

State of Oklahoma

COR434

Project Costing Definition Manual

Office of Management & Enterprise Services



OKLAHOMA

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The content of this training manual is based largely on a generic system configuration and illustrates the base-line functionality required to execute transactions in the module. Your agency may be utilizing more or less of the functionality illustrated in this manual. This manual is intended to be a framework upon which agencies can add agency-specific training content that speaks specifically to the system functionality that they have deployed and related configuration that they use for transaction processing. Agencies should not depend on these manuals for end-user training or problem resolution until they have been reviewed by the agency for appropriateness.

Document History

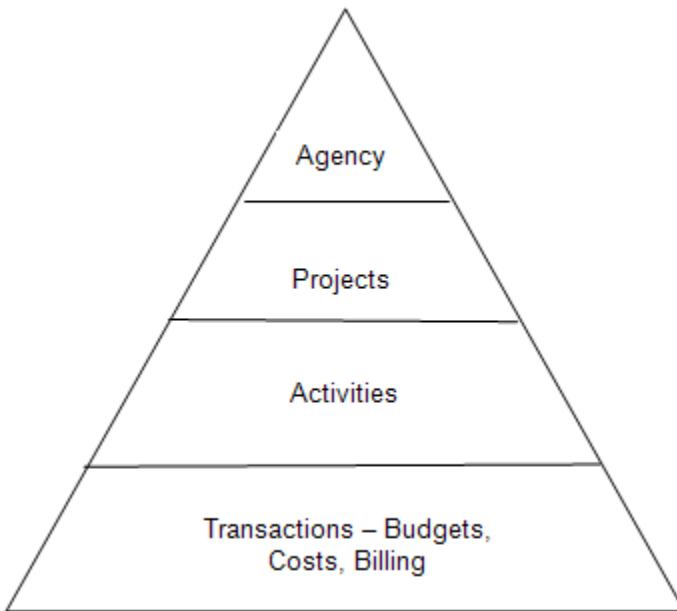
<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
1.0	04/30/2010	Initial Document
1.1	07/14/2011	Template Update
2.0	05/01/2014	Upgrade Update
3.0	08/19/2024	Logo Change



Project Definition Overview

At the highest level, Projects are managed within a Project Business Unit. Within each Project, costs are organized and analyzed by Activity. Activities are the specific tasks that make up a Project. During the course of an Activity, transactions are created for such things as labor and materials. Transactions are attached only at the Activity level. Project Costing organizes and groups these transactions to monitor and report on the conditions of a Project.

This diagram illustrates the hierarchy.



Projects also serve to calculate and store billable transactions. In combination with the Contracts module, transactions in Projects can be priced and become billable cost used for customer billing.

All project transactions are stored in the Project Transaction table (PROJ_RESOURCE). Project transactions provide the basis for project reporting, analysis, billing, and asset capitalization.



Key Terms

Project Costing Business Unit: Each agency has one, and only one Project Costing Business Unit. The Business Unit is the three (3) digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Project ID: The Project ID represents the basic unit that serves to establish budgets and collect costs and revenue for analysis purposes. Projects serve to collect construction costs and capitalize Assets in conjunction with the Asset Management module. Project ID is also a Chartfield and as such, a part of the distribution line. Project IDs are a maximum of 15 characters long, and they are alpha-numeric (can be letters and/or numbers). Additionally, Project IDs must be unique throughout the system; hence each ID should start with the first three digits of the Agency number. Ex: 090CORE_PHASEII.

Activity ID: An Activity ID generally represents a task that makes up a Project. Project Costs and Budgets are stored in Activities.

Analysis Type: Analysis Types are used in both Grants and Project Costing to reflect the nature of transactional data as it flows through the system. PeopleSoft delivers a set of Analysis Types that support the functionality of software particularly in Grants and Projects. This set of Analysis Types should not be altered. However, if a business process requires the use of an additional Analysis Type (likely) an “agency requested” Analysis Type can be added. Once an Analysis Type has been added, it will be available for use by all agencies.

Each project is composed, at the most basic level, of transactions. Transaction rows in the PROJ_RESOURCE table contain the quantity, amount, chartfields and other detailed data elements associated with each transaction (PO#, Req#, Voucher#, Vendor, etc.).

Analysis types are assigned to individual transactions to identify the different types of transactions, such as estimated costs, budgeted amounts, actual costs, and billed costs. For a single transaction, the Analysis Type can change as the transaction flows through the system. For example, a requisition begins with an Analysis Type = REQ, when the requisition is sourced into a Purchase Order another transaction is created with an analysis type = COM. Finally, when the PO is copied into a voucher for payment, a third transaction is created with the ACT analysis type. In this way, analysis types describe the nature of a transaction within Project Costing or Grants.

Analysis Group: A collection of Analysis Types used for securing Project Transactions, calculating Billable costs, and Reporting.



Budget Item: An agency defined category of budgeting. These could be similar to a roll-up account like Labor, Equipment or Travel. Budget Item is used in several of PeopleSoft's delivered inquiry pages.

Work Breakdown Structure: Organization of Activity IDs to define the total scope of each Project. Each descending level represents an increasingly detailed definition of a project component.

Project Budget: Project Budgets are Cost or Revenue Budget estimates that are distributed to Project Activities and Budget Items across time periods for budgetary or project performance measurement.

Project Accounting: The Accounting for Projects feature, provides a method for translating Project transactions into accounting entries that can be sent to General Ledger. Using Accounting Rules, the system converts transactions in Project Costing to accounting lines that the Journal Generator Application Engine process (FS_JGEN) later converts into journal entries.

Project Trees: Project Trees define how Projects are related to each other. The relationships between projects determine the level of detail achieved when tracking and reporting costs. Within a Project Tree, a project can be hierarchically related to as many projects as necessary to achieve the necessary degree of cost tracking and analysis.

Project Transaction: Project Transactions represent the cost, revenue or budget amounts defined for and collected in a Project. A Project Transaction can be a Purchase Order encumbrance, a Voucher cost, a Billing amount, or a Budgeted estimate. Project Transactions make up the amounts and estimates by which Project Accounting and Reporting is accomplished.



Process Flows

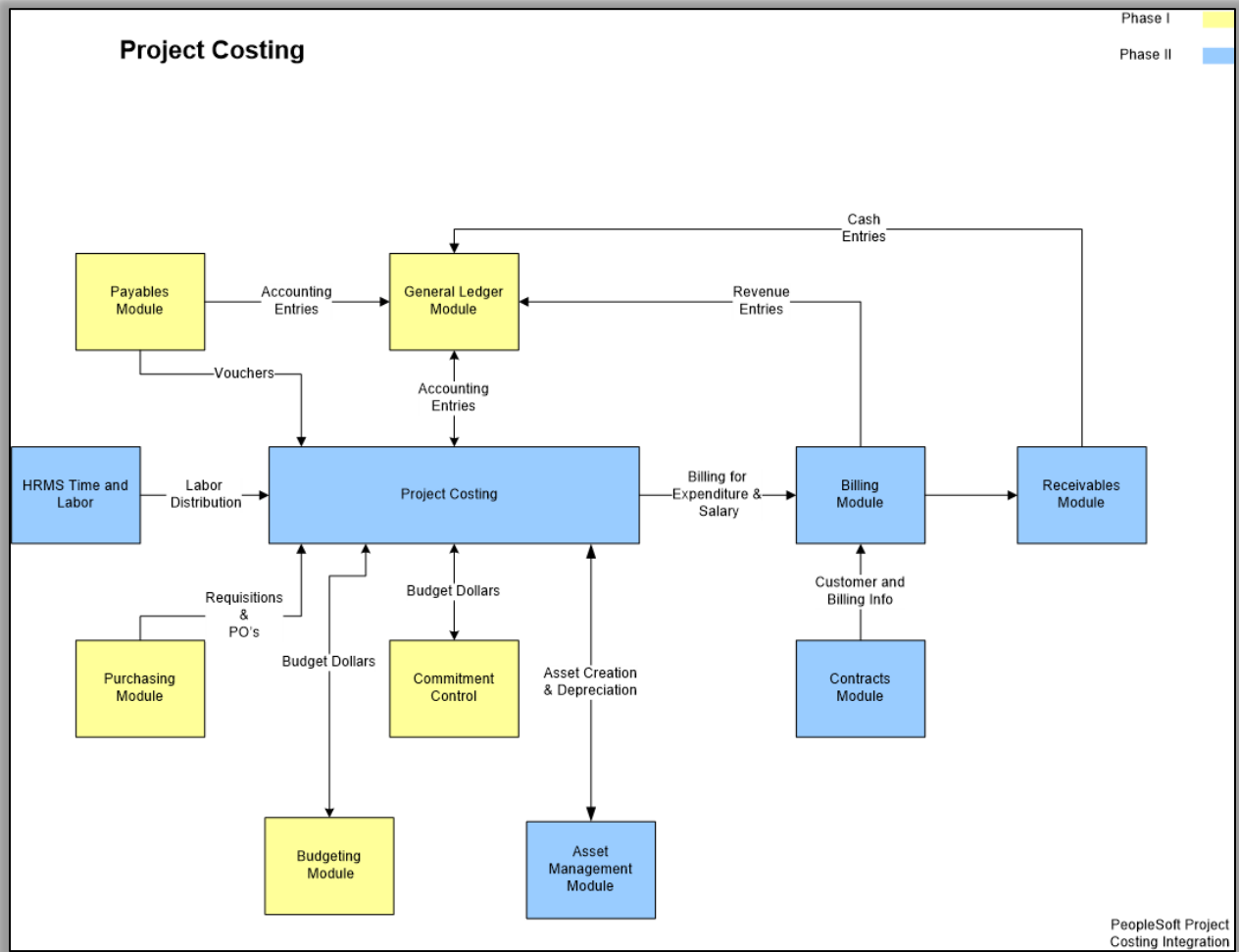


Diagram 1: Project Costing Module Integration

Create a Project

Projects should be defined before actual work begins or costs are incurred. Once a Project is defined, it is available as a Chartfield on the distribution line for recording costs and revenue.

General project maintenance tasks include creating, defining, and updating a Project, as well as tracking a variety of project-related information. Included in the project-related information is:

- Project general information
- Project schedule dates
- View Project Managers
- Define Project Locations
- Assign and track rates (Contracts module integration)
- Attach files to projects
- Project Teams
- Project Status

Step 1: Creating a Project

Navigation: Project Costing > Project Definitions > Define Project General Info > Add a New Value

General Information

Find an Existing Value | **Add a New Value**

*Business Unit

*Project

*Create ▼

Add

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit – is the Agency in which the Project will be created.

Project – this value will be the Project ID. Each agency will follow a naming convention for their Project ID values.

Create – for new Projects, leave this value as ‘Blank Project’.

Click the **Add** button to enter the Project General Information pages.

General Information Tab

The screenshot shows the 'General Information' tab for a project named 'NEXT'. The interface includes several input fields and buttons:

- Project Name:** NEXT
- Add to My Projects:** Button
- *Description:** Software Upgrade (with a 'Program' checkbox)
- *Integration:** 09000 (with a search icon and 'OSF Integration Template' label)
- Project Type:** PROJ (with a search icon and 'PROJECT' label)
- Percent Complete:** 0.00 (with 'As Of' label)
- Project Health:** (with a dropdown menu and 'As Of' label)
- Processing Status:** Active
- Project Status:** O (with a search icon and 'Open' label)
- Project Schedule:**
 - *Start Date: 07/31/2024 (with a calendar icon)
 - *End Date: 06/30/2025 (with a calendar icon and 'Additional Dates' link)
- Description Section:**
 - Date/Time Stamp: 07/24/24 2:10:31PM
 - User ID: BBENN06
 - Description: (empty text area)
 - 254 characters remaining
 - Long Description: (empty text area)
- Buttons:** Save as Template, Copy Project, Save, Refresh, Add, Update/Display, Include History, Correct History.

The **General Information** Tab displays high-level parameters and properties for the Project. Some of these properties are defaulted into the Project ID from Business Unit configuration.

Description – the Project Description should describe the Projects purpose or definition. The Description will also be visible on the distribution line when recording costs or revenue for this Project.

Integration Template – this value defines how the Project ID will integrate with other system modules. This value should be equal to the Project Costing business unit.

Project Type – **select** the Project Type to categorize the Project. This value can also impact the Revenue Accounting Entries for billable Project Costs.

