



State of Wisconsin
Department of Administration

FIN 311: Project Costing
Training Guide

Version 1.0



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Course Introduction

Introduction

The FIN 311: Project Costing course provides an overview of Project Costing, including terminology, roles, and integration points with other PeopleSoft modules. Advanced project costing topics are also covered, including managing, analyzing, and maintaining projects.

This course consists of the following modules:

- Module 1: Introducing Project Costing
- Module 2: Managing Projects

Objectives

After completing this course, the user will be able to:

- Explain the Purpose and Benefits of Project Costing
- Describe Project Costing End-to-End Processes
- Recognize how Projects fits into PeopleSoft and Integrates with Other Modules
- Create and Maintain Projects
- Create and Update Project Activity
- Define and Update Project Budgets
- Create and Maintain Rate Sets
- Collect, Distribute, and Price Costs
- Process Billing
- Process Revenue
- Demonstrate Billing Adjustment and Reconciliation
- Describe Manual Project Asset Capitalization
- Show how to Define and Update Project Costing Definition
- Demonstrate Reporting on and Analyzing Project Activity
- Use Flexible Analysis
- Describe how to Create and Manage Funds Distribution Rules
- Summarize how to Create and Maintain an Issue Log
- Explain Accounting Rules
- Illustrate how to Complete a Project

Course Introduction (Cont.)

Roles and Responsibilities

The following roles are associated with this course:

- Ad-Hoc Configuration: The Ad-Hoc Configuration role provides access to core configuration that is agency specific (e.g. agency location).
- Agency Configuration Maintainer: The Agency PC Maintainer is responsible for updates to Agency PC configuration Maintainer values.
- Agency PC Batch Processor: The PC Batch Processor has access to all PC batch processes needed to run on an ad-hoc basis.
- Agency Project Processor: The Agency Project Processor is responsible for additions and updates to the Project, Activity, update funds distribution rules, activate and inactivate activities, etc.
- PC Reporter: The PC Reporter has access to all PC batch reports and PeopleSoft Query Viewer.
- Project Budgeter: Ability to create, modify, and request budget approval within projects.
- Projects to Billing Processor: The Projects to Billing Processor has access to manually run the Projects to Billing processes to avoid delays in batch processing for immediate transactions.

Activities

Introduction

You will take part in three levels of group and individual activities throughout this course: Instructor Demonstrations, Training Exercises, and Challenges. The definitions and descriptions of each are below.

Activity 1: Instructor Demo

Instructor demonstration activities involve a walk-through of procedures. Your instructor will show you how to perform these activities while you follow along.



Activity 2: Training Exercises

You will determine how to perform an activity by following either the User Productivity Kits (UPKs) or data sheets, and by using the training materials as reference tools. You can perform Training Exercises individually or in groups, as directed by your instructor.



Activity 3: Challenges

Challenges do not contain step-by-step instructions. Instead, this is a self-led activity in which you will be provided the minimum amount of information required to perform a transaction. You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.



Module 1: Introducing Project Costing

Objectives

After completing this module, you will be able to:

- Explain the Purpose and Benefits of Project Costing
- Describe Project Costing End-to-End Processes
- Recognize how Projects fits into PeopleSoft and Integrates with Other Modules

Lessons

This module includes the following lessons:

- Purpose and Benefits of Project Costing
- Project Costing End-to-End Processes
- How Project Costing Fits into PeopleSoft and Other Modules

Key Terms

The following key terms are used in this module:



Term	Definition
Project Business Unit	An entity that controls a grouping of projects. In STAR, every General Ledger Business Unit will have a project Business Unit.

Purpose and Benefits of Project Costing

Lecture

This lesson will review the purpose and benefits of Project Costing, as well as key areas of change.

Project Costing is a cost collection system that has rules established to manipulate those costs, for example, turning an expenditure into a billable transaction. Project Costing is a fully integrated project financial management solution offering advanced budgeting, costing, burdening, and analysis. Project Costing is not a sub-ledger system, for example, timing differences.

This lesson will review the following benefits associated with Project Costing:

- Consistent project financial reporting which includes cost collection, expenditure billing, and categorization of costs and revenues
- Online flexible analysis tool allows users to present project information in a manner suited to their personal preference
- Real time cost and revenue analysis
- Project budgeting, allowing for analysis of expenditures versus budget, includes budget alerts, and with commitment control can prevent incurring costs beyond a set limit
- Allows project managers and other project support personnel to more efficiently track and analyze costs and the revenues produced from those costs (grant funded)

Additionally, this lesson will review the key areas of change:

- Enforced approvals – projects will go through an approval process for creation
- Corrections are made in source systems, rather than a GL entry
- Open and closed processes – structure and processes around projects that have been completed
- Commitment control at project and/or activity level
- There is no legacy Project Costing system

Purpose and Benefits of Project Costing (Cont.)

Lecture

The State of Wisconsin is divided into many operational areas called agencies. PeopleSoft, however, defines these operational areas as **business units**.

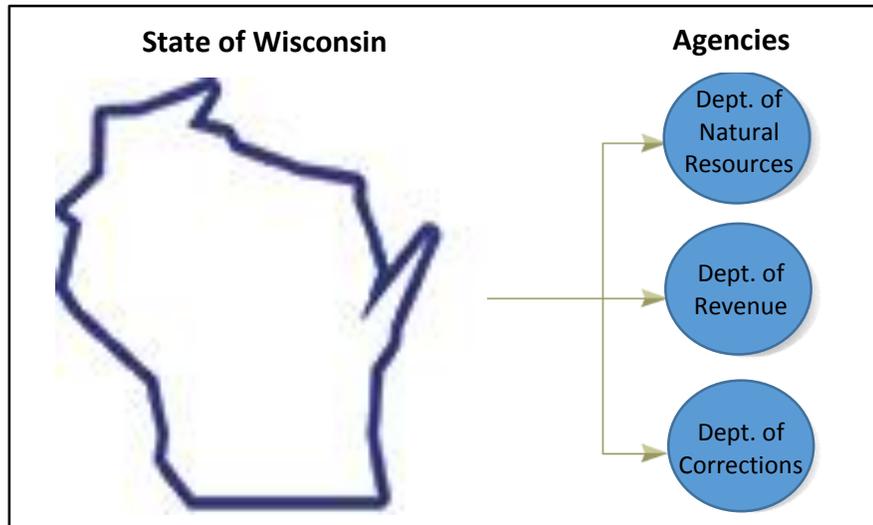


Figure 1: State of Wisconsin and examples of Agencies located in the State

Project Costing business units represent a grouping of projects. For example, a Project Costing business unit can be set up to group projects for an entire agency. The business unit can also make a distinction between internal and external projects. Individual or multiple business units can also maintain entirely unique information.

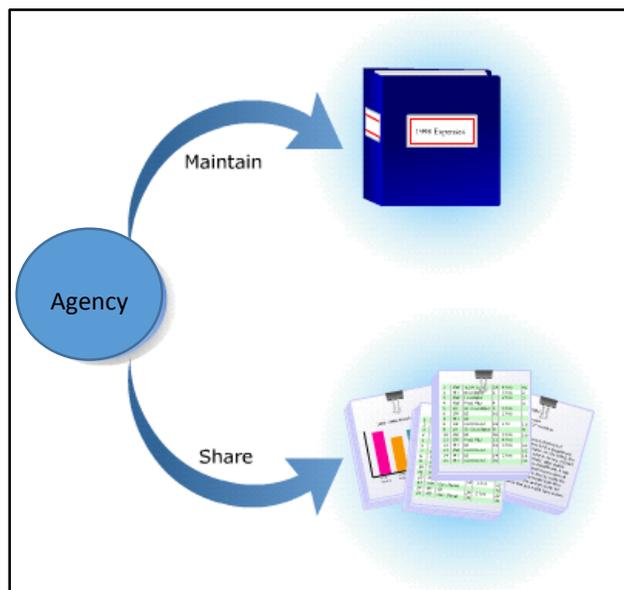


Figure 2: Agencies can share and maintain information

Purpose and Benefits of Project Costing (Cont.)

Lecture

Regardless of the number of business units that you implement, agencies can use a central database for consolidated financial reporting at any level. Reports and statements can also be generated for an individual Project Costing business unit.



Figure 3: Representation of the State of Wisconsin

PeopleSoft integrates business units in Project Costing to business units in other financial applications through **integration templates**. With these templates, you can specify a one-to-one or one-to-many relationship between Project Costing business units and business units for other financial applications.

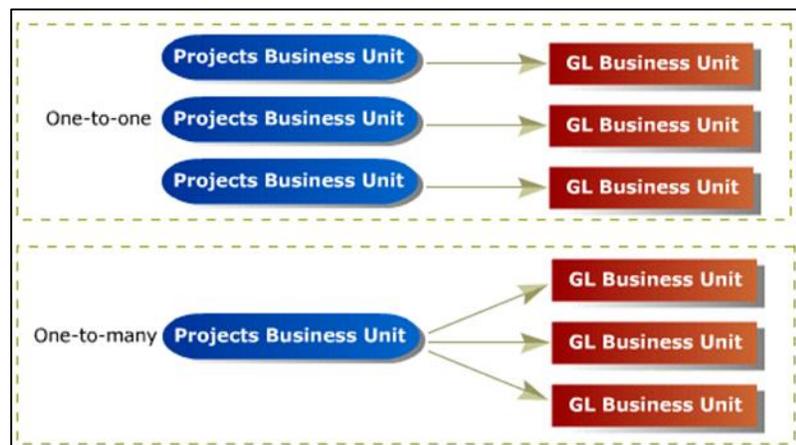


Figure 4: Diagram of one-to-one and one-to-many relationships

Purpose and Benefits of Project Costing (Cont.)

Lecture

In a unique relationship with General Ledger, as shown in the graphic, one Project Costing business unit can map to many General Ledger business units. The graphic illustrates the two types of relationships between Project Costing and General Ledger business units.

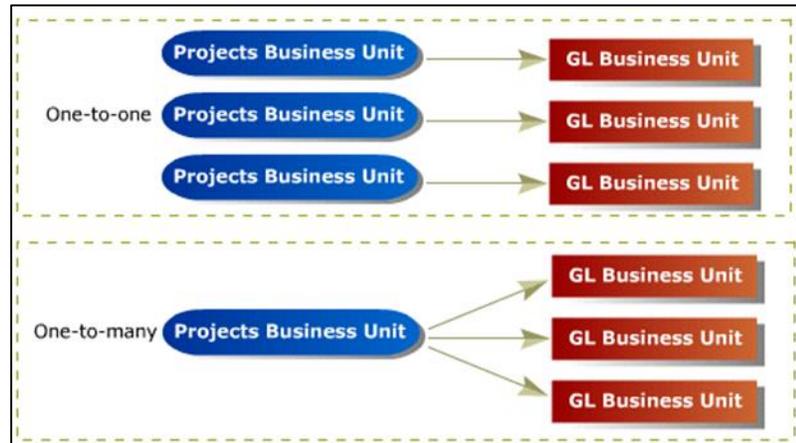


Figure 5: Two types of relationships- Project Costing and General Ledger

Almost all information tracked in PeopleSoft is entered using a business unit. Using multiple business units in PeopleSoft lets an organization take advantage of individualized and consolidated reporting.

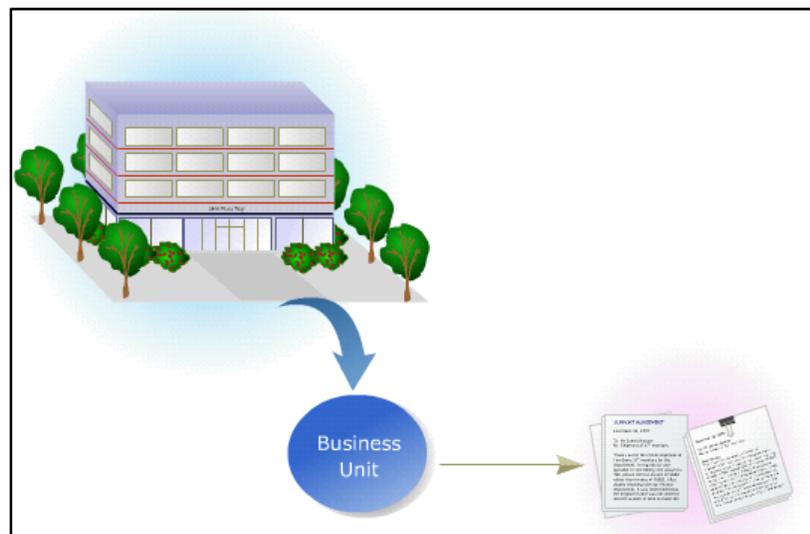


Figure 6: Information in PeopleSoft is entered in as a business unit

Purpose and Benefits of Project Costing (Cont.)

Lecture

Through integration with other PeopleSoft applications and/or third-party applications, Project Costing accumulates a large amount of resource transaction data. Each resource transaction contains a cost and a quantity, as well as identifiers for the cost. The value of Project Costing is that it can reflect costs in meaningful ways.

The three primary features of Project Costing are:

- Project-based billing
- Captures cost for Asset Capitalization
- Operational analysis and reporting

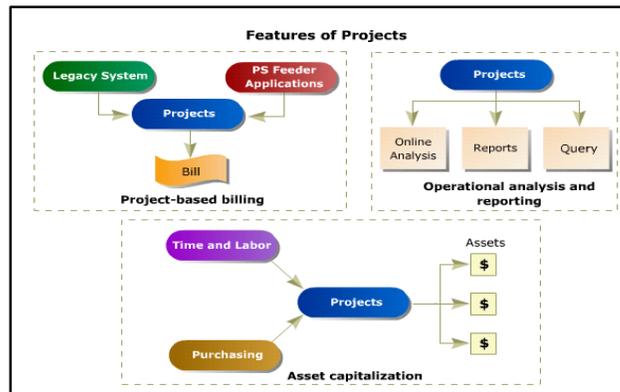


Figure 7: Diagram of the three features of Project Costing

Integration with other applications enables Project Costing to participate in the **billing process**. Project Costing enables you to import costs from either PeopleSoft applications (such as Purchasing, Time and Labor, and Expenses) or third-party applications. Project Costing manipulates and bills costs for specific tasks, an entire project, or a group of projects.

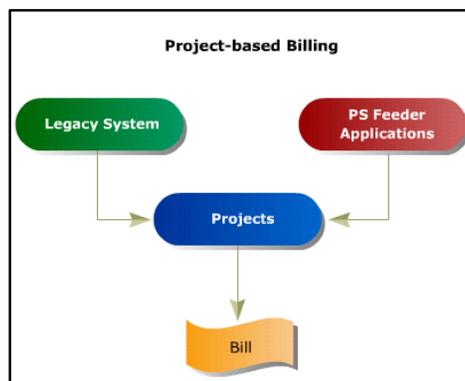


Figure 8: Diagram of Project-based Billing

Purpose and Benefits of Project Costing (Cont.)

Lecture

Integration with other applications also enables Project Costing to participate in **asset capitalization**. The labor and materials costs for projects can be captured and associated with specific assets.

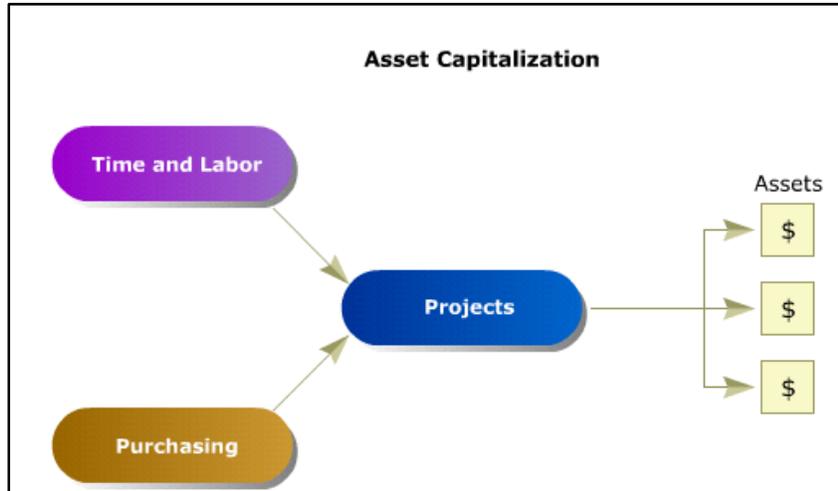


Figure 9: Diagram of the Asset Capitalization process

With all of the resource transactions associated with various projects, it is essential to be able to view and analyze costs and create reports with meaningful data. Project Costing provides great flexibility in how you can structure data to suit your business operations.

Project Costing includes procedures that enable you to view data online and run pre-defined reports for summary information and transaction level details. In addition, you can use PeopleSoft Query to build customized reports for project information.

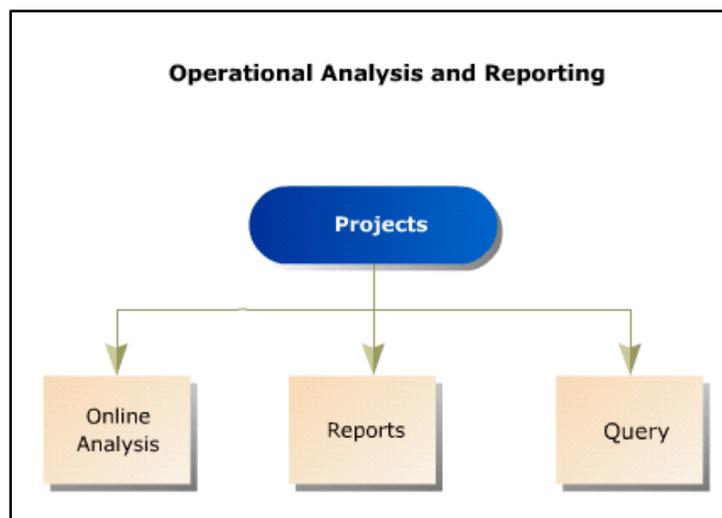


Figure 10: Illustration of the different ways users can structure data

Purpose and Benefits of Project Costing (Cont.)

Lecture

Project Costing stores a large amount of resource transaction data and enables you to use that data for project-based billing, assets, and operational analysis and reporting.

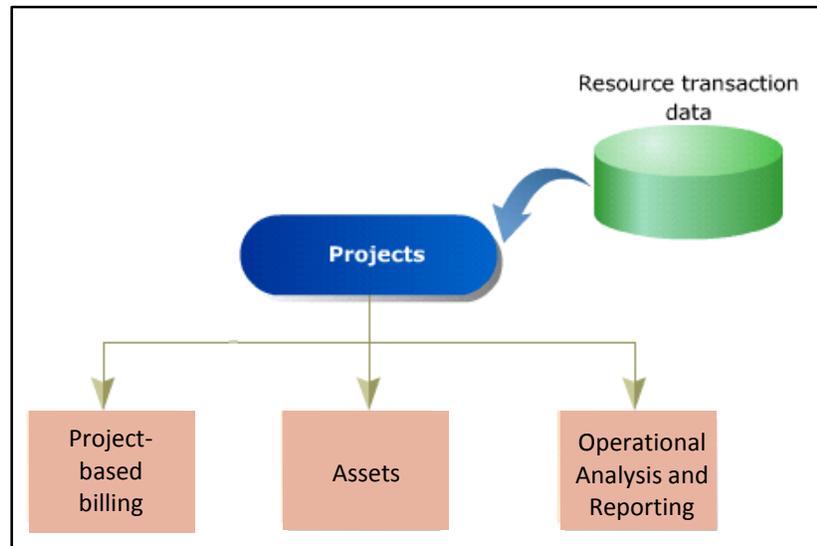


Figure 11: The large amount of resource transaction data used in Project Costing

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Purpose and Benefits of Project Costing.

Questions



1. What are the three primary features of Project Costing?

2. What kind of data is stored in Project Costing and enables end users to use that data for project-based billing, assets, and operational analysis and reporting?

Lesson Summary

Objectives Achieved



Now that you have completed the Purpose and Benefits of Project Costing lesson, you should be able to:

- Explain that Project Costing organizes and groups transactions to monitor and report on the conditions of a Project.
- Define Project Costing as a cost collection system that has rules established to manipulate those costs, for example, turning an expenditure into a billable transaction.
- Recognize that Project Costing provides consistent project financial reporting which includes cost collection, expenditure billing, and categorization of costs and revenues.

Project Costing End-to-End Processes

Lecture

This lesson will review Project Costing End-to-End processes.

The following is the end-to-end process for Project Costing:

1. Start
2. Create Projects and Activities
3. Assign a Project Manager
4. Create a Project Budget
5. Establish Funds Distribution for Participating Agencies
6. Perform Cost Collection
7. Review, Report, and Manage Transactions
8. Process Billing and Revenue Recognition
9. Analyze and Report on Projects
10. End

Project Costing End-to-End Processes (Cont.)

Lecture

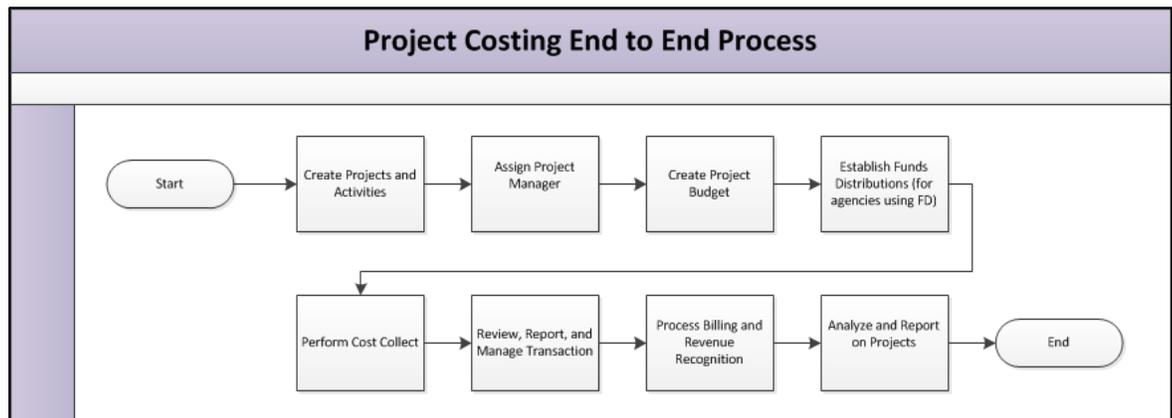


Figure 12: Project Costing End to End Process Flow

1. **Create Projects and Activities:** Establishing a project and its activities provides the framework to capture costs and manipulate those costs where required for billing or other purposes. Project and activities are created to manage transactions related to federal awards, cost pooling scenarios, or IT Bureau scenarios.
2. **Assign Project Manager:** Project Costing requires a project manager be assigned to projects.
3. **Create Project Budget:** Budgets may be established for control, for tracking with budget, or for simply track. Project budgets may be established at more than one level. For example, project or project/activity. All projects created within PC have the capability of being budgeted.
4. **Establish Funds Distribution for Participating Agencies:** Distribute various amounts for a project or appropriation.
5. **Perform Cost Collection:** There are multiple sources of costs that are collected by project costing. These require that a process is run to pull these transactions into PC.
6. **Review, Report, and Manage Transactions:** This process is an analysis that needs to occur throughout the course of the process. It is ongoing and routine.
7. **Process Billing and Revenue Recognition:** Most agencies will perform “as-incurred” billing, which means that cost transactions are received by the project, project transformations turn those into billable amount (BIL) transactions where appropriate. These BIL rows represent revenue and are journalized through project costing’s accounting rules. The contract and its links to projects and activities control revenue. The revenue process is planned to run overnight as part of a batch process.
8. **Analyze and Report on Projects:** As end users prepare to do billing or capitalize a project, they will analyze and run a report.

Lesson Summary

Objectives Achieved



Now that you have completed the Project Costing End-to-End Processes lesson, you should be able to:

- Recognize the general functions of what each step in the process does.
- List the steps in the Project Costing Process Flow.

How Project Costing Fits into PeopleSoft and Other Modules

Lecture

This lesson will review how PeopleSoft Project integrates with other modules.

Project Costing integrates Inbound to PeopleSoft through the Project Activity Shell Structure, Project Budgets, Project Transaction, and Funds Distribution. Project Costing integrates outbound from PeopleSoft through Project Balances.

