State of Oklahoma

COR436

Project Costing – Project Inquiry and Reporting Manual

Office of Management & Enterprise Services

OKLAHOMA

Table of Contents

Document History

Document Revision	Date	Description
1.0	04/30/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	08/23/2024	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 Inquiry and Reporting

Project Costing provides delivered reports, inquiry pages, and queries to analyze Project data. Transactional information for Costs, Revenue, and Budget can be retrieved and reported on.

Analysis Types play a critical role in Project Reporting. Certain Analysis Types allow the user to group Project transactions together at a summary level to analyze Project profitability, budget versus actual and statistical data.

This manual describes the processes used to review and report on Project transactions.

Key Terms

Project Costing Business Unit: Each agency has one, and only one Project Costing Business Unit. The Business Unit is the 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 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 business process requires 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 through 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 = 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

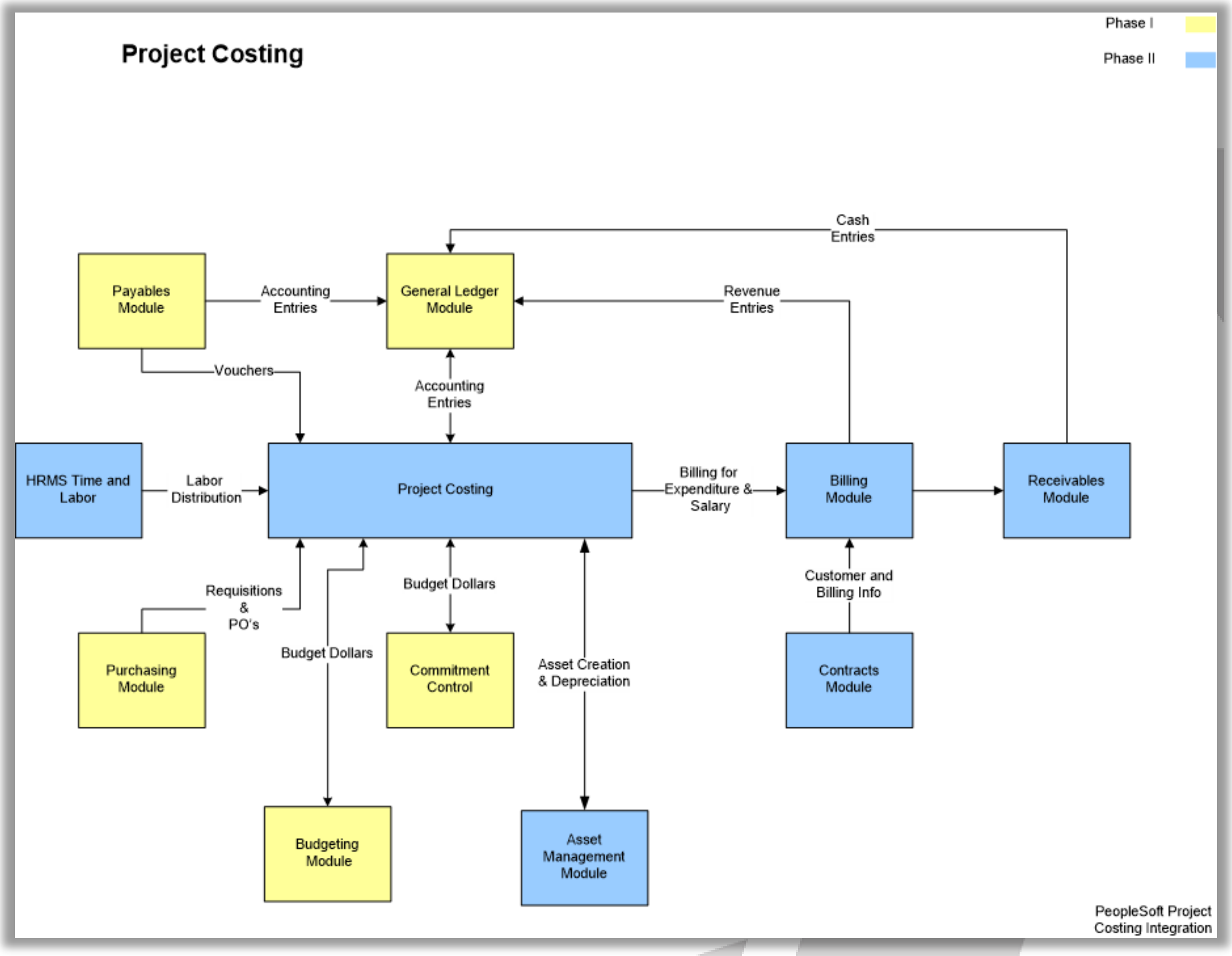


Diagram 1: Project Costing Module Integration

Guidelines, Concepts, and Alternatives

Table 1: Available Analysis Types

Analysis Type	Description	Analysis Type	Description
ACT	**Actual Cost**	FRV	Fixed-Cost Revenue Amount
ASP	Express Asset Percentage Distribution	FTC	Forecast Cost to Complete
BAJ	Billing Adjustment	**GLE**	**General Ledger Expense**
BD1	Total Cost Budget - Scenario 1	**GLR**	**General Ledger Revenue**
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	**PAY**	**Time and Labor Actual**
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
BIL	**Billable Amount**	PSD	Purchase/Sold Time Discount
BLD	**Billed Amount**	PSR	Proceeds from Sale Summary
BRT	**Billing Retainage**	PST	Purchase/Sold Time
BUD	**Total Cost Budget**	RAJ	Released Retainage Adjustment
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	**REQ**	**Requisition**
CGE	Cost Sharing General Ledger Expense	RET	Retirement Cost
CLS	Asset Cost Summary	**REV**	**Revenue**
COM	**Commitment including Purchase Order & Subcontractor**	**RRT**	**Released Billing Retainage**

Analysis Type	Description	Analysis Type	Description
COR	Cost of Removal of Asset	**RRV**	**Requisition Reversal**
CPY	Cost Sharing Payroll	SFA	Sponsor Finance and Administration
CRQ	Cost Sharing Requisition	SHD	Shared Discount
CRR	Cost of Removal Cost Summary	SHR	Shared Revenue
CRV	**Commitment Reversal**	SUT	Sales/Use Tax
CST	Costing (without PeopleSoft Contracts)	TLA	Time and Labor Estimate
DEF	**Deferred Amount**	TLB	Time and Labor Estimate for Billing
DSC	Billing Discount	TLC	Time and Labor Contractors
EMP	Project Costing Employee Time	TLX	Cost from Time Traveler
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 Tax
FND	Fund Distribution	WTO	Write Off
FND	Fund Distribution		

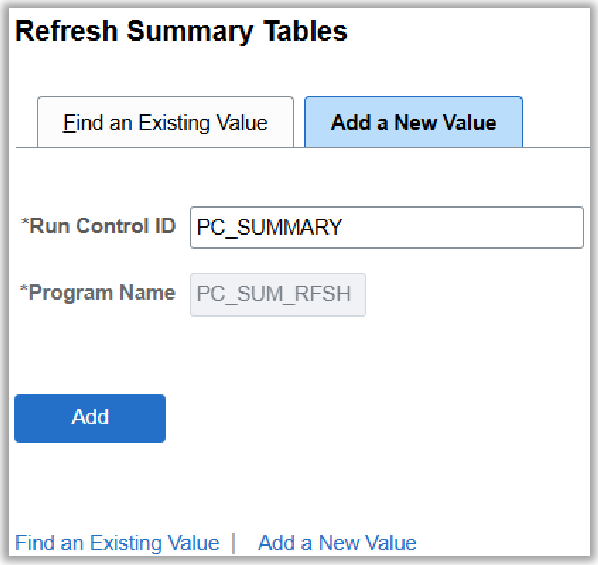
* Commonly used Analysis Types are displayed on **BOLD** in this table.

Refresh Summary Tables

Project Costing Analysis pages use Project Summary tables to display results. The Integration processes from feeder modules populate these tables, but they may also be populated on an ad hoc basis if necessary.

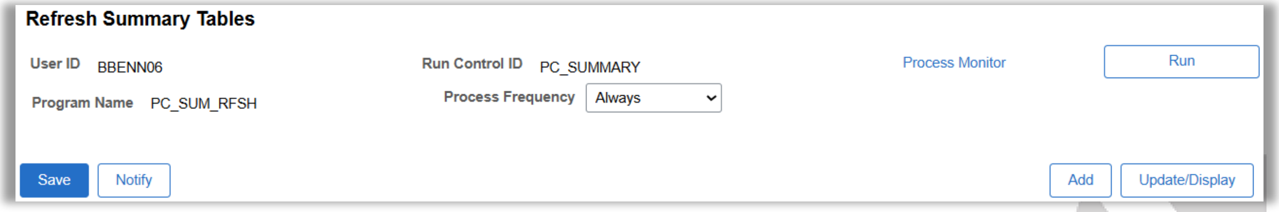
Step 1 – Run Summary Table Refresh Process

Navigation: Project Costing > Utilities > Refresh Summary Tables



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 **<u>Add</u>** button, otherwise **click** the **<u>Search</u>** button to retrieve an existing Run Control.

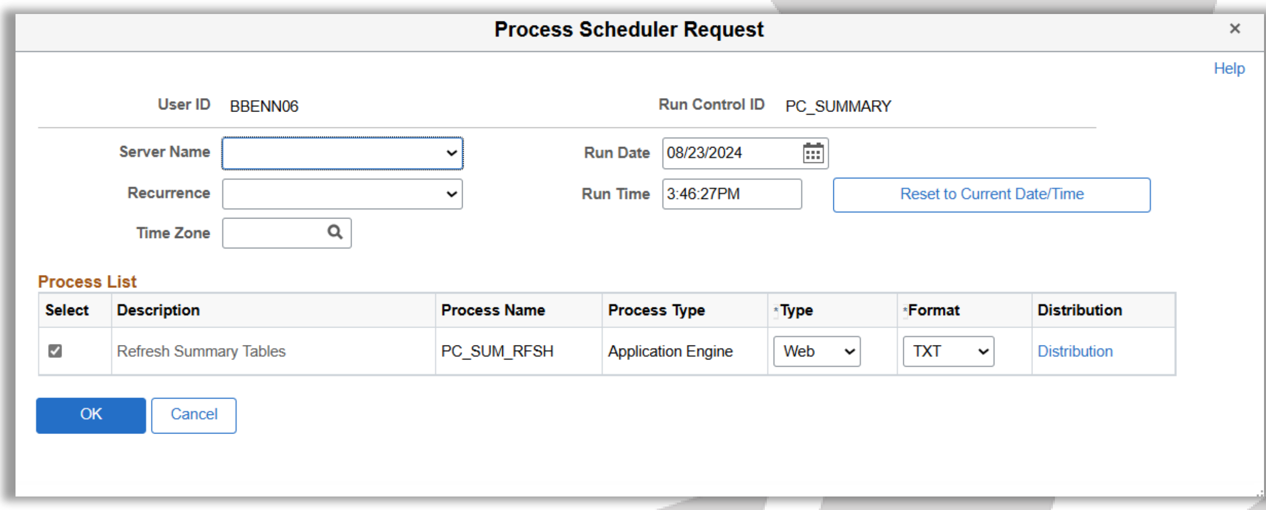
Refresh Summary Tables Page



There are no parameters to populate on the Refresh Summary Tables page.

Process Frequency – set to **Always**.

Click the **<u>Run</u>** button to execute the Summary Table Refresh process.



Select the checkbox next to the desired process.

Click the **<u>OK</u>** button to execute the process. Navigate to the Process Monitor to view the Report instance.

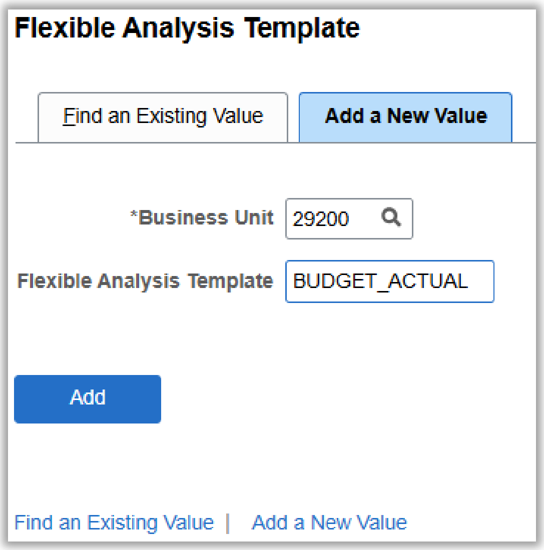
Flexible Analysis

The Flexible Analysis feature provides a view of Project costs based on the Analysis Groups that are specified in a Flexible Analysis Template (user defined by User ID). Flexible Analysis is an interactive tool that works effectively if you want to view one data item at a time, such as costs by Source Type or Category.

The user must create a Flexible Analysis Template before they can perform flexible analysis. Templates define the Analysis Types that the system uses to gather Project costs. A template can be saved as a user default to save time performing flexible analysis. Flexible Analysis Templates can be modified by the user as required.

Step 1 – Create Flexible Analysis Template

Navigation: Project Costing > Flexible Analysis Template



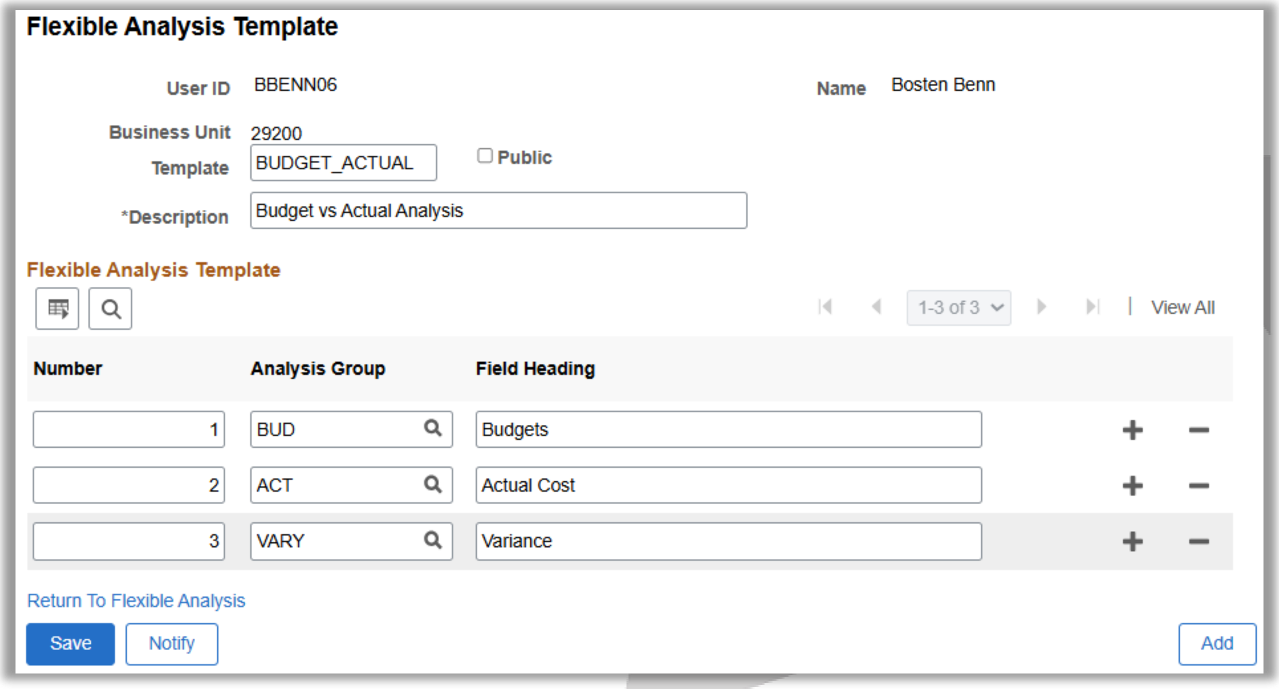
Business Unit – is the Agency in which the Projects and Analysis will be done.

