



University of San Diego

**ORACLE®**

**TRAINING MANUAL**

**Project Accounting Responsibilities**

**Project Expenditure Inquiry**

**Analysis and Reporting**

**Tasking**

**Customizing the Presentation of Data**

(Revised March 2003)

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*Project Accounting Responsibilities*

*Project Expenditure Inquiry*

*Analysis and Reporting*

*Tasking*

*Customizing the Presentation of Data*

*Appendix*

# *Table of Contents*

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## ***Chapter 1 – Project Accounting Responsibilities***

Responsibility Assignments . . . . .	1 – 2
USD Project Management . . . . .	1 – 3
USD Project Maintenance . . . . .	1 – 4
USD Project Viewer . . . . .	1 – 5

## ***Chapter 2 – Project Expenditure Inquiry***

Expenditure Transactions . . . . .	2 – 2
Transaction Details . . . . .	2 – 3
Summary of Expenditure Definitions . . . . .	2 – 4
Reviewing Project Expenditures . . . . .	2 – 6
Exporting Project Expenditures . . . . .	2 – 10

## ***Chapter 3 – Analysis and Reporting***

Overview of Analysis and Reporting . . . . .	3 – 2
Definition of Project Status Inquiry. . . . .	3 – 3
Project Summary Amounts . . . . .	3 – 4
Functionality of Project Status Inquiry . . . . .	3 – 5
Project Status Columns. . . . .	3 – 6
Using Project Status Inquiry . . . . .	3 – 7
Project Status . . . . .	3 – 8
Commitments . . . . .	3 – 11
Commitment Status . . . . .	3 – 13
Resource Lists . . . . .	3 – 15
Task Status . . . . .	3 – 17
Actuals . . . . .	3 – 19

## ***Chapter 4 – Tasking***

Overview of Oracle Project Costing . . . . .	4 – 2
Overview of Project Concepts . . . . .	4 – 3
Key Members . . . . .	4 – 4

# *Table of Contents*

---

## ***Chapter 4 – Tasking (Continued)***

Entering Tasks . . . . .	4 – 5
Task Numbering and Naming . . . . .	4 – 10
Changing the Task Information . . . . .	4 – 11
Changing the WBS . . . . .	4 – 12

## ***Chapter 5 – Customizing the Presentation of Data***

Customizing the Presentation of Data . . . . .	5 – 2
Creating a Navigation Top Ten List . . . . .	5 – 3
Exporting Data to Excel . . . . .	5 – 5
Basic Business Needs of a Folder . . . . .	5 – 9
Creating a New Folder Definition . . . . .	5 – 10
The Folder Tools . . . . .	5 – 12
Saving and Opening a Folder Definition . . . . .	5 – 14
Recovering the Original Default Folder Definition . . . . .	5 – 16
Deleting a Folder Definition . . . . .	5 – 18

## ***Appendix – Project Status Inquiry “Cheat Sheet”***

# *Project Accounting Responsibilities*

## CHAPTER 1

# ***RESPONSIBILITY ASSIGNMENTS***

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## **Selecting A Responsibility**

Once you have used the sign-on form to begin the logon process, you must tell the system what type of access you will be using. A *responsibility* is a predefined set of data, menus, and forms that defines your particular level of authority while using the system. For example, a department head may wish for one employee to access the electronic purchase requisitioning features but not the department's overall budget expenditures detail. Such limited access is controlled through the use of predetermined responsibilities.

## **Responsibility Assignments**

Each user has at least one responsibility and several users can share the same responsibility. The University's system administrator assigns responsibilities in conjunction with the Accounting Department. If you are assigned just one responsibility, you will not see the Responsibility window. You will go right into the Navigator window for your assigned responsibility.

If your sign-on opens a Responsibilities window, use one of the following methods to select a responsibility:

- Use the up and down arrows to select a value and press return on your keyboard.
- Use your mouse to select a value and click **“OK”**.
- Double-click a highlighted value to choose it.

# ***USD PROJECT MANAGEMENT***

---

The implementation team has designed three Project Accounting responsibilities that enable access to a department's expenditures and budget information: USD Project Management, USD Project Maintenance, and USD Project Viewer.

## **USD Project Management**

- Primarily responsible for monitoring and analyzing cost and budget information within assigned projects.
- Can view project budget and actual expenditures within Project Status Inquiry screens and can “drill-down” to detailed accounts payable invoice information in support of transactions affecting assigned projects.
- Works in conjunction with the Accounting Department to ensure accurate reporting for assigned projects.
- Can modify Task structure within assigned projects.
- Can view detailed payroll information by line item.

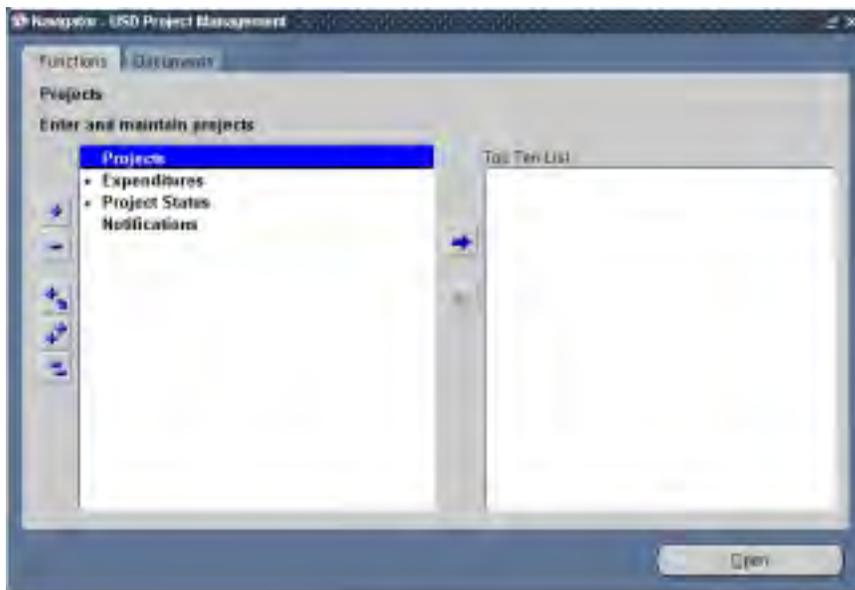


Fig. 1.1.

# ***USD PROJECT MAINTENANCE***

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## **USD Project Maintenance**

- Assists assigned Project Managers in the maintenance and analysis of cost and budget information within assigned projects.
- Can view project budget and actual expenditures within Project Status Inquiry screens and can “drill-down” to detailed accounts payable invoice information in support of transactions affecting assigned projects.
- Works in conjunction with the Accounting Department to ensure accurate reporting for assigned projects.
- View payroll costs in total for each project.

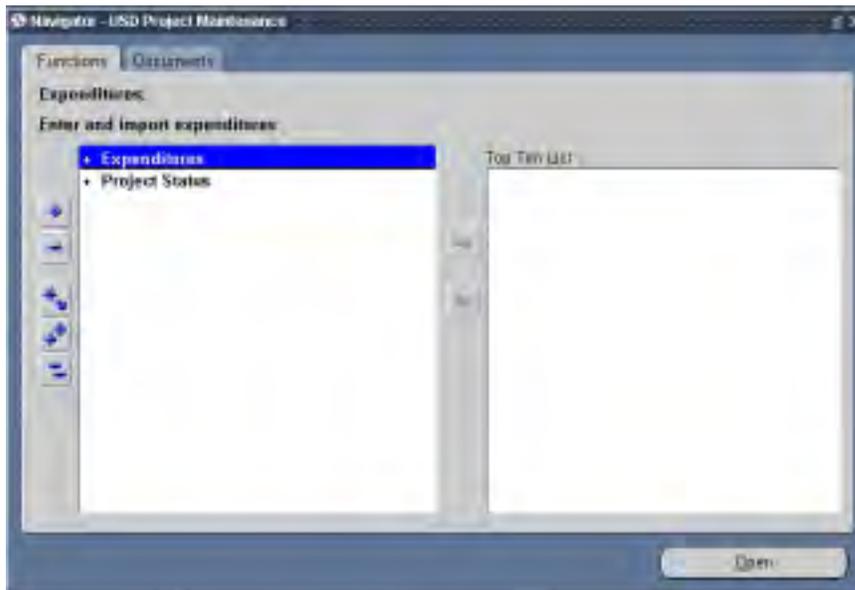


Fig. 1.2.

# ***USD PROJECT VIEWER***

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## **USD Project Viewer**

- Can view project budget and actual expenditures within Project Status Inquiry screens and can “drill-down” to detailed accounts payable invoice information in support of transactions affecting assigned projects.

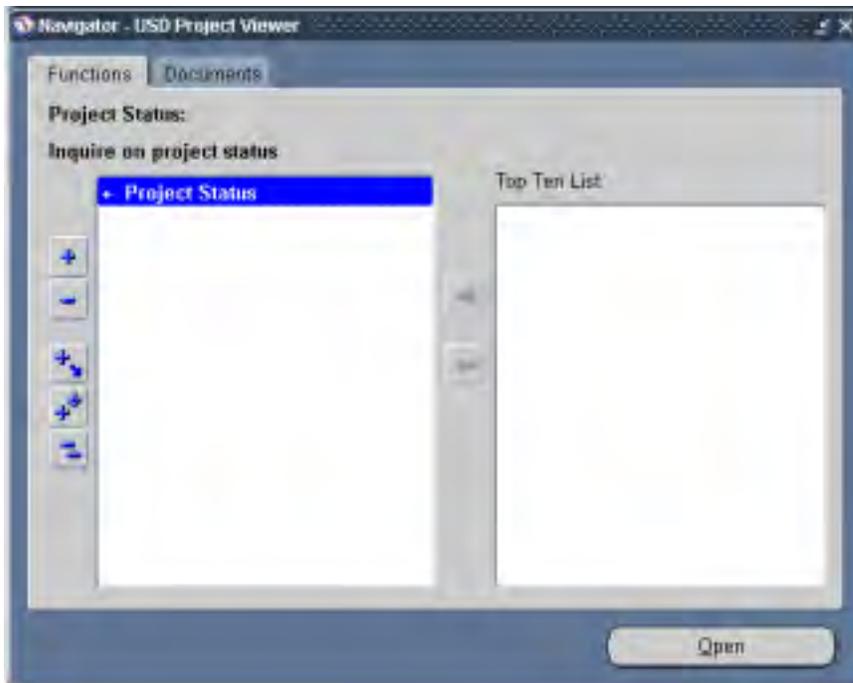


Fig. 1.3.

# *Project Expenditure Inquiry*

## CHAPTER 2

# ***EXPENDITURE TRANSACTIONS***

---

Expenditures are charged to a project to record **actual** work performed and costs incurred. Expenditures can also be charged as committed costs, which are those costs you can expect to incur in the future.

The following transactions are recorded against a project to reflect work performed or costs incurred:

## ***Actual Costs***

- Labor Costs
- Expense Reports
- Supplier Invoices
- Burden Costs from Burden Transactions created from Labor expenditure items

## ***Committed Costs***

- Requisitions
- Purchase Orders
- Unposted Supplier Invoices

# ***TRANSACTION DETAILS***

---

## **Transaction Details**

- Each project transaction must be charged to a project's lowest-level task
- Each project transaction is recorded with these attributes:
  - P = Project
  - O = Organization
  - E = Expenditure Type
  - T = Task
  - S = Source of Funds
- Units of measure (UOM) = units defined by expenditure type
- Quantity = the quantity of units incurred

# ***SUMMARY OF EXPENDITURE DEFINITIONS***

---

## **Terminology of Transactions**

Oracle Project Accounting uses these terms for transactions:

- *Expenditure Item*: The smallest unit of expenditure charged to a project and task. The POETS combination is used for Expenditure Items initiated by Requisitions, Expense Reports, Check Requests, Petty Cash Reimbursements, and Invoices.
- *Expenditure Type*: An implementation-defined classification of cost to which Expenditure Items are assigned. Expenditure Types are grouped into different categories.
- *Expenditure Category*: An implementation-defined grouping of expenditure types by type of cost.

For example, “Printing” represents an Expenditure Category that contains the sum of Expenditure Types “Printing Brochure”, “Printing Catalog”, “Printing General” and “Printing Promotional”.

Expenditure Categories at the University of San Diego are:

### **Labor Related**

Salary Administrative  
Salary Instruction  
Salary Instruction PT  
Salary Staff  
Salary Staff PT  
Salary Premium  
Salary Student  
Salary FWS CWO  
Salary FWS Overrun  
Salary Grad Instructor  
Salary Grad Assistant  
Salary Stipend  
Salary Shift Differential  
Salary Language Differential  
Burdened Benefits

# ***SUMMARY OF EXPENDITURE DEFINITIONS***

---

## **Non-Labor Related**

Advertising  
Agency  
Automotive  
Awards and Trophies  
Books  
Collection Costs  
Commencement  
Contract Services  
Copying and Duplicating  
Cost of Sales  
Entertain Promotion  
Equipment  
Expense Credit  
Faculty Dev  
Insurance  
Interlibrary Loan  
Leases  
Library Acquisitions  
Membership Dues  
Miscellaneous Expenses  
Outside Lecturers  
Overages and Shortages  
Postage  
Printing  
Professional Dev  
Professional Fees  
Recruiting  
Relocation Costs  
Rental  
Repairs and Maintenance  
Student Aid  
Supplies  
Telephone  
Travel Employee  
Travel Student  
Utilities

# REVIEWING PROJECT EXPENDITURES

---

## Oracle Project Accounting

Navigation → Expenditures → Expenditure Inquiry → Project

To Find Project Expenditure Item → Enter Project and Task Numbers

Button → Find

Project Expenditure Items

Find Project Expenditure Items (USD\_SET\_OF\_BOOKS)

Project Number  ...

Task Number

Project Name

Task Name

Employee Name

Employee Number

Supplier Name

Supplier Number

Expenditure Org

Job

Expend Typ Class

Expenditure Category

Expenditure Type

Non-Labor Resource

Resource Org

Trans Id

Item Dates  -

Expend Ending Dates  -

Billing Status

Billable

Billing Hold

Billed

Expenditure Batch

Transaction Source

Exclude Net Zero Items

Mass Adjust Clear Find

Fig. 2.1.