PeopleSoft Projects, as well as Grants and Contracts, are integrated with all of the following:

- The PeopleSoft Grants integrates with Project Costing by allowing for the management of proposals that can be approved and turned into awards which serve as the foundation of a project budget.
- Project Costing can also be integrated with contracts when contracts are generated from awards and serve as the contract for a project.
- The Finance Module integrates with Project Costing by automatically updating budget and accounts based on project transactions.
- Project Costing integrates with Commitment Control by allowing control over expenditures for authorized costs.
- Project Costing integrates with HCM by allowing estimations of labor costs from data stored in the HCM system and by transferring data to the HCM system during the payroll period.
- PeopleSoft Project Costing works with PeopleSoft Contracts to generate project-related customer billing.

How Project Costing Fits into PeopleSoft and Other Modules (Cont.)

Lecture

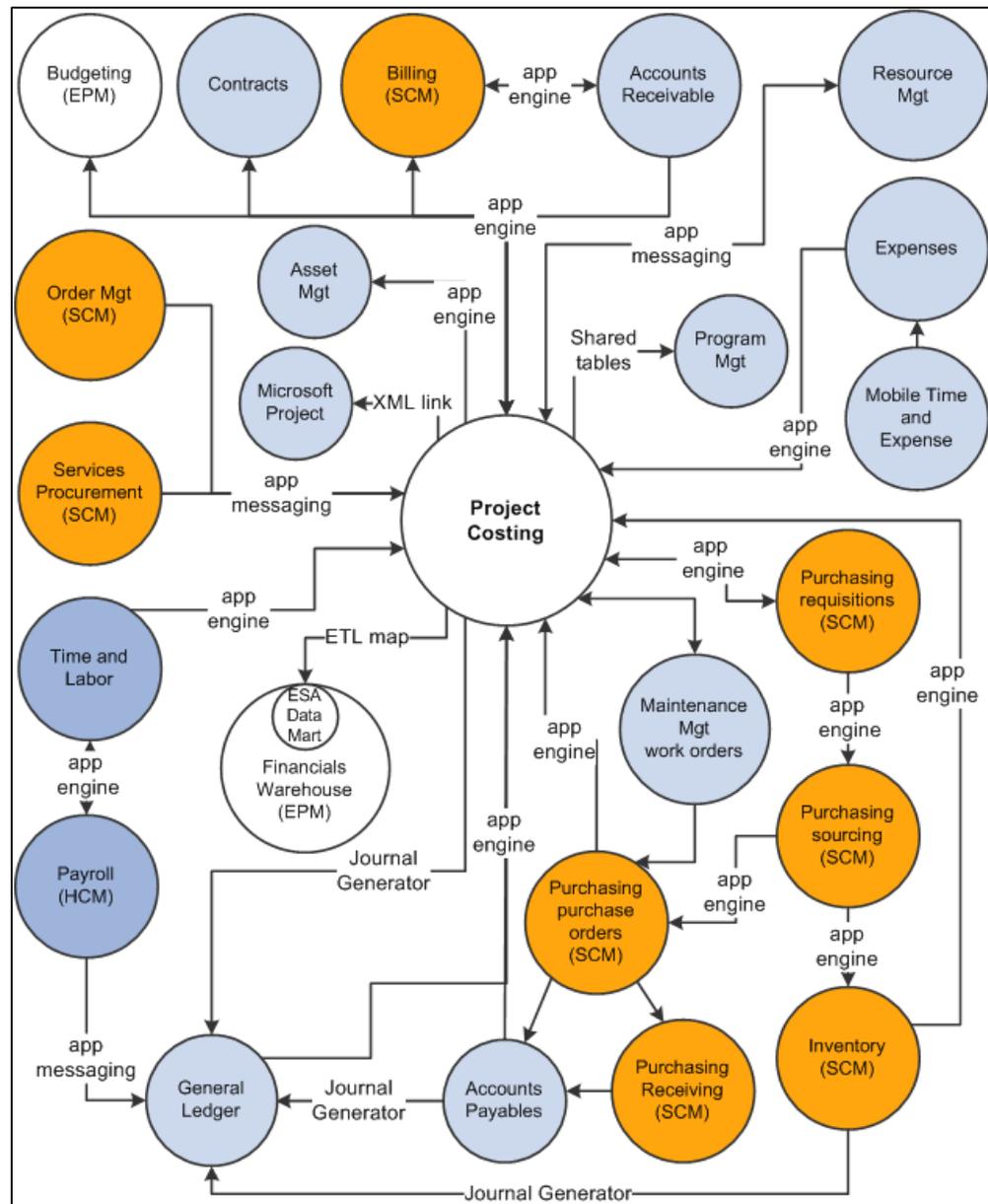


Figure 13: Project Costing Process Flow

How Project Costing Fits into PeopleSoft and Other Modules (Cont.)

Lecture

This diagram illustrates how Project Costing integrates with other PeopleSoft applications. Note that the directional arrows indicate whether Project Costing imports data, exports data, or does both. Each arrow, with the exception of integration with General Ledger, also indicates the analysis type associated with the flow of data.

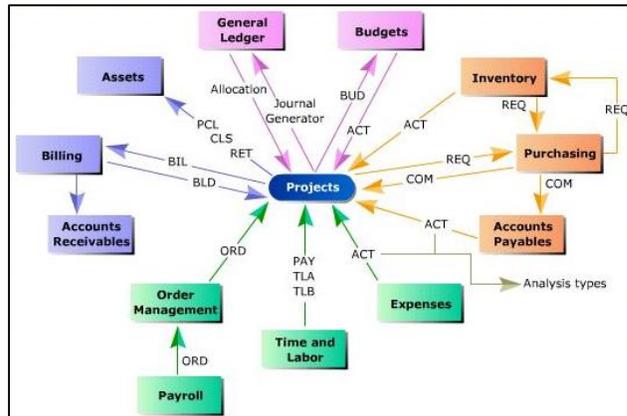


Figure 14: Project Costing integrates with PeopleSoft applications

If the feeder systems post data to Project Costing and then Project Costing creates transactions that need to post to General Ledger, these transactions are sent to General Ledger. This occurs because accounting rules are assigned to the resource transactions within Projects.

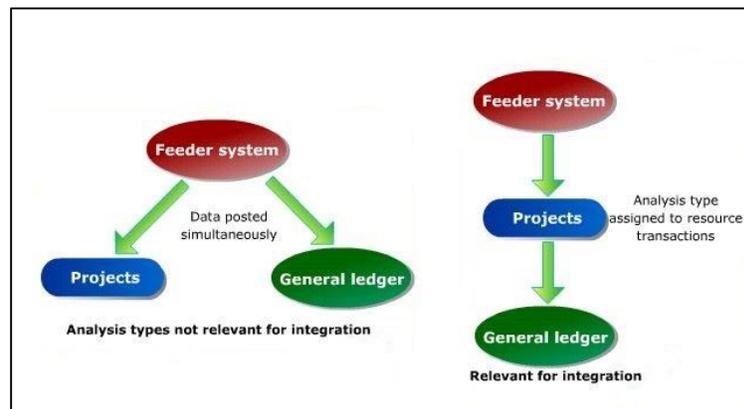


Figure 15: How feeder systems integrate into General Ledger

How Project Costing Fits into PeopleSoft and Other Modules (Cont.)

Lecture

PeopleSoft Project Costing has built-in integration capability with PeopleSoft General Ledger via the Journal Generator. Most information stored in Project Costing originates from feeder systems, such as other PeopleSoft applications and third-party applications. Data from the feeder system is posted to the General Ledger and passed to Project Costing through batch processing.

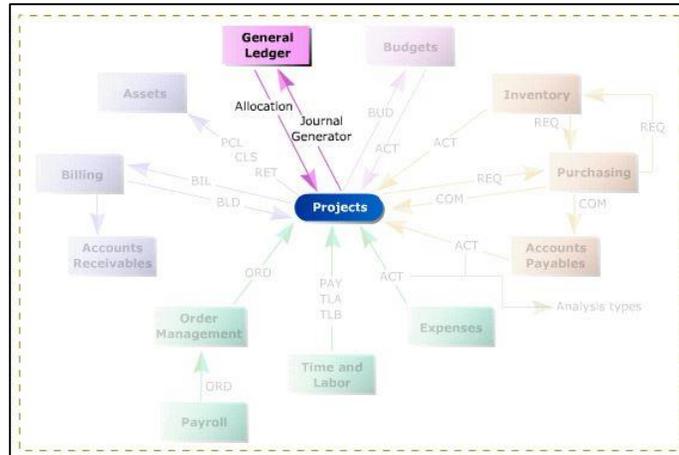


Figure 16: Relationship between General Ledger and Project Costing

The following are some processes that are used to integrate with Project Costing.

Integration	Process
Budgets ↔ Projects	Allocation
General Ledger → Projects	Allocation
General Ledger ← Projects	Journal Generator
Time and Labor ↔ Projects	Data Mover
Other Application	Application Engine

Figure 17: Integration between Project Costing and the applications

PeopleSoft Project Costing integrates with other PeopleSoft applications and third-party applications to provide information on resource transactions associated with projects. This integration reduces the amount of Project Costing data manipulation and consolidates data that is used in reporting and analysis.

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of How Project Costing Fits into PeopleSoft and Other Modules.

Questions



1. When Project Costing creates transaction that need to post to General Ledger, why are these transactions sent to General Ledger?

2. Give two examples of processes that integrate with Project Costing.

Lesson Summary

Objectives Achieved



Now that you have completed the How Project Costing Fits into PeopleSoft and Other Modules lesson, you should be able to:

- Describe how Project Costing integrates Inbound to PeopleSoft through the Project Activity Shell Structure, Project Budgets, Project Transaction, and Funds Distribution.
- Describe how Project Costing integrates outbound from PeopleSoft through Project Balances.
- Explain how PeopleSoft Project Costing generally works with different processes in PeopleSoft

Module 1 Summary

Objectives Achieved



Now that you have completed the Introducing Project Costing Module, you should be able to:

- Explain the Purpose and Benefits of Project Costing.
- Describe Project Costing End-to-End Processes.
- Recognize how Projects fits into PeopleSoft and Integrates with Other Modules.

Module 2: Managing Projects

Objectives

After completing this module, you will be able to:

- Create and Maintain Projects.
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Create and Maintain Rate Sets.
- Collect, Distribute, and Price Costs.
- Process Billing.
- Process Revenue.
- Demonstrate Billing Adjustment and Reconciliation.
- Describe Manual Project Asset Capitalization.
- Show how to Define and Update Project Costing Definition.
- Demonstrate Reporting on and Analyzing Project Activity.
- Use Flexible Analysis.
- Describe how to Create and Manage Funds Distribution Rules.
- Summarize how to Create and Maintain an Issue Log.
- Explain Accounting Rules.
- Illustrate how to Complete a Project.

Module 2: Managing Projects (Cont.)

Lessons

This module includes the following lessons:

- Create and Maintain Projects.
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Create and Maintain Rate Sets.
- Collect, Distribute, and Price Costs.
- Process Billing.
- Process Revenue.
- Billing Adjustment and Reconciliation.
- Manual Project Asset Capitalization.
- Define and Update Project Costing Definition.
- Reporting on and Analyzing Project Activity.
- Using Flexible Analysis.
- Creating and Managing Funds Distribution Rules.
- Creating and Maintaining an Issue Log.
- Overview of Accounting Rules.
- Complete a Project.

Key Terms



The following key terms are used in this module:

Term	Definition
Activity	The "phase" or "deliverable" to bucket similar costs. All projects require at least one activity.
Program	A program is created in Project Costing initially as a project but will not have activities; used to group detailed projects.
Project	A first level identifier to capture cost transactions which is further broken down into activities.
Project ChartFields	Analogous to General Ledger ChartFields but used by Project Costing to identify use and purpose of the transaction for reporting and manipulation.
PROJ_RESOURCE	Main Project Costing table that is populated with costs from subsystems, for example a voucher. This table also captures transactions manipulated and transformed by Project Costing.

Create and Maintain Projects

Lecture

This lesson will review how to create and maintain projects.

Establishing a project and its activities provides the framework to capture costs and manipulate those costs where required for billing or other purposes. When building projects and activities for revenue projects, at least one activity will be linked to a contract to process those transactions. Some bureaus may require a project to pool costs for downstream cost allocations.

A user has two options in creating a project: to create a standard project from scratch or to create the project from a template. The only difference between creating a standard project and a template project is that a user will need to select "template" versus the default of standard. Every other step required in creating a project is identical to building a regular project, although pieces of the project will be pre-populated. A template will be used for projects that have typical and repeatable information at the project level, in essence, speeding up the process.

Additionally, the lesson will cover the following key changes:

- In the legacy state, not all agencies had a legacy project costing system for which projects were created. In addition, agencies may or may not have assigned a project manager in their systems.
- In STAR, projects and activities are created to manage transactions related to federal awards, cost pooling scenarios, or IT Bureau scenarios. When creating a project and setting the status active, the Project ID ChartField becomes immediately available throughout STAR to code transactions. In addition, Project Costing requires a project manager be assigned to projects. When project managers change, PC allows updates to the designated PM. This is important for workflow approval processing.

Create and Maintain Projects (Cont.)

Lecture

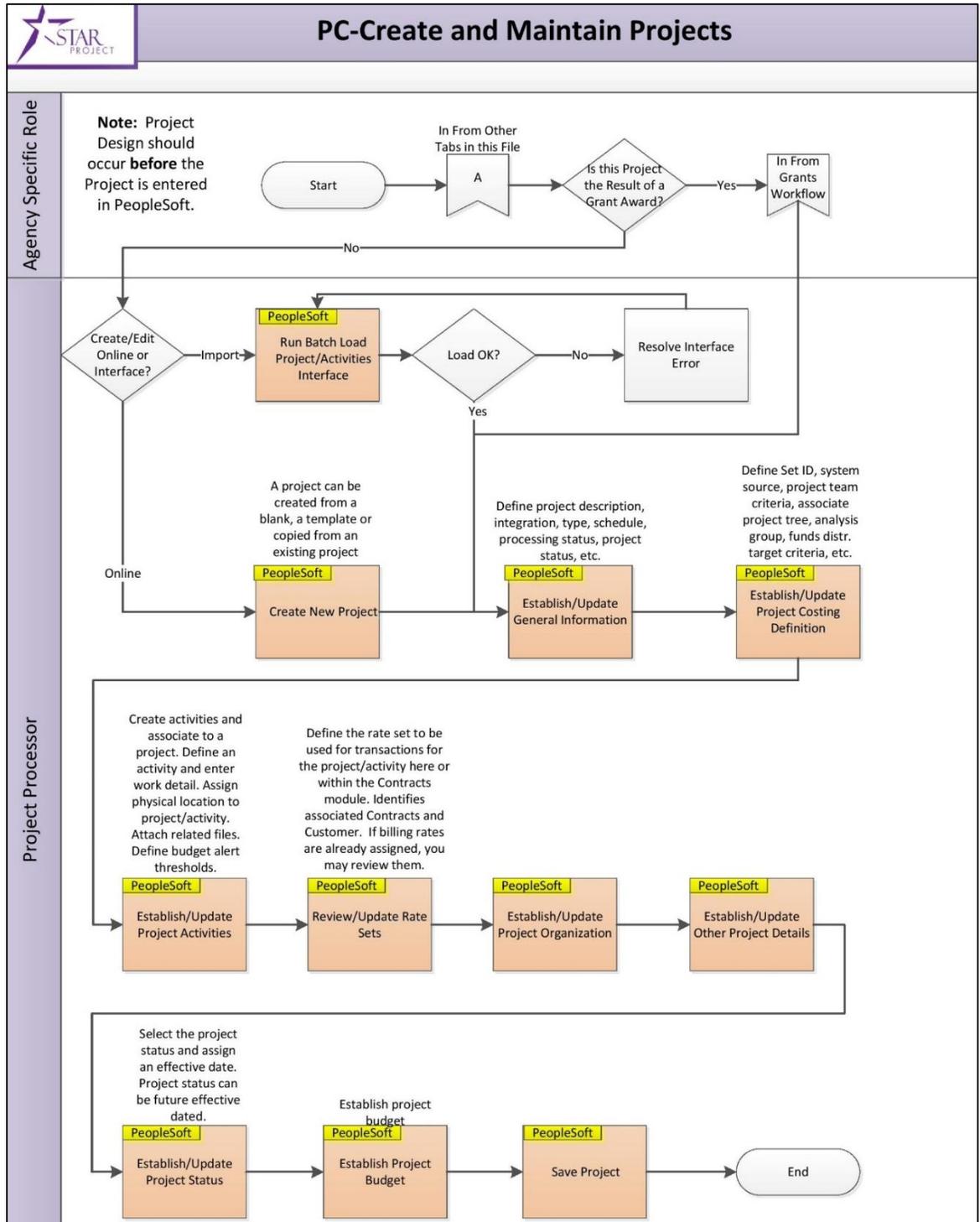


Figure 18: Create and Maintain Projects Process Flow

Create and Maintain Projects (Cont.)

Lecture

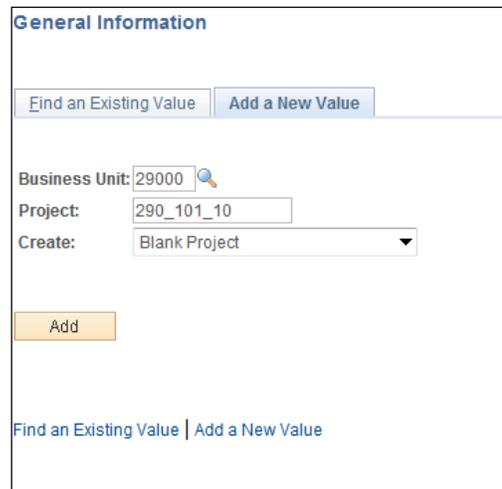
Projects should be defined before actual work begins or costs are incurred. Once a Project is defined, it is available as a ChartField on the distribution line for recording costs and revenue.

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

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

Creating a Project

Navigation: **Project Costing > Project Definitions > General Information > Add a New Value**



The screenshot shows a web form titled "General Information". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are three input fields: "Business Unit" with the value "29000" and a search icon; "Project" with the value "290_101_10"; and "Create" with a dropdown menu showing "Blank Project". At the bottom of the form is an orange "Add" button. Below the form, there are two links: "Find an Existing Value" and "Add a New Value".

Figure 19: Add a New Value tab

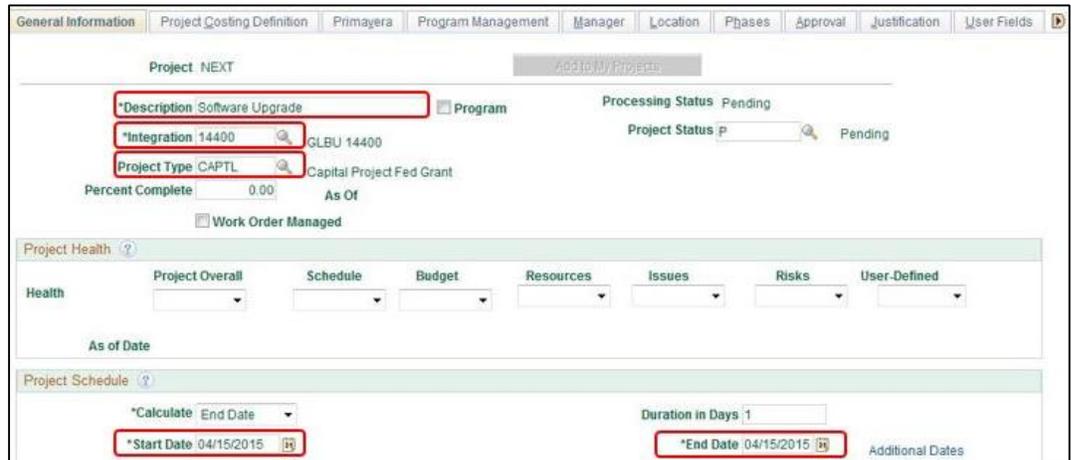
1. Select the **Business Unit** – is the Agency in which the Project will be created.
2. Enter the **Project** – this value will be the Project ID. Each agency will follow a naming convention for their Project ID values.
3. Select the **Create** – for new Projects, leave this value as “Blank Project”.
4. Click  to enter the Project General Information pages.

Create and Maintain Projects (Cont.)

Lecture

General Information Tab

Use the **General Information** page to create or update a project.



The screenshot displays the 'General Information' tab for a project named 'NEXT'. The form includes the following fields and sections:

- Description:** Software Upgrade (highlighted with a red box)
- Integration:** 14400 (highlighted with a red box)
- Project Type:** CAPTL (highlighted with a red box)
- Program:** Program
- Processing Status:** Pending
- Project Status:** P (highlighted with a red box)
- Percent Complete:** 0.00
- Work Order Managed:** Work Order Managed
- Project Health:** A section with dropdown menus for Project Overall, Schedule, Budget, Resources, Issues, Risks, and User-Defined.
- Project Schedule:** A section with a 'Calculate' button, 'End Date' dropdown, 'Duration in Days' field, and 'Start Date' (04/15/2015, highlighted with a red box) and 'End Date' (04/15/2015, highlighted with a red box) fields.

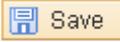
Figure 20: General Information Tab

1. The **General Information** Tab displays high-level parameters and properties for the Project. Some of these properties are defaulted into the Project ID from Business Unit configuration.
2. Enter the **Description** – the Project Description should describe the Projects purpose or definition. The Description will also be visible on the distribution line when recording costs or revenue for this Project.
3. Enter the **Integration Template** – this value defines how the Project ID will integrate with other system modules. This value should be equal to the Project Costing business unit.
4. Enter the **Project Type** – select the Project Type to categorize the Project. This value can also impact the Revenue Accounting Entries for billable Project Costs.
5. Select the **Program** checkbox only if the project will be used for reporting purposes. By selecting this link, the project will act as an umbrella and no resources or project activities will be able to be set up for the project.

Create and Maintain Projects (Cont.)

Lecture

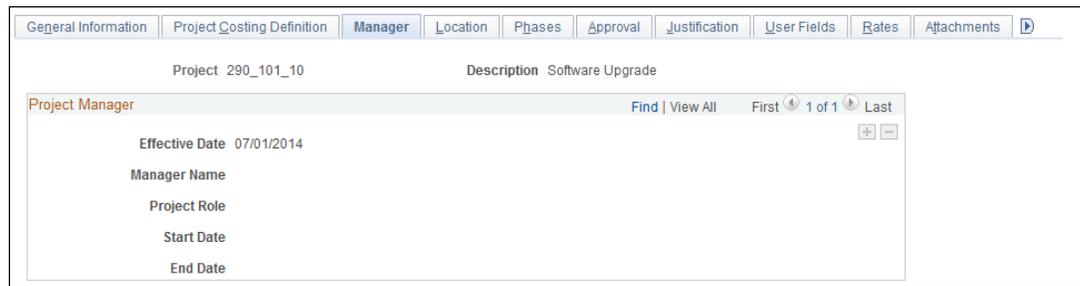
6. Enter the **Project Status** – there are nine project statuses defined in the system:
 - A = Active
 - B= Budget
 - C= Closeout
 - H= Hold
 - N= No Labor
 - P= Pending
 - R= Reconciliation
 - X= Closed
 - Z= Cancelled
7. Use  icon to populate the project's Status and the Effective Date of the status. The status must be Open for use with Time and Labor. If the status is Closed, the project cannot be used to process a transaction in any module.
8. After you save the project for the first time, the field becomes read-only on this page and appears as a link. The link takes you to the **Project Definitions - Status** page where you can update the status.
9. **Processing status**- This is a system-defined value and is the major gatekeeper for restricting incoming transactions. For example, other modules allow users to choose projects with an active processing status but not projects with a pending processing status.
 - **Active:** allows all transactions and lookups in feeder systems
 - **Inactive:** prevents all transactions and lookups in feeder systems
 - **Pending:** allows for initial creation and setup of the project; somewhat an “interim” status between project creation and activation
10. Calculate – For STAR, select Duration (days) for the system to calculate the duration (days) based on the values that you enter for start date and end date. Use the Start Date field to enter the date that the project is scheduled to begin. The start date cannot be after the start date of any activity for the project. Use the End Date field to specify the date the project ends. The end date cannot be before the end date of an activity for the project.
11. **Description** – use the Long Description fields to store additional Comments about the Project.

Note: Never check “work order managed” box. This is only used when you build a project where work orders are being created. The State of Wisconsin's projects are grants.
12. Click  to Save values in the Project General page and continue with defining the Project. The **Project ID** will be Saved at this point and cannot be changed.
13. Click the  Tab.

Create and Maintain Projects (Cont.)