Flexible Analysis Template – define the Template ID. This name could represent the desired reporting analysis that will be provided.

Click the **Add** button to enter the Flexible Analysis Template pages.

NOTE: The Analysis Group mapping configuration may need to be reviewed prior to building a Flexible Analysis Template. The Analysis Types and mapping in the Analysis Group determine how the Project dollars will be summarized in the Flexible Analysis**. Set Up Financials/Supply Chain>Product Related>Project Costing>Transaction Options>Analysis Groups.**

Flexible Analysis Template Page



Template – the Flexible Analysis Template ID.

Description – define a Flexible Analysis Template Description.

Number – define the sequence of the column order for the Flexible Analysis columns on the analysis page.

Analysis Group – select the Analysis Groups the will be displayed on the Flexible Analysis page.

Field Heading – provide a column heading for the Flexible Analysis page. Will default in if the Analysis Group is selected from the **looking glass** icon.

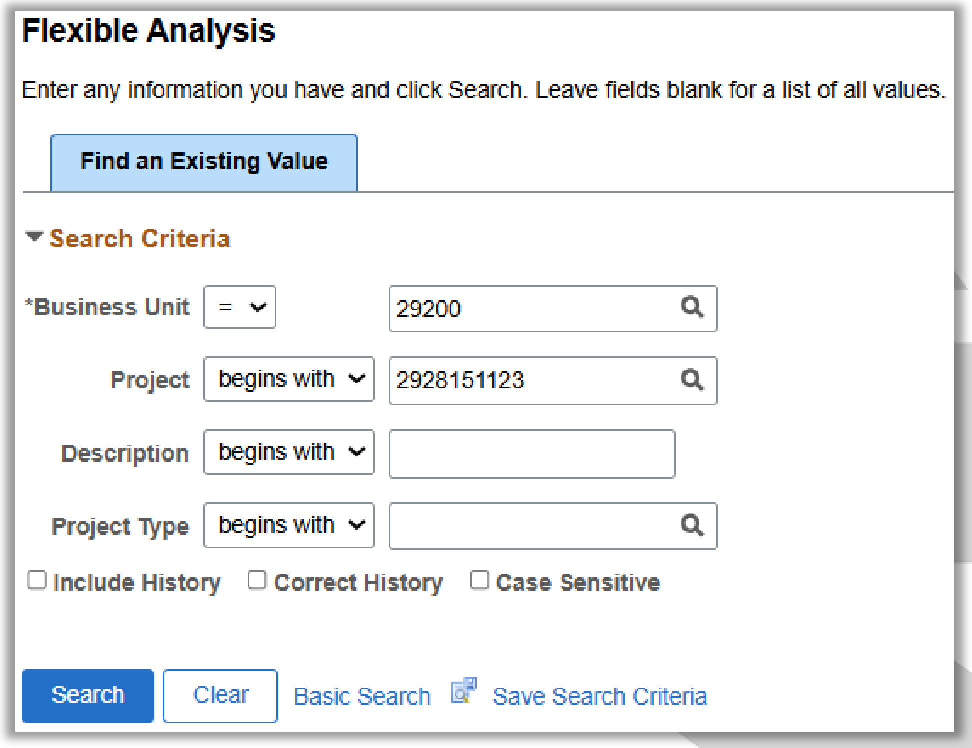
NOTE: The Analysis Groups defined here will make up the page appearance when utilizing the Flexible Analysis feature.

Use the **plus** button to add additional Analysis Groups.

Click the **Save** button to save the Template.

Step 2 – Analyze Project

Navigation: Project Costing > Interactive Reports > Flexible Analysis Report > Find an Existing Value



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

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

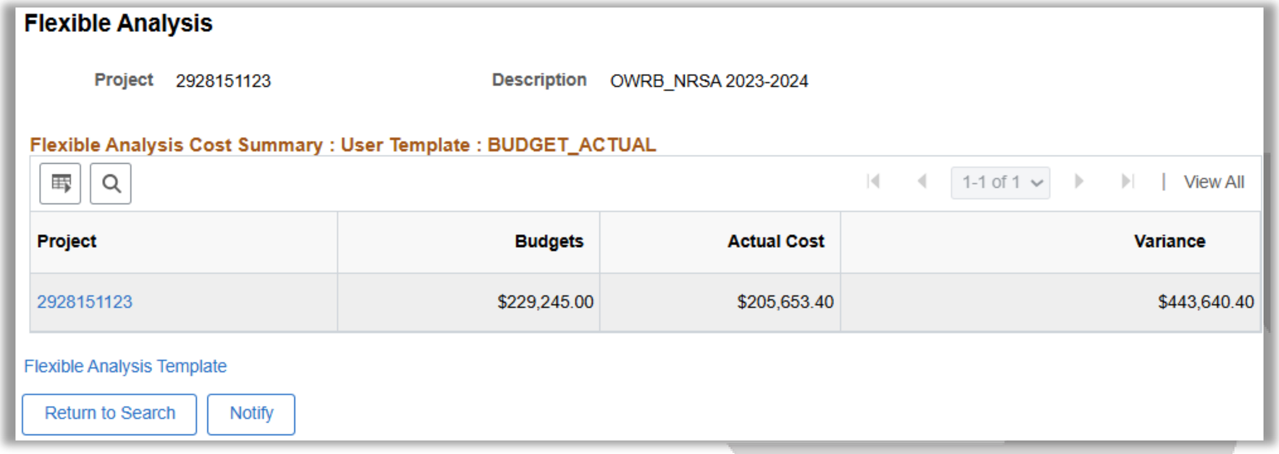
Project – the Project ID value.

Description – search by Project Description.

Click the **Search** button to enter the Project Flexible Analysis pages.

NOTE: In order for the Flexible Analysis pages to display Project information correctly the Project Summary tables must be populated. These should be populated when transactions are collected from feeder modules.

Flexible Analysis Page

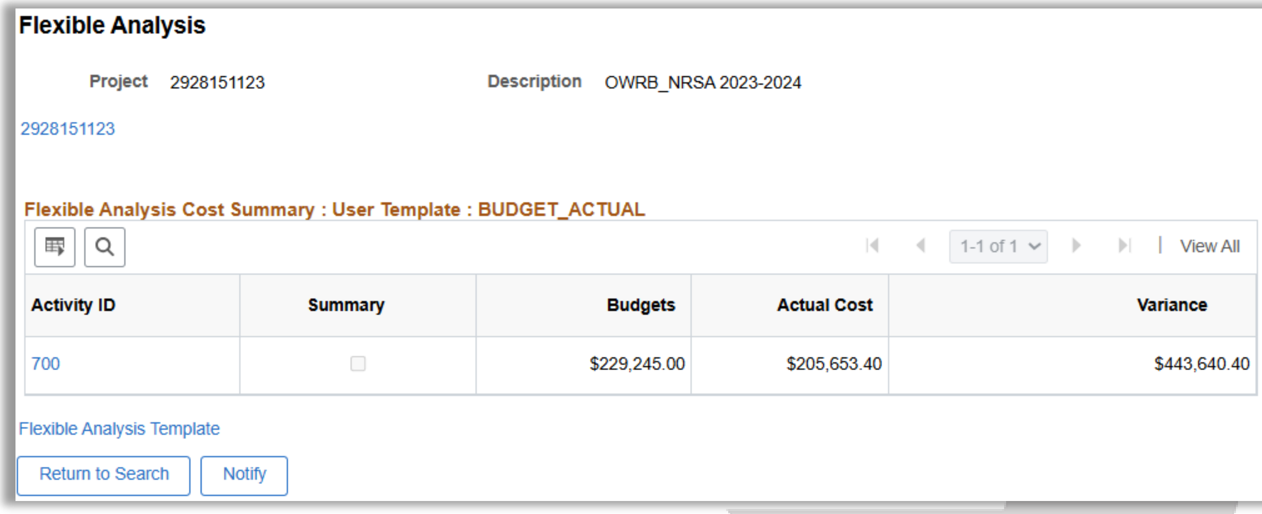


The **Flexible Analysis** page initially displays Project amounts at the Project level of detail. The Columns displayed on the page are derived from the Flexible Analysis Template and the amounts are grouped by the Analysis Groups defined on the Template.

Use the **Flexible Analysis Template** link to navigate back to the template.

NOTE: If results are not displaying correctly, ensure that the Template created in step 1 is selected as Default Template. This can be accessed by **clicking** the **Flexible Analysis Template** link, then **clicking** the **Change Default Template** button and selecting the appropriate template.

Click the **Project ID** link to drill-down to the Activity Level of detail.



Flexible Analysis

Project 2928151123 Description OWRB_NRSA 2023-2024

2928151123

Flexible Analysis Cost Summary : User Template : BUDGET_ACTUAL

1-1 of 1 View All

Activity ID	Summary	Budgets	Actual Cost	Variance
700	☐	$229,245.00	$205,653.40	$443,640.40

Flexible Analysis Template

Return to Search Notify

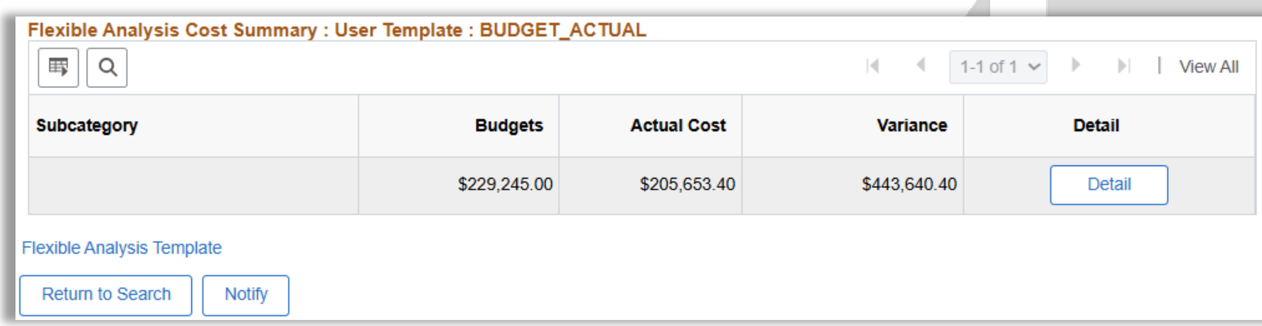
The Flexible Analysis page at the Activity level of detail shows the same columns defined from the Template, but the costs are broken out by **Activity ID**.

Summary – this checkbox indicates an Activity to be a "Summary Activity". See **COR434 - Project Definition Manual**.

NOTE: The Project ID is displayed as a hyperlink at the top of the page to make visible the "breadcrumbs" indicating to the user what level of the drill-down is being shown on the page.

Click the **Activity ID** link to drill-down to the Detail Activity Level of detail or to the Source Type level of detail.

NOTE: The Flexible Analysis page allows the user to continue to drill-down on Project transactions to the Source Subcategory level, where the **Detail** button is available.



Flexible Analysis Cost Summary : User Template : BUDGET_ACTUAL

1-1 of 1 View All

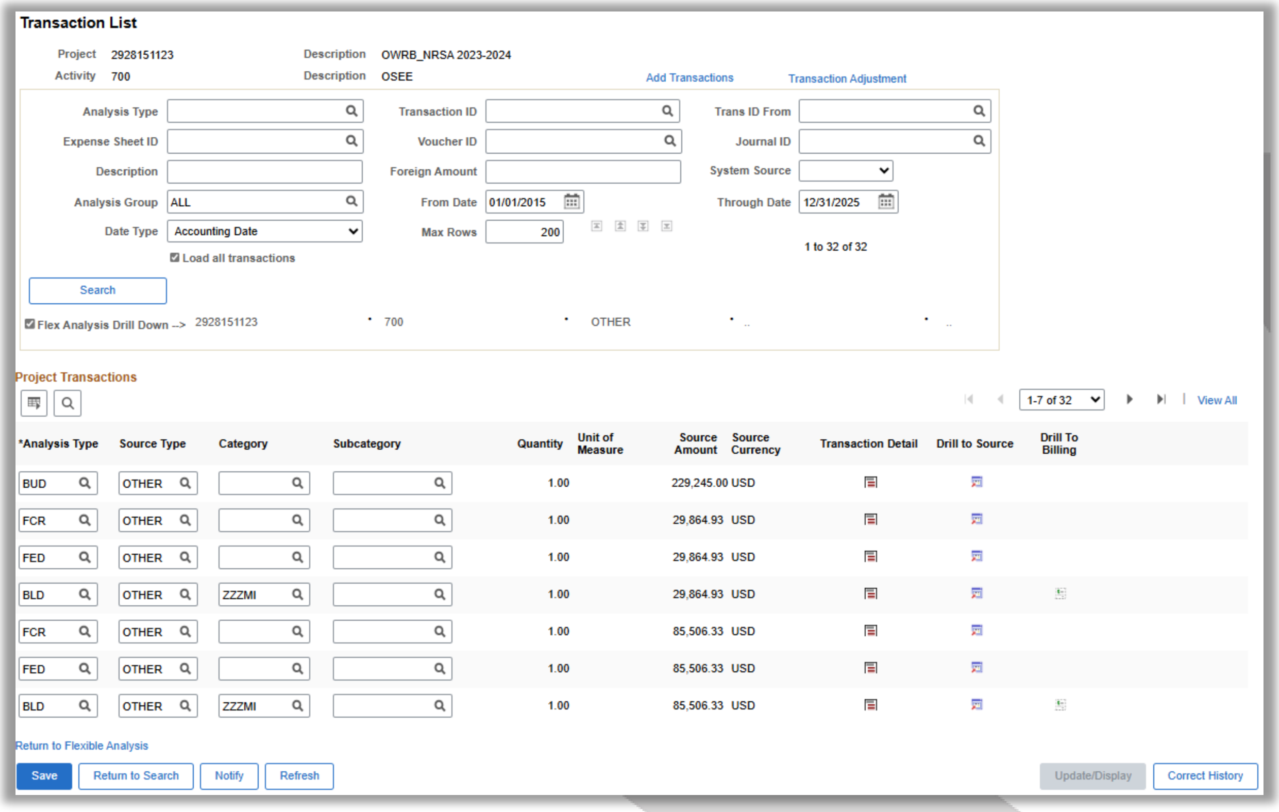
Subcategory	Budgets	Actual Cost	Variance	Detail
	$229,245.00	$205,653.40	$443,640.40	Detail

Flexible Analysis Template

Return to Search Notify

Click the **Detail** button to drill to the actual Project Transaction.