Enter Project Number  
here

Enter Task Number  
here

## ***REVIEWING PROJECT EXPENDITURES***

---

Expenditures charged to a project can be viewed using the “Project Expenditure Items” window.

Within the “Project Expenditure Items Inquiry” window, the following columns are available to view data values:

- Project and Task
- Expenditure Type and Expenditure Item Date
- Employer/Supplier
- Quantity
- Unit of Measure (UOM)
- Burdened Cost
- Expenditure Organization
- Source of Funds

By clicking on the “**Item Details**” button in the Project Expenditure Items window, it is possible to drill down further in order to evaluate Expenditure Items in the Oracle General Ledger (GL) and Payables modules.

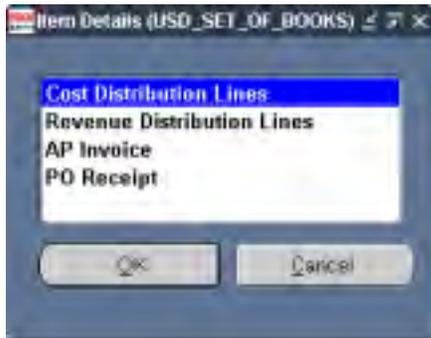


Fig. 2.2.

**Cost Distribution Lines**: This allows you to view the debit and credit GL accounts charged for raw and burdened costs for each individual Expenditure Item. Note the GL account is created based on the POETS string that costs are originally assigned. It is also possible to view other information about the cost lines such as: Project Accounting and GL period; the transfer/interface status, and the rejection reason if transaction could not be interfaced.

**AP Invoice**: This allows you to view an invoice overview form in Oracle Payables. This option is only enabled for Expenditure Items with Expenditure Type class of “Supplier Invoices”.

# REVIEWING PROJECT EXPENDITURES

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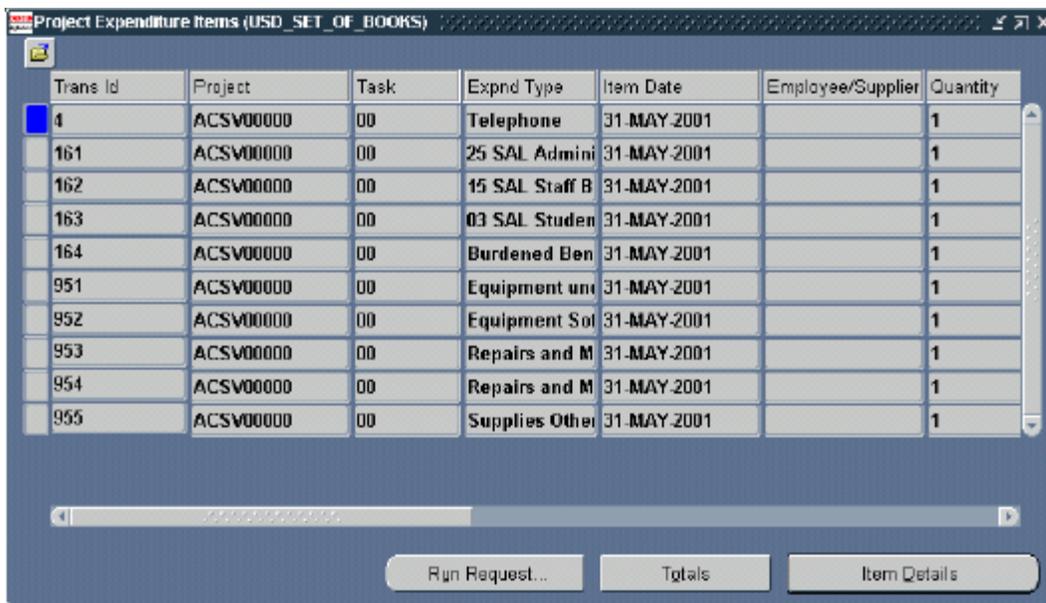
## How to Review Project Expenditures Using Project Mode Option

1. Enter a project number.

In the Project mode expenditure inquiry, you are required to enter a project number or project name in the Find Project Expenditure Items window before you can execute the query.

The system will allow you to select only projects that you are authorized to see.

2. Enter a task number.
3. Click the “**Find**” Button.
4. Review Results.



The screenshot shows a window titled "Project Expenditure Items (USD\_SET\_OF\_BOOKS)". It contains a table with the following columns: Trans Id, Project, Task, Expnd Type, Item Date, Employee/Supplier, and Quantity. The table lists 11 items, all with a quantity of 1 and a date of 31-MAY-2001. The first item (Trans Id 4) is highlighted in blue. Below the table is a scroll bar and three buttons: "Run Request...", "Totals", and "Item Details".

Trans Id	Project	Task	Expnd Type	Item Date	Employee/Supplier	Quantity
4	ACSV00000	00	Telephone	31-MAY-2001		1
161	ACSV00000	00	25 SAL Admini	31-MAY-2001		1
162	ACSV00000	00	15 SAL Staff B	31-MAY-2001		1
163	ACSV00000	00	03 SAL Studen	31-MAY-2001		1
164	ACSV00000	00	Burdened Ben	31-MAY-2001		1
951	ACSV00000	00	Equipment un	31-MAY-2001		1
952	ACSV00000	00	Equipment Sol	31-MAY-2001		1
953	ACSV00000	00	Repairs and M	31-MAY-2001		1
954	ACSV00000	00	Repairs and M	31-MAY-2001		1
955	ACSV00000	00	Supplies Other	31-MAY-2001		1

Fig. 2.3.

Note that you must click on the “**Totals**” button to total columns (where available). Totals are not automatic since each query can return different types of results.

## REVIEWING PROJECT EXPENDITURES

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5. Select additional search criteria if necessary.

You can limit your search and pull up more specific results by using additional search criteria. Options include “Supplier Name”, “Date Range”, etc.

The screenshot shows a software dialog box titled "Find Project Expenditure Items (USD\_SET\_OF\_BOOKS)". It features a grid of search criteria fields. On the left side, fields include Project Number, Task Number, Employee Name, Supplier Name, Expenditure Org, Expend Typ Class, Expenditure Type, Resource Org, Item Dates (with a date range of 01-JUL-2001 to 31-JUL-2001), Expend Ending Dates, Expenditure Batch, and Transaction Source. On the right side, fields include Project Name, Task Name, Employee Number, Supplier Number, Job, Expenditure Category, Non-Labor Resource, Trans Id, Billing Status (a dropdown menu), Billable, Billing Hold, and Billed. At the bottom left, there is a checkbox labeled "Exclude Net Zero Items". At the bottom right, there are three buttons: "Mass Adjust", "Clear", and "Find".

Fig. 2.4.

# EXPORTING PROJECT EXPENDITURES

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You can export project expenditures to Microsoft Excel by following these steps:

- From the Project Expenditure Items window, select “**File**” from the top menu, and then “**Export**”, as highlighted in the following screenshot:

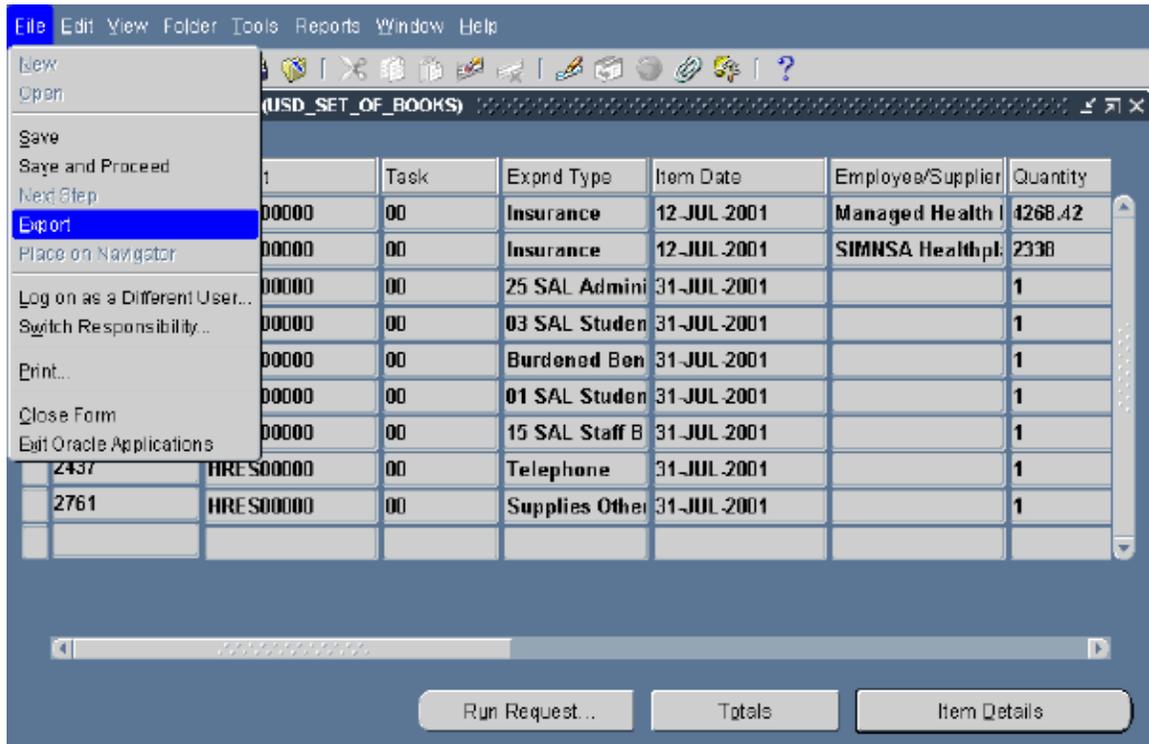


Fig. 2.5.

## ***EXPORTING PROJECT EXPENDITURES***

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When exporting from Oracle for the first time, please following these one-time steps:

- 1) After selecting **“File”** and then **“Export”**, a small box will appear with four buttons, one of which is **“Pick App”**. Click on the **“Pick App”** button.

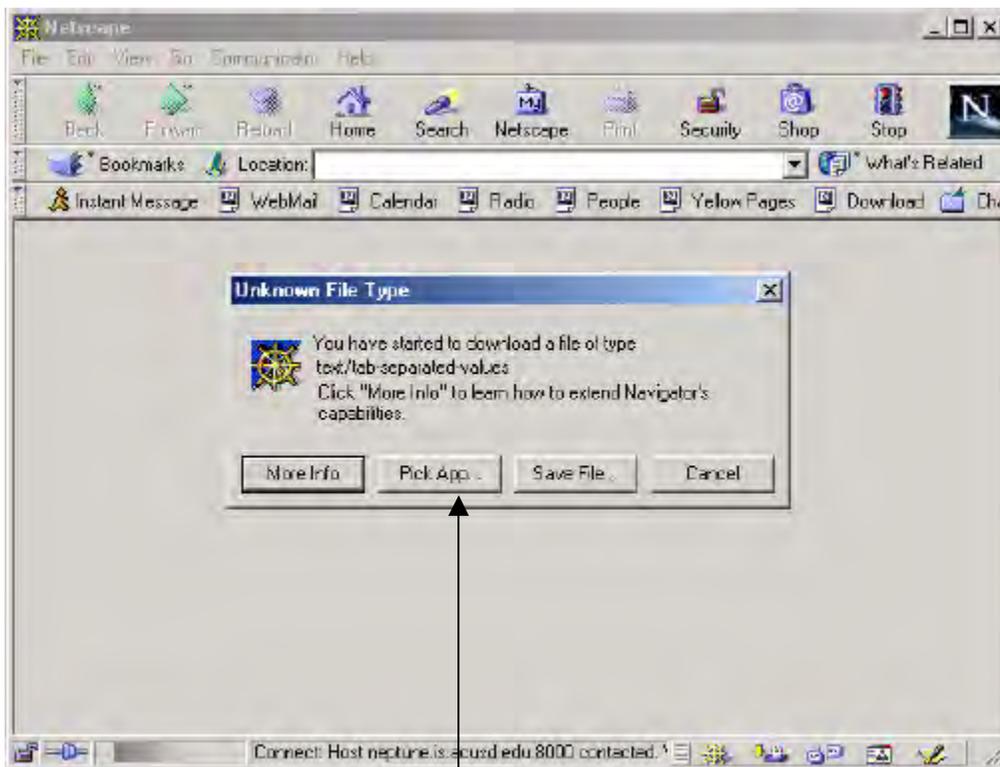


Fig. 2.6.

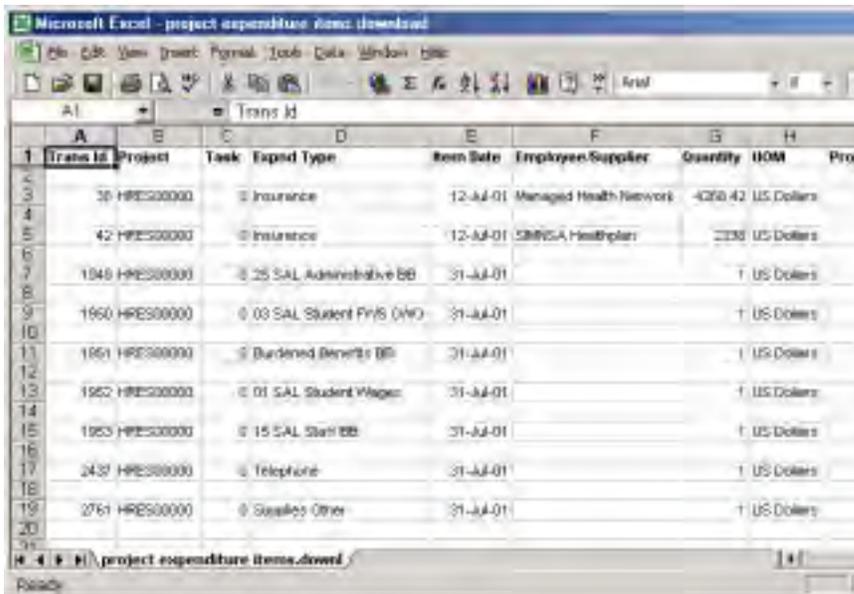
Click here!

