

# State of Oklahoma

## COR435

Project Costing -  
Project Cost and Revenue Manual  
Office of Management & Enterprise Services



**OKLAHOMA**

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## Document History

<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
1.0	04/30/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	09/11/2024	Upgrade Update

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.



## Project Transaction Overview

With the exception of programs (summary projects), each Project is composed, at the most basic level, of transactions. Transaction rows in the Project Transaction table (PROJ\_RESOURCE) contain the quantity and amounts associated with each transaction and all of the identifying information that accompanied those costs. 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.

This manual describes the processes used to collect costs and revenue in the Project Costing module.



## 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 State Finance 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.

**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 thru 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 that additional Analysis Types be added (this is likely) additional “agency specific” Analysis Types can be added and used.

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 thru the system. For example, a requisition begins with and Analysis Type = REQ, when the requisition is sourced into a Purchase Order another transaction is created with an analysis type of 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.

**Work Breakdown Structure:** Organization of Activity ID’s 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.

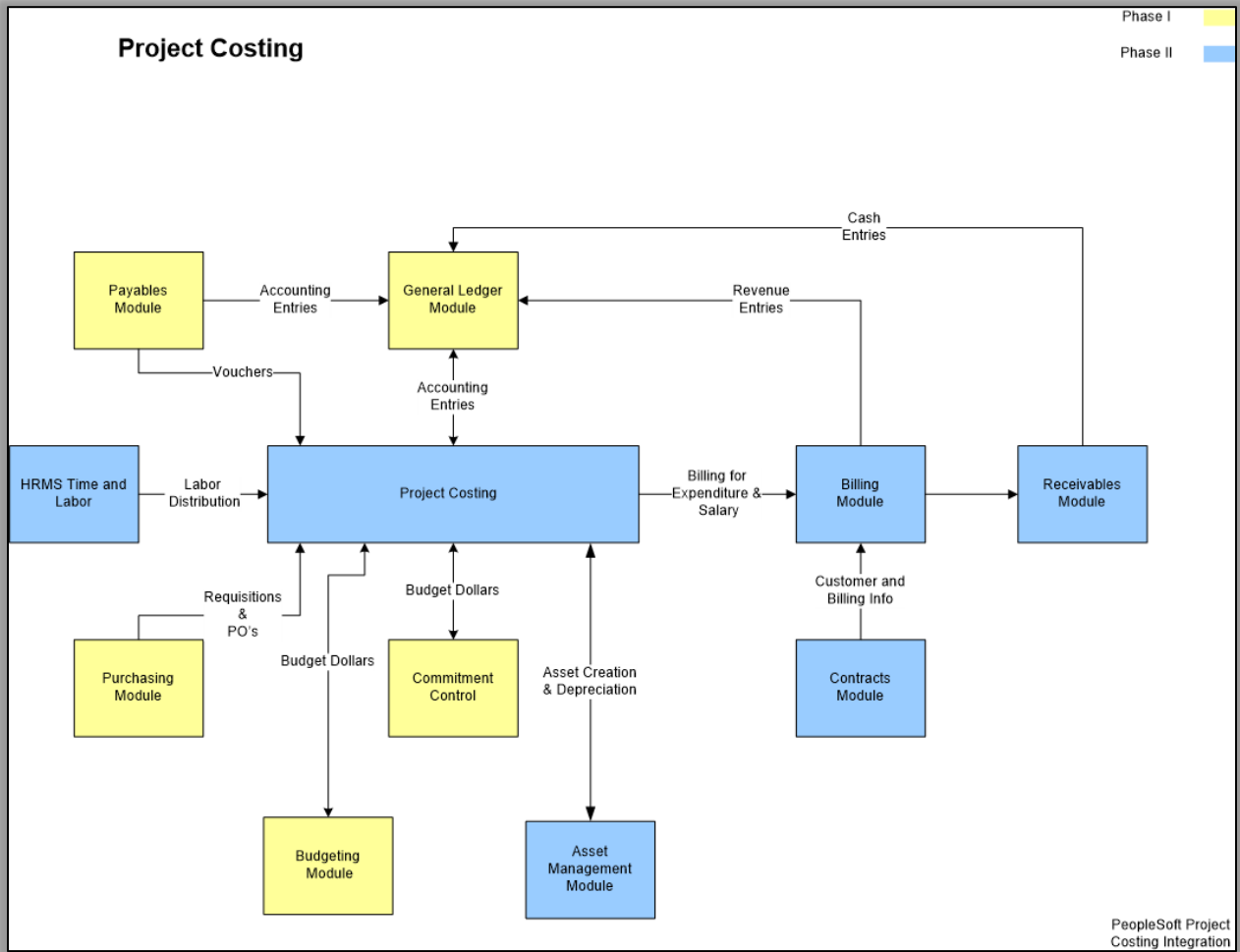
**Project Accounting:** The Accounting for Projects feature provides a method for translating Project transactions into accounting entries that can be sent to General Ledger. Using Accounting Rules, the system converts transactions in Project Costing to accounting lines that the Journal Generator Application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

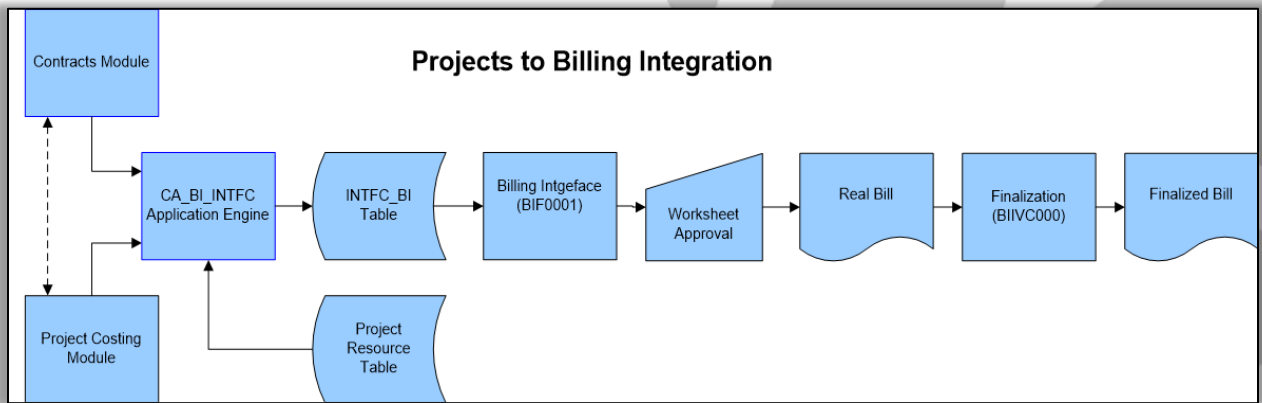
**Project Transaction:** Project Transactions represent the cost, revenue or budget amounts defined for and collected in a Project. A Project Transaction can be a Purchase Order encumbrance, a Voucher cost, a Billing amount, or a Budgeted estimate. Project Transactions make up the amounts and estimates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