Start/End Date – the Start and End Dates define the beginning and ending dates for this Project.

Calculate - Select Start Date, End Date, or Duration (days) to specify which one of these three fields is calculated by the system based on the values that you enter for the other two fields. For example, select End Date for the system to calculate the end date based on the values that you enter for start date and duration.

Description – use the Long Description fields to store additional Comments about the Project.

Project Status – there are three project statuses defined in the system:

O = Open

C = Closed

T = Financials Open, T&L Closed

Use the lookup icon to populate the project's Status and the Effective Date of the status. The status must be Open for use with Time and Labor. If the status is Closed, the project cannot be used to process a transaction in any module.

Click the Save button to Save values in the Project General page and continue with defining the Project.

The **Project ID** will be Saved at this point and cannot be changed.

Click the Project Costing Definition Tab.

NOTE: Not all fields available in the Project pages will be defined and explained in this training manual. Those fields not referenced in the manual are generally not required for transaction processing.



Project Costing Definition Tab

General Information	Project Costing Definition	Primavera	Manager	Location	Phases	Approval	Justification	User Fields	>	
Project 000000000000259		Description Software Upgrade								
System Fields *FS_08 SetID <input type="text" value="09000"/> <input type="button" value="Q"/> System Source <input type="text" value="PPC"/> <input type="button" value="Q"/>		Project Currency <input type="button" value="Q"/> Currency Code <input type="text" value="USD"/> <input type="button" value="Q"/> Rate Type <input type="text" value="CRRNT"/> <input type="button" value="Q"/> Effective Date Default <input type="text" value="Accounting Date"/>			Options <input type="button" value="Q"/> <input type="checkbox"/> Standard Activities <input type="checkbox"/> Allow Interest Calculation					
Enforce Team <input type="button" value="Q"/> <input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team		Analysis Group Options <input type="button" value="Q"/> Cost Budget <input type="text" value="BUD"/> <input type="button" value="Q"/> Revenue Budget <input type="text" value="RBUD"/> <input type="button" value="Q"/> Actual Cost <input type="text" value="ACT"/> <input type="button" value="Q"/> Actual Revenue <input type="text" value="PSREV"/> <input type="button" value="Q"/> Forecast Cost <input type="text" value="EAC"/> <input type="button" value="Q"/> Forecast Revenue <input type="text" value="FREV"/> <input type="button" value="Q"/>			Percent Complete <input type="button" value="Q"/> *Calculation Method <input type="text" value="Manual"/> <input type="button" value="Q"/> *Summary Method <input type="text" value="Straight-Line"/> <input type="button" value="Q"/> *Retain History <input type="text" value="Weekly"/> <input type="button" value="Q"/>					
Projects Utilities Project Tree...		Funds Distribution <input type="button" value="Q"/> <input type="checkbox"/> Group Target Definitions								
Profitability Analysis Groups <input type="button" value="Q"/> Actual Margin = Actual Revenue <input type="text" value="PSREV"/> <input type="button" value="Q"/> - Actual Cost <input type="text" value="ACT"/> <input type="button" value="Q"/> Forecast Margin = Forecast Revenue <input type="text" value="FREV"/> <input type="button" value="Q"/> - Forecast Cost <input type="text" value="EAC"/> <input type="button" value="Q"/>										
<input type="button" value="Save as Template"/>		<input type="button" value="Copy Project"/>								
My Projects		Project Valuation		Project Team		Project Activities		Go To <input type="text" value="More"/> <input type="button" value="Q"/>		
<input type="button" value="Save"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/>		<input type="button" value="Update/Display"/>		<input type="button" value="Include History"/>		<input type="button" value="Correct History"/>		

The **Project Costing Definition** Tab serves to define various project options, project currency, and analysis groups.

System Source – all transactions created from this Project will carry this system source. This value should not be changed from ‘PPC’.

Enforce Team – this flag dictates how the Time and Labor module will restrict time entry against this Project.

Project Tree – use this hyperlink to add the Project to a Tree for analysis and reporting.

Currency Code – leave this value as ‘USD’.

Analysis Groups – these values default from the system configuration and should not be changed.

Standard Activities – select this checkbox to restrict Project Activities to a pre-defined list.

Percent Complete – defines the rules for calculating ‘Percent Complete’ for this Project.

Funds Distribution - The initial value of this field defaults from the project business unit level. You can override the value set at the business unit level for individual projects on this page. Select to indicate that the funding source rules can be grouped manually. Each target definition can be associated to a set of rules.

Deselect to indicate that each funding source rule will be associated with separate target definition.

Profitability Analysis Groups - Select analysis groups that are used to calculate actual margin and forecast margin. These values may be the same as the values in the Analysis Group Options group box, but these fields allow users the flexibility to select a different analysis group for calculating profitability.

Click the Manager Tab.

Manager Tab

The screenshot shows the 'Manager' tab of a project management interface. The project ID is 000000000000259 and the description is 'Software Upgrade'. The 'Project Manager' section is currently empty, with fields for 'Effective Date' (07/24/2024), 'Manager Name', 'Project Role', 'Start Date', and 'End Date'. Below this section are buttons for 'Save as Template' and 'Copy Project'. At the bottom of the interface, there are buttons for 'Save', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A 'Project Activities' dropdown menu is set to 'More'.

The **Manager** Tab is blank at this point in the Project definition process but will be populated when the Project Team is defined. The individual(s) assigned to the Project Manager role will be displayed on this page. See Project Team section later in this manual.

Click the Location Tab.

Location Tab

The **Location** Tab allows the user to define a physical location for the Project.

Effective Date – define the date that the Project Location is effective.

EFFSEQ – the effective sequence value can be left as ‘1’.

Location Code – Click the **looking glass icon** and **select** a pre-defined Location Code for the Project. The physical location details for the Location selected will default into the page. Typing the Location Code will not default the details onto the page.

NOTE: Location values are pre-defined and contain Address, City, State and Zip Code. Agencies will maintain the Location values in the system. Locations are also used for Purchasing and Asset Management purposes.

Click the **User Fields** Tab.

User Fields Tab

Project 000000000000259 Description Software Upgrade

User Fields

Field 1 User Currency

Field 2

Field 3

Field 4

Field 5

Amount 1

Amount 2

Amount 3

Date 1

Date 2

My Projects Project Valuation Project Team Project Activities Go To

The **User Fields** Tab allows the agency to store additional properties for a Project. These fields are ‘free form’ in nature and will accept any value that fits the size and type of field on this page.

Field 1-5 – these five fields are ‘Character’ fields and will accept an alpha-numeric value up to 10 characters in length.

Amount 1-3 – these three (3) fields are ‘Amount’ fields with two (2) decimal places.

Date 1-2 – these two (2) fields are ‘Date’ fields and will accept MM/DD/YYYY format.

Click the **Rates** Tab.



Rates Tab

Project 00000000000259 Description Software Upgrade

Associated Contracts

Activity	Sold To Customer	Contract Number	Line	Rate Selection	Description
Billing				Revenue	-

Rates

Rate Selection Rate Set

Rate ISD_AGENCY_Q

View/Add Rates Update Activities

Save as Template Copy Project

My Projects Project Valuation Project Team Project Activities

Go To More

Save Refresh Add Update/Display Include History Correct History

The **Rates** Tab displays Customer Contract information for Projects that are linked to a Contract for billing purposes. Rates for pricing Project transactions are also visible on this page.

NOTE: The Associated Contracts section of the page will not be populated at this point in the Project definition process. Only after a Contract has been linked to a Project will this section of the page display information. See Contracts manuals.

Rate Selection – defines whether a Rate Set or Rate Plan will be used for pricing on this Project.

Rate – define the type of Rate that will be used for pricing transactions in this Project.

NOTE: For Projects that are linked to Contracts for billing purposes, the Contract definition will define the Rate Selection and Rate value.

Click **Update Activities** to copy the Rates from the Project to the Activity for existing Activities.

Click the **View/Add Rates** link to view the details of the Rate Set.

Click the **Right Arrow** symbol to the right of the **Rates** Tab to view more tabs.

Click the **Attachments** Tab.



Attachments Tab

The **Attachments** Tab allows the user to attach a document (Microsoft Word, Excel, etc.) to the Project as supporting documentation. These could include work papers, design specifications, etc.

Use the attachment icon to **select** a file that will be uploaded into the system and attached to the Project.

Once the file is attached, use the delete file icon to remove the file from the Project or the view file icon to view the document.

Click the **Budget Alerts** Tab.



Budget Alerts Tab

Project 000000000000259 Description Software Upgrade
Calculation Type Percentage (Actual vs. Budget)

Budget Alerts

*Alert Type	*Description	Operation	Percentage	Copy to Activities		
High	90% budget expended	>=	90.00	<input type="checkbox"/>	+	-
Medium	75% budget expended	>=	75.00	<input type="checkbox"/>	+	-

Save as Template Copy Project

My Projects Project Valuation Project Team Project Activities Go To More

Save Refresh Add Update/Display Include History Correct History

The **Budget Alerts** Tab defines the budget alert rules for the Project. Budget Alerts allow the user to see when Project spending reaches predefined warning levels. These are alerts only and do not affect transactions.

NOTE: The Project Alerts page is populated with the Business Unit default values and can be changed for a particular Project if required.

Calculation Type – defines the budget alert by Percentage or Amount.

Alert Type – defines the type of alert that will be visible on Project Costing page for the Project.

NOTE: Alerts are defined as High = ‘Red’ and Medium = ‘Yellow’.

Percentage – the percentage at which the Project spending relative to Budgets Project Costs will issue a warning. For example, if Project Budget is 100,000 and Project Cost reach 90% of budget (or 90,000) the system will display a High alert.

Copy to Activities – **select** this checkbox to copy the Alert rules to each Activity in the Project.

Click Save to Save values in the Project General component and continue with defining the Project.



Step 2: Defining a Project Team

Navigation: *Project Costing > Project Definitions > Manage Project Team > Find an Existing Value*

Team

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Project begins with

Description begins with

Processing Status =

Case Sensitive

[Basic Search](#)

Enter the Search Criteria to retrieve the Project.

Business Unit – is the Agency in which the Project is stored.

Project – the Project ID value.

Description – search by Project Description.

Click the **Search** button to enter the Project Team pages.

Alternatively,

Click the [Project Team](#) link from any page in the Project General Information component illustrated in the previous section.



Team Tab

The screenshot shows the 'Team' tab interface. At the top, there are two tabs: 'Team' (selected) and 'Team Detail'. Below the tabs, project information is displayed: Project ID 00000000000259, Description Software Upgrade, Start Date 07/31/2024, End Date 06/30/2025, and Processing Status Active. A section titled 'Project Team Members' contains a table with columns: EmpID, Name, Project Role, Project Manager, Email Notify, Start Date, and End Date. Below the table are two sections: 'Add Members Using Job Code' and 'Remove Members Using Job Code', each with a search box for Job Code and a button to add or remove team members. At the bottom, there are buttons for 'Add Team Member', 'Save as Template', and 'Import from Template'. A 'Go To:' section includes a link to 'Team Rates' and a 'Return to General Information' link. At the very bottom, there are 'Save', 'Return to Search', and 'Refresh' buttons.

The **Team** Tab allows the user to define the team using different options. Team members can be added individually by Employee ID or by Job. Team members can also be removed by Job Code on this page.

Job Code – select a Job Code value to populate the Project Team with individuals matching that Job Code.

Default Project Role – for the individuals added to the Project Team by **Job Code**, assign them a Project Role.

Click the **Add Team Members** button to add Project Team members by **Job Code**.

NOTE: All individuals with the Job Code selected will become members of the Project Team when using the “Add Members Using Job Code” feature.

Use the **Remove Members Using Job Code** section of the page to remove Team Members by Job Code.

Click the [Team Members](#) link to add Team Members individually. **Alternatively**, click the **Team Detail Tab** or use the **Add Team Members** button to add team members after the initial team member is inserted.

Team Detail Tab

Team Member

Project 000000000000259 Description Software Upgrade + -

Start Date 07/31/2024 End Date 06/30/2025 Processing Status Active

*Employee ID Name

Email ID Email Notify for Status Change

Description

Availability dates

Schedule	*Project Role	Project Manager	*Start Date	*End Date		
1	<input type="text"/>	<input type="checkbox"/>	07/31/2024	06/30/2025	+ -	

Activity Team

Activity	Description	Start Date	End Date		

[Add Member to Activity Team](#)

[Return to Project Team Summary](#)

[Save](#) [Return to Search](#) [Refresh](#)

The **Team Detail Tab** allows the user to select individuals by Employee ID to add to the Project Team.