## ***EXPORTING PROJECT EXPENDITURES***

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- 2) Another small box will appear with a tab marked “**Browse**”. Click on “**Browse**”.
- 3) Using your mouse, select the “**C:\**” drive.
- 4) Look for and double-click on the “**Program Files**” folder.
- 5) Look for and double-click on the “**Microsoft Office**” folder. Look for and double-click on the “**Office**” folder.
- 6) Using your scroll bar at the bottom to guide you to the right, double-click on the “**EXCEL.EXE**” program.
- 7) You will automatically be returned to the “**Browse**” window. Click on “**OK**”.
- 8) Now you will notice a large, gray box. Select “**Open It**” and hit “**OK**”.
- 9) Microsoft Excel should now appear on your screen similar to Figure 2.6 below.

Once you complete the above ten steps successfully one time, any future exporting from Oracle will bring you directly to step 9) above.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - project\_expenditure\_items\_download". The spreadsheet contains the following data:

Trans Id	Project	Task	Expend Type	Item Date	Employee/Supplier	Quantity	UOM	Proj
30	HRES00000	Insurance		12-Jul-01	Managed Health Network	4260.42	US Dollars	
42	HRES00000	Insurance		12-Jul-01	SMPSGA Healthplan	2230	US Dollars	
1040	HRES00000	25 SAL Administrative BB		31-Jul-01		1	US Dollars	
1060	HRES00000	03 SAL Student FRS (NFO)		31-Jul-01		1	US Dollars	
1061	HRES00000	Burdened Benefits BB		31-Jul-01		1	US Dollars	
1062	HRES00000	01 SAL Student Wages		31-Jul-01		1	US Dollars	
1063	HRES00000	15 SAL Staff BB		31-Jul-01		1	US Dollars	
2437	HRES00000	Telephone		31-Jul-01		1	US Dollars	
2761	HRES00000	Gas/Bus Other		31-Jul-01		1	US Dollars	

Fig. 2.7.

## ***EXPORTING PROJECT EXPENDITURES***

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- You may auto-fit the columns by highlighting all columns, and selecting “**Format**” from the top menu and then “**Columns**”, and “**Auto-Fit**”.
- You may sort the rows by highlighting exported rows beginning with row three, and selecting “**Data**” from the top menu and then “**Sort**”.
- If you wish to sum any of the columns exported, you must reposition the “-“ sign to the front of any numbers exported as a credit (or negative), in order for Excel to sum the column correctly.

# *Analysis and Reporting*

## CHAPTER 3

# ***OVERVIEW OF ANALYSIS AND REPORTING***

---

Effective project control depends on accurate and timely review of project-related data.

Oracle Project Accounting provides:

- Timely access to project costs through an integrated, online reporting tool called **Project Status Inquiry**; and
- The means to create meaningful, user-specified, project management reports using the Oracle data engines (e.g., tables, views, etc.).

## **Strategy for Analysis and Reporting**

Reporting answers to project concerns is neither standard nor straightforward.

Each office and department at the University of San Diego has its own performance metrics. Each office and department at the University of San Diego has its own priority of questions to answer.

- Oracle Project Accounting is the central data repository to help the University of San Diego answer its project control questions.
- The Oracle Project Accounting strategy is to provide easy access to the data.
  - Summary amounts of data
  - Drilldown capability to display and access summary amounts using Project Status Inquiry
  - Views to simplify access to data structures

# ***DEFINITION OF PROJECT STATUS INQUIRY***

---

## **Definition of Project Status Inquiry**

- Project Status Inquiry is the Oracle Project Accounting powerful online feature for project status tracking.
- With Project Status Inquiry (PSI), you can review the current status of your projects and then drill down for a more detailed review of a project and its tasks.

## **Project Status Inquiry Features**

- Limit your search for projects by entering search criteria.
- Drill down from the highest level (project) to the lowest level (lowest task expenditures).
- Control the type of information that Oracle Project Accounting displays by using custom folder definitions.
- View summary information by project, task, and resource.
- View detailed commitment and actual expenditure information from the lowest level tasks and task resource status levels.
- Export information from any Project Status window to a Microsoft Excel spreadsheet.

# ***PROJECT SUMMARY AMOUNTS***

---

## **Project Summary Amounts**

- You can maintain various levels of project summary amounts for costs, commitments, and budget amounts by project, task, and resource.
- Oracle Project Accounting maintains to-date amounts as follows:
  - Month-To-Date (MTD)
  - Year-To-Date (YTD)
  - Inception-To-Date (ITD)
  - Prior Period (PP)
- After costs are accumulated and posted, the Accounting Department first refreshes all projects so that you may view updated cost summary data within your project on a daily basis.
- Cost information updated daily includes Accounts Payable check runs, and purchase requisition and purchase order processing. Since this data is summarized within your project on a daily basis, you will always have the most updated information.
- There are certain data interfaces that will continue to be posted once per month during the month-end accounting close. These interfaces include recharges from Telecommunications, Bookstore, Catering, and the Print Shop. Other monthly interfaces include data stemming from the Cashier and Student Accounts Receivable information systems. Cost data related to these interfaces will be reflected within your project once the Accounting Department completes their normal month-end close (roughly around the 10<sup>th</sup> business day of each month).

# FUNCTIONALITY OF PROJECT STATUS INQUIRY (PSI)

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## PSI Drilldown Capabilities

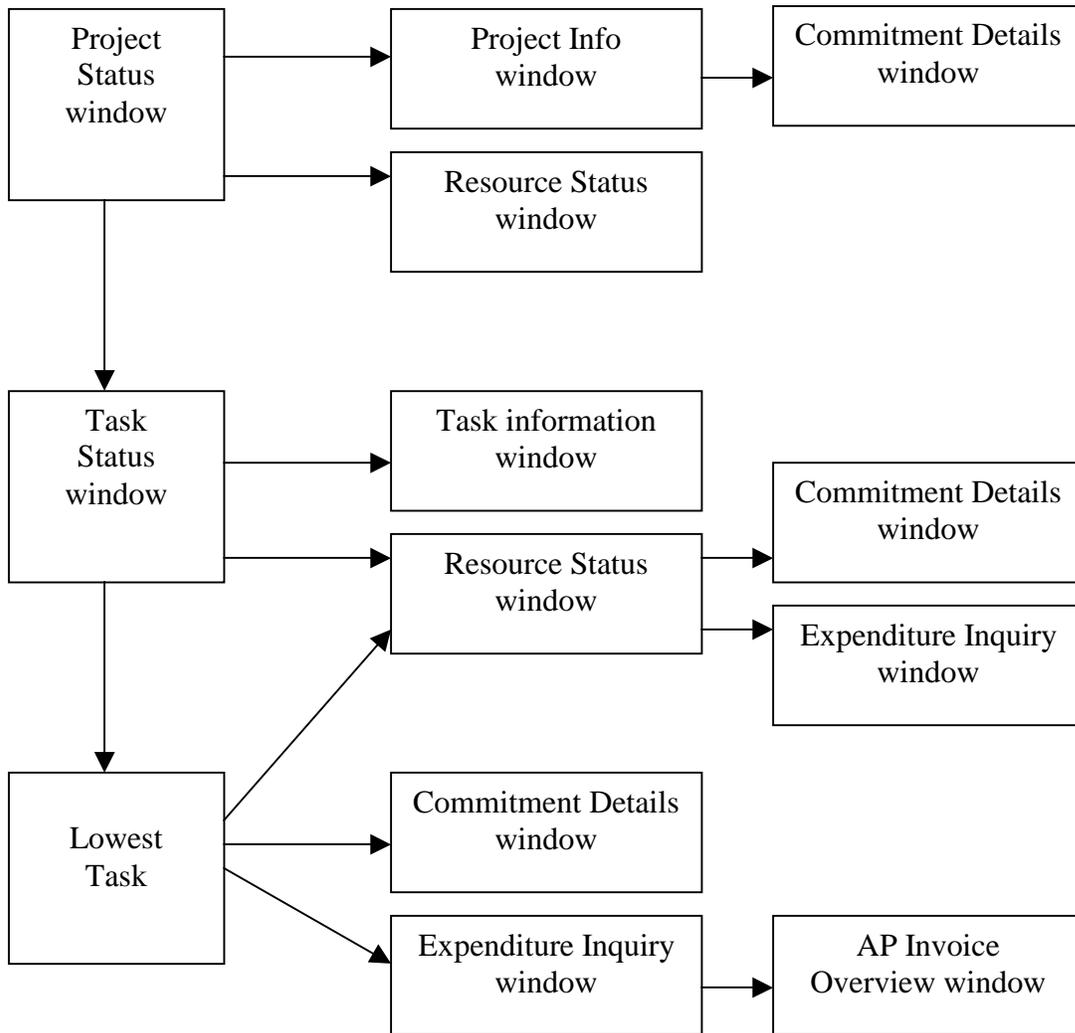


Fig. 3.1.

## ***PROJECT STATUS COLUMNS***

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You can specify the data elements you wish to view when using your PSI screen.

Oracle Project Accounting has up to thirty-four columns for each status window (Project Status, Task Status, and Resource Status windows): four text columns and thirty numeric columns.

The following columns can be found within each default status window at the University of San Diego:

- Project / Task / Resource
- Project Name / Task Name / Resource Name
- Over Budget Indicator
- MTD Actual Costs
- MTD Commit Costs
- MTD Total Costs
- Monthly Budget
- MTD Variance
- YTD Actual Costs
- YTD Commit Costs
- YTD Total Costs
- YTD Budget
- YTD Variance
- ITD Actual Costs
- ITD Commit Costs
- ITD Total Costs
- ITD Budget
- ITD Variance
- PP Actual Costs
- PP Commit Costs
- PP Total Costs
- PP Budget
- PP Variance
- (10) Unused Columns
- Summarization Exceptions

## ***USING PROJECT STATUS INQUIRY***

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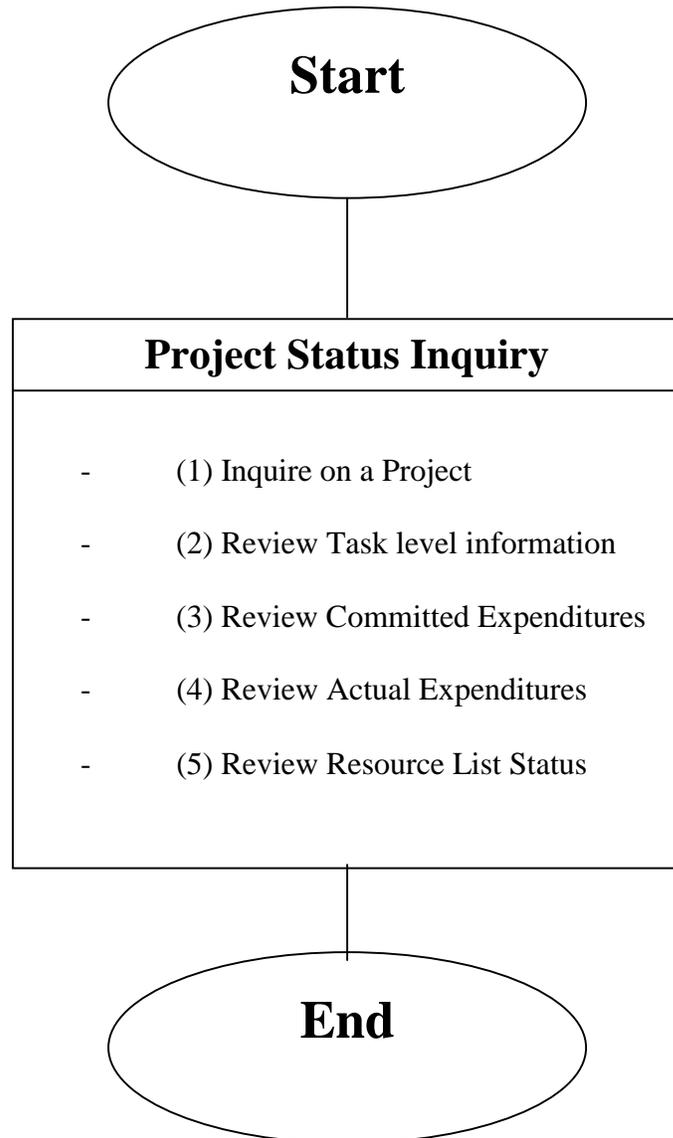


Fig. 3.2.

# PROJECT STATUS

---

## Oracle Project Accounting

Navigation → Project Status → Project Status Inquiry

Enter Project Number → Find

Project Status

## Project Status Window

You can use the Project Status window to view project-level summary amounts.

The screenshot shows a software window titled "Find Project Status (USD\_SET\_OF\_BOOKS)". The window contains several input fields organized into sections:

- Project:** Number (ACSV0000), Name (Academic Computing Services), Type, Organization, Status, 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".

Fig. 3.3.

You must enter at least one piece of information into the Find Project Status search form before clicking the “**Find**” button.

Individuals with USD Project Management, Project Maintenance or Project Viewer responsibilities may query all Projects for which security has been enabled.

# ***PROJECT STATUS***

---

## **What If You Cannot Find Your Project in PSI?**

PSI retrieves and displays data that is summarized by a concurrent process called:

The PRC: Update Project Summary Amounts Process

If there are no totals for your project or you are unable to find it, it is possible that the above process has not been executed.

Contact the Accounting Department to trouble shoot problems such as these.

## **Where do the columns in PSI come from?**

Your Oracle Project Accounting implementation team initially defines column prompts for the Project Status, Task Status, and Resource Status windows.

After implementation, user groups can redefine column display using customized Folder Tools (See Chapter 5).