# Process Flows

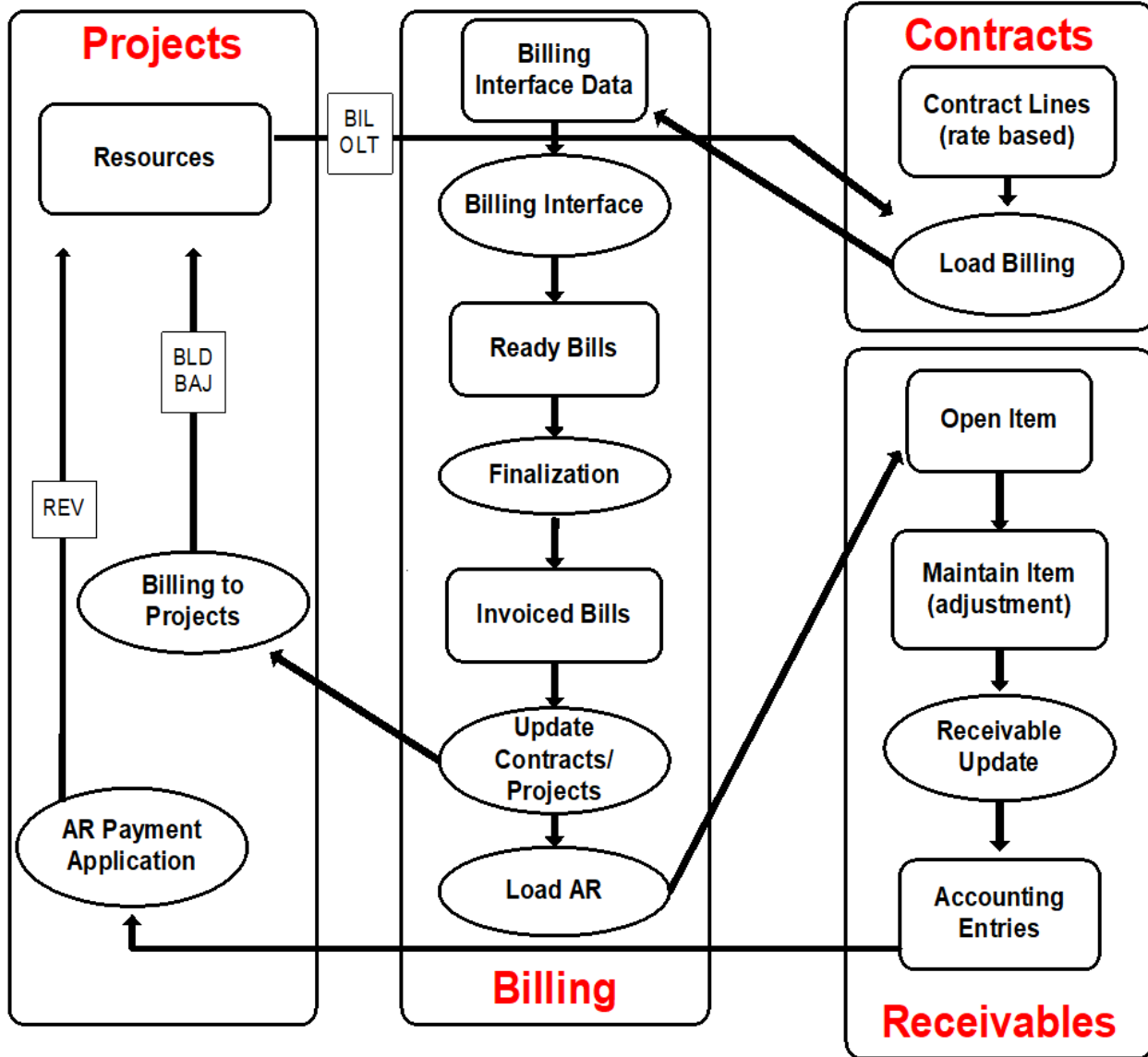


**Diagram 1: Project Costing Module Integration**



**Diagram 2: Project Costing to Billing Integration**





**Diagram 3: Project Costing-Billing-Contracts-Receivables Integration**

## Guidelines, Concepts, and Alternatives

**Table 1: Available Analysis Types**

<b>Analysis Type</b>	<b>Description</b>	<b>Analysis Type</b>	<b>Description</b>
<b>ACT</b>	<b>Actual Cost</b>	FRV	Fixed-Cost Revenue Amount
ASP	Express Asset Percentage Distribution	FTC	Forecast Cost to Complete
BAJ	Billing Adjustment	<b>GLE</b>	<b>General Ledger Expense</b>
BD1	Total Cost Budget - Scenario 1	<b>GLR</b>	<b>General Ledger Revenue</b>
BD2	Total Cost Budget - Scenario 2	GNT	Grant Reimbursement
BD3	Total Cost Budget - Scenario 3	OLT	Over Limit Amount
BD4	Total Cost Budget - Scenario 4	ORD	Order
BD5	Total Cost Budget - Scenario 5	<b>PAY</b>	<b>Time and Labor Actual</b>
BD6	Total Cost Budget - Scenario 6	PCA	Profile Adjustment
BD7	Total Cost Budget - Scenario 7	PCL	Profile Cost Summary
BD8	Total Cost Budget - Scenario 8	PFS	Proceeds from Sale of Asset
<b>BIL</b>	<b>Billable Amount</b>	PSD	Purchase/Sold Time Discount
<b>BLD</b>	<b>Billed Amount</b>	PSR	Proceeds from Sale Summary
<b>BRT</b>	<b>Billing Retainage</b>	PST	Purchase/Sold Time
<b>BUD</b>	<b>Total Cost Budget</b>	RAJ	Released Retainage Adjustment



Analysis Type	Description	Analysis Type	Description
CAC	Cost Sharing Actuals	RB1	Revenue Budget 1
CBA	Cost Budget Adjustment	RB2	Revenue Budget 2
CBU	Cost Sharing Budget	RB3	Revenue Budget 3
CCA	Closed Commitment Adjustment	RBD	Revenue Budget
CCO	Cost Sharing Commitment	REB	Rebate
CFA	Cost Sharing Finance and Administration	<b>REQ</b>	<b>Requisition</b>
CGE	Cost Sharing General Ledger Expense	RET	Retirement Cost
CLS	Asset Cost Summary	<b>REV</b>	<b>Revenue</b>
<b>COM</b>	<b>Commitment including Purchase Order &amp; Subcontractor</b>	<b>RRT</b>	<b>Released Billing Retainage</b>
COR	Cost of Removal of Asset	<b>RRV</b>	<b>Requisition Reversal</b>
CPY	Cost Sharing Payroll	SFA	Sponsor Finance and
CRQ	Cost Sharing Requisition	SHD	Shared Discount
CRR	Cost of Removal Cost Summary	SHR	Shared Revenue
<b>CRV</b>	<b>Commitment Reversal</b>	SUT	Sales/Use Tax
CST	Costing (without PeopleSoft Contracts)	TLA	Time and Labor Estimate
<b>DEF</b>	<b>Deferred Amount</b>	TLB	Time and Labor Estimate for
DSC	Billing Discount	TLC	Time and Labor Contractors
EMP	Project Costing Employee Time	TLX	Cost from Time Traveler



<b>Analysis Type</b>	<b>Description</b>	<b>Analysis Type</b>	<b>Description</b>
ESB	Engagement Plan Bill Estimate	UAJ	Prepaid Utilization Adjustment
ESC	Engagement Plan Cost Estimate	UTL	Prepaid Utilization (Billing)
FBD	Fixed Cost Billed Amount	VAR	Variance
FCC	Completion Cost	VIN	Not Recoverable Value Added
FND	Fund Distribution	WTO	Write Off
FND	Fund Distribution		

\* Commonly used Analysis Types are displayed on **BOLD** in this table.