Employee ID – select the individual to add to the Team.

Email ID – populate an email ID for the employee.

Description – add a long description if desired to explain the inclusion of the Project Team member.

Project Role – select a pre-defined Project Role that the employee will hold on the team.

Project Manager – select this checkbox if this employee will be the Project Manager. This individual will be displayed on the Project Manager page. There can only be one designated project manager per project for a given period of time.

Start/End Date – define the period of time that this employee will be a member of the Project Team.

Use the **Add Member to Activity Team** button to copy the Project Team members to the Activity Team.

Use the **Add** button to add additional Project Team members as needed.

Click the **Save** button to Save the Project Team.



Step 3: Set Project Status

Navigation: *Project Costing > Project Definitions > Update Project Status > Find an Existing Value*

Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Project begins with

Description begins with

Program =

Processing Status =

Include History Case Sensitive

[Basic Search](#)

Search Results

View All 1-1 of 1

Business Unit	Project	Description	Project Type	Processing Status
09000	000000000000259	Software Upgrade	PROJ	Active

Use the **Search Criteria** to retrieve the Project ID.

Business Unit – is the Agency in which the Project is stored.

Project – the Project ID value.

Description – search by Project Description.

Click the **Search** button to enter the Project Status pages.

Alternatively,

You can navigate to the Project Status page, by using the **Go To** drop down field and **select** the **Project Status** option from the Project General Information component illustrated in Step 1.



Project Status Page

Status

Project 000000000000259 Description Software Upgrade

Project Status 1 of 1 | View All

Effective Date Sequence

*Status Open

Priority

Interest Calculation Factor

Comments

The Project Status page allows the user to define an effective dated Status for each Project.

Effective Date – define the date that the Status will be effective. Generally, this will be the Project begin date for the initial status value.

NOTE: The Effective Date will initially default with the current date. Therefore, if the project's start date (effective date) proceeds the date you are entering the project information, be sure to backdate the effective date. If you fail to do so before saving the page, you will eliminate any ability to do so in the future.

EFFSEQ – use '1' if there is only one Status for an effective date. This field allows the user to change the Status value multiple times in a single day.

Status – select the Project Status for the Project.

Click the **Save** button to Save the Project Status.

NOTE: Use the **Add** button to insert additional Project Status values.



Add Project Activities to a Project

Once a Project has been defined, Activities must be added to the Project for the Project Definition to be complete.

Activities are generally defined as individual Tasks or Units of Work that make up a Project. Transactions can only be added to a Project at the Activity level.

Activities can be Summary in nature. Summary activities are used to group other activities for reporting and accounting purposes. Transactions cannot be charged directly to Summary Project Activities.

Summary and Detailed Activities are maintained in a Work Breakdown Structure (WBS). A project's WBS is represented by a hierarchical grid that shows Project Activities and their relationships.

Activities are available on the distribution line to record budgets, expenditures, and revenue against a Project.



Step 1: Create Project Activities

Navigation: *Project Costing > Activity Definitions > Define Project Activities > Find an Existing Value*

Project Activities

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit =

Project begins with

Description begins with

Processing Status =

Correct History Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Iuj'

Use the **Search Criteria** to retrieve the Project ID.

Business Unit – is the Agency in which the Project is stored.

Project – the Project ID value.

Description – search by Project Description.

Click the **Search** button to enter the Project Activity pages.

Alternatively, Click the **Project Activities** link from any page in the Project General Information component illustrated in the previous section.



Project Activities Tab

Project Activities | Gantt Chart

Project: 000000000000259 | Description: Software Upgrade | Processing Status: Active

Number Rows: 1 | Expand: All Subtasks | Run to Excel

Project Activities

Schedule | More Dates | Details | User Fields

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	Workstation Inventory	NEXT	07/31/2024	06/30/2025	0.00			

Save as Template

Save | Return to Search | Notify | Refresh

The **Project Activities** Tab allows the user to enter multiple Activities for the Project. Activity ID, Description and Dates will be added.

Click the **Schedule** Sub-Tab.

Activity Name – create the Activity Name as a description of the Activity. This value will be visible when prompting for an Activity from the distribution line. It will display as the Activity Description.

Activity – the Activity ID is the Activity value.

NOTE: The Activity ID value should be 10 characters in length and have no spaces.

Start/End Dates – define the beginning and ending dates for the Activity. Generally, these will be dates that represent the task start and end. The defaulted dates will initially populate as the start and end date of the project.

End Date – Enter the activity completion date. If the activity end date is after the project end date, the system adjusts the project end date accordingly.

Use the **Save as Template** button to save the Activity as a Template to be used later to create other Activities.

Click the **More Dates** Sub-Tab.



Project Activities | Gantt Chart

Project: 000000000000259 | Description: Software Upgrade | Processing Status: Active

Number Rows: 1 | Expand: All Subtasks | Run to Excel

Project Activities

Schedule | **More Dates** | Details | User Fields

Select	WBS ID	*Activity Name	Baseline Start	Baseline Finish	Actual Start	Actual Finish	Early Start	Early Finish	Late Start	Late Finish
<input type="checkbox"/>	1	Workstation Inventory								

Save as Template

Save | Return to Search | Notify | Refresh

Use the **More Dates** Tab to define additional dates for the Project Activity.

Click the **Details** Sub-Tab.

Project Activities | Gantt Chart

Project: 000000000000259 | Description: Software Upgrade | Processing Status: Active

Number Rows: 1 | Expand: All Subtasks | Run to Excel

Project Activities

Schedule | More Dates | **Details** | User Fields

Select	WBS ID	*Activity Name	Activity Type	Cascade Owner	Activity Owner	Name	Activity Status	Processing Status	Milestone	Allow Interest
<input type="checkbox"/>	1	Workstation Inventory		<input type="checkbox"/>			...	Active	<input type="checkbox"/>	<input type="checkbox"/>

Save as Template

Save | Return to Search | Notify | Refresh

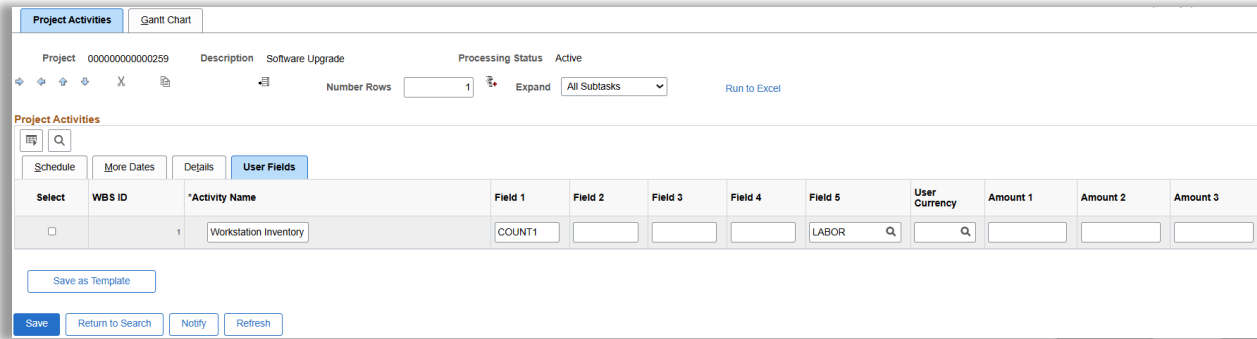
Activity Type – if desired, define the Activity Type for grouping Activities for analysis and reporting purposes.

Activity Owner – if desired, select an Activity Owner for the Activity.

Milestone – define the Activity as a Milestone for Contract Billing. See Contracts training manuals.

Click the **User Fields** Sub-Tab.



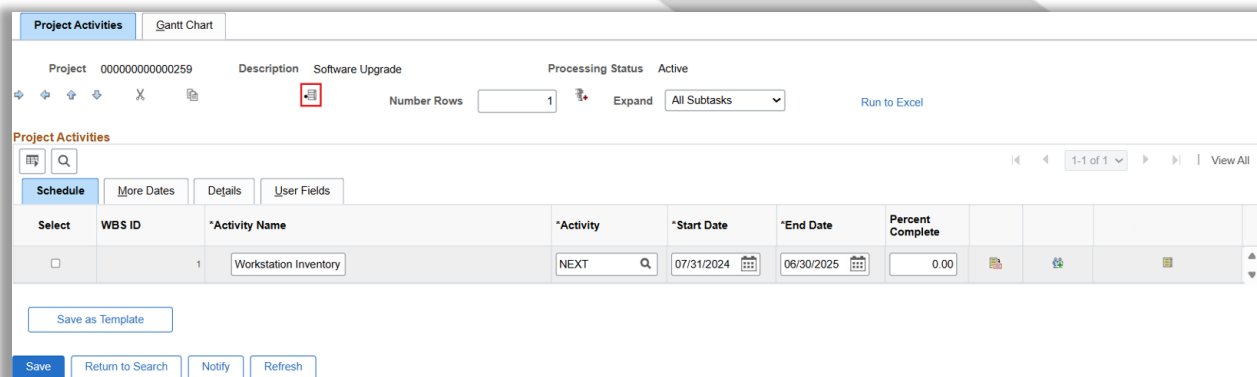


Define up to five (5) additional **Alpha-numeric values**, three (3) **Amount** values and two (2) **Date** values. These fields will accept free-form values for each field type.

Field 5 – this Activity User field is reserved for state agencies to designate an Activity as Labor bearing or Non-Labor bearing.

NOTE: Activities flagged as Labor will be available in the Time and Labor module for employees to enter time against the Activity.

Click the **Schedule** Sub-Tab.



To add additional Activities to the Project use, select the checkbox next to the Activity “under” which the new Activity will reside. The new activity could be a sibling to an existing Activity (reside on the same level in the WBS) or it could be a child of an existing Activity (reside on a level below in the WBS).

Click the Add icon to insert a new Activity.

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	Workstation Inventory	NEXT	07/31/2024	06/30/2025	0.00			
<input type="checkbox"/>	2	Purchase Upgrade	NEXT5	07/31/2024	06/30/2025	0.00			
<input type="checkbox"/>	2.1	Build RFP	NEXT4	07/31/2024	06/30/2025	0.00			
<input type="checkbox"/>	2.2	Vendor Evaluation	NEXT3	07/31/2024	06/30/2025	0.00			
<input checked="" type="checkbox"/>	2.3	Award	NEXT2	07/31/2024	06/30/2025	0.00			
<input type="checkbox"/>	3		NEXT1	07/31/2024	06/30/2025	0.00			

Use **Left/Right Arrow Icons** to indent (or remove the indent) the Activity and move the Activity to a lower level of the WBS.

NOTE: When indenting an Activity to move the value down in the WBS, the 'parent' Activity becomes a Summary Activity and cannot have charged transactions to the Activity.

Use the **Up/Down Arrow Icons** to move the Activity up or down in the WBS.

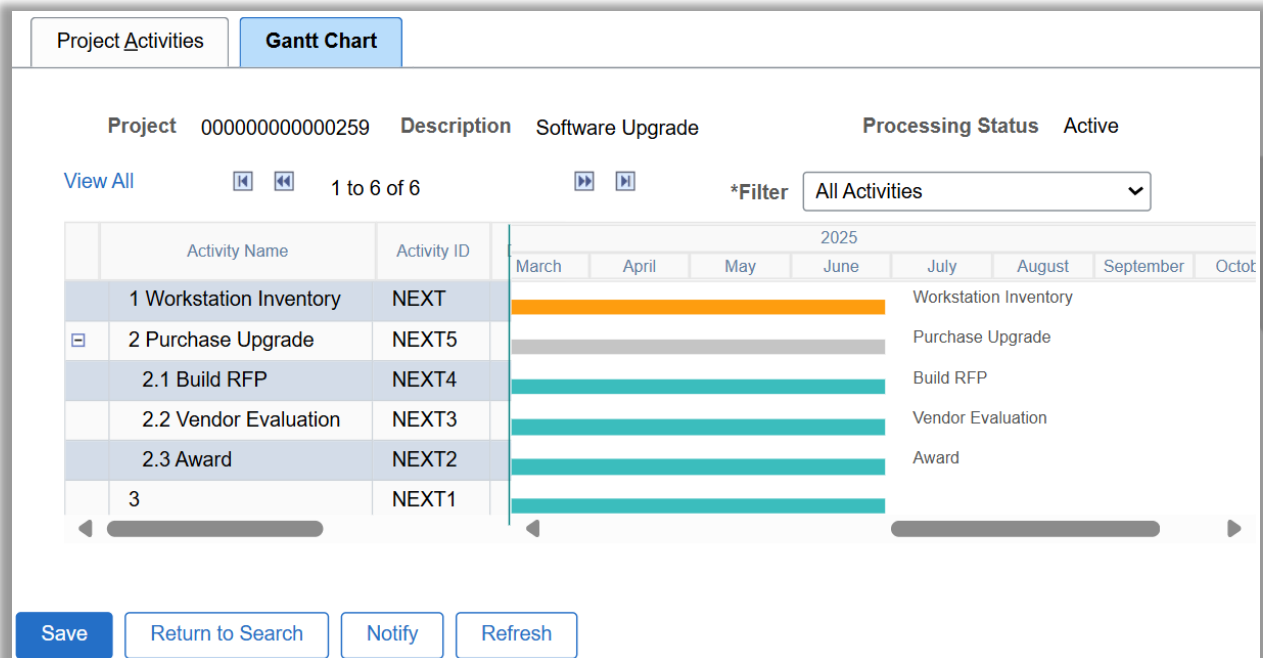
WBS ID – this value represents the Activities place in the WBS.

