

Number: 100000
 Type: ADP
 Duration: 01-OCT-2000 - 30-SEP-2002
 Description: ADP
 Product Source:
 Source Reference:

Name: ADP HQs
 Organization: DCSIM - Office of the Director
 Status: Approved
 Public Sector

Last Summarized
 Date: 03-JUN-2002
 PA Period: May-02
 GL Period: May-02

Classifications Customers Key Members

Employee Name	Employee Number	Role	Effective Dates	
			From	To
Smith, J	16	Project Manager	01-OCT-2000	

Resource

To review project resources, select a project in the Project Status window and choose the Resource Status button to view the Resource Status window as shown below:

Resource Status (MTMC OU) - 100000

Resource	Resource Name	Ovr Bgt	ITD - Rev Bgt	ITD - Act Rev	ITD - Cst Bgt	ITD - Act
308 Travel of Persons	308 Travel of P		0	0	138674	
416 GSA Supplies & M	416 GSA Supp		0	0	18407	
421 Local Purchases	421 Local Purc *		0	0	0	
422 Local Purchase N	422 Local Purc		0	0	2665205	
671 Communication S	671 Communic		0	0	909918	
803 ADPF & Telecom	803 ADPF & Te		0	0	8287956	
804 Software Develop	804 Software I		0	0	28775890	
914 Purchased Comm	914 Purchased		0	0	104110	
921 Printing/Repro (N	921 Printing/Ri		0	0	416438	
922 Equip Maint-Cont	922 Equip Mai		0	0	89118	

Events Commitments Actuals

To review task resources, select a task in the Task Status window, and then choose either the drilldown indicator or the Resource Status button.

Oracle Projects displays the resource groups and resources in the resource list that are budgeted or have summarized actuals or commitments.

To review resources below a resource group, select a resource group, and then double-click on the resource name.

Task Status:

To review task summary amounts from the Project Status window, select the project you want and then choose the Task Status button to review top tasks and their summarized amounts. Choose the Task button to review details for a selected task as displayed in the Task Status window below:

Task	Task Name	Ovr Bgt	ITD - Rev Bgt	TD - Act Rev	ITD - Cst Bgt
42110-000	ADP - O/H	*	0	0	0
42220-000	Maint - FAMIS	*	0	0	0
42310-000	Maint - GFM		0	0	0
42311-000	Maint - AMS		0	0	0
42312-000	Maint - TOPS		0	0	0
42610-000	Maint - WIPS		0	0	0

To drill down to review subtasks, select a top task, and then double-click on the selected task number to review the subtasks that are one level below the top task. Continue this for subsequent task levels.

1.8 Project Expenditure Inquiry

Use this window to review a project's expenditure items. You can see the amount and type of expenditure items charged to a project, the date an expenditure item occurred, accrued revenue, and other information.

Step1. Navigate to Expenditures, Expenditure Inquiry. Select Project or All. If you select Project, you can view expenditure items for a single project. If you select All, you can view expenditure items across projects, and can structure your query to retrieve information across projects.

- Run Request – Currently not used.
- Totals button to view the totals for the expenditure items returned based on your search criteria.
- Item Details button to select a window for reviewing the details of this expenditure item. The Inquiry Options window will be displayed, from which you can choose one of the following options:
 - Choose Cost Distribution Lines to view individual transactions and the debit and credit GL accounts charged for raw and burdened costs for each expenditure item. You can also view other information about the cost lines, such as PA and GL period and interface status and the rejection reason if transactions could not be interfaced.
 - Choose Revenue Distribution Lines to view the revenue transactions generated for a specific expenditure item. The GL account credited for the revenue is displayed. You can also see the GL and PA posting period for the revenue and the interface status. The rejection reason will be displayed for any transactions that are rejected during the interface to GL.
 - Choose AP Invoice to drill down to the Invoice Overview form in Oracle Payables.

Note: You can also view rejection reasons for transactions rejected during the costing or revenue generation processes from the Expenditure Items window. From the Folder menu, choose Show Field and select either Cost Distribution, Rejection or Revenue Distribution, Rejection.