## Viewing Project Transactions

At a basic level, Projects are made up of Project Transactions (costs, budgets, revenue). Generally, these transactions are pulled into Project Costing from feeder modules (Purchasing, Payables, and General Ledger). Project transactions can be viewed once they have been collected into the Project Costing module. These transactions can be costs, revenue, or budget in nature.

Analysis types are assigned to individual transactions to identify different types of transactions, such as estimated costs, budgeted amounts, actual costs, and billed costs. When viewing Project transactions Analysis Types are critical in understanding what makes up a Project's transactions.

## Transaction Definitions

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

The screenshot shows a web interface titled "Transaction List" with a search criteria form. The form includes a "Find an Existing Value" button and a "Search Criteria" section with the following fields:

- \*Business Unit: = [dropdown] [29000] [Q]
- Project: begins with [dropdown] [2900000000000000] [Q]
- Activity: begins with [dropdown] [0000000100] [Q]
- WBS ID: begins with [dropdown] [ ] [Q]
- Project Description: begins with [dropdown] [ ] [Q]
- Activity Description: begins with [dropdown] [ ] [Q]
- Activity Type: begins with [dropdown] [ ] [Q]
- Status as of Effective Date: = [dropdown] [ ] [Q]
- Activity Owner: begins with [dropdown] [ ] [Q]
- New Milestone: = [dropdown] [ ] [Q]

At the bottom, there are checkboxes for "Correct History" (checked) and "Case Sensitive" (unchecked), and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Use the Search Criteria to retrieve the Project containing transactions.

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

**Project** – the Project ID containing transactions.

**Description** – search by Project Description.

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



## Transaction List Page

**Transaction List**

Project 2900000000000000 Description ADMINISTRATION  
 Activity 0000000100 Description Administration and Management [Add Transactions](#) [Transaction Adjustment](#)

Analysis Type

Expense Sheet ID

Description

Analysis Group

Date Type

Load all transactions

Transaction ID

Voucher ID

Foreign Amount

From Date

Max Rows

Trans ID From

Journal ID

System Source

Through Date

1 to 4 of 4

---

**Project Transactions**

1-4 of 4

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
ACT <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>			136.24	USD	<input type="button" value="Detail"/>	<input type="button" value="Drill"/>
ACT <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>			106.50	USD	<input type="button" value="Detail"/>	<input type="button" value="Drill"/>
ACT <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>			27.35	USD	<input type="button" value="Detail"/>	<input type="button" value="Drill"/>
ACT <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	0.36	MO	372.30	USD	<input type="button" value="Detail"/>	<input type="button" value="Drill"/>

The **Transaction List** page displays all Project transactions meeting the criteria defined at the top of the page.

**NOTE:** All Project transactions may not be visible on the page initially. Use the **Arrow Icon** to scroll through the Project transactions. Or **click** the [View All](#) link.

**Analysis Group** – all transactions with an Analysis Type defined in this Analysis Group will be retrieved.

**From/Through Date** – define a date range that will be used to select Project transactions.

**Date Type** – define the Accounting or Transaction date used in combination with the From/Through Date option.

**Click** the **Search** button to retrieve the Project transactions.

**Click** the Transactions Detail icon for transaction row to view Project transaction details.

## Transaction Detail Page

**Transaction Detail**

Project 2900000000000000      Description ADMINISTRATION  
 Activity 0000000100      Description Administration and Management

---

Transactions Q | | 3 of 40 |>>

Description  [Show All Transaction Details](#)

\*Analysis Type  Q

Cost Type  Q

Detail Activity  Q

Rate Type

Asset Mgmt Bus. Unit  Q

From Business Unit GL  Q

Transaction Date  Q

Transaction Code  Q

GL Distribution Status  Q

Quantity

Source Amount 136.24

Project Amount 136.24

GL Business Unit  Q

Profile ID  Q

Ledger Group  Q

Accounting Date  Q

Transaction Type  Q

BI Distribution Status  Q

Unit of Measure

Source Currency USD

Project Currency USD

Asset ID  Q

Currency Effective Date

Rev Distribution Status  Q

PC Distribution Status  Q

Cost Distribution Status  Q

**General Ledger ChartFields** 3-3 of 40

||>

Source Type	Category	Subcategory	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="521110"/> Q	<input type="text" value="00014"/> Q	<input type="text" value="1000"/> Q	<input type="text" value="0100001"/> Q	<input type="text" value="E0102"/> Q	<input type="text" value="40000"/> Q	<input type="text" value="24"/> Q	<input type="text"/>

The **Project Transaction** Detail page displays specific data elements from the transaction. These include Descriptions, Dates, and Chartfield information.

**Analysis Type** – This value defines the type of Project transaction that is being viewed.

**General Ledger Chartfields** – this section of the page displays all chartfield values on the transaction.

Click the [Show All Transaction Details](#) link.

Use the **Arrow Icon** to scroll through the Project transactions.

---

**NOTE:** Analysis Type is defined on the transaction row when integrated from the feeder module.

---

## Show All Transaction Details Page

**Show All Transaction Details**

Project/Activity

Project	290000000000000	Description	ADMINISTRATION
Activity	0000000100	Description	Administration and Management

[Return to Transaction Detail](#)

---

**Transactions** Q | ⏪ ⏩ 3 of 40 ⏴ ⏵

Description	Expense Distribution	Source Amount	136.24
General Ledger Business Unit	29000	Quantity	
Rate Type	CRRNT	Currency	USD
Analysis Type	ACT	Unit of Measure	
Source Type			
Category			
Subcategory			

---

**Transaction Details**

- ▶ **General Information**
- ▶ **Chart Fields**
- ▶ **Common Integration Fields**
- ▶ **Accounts Payable**
- ▶ **Accounts Receivable**
- ▶ **Asset Management**
- ▶ **Billing / Contracts**
- ▶ **Budgeting**
- ▶ **Expenses**
- ▶ **Funds Distribution**
- ▶ **General Ledger**
- ▶ **Inventory**
- ▶ **Purchasing**
- ▶ **Time and Labor**
- ▶ **Commitment Control**

[Return to Transaction Detail](#)

The **Show All Transaction Details** page displays information from the feeder modules that integrate with Project Costing.