Click the **Gantt Chart** Tab to view the Activities in a Gantt Chart format.

Click the **Save** button to Save the Project Activities.



Gantt Chart Tab



The **Gantt Chart** Tab displays the WBS format of the Activities and related dates.

Use the ***Filter** dropdown to view all Activities.

Step 2: Add Project Activities Details

Navigation: *Project Costing > Activity Definitions > Define Activity General Info > Find an Existing Value*

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

*Business Unit

Project

Activity

WBS ID

Project Description

Activity Description

Activity Type

Processing Status

Activity Owner

New Milestone

Include History
 Correct History
 Case Sensitive

Use the **Search Criteria** to retrieve the Activity ID

Business Unit – is the Agency in which the Project Activity is stored.

Project – the Project ID value that holds the Activity.

Description – search by Activity Description.

Activity Type – search by Type of Activity.

Click the **Search** button to enter the Project Activity pages.



*Business Unit = 09000

Project begins with 000000000000259

Activity begins with

WBS ID begins with

Project Description begins with

Activity Description begins with

Activity Type begins with

Processing Status =

Activity Owner begins with

New Milestone =

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All 1-6 of 6

Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Processing Status	Activity Owner	New Milestone
09000	000000000000259	1	1	0000000001	Software Upgrade	Workstation Inventory	(blank)	Active	(blank)	(blank)
09000	000000000000259	2	2	0000000002	Software Upgrade	Purchase Upgrade	(blank)	Active	(blank)	(blank)
09000	000000000000259	3	2.1	0000000003	Software Upgrade	Build RFP	(blank)	Active	(blank)	(blank)
09000	000000000000259	4	2.2	0000000004	Software Upgrade	Vendor Evaluation	(blank)	Active	(blank)	(blank)
09000	000000000000259	5	2.3	0000000005	Software Upgrade	Award	(blank)	Active	(blank)	(blank)
09000	000000000000259	6	3	0000000006	Software Upgrade	Upgrade	(blank)	Active	(blank)	(blank)

For Projects with multiple **Activities**, **select** the Activity that should be updated to enter the Activity General Information component.

Alternatively,

Click the Activity Definition icon from the schedule tab in the Project Activities section.

General Information Tab

General Information | Definition | Location | Attachments | Quality | User Fields | Rates | Budget Alerts >

Project 000000000000259 Description Software Upgrade
 Activity 0000000001 *Description Workstation Inventory

Activity Type Q Percent Complete
 System Source Q Processing Status v
 Activity Owner Q

Activity Schedule ?

*Start Date *End Date

Baseline Start Date Baseline Finish Date
 Early Start Date Early Finish Date
 Actual Start Date Actual Finish Date
 Late Start Date Late Finish Date

Description ? | < << 1 of 1 >> > | View All

Date/Time Stamp 07/25/24 9:25:35AM User ID BBENN06 + -

Description

254 characters remaining

Long Description

Go To: Activity Team Activity Status Project Transactions

Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History Correct History

The **General Information** Tab displays high-level values for the Activity.

NOTE: When creating Activities through the Project Activities component (illustrated in the previous section) many of the fields on this page will already be populated.

Description – enter a long description for the Activity.

Click the **Definition** Tab.

Definition Tab

General Information	Definition	Location	Attachments	Quality	User Fields	Rates	Budget Alerts	>
Project	000000000000259	Description	Software Upgrade					
Activity	0000000001	Description	Workstation Inventory					
Details ?								
WBS ID	1							
Enforce Team	No							
Options ?								
<input type="checkbox"/> New Milestone <input type="checkbox"/> Allow Interest Calculation								
Funds Distribution ?								
<input checked="" type="checkbox"/> Participating								
Go To:								
Activity Team			Activity Status			Project Transactions		
Save	Return to Search	Previous in List	Next in List	Refresh	Add	Update/Display	Include History	Correct History

The **Definition** Tab is the place to set the Funds Distribution preference for the Activity.

Participating – Select to indicate that the activity is eligible to be selected as a source to Funds Distribution. If this field is deselected the activity will be prevented from being processed by the Funds Distribution process. This field allows specific activities that are not reimbursable to be excluded from the Funds Distribution process. For example, you could define a single distribution rule for a project and use this attribute to exclude selected activities.

Click the **Location** Tab.



Location Tab

The **Location** Tab allows the user to define a physical location for the Activity.

Effective Date – define the date that the Activity Location is effective.

EFFSEQ – the effective sequence value can be left as ‘1’.

Location Code – **select** a pre-defined Location Code for the Activity. The physical location details for the Location selected will default into the page. For Location Information to default in, Location Code must be selected from the looking glass icon.

NOTE: Location values are pre-defined and contain Address, City, State and Zip Code. Agencies will maintain the Location values in the system. Locations are also used for Purchasing and Asset Management purposes.

Click the **Attachments** Tab.

Attachments Tab

General Information	Definition	Location	Attachments	Quality	User Fields	Rates	Budget Alerts	>						
Project	000000000000259	Description	Software Upgrade											
Activity	0000000001	Description	Workstation Inventory											
Document Attachments														
<div style="display: flex; justify-content: space-between; align-items: center;"> 📄 🔍 1-1 of 1 View All </div> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Requests</th> <th style="width: 65%;">Attached File</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td style="text-align: right;">🗑️</td> </tr> </tbody> </table>									Requests	Attached File		1		🗑️
Requests	Attached File													
1		🗑️												
<p>Go To: Activity Team Activity Status Project Transactions</p>														
<div style="display: flex; justify-content: space-between; align-items: center;"> Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History Correct History </div>														

The **Attachments** Tab allows the user to attach a document (Microsoft Word, Excel, etc.) to the Activity as supporting documentation. These could include work papers, design specifications, etc.

Use the file icon to **select** a file that will be uploaded into the system and attached to the Activity.

Once the file is attached, use the delete icon to remove the file from the Project or the lookup icon to view the document.

Click the **Rates** Tab.

Rates Tab

The **Rates** Tab displays Customer Contract information for Project Activities that are linked to a Contract for billing purposes. Rates for pricing Project transactions are also visible on this page.

NOTE: The Associated Contracts section of the page will not be populated at this point in the Activity definition process. Only after a Contract has been linked to a Project and Activity will this section of the page display information. See Contracts manuals.

Rate Selection – defines whether a Rate Set or Rate Plan will be used for pricing on this Activity.

Rate – define the type of Rate that will be used for pricing transactions in this Activity.

NOTE: For Project Activities that are linked to Contracts for billing purposes, the Contract definition will define the Rate Selection and Rate value.

NOTE: The Effective Date, Status and Rate values will default from the Project if they are defined for the Project before the Activity is created.

Click the **View Rates** link to view the rate plan.

Click the **Budget Alerts** Tab.



Budget Alerts Tab

Project 000000000000259 Description Software Upgrade
Activity 0000000001 Description Workstation Inventory

Calculation Type Percentage (Actual vs. Budget) ▾

Budget Alerts

*Alert Type	*Description	Operation	Percentage		
High ▾	High Warning	>=	90.00	+	-
Medium ▾	Medium Warning	>=	75.00	+	-

Go To: Activity Team Activity Status Project Transactions

Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History Correct History

The **Budget Alerts** Tab defines the budget alert rules for the Activity. Budget Alerts allow the user to see when Project Activity spending reaches predefined warning levels.

Calculation Type – define the budget alert by Percentage or Amount.

Alert Type – defines the type of alert that will be visible on Project Costing page for the Project.

NOTE: Alerts are defined as High = ‘Red’ and Medium = ‘Yellow’.

Percentage – the percentage at which the Project spending relative to Budgeted Activity Costs will issue a warning. For example, if the Activity Budget is 100,000 and Activity Cost reach 90% of budget (or 90,000) the system will display a High alert.

Click **Save** to Save values in the Activity General component and continue with defining the Activity.

Click the [Activity Status](#) and [Activity Team](#) links to define the Activity Team and Status respectively.

Alternatively,

Navigation: *Project Costing > Activity Definitions > Manage Activity Team>Find an Existing Value*

Navigation: *Project Costing > Activity Definitions > Update Activity Status>Find an Existing Value*



Step 3: Add Activities Team

Activities Team Page

Team

Project 00000000000259 Description Software Upgrade Processing Status Active

Activity 0000000001 Description Workstation Inventory

Start Date 07/31/2024 End Date 06/30/2025

[Copy from Project](#)

[Copy from Activity](#)

Activity Team Members

1-1 of 1 | View All

*EmpID	Name	Project Role	Description		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Go To: [Reported Time Chart](#) [Activity Team Rates](#)

[Return to General Information](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

Add Activity Team Members using the Team page.

NOTE: In order for an individual to be added to an Activity Team they must first be added to the Project Team.

Employee ID – select the individual to add to the Team.

Project Role – select a pre-defined Project Role that the employee will hold on the team.

Description – add a description if desired to explain the inclusion of the Activity Team member.

Use **Copy from Project** to copy team members from the Project to the Activity.

Click the **Save** button to Save the Activity Team.



Step 4: Update Activities Status

Activities Status Page

Status

Project 000000000000259 Description Software Upgrade
 Activity 0000000001 Description Workstation Inventory

Activity Status Q | << < 1 of 1 > >> | View All

*Effective Date Sequence

*Status

Activity Priority

Comments

[Return to General Information](#)

The **Activity Status** page allows the user to define an effective dated Status for each Activity.

Effective Date – define the date that the Status will be effective. Generally, this will be the Activity begin date for the initial status value.

EFFSEQ – use ‘1’ if there is only one Status for an effective date. This field allows the user to change the Status value multiple times in a single day.

Status – **select** the Activity Status for the Project.

Comments – use this field to store information related to the Status change.

Click the **Save** button to Save the Activity Status.

NOTE: Use the **Add** icon to insert additional Activity Status values.



Project Budgeting

Project Budgets are defined at the Project and Activity levels of detail. Activity Budgets are a breakdown of a Project Budget.

With Commitment Control enabled, a Project Ledger (Parent) and an Activity Ledger (Child) are defined to track Project costs. These Ledgers can be defined to stop Project spending when budget levels are reached (Control) or they can be defined to simply record Project spending against pre-defined budget levels (Track with Budgets). Project Budgets are created in the Project Costing module and published to Commitment Control.

Project Budgets are defined initially as a Budget Plan and then as a Detailed Budget.

Project Budgets can be Cost or Revenue Budgets. Cost Budget defines spending budget levels while Revenue Budgets estimate revenue levels for a Project.

Project Budgets can be defined in a 'Top-Down' method or a 'Bottom-Up' method. The Top-Down method starts with the total Project budget and allocates budgeted dollars to Activities and finally Budget Items. The Bottom-Up method starts with Budget Item dollars and allocated up to the Activity and Project.



Step 1: Define Project Budget Plan

Navigation: Project Costing > Budgeting > Budget Plan > Add a New Value

Business Unit – is the Agency in which the Project Budget will be created.

Project – the Project ID value for which the budget will be created.

Click the **Add** button to enter the Project Budget Plan pages.