# COMMITMENTS

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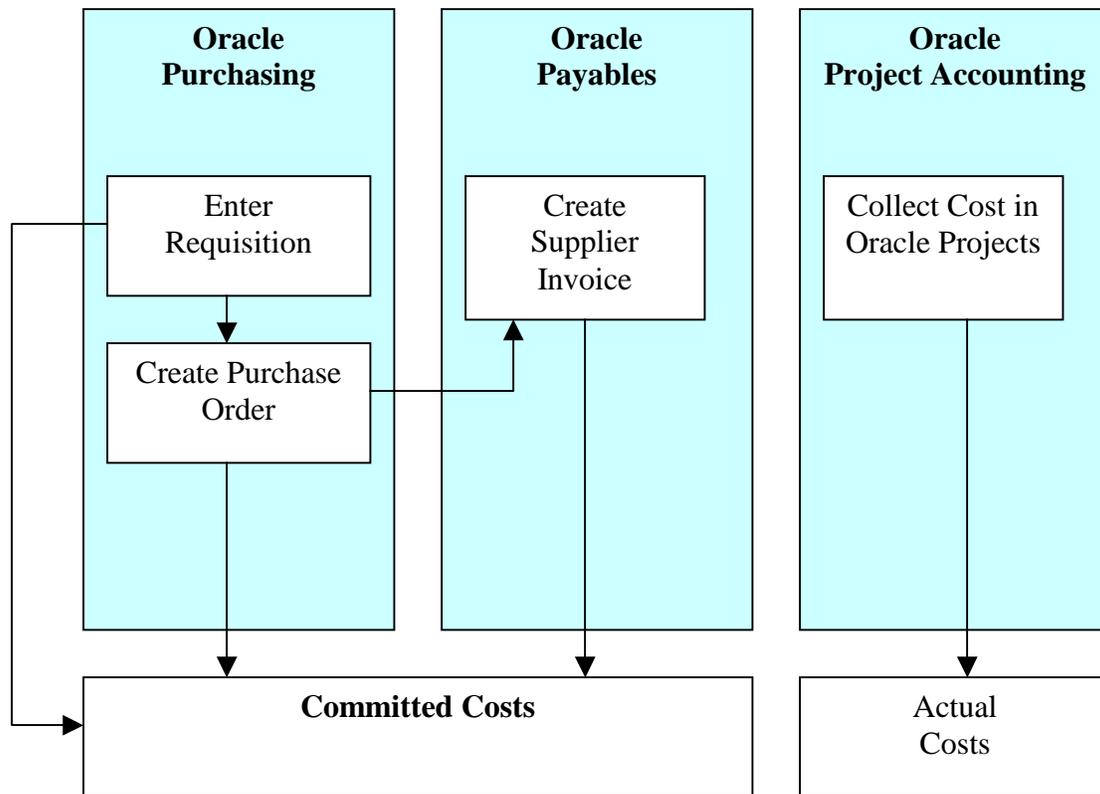


Fig. 3.5.

Project-related requisitions and purchase orders are recorded to track committed costs.

- Committed costs are outstanding expenses that have not yet been incurred but are expected (committed) to be incurred in the future. Committed costs include:
  - Outstanding Requisitions
  - Outstanding Purchase Orders
  - Unposted Supplier Invoices

# ***COMMITMENTS***

---

## **Viewing Commitments**

View commitment amounts online using your PSI screen.

- Drill down to Oracle Purchasing to see supporting commitment details for the commitment summary amounts at the lowest task level or task resource status level.
- Drill down from the Task Status window in PSI to the Oracle Payables Invoice Overview window.
- Oracle Project Accounting provides views against tables in Oracle Purchasing and Oracle Payables to help you easily report committed costs for a project.

## **Viewing Actuals**

Actuals are expenditure items that have been recorded as costs incurred within a project. (i.e., Labor Costs, posted Supplier Invoices, Expense Reports, etc.).

## **What is the Total Cost?**

The total cost is the cost that project managers are required to track and monitor against their budget. Total costs give you the overall view of a project's spending status. To calculate the total cost, use the following formula:

$$\textit{Total Cost} = \textit{Committed Costs} + \textit{Actual Costs}$$

- At the University of San Diego there are columns within the Project Status window that sum commitment costs and actuals. This is also available at the task and task resource status levels.

# COMMITMENT STATUS

---

## Oracle Project Accounting

Navigation → Project Status → Project Status Inquiry

Enter Project Number → Find

Button → Commitments

Button → Find

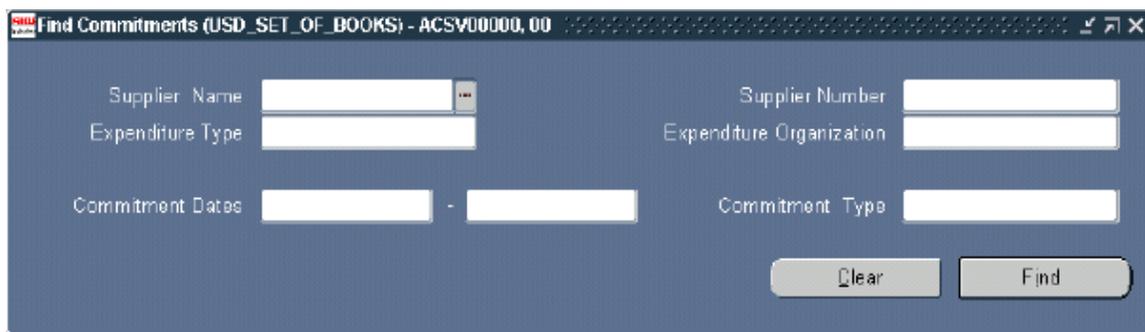
Commitment Details

## Commitment Status Window

Executing the “**Commitments**” button at the overall project level allows you to review all expenses to which your project has committed.

1. To view commitments for your project, press the “**Commitments**” button on your Project Status window. The query box below will then appear. You do not have to enter any search criteria if you wish to display all outstanding commitments for your project. If you wish to display all commitments, simply press “**Find**” with nothing entered in any of the fields.

If you wish to narrow down your commitment search (e.g., by supplier), enter any search data within the query box and press “**Find**”.



The screenshot shows a window titled "Find Commitments (USD\_SET\_OF\_BOOKS) - ACSV00000,00". The window contains the following fields and controls:

- Supplier Name:  (with a dropdown arrow)
- Supplier Number:
- Expenditure Type:
- Expenditure Organization:
- Commitment Dates:  -
- Commitment Type:
- Clear:
- Find:

Fig. 3.6.

# COMMITMENT STATUS

---

2. Review the results.

Supplier Name	Commitment Date	Commitment Type	Commitment Number	Quantity	UDM
Fry's Electronics	11 JUL 2001	Requisition	33	2	Each
Innovative Inter	02 JUL 2001	Requisition	9	1	Dollars
	11 JUL 2001	Requisition	31	2	Each
	12 JUL 2001	Requisition	34	2	Each

Fig. 3.7.

This form is exportable to Microsoft Excel. For complete directions on exporting forms to Excel, please refer to Chapter 2.

## RESOURCE LISTS

---

### Oracle Project Accounting

Navigation → Project Status → Project Status Inquiry

Enter Project Number → Find

Button → Resource Status

Resource Status

Resource	Resource Name	MTD Actuals	MTD Committed	MTD Total	YTD Actuals
+ Salary Administrative	Salary Administrative	0	0	0	49
+ Salary FWS CWO	Salary FWS CWO	0	0	0	7
+ Salary Premium	Salary Premium	0	0	0	
+ Salary Staff	Salary Staff	0	0	0	17
+ Salary Staff PT	Salary Staff PT	0	0	0	
+ Salary Student	Salary Student	0	0	0	
Automotive	Automotive	0	0	0	
Burdened Benefits	Burdened Benefits	0	0	0	20
Contract Services	Contract Services	0	162986.35	162986.35	13
Entertain Promotion	Entertain Promotion	0	0	0	

*Fig. 3.8.*

### Resource Status Window

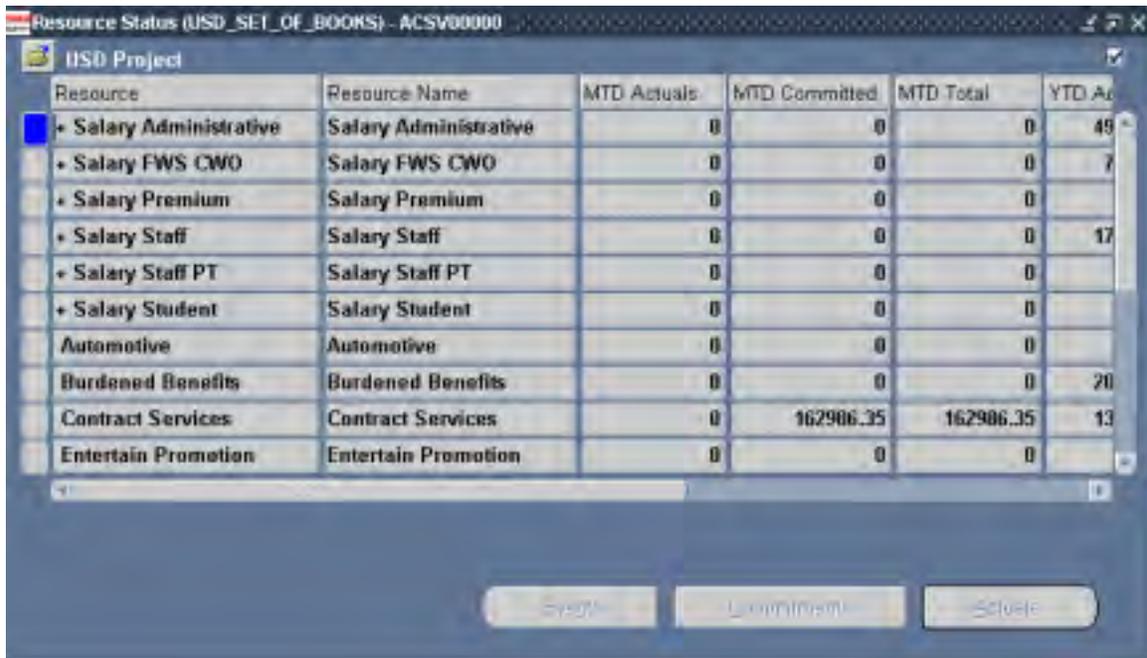
The Resource Status window “slices” your total project costs by expenditure category. Expenditure categories are also known as “resources”. This window also displays your total project budget by individual expenditure category (or resource). As explained further in Chapter 2, the expenditure types you use in the POETS coding of your transactions are combined and summarized within appropriate expenditure categories.

# RESOURCE LISTS

---

## Viewing the Resource List Status

1. From your Project Status window, press the “**Resource Status**” button.
2. Review the results.



Resource	Resource Name	MTD Actuals	MTD Committed	MTD Total	YTD Actuals
+ Salary Administrative	Salary Administrative	0	0	0	49
+ Salary FWS CWO	Salary FWS CWO	0	0	0	7
+ Salary Premium	Salary Premium	0	0	0	
+ Salary Staff	Salary Staff	0	0	0	17
+ Salary Staff PT	Salary Staff PT	0	0	0	
+ Salary Student	Salary Student	0	0	0	
Automotive	Automotive	0	0	0	
Burdened Benefits	Burdened Benefits	0	0	0	20
Contract Services	Contract Services	0	162906.35	162906.35	13
Entertain Promotion	Entertain Promotion	0	0	0	

Fig 3.9.



## ***TASK STATUS***

---

From the Task Status window, you may further executive queries for each individual task highlighted by the blue marker, by pressing the “**Commitments**”, “**Resource Status**”, or “**Actuals**” buttons.

If you select the “**Resource Status**” button for an individual task, you may continue to execute the “**Commitments**” or “**Actuals**” buttons to query all commitments or actual expenditures associated with any one task’s resource.

# ACTUALS

---

## Oracle Project Accounting

Navigation → Project Status → Project Status Inquiry

Enter Project Number → Find

Button → Task Status → Place Blue Marker on Appropriate Task

Button → Actuals

Button → Find

Expenditure Item Details

## Expenditure Item Details

### Project Actuals

To view project actual costs, you must navigate to the Task Status window by pressing “**Task Status**” at the overall project level (i.e., from the Project Status window). From the Task Status window, press the “**Actuals**” button. Note that after pressing “**Find**”, actual costs will display for the task highlighted with the blue marker on the Task Status window.

If you have created subtasks for your project, you must execute the “**Actuals**” button from the lowest-level task on the Task Status window.

1. Select the lowest level task within which you would like to view actual expenditures. In the case below, the lowest level task is the Default Task “00” and it is denoted for selection with the blue marker to the left.
2. Press the “**Actuals**” button. See Fig. 3.11. on next page.



# ACTUALS

---

3. A query box will appear that is entitled Find Expenditure Items. If you change nothing and press the “**Find**” button, all expenditures recorded as actual costs during the Project Accounting period (the “**PA Period**”) denoted will display for your task and subtask.

The “**PA Period**” on the Find Expenditure Items form will always open with the latest open PA Period as the default. You may change the beginning and ending date range as needed, but remember to always include the selection of a PA Period within the search criteria prior to pressing “**Find**”.

Find Expenditure Items (USD\_SET\_OF\_BOOKS) - ACSV00000, 00, Equipment

PA Periods: JUL-01 - JUL-01

Employee Name:

Supplier Name:

Organization:

Expenditure Type:

Employee Number:

Supplier Number:

Job Name:

Non-Labor Resource:

Non-Labor Resource Org:

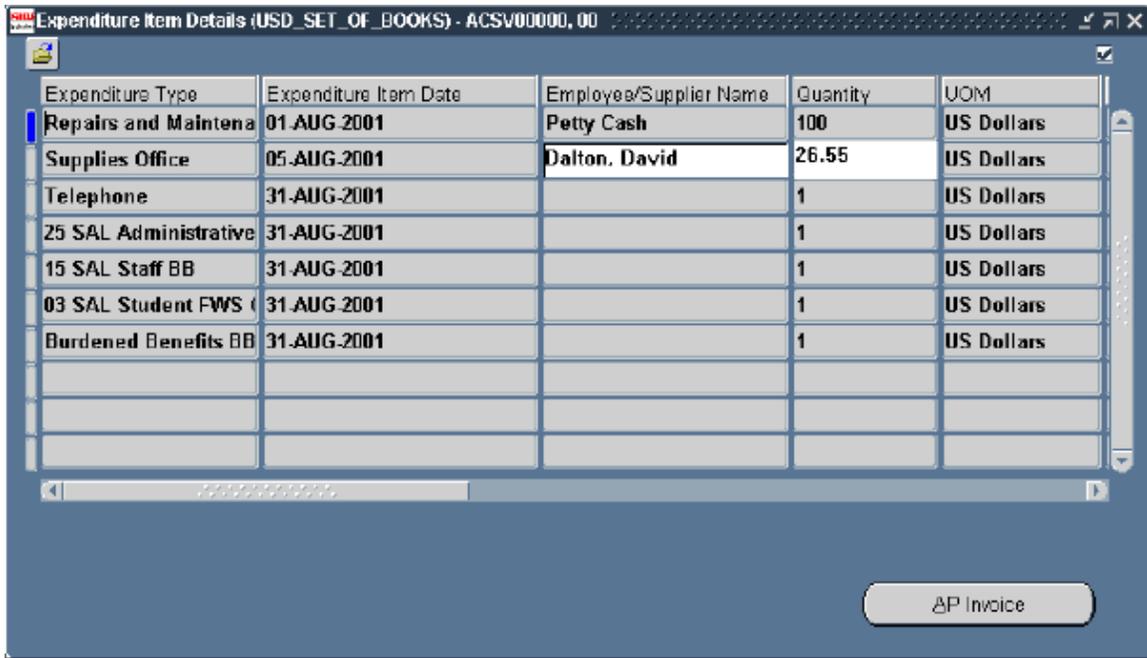
Clear Find

Fig. 3.12.