**Click** the desired Transaction Details section to expand any section of the page.



Show All Transaction Details page continued

General Information			
Transaction ID	D29000001521401 0 1 641730ACCR	Original Transaction ID	D29000001521401 0 1 641730ACCR
Transaction Date	10/20/2023	Accounting Date	01/02/2024
Currency Effective Date	10/20/2023	Rate Type	CRRNT
Rate Multiplier	1.00000000	Rate Divisor	1.00000000
PCBU Transaction Amount	136.24	PCBU Currency Code	USD
Project Transaction Amount	136.24	Project Currency Code	USD
Project Transaction Type	VCH	Feeder Sum ID	0
Project Transaction Code		Price Sum ID	0
<b>Transaction User Fields</b>			
User 1	<input type="text"/>	User 4	<input type="text"/>
User 2	<input type="text"/>	User 5	<input type="text"/>
User 3	<input type="text"/>		
System Source	AP Batch	Cost Distribution Status	Not Distributed
Project Distribution Status	Not Distributed	Rev Distribution Status	Not Distributed
Transaction Status		User ID	LWANZER
Process Instance	28564173	Date/Time Stamp	01/02/2024 8:28:12PM

The **General Information** section of the page displays basic Project transaction information including **Dates, Amounts, User Fields** (if applicable), **System Source** and **User ID**.

**Transaction ID** – a system created and assigned number for an individual Project transaction.

---

**NOTE:** User Fields are editable on this page allowing the user to associate User values to the Project transaction.

---

Accounts Payable	
Payables Business Unit	29000 <input type="text"/> OESC
Supplier ID	0000579943 <input type="text"/> PHYFFER,VERONICAA
Voucher ID	00152140 <input type="text"/>
Journal Template	ACCRUAL AP Accruals
Voucher Line Number	1 Distribution Line Number <input type="text"/>
Payments	

For Project transactions collected from **Payables**, the Accounts Payable Voucher information is available.

Show All Transaction Details page continued

▼ **Asset Management**

AM Distribution Status	N	Not Distributed	Cost Type	C
AM Business Unit	29000	OESC		
Asset Identification	<a href="#">NEXT</a>			
Asset Profile ID	FLEET05	Fleet - 5 Years		
Asset Book Name				

For Project transactions identified as capital for **Asset Management**, Asset information will be available.

▼ **Purchasing**

PO Distribution Status				
PO Business Unit	29000	Q	OESC	
PO Number	2909013600	Q	Requisition ID	<input type="text"/>
Line Number	1		Requisition Line Number	
Schedule Number	1		Requisition Schedule Number	
Distribution Line	1		Requisition Distrib Number	
Delivery Due Date from PO				

For Project Encumbrances, the Requisition (if applicable) and PO Number, Line, Schedule, and Distribution information is available.

▼ **Commitment Control**

Budget Checking Header Status	V	Valid
Amount Type		
Override Transaction		
Override User ID		
Override Date	04/18/2024	7:34:07PM
Budget Overrun Allowed		
Budget Checking Line Status	V	Valid
Budget Date	04/18/2024	

**Commitment Control** Budget Checking details are available for the Project transaction.

Click the [Return to Transaction Detail](#) link.

Click the [Return to Project Transactions](#) link to return to the main Transaction List page.

## Adding Project Transactions

Project transactions can be collected from other modules within the system, or they can be added manually directly into Project Costing. Not all types of Project transactions are allowed to be added directly into Project Costing (controlled by Analysis Type).

Certain state agencies require billing of federal sponsors prior to expenditure or sub-recipient pass through transactions. In these cases, it may be necessary to manually add Project transactions directly into Project Costing for billing purposes. Through this process, invoices to federal sponsors can be created, receivables balances are established, cash is collected, and subsequent expenditures or pass-thru monies completed.

## Add Project Transactions

**Navigation:** *Project Costing > Transaction Definitions > Add Transactions > Find an Existing Value*

**Add Transactions**  
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 = 29000

Project begins with 2900000000000000

Activity begins with 0000000100

WBS ID begins with

Project Description begins with

Activity Description begins with

Activity Type begins with

Correct History  Case Sensitive

**Search** **Clear** Basic Search **Save Search Criteria**

Use the **Search Criteria** to retrieve the Project containing transactions.

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

**Project** – the Project ID containing transactions.

**Activity** – select the Activity into which the transaction will be added.

**Description** – search by Project Description.

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

## Add Transaction Page

**Add Transactions**

Project 290000000000000 Description ADMINISTRATION  
 Activity 0000000100 Description Administration and Management [Transaction List](#) [Transaction Adjustment](#)

Analysis Group  From Date  Through Date   
 Date Type  Max Rows

**Project Transactions**

1-1 of 1 | View All

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Date/Time Stamp
FCR				1	MHR	10000	USD	

Use the **Add Transaction** page to define the Project transaction to be added.

**Analysis Group** – define the Analysis Group that will restrict which Analysis Types are available for selection.

**From/Through Date** – define a date range that will be used to select Project transactions.

**Date Type** – define the Accounting or Transaction date used in combination with the From/Through Date option.

**Analysis Type** – select the Analysis Type for the Project Transaction that will be added.

---

**NOTE:** The Analysis Types available for selection are included in the Analysis Group defined on this page.

---

**Source Type, Category, and Subcategory** – define the desired Project Costing chartfields if required.

**Unit of Measure** – define the UOM for the Project transaction.

**Source Amount** – populate the amount of the Project transaction.

Click the **Transaction Detail** icon for Project transaction details.

# Transaction Detail Page

**Transaction Detail**

Project 2900000000000000  
Activity 0000000100

Description ADMINISTRATION  
Description Administration and Management

**Transactions** 1 of 1

Description

\*Analysis Type

Cost Type

Detail Activity

Rate Type

Asset Business Unit

From Business Unit GL

Transaction Date

Transaction Code

GL Distribution Status

Show All Transaction Details

Quantity

Source Amount

Project Amount 10000.00

\*GL Business Unit

Profile ID

Ledger Group

Accounting Date

Transaction Type

BI Distribution Status

Unit of Measure

Source Currency

Project Currency USD

Asset ID

Currency Effective Date

Rev Distribution Status

PC Distribution Status

Cost Distribution Status

**General Ledger ChartFields**

Source Type	Category	Subcategory	*GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="29000"/>	<input type="text" value="531170"/>	<input type="text"/>	<input type="text" value="1000"/>	<input type="text" value="0100001"/>	<input type="text"/>	<input type="text" value="22500"/>

[Process Transactions](#)

[Process Monitor](#)

[Return to Add Transactions](#)

[Save](#)

[Return to Search](#)

[Notify](#)

[Refresh](#)

[Update/Display](#)

[Correct History](#)

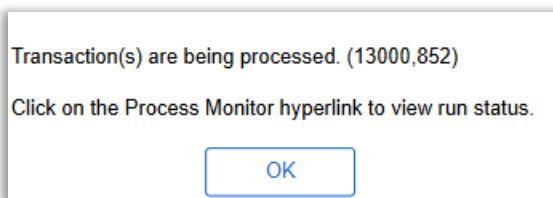
Use the **Transaction Detail** page to add additional information for the Project transaction including General Ledger chartfields.

**Description** – add a description for the Project transaction.

**BI Distribution Status** – to allow Project Pricing for billing, set this field to ‘N’.

**General Ledger Chartfields** – add the desired GL Chartfield values.

Click **Process Transactions** to execute a process that will add the Project transaction to the system.



Use the **Process Monitor** link to view the status of the process.