Alternatively,

Use the **Go To** drop down to select the [Project Budgeting](#) option from any page in the **Project General Information** component.



Budget Plan Page

Budget Plan

Project 000000000000259 Description Software Upgrade
 Processing Status Active Process Monitor

Project Budget Plans

*Plan ID	Description	*Status	Total Distributed Budget	*Currency	*Budget Type	*Analysis Type	Max Budget Items to Retrieve
1	Software Upgrade Budget	Active	0.00	USD	Cost Budget	BUD	

Buttons: Save as Template, Save, Notify, Refresh, Add, Update/Display

The **Budget Plan** page allows the user to define a high-level Budget Plan for the Project.

Analysis Type – the Analysis Type will default to ‘BUD’

Plan ID – this value can be left as ‘1’.

Description – add a description for this Project Budget.

Status – set to ‘Active’

NOTE: Only one Cost and Revenue can be Active at a time.

Total Distributed Budget – this field will be zero when initially creating the Budget but will be populated dynamically when the Detail Project is defined.

Budget Type - set this value to ‘Cost’ for an expenditure budget and ‘Revenue’ for a revenue estimate budget.

Use the **Save as Template** button to save the Budget Plan as a template to use in the future.

Click the **Calendar** Tab.



Budget Plan

Project 000000000000259 Description Software Upgrade

Processing Status Active [Process Monitor](#)

Project Budget Plans

General **Calendar** Commitment Control Finalize II▶

*Plan ID	Description	*Status	Total Distributed Budget	*Calendar ID	*Start Date	*Number of Periods		
1	Software Upgrade Budget	Active ▼	0.00	EA 🔍	07/31/2024 📅	1	+	-

[Save as Template](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)


The Calendar Tab allows the user to select a pre-defined calendar ID information.

Calendar – select the fiscal year calendar ‘EA’.

Start Date – define the start date for the Project Budget. Generally, this will be the Start Date for the Project.

Number of Periods – this value will split the calendar value into Periods. For example, the value of ‘1’ will create one Budget Period in the Calendar (year).

Click the General Tab.

From the General Tab, select the **Project Details** icon  to enter the Project Details page and define the budget amounts.

Step 2: Define Project Budget Detail

Budget Detail Page

Budget Detail

Project 00000000000259 Description Software Upgrade
 Plan ID 1 Description Software Upgrade Budget
 Currency Code USD Charging Level Detail
 Calendar ID EA Number of Periods 1
 Analysis Type BUD
 Budget eligible for finalization
 Budget not eligible for finalization

Distribute Budget Distributed Budget Add To/Subtract From Expand All Subtasks Filter Budget Item Search

Project Budget Details

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	2025
		Software Upgrade Budget		Select Spread		0.00	0.00	0.00	0.00	
	1	Workstation Inventory				0.00	0.00	0.00	0.00	
	2	Purchase Upgrade		Select Spread		0.00	0.00	0.00	0.00	
	2.1	Build RFP				0.00	0.00	0.00	0.00	
	2.2	Vendor Evaluation				0.00	0.00	0.00	0.00	
	2.3	Award				0.00	0.00	0.00	0.00	
	3	Upgrade				0.00	0.00	0.00	0.00	

Distribute Budget Copy From Another Plan

Go To: Budget Plan Budget Items Budget vs. Actual Project Activities Process Monitor
 Return to Budget Plan

Save Return to Search Notify Refresh Update/Display Include History

The **Budget Detail** page allows the user to define the Project Budget at the Activity and Chartfield level of detail. Budget Items can also be used to define low level budgets by expenditure type.

The **Distribute Budget** button will be used to allocate or distribute budget dollars to the Activity and Item level of detail.

Distributed Budget – select the Add To/Subtract From option to enter or adjust a budget.

Expand – allows the user to view certain levels of the Activity Work Breakdown Structure (WBS).

Scroll to the right of the page to view the Project Budget Detail status and amount section of the page. The Project Budget Detail page allows the user to define a Budget for each Activity and Budget Item if desired.

Status – displays the status of the Activity budget. The **Checkmark** icon indicates if budget adjustments are fully distributed to the activity, budget item, and period level. The **Warning** icon indicates the budget adjustment for this budget item is not fully distributed down to the period level.

Activity Name/Budget Item – displays the Project and Activity levels in the Project structure. Project and Activity Descriptions are visible. The first row displays information about the total project, which represents WBS level 0.

Budget Items – the budget item icon allows the user to retrieve the Budget Items page to define budget dollars by expenditure category.

NOTE: Project Budgets can be defined in a ‘Top-Down’ method or a ‘Bottom-Up’ method. The Top-Down method starts with the total Project budget and allocates budgeted dollars to Activities and finally Budget Items. The Bottom-Up method starts with Budget Item dollars and allocated up to the Activity and Project.

Spread Option - **select** an option to spread the Budget Adjustment amount to activities.

Click the Budget Items icon to begin the Bottom-Up Budgeting Method. Begin at the lowest level of the WBS to build the Budget in a Bottom-Up method. The budget will roll-up from the lowest Activity level to higher level Summary Activities



Project Adjust Budget Items Page

Project Budget Items

Activity 000000001 Description Workstation Inventory
 Budget Adjustment 0.00 Currency Code USD
 Distributed Budget 0.00
 Target Budget 0.00
 Undistributed Adjustment 0.00

Distribute Budget Spread Option Adjust by Amount Distributed Budget Add To/Subtract From

Budget Item Distribution

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
EQUIPMENT	1		0.00	0.00	0.00	

Distribute Budget OK Cancel

The Budget Items page initially displays with no chartfield or amount information. The Budget Item will be selected, and budget amounts defined.

Activity – displays the Activity for which the budget will be created at a Budget Item level.

Spread Option – select ‘Adjust by Amount’ to define a budget amount for each Budget Item in the Activity.

NOTE: Agencies will define their own Budget Item values. These values should represent the appropriate level of expenditure category. These could be similar to the ‘Roll-Up’ account level as in Labor, Equipment, Travel, etc.

Select the **Budget Items** that will make up the Activity Budget. Use the **Add** button to insert additional rows as necessary for the budget.

Budget Item – select the Budget Item value for the Activity Budget.

Chartfields – select the appropriate chartfields for the Budget Item. These can be General Ledger chartfields like Class Fund or Department, or Project Costing chartfields like Source Type or Category. These values are found in the **Project Detail** and **General Ledger Detail** Tabs.

NOTE: Any chartfields can be used to add additional detail to the budget but only Project, Activity and Account will be used to track and control budgets in Commitment Control module.



Budget Adjustment – populate with the Amount of the budget.

When all Budget Items for the Activity are created, **click the Distribute Budget** button to allocate the Budget Adjustment amounts.

New Budget Adjustment of 10000 does not match the original Budget Adjustment of 0.

Yes

No

Since the Budget is being defined in a Bottom-Up method, the Project Budget does not yet have an amount (amount is zero). **Click the Yes** button to allocate the Budget Amounts defined at the Budget Item level for the Activity to the parent Project.

NOTE: When defining a Budget using the Top-Down method, this warning message will change as the Budget Items are populated to match the Project (parent) budget amounts.

Click the **OK** button from the Adjust Budget Items page.



Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	
⚠		▼ Software Upgrade Budget		Select Spread		35,000.00	0.00	35,000.00	35,000.00			⌵
	1	▼ Workstation Inventory		Select Spread		10,000.00	0.00	10,000.00	10,000.00			⌵
⚠		Equipment	■			10,000.00	0.00	10,000.00	10,000.00	Even Spread	Other	⌵
	2	▼ Purchase Upgrade		Select Spread		25,000.00	0.00	25,000.00	25,000.00			⌵
	2.1	▼ Build RFP		Select Spread		5,000.00	0.00	5,000.00	5,000.00			⌵
⚠		Salary	■			5,000.00	0.00	5,000.00	5,000.00	Even Spread	Other	⌵
	2.2	Vendor Evaluation	■			0.00	0.00	0.00	0.00			⌵
	2.3	▼ Award		Select Spread		20,000.00	0.00	20,000.00	20,000.00			⌵
⚠		Gen Asst, Awards, Prog-Directed	■			20,000.00	0.00	20,000.00	20,000.00	Even Spread	Other	⌵
	3	Upgrade	■			0.00	0.00	0.00	0.00			⌵

The Budget Detail page now displays the details of the budget amounts at the Budget Item level of detail.

Budget Adjustment – this column now shows the budget amounts for the Activity. The Budget Items will also be visible with the corresponding budget amount for each.

NOTE: The **Warning** icon is visible for each Budget Item at this point indicating that the budget has not yet been distributed to the Budget Period level (defined on the Budget Plan initially).

Click the **Even Spread** button for each of the Budget Item that has been defined.

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	2025
✓		▼ Software Upgrade Budget		Select Spread	0.00	35,000.00	35,000.00	0.00			
	1	▼ Workstation Inventory		Select Spread	0.00	10,000.00	10,000.00	0.00			
✓		Equipment	■		0.00	10,000.00	10,000.00	0.00	Even Spread	Other	10,000.00
	2	▼ Purchase Upgrade		Select Spread	0.00	25,000.00	25,000.00	0.00			
	2.1	▼ Build RFP		Select Spread	0.00	5,000.00	5,000.00	0.00			
✓		Salary	■		0.00	5,000.00	5,000.00	0.00	Even Spread	Other	5,000.00
	2.2	Vendor Evaluation	■		0.00	0.00	0.00	0.00			
	2.3	▼ Award		Select Spread	0.00	20,000.00	20,000.00	0.00			
✓		Gen Asst, Awards, Prog-Directed	■		0.00	20,000.00	20,000.00	0.00	Even Spread	Other	20,000.00
	3	Upgrade	■		0.00	0.00	0.00	0.00			

The **Period** (2025, etc.) column will display the distributed budget amount.

NOTE: The **Checkmark** icon is visible for each Budget Item at this point indicating that the budget has been distributed to the Budget Period level.

Project Budget Items

[Help](#)

Activity 000000001 Description Workstation Inventory
 Budget Adjustment 0.00 Currency Code USD
 Distributed Budget 10,000.00
 Target Budget 10,000.00
 Undistributed Adjustment 0.00

 Spread Option Distributed Budget Add To/Subtract From

Budget Item Distribution

Project Budget Item	Seq #	GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Br
EQUIPMENT	1	09000	000000	ADM10001	1000	0000000	D0102	19401	2

NOTE: Any chartfields defined for the Budget Item are also visible in the **General Ledger Detail** Tab of the Project Budget Details section of the page when scrolled to the right.

Continue to populate each Budget Item for each Activity until the entire Project Budget is defined.

NOTE: When using the Bottom-Up method, a Project or Activity level of budget is not entered. Rather the Budget Items hold the budget amounts that are rolled-up to the Activity and Project levels.

Click the **Save** button to Save the Project Detail Budget.

NOTE: All Status values for each Budget Item and the Project must be set to Valid before the Budget can be Finalized.

Click the [Budget Plan](#) link to navigate back to the Budget Plan for Finalization.

NOTE: Not all Activity Budget have to be Finalized at one time. Certain Activity Budgets can be Finalized and others can be Finalized at a later time.

Budget Plan

Project 00000000000259 Description Software Upgrade
Processing Status Active [Process Monitor](#)

Project Budget Plans

General | Calendar | Commitment Control | Finalize

Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve				
1	Software Upgrade Budget	Active	35,000.00	USD	Cost Budget	BUD					

Save as Template

Return to Budget Detail

Save Return to Search Notify Refresh Add Update/Display

The Budget Plan page now will display the Total Distributed Budget amount rolled-up to the Project level.

Click the Finalize Tab.

Budget Plan

Project 00000000000259 Description Software Upgrade
Processing Status Active [Process Monitor](#)

Project Budget Plans

General | Calendar | Commitment Control | **Finalize**

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized			
1	Software Upgrade Budget	Active	35,000.00	0.00		Finalize		

Save as Template

Return to Budget Detail

Save Return to Search Notify Refresh Add Update/Display

Click the Finalize button to Finalize the Project Budget.

NOTE: This will execute a process to Finalize the Budget and post to the Project in Project Costing as well as publish the Budget to Commitment Control.

Budget Plan Finalization has been processed. (13100,697)

Click on the Process Monitor hyperlink to view run status.

OK

Click the OK button. Use the [Process Monitor](#) link to view the status of the Process.