Lecture

Manager Tab



General Information	Project Costing Definition	Manager	Location	Phases	Approval	Justification	User Fields	Rates	Attachments
Project 290_101_10		Description Software Upgrade							
Project Manager									
Find View All									
First 1 of 1 Last									
Effective Date 07/01/2014									
Manager Name									
Project Role									
Start Date									
End Date									

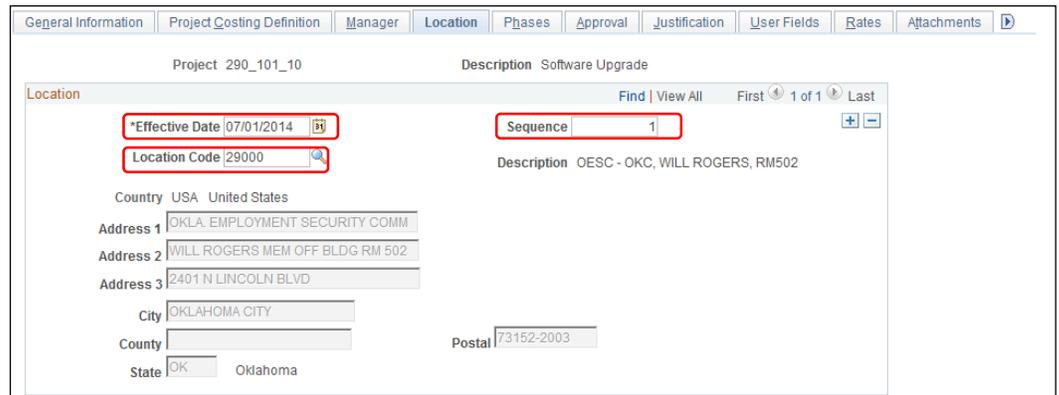
Figure 21: Manager Tab

1. The **Manager** Tab is blank at this point in the Project definition process, but will be populated when the Project Team is defined. The individual(s) assigned to the Project Manager role will be displayed on this page.
2. **Click the** **Location** Tab.

Create and Maintain Projects (Cont.)

Lecture

Location Tab



The screenshot shows the 'Location' tab for a project. The project ID is 290_101_10 and the description is 'Software Upgrade'. The 'Location' group box contains the following fields:

- Effective Date:** 07/01/2014
- Location Code:** 29000
- Sequence:** 1
- Country:** USA United States
- Address 1:** OKLA. EMPLOYMENT SECURITY COMM
- Address 2:** WILL ROGERS MEM OFF BLDG RM 502
- Address 3:** 2401 N LINCOLN BLVD
- City:** OKLAHOMA CITY
- County:** [Empty]
- State:** OK Oklahoma
- Postal:** 73152-2003

Figure 22: Location Tab

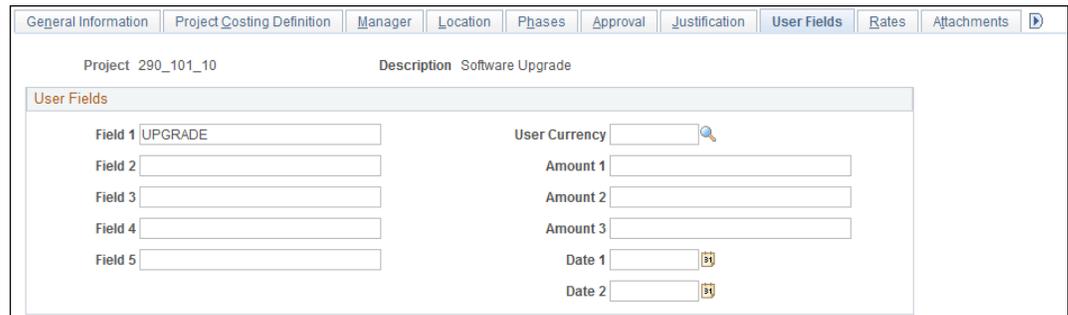
1. The **Location** Tab allows the user to define a physical location for the Project.
2. Enter the **Effective Date** – define the date that the Project Location is effective. By default, this date is carried over from the **General Information** page.
3. Enter the **Sequence** – the effective sequence value can be left as “1”.
4. Enter the **Location Code** – select a pre-defined Location Code for the Project. The physical location details for the Location selected will default into the page. After you click the Refresh button, the remaining fields in the Location group box are populated based on the location code.

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

5. Click the **User Fields** Tab.

Create and Maintain Projects (Cont.)

Lecture

User Fields Tab


The screenshot shows the 'User Fields' tab in a software application. The form is titled 'Project 290_101_10' and 'Description Software Upgrade'. The 'User Fields' section contains the following fields:

- Field 1: UPGRADE
- Field 2: (empty)
- Field 3: (empty)
- Field 4: (empty)
- Field 5: (empty)
- User Currency: (empty)
- Amount 1: (empty)
- Amount 2: (empty)
- Amount 3: (empty)
- Date 1: (empty)
- Date 2: (empty)

Figure 23: User Fields Tab

1. The **User Fields** Tab allows the agency to store additional properties for a Project. These fields are “free-form” in nature and will accept any value that fits the size and type of field on this page.
2. Enter **Field 1-5** – these five fields are “Character” fields and will accept an alpha-numeric value up to 10 characters in length.
3. Enter **Amount 1-3** – these three fields are “Amount” fields with two decimal places.
4. Enter **Date 1-2** – these two fields are “Date” fields and will accept MM/DD/YYYY format.

NOTE: Each agency determines how the “Character” fields will be used.

Create and Maintain Projects (Cont.)

Lecture

Rates Tab



Figure 24: Rates Tab

1. The **Rates** Tab displays Customer Contract information for Projects that are linked to a Contract for billing purposes. Rates for pricing Project transactions are also visible on this page.
2. Enter **Rate Selection** – defines whether a Rate Set or Rate Plan will be used for pricing on this Project.
3. Enter **Rate** – define the type of Rate that will be used for pricing transactions in this Project.

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

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

4. Click **Update Activities** to copy the Rates from the Project to the Activity for existing Activities.
5. Click the **View/Add Rates** link to view the details of the Rate Set.
6. Click the **Attachments** Tab.

Create and Maintain Projects (Cont.)

Lecture

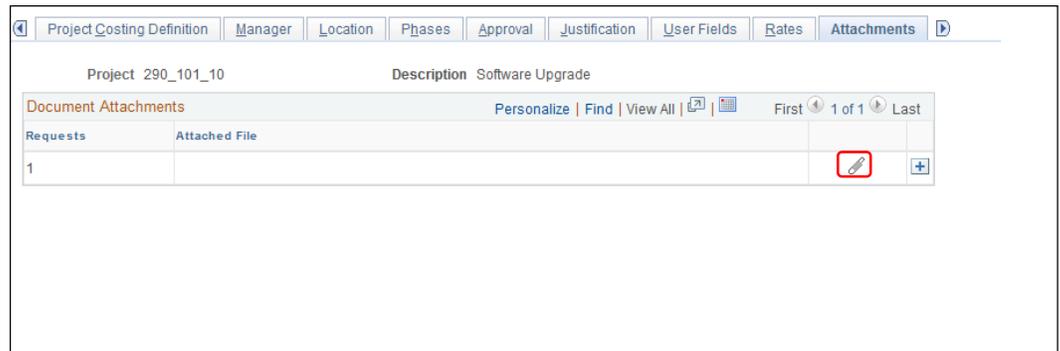
Attachments Tab

Figure 25: Attachments Tab

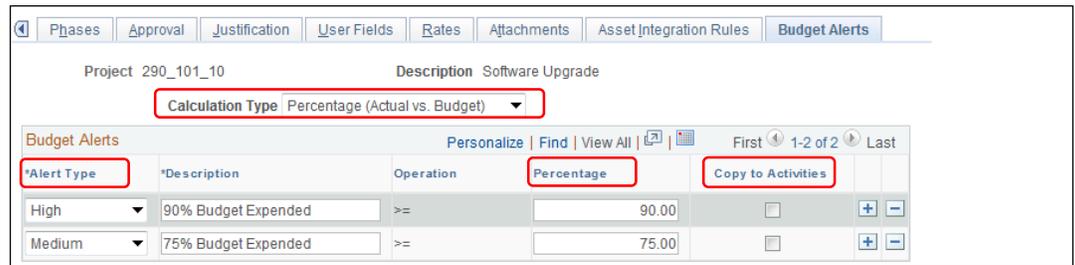
1. The **Attachments** Tab allows the user attach a document (Microsoft Word, Excel, etc.) to the Project as supporting documentation. These could include work papers, design specifications, etc.
2. Use the  attachment icon to select a file that will be uploaded into the system and attached to the Project.

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

3. Click the **Budget Alerts** Tab.

Create and Maintain Projects (Cont.)

Lecture

Budget Alerts Tab


*Alert Type	*Description	Operation	Percentage	Copy to Activities
High	90% Budget Expended	>=	90.00	<input checked="" type="checkbox"/>
Medium	75% Budget Expended	>=	75.00	<input checked="" type="checkbox"/>

Figure 26: Budget Alerts Tab

1. The **Budget Alerts** Tab defines the budget alert rules for the Project. Budget Alerts allow the user to see when Project spending reaches predefined warning levels. These are alerts only and do not affect transactions.
2. Enter the **Calculation Type** – defines the budget alert by Percentage or Amount.
3. Enter the **Alert Type** – defines the type of alert that will be visible on Project Costing page for the Project.

Note: Alerts are defined a High = “Red” and Medium = “Yellow”.

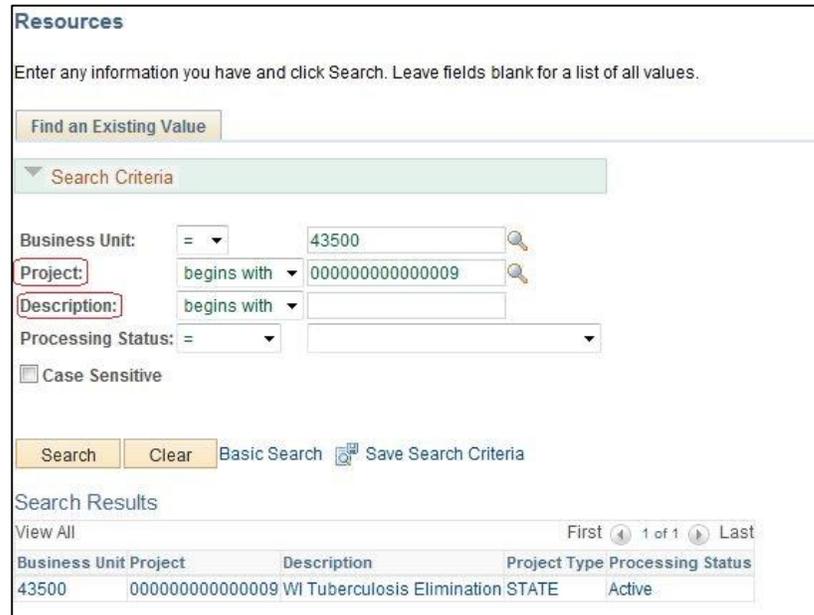
4. Enter the **Percentage** – the percentage at which the Project spending relative to Budgets Project Costs will issue a warning. For example, if Project Budget is 100,000 and Project Cost reach 90% of budget (or 90,000) the system will display a High alert.
5. **Copy to Activities** – **select** this checkbox to copy the Alert rules to each Activity in the Project.
6. Click  Save to Save values in the Project General component.

Create and Maintain Projects (Cont.)

Lecture

Defining Project Resources

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



Resources

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: = 43500

Project: begins with 000000000000009

Description: begins with

Processing Status: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

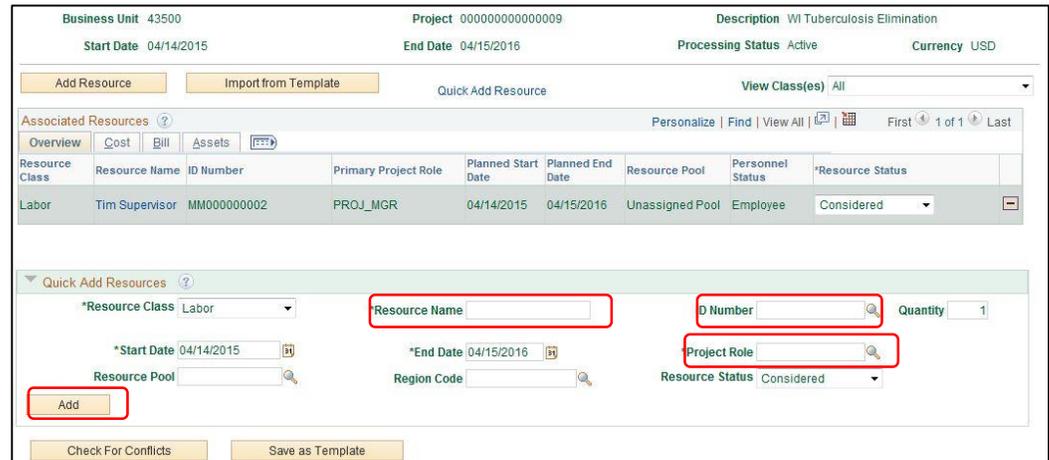
Business Unit	Project	Description	Project Type	Processing Status
43500	000000000000009	WI Tuberculosis Elimination STATE	STATE	Active

Figure 27: Search for Resources Page

1. **Enter** the Search Criteria to retrieve the Project.
2. Business Unit is the Agency in which the Project is stored.
3. Enter **Project** – the Project ID value.
4. Enter **Description** – search by Project Description.
5. **Click** to enter the Resources pages.

Create and Maintain Projects (Cont.)

Lecture

Resources Tab


Resource Class	Resource Name	ID Number	Primary Project Role	Planned Start Date	Planned End Date	Resource Pool	Personnel Status	*Resource Status
Labor	Tim Supervisor	MM000000002	PROJ_MGR	04/14/2015	04/15/2016	Unassigned Pool	Employee	Considered

Figure 28: Resources Tab

The Resources Tab allows the user to define the team resources. Resources can be added individually by ID number. Resources can also be removed on this page.

1. **ID- number**- look up an employee ID number to select the resource for the project. Once the number is selected, the **Resource Name** field is populated.
Note: The Resource Name field is required.
2. **Project Role** – for the individuals added to the Project Team by **ID number**, the project role will only have one option- “Project Manager.”
Note: For state purposes, only one resource will be added. That resource will be the project manager.
3. Click **Add** to add project resource.
4. Click **Save**.
5. Once you have saved, a new section on the page called “Associated Resources” will appear. In the “Associated Resources” section, click the link under “Resource Name.” This will open the **Resource Detail** page.

Create and Maintain Projects (Cont.)

Lecture

Resource Detail Page

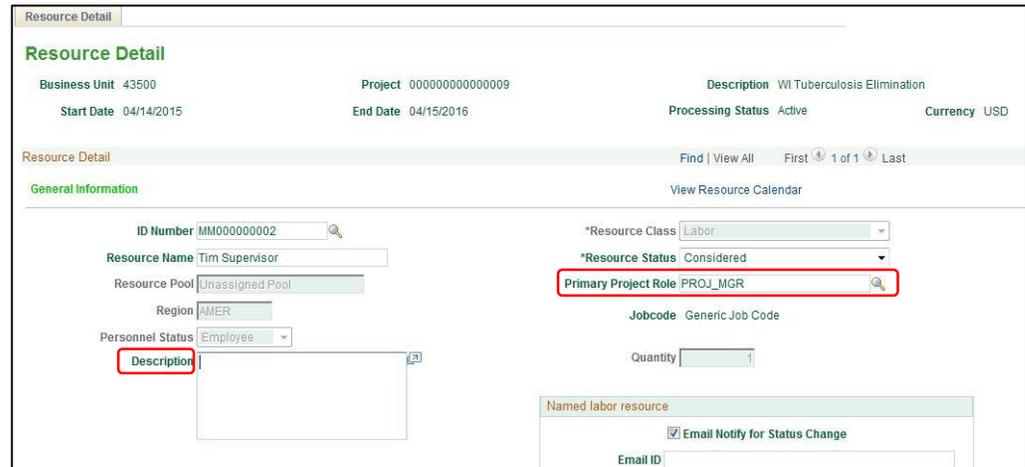


Figure 29: Team Detail Page

The **Resource Detail** Page allows the user to indicate the resource as the Project Manager.

1. Leave the **Email ID** field blank. STAR is not using the email functionality.
2. Enter the **Description** – add a long description if desired to explain the inclusion of the Project Resource member.
3. The **Project Role** field will populate from the Resource page.

Create and Maintain Projects (Cont.)

Lecture

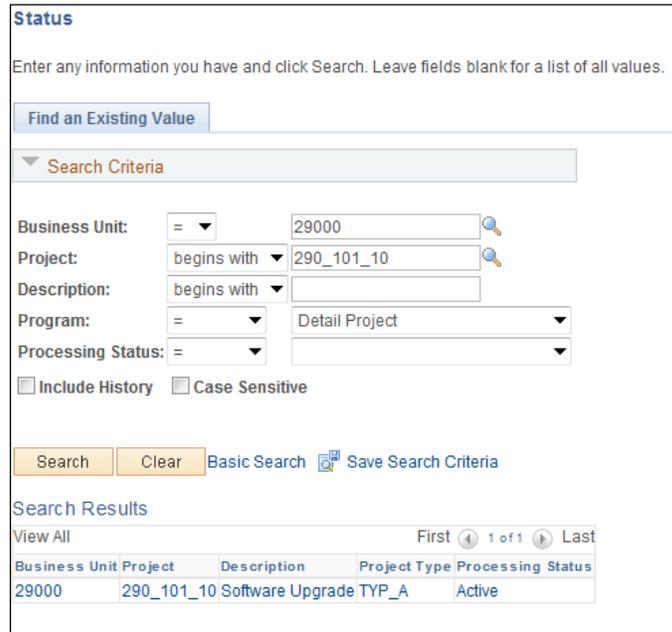
4. Leave the **Project Manager**- checkbox selected. This individual will be displayed on the Project Manager page. There can only be one designated project manager per project for a given period of time.
5. Enter the **Start/End Date**- define the period of time that this employee will be the Project Manager.
6. Click  to save the Resources details page.

Create and Maintain Projects (Cont.)

Lecture

Set Project Status

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



Status

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

[Find an Existing Value](#)

Search Criteria

Business Unit: = 29000

Project: begins with 290_101_10

Description: begins with

Program: = Detail Project

Processing Status: =

Include History Case Sensitive

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

Search Results

View All First 1 of 1 Last

Business Unit	Project	Description	Project Type	Processing Status
29000	290_101_10	Software Upgrade	TYP_A	Active

Figure 30: Search for Project Status Page

1. Use the **Search Criteria** to retrieve the Project ID.
2. Enter **Business Unit** – is the Agency in which the Project is stored.
3. Enter **Project** – the Project ID value.
4. Enter **Description** – search by Project Description.
5. Click [Search](#) to enter the Project Status pages.

Create and Maintain Projects (Cont.)

Lecture

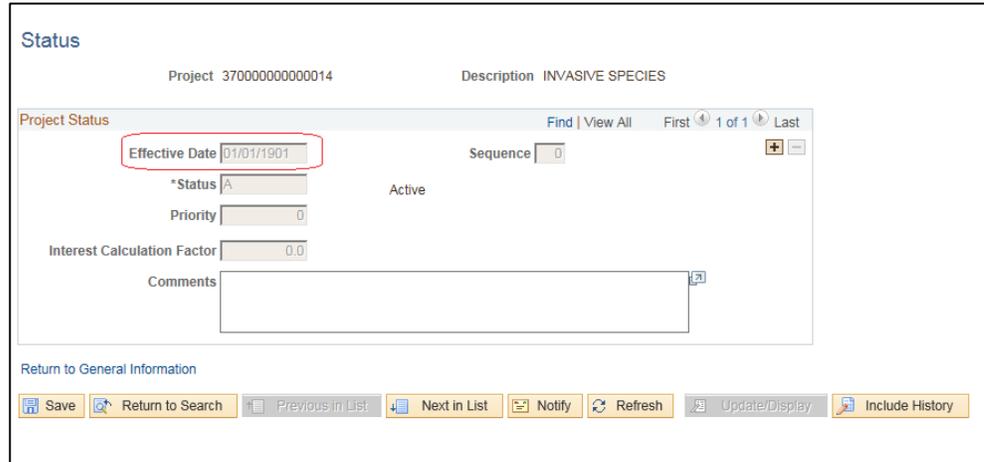
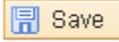
Project Status Page


Figure 31: Project Status Page

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

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

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

2. Click  Save to Save the Project Status.

Note: Use  to insert additional Project Status values.

Create and Maintain Projects (Cont.)

Lecture

Status – select the Project Status for the Project.

- **PENDING:** this status will be automatically set for any new project created by the award process or directly within project costing (first save)
 - No transactions of any kind
- **BUDGET:** this status will be user established during the budgeting phase of project activation; this phase was created as a “budget only” concept
 - Budget transactions
 - Statistical transactions
- **NO_LABOR:** this status will be user established when the project is ready to take transactions of all types but time entry
 - All transactions allowed but time entries
- **ACTIVE:** this status will be user established when the project is ready to take transactions of all types
 - No transaction restrictions of any kind
- **HOLD:** this status will be user established to temporarily block all transactions of any kind without actually inactivating or closing the project
 - No transactions of any kind
- **CLOSEOUT:** this status will be user established during the project close-out phase, i.e., when only trailing costs should enter the project
 - No new requisitions are allowed
 - No new time entry transactions are allowed
- **RECON:** this status will be user established during the final reconciliation phase of the project
 - Transactions will be restricted to GL entries
 - Transactions will be restricted to allocation entries
- **CLOSED:** this status will be user established during the actual closed phase of the project
 - No transactions of any kind
- **CANCELLED:** this status will be user established when a project was incorrectly established and provides a status that indicates closure due to any reason other than being closed from an end-of-life perspective
 - No transactions of any kind

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Creating and Maintaining Projects.

Questions



1. Why is it important to establish a project start and end date before you save the project?

2. If you reach or exceed your project budget, will the budget alerts page stop a transaction from happening?

Instructor Demonstration: Create and Maintain Projects

Scenario



In creating a project, users define the structure to which activities and resources are added. A project must be set up before activities or resources can be attached to it.

Instructions

Your instructor will show you how to create a project in the “Creating a Project” UPK in PeopleSoft while you follow along. Open the UPK and launch it in “Try it” mode.

Relevant

Resources

- Creating a Project UPK
- Adding Projects UPK

Instructor Demonstration: Create and Maintain Projects

Debrief



1. What happens if your project status is closed?

2. What actions can be performed on the “Attachments” tab?

Training Exercise: Create and Maintain Projects

Scenario



In this exercise, you will manually add a new project. Use the data on the training exercise to complete the activity.

Instructions

This activity will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Activity 1: Create and Maintain Projects Training Exercise
- Activity 1: Create and Maintain Projects Data Sheet

Training Exercise: Creating a Project

Debrief



1. How many project managers can be designated per project?

2. When is the Manager tab populated?

Lesson Summary

Objectives Achieved



Now that you have completed the Create and Maintain Projects lesson, you should be able to:

- Define the high-level administrative information about a project using the General Information page.
- Manually create a project in PeopleSoft.

Create and Update Project Activity

Lecture

This lesson will review how to create and update project activity.

An activity within a project is required to capture transactions. If your agency is “splitting up front,” your activities will serve a dual purpose: to collect the costs as distributed and to process billing transactions. If your agency is using funds distribution, your activities will perform cost collection, and the target activities will perform billing. Additionally, the lesson will cover the following key changes:

- In the legacy state, agencies set up detailed activities in their systems. They also may or may not have assigned budgets to activity levels in their systems.
- In STAR, after you initially set up a project, if the project purpose is changed, the system allows for updates to budgets, additional activities, status changes, and funds distribution rule changes. Agencies also have an option of whether or not to budget at the project activity level.

At the end of the lesson, creating and managing Funds Distribution rules will be covered for the applicable agencies.

Create and Update Project Activity (Cont.)