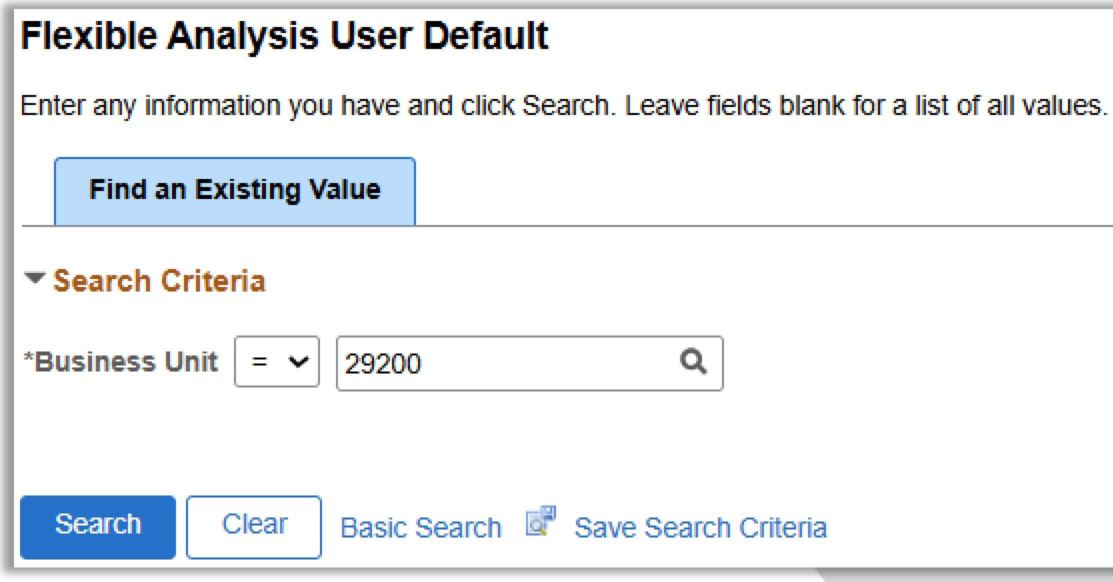
Transaction List Page



When accessed from the Flexible Analysis pages, the Transaction List page displays all of the Project transactions that made up the drill-down level of detail.

Click the **Return to Flexible Analysis** link to start another analysis for the Project.

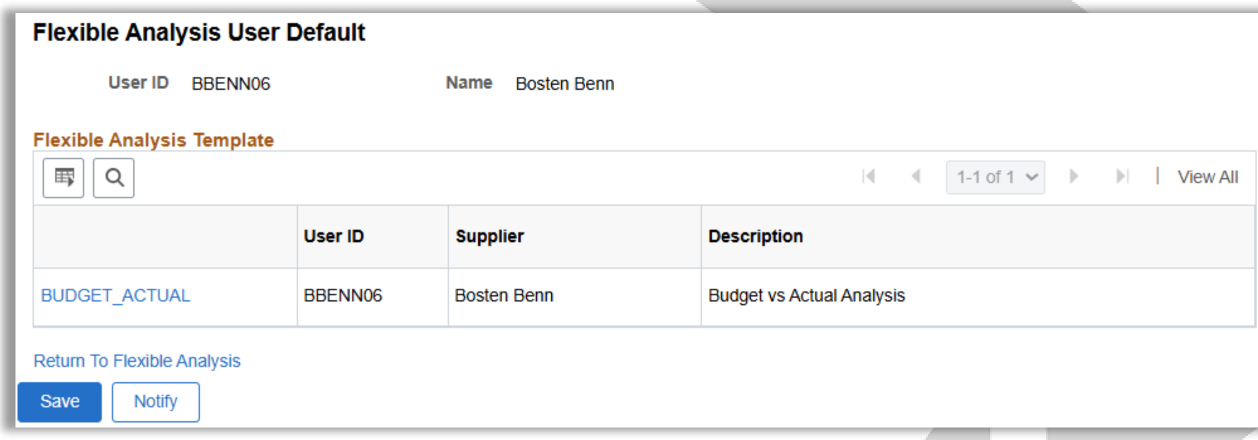
Step 3 – Edit Flexible Analysis Template



Business Unit – select the agency business unit where the Flexible Analysis Template resides.

Click the **Search** button to enter the Project Flexible Analysis Template pages.

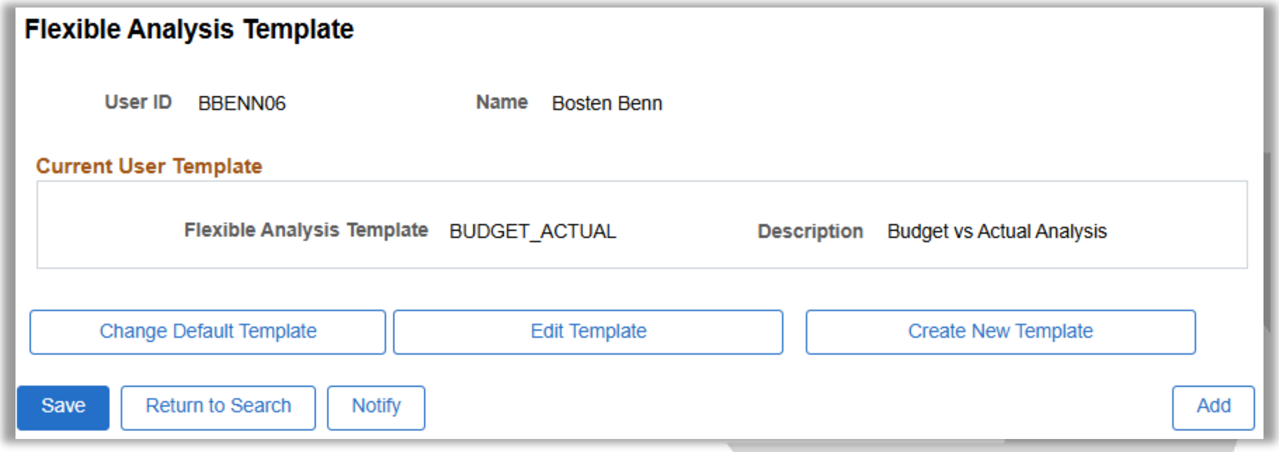
Flexible Analysis User Default Page



Each user has a default Flexible Analysis Template that is used in the Project Analysis pages. This default template is displayed on the **Flexible Analysis User Default** Page.

Click the **Return to Flexible Analysis** link to change the default template, view a template or create a new template.

Flexible Analysis Template Page



Use the **Flexible Analysis Template** page to change the default template, edit an existing template or add a new template.

Click the **<u>Change Default Template</u>** button to change the template that is used to summarize Project costs in the Flexible Analysis pages.

Click **<u>Edit Template</u>** button to change the Analysis Types, column headings or description of an existing template.

Click the **<u>Create New Template</u>** button to create a new Flexible Analysis Template for different Project analysis.

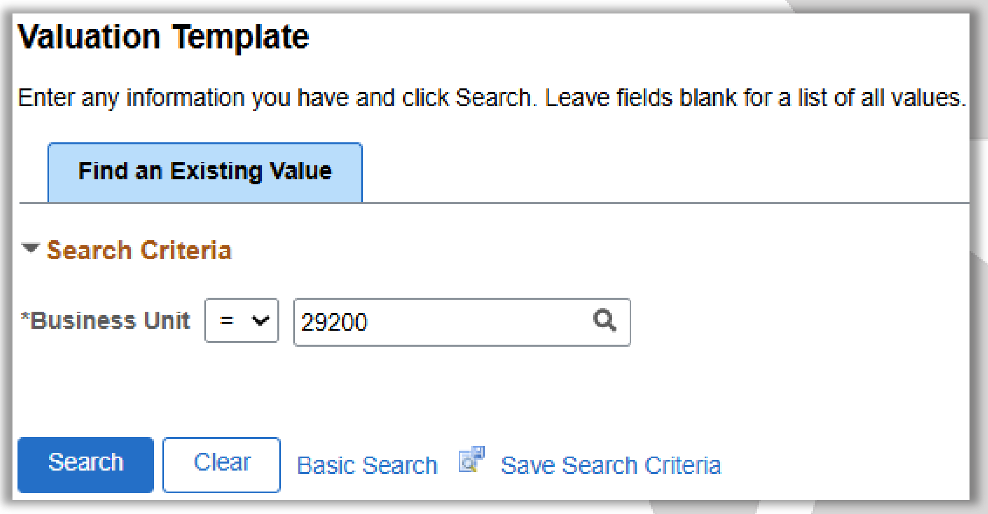
Project Valuation

Project Valuation uses templates that contain evaluation criteria for Project and Activity summary information. To perform the evaluation, select a Project Business Unit, Project and Template that the system uses to calculate a summary view of different Project dimensions, and an activity-based view of financial data.

Users can create arithmetic equations using parenthesis to calculate statistics such as the actual percent of budget. Reporting calculation results appear below the transaction group summary rows on the Project Valuation page.

Step 1 – Project Valuation Template

Navigation: Project Costing > Interactive Reports > Valuation Template > Find an Existing Value

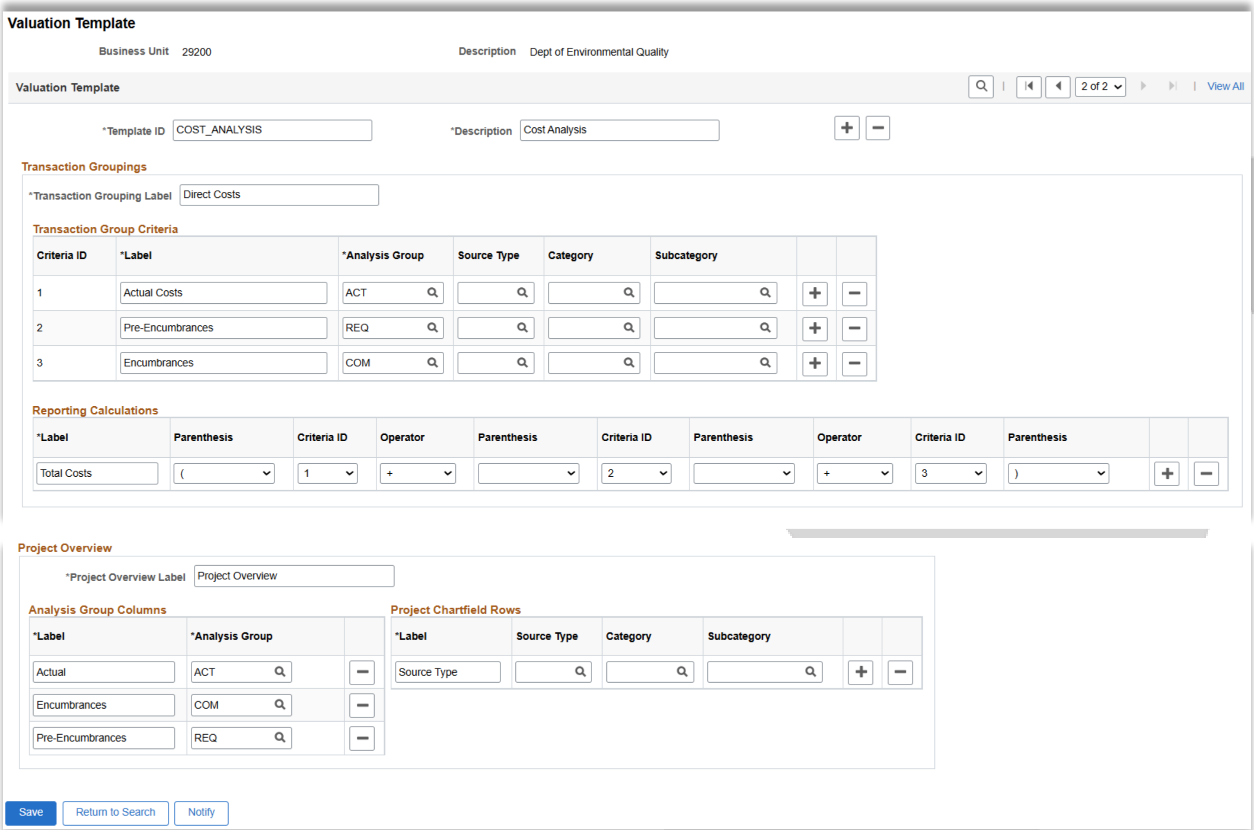


Business Unit – select the agency business unit to create a Valuation Template.

Click the **Search** button to enter the Project Valuation Template pages.

NOTE: The Analysis Group configuration may need to be reviewed prior to building a Valuation Template. The Analysis Types in the Analysis Group determine how the Project dollars will be summarized in the Valuation Template. Set Up Financials/Supply Chain>Product Related>Project Costing>Transaction Options>Setup PC Analysis Groups.

Valuation Template Tab



The **Valuation Template Tab** allows the user to create a template using Analysis Groups, Project Costing Chartfields, Labels and Arithmetic calculations to build a page that summarizes, groups and displays Project transactions.

Template ID – create a Valuation Template ID that will be selected when analyzing Project transactions.

Description – define the description of the Template.

Transaction Grouping Label – this value will be displayed on the Project Valuation page as a label for the Criteria defined below. This label will be displayed as a section of the page.

Transaction Group Criteria – create Criteria ID's using Labels, Analysis Groups and Project Costing chartfields.

Reporting Calculations – for the Criteria ID's defined in this template, use the Operators to add, subtract, multiply or divide the Project transactions.

Project Overview Label – this value will be displayed on the Project Valuation page as a label for the section of the page.

Analysis Group Columns – these labels and Analysis Groups will become column headings and Project summary criteria respectively on the Project Valuation page.

Project Chartfield Rows – these labels and Project Costing chartfield values make up the rows on a summary section of the Project Valuation page.

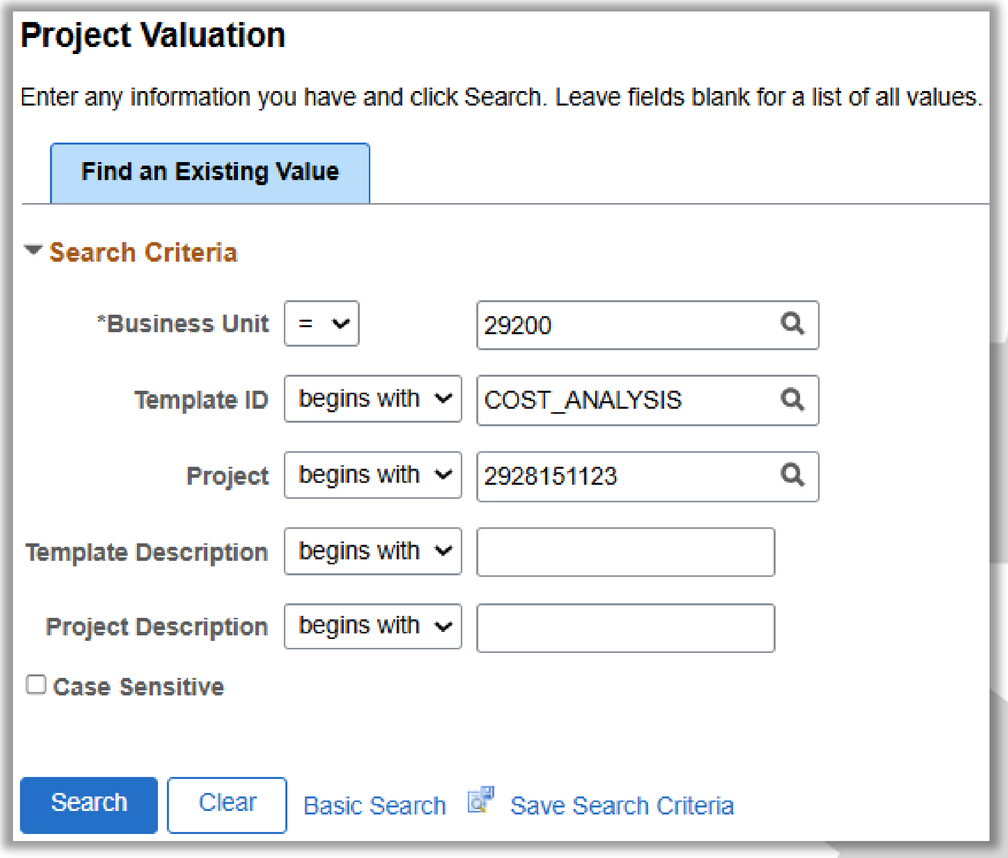
Click the **Save** button to save the Template.