Step 3: Review the Project Budget

Navigation: Project Costing > Transaction Definitions > Review Transaction List > Find an Existing Value

Transaction List

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Business Unit =

Project begins with

Activity begins with

WBS ID begins with

Project Description begins with

Activity Description begins with

Activity Type begins with

Status as of Effective Date =

Activity Owner begins with

New Milestone =

Correct History Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Use the Search Criteria to retrieve the Project.

Business Unit – is the Agency in which the Project Budget is stored.

Project – the Project ID value to view Budget transactions.

Activity – **select** the Activity to view Budget transactions.

Click the **Search** button to enter the Transaction List pages.



Transaction List Page

Transaction List

Project 090S003029 Description Offsite Media Storage Service
 Activity 000 Description State-Wide [Add Transactions](#) [Transaction Adjustment](#)

Analysis Type

Expense Sheet ID

Description

Analysis Group BUD

Date Type Accounting Date

Load all transactions

Transaction ID

Voucher ID

Foreign Amount

From Date 01/01/2006

Max Rows 200

Trans ID From

Journal ID

System Source

Through Date 12/31/2024

1 to 1 of 1

Project Transactions

1-1 of 1 | View All

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
BUD <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			0.01	USD	<input type="button" value="Print"/>	<input type="button" value="Drill"/>

Return to

Analysis Group– to view only Budget transactions select ‘BUD’.

From/Through Date – populate with dates that will include the Project Budget periods.

Click the **Search** button to retrieve the Budget transactions for the Project Activity.



Funds Distribution

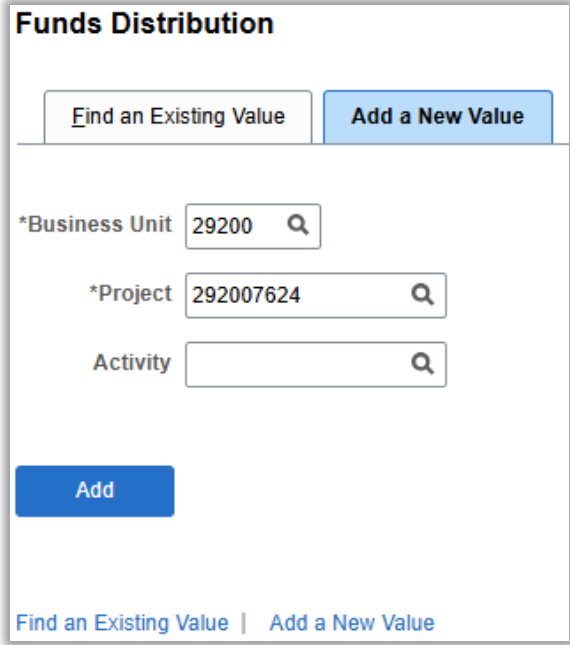
Project transactions can be split or distributed among multiple funding sources. A Funds Distribution process (PC_FND_DIST) distributes funding by applying Funds Distribution rules to incoming transactions from feeder systems and assigning costs accordingly. These distributed transactions can be priced using the Pricing Engine (PC_PRICING) for billing purposes.

Funds Distribution is a three-step process:

1. Identify Project transactions that are eligible for distribution at the Activity level.
2. Define Funds Distribution rules—the percentages of the Project transaction amounts that are passed on to each funding source.
3. Run the Funds Distribution process.

Step 1: Define Funds Distribution – Source

Navigation: Project Costing > Funds Distribution > Funds Distribution > Add a New Value



The screenshot shows a web form titled "Funds Distribution". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are three search fields: "*Business Unit" with the value "29200", "*Project" with the value "292007624", and "Activity" which is empty. Each field has a magnifying glass icon to its right. At the bottom left of the form is a blue "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

Use the Search Criteria to retrieve the Activity for Funds Distribution.

Business Unit – is the Agency in which the Project is stored.

Project – the Project ID for Funds Distribution.

Activity – **select** the Activity for Funds Distribution.

Click the **Add** button to enter the Funds Distribution pages.



Funds Distribution – Source Page

Funds Distribution - Source

Business Unit 29200 Copy From

Project 292000724 General Water Pollution

Activity Options

All Participating Activities
 Specify Activity

Rates

*Effective Date 08/30/2024 Status Active + -

Rate Selection Rate

[View/Add Rates](#)

Source Criteria

*Effective Date 08/30/2024 Status Active Group Target Definitions + -

Define Criteria for Incoming Transactions

Project Costing and HR **General Ledger**

Target	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	E
Target	%	ACT <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	%
Target	%	PAY <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	%
Target	%	TLC <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	%

Save Add Update/Display Include History Correct History

Use the **Funds Distribution – Source Page** to define the incoming Project transactions that are subject to Funds Distribution rules.

Click the **Copy From** button to copy funds distribution rules from another Activity in the same Business Unit.

Activity Options

All Participating Activities
 Specify Activity

All Participating Activities – This allows all activities, for a particular project, that have the Participating feature checked on the Activity Definition page under Funds Distribution, to be grouped together. As a group, the same source rules will apply to all the activities and the group can be associated with one Target definition.

Specific Activity – Select to indicate that the source rule applies to one activity in the project. Enter the activity in the field to the right.

Rates

*Effective Date: 08/30/2024

Status: Active

Rate Selection: Rate Set

Rate: AS_INCURRED

[View/Add Rates](#)

Effective Date – define when this Funds Distribution Rule is effective.

Rate Selection – allows you to select a Rate Set or a Rate Plan

Rate – Select a rate plan or a rate set, depending on the selection in the Rate Selection field.

Source Criteria

*Effective Date: 08/30/2024

Status: Active

Group Target Definitions

[View All](#)

Group Target Definitions – This value will default from the Project Costing Options page at the Business Unit level if checked. Otherwise, it will default from the Project Definition page of the current project, if checked. The default can be overridden on this page.

Select it to indicate that the funding source rules can be grouped manually, each Source Analysis Group associated with its own Target rule.

Deselect to indicate that each Funding Source rule will be associated with a separate Target Definition.



Project Costing and HR Tab

Define Criteria for Incoming Transactions

Project Costing and HR | General Ledger

Target	*Target Group ID	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting
Target	1	%	ACT	%	%	%	%	%	%
Target	1	%	PAY	%	%	%	%	%	%
Target	1	%	GLE	%	%	%	%	%	%

Target Group ID – Assign this ID based on which source rules will be grouped together. This takes alphanumeric combinations or sequential numbers. Basically, each line which shares the same Target Group ID shares the same source funding. This field is only visible if the Group Target Definitions checkbox is selected.

Analysis Group - This field defaults to ‘%’. For a particular source rule, you can only enter a value for either Analysis Group or Analysis Type. If source rule is entered by analysis group, then the corresponding target definition will apply to all the analysis types within that analysis group.

Analysis Type – for incoming Project transactions, define which Analysis Types are subject to distribution. If this field is populated, Analysis Group cannot be used.

Source Type – for incoming Project transactions, define which Source Types are subject to distribution.

Category – for incoming Project transactions, define which Category values are subject to distribution.

Subcategory – for incoming Project transactions, define which Subcategory values are subject to distribution.



General Ledger Tab

Target	GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account
Target	%	%	%	%	%	%	%	%	%
Target	%	%	%	%	%	%	%	%	%
Target	%	%	%	%	%	%	%	%	%

General ledger chartfields can be overridden here, but caution should be used to ensure that any changes made to chartfields are in accordance with accepted business practice.

NOTE: Use the % (wildcard) symbol to indicate all values in that field are eligible for distribution.

Click the [Target](#) link on the line to view the Target page.

Funds Distribution – Target Page

Projects Funds Distribution

Funds Distribution - Target

Business Unit 29200
 Project 292000724 General Water Pollution
 Activity
 Source Criteria

Effective Date 08/30/2024 Status Active Target Group ID 1

Define Criteria for Incoming Transactions

Project Costing and HR General Ledger

Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Unit of Measure	Empl ID	Currency Code
%	ACT	%	%	%	%	%	%	%	%	%
%	PAY	%	%	%	%	%	%	%	%	%
%	GLE	%	%	%	%	%	%	%	%	%

Sort Descending Sequence

Target Thresholds

Sequence 1 Description Upgrade Status Active Start Date 08/30/2024 End Date 01/30/2025 Adjustment View All

Threshold Amount 100,000.00 Distributed Amount 0.00 Exception Amount 0.00 Currency USD

Define Target Rows

Project Costing General Ledger

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount
80.0000	FED	Federal Expenditure	%	%	%	%	0.00	0.00
20.0000	STA	State Expenditure	%	%	%	%	0.00	0.00

OK Cancel Apply

Use the **Funds Distribution - Target Page** to define percentages that will be used to split Project transactions between funding sources.

The screenshot shows a 'Target Thresholds' form with the following data:

Field	Value
Sequence	1
Description	Upgrade
Status	Active
Start Date	08/30/2024
End Date	01/30/2025
Adjustment	<input type="checkbox"/>
Threshold Amount	100,000.00
Distributed Amount	0.00
Exception Amount	0.00
Currency	USD

Sequence – Funding can be applied sequentially. Each sequence represents an approved amount of available funding to which costs can be distributed. Different rules can be set up for each sequence of funding. When one funding sequence is depleted, the costs start applying to the next sequence.

Status – this field allows you to make a particular sequence Active or Inactive within a rule. If you make a sequence Inactive, it can only be made Active if the Distributed Amount within the sequence is equal to zero.

Adjustment – Indicates the particular sequence is for adjustments. The Target Percentage Distribution field is not available for entry. This option enables you to synchronize the manual adjustments from Billing with the funds distribution rules and reports. Adjustment sequences are not processed by the Funds Distribution process. When the Threshold amount and Distributed amount in the sequence is equal to zero, the Adjustment check box can be changed.

Start/End Dates – Costs with an accounting or transaction date that fits within the date parameters can be distributed in the sequence. If the Adjustment check box is selected, these dates do not apply.

Threshold Amount - Enter an amount that represents the maximum amount of source transactions that may be distributed to funding sources according to the distribution rules defined for the sequence. If the Update Threshold Amounts field on the Installation Options - Project Costing Integration page is selected, then this field can be modified after costs have been distributed against the threshold. However, the threshold amount cannot be less than the distributed amount. If the Update Threshold Amounts field on the Installation Options - Project Costing Integration page is not selected, then this field cannot be modified after costs have been distributed against the threshold. If additional funding is received, a new sequence must be added to create additional distribution rows.

Distributed Amount – Displays the amount of costs distributed for the sequence.

Exception Amount – Displays the amount of costs distributed that have been held from additional process due to Budget checking exceptions. These are not in PROJ_RESOURCE, use Budget Exceptions page to correct.



Project Costing Tab

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount
80.0000	FED	Federal Expenditure	%	%	%	%	0.00	0.00
20.0000	STA	State Expenditure	%	%	%	%	0.00	0.00

Percentage – define the percentage split for each funding source.

NOTE: For each incoming Project transaction that meets the Source Criteria, the system creates a Target row in the Project Transaction table with an amount equal to the defined percentage of the cost, and it uses the Analysis Type, Activity, Source Type, Category, and Subcategory that are defined in this row in the Define Target Rows section of the page.

NOTE: Use the **Add** button to insert as many rows as necessary to accomplish the desired split.

Target Analysis Type – define the Analysis Type for the target row that will be created from the distribution.

Description – this description will be populated on the Target row that is created from the distribution.

Target Activity – optionally, assign the distributed costs to a different Activity within the Project.

Target Source Type/Category/Subcategory – populate these fields to change the value on the Target row.

NOTE: If no Target Source Type, Category or Subcategory is defined, the target row will inherit these values from the Source row.

Threshold Amount – Displays the percent of the total threshold amount for the source.

Distributed Amount – Displays the total costs that are distributed to the funding source specified for the row.

Budget Check – Select to indicate the resulting distribution is to be budget checked.

Reversals – Select to indicate reversals are allowed for the row.

Balancing – Select one row in a sequence to indicate that this target row should be used by the system if rounding differences are encountered during the Funds Distribution process.

General Ledger Tab

Define Target Rows

Project Costing | **General Ledger** |

GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	CFDA#	ChartField
29200	%	%	%	%	%	%	%	%	%	%
29200	%	%	%	%	%	%	%	%	%	%

General ledger chartfields can be overridden here, but caution should be used to ensure that any changes made to chartfields are in accordance with accepted business practice.

Click the **OK** button to save the Funds Distribution Rule.