Lecture

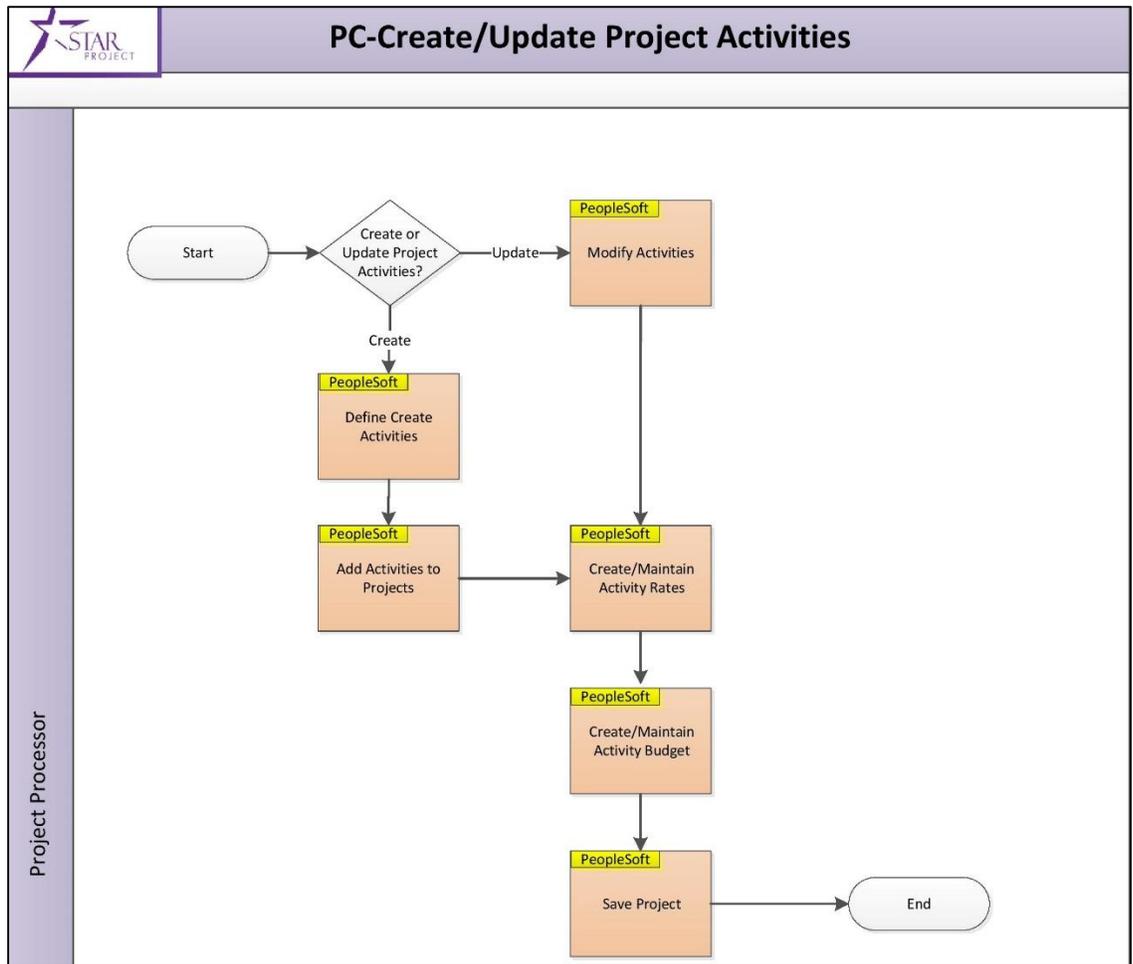


Figure 32: Create and Update Project Activity Process Flow

Create and Update Project Activity (Cont.)

Lecture

Project Definition

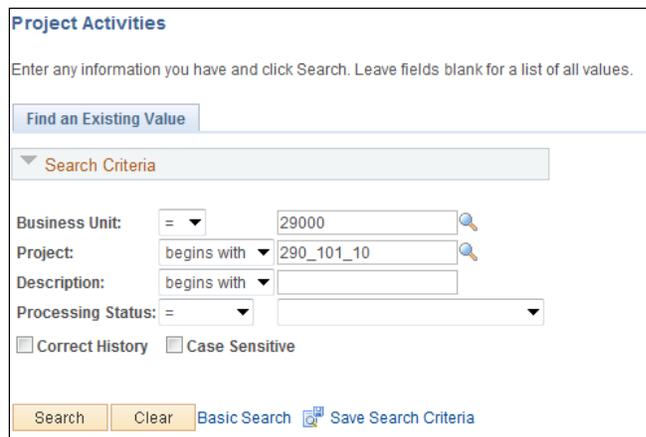
Once a project has been defined, activities must be added to the project for the project definition to be complete. Activities are generally defined as individual tasks or units of work that make up a project. Transactions can only be added to a project at the activity level.

Activities can be summary in nature. Summary activities are used to group other activities for reporting and accounting purposes. Transactions cannot be charged directly to summary project activities. Summary and Detailed Activities are maintained in a Work Breakdown Structure (WBS). A project's WBS is represented by a hierarchical grid that shows project Activities and their relationships.

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

Create Project Activities

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



Project Activities

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

Find an Existing Value

Search Criteria

Business Unit: = 29000

Project: begins with 290_101_10

Description: begins with

Processing Status: =

Correct History Case Sensitive

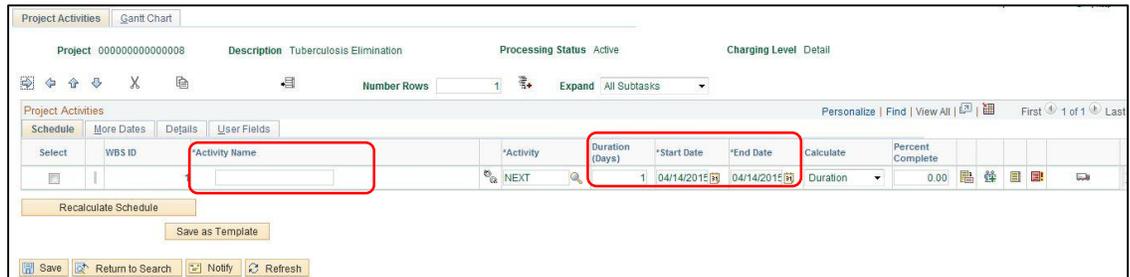
Figure 33: Project Activities Tab

1. Use the **Search Criteria** to retrieve the Project ID.
2. Enter the **Business Unit** – is the Agency in which the Project is stored.
3. Enter the **Project** – the Project ID value.
4. Enter the **Description** – search by Project Description.
5. Click to enter the Project Activity pages.

Create and Update Project Activity (Cont.)

Lecture

Project Activities Tab



Select	WBS ID	Activity Name	*Activity	Duration (Days)	*Start Date	*End Date	Calculate	Percent Complete
			NEXT	1	04/14/2015	04/14/2015	Duration	0.00

Figure 34: Project Activities Tab

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

1. Click the **Schedule** Sub-Tab.
2. Enter the **Activity Name** – create the Activity Name as a description of the Activity. This value will be visible when prompting for an Activity from the distribution line. It will display as the Activity Description.
3. Enter the **Activity** – the Activity ID is the Activity value
4. Enter the **Start/End Dates** – define the beginning and ending dates for the Activity. Generally these will be dates that represent the task start and end dates. The start date of the project will initially populate as the start date of the activity.
5. Enter the **End Date** - Enter the activity completion date. If the activity end date is after the project end date, the system adjusts the project end date accordingly.
6. Select “Duration” from the **Calculate** dropdown to calculate the duration in days.
7. Use **Save as Template** to save the Activity as a Template to be used later when creating other Activities.
8. Click the **More Dates** sub-Tab.

Create and Update Project Activity (Cont.)

Lecture

More Dates Sub-Tab

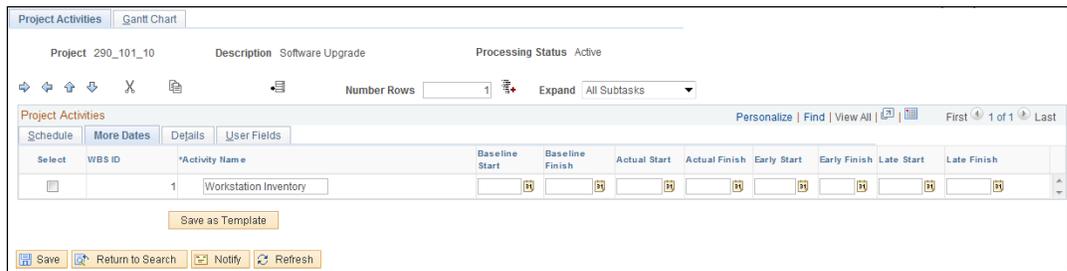


Figure 35: More Dates Sub Tab

1. Use the **More Dates** Tab to define additional dates for the Project Activity.
2. Click the **Details** Sub-Tab.

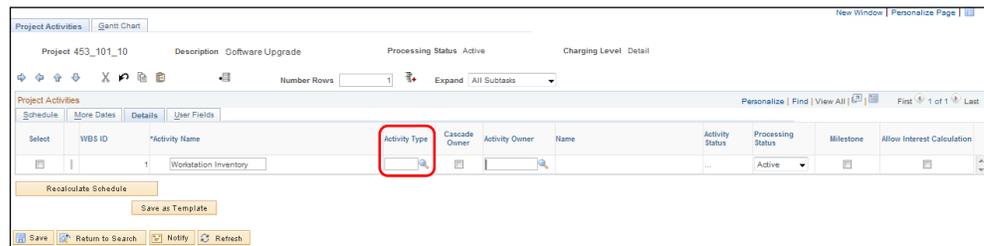


Figure 36:Details Sub Tab

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

Create and Update Project Activity (Cont.)

Lecture

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

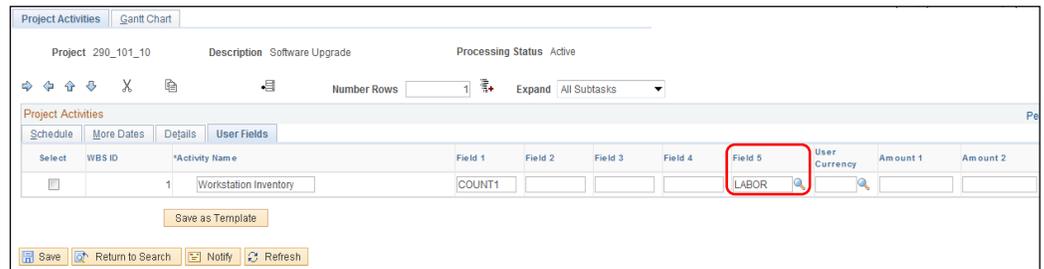


Figure 37: User Fields Sub Tab

5. Define up to five additional **Alpha-numeric values**, three **Amount** values and two **Date** values. These fields will accept free-form values for each field type.
6. Click the **Schedule** Sub-Tab.

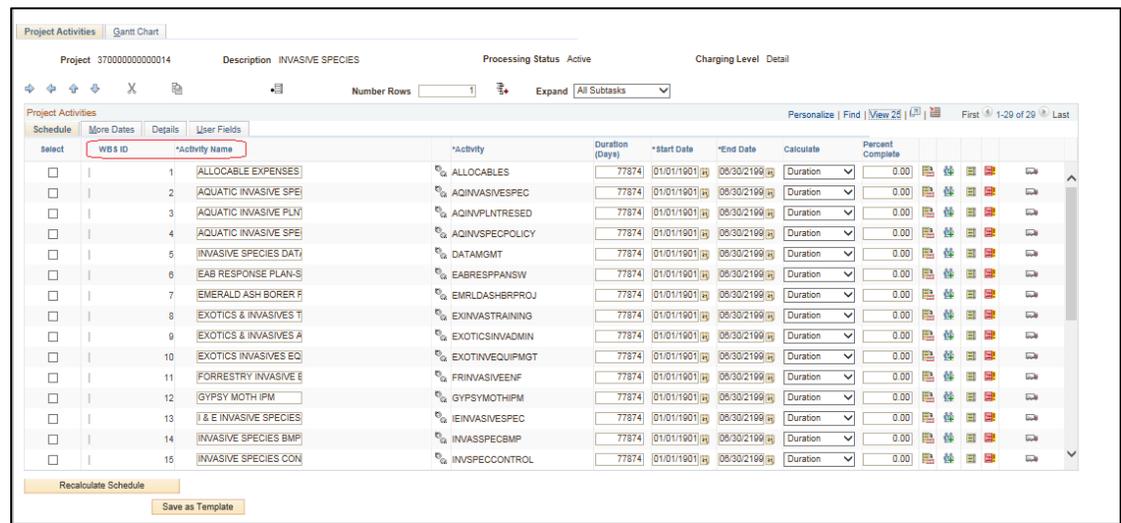


Figure 38: Schedule Sub Tab

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

Create and Update Project Activity (Cont.)

Lecture

9. Use to indent (or remove the indent) the Activity and move the Activity to a lower level of the WBS. Use to move the Activity up or down in the WBS.
10. **WBS ID** – this value is pre-populated.
11. Click the Gantt Chart Tab to view the Activities in a Gantt Chart format.
12. Click Save to Save the Project Activities.

Gantt Chart Tab

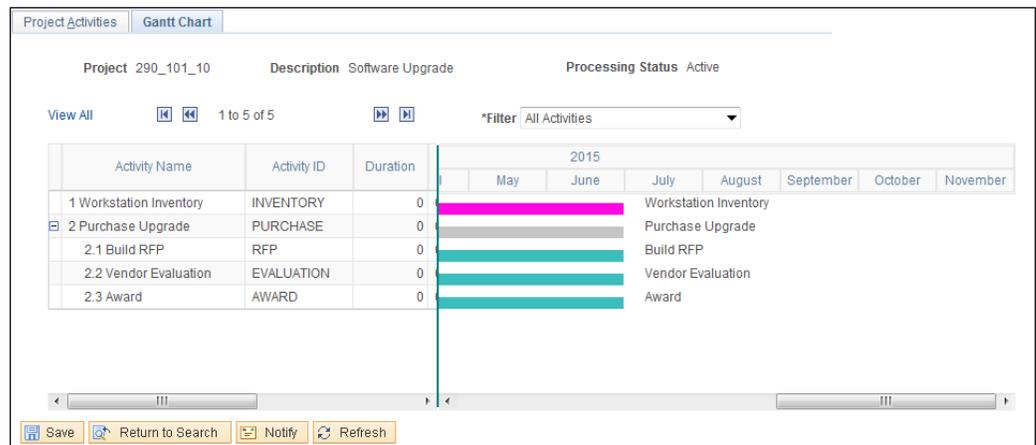


Figure 39: Gantt Chart Tab

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

Use the *Filter All Activities to view all Activities.

Create and Update Project Activity (Cont.)

Lecture

Add Project Activity Details

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

General Information

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

▼ **Search Criteria**

Business Unit: = ▼ 
Project: begins with ▼ 
Activity: begins with ▼ 
WBS ID: begins with ▼
Project Description: begins with ▼
Activity Description: begins with ▼
Activity Type: begins with ▼ 
Processing Status: = ▼
Activity Owner: begins with ▼ 
New Milestone: = ▼

Include History
 Correct History
 Case Sensitive

Figure 40: General Information Tab

1. Use the **Search Criteria** to retrieve the Activity ID
2. **Business Unit** – is the Agency in which the Project Activity is stored.
3. **Project** – the Project ID value that holds the Activity.

Create and Update Project Activity (Cont.)

Lecture

4. **Description** – search by Activity Description.

5. **Activity Type** – search by Type of Activity.

6. Click  to enter the Project Activity pages.

Search Results										
View All										
Business Unit	Project	Row Number	WBS ID	Activity	Project Description	Activity Description	Activity Type	Processing Status	Activity Owner	New Milestone
29000	290_101_10.1	1	INVENTORY	Software Upgrade	Workstation Inventory	(blank)	Active	(blank)	(blank)	(blank)
29000	290_101_10.2	2	PURCHASE	Software Upgrade	Purchase Upgrade	(blank)	Active	(blank)	(blank)	(blank)
29000	290_101_10.3	2.1	RFP	Software Upgrade	Build RFP	(blank)	Active	(blank)	(blank)	(blank)
29000	290_101_10.4	2.2	EVALUATION	Software Upgrade	Vendor Evaluation	(blank)	Active	(blank)	(blank)	(blank)
29000	290_101_10.5	2.3	AWARD	Software Upgrade	Award	(blank)	Active	(blank)	(blank)	(blank)

Figure 41: Search Results for project activities

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

Create and Update Project Activity (Cont.)

Lecture

General Information Tab

Figure 42: General Information Tab

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

1. **Description** – enter a long description for the Activity.

Definition Tab

Figure 43: Definition Tab

The **Definition** Tab should be left as-is. At the State of Wisconsin, nothing is changed on this page.

1. Click the **Location** Tab.

Create and Update Project Activity (Cont.)

Lecture

Location Tab



General Information | Definition | **Location** | Attachments | Quality | Use Fields | Rates | Budget Alerts | Asset Integration Rules

Project 290_101_10 Description Software Upgrade
 Activity INVENTORY Description Workstation Inventory

Location Find | View All First 1 of 1 Last

*Effective Date 07/01/2014 Sequence 1

Location Code 29000 Description OESC - OKC, WILL ROGERS, RM502

Country USA - United States

Address 1 OKLA. EMPLOYMENT SECURITY COMM

Address 2 WILL ROGERS MEM OFF BLDG RM 502

Address 3 2401 N LINCOLN BLVD

City OKLAHOMA CITY

County

State OK - Oklahoma Postal 73152-2003

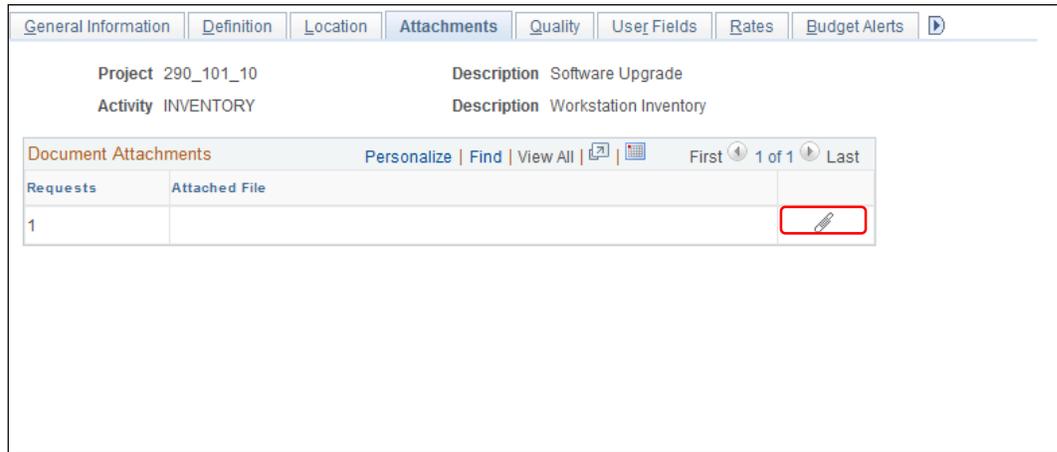
Figure 44: Location Tab

1. The **Location** Tab allows the user to define a physical location for the Activity.
2. Enter the **Effective Date** – define the date that the Activity Location is effective.
3. Enter the **Sequence** – the effective sequence value can be left as “1”.
4. **Location Code** – **select** a pre-defined Location Code for the Activity. The physical location details for the Location selected will default into the page.
5. **Note:** Location values are pre-defined and contain Address, City, State and Zip Code. DOA will maintain the Location values in the system. Locations are also used for Purchasing and Asset Management purposes.
6. **Click** the **Attachments** Tab.

Create and Update Project Activity (Cont.)

Lecture

Attachments Tab



Requests	Attached File
1	

Figure 45: Attachment Tab

1. The **Attachments** Tab allows the user attach a document (Microsoft Word, Excel, etc.) to the Activity as supporting documentation. These could include work papers, design specifications, etc.
2. Use the  icon to **select** a file that will be uploaded into the system and attached to the Activity.
3. Once the file is attached, use the  icon to remove the file from the Project or the  icon to view the document.
4. **Click** the **Rates** Tab.

Create and Update Project Activity (Cont.)

Lecture

Rates Tab

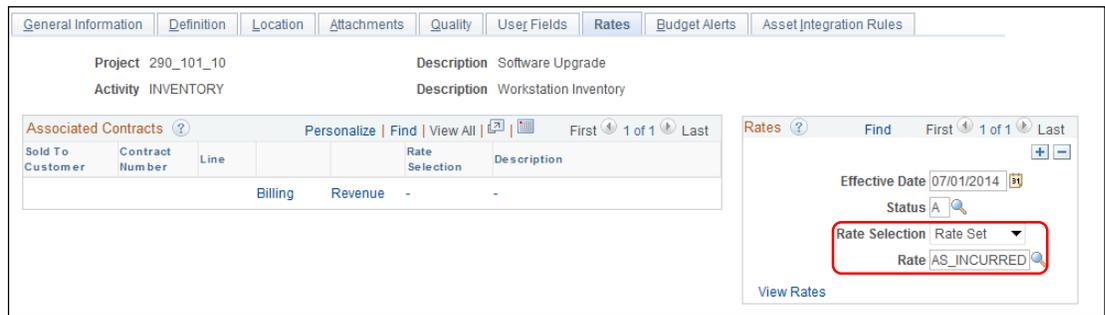


Figure 46: Rates Tab

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

1. **Rate Selection** – defines whether a Rate Set or Rate Plan will be used for pricing on this Activity.
2. **Rate** – define the type of Rate that will be used for pricing transactions in this Activity.

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

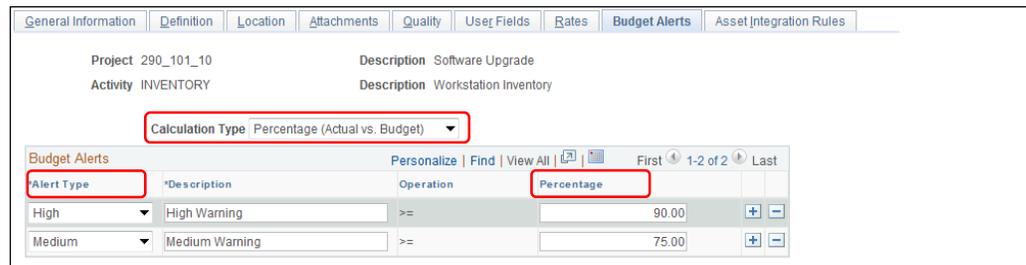
Note: The Effective Date, Status and Rate values will default from the Project if they are defined for the Project before the Activity is created.

3. Click the **View Rates** link to view the rate plan.
4. Click the **Budget Alerts** Tab.

Create and Update Project Activity (Cont.)

Lecture

Budget Alerts



Alert Type	Description	Operation	Percentage
High	High Warning	>=	90.00
Medium	Medium Warning	>=	75.00

Figure 47: Budget Alerts Tab

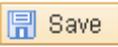
The **Budget Alerts** Tab defines the budget alert rules for the Activity. Budget Alerts allow the user to see when Project Activity spending reaches predefined warning levels.

1. Enter the **Calculation Type** – this dropdown has two options: Percentage and Remaining Amount. This allows user to choose how they want to define the budget alert.
2. Enter the **Alert Type** – defines the type of alert that will be visible on Project Costing page for the Project.

Note: Alerts are defined a High = “Red” and Medium = “Yellow”.

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

Note: If you select Remaining Amount, this will be the amount at which the alert will be set for and that amount will be entered here.

4. Click  **Save** to Save values in the Activity General component and continue with defining the Activity.
5. **Click** the Activity Status and Resources links to define the Activity Status and Activity Resources respectively.

Alternatively, Navigation: **Project Costing > Activity Definitions > Team > Find an Existing Value, Navigation: > Project Costing > Activity Definitions > Status > Find an Existing Value**

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Create and Update Project Activity Process.

Questions



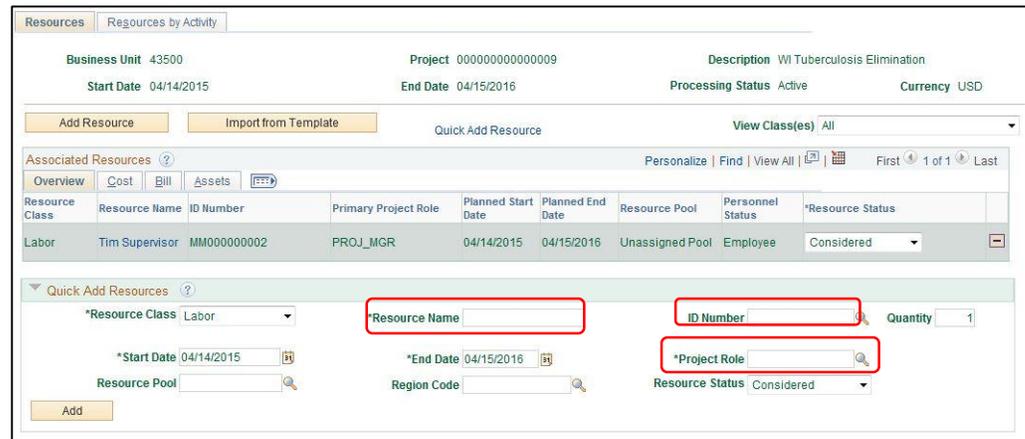
1. What is the purpose of the “Project Activity” Tab?