# ACTUALS

---

## 4. Review Actuals.



The screenshot shows a window titled "Expenditure Item Details (USD\_SET\_OF\_BOOKS) - ACSV00000, 00". It contains a table with the following data:

Expenditure Type	Expenditure Item Date	Employee/Supplier Name	Quantity	UOM
Repairs and Maintena	01.AUG.2001	Petty Cash	100	US Dollars
Supplies Office	05.AUG.2001	Dalton, David	26.55	US Dollars
Telephone	31.AUG.2001		1	US Dollars
25 SAL Administrative	31.AUG.2001		1	US Dollars
15 SAL Staff BB	31.AUG.2001		1	US Dollars
03 SAL Student FWS	31.AUG.2001		1	US Dollars
Burdened Benefits BB	31.AUG.2001		1	US Dollars

At the bottom right of the window, there is a button labeled "AP Invoice".

Fig. 3.13.

From this screen, you can click the “**AP Invoice**” button when available to view the AP Invoice for the expenditure. Remember to highlight the expenditure with the blue marker! The “**AP Invoice**” button will display a window that reflects that expenditure’s check number, the date the check was cut, and various other processing information.

The “**AP Invoice**” button is only available for those expenditures with an expenditure class of “Supplier Invoice”. For further instruction on querying and reviewing actual expenditures, refer to Chapter 2.

The Expenditure Item Details form is exportable to Microsoft Excel. For complete information on exporting forms to Excel, refer to Chapter 2. Additionally, customized Folder Tools are available for this form (See Chapter 5).

# *Tasking*

## CHAPTER 4

# ***OVERVIEW OF ORACLE PROJECT COSTING***

---

Oracle Project Costing allows you to do the following:

- Define projects and tasks.
- Track committed costs of requisitions, purchase orders and supplier invoices.
- Record and report costs against projects.
- Report project status online.
- Integrate with other Oracle and non-Oracle applications.

## **Cost Processing**



## **Definition of Cost Processing**

Costing is the processing of expenditures to calculate their raw cost.

**Raw Cost:** Costs that are directly attributed to goods purchased and/or services rendered.

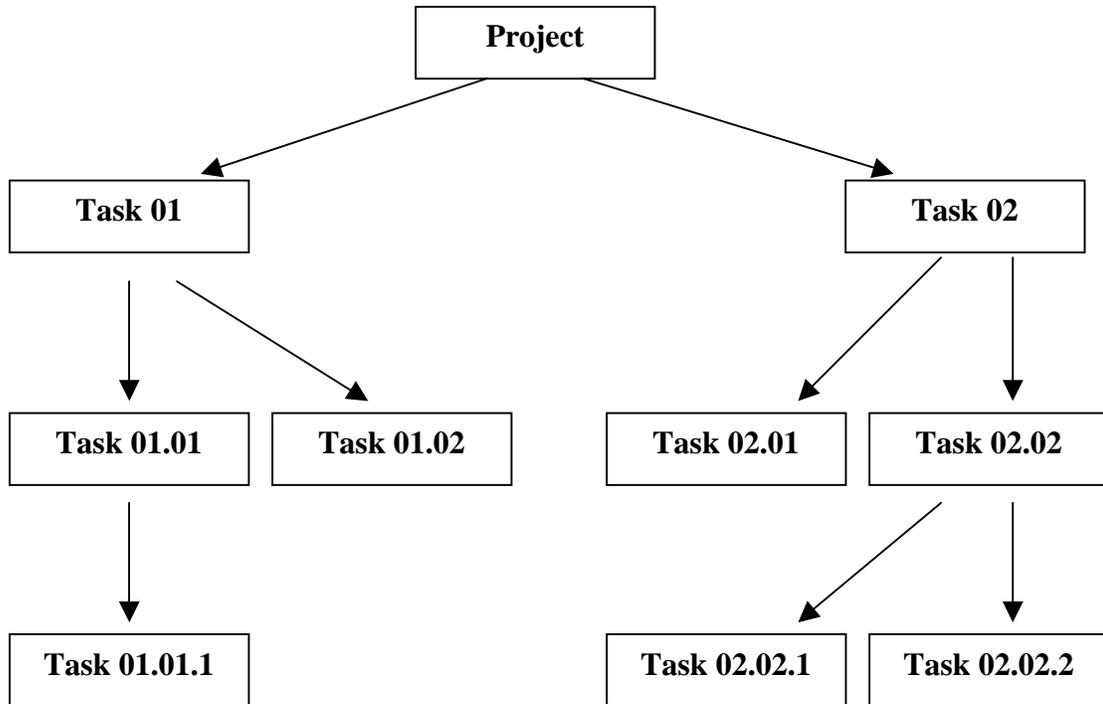
**Burden Costs:** Costs of doing business that support raw costs and cannot be directly attributed to work performed (i.e., benefits).

**Burdened Cost:** Raw cost plus burden cost

# OVERVIEW OF PROJECT CONCEPTS

---

Fig. 4.1.



## What Is a Project?

A *project* is an activity or collection of activities. Projects that are created can be broken down into smaller more manageable units called tasks.

Transactions that are created within Oracle Applications are designated a specific project and task number.

## What Is a Work Breakdown Structure?

A *work breakdown structure* (WBS) is the process of breaking a project down into more manageable activities called tasks. Essentially the WBS is a hierarchy of tasks. The WBS can be as simple or detailed as you want it to be. Oracle Project Accounting supports an unlimited WBS.

You may define the WBS to be as simple or as detailed as you choose.

## ***KEY MEMBERS***

---

### **Key Members**

Key members are employees who can:

- Enter and maintain project data.
- View cost details charged to the project (based on project responsibilities).

A primary project manager is defined for each project within the Key Member screen; however, multiple individuals may be assigned USD Project Management responsibilities over one project.

# ***ENTERING TASKS***

---

## **Oracle Project Accounting**

Navigation → Projects

Button → Find → Place Blue Marker on Appropriate Project

Button → Open → Notice Blue Marker is on Tasks

Button → Detail

Tasks

## **How to Create Tasks**

The majority of projects at the University of San Diego were created with one task known as the Default Task “00”. More detailed task structures may be created at the discretion of the Project Manager. Detailed tasks are created to track specific activities within a project. The screen shot above reflects the Task window where tasks and subtasks are created.

Tasks are unique to one project. In other words, establishing a detailed task structure for one project does not mean another project may access the same task structure. If a similar task structure is to be created within multiple projects, it is necessary to create that task structure within each individual project.

To create a task within your project:

1. Navigate to the Task window as outlined above.
2. Make sure your blue marker is placed to the left of the Default Task “00” line.  
To place your blue marker to the left of the Default Task line, simply click your mouse directly on the “00” field.
3. Press the **“Create Peer Task”** button.
4. Number your task.

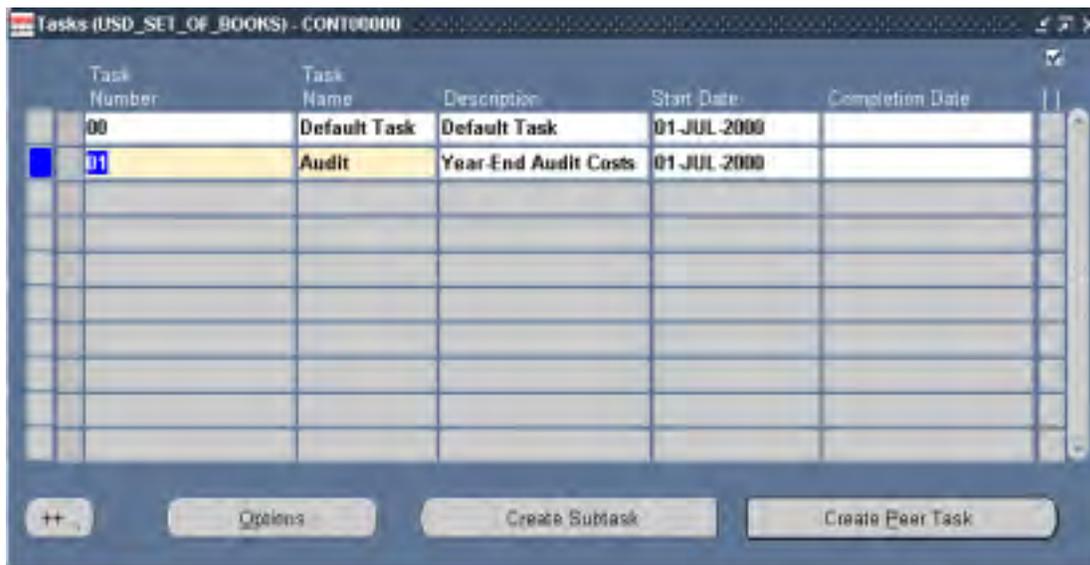
If you foresee the need for ninety-nine or less tasks within this project, number this new task 01. If you foresee the need for one hundred or more tasks within this project, number this new task 001. Tab to advance to the next field entitled **“Task Name”**.

## ENTERING TASKS

---

5. Type in the **“Task Name”** for this task. This field is limited to twenty characters. Tab to advance.
6. Type in the task **“Description”**.
7. The **“Start Date”** for this task will automatically populate with the date of this project’s creation.

Your screen should now look similar to the one below.



Task Number	Task Name	Description	Start Date	Completion Date
00	Default Task	Default Task	01-JUL-2000	
01	Audit	Year-End Audit Costs	01-JUL-2000	

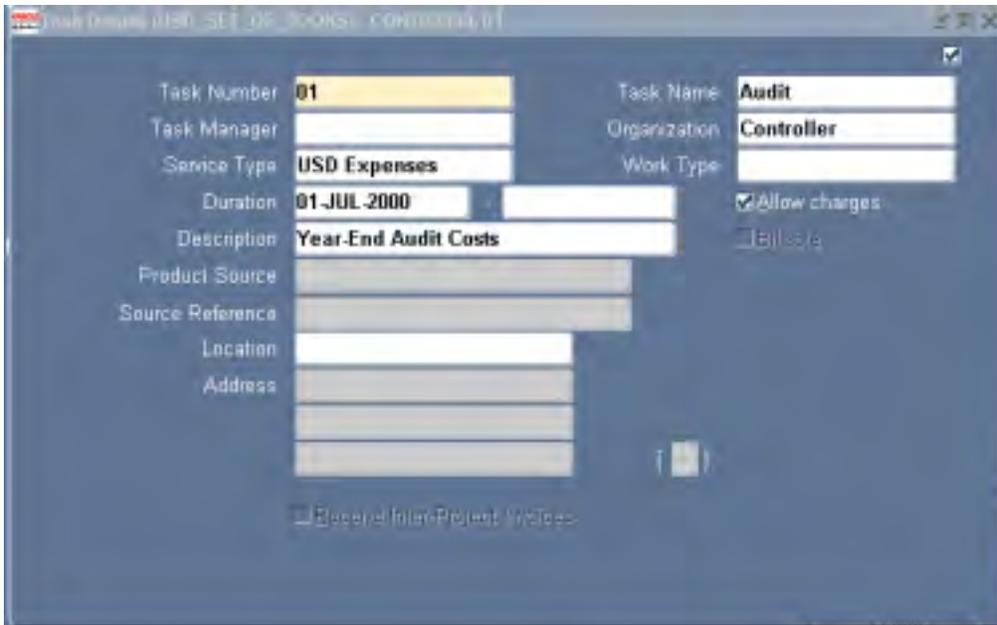
Fig. 4.2.

## ENTERING TASKS

---

8. Now press the yellow diskette save button on the top tool bar. Your task has been saved into the data base once you notice the “Transaction complete: 1 record applied and saved” prompt at the bottom of your Oracle screen.

To enter setup details regarding the task you have just created, make sure you blue marker resides to the left of the new task and then press the **“Options”** button. Select Task Detail by double-clicking on it in the Task Options window. Review and edit your task’s detailed information as illustrated below.



The screenshot shows the Oracle Task Options window for task '01'. The window has a blue background and contains the following fields and options:

Task Number	01	Task Name	Audit
Task Manager		Organization	Controller
Service Type	USD Expenses	Work Type	
Duration	01-JUL-2000	<input checked="" type="checkbox"/> Allow charges	
Description	Year-End Audit Costs	<input type="checkbox"/> Billable	
Product Source			
Source Reference			
Location			
Address			

At the bottom of the window, there is a checkbox labeled "Beyond Inter-Project Values" which is currently unchecked.

Fig. 4.3.

Repeat the above procedures to create additional peer tasks to the Default Task “00”. Using these procedures, tasks may appear to be out of numerical order. Tasks will be placed in the correct order upon navigating to this same screen from the main menu once all tasks have been created and saved.