Step 2: Running Funds Distribution

Navigation: Project Costing > Funds Distribution > Process Funds Distribution > Find an Existing Value

Funds Distribution

[Find an Existing Value](#) [Add a New Value](#)

*Run Control ID

*Program Name

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID – create a new Run Control or select an existing value from the list.

NOTE: The Funds Distribution process is called when Project transactions are interfaced from feeder modules into Project Costing. The process can also be executed on an ad hoc basis as illustrated here.



Funds Distribution Page

Funds Distribution

User ID: BBENN06 Run Control ID: FUNDS_DISTRIBUTION Process Monitor: Run

Program Name: PC_FND_DIST Process Frequency: Always

Run Control Options

*Option: Business Unit/Project

Business Unit: 29200 Request Number: 1 Transaction Detail

Project: 292000724 *Date Option: Accounting Date

From Date: 06/01/2024 Through Date: 12/31/2024

Application Options

Processing Mode

Reprocess Distributed Transactions

Process Undistributed(New) Transactions

Additional Options

Apply Burden Rates

Run Pricing After Funds Distribution

Save Add Update/Display

Process Frequency – set to ‘Always’

Option – define the scope of the Funds Distribution process for this run. The process can be executed by:

- **All – Agencies will NOT use this setting!** Select all Project Costing transactions for all Business Units. This value should likely not be used when running the process on an Ad-Hoc basis.
- **Business Unit** – select all Project Costing transactions for an agency Business Unit.
- **Business Unit/Project** – select all Project Costing transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - select all Project Costing transactions for an agency Business Unit, Project ID and Activity ID.

From/Through Date – define a date range that will limit the Project transactions selected by the Funds Distribution process.

The Funds Distribution process can be used to:

- Process new source transactions that have not been distributed by the Funds Distribution process.
- Redistribute source transactions that have been distributed in a previous run of the Funds Distribution process.

Apply Burden Rates - Select to run the Pricing process (PC_PRICING) before running the Funds Distribution process.



Run Pricing After Funds Distribution – select to run the Pricing process after the Funds Distribution process.

Click the **Run** button to execute the Funds Distribution process.

x Help

User ID BBENN06
Run Control ID FUNDS_DISTRIBUTION

Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Funds Distribution	PC_FND_DIST	Application Engine	Web <input type="text" value=""/>	TXT <input type="text" value=""/>	Distribution

OK
Cancel

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the [Process Monitor](#) link to view the Process instance.

Project Template

Users can create and modify an unlimited number of reusable Project templates to populate new Projects with preset standard information such as Project and Activity-level information, teams, budget plans, and attachments. You can also modify existing active or pending Projects using data from templates.

To create a template, either save a new or existing Project as a template or create a new template by starting with a blank project.

Step 1: Creating a Project Template

Navigation: *Project Costing > Project Definitions > Define Project General Info > General Information > Find an Existing Value*

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =

Project begins with

Description begins with

Program =

Processing Status =

Include History
 Correct History
 Case Sensitive

Business Unit – is the Agency in which the Project will be flagged as a Template.

Project – this value will be the Project ID.

Program – defines an existing Project as a ‘Detail’ or ‘Program’ (summary).

Click the **Search** button to retrieve an existing Project and flag as a Template.

NOTE: A Project can be flagged as a Template at time of creation or afterward.



General Information Tab

General Information | Project Costing Definition | Primavera | Manager | Location | Phases | Approval | Justification | User Fields >

Project 000000000000259 [Add to My Projects](#) [Project Hierarchy](#)

*Description Program Processing Status Active
 *Integration OSF Integration Template Project Status: Open
 Project Type PROJECT
 Percent Complete 0.00 As Of
 Project Health As Of

Project Schedule ⓘ

*Start Date *End Date [Additional Dates](#)

Description | 1 of 1 | View All

Date/Time Stamp 07/29/24 2:45:04PM User ID BBENN06

Description:

254 characters remaining

Long Description:

My Projects | Project Valuation | Project Team | Project Activities | Go To

Click the **Save** button, then the **Save as Template** button is activated. Click **Save as Template** to designate the Project as a Template.

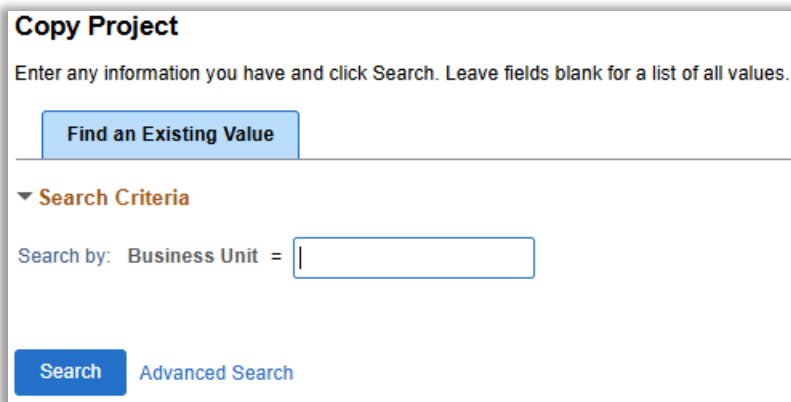


Copy a Project

When creating a new Project, an existing Project can be used as a template to copy from. Projects and Activities can be copied to the new Project.

Step 1: Copy a Project

Navigation: Project Costing > Utilities > Copy Project > Find an Existing Value



The screenshot shows a web interface titled "Copy Project". At the top, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a blue button labeled "Find an Existing Value". Underneath is a section titled "Search Criteria" with a dropdown arrow. Below that, it says "Search by: Business Unit = " followed by an empty text input field. At the bottom, there are two buttons: "Search" and "Advanced Search".

Business Unit – the agency Project Costing business unit where source Projects will be found to copy from.

Click the **Search** button to retrieve the Project Copy pages.



Copy Project Page

Copy Project

Project Business Unit 09000 Description Mgmt and Enterprise Services

Options

Copy Options Copy Project & All Activities

*Project to Copy Software Upgrade

Project to Copy Start Date

*Target Project

*New Start Date

Copy Analysis Group

Reuse Activity Select All Activities

Project Details to Include:

Project Resource

Activity Resource

Project Budget

Allow Transactions Copy

Update Transaction Dates

Activities

WBS ID	Activity	Description	Allow Copying	*Activity
1	0000000001	Workstation Inventory	<input checked="" type="checkbox"/>	0000000001
2	0000000002	Purchase Upgrade	<input checked="" type="checkbox"/>	0000000002
2.1	0000000003	Build RFP	<input checked="" type="checkbox"/>	0000000003
2.2	0000000004	Vendor Evaluation	<input checked="" type="checkbox"/>	0000000004
2.3	0000000005	Award	<input checked="" type="checkbox"/>	0000000005

Copy Options – define what IS to be copied from the Source Project.

- ACTV – copy only the Activity
- BOTH – copy the Project and all Activities
- PROJ – copy only the Project ID

Project to Copy – define the source Project that will be copied from.

Target Project – define the new Project ID for the Project that will be created.

Copy Analysis Group – define by Analysis Group the Project Transactions what will be copied to the new Project. (Not used statewide).

The **Activity** section of the page displays the Activities for the source Project.

Allow Copying – select the Activities that will be copied to the new Project.

Click the **Copy** button to execute the Copy feature.



General Information | Project Costing Definition | Primavera | Manager | Location | Phases | Approval | Justification | User Fields >

Project 000000000000260 [Add to My Projects](#) Project Hierarchy

*Description: Software Upgrade Program Processing Status: Active
*Integration: 09000 OSF Integration Template Project Status: Open
Project Type: PROJ PROJECT
Percent Complete: 0.00 As Of
Project Health: As Of

Project Schedule [?](#)

*Start Date: 07/29/2024 *End Date: 06/28/2025 [Additional Dates](#)

Description | 1 of 1 | View All

Date/Time Stamp: 07/29/24 2:58:47PM User ID: BBENN06

Description:
254 characters remaining

Long Description:

[Save as Template](#) [Copy Project](#)

My Projects | Project Valuation | Project Team | Project Activities | Go To: [More](#)

[Save](#) [Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

The newly created Project from the Copy feature is available and ready to be modified and saved.

Accounting Rules

Accounting Rules are defined to create a debit and credit for Project transactions that need to reflect accounting entries. These accounting entries are generally defined for Billable Project transactions but could be defined for other Project transactions.

Accounting Rules are defined to select Project transactions based on particular values in the Project transaction line or the Project definition. For example, an Accounting Rule could be created for a particular Analysis Type and Project Type.

Accounting Rules

Navigation: *Setup Financial Supply Chain > Product Related > Project Costing > General Options > Setup PC Accounting Rules > Find an Existing Value*

Accounting Rules
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

*Project Business Unit =

Analysis Type begins with

Analysis Group begins with

Contract begins with

Project begins with

*Resource General Ledger Unit =

Project Type begins with

Activity begins with

Source Type begins with

Category begins with

Subcategory begins with

Project Transaction Type begins with

Project Transaction Code begins with

Account begins with

Alt Acct begins with

Dept begins with

Statistics Code begins with

Operating Unit begins with

Sub-Account begins with

Fund Type begins with

Class-Funding begins with

Program begins with

Bud Ref begins with

Affiliate begins with

Fund Affil begins with

CFDA# begins with

ChartField 2 begins with

Case Sensitive

Use the Accounting Rule search criteria to find an Accounting Rule.

Project Costing Business Unit – accounting rules are defined for each agency business unit.

Analysis Type – accounting rules are defined by Analysis Type.

Resource General Ledger Unit - Required

Click the **Search** button to find Accounting Rules that match the search values.

Accounting Rules Page

Accounting Rules

PC Business Unit: 29000
 Analysis Type: BIL
 Analysis Group: %
 Contract: %
 Project Type: 55101
 Project: %
 Activity: %

Description: Regular
 *Resource General Ledger Unit: 29000
 Source Type: %
 Category: %
 Subcategory: %
 Project Transaction Type: %
 Project Transaction Code: %

*Status: Active
 *Journal Template: CA_GM

Additional Selection Criteria

Account	Alt Acct	Class Funding Affiliate	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	Affiliate
%	%	%	%	%	%	%	%	%	%	%

Copy Accounting Entries To...

Organization: [Search] | 1 of 1 | View All

*Inter-Organization Level: Default

Accounting Entries

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Class Funding Affiliate	Operating Unit	Fund Type	Dept	Program	Class
1	Debit	Contract Asset	29000	111500	%	%	%	%	%	%
1	Credit	Revenue		455101	%	%	%	%	%	%

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

Accounting Rules are defined by **Project Business Unit** with particular Project transaction values. In the example above the BIL row that was created by having a project connected to a contract with an active Rate Set, will have Account 111500 as the Contract Asset and Account 455101 as the revenue. Additionally, this Rule only applies to BIL rows that were created from a project that has a Project Type of TYP A.

NOTE: Accounting Rules for billable Project transactions with Analysis Type equal to 'BIL' will have a debit to 'Contract Asset' and a credit to 'Revenue'.

NOTE: If a chartfield value is not defined on the Accounting Rule, the accounting entry will inherit the chartfield value from the Project transaction line.

Budget Items

Budget Items define the Budget Categories that Project Costs and Revenue can be defined by. Budget Items are generally similar to a high-level account code like Equipment, Travel or Personnel Costs.

When used in Project Budgeting, Budget Items can default other chartfield values into a Project Budget line. These could be General Ledger chartfields or Project Costing chartfields.

Budget Items

Navigation: *Setup Financial Supply Chain > Product Related > Project Costing > General Options > Setup PC Budget Items > Find an Existing Value*

Budget Items

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

*SetID =

Budget Item

Description

Correct History Case Sensitive

SetID – Budget Items are defined by agency specific Set ID (agency business unit number).

Budget Item – the Budget Item ID.

Click the **Search** button to find Budget Items that match the search values.

Budget Items Page

Budget Items

SetID 09000
Budget Item EQUIPMENT

Budget Items

1-1 of 1 | View All

General | Project Information | General Ledger Information

*Effective Date	*Effective Status	*Description	Resource Class	Unit of Measure	Billing Business Unit		
01/01/1951	Active	Equipment		%	%	+	-

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display | Correct History

The **General** Tab displays high-level information for the Budget Item.

Click the **Project Information** Tab.