2. On the “Budget Alerts” tab, what are the two calculation types available?

Create and Update Project Activity (Cont.)

Lecture

Activities Resources Page



The screenshot displays the 'Resources by Activity' page. At the top, project information is shown: Business Unit 43500, Project 00000000000009, Description WI Tuberculosis Elimination, Start Date 04/14/2015, End Date 04/15/2016, Processing Status Active, and Currency USD. Below this are buttons for 'Add Resource' and 'Import from Template', and a 'Quick Add Resource' section. The 'Associated Resources' section includes a table with columns: Resource Class, Resource Name, ID Number, Primary Project Role, Planned Start Date, Planned End Date, Resource Pool, Personnel Status, and Resource Status. A single resource is listed: Labor, Tim Supervisor, MM000000002, PROJ_MGR, 04/14/2015, 04/15/2016, Unassigned Pool, Employee, and Considered. The 'Quick Add Resources' section at the bottom has several input fields: Resource Class (Labor), Resource Name (highlighted with a red box), ID Number (highlighted with a red box), Quantity (1), Start Date (04/14/2015), End Date (04/15/2016), Resource Pool, Region Code, and Project Role (highlighted with a red box). A 'Save' button is visible at the bottom left of the form.

Figure 48: Activity Resources Page

This page is optional to complete. The Project Manager for the project is the only resource that has to be defined. The State of Wisconsin does not require a project manager to be defined for project activities.

1. Add Activity Resource Members using the **Resource Page**.
Note: In order for an individual to be added as an activity resource they must first be added as a project resource.
2. Enter the **ID- number**- look up an employee ID number to select the resource for the project. Once the number is selected, the **Resource Name** field is populated.
3. Enter the **Default Project Role** – for the individuals added to the Activity by **ID number**, the role will only have one option- “Project Manager.”
4. Click Add. .
5. Click  Save to Save the Activity Resource.

Create and Update Project Activity (Cont.)

Lecture

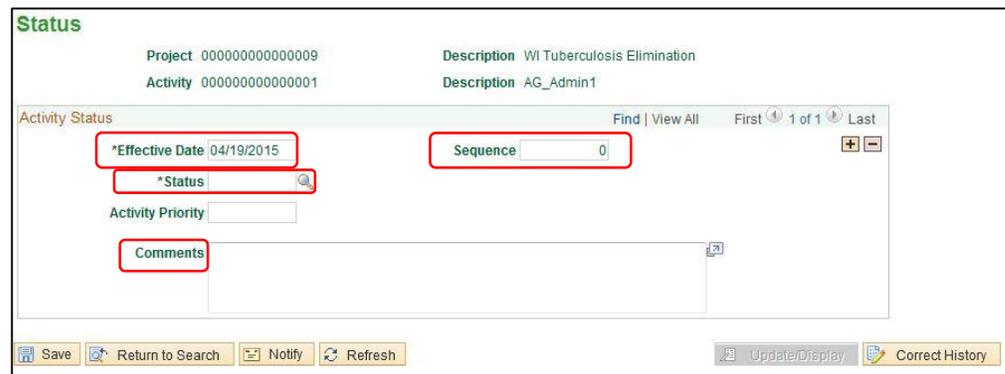
Activities Status Page


Figure 49: Activities Status Page

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

1. Enter the **Effective Date** – define the date that the Status will be effective. Generally this will be the Activity begin date for the initial status value.
2. Enter the **Sequence** – use “1” if there is only one Status for an effective date. The default value for sequence is “0”. This field allows the user to change the Status value multiple times in a single day.
3. Enter the **Status** – **select** the Activity Status for the Project.
4. Enter the **Comments** – use this field to store information related to the Status change.
5. Click  **Save** to Save the Activity Status.

Note: Use  to insert additional Activity Status values.

Instructor Demonstration: Create and Update Project Activity

Scenario



Activities are the tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables users to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.

Similar activities are grouped together for reporting and analysis using activity types. Assigning activity types consistently for all activities in projects enables users to analyze and report on all similar activities across all projects.

Instructions

Your instructor will show you how to create an activity in the “Creating an Activity for a Project” UPK while you follow along. Open the UPK and launch it in “Try it” mode.

Relevant

- Creating an Activity for a Project UPK

Resources

- Maintaining Activity Status UPK

Instructor Demonstration: Create and Update Project Activity

Debrief



1. Which agency will maintain the location values in the system?

2. What is the difference between activities that are a “sibling” or “child” of an existing Activity?

Lesson Summary

Objectives Achieved



Now that you have completed the Create and Update Project Activity lesson, you should be able to:

- Explain that the Project Activity component is used to store information about the specific activities associated with a project.
- Add activities to projects.

Define and Update Project Budgets

Lecture

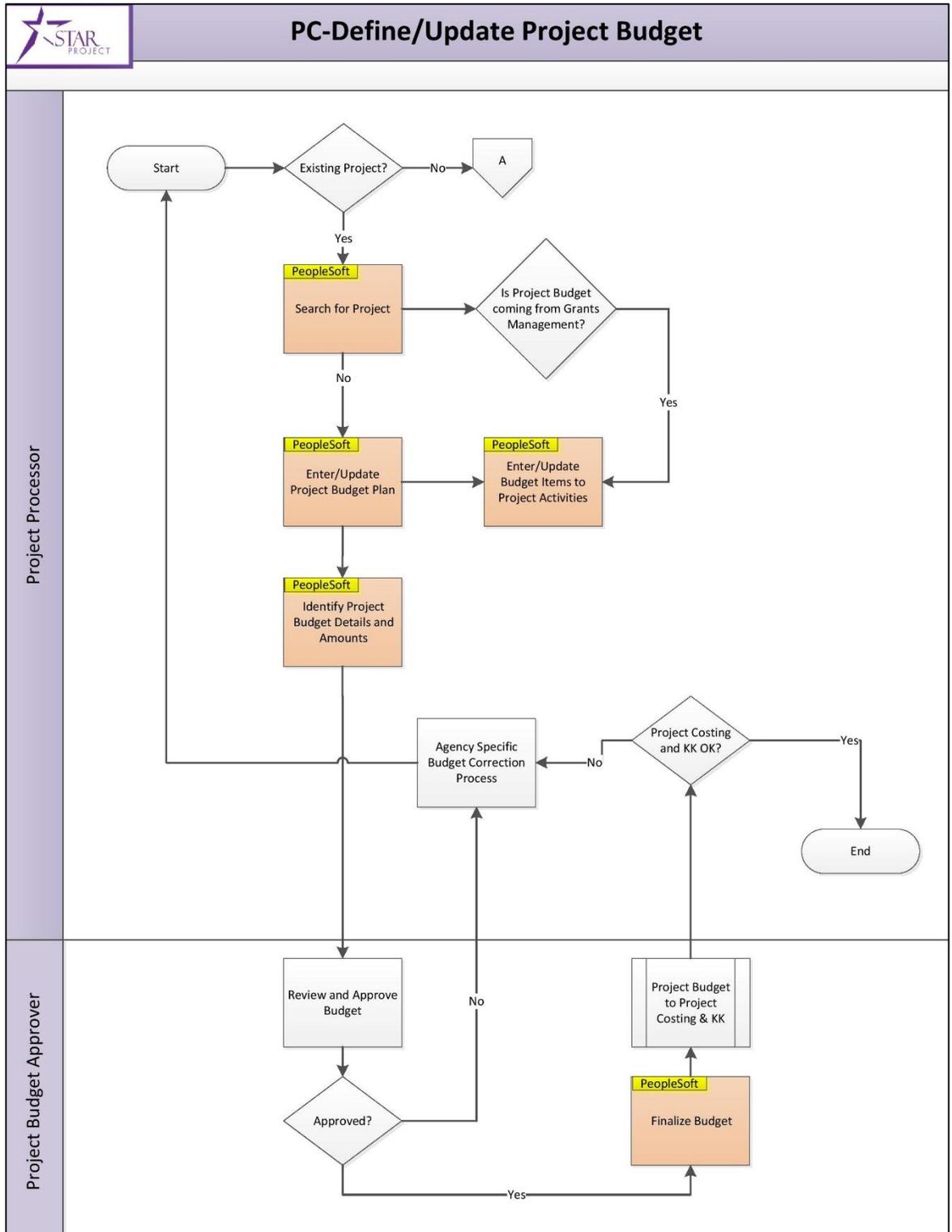
This lesson will review how to define and update project budgets.

Budgets may be established for control, track with budget, or simply track. Project budgets may be established at more than one level. For example, project or project/activity. Additionally, the lesson will cover the following key changes:

- In the legacy state, Projects that were setup in WiSMART had budgets associated with them at the time of setup. All WiSMART budget transactions were approved in the State Controller's Office (SCO); agency legacy systems optionally maintained budgets. Also, agencies had various legacy systems that may or may not have tracked history.
- In STAR, all projects created within PC have the capability of being budgeted. These budgets may also be used with commitment control and can establish the different forms of control, track with budget, or simply track. Agency project budgets will not require SCO approval, and Capital projects in the state building program will continue to be approved by the SCO. Also, Projects created and maintained with Project Costing can track the history of any change.

Define and Update Project Budgets (Cont.)

Lecture



Define and Update Project Budgets (Cont.)

Lecture

Setting Up Project Budgeting

Budget Line Fields

Most agencies will not need to budget at the detail shown below. However, the system allows for that level of detail. Project budget amounts are defined at the budget item level, and applied to a project activity through a budget plan. You can define budget lines for any combination of the following:

- Project
- Activity
- Analysis Type
- Source Type
- Category
- Subcategory
- Job Code
- Employee ID
- Project Role
- Individual Ledger ChartFields

Most agencies will be budgeting to the project, activity, source type, and appropriation and/or fund.

Cost and Revenue Budget Plans

A project budget may include many budget plans. However, only one cost and one revenue budget plan can be active for a project.

Separate plans are defined for:

- Cost budget.
- Revenue budget.

Note: This lesson provides the information necessary to perform a cost budget.

The analysis groups that are used to determine the actual amount are defined on the Project Costing Definition page for a project.

Define and Update Project Budgets (Cont.)

Lecture

Project Costing Budgeting Functionality

Using the PeopleSoft Project Costing budgeting functionality, you can set up budgets for:

- Project costs.

Online budget variance reporting is available for:

- Inception to date (Budget vs. Actual interactive report).
- Defined time spans (Project Budget Review report).
- User defined criteria (Project Valuation report).

Definitions of a Budget Plan

The budget plan defines:

- The type of budget.
- The time span of the budget (based on the start date, the calendar, and the number of periods).
- The analysis type for all budget transactions created for this plan. Which for the STAR Project, the value is “BUD.”

Use these pages to define the budget plans for a project:

Navigate: **Project Costing > Budgeting > Budget Plan > Add a New Value > Add**

- Use the General tab to define budget type, status, and the analysis type for the budget transactions to be added to the project:

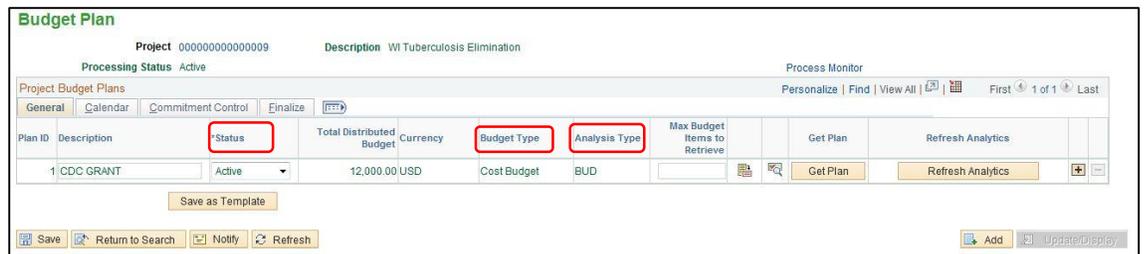


Figure 51: General Tab

- Select the Calendar tab to define the start date for the budget plan, calendar ID, and the number of periods that you want to budget:

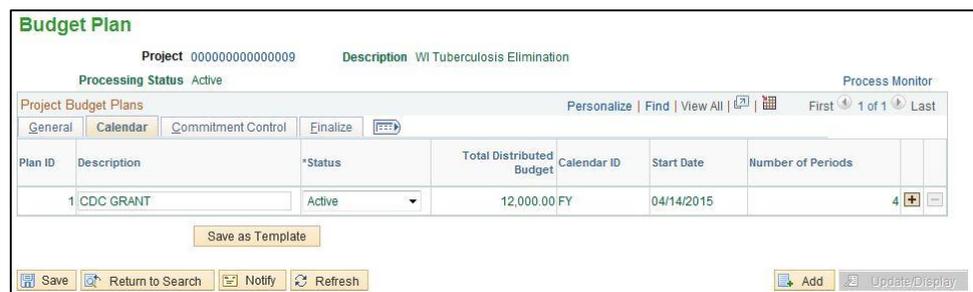


Figure 52: Calendar Tab

Define and Update Project Budgets (Cont.)

Lecture

Budget Details

Use the Budget Detail page to define budget items and allocate budget amounts.

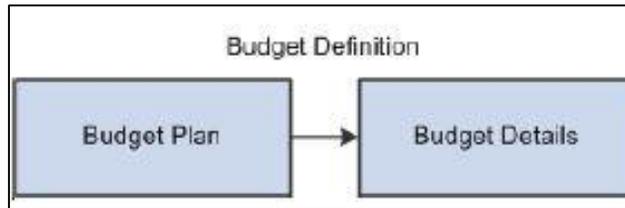


Figure 53: Diagram of Budget Definitions

Navigate: **Project Costing > Budgeting > Budget Plan > Budget Detail**

Budget Detail														
Project CADSYSTEMS				Description CADSYSTEMS										
Plan ID 1				Description COSTBUDGET										
Currency Code USD				Charging Level Detail										
Calendar ID MIN				Number of Periods 24										
Analysis Type BUO														
Budget engine for finalization														
Budget not eligible for finalization														
Distribute Budget				Add To/Subtract From										
				Expand All Subtasks										
				Filter Budget Item										
				Search										
Project Budget Details														
Budget Periods														
Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	2007001	2007002	2007003
✓		COSTBUDGET		Select Spread		0.00	600,000.00	600,000.00	0.00					
✓	1	PROMOTE		Select Spread		0.00	600,000.00	600,000.00	0.00					
✓		Labor - All				0.00	300,000.00	300,000.00	0.00	Even Spread	Other	12,500.00	12,500.00	12,500.00
✓		Materials				0.00	300,000.00	300,000.00	0.00	Even Spread	Other	12,500.00	12,500.00	12,500.00

Figure 54: Budget Detail Page

Distributing Budget Details

Budget details will be defined using top down distribution.

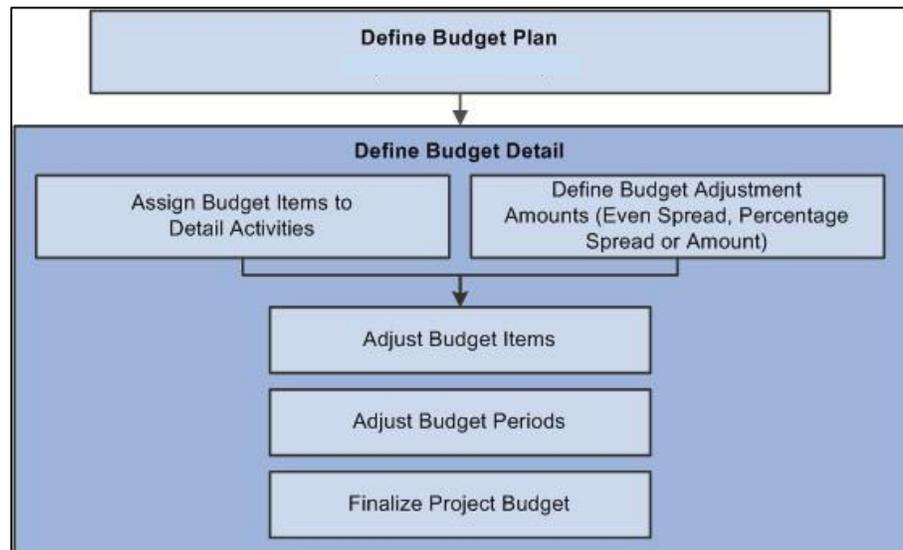


Figure 55: Diagram showing how Budget Details are distributed

Define and Update Project Budgets (Cont.)

Lecture

Budget Detail Page Functions

Use the Budget Detail page to:

- Define the method for distributing a budget amount.
- Define a project level budget amount.
- Distribute budget amounts across:
 - Summary activities
 - Detail activities not associated with a summary activity.

At the State of Wisconsin, agencies are not using summary activities. This training is to show how to budget using detail activities.

Distributing Budget Details

Distributing Budget Amounts to Activities

The spread option determines how the amount entered in the Budget Adjustment field, for that row, is distributed across lower-level rows. The appearance of the columns on this page is based on your selection in the Spread Option field. Available values are:

- Adjust by Amount
- Adjust by Percentage
- Select Spread
- Clear Values
- Even Spread
- Percentage Spread

Define and Update Project Budgets (Cont.)

Lecture

Pages Used to Distribute Budget Amounts to Activities

Use this page to distribute budget adjustment amounts to summary activities, detail activities, and budget items:

Navigate: **Project Costing > Budgeting > Budget Plan > Budget Details**

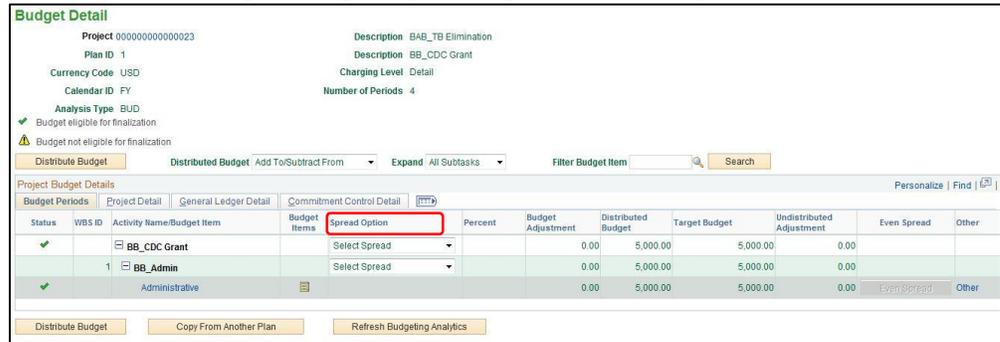


Figure 56: Budget Detail Page

1. Select the **spread option** dropdown- Adjust by Amount
2. Click the **Distribute Budget** button
3. Click the icon under Budget items.
4. In the new window that opens entitled “Project Budget Items,” select the **Project Detail** Tab. Under **Source Type**, select Admin.

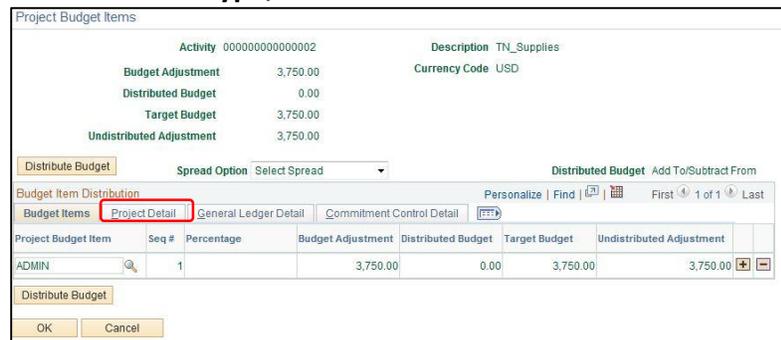


Figure 57: Project Budget Item window

5. Click the **General Ledger Detail** Tab, validate that the General Ledger Business Unit is correct.

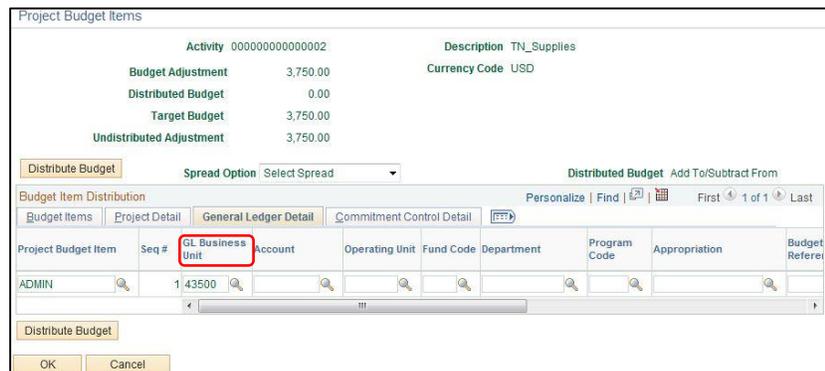


Figure 58: General Ledger Detail Tab

Define and Update Project Budgets (Cont.)

Lecture

6. Click the **Commitment Control Detail** tab. Under Ledger Group, select “CC_PRJACT” and under Ledger, select “CC_PRJATBD.”

Project Budget Items

Activity 00000000000002 Description TN_Supplies
 Budget Adjustment 3,750.00 Currency Code USD
 Distributed Budget 0.00
 Target Budget 3,750.00
 Undistributed Adjustment 3,750.00

Distribute Budget Spread Option Select Spread Distributed Budget Add To/Subtract From

Budget Item Distribution Personalize | Find | First | 1 of 1 | Last

Budget Items | Project Detail | General Ledger Detail | **Commitment Control Detail**

Project Budget Item	Seq #	Commitment Control Status	Ledger Group	Ledger	Budget Entry Type	Generate Parent Budgets	Parent Budget Entry Type	Use Default Entry Event	Entry E
ADMIN	1	None	CC_PRJACT	CC_PRJATBD	Original	<input type="checkbox"/>		<input type="checkbox"/>	

Distribute Budget OK Cancel

Figure 59: Commitment Control Detail tab

7. Check the Generate Parent Budgets box.
8. Click the “OK” button and then press “Save.”

Budget Detail

Project 000000000000023 Description BAB_TB Elimination
 Plan ID 1 Description BB_CDC Grant
 Currency Code USD Charging Level Detail
 Calendar ID FY Number of Periods 4
 Analysis Type BUD
 Budget eligible for finalization
 Budget not eligible for finalization

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

Project Budget Details Personalize | Find | First | 1 of 1 | Last

Budget Periods | Project Detail | General Ledger Detail | **Commitment Control Detail**

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other
✓		BB_CDC Grant		Select Spread		0.00	5,000.00	5,000.00	0.00	<input type="checkbox"/>	
✓	1	BB_Admin		Select Spread		0.00	5,000.00	5,000.00	0.00	<input type="checkbox"/>	
		Administrative				0.00	5,000.00	5,000.00	0.00	<input type="checkbox"/>	Even Spread

Distribute Budget Copy From Another Plan Refresh Budgeting Analytics

Figure 60: Budget Detail Page

9. Click the “Even Spread” button and then click save. Green checkmarks should appear next to budget items available for finalization.
 10. Navigate to the Budget Finalization page.
- Navigation: **Project Costing > Budgeting > Budget Plan > Click the Finalize Tab**

Budget Plan

Project CADSYSTEMS Description CADSYSTEMS
 Processing Status Active Process Monitor

Project Budget Plans Personalize | Find | View All | First | 1 of 1 | Last

General | Calendar | **Finalize**

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	Finalize
1	COSTBUDGET	Active	600,000.00	600,000.00	03/11/08 1:40AM	<input type="button" value="Finalize"/>

Save as Template

Figure 61: Finalize Tab

When you have completed the budget detail for your budget plan, click the Finalize button on the Budget Plan page.

Define and Update Project Budgets (Cont.)

Lecture

Budget Finalization continued

When you finalize a budget plan:

- Budget transactions are created in the PROJ_RESOURCE table and displayed on the Transaction Lists page.
- Commitment Control ledgers are updated if you are using Commitment Control.