## Collect Project Costs

Project costs from feeder modules – Purchasing, Accounts Payable, General Ledger and Time & Labor – are collected into Project Costing through a batch process. These batch processes are scheduled to run nightly but can be executed on an ad hoc basis.

## Collect Cost from General Ledger

*Navigation: Project Costing > Cost Collection > Cost Collect General Ledger*

**General Ledger**

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. If a new Run Control is created, **click the Add** button, otherwise **click the Search** button to retrieve an existing Run Control.



## General Ledger Page

**Process Frequency** – set to ‘Always’

**Option** – define the scope of the General Ledger Cost Collection process for this run. The process can be executed by:

- **All** – select all Project Costing Journal transactions for all Business Units. This value will not be used when running the process on an Ad-Hoc basis.
- **Business Unit** – select all Project Costing Journal transactions for an agency Business Unit.
- **Business Unit/Project** – select all Project Costing Journal transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - select all Project Costing Journal transactions for an agency Business Unit, Project ID, and Activity ID.

---

**NOTE:** Use the **Add Icon** to insert additional rows as needed to select multiple Projects, etc.

---

**Business Unit Option** – select all Project Costing Journal transactions for a General Ledger Business Unit.

**Journal ID Option** - select all Project Costing Journal transactions for a range of Journal ID’s.

**Date Type** - select all Project Costing Journal transactions within a Date Range.

---

**NOTE:** Not all the fields shown on the page above will display depending on which ‘Option’ value is selected.

---

Click the **Run** button to execute the Journal Collect process.



**Process Scheduler Request**

[Help](#)

User ID **BBENN06**
Run Control ID **COLLECT\_COSTS**

Server Name

Recurrence

Time Zone

Run Date

Run Time

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL to PC Interface	PC_GL_TO_PC	Application Engine	Web <input type="text"/>	TXT <input type="text"/>	<a href="#">Distribution</a>

Select the checkbox next to the desired process.

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





## Collect Accounts Payable Costs

*Navigation: Project Costing > Cost Collection > Cost Collect Payables*

### Payables

\*Run Control ID

\*Program Name

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

Click the **Add** button to create a new Run Control ID or click the **Search** button to retrieve an existing Run Control.



## Payables Page

**Process Frequency** – set to ‘Always’.

**Option** – define the scope of the Payables Cost Collection process for this run. The process can be executed by:

- **All** – select all Project Costing Payables transactions for all Business Units. This value will not be used when running the process on an Ad-Hoc basis.
- **Business Unit** – select all Project Costing Payables transactions for an agency Business Unit.
- **Business Unit/Project** – select all Project Costing Payables transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - select all Project Costing Payables transactions for an agency Business Unit, Project ID, and Activity ID.

---

**NOTE:** Use the **Add Icon** to insert additional rows as needed to select multiple Projects, etc.

---

**Business Unit** – the agency Project Costing Business Unit.

**Project** – the agency Project ID.

**Activity** – the Activity ID within the Project ID selected.

**Date Option** – narrow the scope of Payables transactions selected by Accounting or Transaction Date.



**From Date/Through Date** – define a date range to be used as selection criteria for Payables transactions.

**Detail or Summary** – this option defines how the Payables Project transactions will be displayed in Project Costing.

**NOTE:** Not all the fields shown on the page above will display depending on which ‘Option’ value is selected.

Click the **Run** button to execute the Payables Collect process.

**Process Scheduler Request** x

[Help](#)

User ID BBENN06 Run Control ID PC\_COST

---

Server Name  Run Date 08/14/2024

Recurrence  Run Time 10:01:15AM

Time Zone  [Reset to Current Date/Time](#)

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AP to PC Interface	PC_AP_TO_PC	Application Engine	Web <input type="text" value=""/>	TXT <input type="text" value=""/>	<a href="#">Distribution</a>

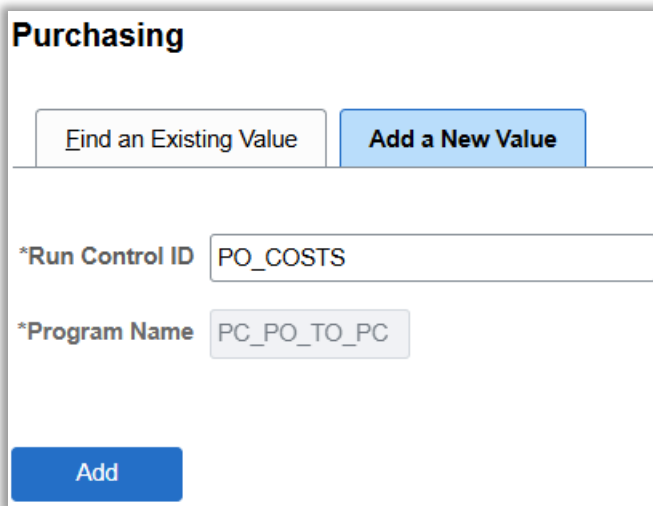
Select the checkbox next to the desired process.

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



## Collect Purchasing Obligations

*Navigation: Project Costing > Cost Collection > Purchasing > Find an Existing Value*



The screenshot shows a web form titled "Purchasing". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are two input fields: "\*Run Control ID" with the value "PO\_COSTS" and "\*Program Name" with the value "PC\_PO\_TO\_PC". At the bottom left of the form is a blue "Add" button.

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

Click the **Search** button to retrieve an existing Run Control.



## Purchasing Page

**Process Frequency** – set to ‘Always’.

**Option** – define the scope of the Purchasing Cost Collection process for this run. The process can be executed by:

- **All** – select all Project Costing Purchasing transactions for all Business Units. This value will not be used when running the process on an Ad-Hoc basis.
- **Business Unit** – select all Project Costing Purchasing transactions for an agency Business Unit.
- **Business Unit/Project** – select all Project Costing Purchasing transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - select all Project Costing Purchasing transactions for an agency Business Unit, Project ID, and Activity ID.

---

**NOTE:** Use the **Add Icon** to insert additional rows as needed to select multiple Projects, etc.

---

**Business Unit** – the agency Project Costing Business Unit.

**Project** – the agency Project ID.

**Date Option** – narrow the scope of Purchasing transactions selected by Accounting or Transaction Date.

**Purchasing Select Options** – select to collect Purchase Orders, Requisitions or Both.

---

**NOTE:** Not all the fields on this page will display depending on which ‘Option’ value is selected.

---

Click the **Run** button to execute the Purchasing Collect process.



x
Help

User ID BBENN06 Run Control ID PO\_COSTS

---

Server Name  Run Date 08/14/2024

Recurrence  Run Time 10:13:54AM 
Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Purchasing Integration	PC_PO_TO_PC	Application Engine	Web	TXT	Distribution

Select the checkbox next to the desired process.

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



## Project Revenue Collection

Project related revenue information from feeder modules – Contracts, Billing and Accounts Receivable – is collected into Project Costing through a batch process. These batch processes are scheduled to run nightly but can be executed on an ad hoc basis.

When Rate-Based Billing information is finalized in Billing and Project Contracts are updated, that information can be sent to Project Costing in the ‘Retrieve Billing Items’ batch process (PC\_BI\_TO\_PC) to reflect that billing Finalization.