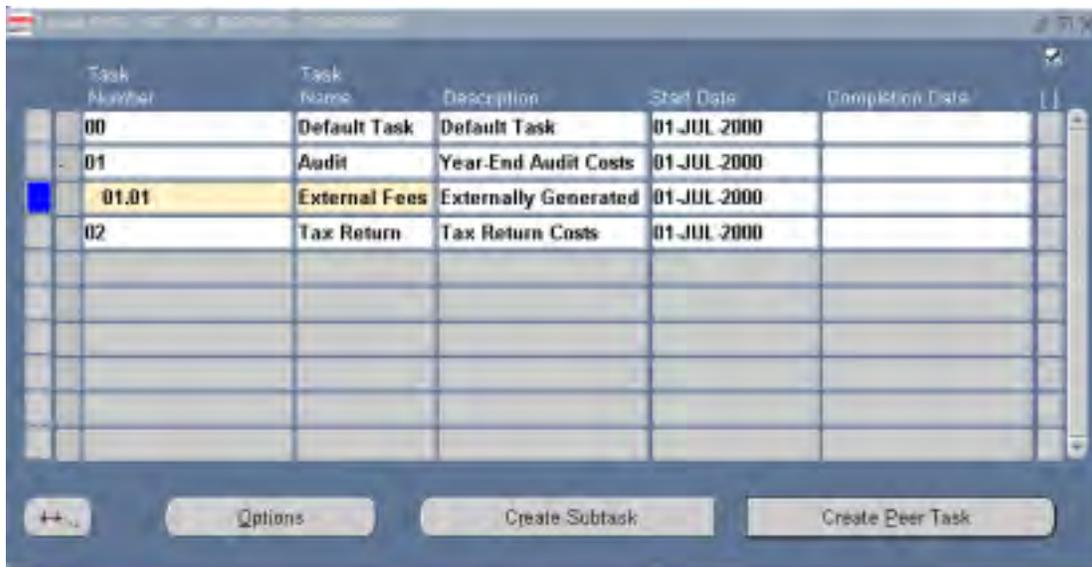
There is an unlimited amount of peer tasks to the Default Task “00” that you may create. The Default Task and its peer tasks are known as the top-level tasks to your project.

# ENTERING TASKS

---

## How to Create Subtasks

1. Review all top-level tasks (i.e., peer tasks to the Default Task “00”)
2. Click your mouse on the task number for which you intend to create subtasks.
3. Press the “**Create Subtask**” button.
4. Enter the subtask number. Be sure to begin the subtask number with the task number (e.g. Subtasks for Task 01 shall be named 01.01, 01.02, etc.). Tab to advance. Notice your subtask number indents under its ‘owning’ task.
5. Enter the subtask name (20 characters maximum).
6. Enter the subtask description for the new subtask.
7. The “**Start Date**” for the new subtask will be inserted automatically from the start date of the project.



Task Number	Task Name	Description	Start Date	Completion Date
00	Default Task	Default Task	01-JUL-2000	
01	Audit	Year-End Audit Costs	01-JUL-2000	
01.01	External Fees	Externally Generated	01-JUL-2000	
02	Tax Return	Tax Return Costs	01-JUL-2000	

++ Options Create Subtask Create Peer Task

Fig. 4.4.

## ***ENTERING TASKS***

---

8. Now press the yellow diskette save button on the top tool bar. Your subtask has been saved into the data base once you notice the “Transaction complete” prompt at the bottom of your Oracle screen.

Repeat the above procedures to create additional subtasks. Using these procedures, subtasks may appear to be out of numerical order. Subtasks will be placed in the correct numerical order upon navigating to this same screen from the main menu once all subtasks have been created and saved.

There is an unlimited amount of subtasks per each task. You may also create an unlimited amount of subtasks to subtasks. The lowest task that you create for a project is known as the lowest-level task.

# ***TASK NUMBERING AND NAMING***

---

## **Task Numbering and Naming**

- Tasks are indented to indicate their location in the WBS.
- Task numbers can be modified unless transactions have been entered against the project. Once transactions have been charged to the project, the task number must be end dated and another one created.
- If the WBS has more than ten tasks but less than one hundred, you must always use a leading zero for single-digit numbers. Oracle Project Accounting displays your tasks as follows: 01, 02, ... ,10, 11.

### **Example:**

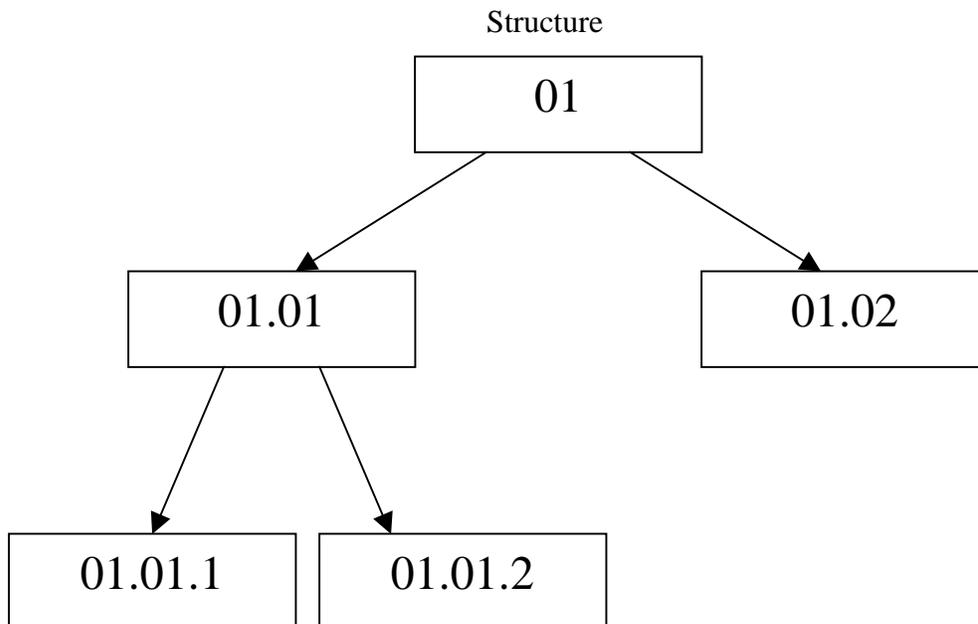


Fig. 4.5.

# ***CHANGING THE TASK INFORMATION***

---

You can apply the following types of changes to a task definition:

## **Unrestricted changes**

- Task name
- Description
- Start date - Must be on or after project start date; will not change existing task attributes.
- Completion date - Must be on or before project completion date; will not change existing task attributes:
  - Task manager
  - Task service type

## **Conditional changes**

- Task number - Change is allowed only before transactions are charged to a task.
- Chargeable check box - Change is allowed only at the lowest task.

## ***CHANGING THE WBS***

---

You can make the following types of changes to the WBS:

- **Adding a task** - Can add any task without overrides or transactions.
- **Deleting a task** - Can delete any task without transactions, subtasks, or budget amounts. You will delete overrides when the task is deleted.
- **Changing the task level** - Cannot be done directly, but it can be done by creating a new desired structure. This may require the transfer of any items that are charged to old tasks.

# *Customizing the Presentation of Data*

## CHAPTER 5

# ***CUSTOMIZING THE PRESENTATION OF DATA***

---

## **Section Objectives**

At the end of this chapter, you should be able to:

- Create a personal navigator Top Ten List
- Export data to Microsoft Excel
- Customize the layout of data in a folder form
- Use the folder tool palette
- Manage folder definitions

## **Personalizing Your Access to Oracle Applications**

You can use several features of Oracle applications to enhance your proficiency in the system. Use a navigator Top Ten List to put your commonly used forms on your main menu or Navigator. Additionally, you can create a folder definition, which you can use to specify query criteria and rearrange the layout of a form. This chapter explains how to use these features to make your access to the system easier.

# CREATING A NAVIGATION TOP TEN LIST

---

**Oracle Project Accounting**  
Navigator

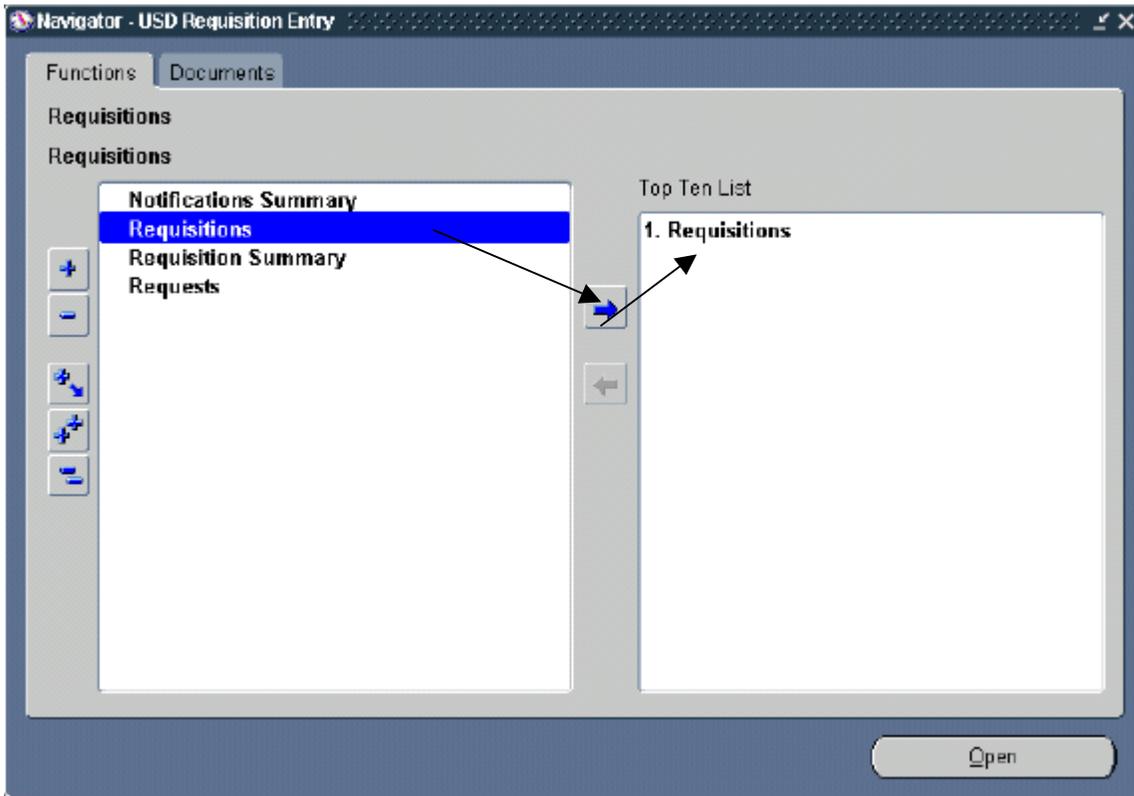


Fig. 5.1.

# ***CREATING A NAVIGATION TOP TEN LIST***

---

## **The Navigator Window**

If there are forms that you use frequently, you can add them to a navigation Top Ten List located on the right side of the Navigator window. The Top Ten List displays your forms numerically so you can choose them instantly without having to search for them in the navigation list. You can add a maximum of ten forms to the Top Ten List and you can create a different Top Ten List for each responsibility to which you have access. A Top Ten List is unique for the responsibility and user sign-on combination that you use.

## **How to create a Navigation Top Ten List**

1. Select a frequently used form from the navigation list by highlighting it in the Navigator window.
2. Press the arrow right button (in the middle of your Navigator window) to add that form to the Top Ten List.
3. To remove a form from your Top Ten List, highlight the item on the Top Ten List you wish to remove, and press the left arrow button.
4. To open a form on the Top Ten List, simply press the number on your keyboard corresponding to the Top Ten List form you wish to open.

**Note:** Sometimes the form that you add changes names when it appears in the top ten listing.

## EXPORTING PROJECT EXPENDITURES

---

You can export project expenditures to Microsoft Excel by following these steps:

- From the Project Expenditure Items window, select “**File**” from the top menu, and then “**Export**”, as highlighted in the following screenshot:

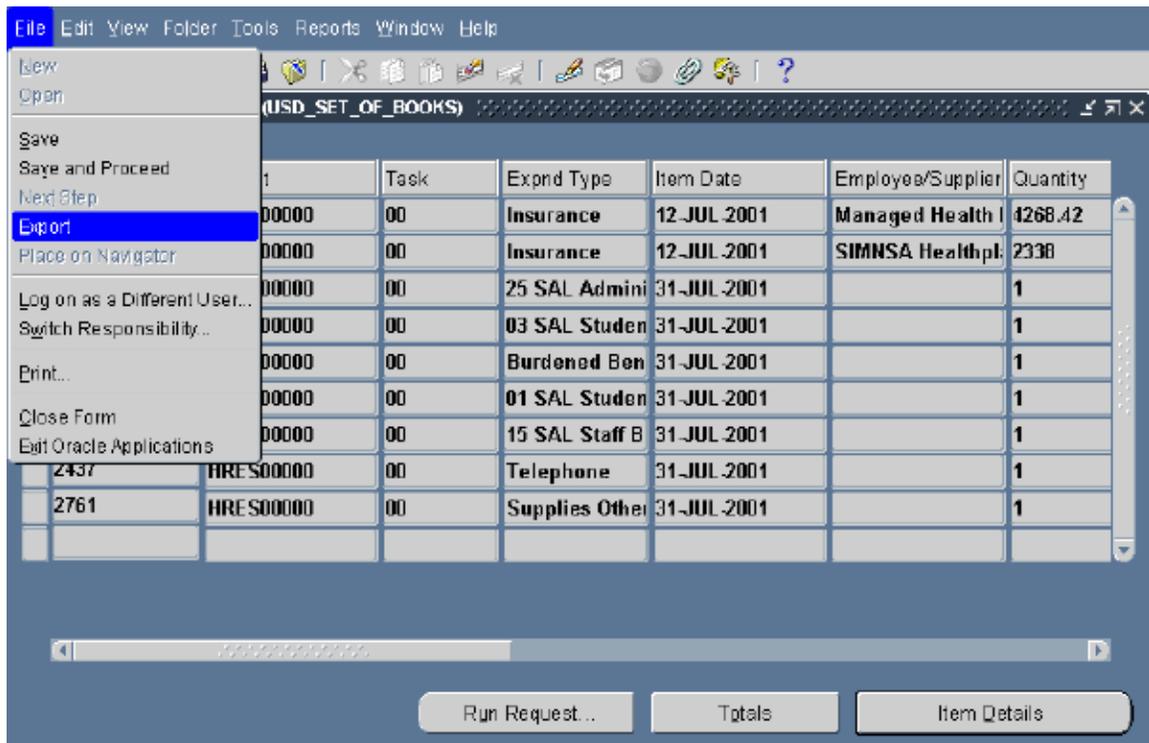


Fig. 5.2.