Modifying a Budget

Few agencies will create more than one budget. The system maintains budget versions for those who choose to create more than one budget. If you create two budget plans with the same budget type, such as two cost budgets, and finalize the first plan, the budget transactions are written to the project transaction table. If you then inactivate the first budget plan and activate and finalize the second cost budget plan, all the budget transactions from the first plan are deleted from the project transactions table unless you have a different analysis type uniquely defined for the two budget cost types. STAR requires the unique analysis type of total cost budget. The original budget will not be deleted.

Adjusting a Budget

Methods of Adjusting a Budget:

If a budget is not commitment controlled:

- You can modify and finalize an active budget plan, which replaces the budget amounts on the Project Transaction table and deletes the original rows.
- You can inactivate the previous finalized plan, then activate and finalize a different plan.
- Once you have adjusted a budget, this replaces the previous budget transactions with new finalized budget transactions on the Project Transaction table. Note that if you change the analysis type on the new budget plan, the original budget will not be deleted.

-If a budget is commitment controlled you can add new rows on the Budget Detail page and then finalize the budget plan.

Training Exercise: Define and Update Project Budgets

Scenario

This training exercise will review how to define a budget plan.



Instructions

This activity will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Activity 2: Define and Update Project Budgets Training Exercise
- Activity 2: Define and Update Project Budgets Data Sheet

Training Exercise: Define and Update Project Budgets

Debrief



1. When a budget is finalized, are commitment control ledgers automatically updated?

2. The budget finalization process creates a copy of the new budget row. Where is the copy of the new budget row housed and why is it created?

Lesson Summary

Objectives Achieved



Now that you have completed the Define and Update Project Budgets lesson, you should be able to:

- Monitor project costs and revenues against budgeted amounts.
- Define budget alerts to notify you when actual costs exceed budgeted amounts, and actual revenue does not meet budgeted amounts.
- Define multiple budget plans for a project, although only one cost budget can be active at any point in time.
- Set up budget amounts to automatically allocate to budget items.

Create and Maintain Rate Sets

Lecture

This lesson will review how to create and maintain rate sets.

There are two types of rates: bill rates and cost rates. Bill rates are used to pass through cost for cash reimbursement. Cost rates are used to calculate a cost based on transaction parameters. For example, IT – Bureau projects need to standard cost IT labor hours. Another example is a Facilities & Administrative (F&A) rate that applies indirect costs to identified transactions. Additionally, the lesson will cover the following key changes:

- In the legacy state, rate sets were structured differently or maintained within spreadsheets or other legacy systems (e.g. DOT). WiSMART did not have an equivalent to this concept.
- In STAR, rate sets are created through dedicated system pages and are structured and effective dated. Rate sets may be defined under three different types: bill rate only, cost rate only, or combination cost and bill. Rate sets can be combined into a rate plan.

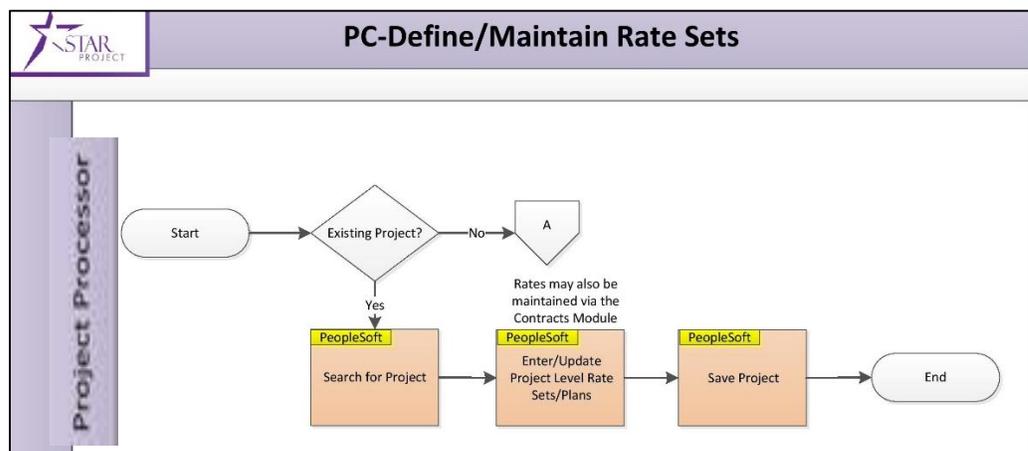


Figure 62: Create and Maintain Rate Sets Process Flow

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

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

Create and Maintain Rate Sets (Cont.)

Lecture

A rate set enables you to create transaction rows when costing, billing, recognizing revenue, or reporting from incoming or existing transactions in the Project Transaction table. Rate sets have two parts:

- The source criteria that the Pricing process uses to compare against cost transactions coming in from feeder systems.
- The target definition of the cost and billing row that the Pricing process creates.

When an incoming cost transaction matches the source criteria, the Pricing process creates a new transaction row for every target row that is defined on the rate set.

Create and Maintain Rate Sets (Cont.)

Lecture

A rate set defines the transactions that are the basis for new transaction rows and the calculation to be performed on the original row to create the new row.

A rate plan groups one or more rate sets in a specific order. It will be rare for any agency to need a rate plan. A rate plan allows for combining of rate sets which may include a bill rate set and/or another bill rate set or cost rate set.

Rate sets and plans can be assigned directly to a project or an activity to generate non-billable transactions which will most often include internal projects that require standard costing of labor hours. An example is an IT bureau scenario.

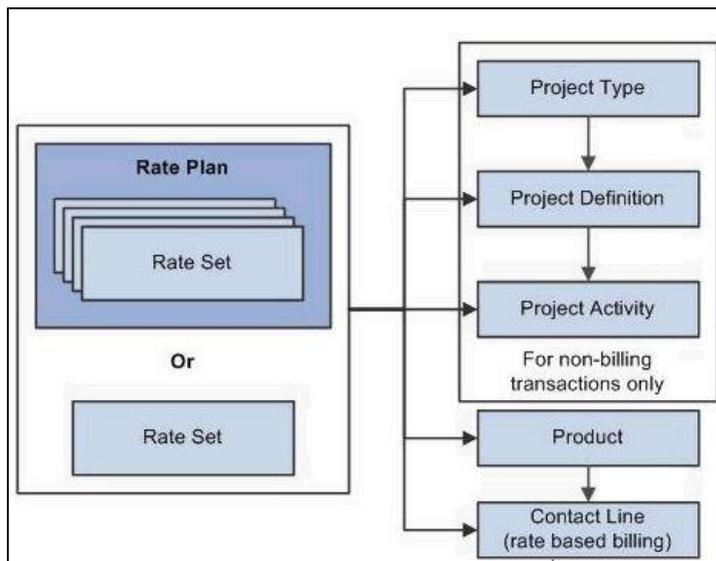


Figure 63: Rate Plan Diagram

Create and Maintain Rate Sets (Cont.)

Lecture

You can attach rate sets or rate plans to:

- Contract lines- billing

Rate sets and rate plans can be defined for general use or for a specific contract. Once defined, you can assign the rate set or rate plan to the rate-based contract using the Related Projects page.

- Projects- standard costing

The system uses the rate set or rate plan on the project as the default rate set or rate plan for new activities that you create for that project. You can override the default rate set or rate plan at the activity level.

- Activities- standard costing

The actual Pricing process occurs at the activity level. The association of a rate set or rate plan to an activity is effective-dated.

Note: Once an activity has a rate set or plan assigned to the activity, it will be unavailable in contracts under the **contract terms tab** to associate to the contract.

Create and Maintain Rate Sets (Cont.)

Lecture

Rate Sets assigned at contract level

Rate sets and plans are assigned to contract lines to generate project billing by STAR. The STAR Project has associated a rate set with every product definition, which then defaults to the contract line when the product is added.

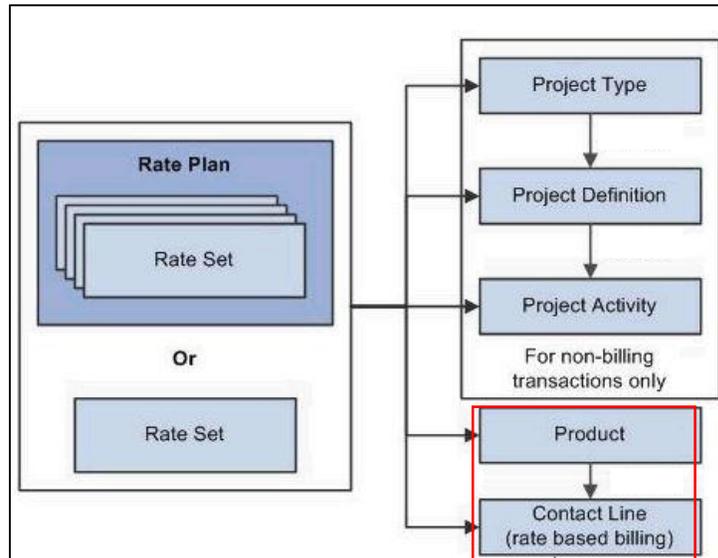


Figure 64::How Rate sets and plans are assigned to contract lines

When a Rate Set is defined and configured, it is assigned a Rate Definition Type of: Cost, Billing, or Cost/Billing. The **Rate Definition Type** from the Rate Set determines the transactions that are created by the Pricing process.

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Create and Maintain Rate Set Processes.

Questions



1. What can target rows represent?

2. What does the pricing engine do?

3. Why is an IT bureau a good example of rate sets?

Lesson Summary

Objectives Achieved



Now that you have completed the Create and Maintain Rate Sets lesson, you should be able to:

- Understand how rate sets are created and maintained.
- Define the difference between a cost rate and a bill rate.

Collect, Distribute, and Price Costs

Lecture

This lesson will review how to perform Cost Collection. There are multiple sources of costs that are collected by project costing. These require that a process is run to pull these transactions into PC. As costs are collected to PC, several additional processes are performed. These include: funds distribution (where applicable) or cost and bill rates (where applicable). Additionally, this lesson will review key changes:

- In the legacy state, systems were properly coded with project capture costs. Also, multiple processes and procedures exist today that assign expenditures to project equivalents.
- In STAR, costs are collected and processed through the PROJ_RESOURCE table and manipulated into bills, where appropriate. These costs come from sub-systems such as Accounts Payable, General Ledger, Expenses, etc. as part of the batch process. Also, a system process is established as batch to perform cost collection, funds distribution (where appropriate), and passed through rate sets/plans as required.

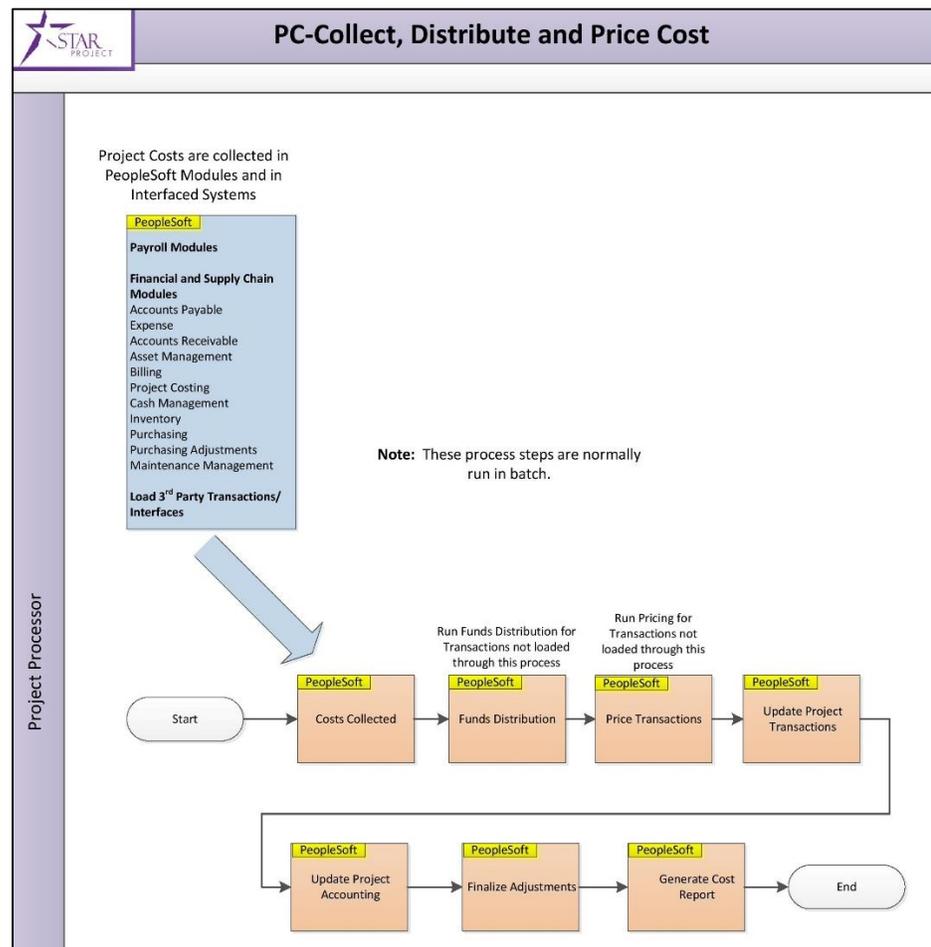


Figure 65: Collect, Distribute, and Price Cost Process Flow

Collect, Distribute, and Price Costs (Cont.)

Lecture

Project costing is a cost collection system. Cost collection includes all feeder systems into projects. For example, vouchers, timesheets, journal entries, etc.

In order to turn costs into bills, these costs must be first captured into project costing (collecting costs).

The system determines which costs are to be turned into bills via rate sets. The process that turns costs into bills is known as pricing.

For agencies using funds distribution, projects may need to distribute costs through funds distribution rules as part of the cost collection process.

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

Collect Costs from General Ledger

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

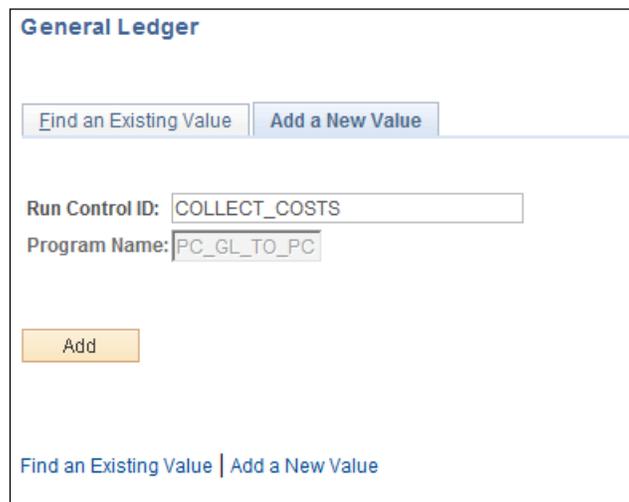


Figure 66: Navigating to General Ledger Page

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

Collect, Distribute, and Price Costs (Cont.)

Lecture

General Ledger Page

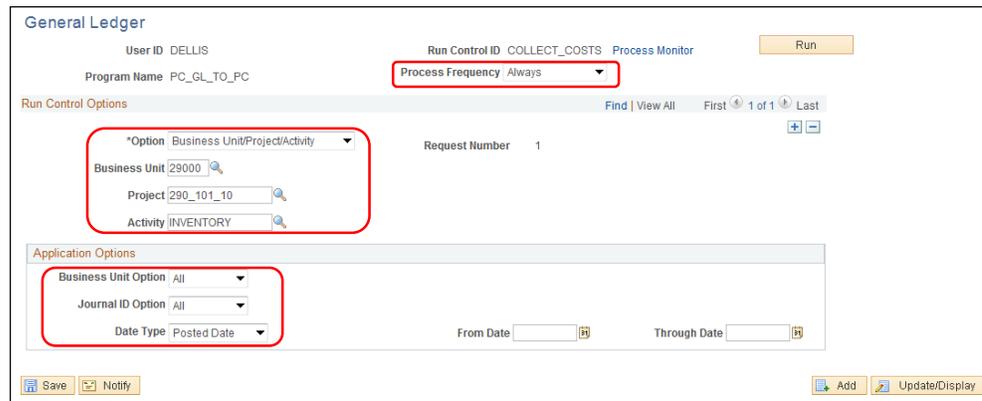


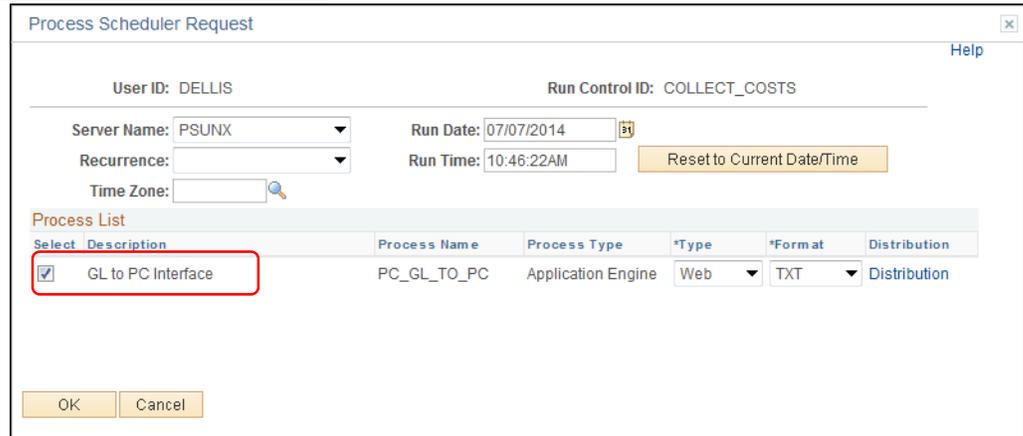
Figure 67: General Ledger Page

1. Enter the **Process Frequency** – set to “Always”
2. Enter the **Option** – define the scope of the General Ledger Cost Collection process for this run. The process can be executed by:
 3. **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.
 4. Enter the **Business Unit** – select all Project Costing Journal transactions for an agency Business Unit.
 5. Enter the **Business Unit/Project** – select all Project Costing Journal transactions for an agency Business Unit and Project ID.
 6. Enter the **Business Unit/Project/Activity** – select all Project Costing Journal transactions for an agency Business Unit, Project ID and Activity ID.
- Note:** Use  to insert additional rows as needed to select multiple Projects, etc.
7. **Business Unit Option** – select all Project Costing Journal transactions for a General Ledger Business Unit.
8. **Journal ID Option** – select all Project Costing Journal transactions for a range of Journal ID’s.
9. **Date Type** – select all Project Costing Journal transactions within a Date Range.
10. Click  to execute the Journal Collect process.

Collect, Distribute, and Price Costs (Cont.)

Lecture

Process Scheduler Request Page



Process Scheduler Request

User ID: DELLIS Run Control ID: COLLECT_COSTS

Server Name: PSUNX Run Date: 07/07/2014

Recurrence: Recurrence: Run Time: 10:46:22AM Reset to Current Date/Time

Time Zone:

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	TXT	Distribution

OK Cancel

Figure 68: Process Scheduler Request Page

1. Select the checkbox next to the desired process.
2. Click  to execute the process. Navigate to the Process Monitor link to view the Report instance.

Instructor Demonstration: Cost Collection

Scenario



The instructor will demonstrate how to perform a cost collection. NOTE: This process is normally performed in batch, however, it is demonstrated it here in case an ad hoc collect costs is required.

Instructions

Your instructor will show you how to perform the cost collection process through expenses while you follow along. Open the UPK and launch it in “Try it” mode.

Relevant Resources

- Collecting Costs from Expenses UPK
- Tracking Costs from Payables UPK
- Viewing Invoice Costs by Activity

Instructor Demonstration: Cost Collection

Debrief



1. How are project costs from feeder modules collected into Project Costing? When does this process run?

2. Cost collection includes all feeder systems into projects. What are two examples of these feeder systems?

Lesson Summary

Objectives Achieved



Now that you have completed the Collect, Distribute, and Price Costs lesson, you should be able to:

- Describe the pricing process.
- Understand how the cost collection process works.

Process Billing

Lecture

This lesson will review briefly how to process billing; however, the in-depth content here will be covered in the Contracts course.

Most agencies will perform “as-incurred” billing, which means that cost transactions are received by the project, project transformations turn those into BIL transactions where appropriate. The contract and its links to projects and activities control what and when to bill. The billing process includes three major steps: processing the BIL transactions, staging those transactions to the billing application, and the finalization of invoices/LOCs/journals and subsequent update processes to project costing.

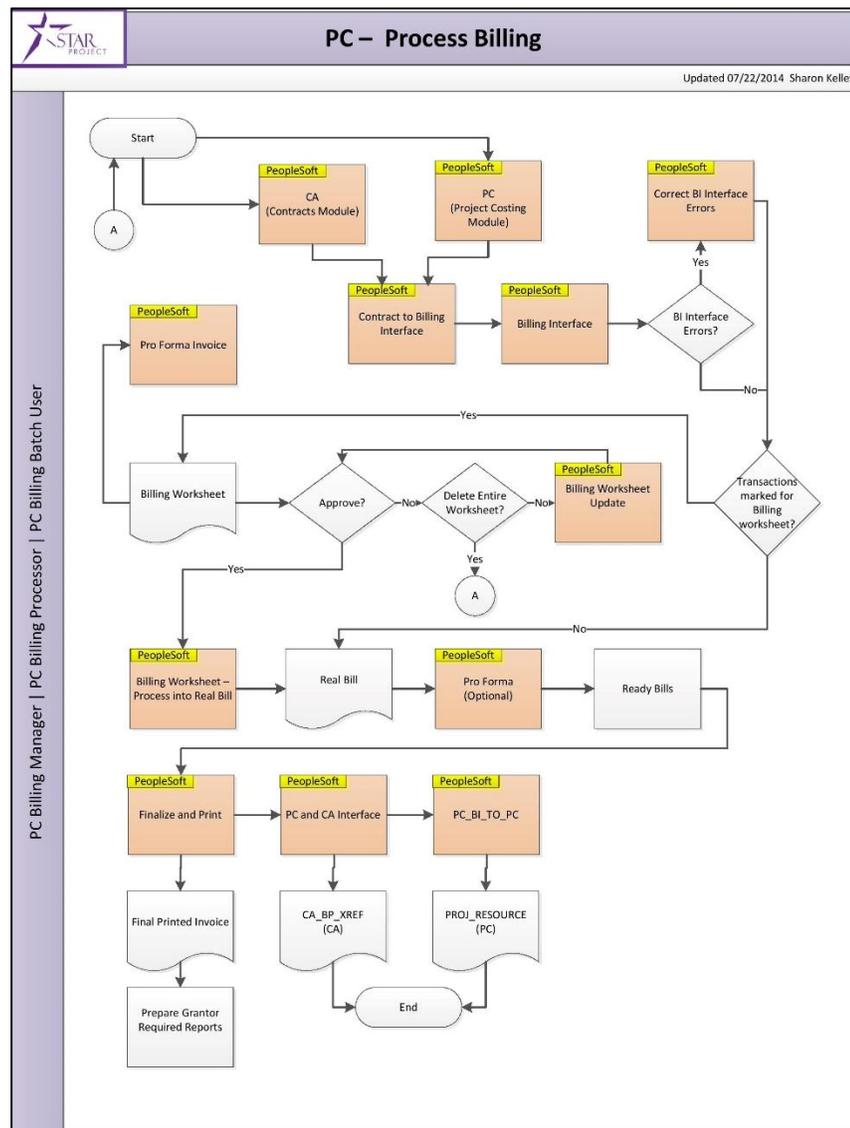


Figure 69: Process Billing Process Flow

Process Billing (Cont.)

Lecture

Billings are generated by Project Costing using contract connections to projects to group and assemble bills. BIL transactions are those expenditures that have passed through a bill rate as available for reimbursement.

When a contract is properly setup, several automated processes are executed to stage a bill. Billing allows a final approval process via billing worksheet that can be canceled in whole or in part prior to committing to a bill.

When a billing worksheet is canceled in whole, the system allows rebuilding of the worksheet to include updates or additional bill rows that may have been accidentally excluded from the first worksheet review.

The Contracts module sends the billing information to the Billing module for amount-based contract lines, whereas the Project Costing module sends the billing information to the Billing module for rate-based lines. The Billing module generates both temporary and real bills. The temporary bills can be reviewed, approved, or deleted in the Billing Worksheet before the real bills are created. Real bills are turned into invoices that are sent to the customer.

Lesson Summary

Objectives Achieved



Now that you have completed the Process Billing lesson, you should be able to:

- Explain the process billing cycle at a high level overview.
- Identify the difference between the Contracts module, the Billing module, and the Project Costing module.