For Fixed-Fee Billing Contract linked to a Project, run the ‘Retrieve Revenue from Contracts’ process (PC\_CA\_TO\_PC) to update the Project Transaction Table with results from Contracts and Billing processes.

## Retrieve Billing Items

*Navigation: Project Costing > Revenue Collection > Retrieve Billing Items*

### Retrieve Billing Items

Find an Existing Value
Add a New Value

\*Run Control ID

\*Program Name

Add

**Run Control ID** – create a new Run Control or select an existing value from the list. If a new Run Control is created, **click the Add** button, otherwise **click the Search** button to retrieve an existing Run Control.



## Retrieve Billing Items Page

**Retrieve Billing Items**

User ID BBENN06      Run Control ID PC\_BILLING      Process Monitor      [Run](#)

Program Name PC\_BI\_TO\_PC      Process Frequency Always

**Run Control Options**       |  | [View All](#)

\*Option Business Unit/Project/Activity

Business Unit 29000

Project 2900000000000000

Activity 0000000100

Request Number 1 [Transaction Detail](#)

\*Date Option All

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

**Process Frequency** – set to ‘Always’.

**Option** – define the scope of the Retrieve Billing Items process for this run. The process can be executed by:

- **All** – select all Project Costing Billing transactions for all Business Units. **This value will not be used when running the process on an Ad-Hoc basis.**
- **Business Unit** – select all Project Costing Billing transactions for an agency Business Unit.
- **Business Unit/Project** – select all Project Costing Billing transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - select all Project Costing Billing transactions for an agency Business Unit, Project ID, and Activity ID.

---

**NOTE:** Use the **Add Icon** to insert additional rows as needed to select multiple Projects, etc.

---

**Business Unit** – the agency Project Costing Business Unit.

**Project** – the agency Project ID.

**Date Option** – narrow the scope of Billing transactions selected by Accounting or Transaction Date.

---

**NOTE:** Not all the fields shown on the page above will display depending on which ‘Option’ value is selected.

---

Click the **Run** button to execute the Billing Collect process.





**Process Scheduler Request**

[Help](#)

User ID BBENN06
Run Control ID PC\_BILLING

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"/>	Billing to Projects	PC_BI_TO_PC	Application Engine	Web	TXT	<a href="#">Distribution</a>

Select the checkbox next to the desired process.

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



## Retrieve Revenue from Contracts

*Navigation: Project Costing > Revenue Collection > Retrieve Revenue From Contract > Find an Existing Value*

### Retrieve Revenue from Contract

\*Run Control ID

\*Program Name

**Run Control ID** – create a new Run Control or select an existing value from the list. If a new Run Control is created, click the **Add** button, otherwise click the **Search** button to retrieve an existing Run Control.



## Retrieve Revenue from Contracts Page

**Retrieve Revenue from Contracts**

User ID: BBENN06      Run Control ID: PC\_BILLING      Process Monitor      Run

Program Name: PC\_CA\_TO\_PC      Process Frequency: Always

**Run Control Options**      1 of 1      View All

\*Option: Business Unit/Project/Activity

Business Unit: 29000      Request Number: 1      Transaction Detail      +      -

Project: 2900000000000000

Activity: 0000000100

Save      Notify      Add      Update/Display

**Process Frequency** – set to ‘Always’

**Option** – define the scope of the Contract Revenue process for this run. The process can be executed by:

- **All** – select all Project Costing, Contract Revenue transactions for all Business Units. This value will not be used when running the process on an Ad-Hoc basis.
- **Business Unit** – select all Project Costing, Contract Revenue transactions for an agency Business Unit.
- **Business Unit/Project** – select all Project Costing, Contract Revenue transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - select all Project Costing, Contract Revenue transactions for an agency Business Unit, Project ID, and Activity ID.

---

**NOTE:** Use the **Add Icon** to insert additional rows as needed to select multiple Projects, etc.

---

**Business Unit** – the agency Project Costing Business Unit.

**Project** – the agency Project ID.

**Activity** – define the Project Activity.

---

**NOTE:** Not all the fields shown on the page above will display depending on which ‘Option’ value is selected.

---

Click the **Run** button to execute the Contract Revenue Collect process.



**Process Scheduler Request**

[Help](#)

User ID BBENN06
Run Control ID PC\_BILLING

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"/>	PC_CA_TO_PC	PC_CA_TO_PC	Application Engine	Web	TXT	<a href="#">Distribution</a>

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 Report instance.



## Pricing Engine

The Pricing Process (PC\_PRICING) calculates transaction costs, overhead, and revenue amounts from Source Rows, which are transactions that are brought into Project Costing. Source rows entered into a feeder system, such as Accounts Payable, and integrated into Project Costing.

Processes that bring cost transactions into Project Costing automatically trigger the Pricing process. The process matches the costs with Rate Sets that specify what Target Rows to create in the Project Transaction tables. Target rows are transactions that are created as a result of pricing the source transaction row.

Rate Sets can be configured to match source transaction rows by any Chartfield value as well as employee information like Job Code, Employee ID, and Time Reporting Code.

Transactions are eligible to price for billing when the Project and Activity are linked to a Rate Set or Rate Plan. Normally this link will be created through Contracts at the contract line level. For example, assume that a voucher is entered in PeopleSoft Enterprise Payables for 100 USD. When the Payables to Project Costing Application Engine process (PC\_AP\_TO\_PC) runs, it selects the cost row from the Voucher Accounting Line table and calls the Pricing process, which creates a billing row from the cost row. When the process completes there are two rows in the Project Transaction table, a row with an analysis type of ACT (actual cost) and a row with an analysis type of BIL (billable amount), as shown in this table Creating Rate Sets.

**Navigation:** *Setup Financial Supply Chain > Product Related > Project Costing > Pricing Structure > Setup PC Rate Sets PC > Add a New Value*

**Rate Sets**

Find an Existing Value    Add a New Value

\*Business Unit 29000

\*Rate Set AS\_INCURRED

\*Rate Set Type Standard

Add

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

**Rate Set** – the Rate Set value.

**Rate Set Type** – set to ‘Standard’

Click the **Add** button create a Rate Sets.



## Rate Sets Tab

Business Unit: 29000  
 Rate Set: AS\_INCURRED  
 Rate Set Type: Standard  
 \*Rate Definition Type: Billing  
 \*Description: Price As Incurred costs  
 Rate Set Category: [dropdown]

Define Rate Set

Effective Date: 01/02/1951  
 Status: Active  
 Enable Variance

Define Criteria for Incoming Transactions

Source Information

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

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

**Rate Definition Type** – define the Rate Set for ‘Billing’ Project transactions or for ‘Costing’ Project transactions. Rate Sets for Billing are used with the Contracts Module to create Rate Based Billing rows for invoicing. Rate Sets for Cost could be used to create ‘Overhead’ or ‘Mark Up’ rows in a Project.