NOTE: Use the **Plus** button to add additional templates as needed for Project analysis.

NOTE: Creating the Valuation Template may be a trial-and-error process to achieve the desired column headings, analysis group summarization and chartfield groupings. Once the Valuation Template is complete, test the accuracy by displaying the Project Valuation page, then make necessary changes to the template.

Step 2 – Project Valuation

Navigation: Project Costing > Interactive Reports > Project Valuation Report > Find an Existing Value



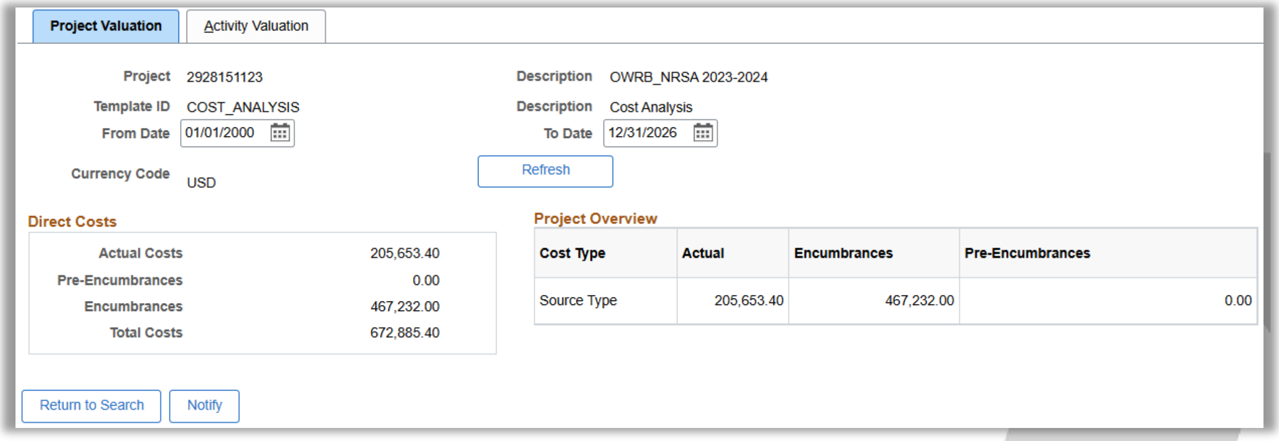
Business Unit – select the agency business unit to create a Valuation Template.

Template ID – select the Valuation Template to analyze the Project.

Project – select the Project ID to review.

Click the **Search** button to enter the Project Valuation page.

Project Valuation Tab


Project Valuation | Activity Valuation

Project 2928151123
Description OWRB_NRSA 2023-2024
Template ID COST_ANALYSIS
Description Cost Analysis
From Date 01/01/2000
To Date 12/31/2026
Refresh
Currency Code USD

Direct Costs

Actual Costs	205,653.40
Pre-Encumbrances	0.00
Encumbrances	467,232.00
Total Costs	672,885.40

Project Overview

Cost Type	Actual	Encumbrances	Pre-Encumbrances
Source Type	205,653.40	467,232.00	0.00

Return to Search | Notify

The **Project Valuation** Tab displays Project transactions in the summary format defined on the Valuation Template.

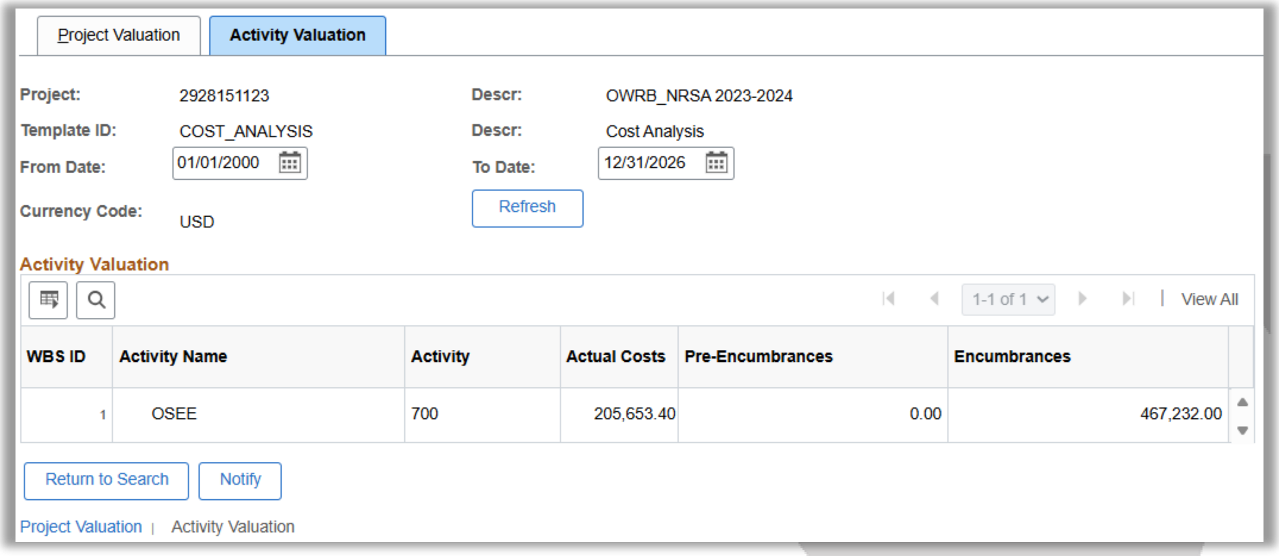
From/Thru Dates – define a date range from which Project Transactions will be retrieved.

Use the **<u>Refresh</u>** button to retrieve Project transactions based on the date range.

The bottom section of the page displays **Transaction Groupings and Project Overview** pieces of the Valuation Template.

Click the **Activity Valuation** Tab to drill-down to the Activity level of detail for the Project.

Activity Valuation Tab



The **Activity Valuation** Tab displays Project transactions selected through the Valuation Template at the Activity level of detail.

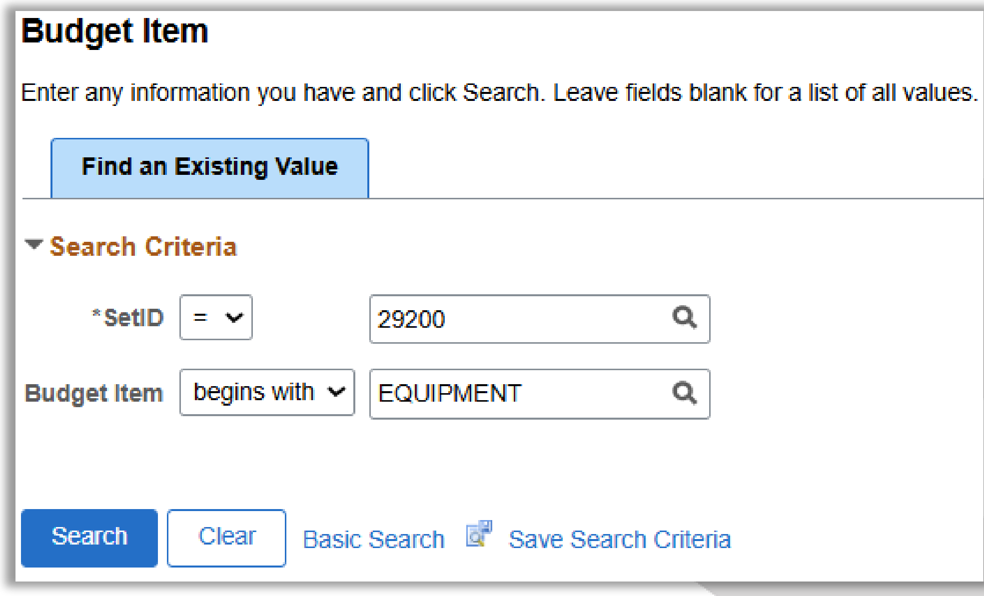
NOTE: The Work Breakdown Structure for the Project Activity configuration is displayed.

Summary Pages and Reports

Project Summary pages and reports are available in Project Costing. These features allow analysis and review of Project transactions at a summary level with drill-down capability available on most pages.

Budget Item Page

Navigation: Project Costing > Interactive Reports > Budget Item > Find an Existing Value



SetID – **select** the agency business unit value.

Budget Item – select a Budget Item to view budget versus actual comparison.

Click the **Search** button to enter the Budget Item pages.

Budget Item

SetID 29200 Budget Item EQUIPMENT Description Equipment

Budget Amounts by Project

1-5 of 36 | View All

Project Business Unit	Project	Description	Budget Type	Budget Amount	Actual Amount	Remaining Amount	Currency	Detail
29200	292000711	GENERAL WATER POLLUTION	Cost Budget	793.00	0.00	793.00	USD	
29200	292000713	General Water Pollution	Cost Budget	15,000.00	0.00	15,000.00	USD	
29200	292000714	General Water Pollution	Cost Budget	60,000.00	0.00	60,000.00	USD	
29200	292001311	Administration PWS.	Cost Budget	20,000.00	0.00	20,000.00	USD	
29200	292001411	Administration HAZ Waste.	Cost Budget	19,050.00	0.00	19,050.00	USD	

Return to Search

The **Budget Item** page displays all Projects within the Business Unit that have the Budget Item defined and budgeted.

Budget Type – this value defines the budget type as Cost or Revenue.

Remaining Amount – this field displays the budget versus actual difference.

Click the Activity Detail icon to drill-down to the Activity level of detail.

Budget Details

Project Business Unit 29200 Project 292000711 Description GENERAL WATER POLLUTION
Budget Type Cost Budget Currency USD Hide Budget Details

Budget Amounts by Activity

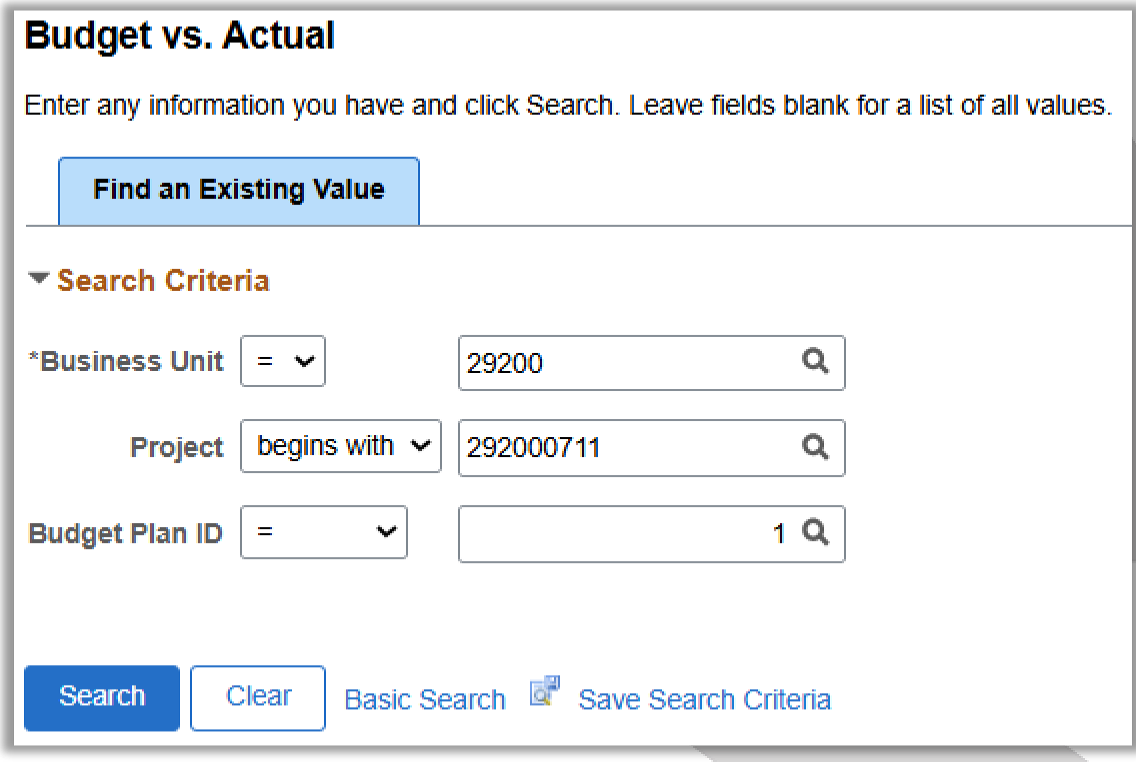
1-1 of 1 | View All

Activity	Description	Budget Amount	Actual Amount	Remaining Amount
99	BUDGET.	793.00	0.00	793.00

The **Budget Details** section of the page displays Activity level details for the Project and Budget Item.

Budget vs. Actual Page

Navigation: Project Costing > Interactive Reports > Budget vs. Actual > Find an Existing Value

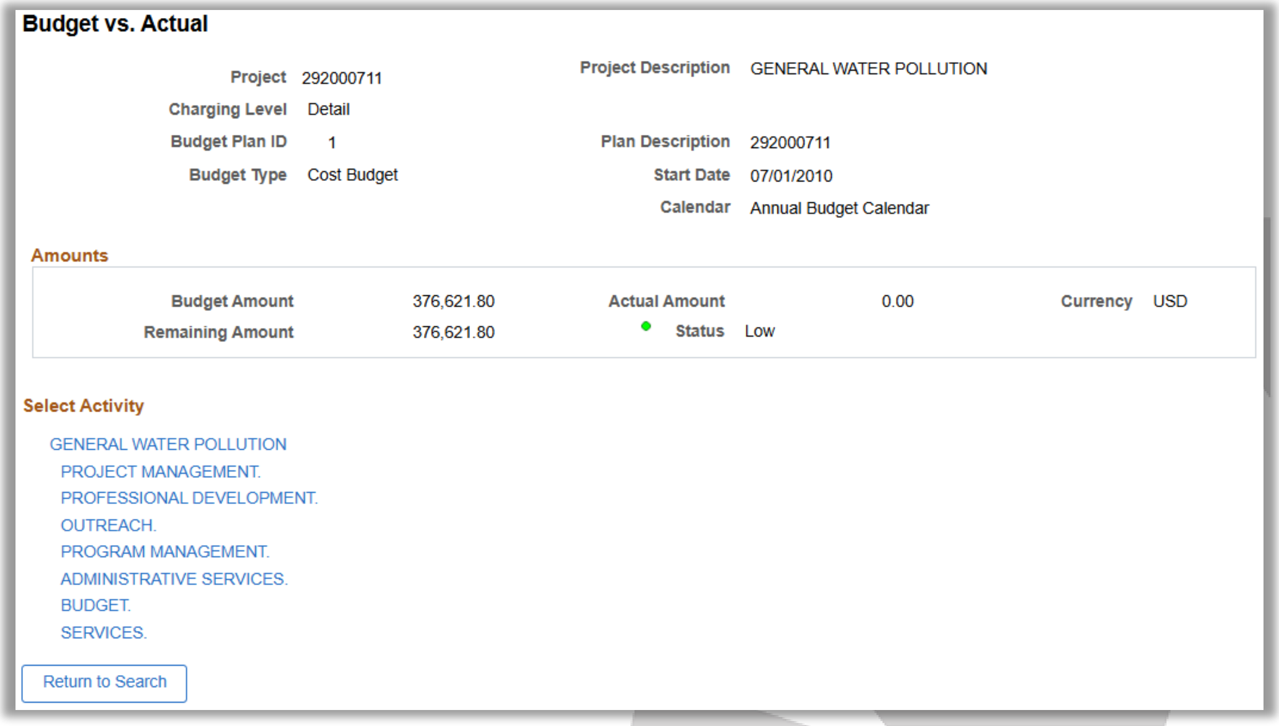


Business Unit – select the agency business unit to view Budget versus Actual comparison.