Step 5. (Optional) View Accounting Lines

You can see how a transaction will affect the account balances in your general ledger by viewing the detail accounting lines for the transaction as balanced accounting entries (debits equal credits) or T-accounts.

- Query the expenditure transaction you want to view.
- Choose View Accounting from the Tools menu. You see the View Expenditure Accounting window.
- (Optional) To view the accounting detail for the selected line as T-accounts, choose T-Accounts. In the Options window that opens, select from the Default Window poplist, and then choose from the window buttons to drill down in General Ledger.

1.9 Project Accounting Reports

To run project accounting reports, navigate from the Project menu to Other, Requests.

A brief description of each of the management reports follows:

MGT: Agreement Status by Customer

Use this report to review the status of your customer agreements. The report includes an agreement's revenue limit, expiration date, and the amounts allocated, accrued, and

invoiced against it. This report groups all the agreements by customer, then orders them by the value that you enter in the Sort By report parameter.

MGT: Expenditures Detail

This report shows expenditures detail for a single project. The report shows each expenditure item's revenue amount, burdened cost amount, and billing status. It includes totals for labor items, non-labor items, and the entire project.

The report also separates expenditure items into the categories of labor and non-labor.

MGT: Expenditures Summary

This report gives an overview of expenditures for one project or many projects belonging to a specified organization or project manager.

For each project listed, this report selects the total labor hours reported, the total billable hours as a portion of the total hours, the total burdened costs, and the total revenue of the project.

The report also separates expenditure items into the categories of labor and non-labor.

MGT: Invoice Review

Use this report to review the draft invoices of a particular project. You can use this report to verify your draft invoices before approving and releasing them for interface to Oracle Receivables for final customer invoice generation.

MGT: Potential Revenue Summary

Use this report to identify projects that cannot fully accrue revenue due to a hard funding limit encountered. This report shows you the total potential revenue, the total amount accrued, and the difference between these two values for a project's expenditure items incurred through the date you specify in the report parameters.

MGT: Project Billing Status

Use this report to review the billing status of your projects, and identify projects that have not yet been billed.

For each project listed, this report displays the days since the last billing date, the date of the last billing, the next scheduled billing date, the amount of any pending invoices, and the amount of unbilled receivables.

MGT: Revenue, Cost, Budgets by Resources (Project Level)

Use this report to review project revenue and costs broken down by resources for a particular Project Accounting Period and for the project-to-date.

MGT: Revenue, Cost, Budgets by Work Breakdown Structure

Use this report to review the tasks in a project's work breakdown structure and their budgeted and actual revenue, burdened costs, and labor hours. This report displays information for projects that have baselined budgets only.

MGT: Task - Revenue, Cost, Budgets by Resources

Use this report to review a task's revenue and costs broken down by resources for a particular Project Accounting Period and for the project-to-date.

MGT: Transfer Activity Report

Use this report to review the expenditure item transfers into and out of a particular project. Use this report as an audit tool to control project costs by identifying incorrect or unauthorized transfers for a project. This report can also be used to verify any expenditure item transfers that are performed.

For each specified project, this report shows the expenditure items transferring into or out of the project and the transfer history of each of these expenditure items.

For each expenditure item listed, this report displays the item's cost amount, its quantity, and either the destination project and task numbers or the originating project and task numbers, depending on the expenditure item's transfer direction.

MGT: Unbilled Receivables Aging

Use this report to review, by project, eligible revenue items that have not yet been invoiced, or those items not included on a released draft invoice. This report lists the receivables in four buckets. Specify the number of days wanted in each bucket when submitting the report.

The following standard reports are used most commonly:

- AUD: Project Configuration
- AUD: Work Breakdown Structure
- MGT: Expenditure Summary Report
- MGT: Revenue, Cost, Budgets by Resources
- MGT: Task – Revenue Cost, Budget by Resources
- MGT: Unbilled Receivables Aging
- MGT: Agreement Status by Customer

- MGT: Potential Revenue Summary
- EXC: Transaction Exception Details
- EXC: Summarization Period Exceptions

1.10 Additional Information

Additional information in the Project Accounting module can be found in:

TFMS-M Project Accounting Manual

Oracle Project Accounting Manual

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