---

**NOTE:** This selection will restrict the Target Analysis Types available for selection on the Target page.

---

**Description** – create a Description for the Rate Set.

**Effective Date** – define the date that the Rate Set will be effective.

**Analysis Type** – define the Analysis Type that the Rate Set will use to match Project transactions for Pricing.

---

**NOTE:** The Rate Set page works as a ‘Filter’ that only selects incoming Project Transactions that match exactly the values on the Rate Set page. All incoming transactions that match the field values on the Target page are subject to the Pricing Engine. The wildcard value of ‘%’ indicates that any value in that field will match the Rate Set.

---

Click the **Target** Tab or use the [Target](#) link.

# Target Tab

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.

**Description** – this target row created in Projects will hold the description defined here.

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

**Target Source Type** – the target row created by the Pricing Engine will have this Source Type. If left blank, the target row will inherit the Source Type from the source row.

**Target Category** – the target row created by the Pricing Engine will have this Source Category. If left blank, the target row will inherit the Source Category from the source row.

**Target Subcategory** – the target row created by the Pricing Engine will have this Source Subcategory. If left blank, the target row will inherit the Source Subcategory from the source row.

---

**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.

---

Click the **Save** button to Save the Rate Set.

## Running the Pricing Engine

*Navigation: Project Costing > Utilities > Pricing*

### Pricing

\*Run Control ID

\*Program Name

**Run Control ID** – create a new Run Control or select an existing value from the list. If a new Run Control is created, **click the Add** button, otherwise **click the Search** button to retrieve an existing Run Control.





## Pricing Page

Use the Pricing page to run the Pricing engine on an Ad Hoc basis.

**Process Frequency** – set to ‘Always’.

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

- **All** – Price all Project Costing Journal transactions for all Business Units. This value will not be used when running the process on an Ad-Hoc basis.
- **Business Unit** – Price all Project Costing Journal transactions for an agency Business Unit.
- **Business Unit/Project** – Price all Project Costing Journal transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - Price all Project Costing Journal transactions for an agency Business Unit, Project ID, and Activity ID.

---

**NOTE:** Use the **Add** icon to insert additional rows as needed to select multiple Projects, etc.

---

**Application Options** – select the action taken on Project transaction rows to Reprice or Price Unpriced Rows. Select Reprice Rows when a project transaction entry has already been priced and it needs to be priced again.

**Pricing Option** – price Project transactions for Billing or Cost.



**Contracts** - price only Project transactions related to a particular Contract, Contract BU, Customer or Contract Class.

**NOTE:** Not all of the fields on this page will display depending on which 'Option' value is selected.

Click the **Run** button to execute the Pricing process.

x
Help

User ID BBENN06
Run Control ID PRICING

Server Name

Recurrence

Time Zone

Run Date

Run Time

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	BU290JOB	BU290	PS.Job	(None) ▾	(None) ▾	Distribution
<input checked="" type="checkbox"/>	Pricing	PC_PRICING	Application Engine	Web ▾	TXT ▾	Distribution

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 Report instance.

## Project Accounting

Accounting Rules are defined to create debit and credit Accounting Entries for Project transactions that need to post Journal Entries in General Ledger. 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.



## Step 1 – Define Accounting Rules

*Navigation: Setup Financial Supply Chain > Product Related > Project Costing > General Options > Setup PC Accounting Rules > Add a New Value*

**Accounting Rules**

PC Business Unit

Analysis Type

Analysis Group

Contract

Project

Resource GL Bus Unit

Project Type

Activity

Source Type

Category

Subcategory

Project Transaction Type

Project Transaction Code

Account

Alt Acct

Dept

Statistics Code

Operating Unit

Sub-Account

Fund Type

Class-Funding

Program

Bud Ref

Affiliate

Fund Affil

CFDA#

ChartField 2

Create the **Accounting Entry** to match Project transactions that require journal entries in General Ledger. Use the chartfield values that the Project transaction will have so that the transaction will be selected, and the accounting entry created.

**Project Costing Business Unit** – accounting rules are defined for each agency business unit. This value is required.

**Analysis Type** – accounting rules are defined by Analysis Type. Select the Analysis Type for the Project transactions that require accounting entries.

**Resource GL Business Unit** – define the General Ledger Business Unit into which the Project accounting entry Journal Entries will be posted. This value is required.

**Project Type** – to create Accounting Entries by Project Type, define a value.

---

**NOTE:** The Project Costing chartfields are optional when defining Accounting Rules. These values would only be populated if a different type of accounting entry (different debits and credits) is desired by Project Costing chartfield.

---

Click the **Add** button to enter the Project Accounting Entries pages.

# Accounting Rules Page

**Accounting Rules**

PC Business Unit 29000 Description

Analysis Type BIL

\*Resource General Ledger Unit 29000

\*Status Active

Analysis Group %

Source Type %

\*Journal Template

Contract %

Category %

Project Type %

Subcategory %

Project %

Project Transaction Type %

Activity %

Project Transaction Code %

**Additional Selection Criteria**

Account	Alt Acct	Class Funding Affiliate	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	Affiliate
% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>

Organization  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	09000 <input type="text"/>	111500 <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>
1	Credit	Revenue		458105 <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>

Save Notify Add Update/Display

## Additional Selection Criteria

**Enter** Chartfield values to search for General Ledger Chartfields.

When a new accounting rule is added, all fields in this group box are wildcard symbols (%). The Alternate Account field is enabled or disabled based on the Enable Alternate Account option on the Installation Options page and then based on the Enable Alternate Account option on the General Ledger Business Unit Definition page.

## Accounting Entries

Accounting Rules are defined by **Project Business Unit** with particular Project transaction values.

**Description** – define a Description for the Accounting Rule.

**Journal Template** – define the Journal Template that will summarize, mask and date the Journal Entry created from the Accounting Rule.

**Account Type** – select from the pre-defined Account Type values that create the Debit and Credit sides of the Accounting Entry.

**Billing Business Unit** – for Unbilled AR Account Types define the billing business unit.

**Account** – define the Account for the Debit and Credit sides of the entry.



---

**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:** For every Accounting Rule with a BIL analysis type, a corresponding accounting rule for BLD analysis type must be created.

---

---

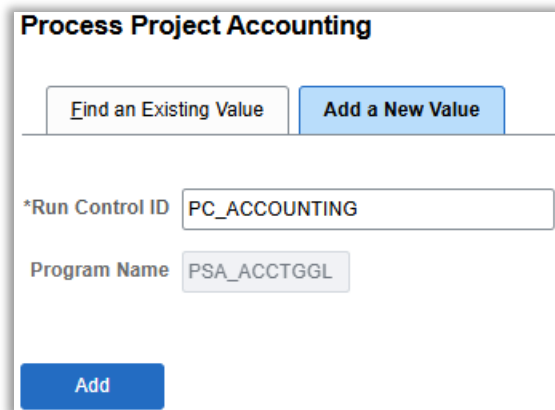
**NOTE:** If a chartfield value is not defined on the Accounting Rule, the accounting entry will inherit the chartfield value from the Project transaction line.

---

Click the **Save** button to Save the Accounting Rule.

## Step 2 – Create Project Accounting Entries

*Navigation: Project Costing > Accounting>Process Project Accounting*



**Process Project Accounting**

Find an Existing Value    Add a New Value

\*Run Control ID PC\_ACCOUNTING

Program Name PSA\_ACCTGGL

Add

**Run Control ID** – create a new Run Control or select an existing value from the list. If a new Run Control is created, **click** the **Add** button, otherwise **click** the **Search** button to retrieve an existing Run Control.