Project – select a Project ID.

Budget Plan ID – if multiple Budget Plans exist for a Project, select the desired value.

Click the **Search** button to enter the Budget vs. Actual pages.



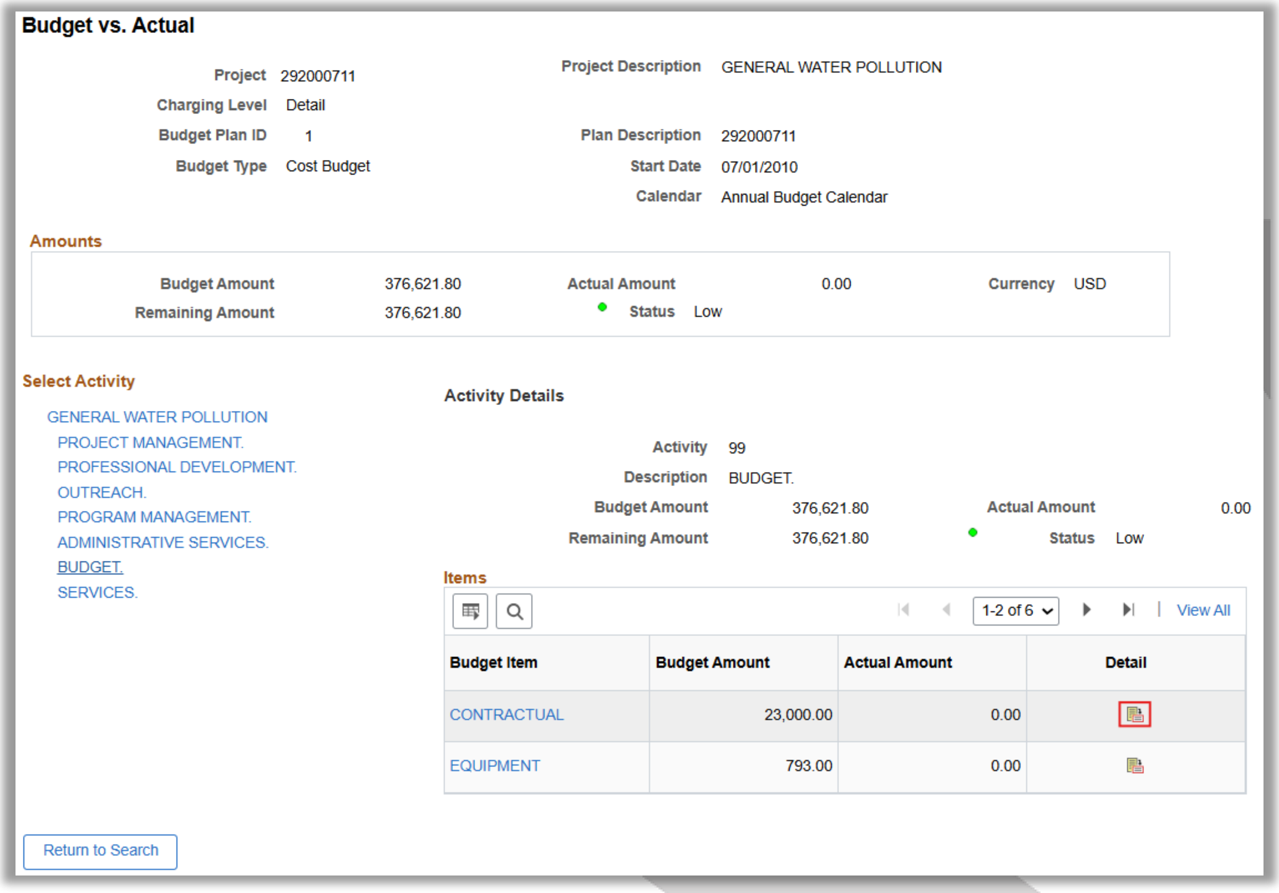
The **Budget vs. Actual** page displays Project Budget Plan information at the top of the page including **Budget Type**, budget **Start Date** and budget **Calendar**.

The **Amounts** section of the page displays Project Budget, Actual and Remaining Amount.

Status – the status indicator reflects the budget versus actual 'Budget Alert' defined for the Project (see **COR434 Projects – Project Definition Manual**)

The **Select Activity** section of the page displays Activity level of detail with drill-down capability.

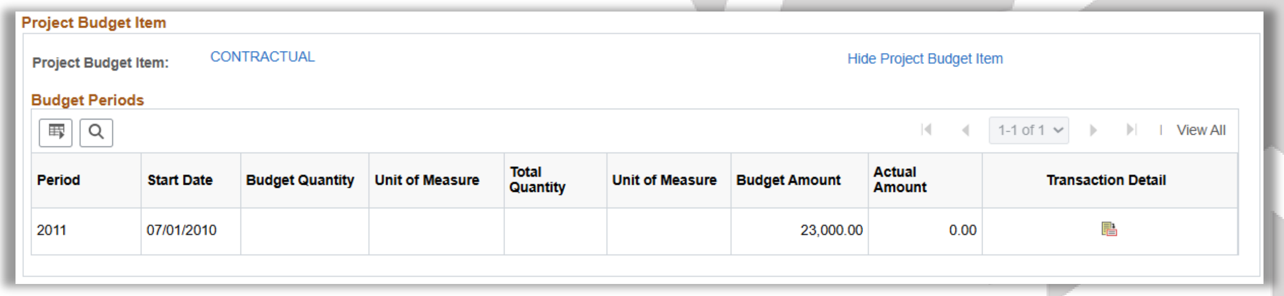
Click the **Activity ID** link in the **Select Activity** section to drill-down to Activity level budget versus actual.



The **Activity Details** section of the page displays budget versus actual amounts (with remaining amounts).

Budget Item – the Budget Items defined for the Activity are visible.

Click the Activity Detail icon to drill-down to the Budget Item level of detail.



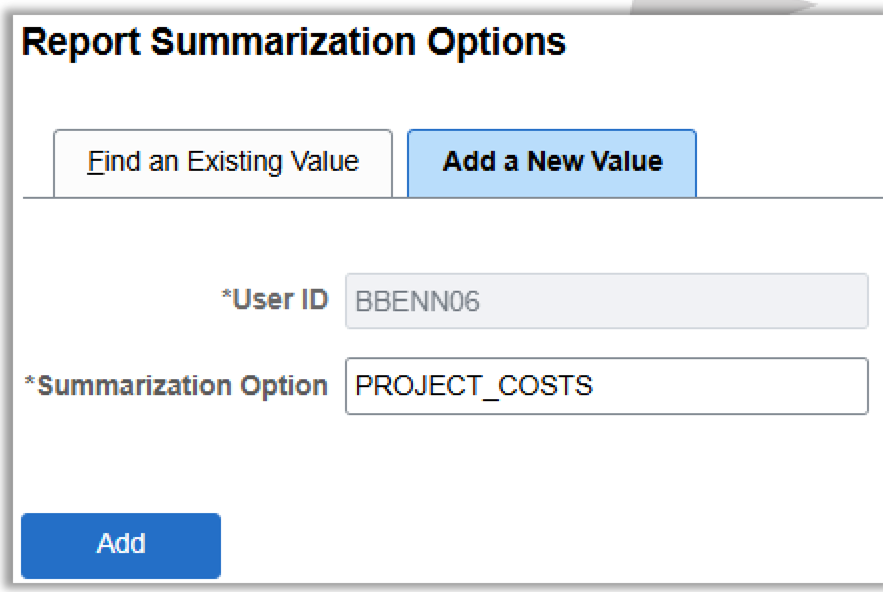
Report Summarization Option

The Report Summarization feature summarizes rows in the Project Transaction table (PROJ_RESOURCE) into a smaller Project Transaction Reporting table (PC_RPO) for enhanced performance and reporting. Creating reports by using report summarization is a three-step process:

1. Create a Report Summarization group that contains the distinct fields that you want to summarize from the Project Transaction table. This “template” is defined for each User.
2. Run the Report Summarization process to populate the Project Transaction Reporting table (PC_RPO).
3. Create a report using the reporting table – PC_RPO.

Step 1 – Define Report Summarization Options

Navigation: Project Costing>Reports > Summary>Report Summarization Options > Add a New Value

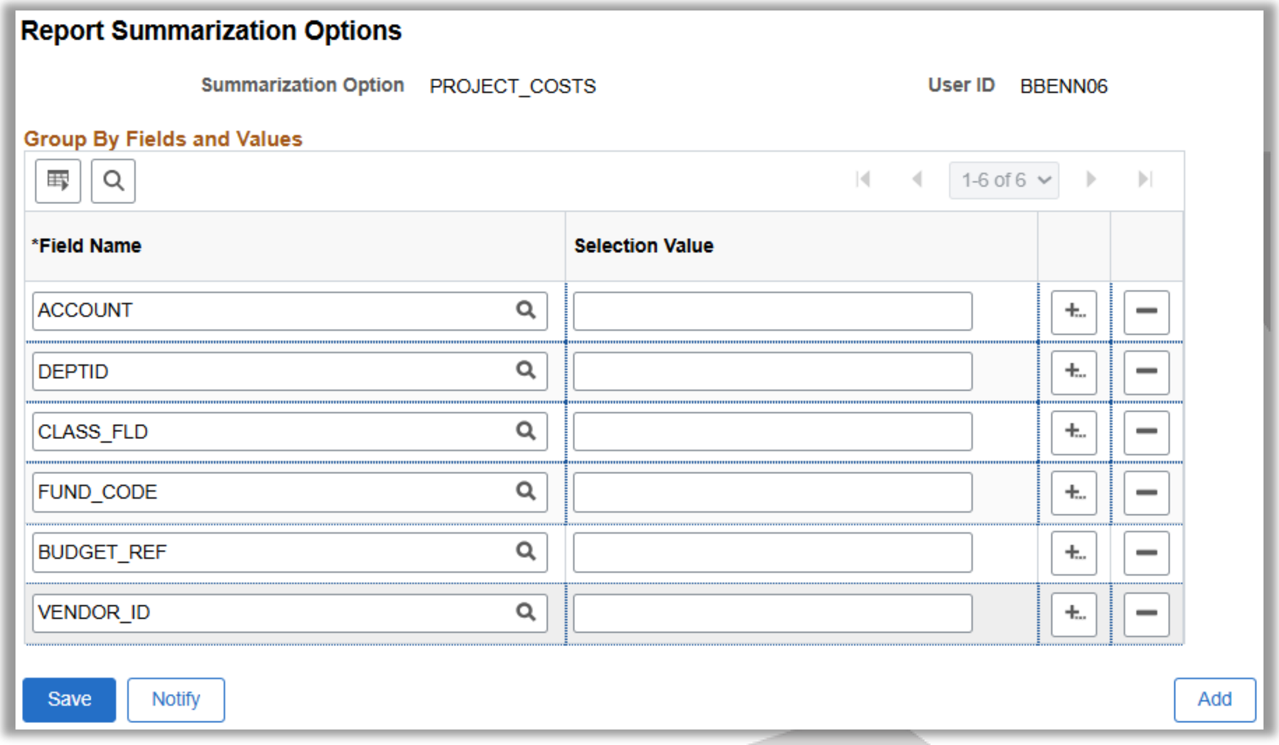


User ID – the system will default the User ID for the Summarization Options being created.

Summarization Option – create a name for this Summarization Option “template” that describes how the Project transactions are being summarized.

Click the **<u>Add</u>** button to create the Summarization Option template.

Report Summarization Options Page



Use the **Report Summarization Options** page to create group by (summary) and filter criteria for the Report Summarization process. This will be used as a template for the summarization process to select and summarize data into the RPO table.

Field Name – **select** fields to be selected in the Report Summarization process to summarize in the Project Transaction Reporting table.

Selected Value – **enter** a value to restrict the Report Summarization process to summarize only rows with the specific field value. If this field is left blank, the process will select all value in the field.

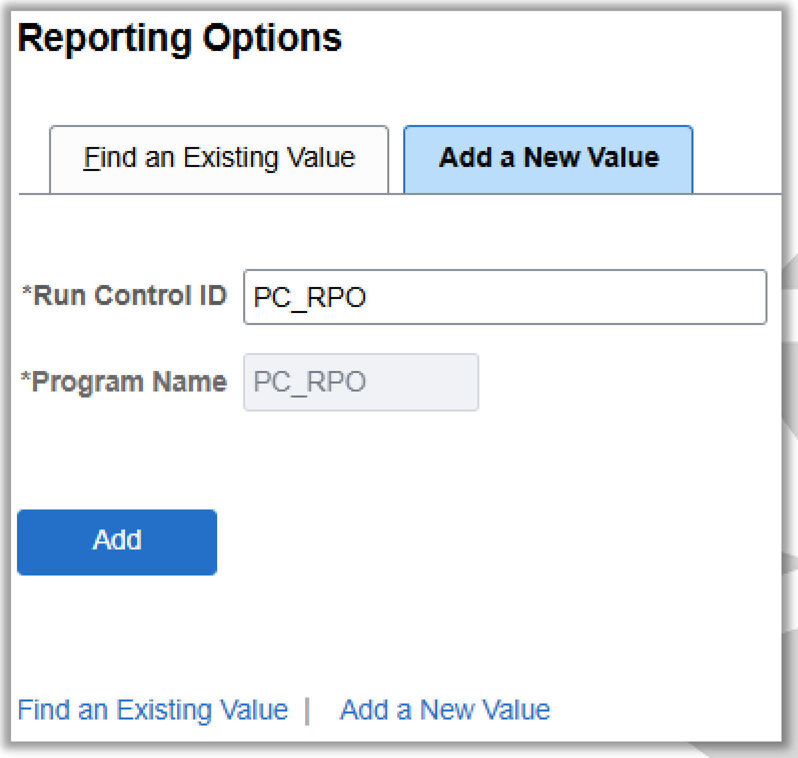
Click the **Save** button to save the Summarization Options.

NOTE: Summarization Option "templates" are stored by User ID in the system.

NOTE: The Report Summarization process automatically summarizes Business Unit, Project ID, Activity ID and Analysis Type fields for all rows in the Project Transaction table.