## ***EXPORTING PROJECT EXPENDITURES***

---

When exporting from Oracle for the first time, please following these one-time steps:

- 1) After selecting **“File”** and then **“Export”**, a small box will appear with four buttons, one of which is **“Pick App”**. Click on the **“Pick App”** button.

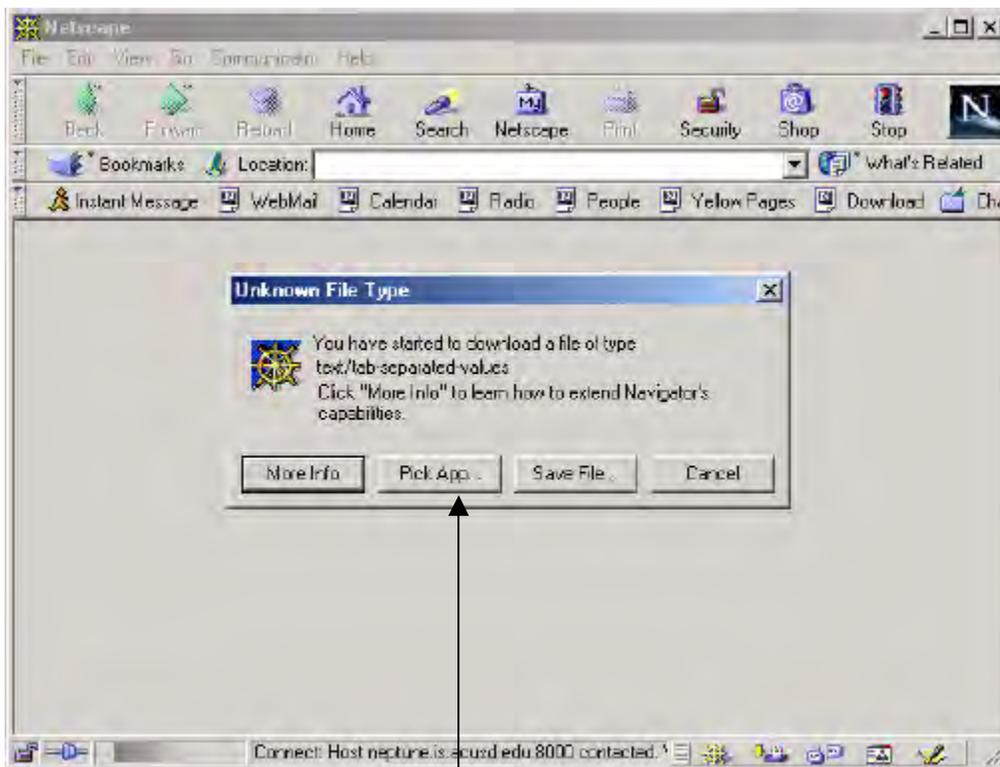


Fig. 5.3.

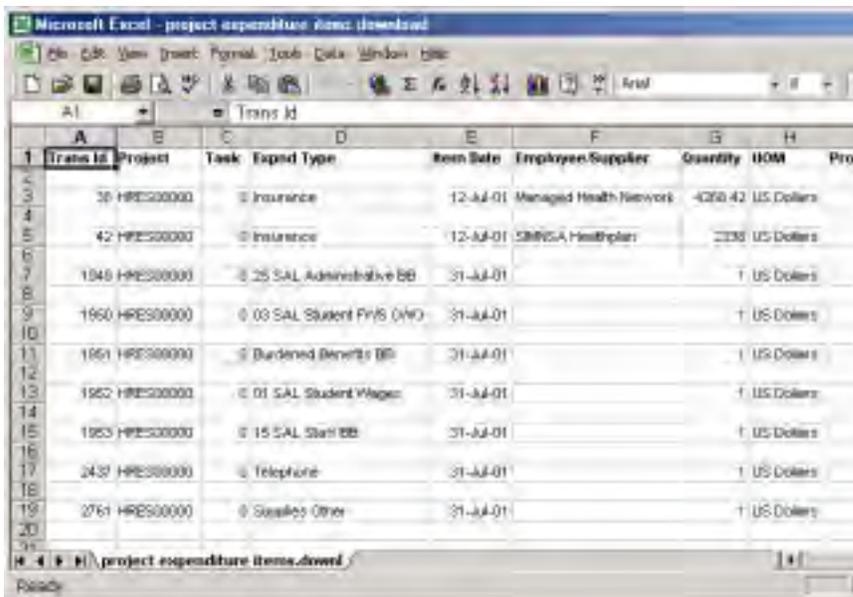
Click here!

## EXPORTING PROJECT EXPENDITURES

---

- 2) Another small box will appear with a tab marked “**Browse**”. Click on “**Browse**”.
- 3) Using your mouse, select the “**C:\**” drive.
- 4) Look for and double-click on the “**Program Files**” folder.
- 5) Look for and double-click on the “**Microsoft Office**” folder. Look for and double-click on the “**Office**” folder.
- 6) Using your scroll bar at the bottom to guide you to the right, double-click on the “**EXCEL.EXE**” program.
- 7) You will automatically be returned to the “**Browse**” window. Click on “**OK**”.
- 8) Now you will notice a large, gray box. Select “**Open It**” and hit “**OK**”.
- 9) Microsoft Excel should now appear on your screen similar to Figure 2.6 below.

Once you complete the above ten steps successfully one time, any future exporting from Oracle will bring you directly to step 9) above.



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - project expenditure items downloaded". The spreadsheet has columns labeled A through H. The data is as follows:

Trans Id	Project	Task	Expend Type	Item Date	Employee/Supplier	Quantity	UOM	Proj
30	HRES00000	Insurance		12-Jul-01	Managed Health Network	4260.42	US Dollars	
42	HRES00000	Insurance		12-Jul-01	SMNSA Healthplan	2290	US Dollars	
1040	HRES00000	25 SAL Administrative BB		31-Jul-01		1	US Dollars	
1060	HRES00000	03 SAL Student PHYS (NW)		31-Jul-01		1	US Dollars	
1061	HRES00000	Burdened Benefits BB		31-Jul-01		1	US Dollars	
1062	HRES00000	01 SAL Student Wages		31-Jul-01		1	US Dollars	
1063	HRES00000	15 SAL Staff BB		31-Jul-01		1	US Dollars	
2437	HRES00000	Telephone		31-Jul-01		1	US Dollars	
2761	HRES00000	Supplies Other		31-Jul-01		1	US Dollars	

Fig. 5.4.

## ***EXPORTING PROJECT EXPENDITURES***

---

- You may auto-fit the columns by highlighting all columns, and selecting “**Format**” from the top menu and then “**Columns**”, and “**Auto-Fit**”.
- You may sort the rows by highlighting exported rows beginning with row three, and selecting “**Data**” from the top menu and then “**Sort**”.
- If you wish to sum any of the columns exported, you must reposition the “-“ sign to the front of any numbers exported as a credit (or negative), in order for Excel to sum the column correctly.



# CREATING A NEW FOLDER DEFINITION

---

## Oracle Project Accounting

Menu → Folder → New

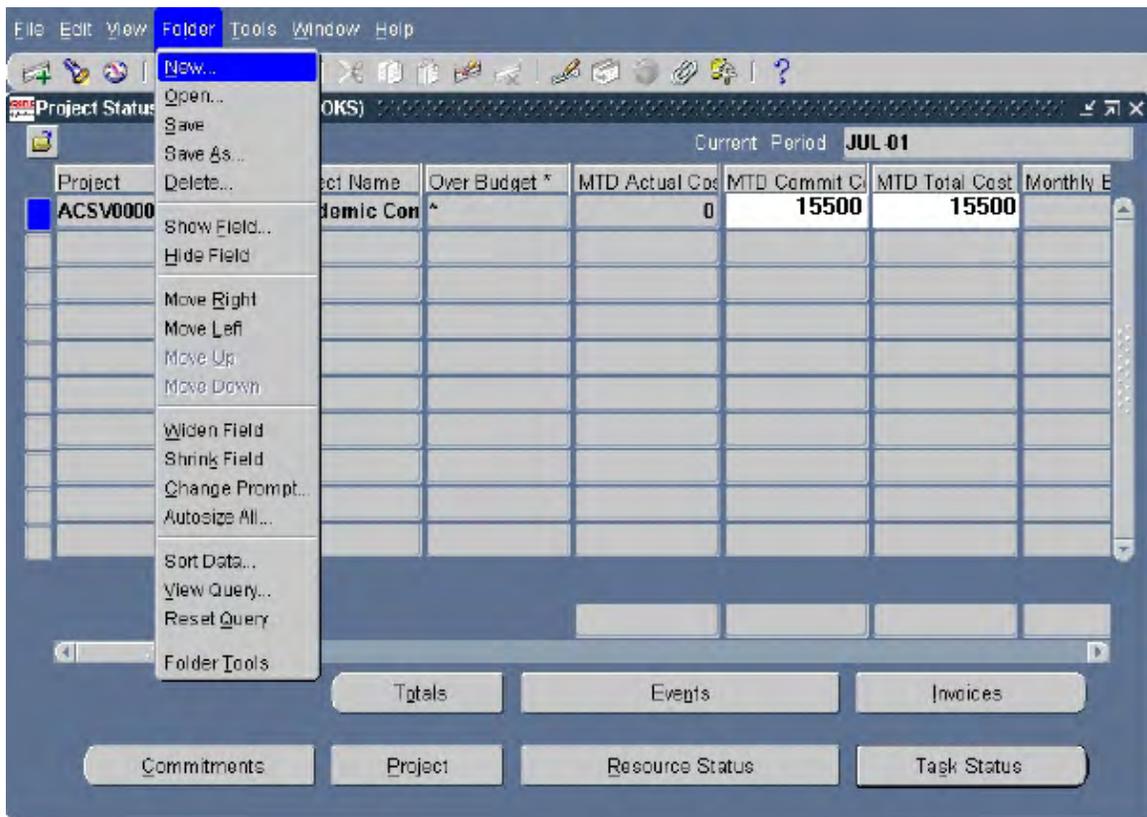


Fig. 5.6.

## Folder Definitions

You can create and save new folder definitions, or open and delete existing folder definitions. When you open a new folder definition, the layout for the new folder definition replaces the layout for the current folder definition.

# CREATING A NEW FOLDER DEFINITION

---

## How to Create a New Folder Definition



Fig. 5.7.

1. From the menu, select Folder → New.
2. Enter a new unique folder name. We suggest beginning the folder name with your initials such as “PJ Folder”.
3. Select “**Never**” for Autoquery frequency.

Note: This is an advanced feature to use only if you want the folder to automatically query for a subset of records each time you open the folder definition.

4. Select “**Open as Default**” if you want this specific folder definition to open as your default each time you navigate to this folder for the first time after invoking the form.
5. Select “**Public**” if you want other Oracle users to have access to this folder definition.
6. Click “**OK**” when you are finished.

# THE FOLDER TOOLS

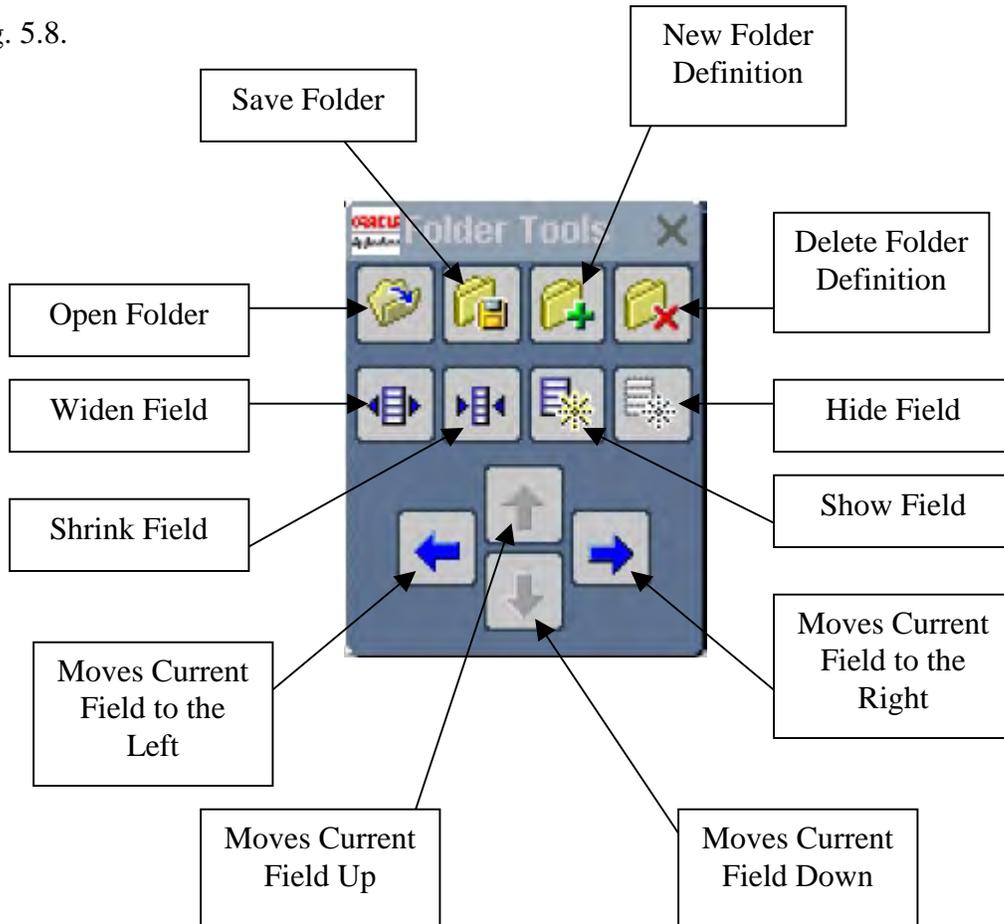
---

## Using Folder Tools

**Oracle Project Accounting**  
Menu → Folder → Tools  
Folder Tools

Once you have saved the folder under your new name, you may begin to make your customized changes as allowed by the Folder Tools window shown below. You may also right-click your mouse on a column heading to modify any column's title.