# Process Project Accounting Page

**Process Project Accounting**
Run Control ID **PC\_ACCOUNTING**
Report Manager Process Monitor
Run

**Program Name**

Program Name **PSA\_ACCTGGL** Process Frequency **Always**

**Contract Options**

Contracts Business Unit

Contract Type

Contract Classification

Sold To

Contract

**Cost Plus Fee Type**

None

Fixed Fee

Award Fee

Incentive Fee

Other Fee

**Run Control Options**

Revenue Plan

Revenue Profile

From Date **07/19/2024**

Through Date **08/19/2024**

Override Accounting Date

\*Option **Business Unit/Project/Activit**

Project Business Unit **29000**

Project **2900000000000000**

Activity **0000000100**

Project Type

Project Manager

**Processing Options**

Process All

Process Costs

Process Revenue

**Streamline Processing Options**

Process Milestones

Process Journal Entries

Save Notify

Add Update/Display

Use the **Contract Options** section of the page to create accounting entries by Contract information.

**NOTE:** Project Accounting Entries are often created in combination with a Rate Based Contract to recognize Project Billing Revenue.

**Revenue Plan** – define a Contract Revenue Recognition Plan to restrict Project Accounting Entries to a specific Revenue Plan.

**From/Through Dates** - Enter the range of accounting dates to process. The system selects rows in the Project Transaction table with accounting dates that fall on or within these dates.

**Override Accounting Date** - Enter an override accounting date to have the system stamp the rows that are created in the Accounting Line with this date.

**Option** – define the scope of the Accounting Entry process for this run. The process can be executed by:

**All** – create accounting entries for all Business Units. This value will not be used when running the process on an Ad-Hoc basis.

**Business Unit** – create accounting entries for agency Business Unit.

**Business Unit/Project** – create accounting entries for an agency Business Unit and Project ID.

**Business Unit/Project/Activity** – create accounting entries for an agency Business Unit, Project ID, and Activity ID.

**Project Type** – create Project accounting entries for Projects with only a specific Project Type.

**Project Manager** - create Project accounting entries for Projects with only a specific Project Manager.

**Process Journal Generator - Select** to automatically run the Journal Generator and Contracts Billing Interface processes after running the Process Project Accounting process.

---

**NOTE:** Not all of the fields on this page will display depending on which ‘Option’ value is selected.

---

Click the **Run** button to execute the Project Accounting Entry process.



**Process Scheduler Request** x

[Help](#)

User ID **BBENN06** Run Control ID **PC\_ACCOUNTING**

---

Server Name  ▼ Run Date

Recurrence  ▼ Run Time

Time Zone  🔍

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSA_ACCTGGL	PSA_ACCTGGL	Application Engine	Web ▼	TXT ▼	<a href="#">Distribution</a>

Select the checkbox next to the desired process.

Click the **OK** button to execute the process.

Click the [Process Monitor](#) link to view the Report instance.



## Time and Labor Collection

Project Payroll Costs are initiated in the HCM (Human Capital Management) Product and are interfaced into the Financials Product that houses the Project Costing Module. Payroll costs are recorded by Project and Activity with additional data elements including Employee ID, Job Code, etc.

Interfaced payroll costs are stored by Interface ID which represents a 'Batch Number' for a group of interfaced payroll cost lines. Each line within an Interface ID has an Interface Line Number. Both of these values are used to manage the loading of Project payroll transactions.

Once Payroll costs are interfaced into Project Costing, a batch process must be executed to change Analysis Types for Cost Sharing in Grant funded projects. When the process is complete and required Analysis Types have been changed, the Project transactions will be set to 'New' status and eligible for posting to Projects.

### Step 1 – Run the Cost Share Analysis Type Update

*Navigation: Project Costing > Third Party Integration > Update Cost Share Analysis Typ*

#### Update Cost Share Analysis Typ

Find an Existing Value

Add a New Value

\*Run Control ID

Add

**Run Control ID** – create a new Run Control and **click Add** or select an existing value from the list and **click the Search** button to retrieve an existing Run Control.

## Update Cost Share Analysis Typ Tab

Update Cost Share Analysis Typ

Run Control ID UPDATE\_CS Report Manager Process Monitor Run

\*Option: Business Unit Range

PC Business Unit From: 29000 To: 29000

Save Notify Add Update/Display

**PC Business Unit** – select the agency business unit value.

**NOTE:** The Interface Lines will have two status values – Project Interface Status and Project Interface Load Status. This process will change the required Analysis Types and set the **Project Interface Load Status** from ‘Pending’ to ‘New’. This status change will make the Project transactions eligible for final posting to Projects.

Click the **Run** button to execute the Update Analysis Type process.

Process Scheduler Request

User ID BBENN06 Run Control ID UPDATE\_CS

Server Name Run Date 08/19/2024

Recurrence Run Time 10:04:06AM Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Update Cost Share Analysis Typ	OCP0557GM	Application Engine	Web	TXT	Distribution

OK Cancel

Select the checkbox next to the desired process.

Click the **OK** button to execute the process.

Click the [Process Monitor](#) link to view the process instance.



## Step 2 – Load Transactions into Projects

*Navigation: Project Costing > Third Party Integration > Third Party Load Transactions*

### Load Transactions

\*Run Control ID

\*Program Name

**Run Control ID** – create a new Run Control and **click Add** or select an existing value from the list and **click the Search** button to retrieve an existing Run Control.



## Load Transactions Page

Use the **Load Transactions** page to identify which Project transactions (payroll costs) will be selected for interface into Projects.

Use the **Run Control Options** section of the page to identify the project transactions to interface:

**Option** – select to load Project interfaced transactions or by **Business Unit, Project, or Activity**.  
**Do NOT select the ALL Option!**

**Business Unit** – at a minimum, the interfaced transactions should be selected by agency Business Unit.

**Date Option** – narrow the selection criteria by date range.

Use the **Application Options** section of the page to further define the Project transactions by Interface numbers and Interface Line numbers:

**Interface Run Option** – select to determine if the Project transactions will be ‘Edited’, ‘Loaded’ or ‘Edited and Loaded’.

**Interface Option** – select to load All matching Project interface lines or a Range of values.

---

**NOTE:** When processing a group of Interface lines representing a payroll run, this value would be the Interface ID used in the Cost Share process illustrated in the previous section.

---

**Interface ID** – define the range of Interface ID numbers.

**Interface Line Option** – select to load All Lines within a particular Interface ID or a Range of lines.

Click the **Run** button to execute the Load Transactions process.



Process Scheduler Request x

User ID BBENN06
Run Control ID PC\_LOAD
[Help](#)

---

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"/>	Proj_Resource Loader	PC_INTFEDIT	Application Engine	Web	TXT	<a href="#">Distribution</a>

Select the checkbox next to the desired process.

Click the **OK** button to execute the process.

Click the [Process Monitor](#) link to view the process instance.

---

**NOTE:** The Project transactions should be completed and posted to the Project. See the **View Project Transaction** section of the manual for instructions on reviewing.

---