Step 2 – Run the Summarization Process

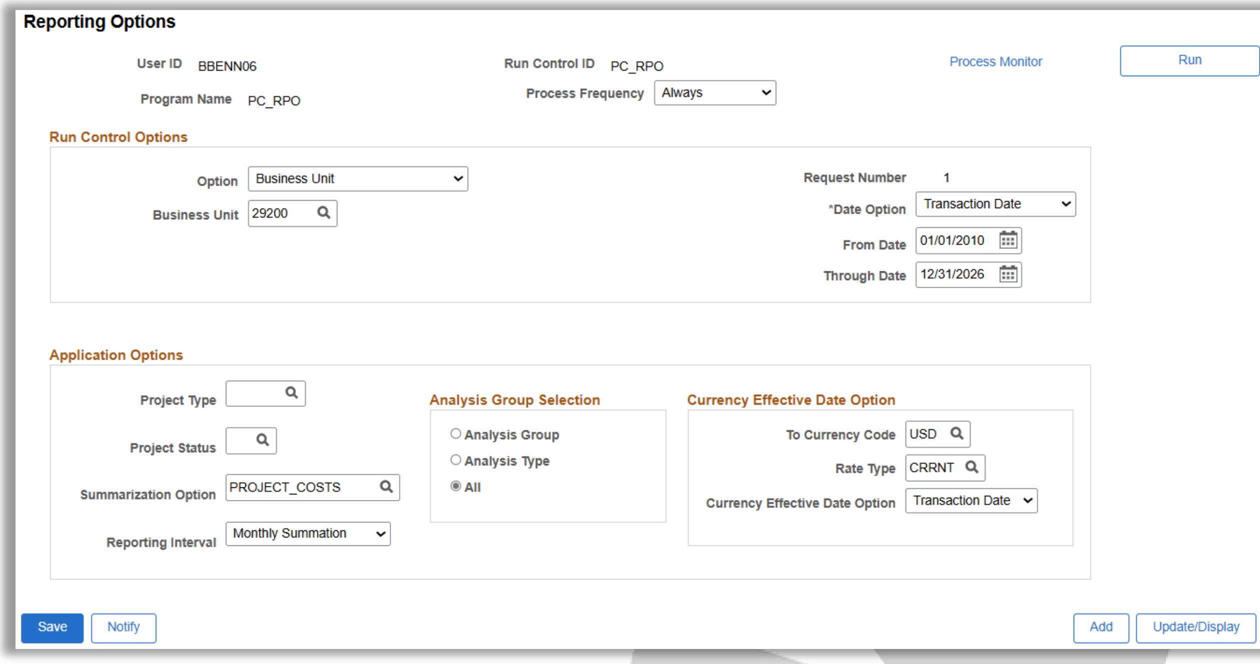
Navigation: Project Costing>Reports > Summary > Summary Reporting Options > Find an Existing Value



Run Control – create a new Run Control or search for an existing value.

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

Report Options Page



Process Frequency – set to 'Always'.

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

- **All** – summarize 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** – summarize all Project Costing transactions for an agency Business Unit.
- **Business Unit/Project** – summarize all Project Costing transactions for an agency Business Unit and Project ID.
- **Business Unit/Project/Activity** - summarize all Project Costing transactions for an agency Business Unit Project ID and Activity ID.
- **Tree Node** – summarize all Project Costing transactions for a Tree Node.

Date Option – select the date that the processes will use to select Project transactions for summarization.

NOTE: The Transaction Date must be used to summarize for these reports to run correctly: **Financial Summary (PCPL1000), Transaction Summary (PCPL2000) and Transaction Level Report (PCY5050.rpt)**.

From/Thru Date – define a date range that will be used to select Project transactions for summarization.

Project Type – define a value to have the process select only Projects with this Project Type.

Project Status – define a value to have the process select only Projects with this Project Status.

Summarization Option – select from a pre-defined Summarization Option "template". (See Step 1 in this section.).

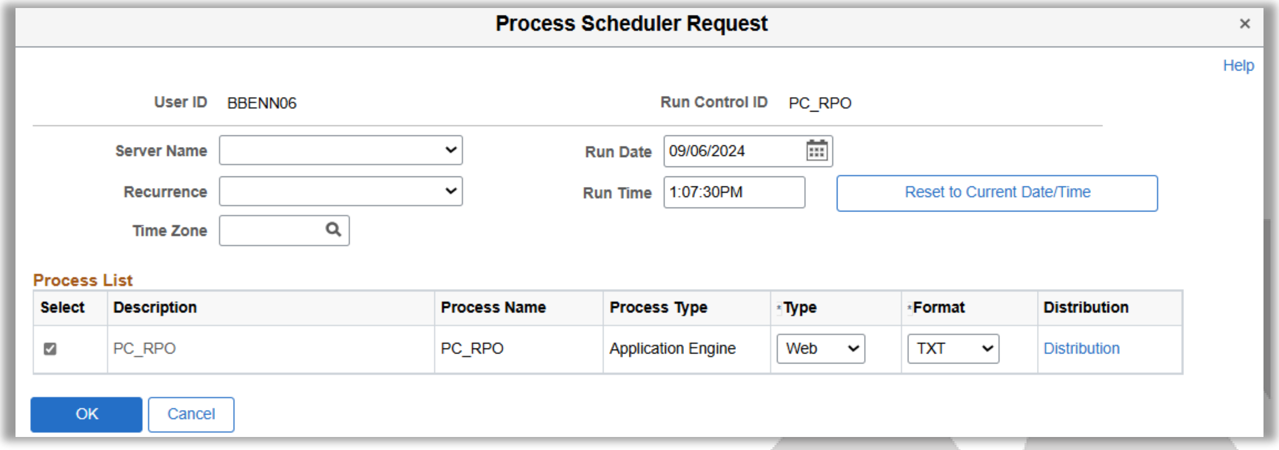
Reporting Interval – define how the process summarizes Project transactions by date:

- **Daily** – select to summarize Project transaction rows by day.
- **Inception** – select to summarize all Project transaction rows. The Date Option must be 'All'.
- **Monthly** – select to summarize Project transaction rows by month.
- **Quarterly** – select to summarize Project transaction rows by quarter.
- **Yearly** – select to summarize Project transaction rows by year.

NOTE: The Accounting or Transaction Date assigned in the Reporting table will be the last day of the Month, Quarter or Year if those interval values are used.

Analysis Group Selection – **select** the radio button to summarize Project transactions for an **Analysis Group**, a particular **Analysis Type** or **All**.

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



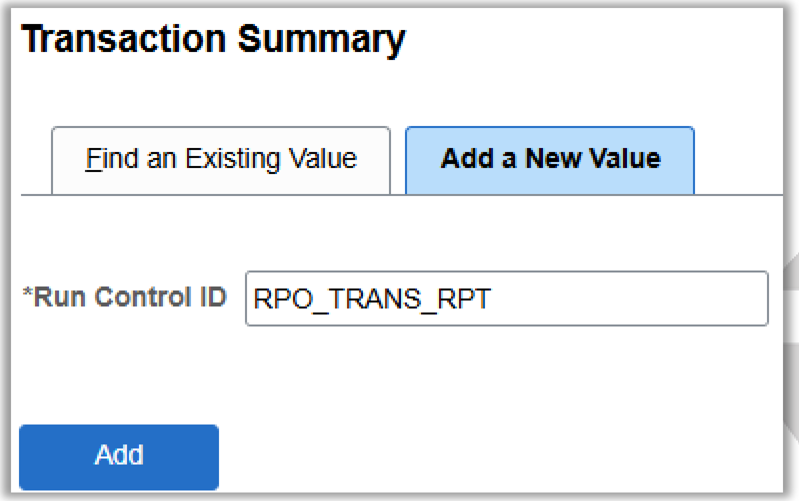
Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** link to view the Process instance.

NOTE: Once the Summarization table (PC_RPO) has been populated, the table can be queried or delivered reports can be executed against the summarized data. Delivered reports include **Financial Summary (PCPL1000), Transaction Summary (PCPL2000) and Transaction Level Report (PCY5050.rpt)**.

Step 3 – Running Transaction Summary Report

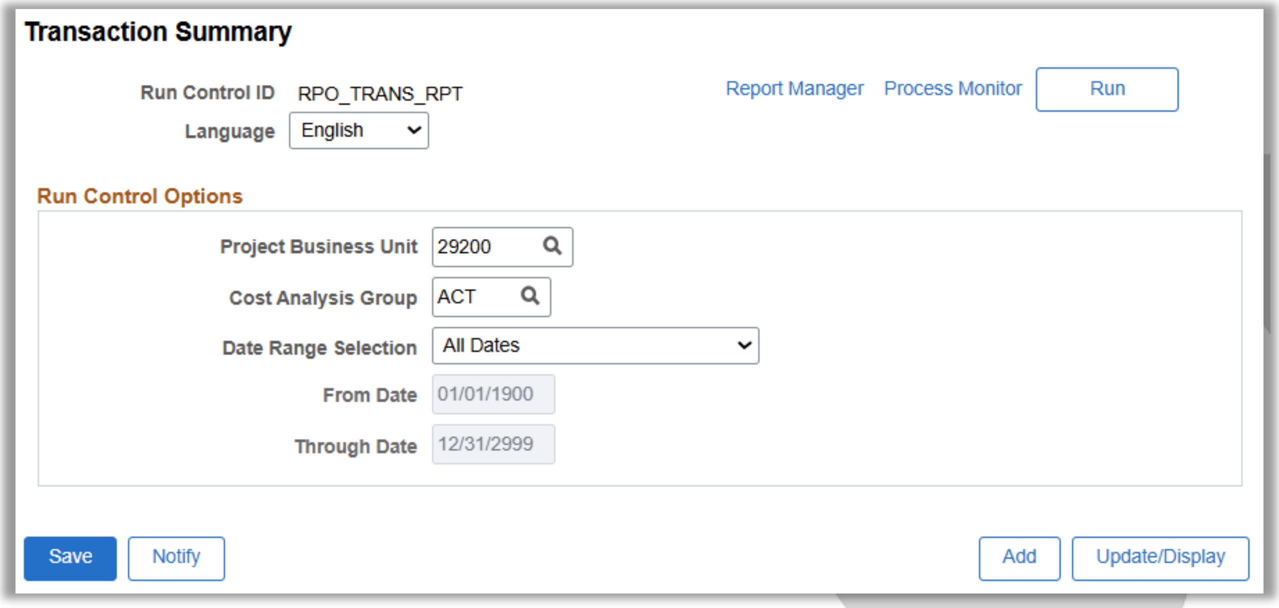
Navigation: Project Costing > Reports>Summary > Create Transaction Report > Find an Existing Value



Run Control – create a new Run Control or search for an existing value.

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

Transaction Summary Page



Project Business Unit – define the agency business unit.

Cost Analysis Group – define the Analysis Group that will be used to filter data from the Summarization table.

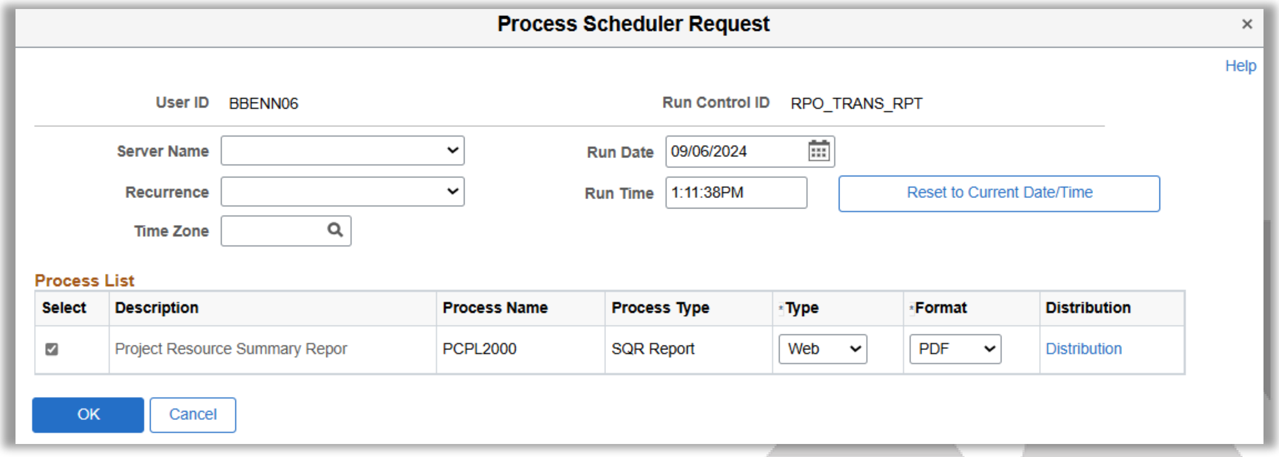
Date Range Selection – define the range of days that the report will be built upon.

Click the **<u>Run</u>** button to execute the Summarization process.

NOTE: Other delivered reports using the Report Summarization feature include:

Financial Summary (PCPL1000) – Project Costing>Reporting>Summary>Financial

Transaction Level Report (PCY5050.rpt) - Project Costing > Reporting >Summary >Transaction Level Report.



Select the checkbox next to the desired process.

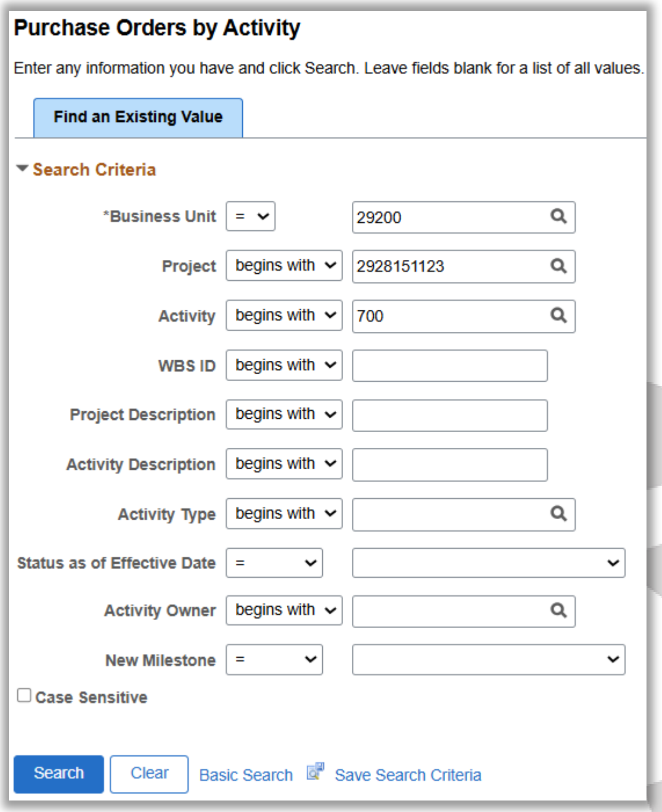
Click the **<u>OK</u>** button to execute the process. **Click** the **Process Monitor** link to view the Process instance.

Review Costs

Project Costing provides several pages designed to review Project transactional costs.

Purchase Orders by Activity

Navigation: Project Costing > Review Costs > Accumulated Costs > Rvw Cost by PO by Activity > Find an Existing Value



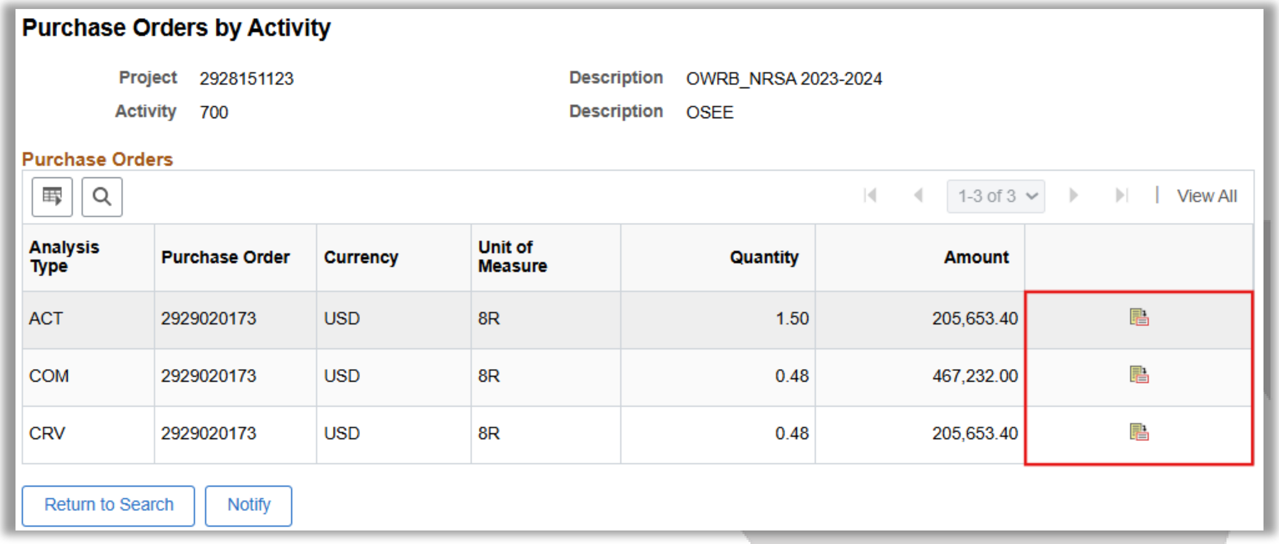
Use the **Search Criteria** to retrieve the Project containing PO transactions.