Process Revenue

Lecture

This lesson will review briefly how to process revenue; however, the in-depth content here will be covered in the Contracts course.

Most agencies will perform “as-incurred” billing, which means as cost transactions are received by the project, project transformations turn those into BIL transactions where appropriate. These BIL rows represent revenue and are journalized through project costing’s accounting rules. The contract and its links to projects and activities control revenue.

Process Revenue occurs overnight in batch. A BIL transaction is revenue. The process recognizes revenue at the point of transaction.

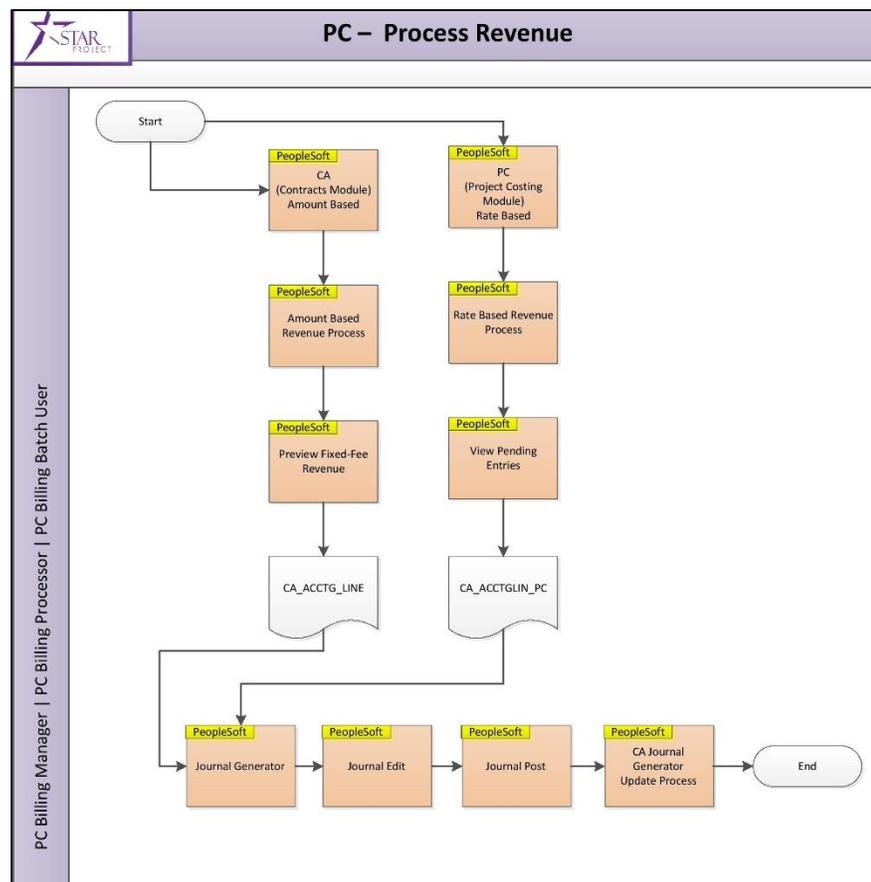


Figure 70: Process Revenue Process Flow

Lesson Summary

Objectives Achieved



Now that you have completed the Process Revenue lesson, you should be able to:

- Understand the Process Revenue cycle and why revenue is recognized at the point of transaction.
- Understand the Process Revenue Process Flow.

Billing Adjustment and Reconciliation

Lecture

This lesson will review briefly billing adjustments and reconciliation; however, the in-depth content here will be covered in the Contracts course. This lesson will just be an overview. At this point, it is only important to understand that there is the ability to reconcile billing within the system. In order to see more of how this process works, reference the contracts course.

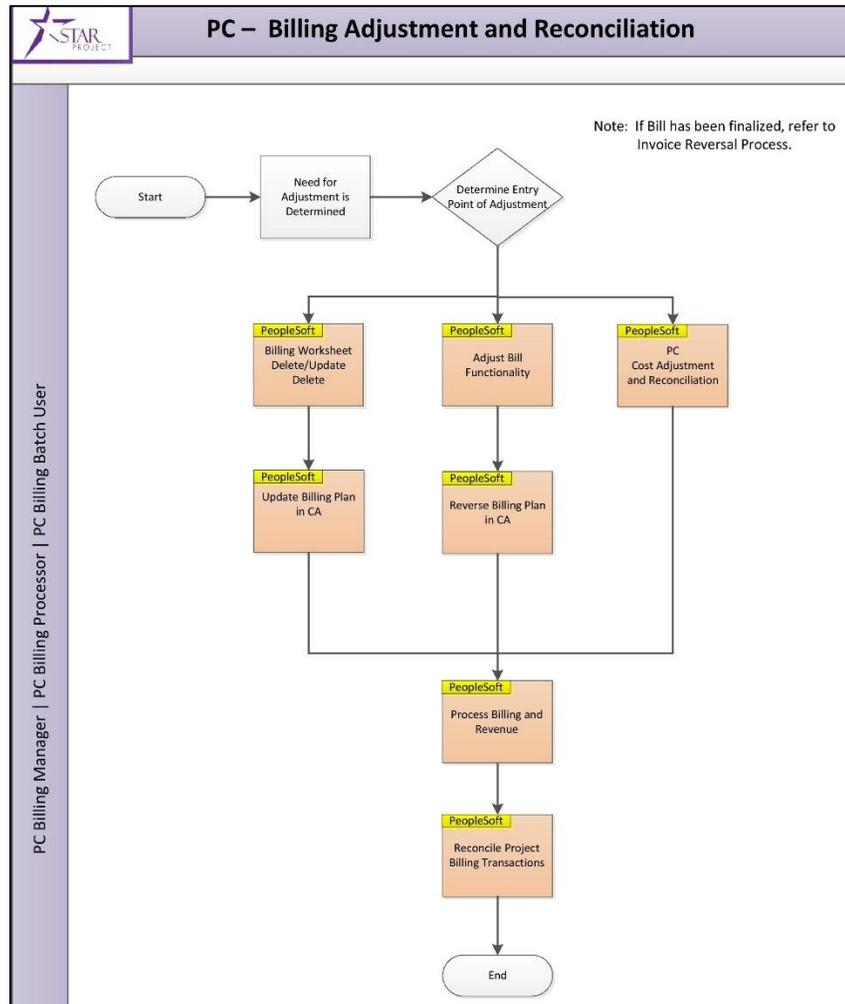


Figure 71: Billing Adjustment and Reconciliation Process Flow

Lesson Summary

Objectives Achieved



Now that you have completed the Billing Adjustment and Reconciliation lesson, you should be able to:

- Understand the Billing Worksheet component and how that helps with adjustments and reconciliation.
- Understand the Billing Adjustment and Reconciliation Process Flow.

Manual Project Asset Capitalization

Lecture

This lesson will provide an overview of manual project asset capitalization. In depth coverage of manual project asset capitalization will be captured in the assets course.

Each agency will have their own specific methodologies, but, at a high-level, the following steps are performed:

1. Identify the project and activities that make up the capitalized costs.
2. Prepare a report to validate the capitalized cost.
3. Generate an asset in the Asset Management system as per the report.

Additionally, the lesson will cover the following key changes:

- In the past state, legacy systems captured asset costs. Also, a series of manual steps and reports were used to validate expenditures to date, so that total asset costs were reviewed and an asset was created.
- In STAR, a capital type project is created to manage the collection of asset costs. Also, reports are still prepared and analyzed and an asset is entered to STAR manually.

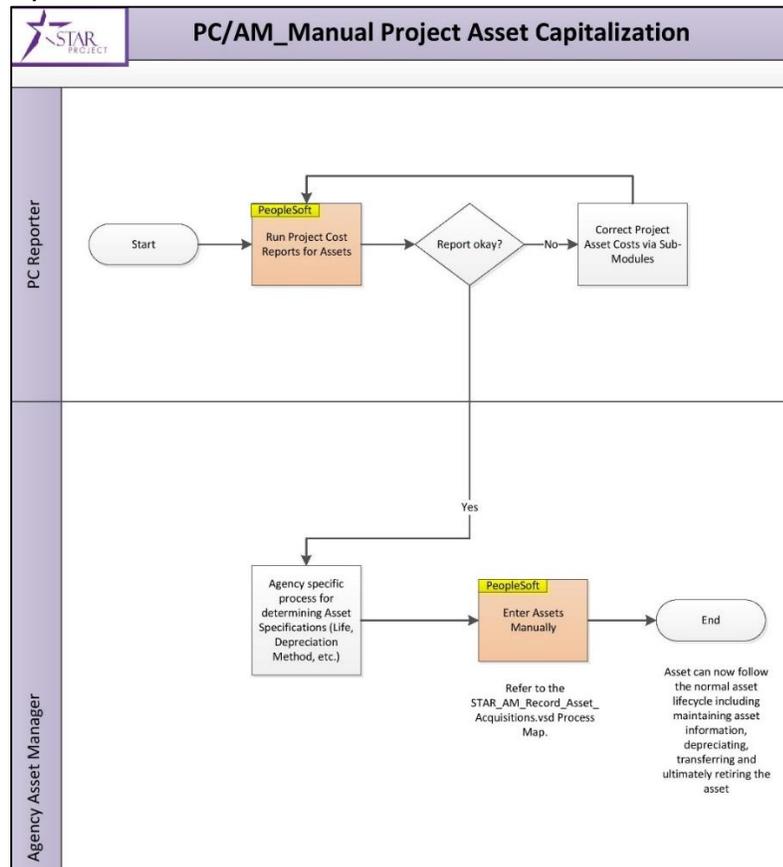


Figure 72: Manual Project Asset Capitalization Process Flow

Lesson Summary

Objectives Achieved



Now that you have completed the Manual Project Asset Capitalization lesson, you should be able to:

- Understand the manual asset capitalization process at a high level overview

Define and Update Project Costing Definition

Lecture

This lesson will review how to define and update project costing definitions.

Most project updates will occur for one of three reasons: a change in scope, a change in project status, or a change in project reporting. Additionally, the lesson will cover the following key changes:

- In the legacy process, manual steps were performed at an agency specific level. WiSMART projects were maintained through the PJ transaction.
- In STAR, Project Costing adjustments and changes are made by those with appropriate authority and security. All changes made to a project or activity are date and time stamped by the user who made the change.

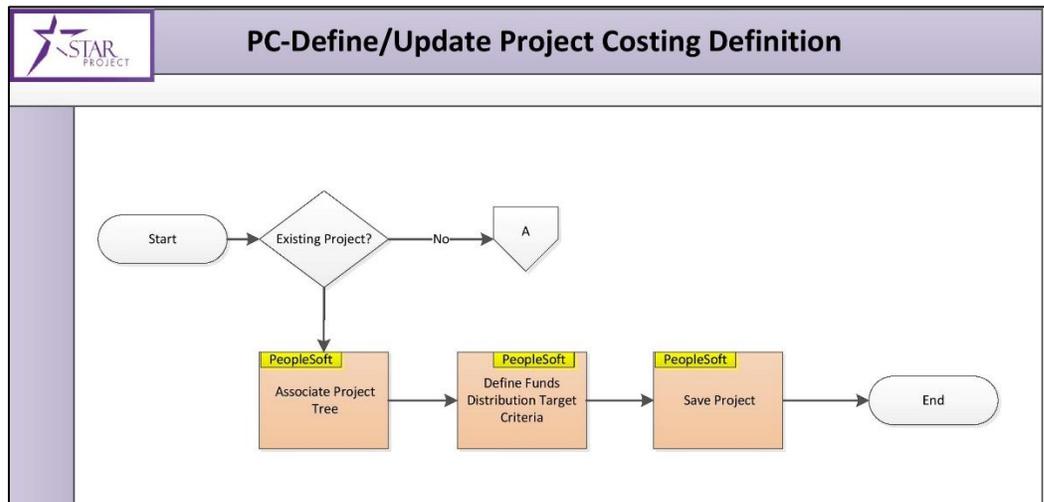


Figure 73: Update Project Costing Definition Process Flow

Navigation: **Project Costing > Activity Definitions > Definition**

1. Click the **Definition** tab.

Figure 74: Definition Tab

2. Use the **Definition** tab to update the options that control the functionality of the activity.

Lesson Summary

Objectives Achieved



Now that you have completed the Define and Update Project Costing Definition lesson, you should be able to:

- Update any changes to the options that control the functionality of the activity or project.
- Explain that project updates occur when there are changes in scope, project status, and project reporting.

Reporting on and Analyzing Project Activity

Lecture

This lesson will review reporting and analyzing project activity.

Project Costing provides seeded reports, inquiry pages and queries to analyze project data. Transactional information for costs, revenue and budget can be retrieved, analyzed, and reported on. Additionally, users are able to group project transactions at a summary level in order to analyze project profitability, budget versus actual, and statistical data.

Within this lesson, the following features used for Project Costing reporting and analysis will be covered:

1. Project Funds Distribution Report: View various amounts for a project or appropriation such as the amount funded, spent, remaining, and collected. (BI Publisher)
2. Project Financial Report: View a transaction summary of all activities by analysis type, source type, category, and subcategory. (SQR)
3. Project Transaction Report: View a transaction summary of all projects by analysis type, source type, category, and subcategory. (SQR)
4. Budget to Costs Review by Period: View a list of budget-to-cost variances by budget item for each period of a project.
5. Summary pages, including drilldown capability
6. Flexible Analysis feature

Because the PROJ_RESOURCE table holds all the costs and downstream manipulations of costs (i.e. creating bills), a complete view of a project's expenditures, encumbrances, revenues can be created as a report from within project costing.

Reporting on and Analyzing Project Activity (Cont.)

Lecture

Project Summary Pages

Project summary pages are another useful feature that allow for additional review and analysis of project transactions and costs at the summary level with drill-down capability available on most pages. This lesson will highlight a few beneficial summary pages.

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

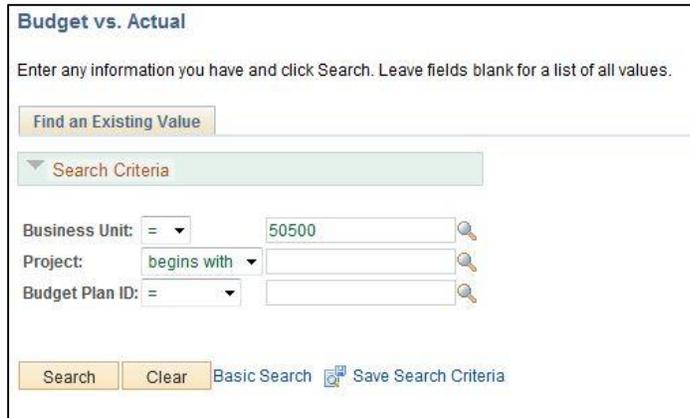


Figure 75: Project Summary Page

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**.

1. The **Amounts** section of the page displays Project Budget, Actual and Remaining Amount.
2. The **status** indicator reflects the budget versus actual “Budget Alert” defined for the Project.
3. The **Select Activity** section of the page displays Activity level of detail with drill-down capability.
4. Click the Activity ID link to drill-down to Activity level budget versus actual.
5. The **Activity Details** section of the page displays budget versus actual amounts (with remaining amounts).
6. **Budget Item** – the Budget Items defined for the Activity are visible.
7. Click the  Activity Definition icon to drill-down to the Budget Item level of detail.

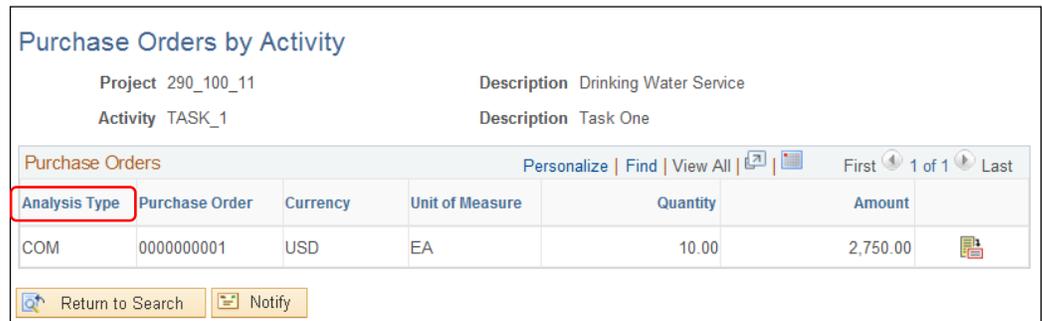
Use summary pages within Project Costing to review Project transactional costs as well.

Reporting on and Analyzing Project Activity (Cont.)

Lecture

Purchase Orders by Activity Page

Navigation: **Project Costing > Review Costs > Accumulated Costs > Purchase Orders by Activity > Find an Existing Value**



Purchase Orders by Activity					
Project 290_100_11			Description Drinking Water Service		
Activity TASK_1			Description Task One		
Purchase Orders					
Analysis Type	Purchase Order	Currency	Unit of Measure	Quantity	Amount
COM	0000000001	USD	EA	10.00	2,750.00

Figure 76: Purchase Orders by Activity page

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.

1. The rows with “COM” **Analysis Type** are the actual Project Encumbrance transactions.
2. Use the  Activity Definition icon to drill to Purchase Order Inquiry pages.

Additionally, within Project Costing, users are able to view Vouchers by Activity, as well as drill-down Voucher Account Entry pages.

Training Exercise: Reporting on and Analyzing Project Activity

Scenario



In this exercise, you will practice locating a project activity report. Use the data on the training exercise to complete the activity.

Instructions

This activity will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Activity 3: Reporting on and Analyzing Project Activity Training Exercise
- Activity 3: Reporting on and Analyzing Project Activity Data Sheet

Training Exercise: Reporting on and Analyzing Project Activity

Debrief



1. What are three of the reporting and/or analysis capabilities provided by Project Costing?

2. What is the purpose of grouping project transactions at a summary level?

Lesson Summary

Objectives Achieved



Now that you have completed the Reporting and Analyzing Project Activity lesson, you should be able to:

- Explain the reporting and/or analysis capabilities provided by Project Costing.

Using Flexible Analysis

Lecture

In addition to the seeded reports and summary pages provided by Project Costing, an interactive tool called Flexible Analysis is also available for customizable project cost and transaction analysis.

Flexible Analysis is an online tool that allows for project analysis based on pre-defined Flexible Analysis template(s). Within the Flexible Analysis template, Analysis Groups are defined based on the attributes required for analysis (e.g. Budgets, Actual Costs, Variance, etc.). What makes the tool powerful is that users are able to view one data item at a time, such as costs by Source Type or Category, depending on template definition.

A template is built to a user's specific preferences and typically buckets project transactions in a view that provides a specific analysis purpose. For example, a template may be created for revenue review only, rather than inclusive of expenditures.

Displayed below is the Flexible Analysis page that has been derived from a pre-defined Flexible Analysis template created for the purpose of this demonstration.

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

Flexible Analysis

Project 290_100_11 Description Drinking Water Service

Flexible Analysis Cost Summary : User Template : Personalize | Find | View All | [?] | []
First 1 of 1 Last

Project	Budgets	Actual Cost	Variance
290_100_11	\$405,000.00	\$14,195.00	\$-400,805.00

Flexible Analysis Template

Return to Search
Previous in List
Next in List
Notify

Figure 77: Flexible Analysis Page

Using Flexible Analysis (Cont.)

Lecture

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

1. Select the **Project ID** link to drill down to the activity level.

Flexible Analysis

Project 290_100_11 Description Drinking Water Service

Flexible Analysis Cost Summary : User Template : BUDGET_ACTUAL Personalize | Find | View All | [Print] | [Calendar] First 1 of 1 Last

Project	Budgets	Actual Cost	Variance
290_100_11	\$405,000.00	\$14,195.00	\$-400,805.00

Flexible Analysis Template

[Return to Search] [Previous in List] [Next in List] [Notify]

Figure 78: Flexible Analysis Page

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**.

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

Flexible Analysis Cost Summary : User Template : BUDGET_ACTUAL Personalize | Find | View All | [Print] | [Calendar] First 1 of 1 Last

Subcategory	Budgets	Actual Cost	Variance	Detail
		\$1,000.00	\$1,000.00	<input type="button" value="Detail"/>

Figure 79: Detail Activity Level

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

3. **Click** to drill to the actual Project Transaction.

Using Flexible Analysis (Cont.)

Lecture

Transaction List Page

Transaction List

Project 290_100_11 Description Drinking Water Service
 Activity TASK_1 Description Task One [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group From Date Through Date
 Date Type Accounting Date Max Rows 1 to 2 of 2

Flex Analysis Drill Down -->290_100_11 • TASK_1 • SRC_1 • ...

Project Transactions		Personalize	Find	View All	First	1-2 of 2	Last		
Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
ACT	SRC_1			1.00	EA	1,000.00	USD		
BIL	SRC_1			1.00	EA	1,000.00	USD		

[Return to Flexible Analysis](#)

Figure 80: 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.

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Use Flexible Analysis Processes.

Questions



1. The Flexible Analysis page allows the user to drill-down on Project transactions to what level?

2. Within the Flexible Analysis template, how are Analysis Groups defined?

Lesson Summary

Objectives Achieved



Now that you have completed the Using Flexible Analysis lesson, you should be able to:

- Use the flexible analysis templates that have been created in the system.

Creating and Managing Fund Distribution Rules

Lecture

This lesson will review creating and managing Funds Distribution Rules.

There are two separate types of billing: Split Upfront and Funds Distribution. Split Upfront billing assigns the funds to an allocation immediately at time of entry. Funds Distribution allows inbound funds to be redistributed later.

Funds Distribution begins when the voucher comes in as a cost. It comes in without a fund or an allocation, and is likely assigned to a General Appropriation / Fund immediately. Once a project is in need of funding, money within this General Appropriation / Fund can be redistributed to that project. This type of billing is beneficial because it allows easy expenditure entry. This process is only being used by four agencies DNR, DHS, DCF and CANPB.

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

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

Funds Distribution is a three-step process:

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

Define Funds Distribution- Source

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

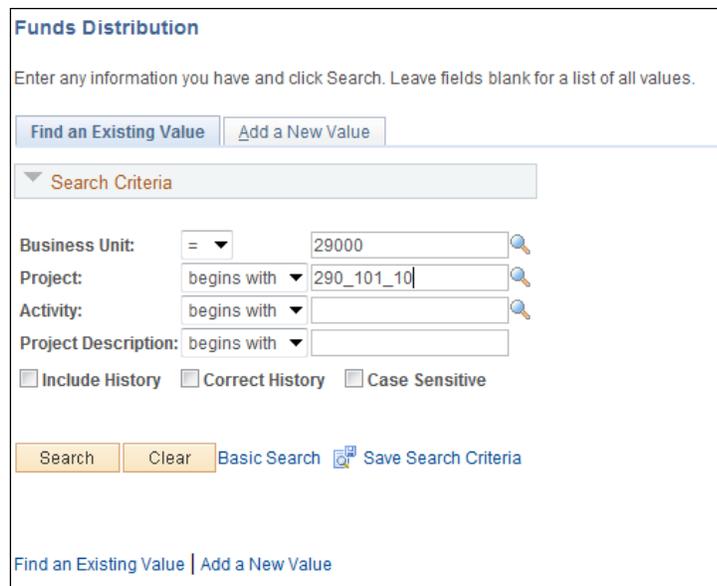


Figure 81: Funds Distribution Page

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

1. Enter the **Business Unit** – is the Agency in which the Project is stored.
2. Enter the **Project** – the Project ID for Funds Distribution.
3. Enter the **Activity** – **select** the Activity for Funds Distribution.
4. **Click**  to enter the Funds Distribution pages.