Fig. 5.8.



## ***THE FOLDER TOOLS***

---

You can customize the presentation of data in a folder using the Folder Tools menu.

<b>MENU ITEM</b>	<b>DESCRIPTION</b>
New	Creates a new folder definition
Open	Opens a saved folder definition
Save	Saves changes to the current folder definition
Save As	Saves the current folder definition to a new name
Delete	Deletes an existing folder definition
Show Field	Displays a field that is currently hidden
Hide Field	Hides the current field
Move Right	Moves the current field to the right
Move Left	Moves the current field to the left
Move Up	Moves the current field up (not always available)
Move Down	Moves the current field down (not always available)
Widen Field	Increases the width of the current field
Shrink Field	Decreases the field of the current field
Change Prompt	Changes the prompt for the current field
Autosize All	Adjusts all field widths proportionately to fill the window
Show Order By	Toggles the display of the Order By Buttons so you can specify the sort order for the first three field columns
View Query	Displays the query criteria for the current folder definition
Reset Query	Erases the current query criteria
Folder Tools	Displays the folder tool palatte

## SAVING AND OPENING A FOLDER DEFINITION

---

### Oracle Project Accounting

Menu → Folder → Save *or* Save As

### To Save Changes to a Folder Definition

1. Select Folder → Save to save any layout or query changes made to the current folder definition or choose Folder → Save As to save the current folder definition under a new name. If there are any pending changes to the information in the folder, you will be prompted to commit the changes.
2. Click “**OK**” after you have completed the information requested in the Save Folder window.

If you save a folder definition to “**Open as Default**” and then open another folder definition and save that second definition also as “**Open as Default**”, the second definition is reset as the new default.

If you modify a public folder definition in any way, saving it makes it a private folder definition.

## SAVING AND OPENING A FOLDER DEFINITION

---

### Oracle Project Accounting

Menu → Folder → Open

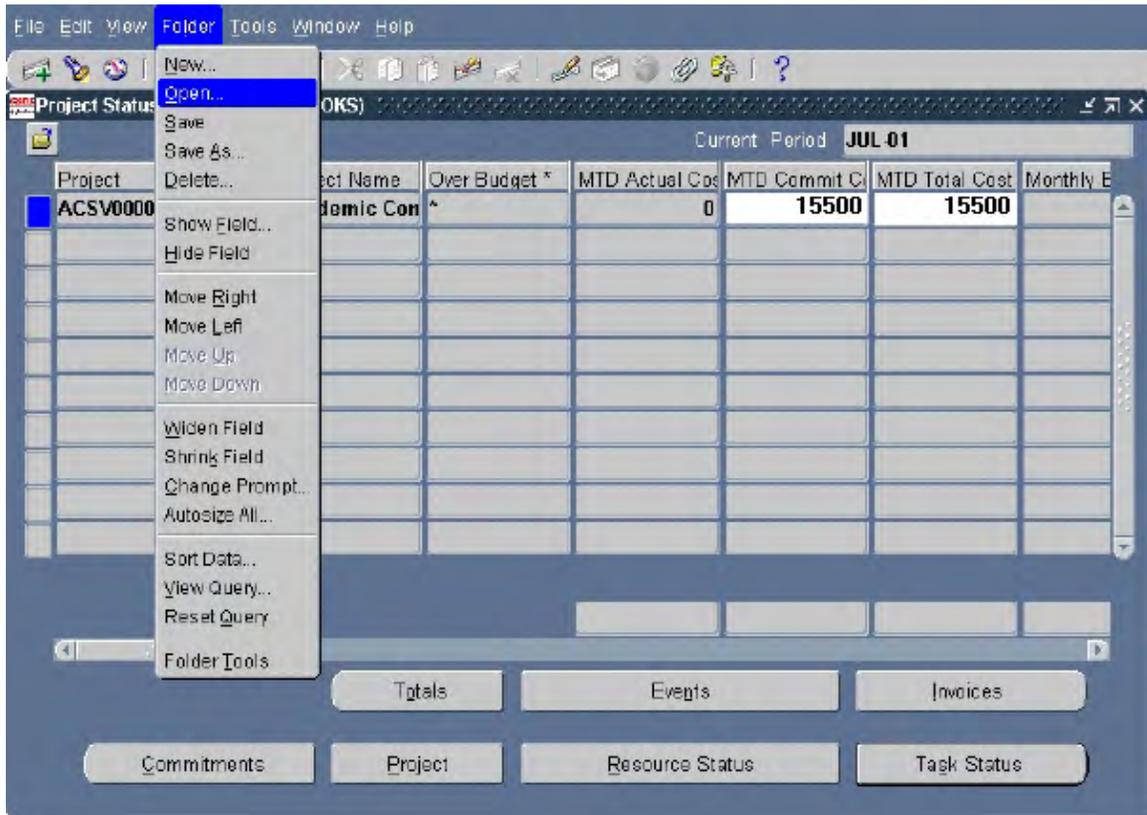


Fig. 5.9.

### To Open Another Folder Definition

1. Select Folder → Open from the menu to load a predefined folder name. Or, click the “Open Folder” button located in the upper left corner of the folder block.
2. Select a private or public folder from the list window that is displayed, and click “OK” to replace the current folder definition with the new folder definition.

## RECOVERING THE ORIGINAL DEFAULT FOLDER DEFINITION

---

### Oracle Project Accounting

Menu → Folder → Save As

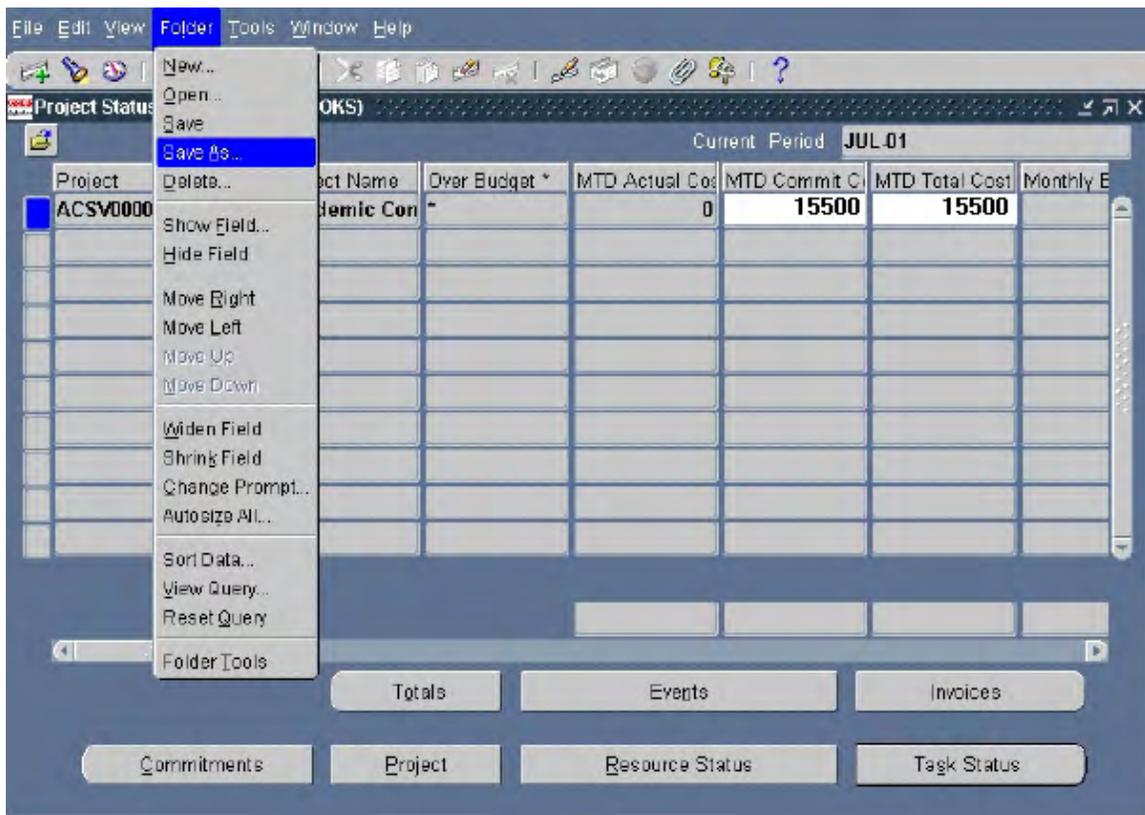


Fig. 5.10.

### Recovering the Original Default Folder Definition for a Folder

Once you create a custom folder definition and made it your default for this folder, you can recover the original standard Oracle default folder. Note that if you like the original default folder attributes, give it a name and save it (without making any changes) before you create any new folder definitions. This way, you can open the original folder definition by choosing it from a list of all your predefined folder definitions.

## ***RECOVERING THE ORIGINAL DEFAULT FOLDER DEFINITION***

---

### **How to Recover the Original Default Folder Definition**

1. Menu → Folder → Save As.
2. Clear “**Open as Default**” in the “**Save As**” window.
3. Click “**OK**” when you are finished.
4. Navigate to this folder again to display the original default folder definition.

## ***DELETING A FOLDER DEFINITION***

---

### **Oracle Project Accounting**

Menu → Folder → Delete

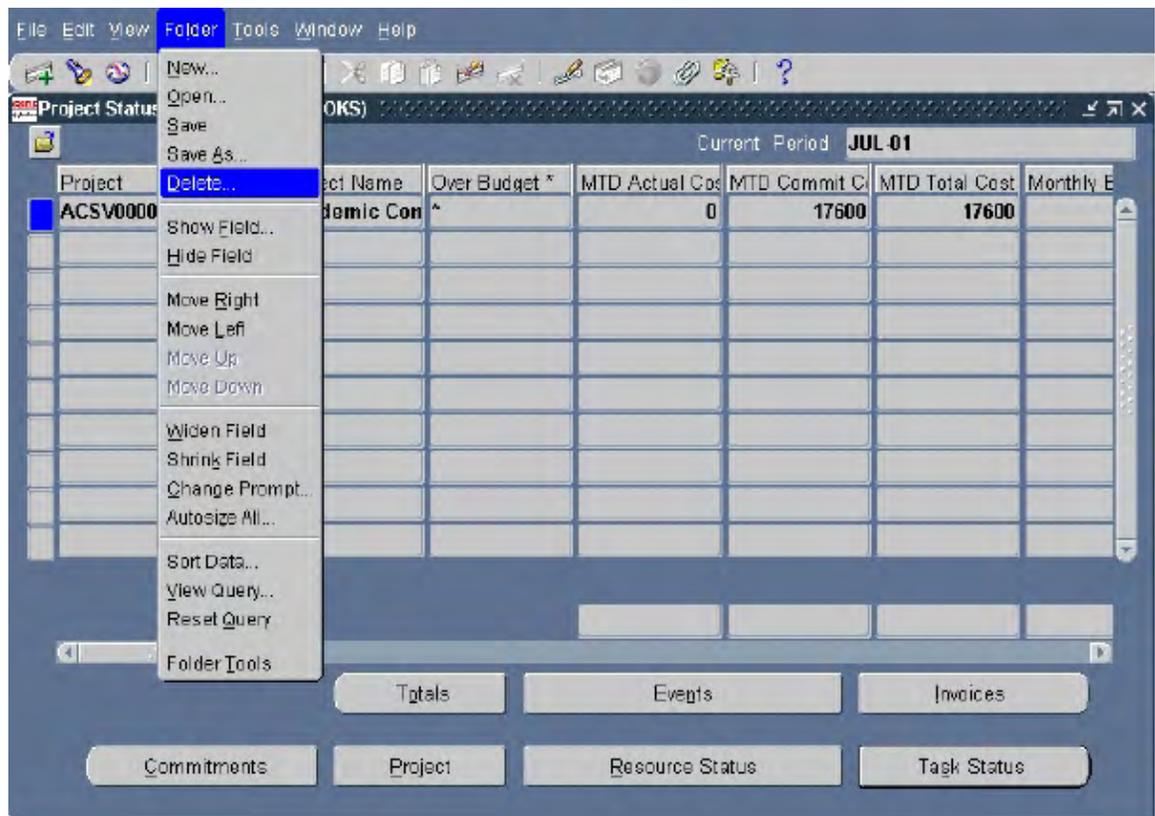


Fig. 5.11.

### **Deleting a Folder Definition**

1. Select Folder → Delete.
2. Select a folder from the list that is displayed and click “OK” to delete the definition. Note that you can only delete folders you have created. If another user is referencing that folder definition as their “Open as Default” folder, that reference is deleted as well.

**\*\* Appendix \*\***  
**Project Status Inquiry “Cheat Sheet”**

(All steps below begin at your Navigator Screen in Project Accounting)

***TO VIEW ...***

**Snapshot of Overall Project Totals**

Project Status

Project Status Inquiry

Find Button

This will show overall totals of all projects you are currently opened to view.

**Project Totals by Resource/Expenditure Group**

Project Status

Project Status Inquiry

Find Button

Place mouse over project number you wish to view and click in field

Resource Status Button

**Project Totals by Task**

Project Status

Project Status Inquiry

Find Button

Place mouse over project number you wish to view and click in field

Task Status Button

**Commitments Inquiry**

Project Status

Project Status Inquiry

Find Button

Place mouse over project number you wish to view and click in field

Use fields to narrow search or leave blank and hit Find to see all committed costs

**Query Actual Items for a Particular Resource/Expenditure Group**

Project Status

Project Status Inquiry

Find Button

Place mouse over project number you wish to view and click in field

Task Status Button

Resource Status Button

Place mouse over Resource Type you wish to see detail and click in field

Hit Actuals button

Change months to view whatever range you wish

**Query All Actual Items for an Entire Month or Range of Months**

Project Status

Project Status Inquiry

Find Button

Place mouse over project number you wish to view and click in field

Task Status Button

Actuals Button

Change months to view whatever range you wish

Find Button