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

Project – the Project ID containing PO transactions.

Activity – **select** the Project Activity to view.

Click the **Search** button to enter the Activity PO Review pages.



Purchase Orders by Activity

Project 2928151123 Description OWRB_NRSA 2023-2024

Activity 700 Description OSEE

Purchase Orders

1-3 of 3 View All

Analysis Type	Purchase Order	Currency	Unit of Measure	Quantity	Amount	
ACT	2929020173	USD	8R	1.50	205,653.40	
COM	2929020173	USD	8R	0.48	467,232.00	
CRV	2929020173	USD	8R	0.48	205,653.40	

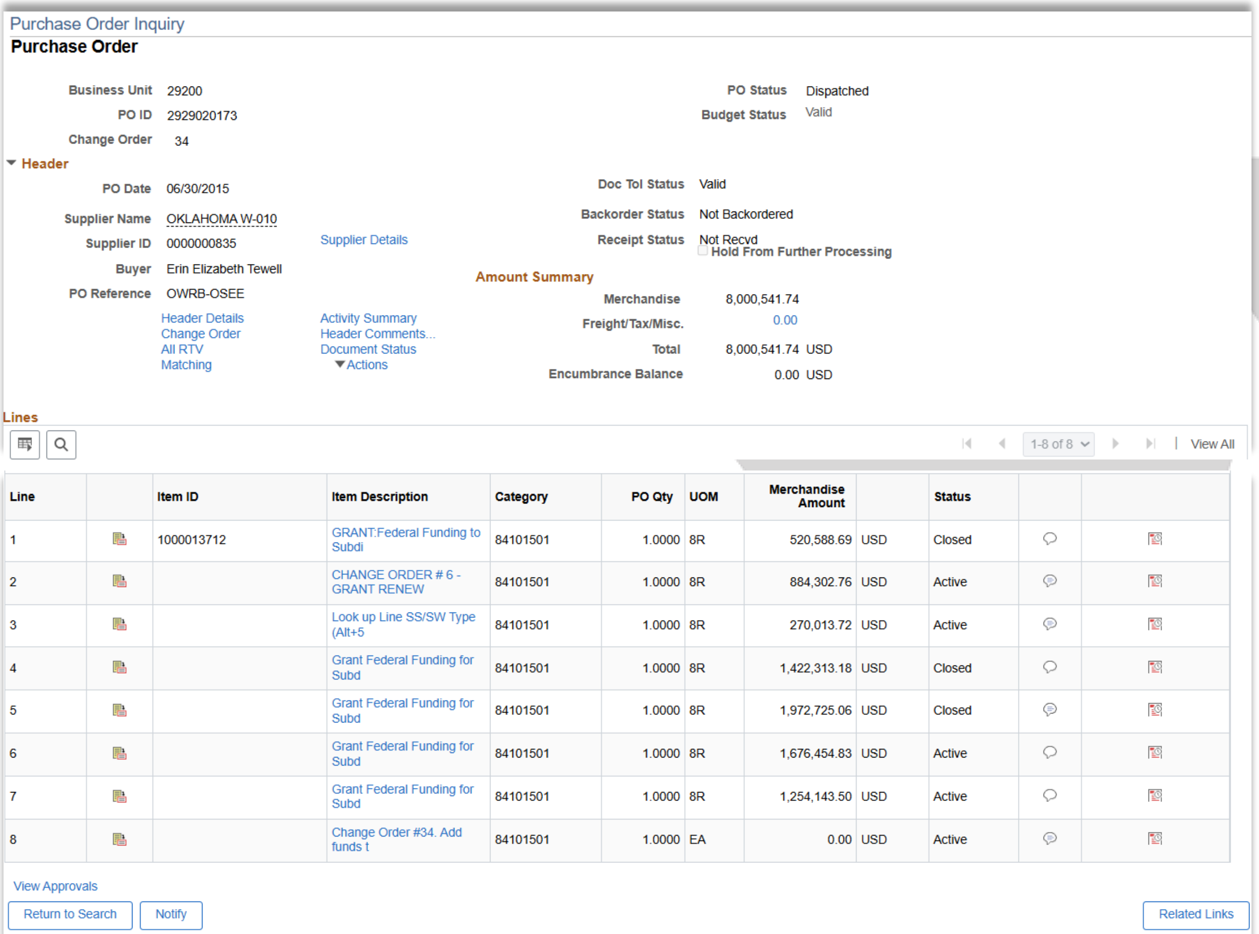
Return to Search Notify

The **Purchase Orders by Activity** page displays all Project transactions related to a Purchase Order. These transactions could carry different Analysis Types depending on what status they are in. For example, a transaction with an Analysis Type of 'BIL' could have been created from a Purchase Order, paid by a Voucher, and then priced into a BIL row.

Analysis Type – the rows with 'COM' Analysis Type are the actual Project Encumbrance transaction.

Use the Activity Detail icon to dill to Purchase Order Inquiry pages.

Purchase Orders Inquiry Page


Purchase Order Inquiry

Purchase Order

Business Unit 29200
PO ID 2929020173
Change Order 34

PO Status Dispatched
Budget Status Valid

Header

PO Date 06/30/2015
Supplier Name OKLAHOMA W-010
Supplier ID 0000000835 Supplier Details
Buyer Erin Elizabeth Tewell
PO Reference OWRB-OSEE

Header Details
Change Order
All RTV
Matching

Activity Summary
Header Comments...
Document Status
Actions

Doc Tol Status Valid
Backorder Status Not Backordered
Receipt Status Not Recvd
Hold From Further Processing

Amount Summary
Merchandise 8,000,541.74
Freight/Tax/Misc. 0.00
Total 8,000,541.74 USD
Encumbrance Balance 0.00 USD

Lines

1-8 of 8 View All

Line		Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount		Status		
1		1000013712	GRANT:Federal Funding to Subdi	84101501	1.0000	8R	520,588.69	USD	Closed		
2			CHANGE ORDER # 6 - GRANT RENEW	84101501	1.0000	8R	884,302.76	USD	Active		
3			Look up Line SS/SW Type (Alt+5	84101501	1.0000	8R	270,013.72	USD	Active		
4			Grant Federal Funding for Subd	84101501	1.0000	8R	1,422,313.18	USD	Closed		
5			Grant Federal Funding for Subd	84101501	1.0000	8R	1,972,725.06	USD	Closed		
6			Grant Federal Funding for Subd	84101501	1.0000	8R	1,676,454.83	USD	Active		
7			Grant Federal Funding for Subd	84101501	1.0000	8R	1,254,143.50	USD	Active		
8			Change Order #34. Add funds t	84101501	1.0000	EA	0.00	USD	Active		

View Approvals

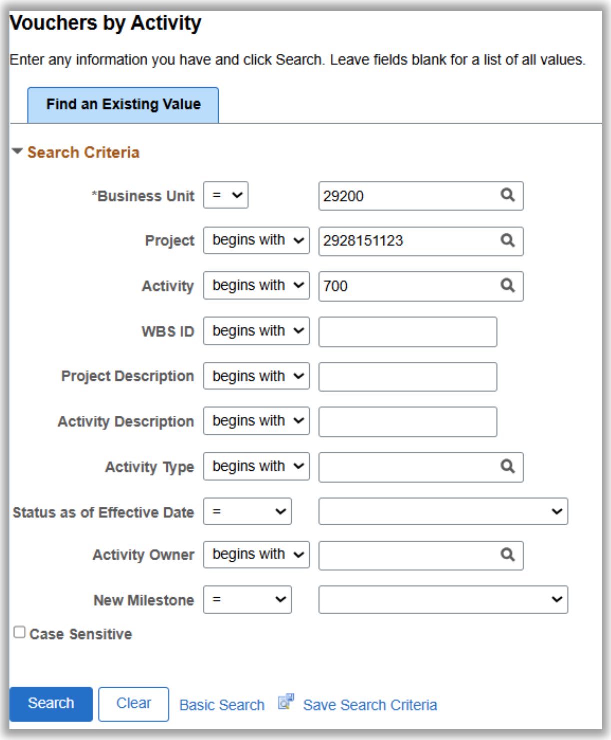
Return to Search Notify Related Links

The **Purchase Order Inquiry** page will display Purchase Order information including the PO Line, Schedule, and Distribution pages.

NOTE: The user must have access to the **Purchase Order Inquiry** page for the drill-down feature to work correctly.

Vouchers by Activity Page

Navigation: Project Costing > Review Costs > Accumulated Costs > Rvw Cost by Vchr by Activity > Find an Existing Value



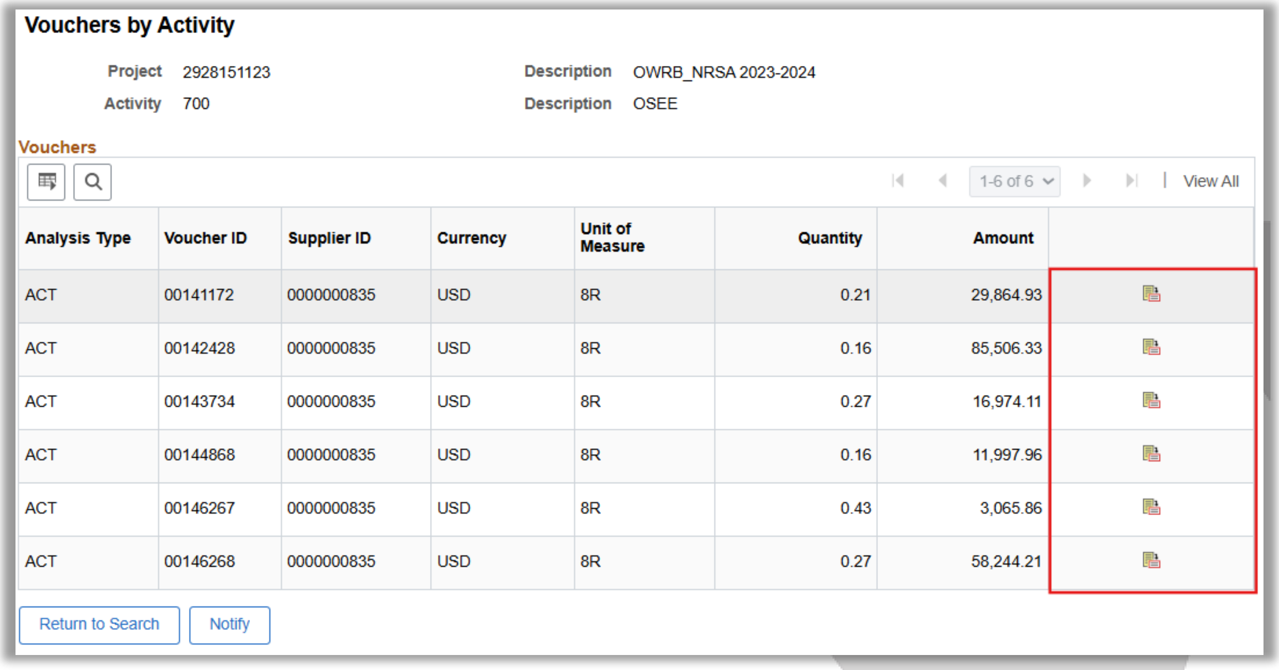
Use the **Search Criteria** to retrieve the Project containing Voucher transactions.

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

Project – the Project ID containing Voucher transactions.

Activity – **select** the Project Activity to view.

Click the **<u>Search</u>** button to enter the Activity Voucher Review pages.



Vouchers by Activity

Project 2928151123 Description OWRB_NRSA 2023-2024

Activity 700 Description OSEE

Vouchers

1-6 of 6 View All

Analysis Type	Voucher ID	Supplier ID	Currency	Unit of Measure	Quantity	Amount	
ACT	00141172	0000000835	USD	8R	0.21	29,864.93	
ACT	00142428	0000000835	USD	8R	0.16	85,506.33	
ACT	00143734	0000000835	USD	8R	0.27	16,974.11	
ACT	00144868	0000000835	USD	8R	0.16	11,997.96	
ACT	00146267	0000000835	USD	8R	0.43	3,065.86	
ACT	00146268	0000000835	USD	8R	0.27	58,244.21	

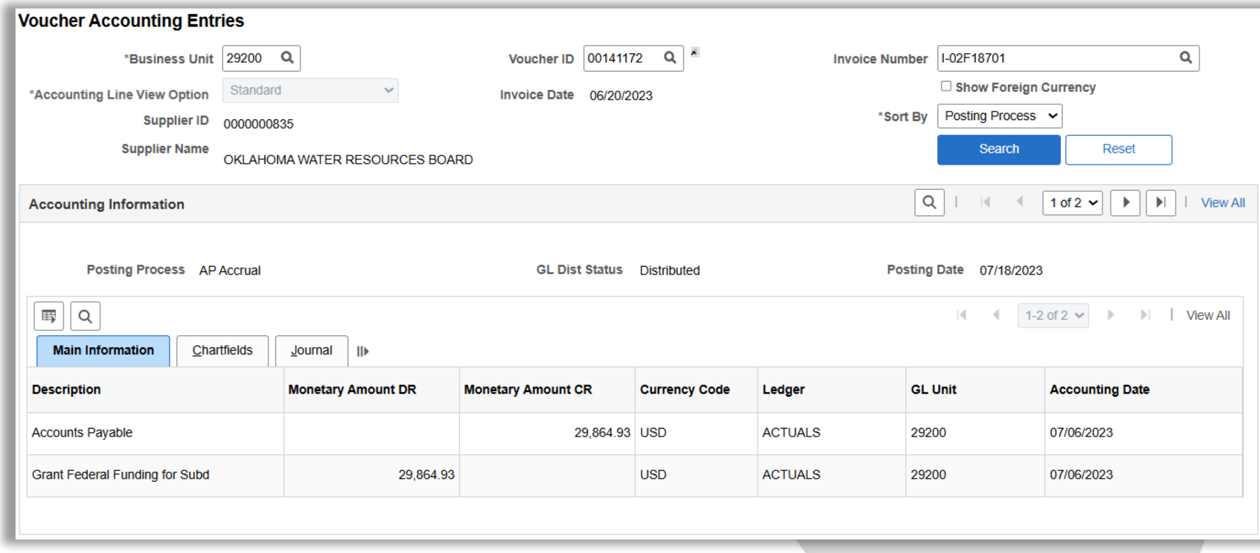
Return to Search Notify

The **Vouchers by Activity** page displays all Project transactions related to a Payables Voucher. These transactions could carry different Analysis Types depending on what status they are in. For example, a transaction with an Analysis Type of ‘BIL’ could have been created from a Voucher that was priced into a BIL row.

Analysis Type – the rows with ‘ACT’ Analysis Type are the actual Project Expenditure (Payables) transaction.

Use the Activity Detail icon to dill to Voucher Account Entry pages.