Budget Items

SetID 09000
Budget Item EQUIPMENT

Budget Items

1-1 of 1 | View All

General | **Project Information** | General Ledger Information

Source Type	Category	Subcategory	Job Code	Empl ID	Project Role		
%	%	%	%	%	%	+	-

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display | Correct History

The **Project Information** Tab defines the chartfields that will default into the Project Budget line when this Budget Item is used.



Project Costing Chartfields

Navigation: *Project Costing > Project Definitions > General Information>Find an Existing Value*

Project ID – Project ID represents an agency effort, goal or initiative required to accomplish agency services. Project ID is a chartfield on the distribution line for cost and revenue, but also houses properties like Status, Teams, and Types. Cost and Revenue can be budgeted by Project ID and actual costs and revenue can be collected in a Project. Project IDs are a maximum 15 characters long, and they are alpha-numeric (can be letters and/or numbers). Additionally, Project IDs must be unique throughout the system; hence each ID should start with the first three digits of the Agency number.

Ex: 090CORE_PHASEII

Navigation: *Project Costing > Activity Definitions > Project Activities > Find an Existing Value*

Activity ID – Activity ID generally represents a specific task required to accomplish Project goals. Activity ID is a chartfield on the distribution line for cost and revenue, but also houses properties like Status, Teams, and Types.

Navigation: *Setup Financial Supply Chain > Product Related > Project Costing > Transaction Options > Source Types > Find an Existing Value*

Source Type – Source Types generally describe the purpose of a Project transaction. These could be Labor, Equipment or Travel. Source Types are optional for Project Transactions.

Navigation: *Setup Financial Supply Chain > Product Related > Project Costing > Transaction Options > Categories > Find an Existing Value*

Category – Categories and subcategories further define source types. You can combine categories and subcategories in source groups for reporting and analysis. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs.

Navigation: *Setup Financial Supply Chain > Product Related > Project Costing > Transaction Options > SubCategories > Find an Existing Value*

SubCategory – Categories and subcategories further define source types. You can combine categories and subcategories in source groups for reporting and analysis. Although defining categories and subcategories is optional, using them provides greater flexibility and granularity for tracking and analyzing costs.



Rate Sets

Project transactions brought into a Project from other modules (Payables, Time and Labor, etc.) can be subject to a ‘Pricing Engine’ that creates target rows from these Project Transactions. These target rows can represent Revenue (billable transactions), Overhead or Marked-up Costs.

The Pricing Engine matches incoming Project Transactions with Rate Sets that define what target rows will be created in the Project.

Transactions are eligible to price for billing when the Project and Activity are linked to a rate set or rate plan through Contracts at the contract line level.

Rate Sets

Navigation: *Setup Financial Supply Chain > Product Related > Project Costing > Pricing Structure > Setup PC Rate Sets PC > Find an Existing Value*

Rate Sets

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search Criteria

*Business Unit =

Rate Set begins with

Rate Set Type =

Contract begins with

Contract Line Num =

Include History Correct History Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Use the Rate Sets search criteria to find a Rate Set.

Business Unit – Rate Sets are defined for each agency business unit.

Rate Set – the Rate Set value.

Click the **Search** button to find Rate Sets that match the search values.



Rate Sets Tab

Business Unit 09000 Rate Set AS_INCURRED
 Rate Set Type Standard *Rate Definition Type Billing
 *Description FCR Rate Set Rate Set Category

Define Rate Set Effective Date 01/01/1951 Status Inactive
 Enable Variance

Define Criteria for Incoming Transactions

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency	General L Business
Target	FCR	%	%	%	%	%	%	%	%	%	%

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

The **Rate Sets** Tab defines the chartfield values that will be matched against incoming Project transactions to create target rows.

Click the **Target** Tab.

Target Tab

Business Unit 09000 Rate Set AS_INCURRED
 Description FCR Rate Set Rate Definition Type Billing
 Rate Set Type Standard Rate Set Category

Source Criteria

Analysis Type FCR Project Role % General Ledger Business Unit %
 Job Code % Time Reporting Code % Unit of Measure %
 Employee ID % Currency %

General Ledger Information
 General Ledger Chartfields

Source Type	Category	Subcategory	Account	Alt Acct	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency		
NON		1.000000	Billing	BIL	<input type="checkbox"/>					+	-

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

For each row on the **Rate Sets** Tab, a Target row will be created to define the type of row that will be created by the Pricing Engine.

Rate Option – defines how the target row will be created. This could be a markup or actual cost.

Target Analysis Type – the target row created by the Pricing Engine will have this Analysis Type.

NOTE: If a chartfield value is not defined on the Target row, the target row will inherit the chartfield value from the source Project transaction line.

Project Trees

Project Trees are used for many purposes in the Project Costing and other Financial modules within the system. Project Trees define how trees relate to each other for tracking and reporting purposes. A Project can be hierarchically related to as many other Projects as necessary to achieve the desired level of cost tracking and analysis.

Project Trees can be used for reporting, allocation, or security. Agency users will be allowed to create multiple Project Trees for these purposes.

The types of Trees that agencies are allowed to build are limited to certain Tree Structures. A Tree Structure is a 'Framework' that an individual Tree is built on. The Tree Structure defines how the tree will look and the values that appear on the Tree.

Trees are built on multiple Levels that allow the hierarchy of the Tree to be defined. Tree Levels are generic in nature and can be used by multiple Trees. Tree Nodes are the values that sit on the defined Tree Levels. A tree Node could be a Project that is used to roll-up costs for other lower-level Projects. For Project Trees, Nodes are selected from valid Project ID's that are defined in the system.

Step 1: Create a Project Tree

Navigation: Tree Manager > Tree Manager > Create New Tree

Tree Manager

Find an Existing Tree | **Create New Tree**

*Tree Name

SetID

Set Control Value

Effective Date

Tree Branch

Add

[Find an Existing Tree](#) | [Create New Tree](#)

Tree Name – define a name for the Tree that describes its use.
Click the **Add** button to enter the Tree page.



Tree Definition and Properties Page

Tree Definition and Properties

*Tree Name:

*Structure ID:

*Effective Date: *Status:

*Description:

*Category:

*Use of Levels: [Performance Options](#)

*Business Unit:

Audits

All Detail Values in this Tree

Allow Duplicate Detail Values

Item Counts

Node Count 0

Leaf Count 0

Level Count 0

Branch Count 0

The Tree Definition and Properties page defines how the Tree will be used and values that are valid for the tree.

Tree Name – this value is defined when entering the Tree component.

Structure ID – define the Tree Structure that this Project Tree will be built upon. The Tree Structure defines the values on the tree and the pages used to update these values.

NOTE: For Project Tree creation, agencies will have access to two Tree Structures – PROJECT_BU and PROJECT_GL. PROJECT_BU should be used for project reporting while PROJECT_GL should be used to create allocations of Project transactions.

Effective Date – define the date at which this Project Tree will be effective.

Description – define a description for the Tree that will be visible when searching Tree values.

Category – set this value to ‘Default’.

Use of Levels – set this value to ‘Strictly Enforced’. This value ensures that Tree Nodes can be rolled-up properly for summarization.

Business Unit – define the agency business unit.

Click the **OK** button to create the Project Tree Levels.



Enter a Root Node for Tree Page

Use the Enter Root Node for Tree page to define the Levels that the Tree will be built upon. If you choose PROJECT_BU as the structure the Root Node will be another project ID. If you choose PROJECT_GL the Root Node can be any node that exists on another tree, or more often you will just make up a new node name. Tree Levels can be generic in nature and represent how the hierarchy of the Tree will be defined.

Enter Root Node for Tree

Tree Name: PROJECT_OPERATION

Step 1: Set Up Tree Levels

Tree Levels

☰ 🔍
1-1 of 1 ▾
▶ | View All

Level Name	All Values	Description	View Detail	Delete Level
	<input type="checkbox"/>		View Detail	Delete Level

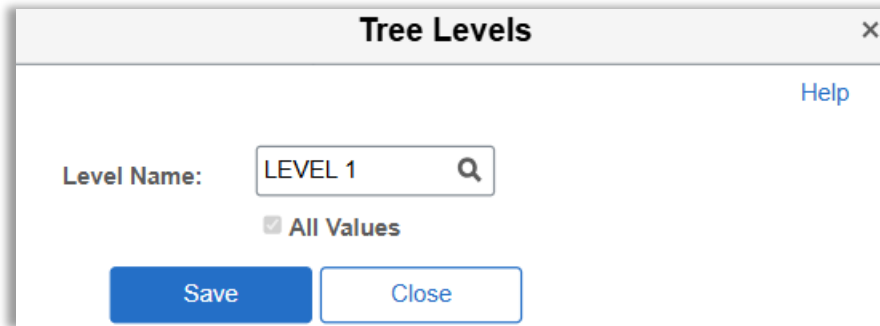
[Add Level](#)

Step 2: Define Root Node

*Root Node: 🔍

OK
Cancel

Click the **Add Level** button to add the first Level of the Tree.



Tree Levels

Level Name: LEVEL 1

All Values

Save Close

Help

Level Name - select the first Level of the Tree.

All Values – for the first Level in the Tree, the All Values checkbox is defaulted on to represent all Project Value will be rolled-up to this Level.

Click the **Save** button to save the first Level of the Tree.

NOTE: Add as many Levels to the Tree as necessary to accomplish the desired hierarchy structure.



Enter Root Node for Tree

Tree Name: PROJECT_OPERATION

Step 1: Set Up Tree Levels

Tree Levels

1-2 of 2 | View All

Level Name	All Values	Description	View Detail	Delete Level
LEVEL 1	<input checked="" type="checkbox"/>	Level 1	View Detail	Delete Level
LEVEL 2	<input type="checkbox"/>	Level 2	View Detail	Delete Level

[Add Level](#)

Step 2: Define Root Node

*Root Node:

Once all desired Levels are added to the Tree, they should be visible in the Tree Levels section of the page.

Root Node – select the ‘Root Node’ or top value for the Tree. The Root Node will be the initial value at the top of the Tree that all lower-level values will roll up to.

NOTE: The Root Node for a Project Tree is generally a Project ID created specifically for this purpose. It is not a Project ID that will capture Project transactions but rather a ‘Roll-Up’ value that is only used to represent the top level on the Tree.

Click the **OK** button to enter the Project Tree page.

Tree Manager Page

Tree Manager

BU or UKV	09000	Last Audit	Draft Tree
Effective Date	08/07/2024	Status	
Tree Name	PROJECT_OPERATION	Project Operations	

[Save Draft](#) | [Save](#) | [Save As](#) | [Close](#)

[Tree Definition](#) | [Display Options](#) | [Print Format](#) | [Export to PDF](#)

[Collapse All](#) | [Expand All](#) | [Find](#)

[First Page](#) ◀ | 1 of 1 | ▶ [Last Page](#)

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[Notify](#)

The Tree Manager page will initially display the values populated for the Definition and the Root Node. The user will at this point begin to define the Tree values that make up the hierarchal definition of the tree.

Click the **Tree Icon** to insert a ‘Child Node’ under the Root Node.

NOTE: The Tree icons displayed at the right of any Tree Node allow the user to Edit a Node value, Insert Child Node values, Insert Sibling Node values, etc. Use these icons to manage creation of the Project Tree.

Insert Child Node

[Help](#)

*Tree Node:

Tree Node - **Select** the Child Node value.

Click the **Add** button to insert this Node Value.

Tree Manager

BU or UKV	09000	Last Audit	Draft Tree
Effective Date	08/07/2024	Status	
Tree Name	PROJECT_OPERATION	Project Operations	

Save Draft | Save | Save As Close Tree Definition Display Options Print Format Export to PDF

Collapse All | Expand All Find First Page ◀ 2 of 2 ▶ Last Page

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[Notify](#)

The Tree Node that was inserted as a Child Node is visible on the Tree.

NOTE: Continue to use the Tree Icons to define add, edit, or delete additional Node values on the Tree until it is completely defined.

Click the [Save Draft](#) link to save the Project Tree as a draft. Click the [Save](#) link to save the Project Tree.

Tree Manager

BU or UKV	09000	Last Audit	Valid Tree
Effective Date	08/07/2024	Status	Active
Tree Name	PROJECT_OPERATION	Project Operations	

Save As Close Tree Definition Display Options Print Format Export to PDF

Collapse All | Expand All Find First Page ◀ 2 of 2 ▶ Last Page

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[Notify](#)

The Project Tree should save in a **Valid** status and be available for use.