Vouchers Accounting Entries Page


Voucher Accounting Entries

*Business Unit 29200
Voucher ID 00141172
Invoice Number I-02F18701
*Accounting Line View Option Standard
Invoice Date 06/20/2023
Show Foreign Currency
Supplier ID 0000000835
*Sort By Posting Process
Supplier Name OKLAHOMA WATER RESOURCES BOARD
Search
Reset

Accounting Information
1 of 2
View All

Posting Process AP Accrual
GL Dist Status Distributed
Posting Date 07/18/2023

1-2 of 2
View All

Main Information | Chartfields | Journal

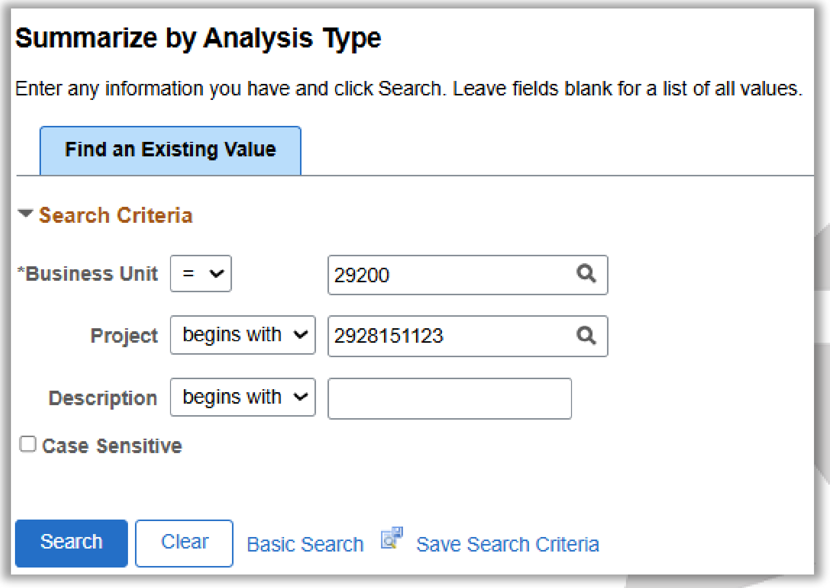
Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable		29,864.93	USD	ACTUALS	29200	07/06/2023
Grant Federal Funding for Subd	29,864.93		USD	ACTUALS	29200	07/06/2023

The **Voucher Accounting Entries** page displays payables information related to the Project transaction including Voucher Number, Invoice Number, Invoice Date, Vendor ID, Vendor Name and accounting entry details.

NOTE: The user must have access to the **Voucher Accounting Entries** page for the drill-down feature to work correctly.

Summarize by Analysis Type Page

Navigation: Project Costing > Review Costs > Summarize by Analysis Type > Find an Existing Value



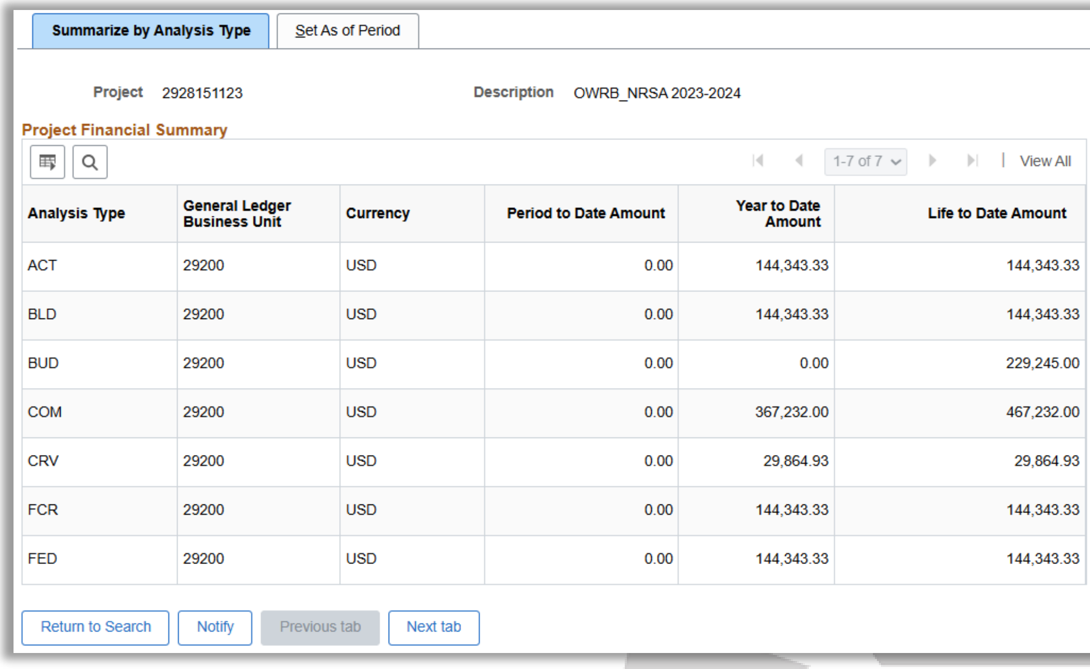
Business Unit – define the agency business unit.

Project – select the Project to analyze.

Description – search by Project Description.

Click the **<u>Search</u>** button to enter the Summary pages.

Summarize by Analysis Type Tab



Summarize by Analysis Type | Set As of Period

Project 2928151123 Description OWRB_NRSA 2023-2024

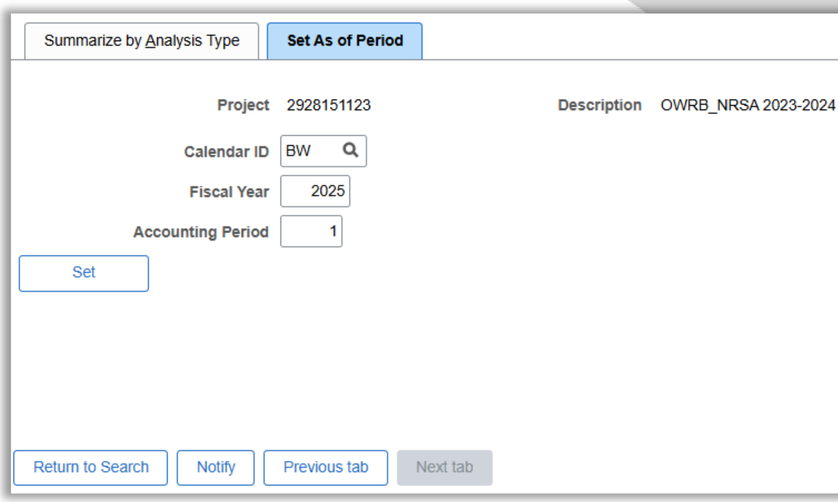
Project Financial Summary

1-7 of 7 View All

Analysis Type	General Ledger Business Unit	Currency	Period to Date Amount	Year to Date Amount	Life to Date Amount
ACT	29200	USD	0.00	144,343.33	144,343.33
BLD	29200	USD	0.00	144,343.33	144,343.33
BUD	29200	USD	0.00	0.00	229,245.00
COM	29200	USD	0.00	367,232.00	467,232.00
CRV	29200	USD	0.00	29,864.93	29,864.93
FCR	29200	USD	0.00	144,343.33	144,343.33
FED	29200	USD	0.00	144,343.33	144,343.33

Return to Search | Notify | Previous tab | Next tab

Click the **Set As of Period** Tab to define the Period used to retrieve Project transactions.



Summarize by Analysis Type | Set As of Period

Project 2928151123 Description OWRB_NRSA 2023-2024

Calendar ID BW

Fiscal Year 2025

Accounting Period 1

Set

Return to Search | Notify | Previous tab | Next tab

Calendar - select a Calendar that will be used to retrieve Project transactions as of a certain date.

Fiscal Year – populate the "as of" Fiscal year to retrieve Project transactions.

Accounting Period – define the "as of" Accounting Period for the Fiscal Year defined.

Click the <u>**Set**</u> button to lock the Calendar, Fiscal Year and Accounting Period.

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Click the **Summarize by Analysis Type** Tab**.**

Summarize by Analysis Type | Set As of Period

Project 2928151123 Description OWRB_NRSA 2023-2024

Project Financial Summary

1-7 of 7 View All

Analysis Type	General Ledger Business Unit	Currency	Period to Date Amount	Year to Date Amount	Life to Date Amount
ACT	29200	USD	61,310.07	61,310.07	205,653.40
BLD	29200	USD	61,310.07	61,310.07	205,653.40
BUD	29200	USD	0.00	0.00	229,245.00
COM	29200	USD	0.00	0.00	467,232.00
CRV	29200	USD	175,788.47	175,788.47	205,653.40
FCR	29200	USD	61,310.07	61,310.07	205,653.40
FED	29200	USD	61,310.07	61,310.07	205,653.40

Return to Search | Notify | Previous tab | Next tab

Once the "As Of Periods" are set, the **Summarize by Analysis Type Tab** displays Project transactions summarized by Analysis Type and Date.

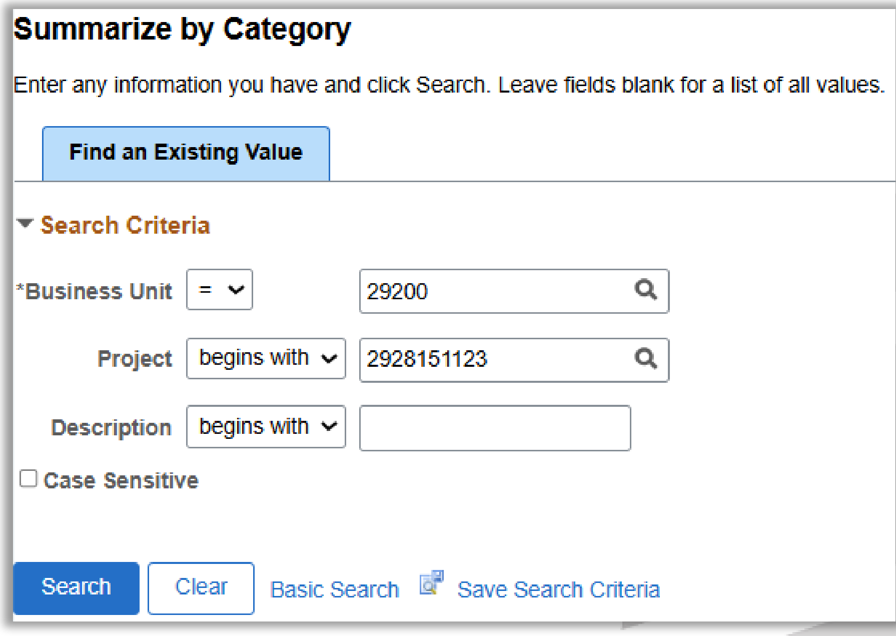
Period to Date Amount – this column shows the sum of Project transactions for the Accounting Period defined.

Year to Date Amount – this column shows the sum of "Year to Date" Project transactions based on the Fiscal Year defined.

Life to Date Amount – this column shows the sum of "Life to Date" Project transactions based on the Fiscal Year defined.

Summarize by Category Page

Navigation: Project Costing > Review Costs > Review Cost by Category > Find an Existing Value



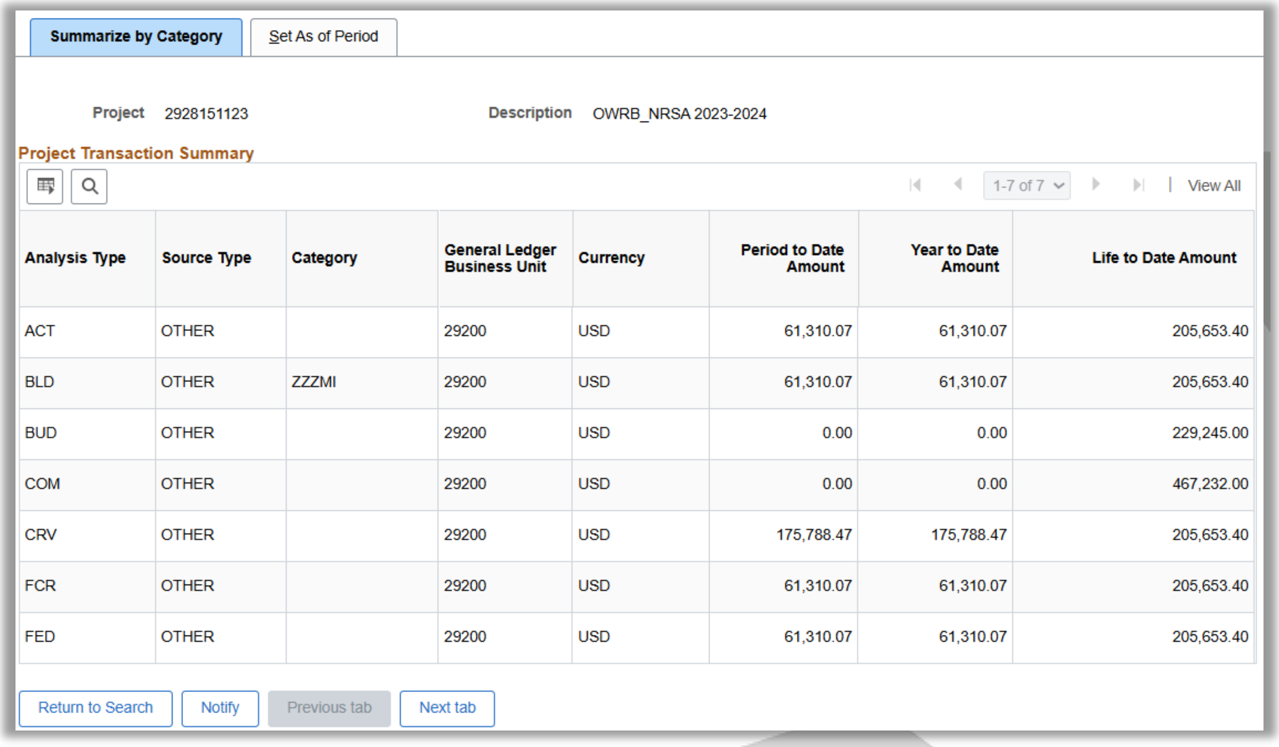
Business Unit – define the agency business unit.

Project – select the Project to analyze.

Description – search by Project Description.

Click the **<u>Search</u>** button to enter the Summary pages.

Summarize by Category Tab



Summarize by Category | Set As of Period

Project 2928151123 Description OWRB_NRSA 2023-2024

Project Transaction Summary

1-7 of 7 View All

Analysis Type	Source Type	Category	General Ledger Business Unit	Currency	Period to Date Amount	Year to Date Amount	Life to Date Amount
ACT	OTHER		29200	USD	61,310.07	61,310.07	205,653.40
BLD	OTHER	ZZZMI	29200	USD	61,310.07	61,310.07	205,653.40
BUD	OTHER		29200	USD	0.00	0.00	229,245.00
COM	OTHER		29200	USD	0.00	0.00	467,232.00
CRV	OTHER		29200	USD	175,788.47	175,788.47	205,653.40
FCR	OTHER		29200	USD	61,310.07	61,310.07	205,653.40
FED	OTHER		29200	USD	61,310.07	61,310.07	205,653.40

Return to Search | Notify | Previous tab | Next tab

Once the "As Of Periods" are set, the **Summarize by Category** Tab displays Project transactions summarized by Analysis Type and Category (Project Chartfield) and Date.

Period to Date Amount – this column shows the sum of Project transactions for the Accounting Period defined.

Year to Date Amount – this column shows the sum of "Year to Date" Project transactions based on the Fiscal Year defined.

Life to Date Amount – this column shows the sum of "Life to Date" Project transactions based on the Fiscal Year defined.

NOTE: The **Set As of Period** Tab may need to be visited to change the "As of Dates" to retrieve the desired Project transactions.