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

Funds Distribution- Source Page

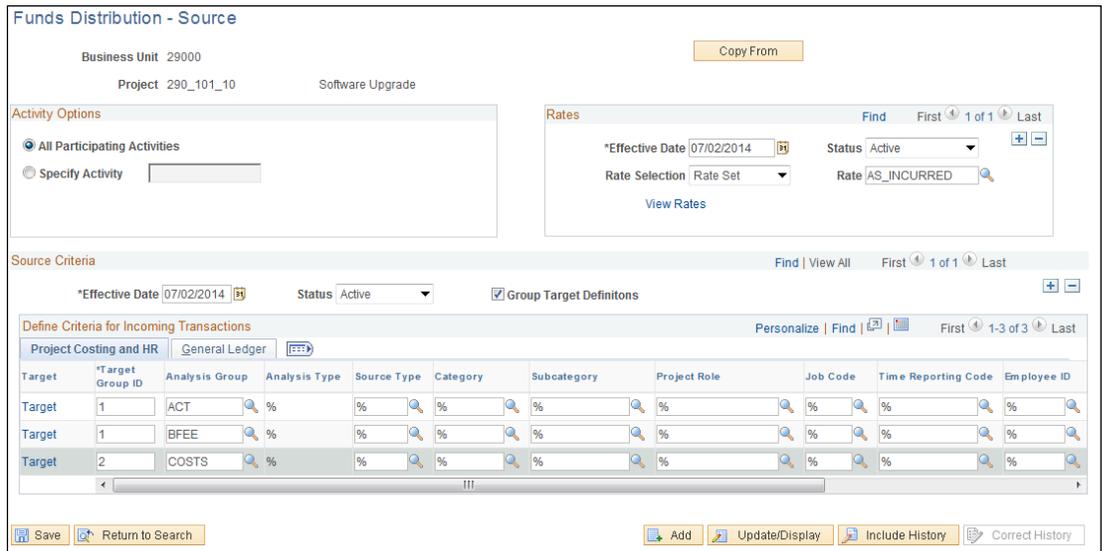


Figure 82: Funds Distribution- Source Page

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

1. Click  to copy funds distribution rules from another Activity in the same Business Unit.



Figure 83: "All Participating Activities" callout

2. Select **All Participating Activities** – This allows all activities, for a particular project, that have the Participating feature checked on the Activity Definition page under Funds Distribution, to be grouped together. As a group, the same source rules will apply to all the activities and the group can be associated with one Target definition.
3. **Specific Activity** – Select to indicate that the source rule applies to one activity in the project. Enter the activity in the field to the right.

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

Figure 84: Rates Callout

4. **Effective Date** – define when this Funds Distribution Rule is effective.
5. **Rate Selection** – allows you to select a Rate Set or a Rate Plan
6. **Rate** – Select a rate plan or a rate set, depending on the selection in the Rate Selection field.

Figure 85: Source Criteria Callout

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

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

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

Project Costing and HR Tab

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

Figure 86: Project Costing and HR Tab

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

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

2. Enter the **Analysis Group** – This field defaults to “%”. For a particular source rule you can only enter a value for either Analysis Group or Analysis Type. If source rule is entered by analysis group then the corresponding target definition will apply to all the analysis types within that analysis group.

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

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

5. Enter the **Category** – for incoming Project transactions, define which Category values are subject to distribution.

6. Enter the **Subcategory** – for incoming Project transactions, define which Sub Category values are subject to distribution.

General Ledger Tab

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

Figure 87: General Ledger Tab

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

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

2. **Click the Target** link on the line to view the Target page.

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

Funds Distribution - Target Page

The screenshot shows the 'Projects Funds Distribution' interface. At the top, it displays 'Project 290_101_10' and 'Software Upgrade'. Below this, there are sections for 'Source Criteria' and 'Define Criteria for Incoming Transactions'. The 'Define Criteria' section includes a table with columns: Analysis Group, Analysis Type, Source Type, Category, Subcategory, Project Role, Job Code, Time Reporting Code, Unit of Measure, Empl ID, and Currency Code. Below this is a 'Target Thresholds' section with fields for Sequence, Description, Status, Start Date, End Date, Threshold Amount, Distributed Amount, and Exception Amount. It also includes a 'Define Target Rows' table with columns: Percentage, Analysis Type, Description, Activity, Source Type, Category, Subcategory, Threshold Amount, and Distributed Amount.

Figure 88: Fund Distribution- Target Page

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

This is a close-up of the 'Target Thresholds' section. It shows a table with the following data:

Sequence	Description	Status	Start Date	End Date	Threshold Amount	Distributed Amount	Exception Amount	Currency
1	Software Upgrade	Active	07/02/2014		58,000.00	0.00	0.00	USD

Figure 89: Funds Distribution Target Page

1. Enter the **Sequence** – Funding can be applied sequentially. Each sequence represents an approved amount of available funding to which costs can be distributed. Different rules can be set up for each sequence of funding. When one funding sequence is depleted, the costs start applying to the next sequence.
2. Enter the **Status** – this field allows you to make a particular sequence Active or Inactive within a rule. If you make a sequence Inactive, it can only be made Active if the Distributed Amount within the sequence is equal to zero.
3. Select **Adjustment**- this indicates that the particular sequence is for adjustments. The Target Percentage Distribution field is not available for entry. This option enables you to synchronize the manual adjustments from Billing with the funds distribution rules and reports. Adjustment sequences are not processed by the Funds Distribution process. When the Threshold amount and Distributed amount in the sequence is equal to zero, the Adjustment check box can be changed.

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

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

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

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

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

Project Costing Tab

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Bu
80.0000	FED	Sponsor Share	%	%	%	%	46,400.00	0.00	
20.0000	STA	State Share	%	%	%	%	11,600.00	0.00	

Figure 90: Project Costing Tab

1. Enter the **Percentage** – define the percentage split for each funding source.

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

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

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

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

4. **Target Activity** – optionally, assign the distributed costs to a different Activity within the Project.
5. **Target Source Type/Category/Subcategory** – populate these fields to change the value on the Target row.
 - **Note:** If no Target Source Type, Category or Subcategory is defined, the target row will inherit these values from the Source row.
6. **Threshold Amount** – Displays the percent of the total threshold amount for the source.
7. **Distributed Amount** – Displays the total costs that are distributed to the funding source specified for the row.
8. **Budget Check** – Select to indicate the resulting distribution is to be budget checked.
9. **Reversals** – Select to indicate reversals are allowed for the row.
10. **Balancing** – Select one row in a sequence to indicate that this target row should be used by the system if rounding differences are encountered during the Funds Distribution process.

General Ledger Tab

GL Business Unit	Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	CFDA#
29000	%	%	%	%	%	%	%	%	%
29000	%	%	%	%	%	%	%	%	%

Figure 91: General Ledger Tab

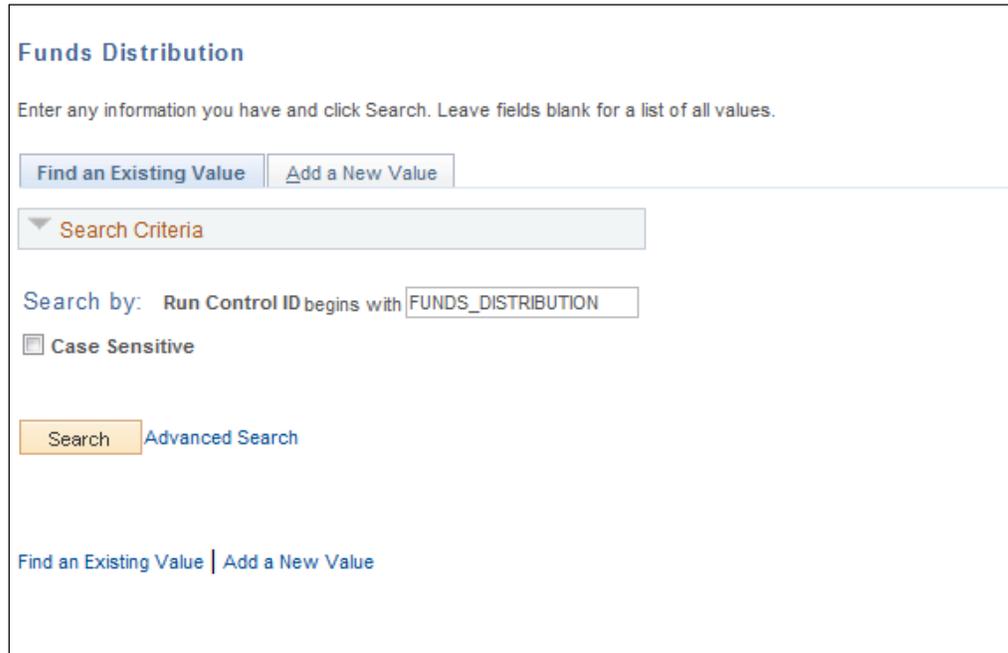
General ledger ChartFields can be overridden here, but caution should be used to ensure that any changes made to ChartFields are in accordance with accepted business practice.

11. Click to save the Funds Distribution Rule.

Creating and Managing Fund Distribution Rules (Cont.)

Lecture Running Funds Distribution

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



Funds Distribution

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

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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

Figure 92: Running Funds Distribution- Find an Existing Value

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

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

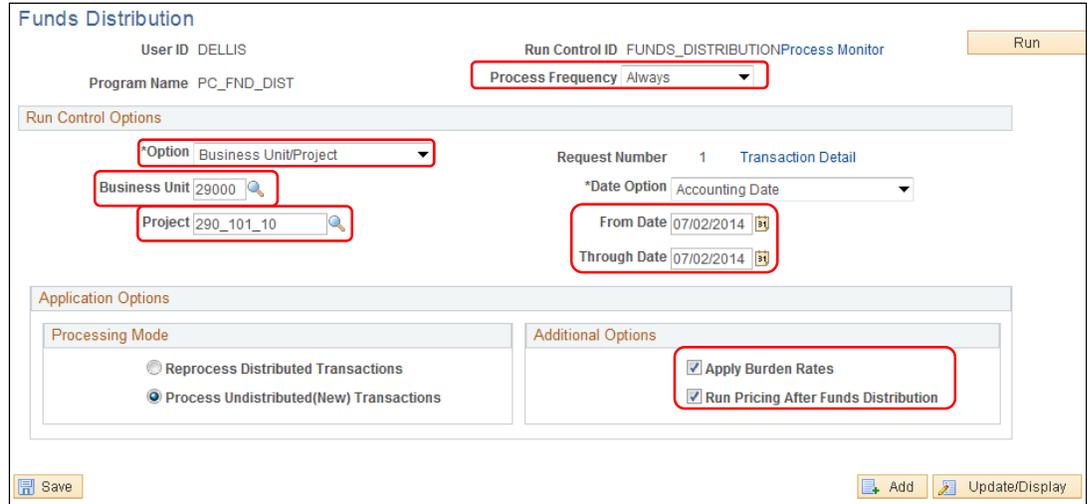
Creating and Managing Fund Distribution Rules (Cont.)

Lecture

The Funds Distribution process can be used to:

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

Funds Distribution Page



The screenshot shows the 'Funds Distribution' configuration page. Key elements include:

- User ID:** DELLIS
- Run Control ID:** FUNDS_DISTRIBUTIONProcess Monitor
- Program Name:** PC_FND_DIST
- Process Frequency:** Always (dropdown menu)
- Run Control Options:**
 - *Option:** Business Unit/Project (dropdown menu)
 - Business Unit:** 29000 (text input)
 - Project:** 290_101_10 (text input)
 - Request Number:** 1
 - Transaction Detail:** Accounting Date (dropdown menu)
 - From Date:** 07/02/2014 (date input)
 - Through Date:** 07/02/2014 (date input)
- Application Options:**
 - Processing Mode:**
 - Reprocess Distributed Transactions
 - Process Undistributed(New) Transactions
 - Additional Options:**
 - Apply Burden Rates
 - Run Pricing After Funds Distribution
- Buttons:** Save, Add, Update/Display

Figure 93: Funds Distribution Page

1. Enter the **Process Frequency** – set to “Always”
2. Enter the **Option** – define the scope of the Funds Distribution process for this run.
 - Enter the **Business Unit** – select all Project Costing transactions for an agency Business Unit.
 - Enter the **Business Unit/Project** – select all Project Costing transactions for an agency Business Unit and Project ID.
 - Enter the **Business Unit/Project/Activity** - select all Project Costing transactions for an agency Business Unit, Project ID and Activity ID.
3. Enter the **From/Through Date** – define a date range that will limit the Project transactions selected by the Funds Distribution process.
4. **Apply Burden Rates** - Select to run the Pricing process (PC_PRICING) before running the Funds Distribution process.

Creating and Managing Fund Distribution Rules (Cont.)

Lecture

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

6. Click  to execute the Funds Distribution process.

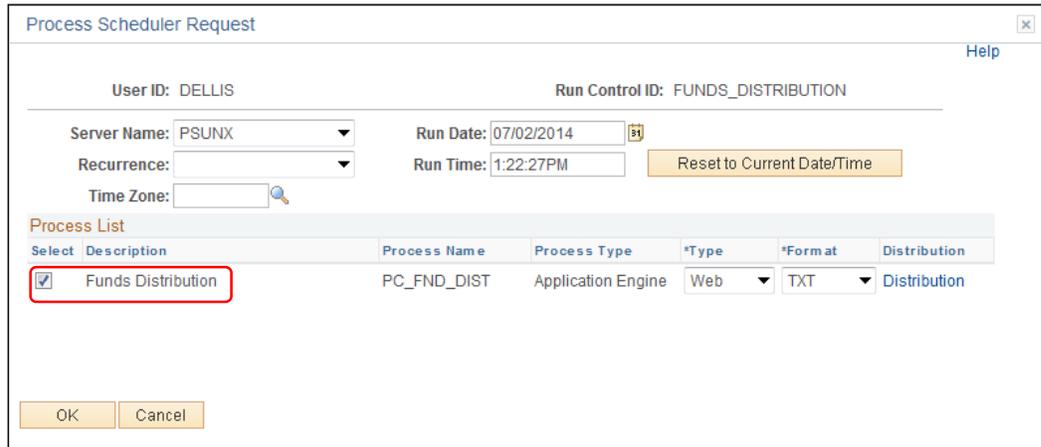
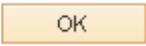


Figure 94: Process Scheduler

7. **Select** the checkbox next to the desired process.
8. Click  to execute the process. Navigate to the **Process Monitor** link to view the Process instance.

Training Exercise: Creating and Managing Fund Distribution Rules

Scenario



In this exercise, you will practice creating and managing fund distribution rules. Use the data on the training exercise to complete the activity.

Instructions

This activity will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

Relevant Resources

- Activity 4: Creating and Managing Fund Distribution Rules Training Exercise
- Activity 4: Creating and Managing Fund Distribution Rules Data Sheet

Training Exercise: Creating and Managing Fund Distribution Rules

Debrief



1. What are the three steps in the funds distribution process?

2. What is the “funds distribution- source page” used for?

Lesson Summary

Objectives Achieved



Now that you have completed the Creating and Managing Funds Distribution Rules lesson, you should be able to:

- Describe the process by which funds are distributed to incoming transactions.
- Understand how project costs are distributed among the sources of funding.

Creating and Maintaining an Issue Log

Lecture

This lesson will review how to create and maintain an issue log.

For agencies using this capability (Mainly DOT-specific because the Federal Highway Commission (FHC) sponsors many grants and advocates to their recipients to track issues and risks with a recommended list. STAR will be configuring the recommended issues/risks.).

The following are the steps involved with creating / maintaining the Issue Log:

1. Start
2. Log an issue
3. Manage an issue with comments
4. Clear an issue
5. Log a risk
6. Manage a risk with comments
7. Clear a risk
8. End

Creating and Maintaining an Issue Log (Cont.)

Lecture

This process details how to associate risks and issues with a project and how to track and resolve. When associating risks or issues to a project, additional information may be captured, such as the date the risk occurred and comments. Risks and issues are expected to be maintained within projects by agency staff.

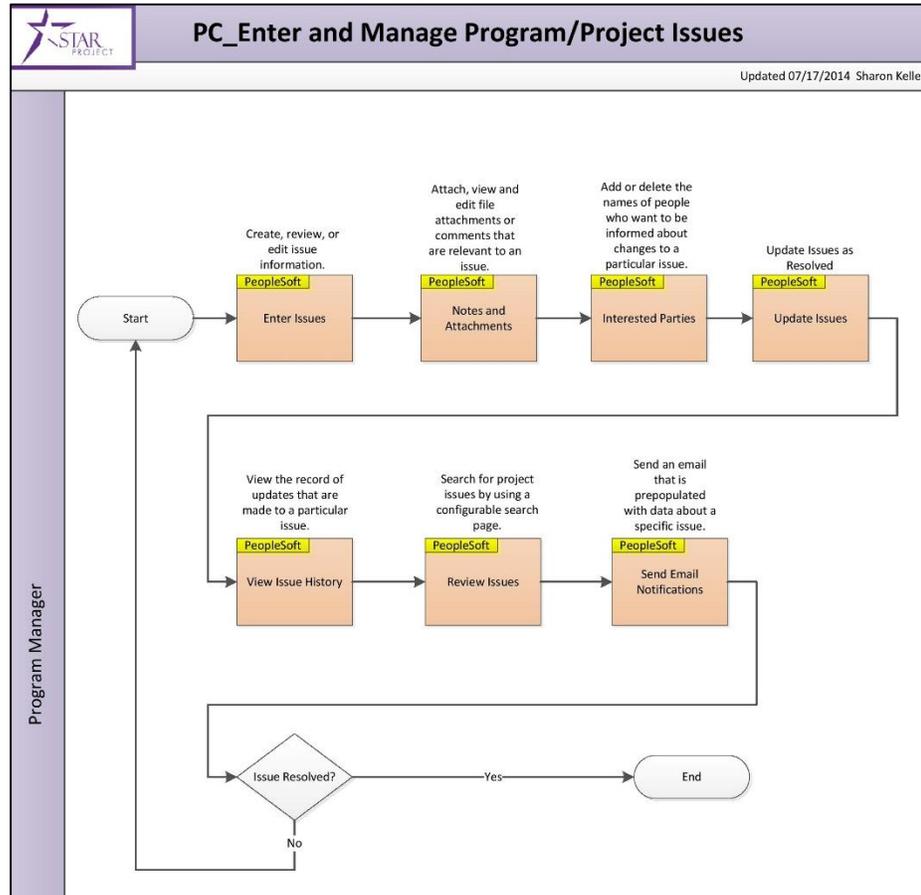


Figure 95: Create and Maintaining an Issue Log Process Flow

Lesson Summary

Objectives Achieved



Now that you have completed the Creating and Maintaining an Issue Log lesson, you should be able to:

- Describe the process of capturing risks and issues that are associated with a project.

Overview of Accounting Rules

Lecture

This lesson is an overview of accounting rules, their purpose, and how they function. The key to accounting rules is that project costing transactions must meet criteria established within a rule in order to generate an eligible journal transaction.

Accounting Rules

Accounting Rules are defined to create a debit and credit for Project transactions that need to reflect accounting entries. These accounting entries are always defined for billable Project transactions and oftentimes defined for other Project transactions. An example are funds distribution transactions.

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

Accounting Rules rarely need to be changed. In those cases where a new or modified accounting rule is identified, DOA will own the change or addition to the accounting rules. Once they are configured, they are set and left alone. For training purposes, it is important for end users to have a general overview of how they work.

Figure 96: Accounting Rules Page

An example of an accounting rule is when the end user debits unbilled accounts receivable and credit revenue. When a transaction comes in that meets a certain criteria, a specific accounting rule is applied.

Lesson Summary

Objectives Achieved



Now that you have completed the Overview of Accounting Rules lesson, you should be able to:

- Explain that accounting entries are generated from project transactions using the accounting rules to determine the debit accounts.

Complete a Project

Lecture

The lesson will review how to complete a project.

Each agency will have its own specific steps, approvals, and requirements as to how projects are to be closed.

Generally, the process requires the following major steps:

- 1) Ensure all cost transactions have been fully processed
- 2) Ensure all billable transactions have been invoiced (applies to revenue projects only)
- 3) Complete all adjustments necessary to the project.

Additionally, the lesson will cover the following key changes:

- In the legacy state, because there was no Project Costing equivalent, agencies did not have uniform formal closure procedures.
- In STAR, Project closure is a defined business process that includes validation that there are no transactions in progress. Also, Project Costing configurations allow project accountants to establish project status type controls that includes a “closure” status used to restrict transactions to journal entries only. There are other status type controls throughout the project lifecycle.

Complete a Project (Cont.)

Lecture

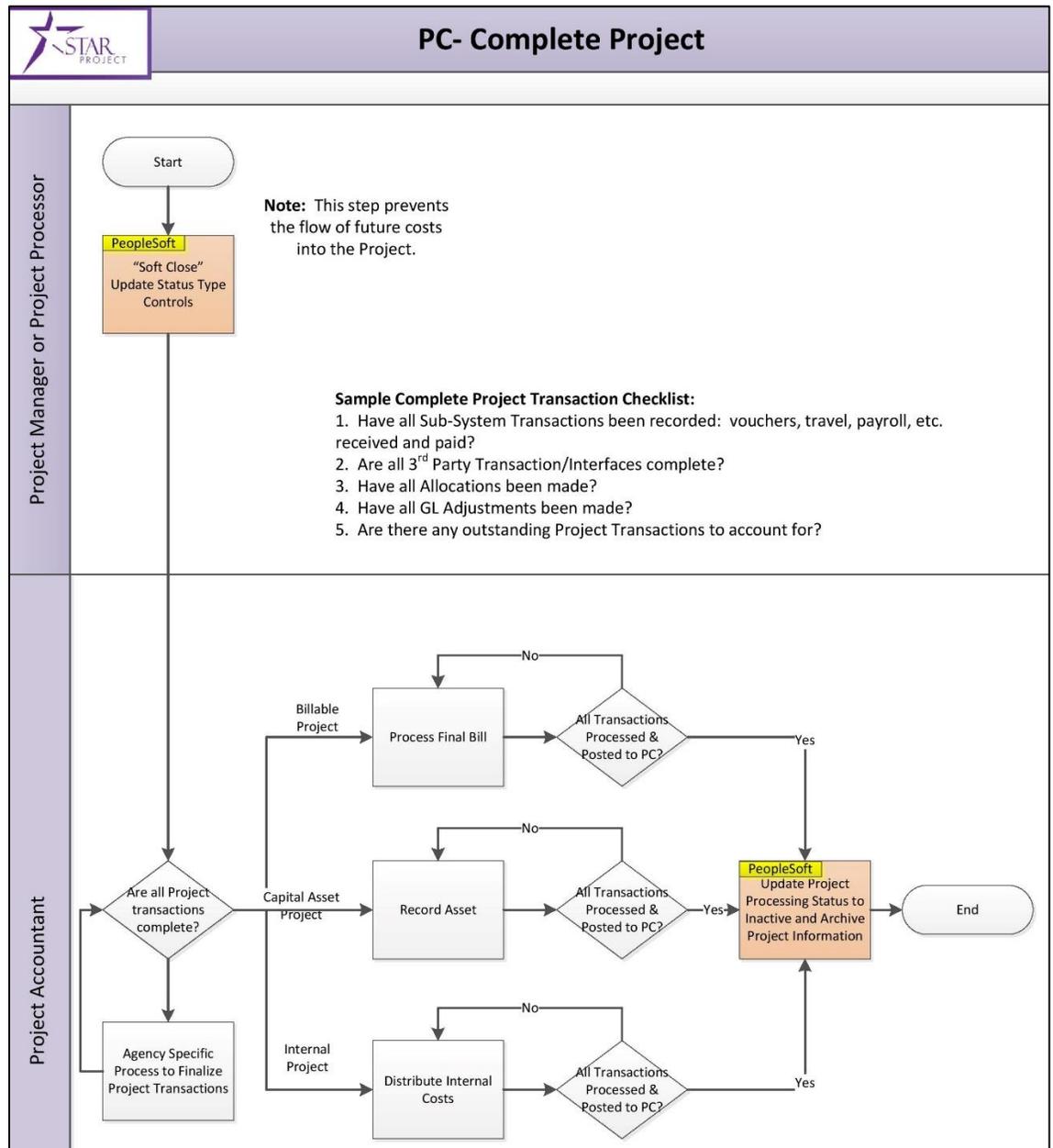


Figure 97: Complete a Project Process Flow

Complete a Project (Cont.)

Lecture

Project Closing

The following business steps are required to ensure that a Project closes ready.

- Soft close a Project - the project remains active, however, the end user can still control transactions. This is performed through establishing the Project status to the appropriate setting. For example, to control all transactions but a journal entry, the Project status is "RECON." It also prevents the flow of future costs into the Project.
- Complete a Project Transaction Checklist:
 - Have all Sub-System transactions been recorded: vouchers, travel, payroll, etc., received and paid?
 - Are all Third Party Transaction/Interfaces complete?
 - Have all Allocations been made?
 - Have all GL Adjustments been made?
 - Are there any outstanding Project Transactions to account for?

Each agency will have a specific authorization and business process to finalize project transactions. For the three different projects, the following are the steps to take:

1. Billable Project - Process Final bill, and, if all transactions are processed and posted to PC, update project processing status to inactive and project status to closed.
2. Capital Asset Project - Record Asset, and, if all transactions are processed and posted to PC, update project processing status to inactive and project status to closed.
3. Internal Project - Distribute Internal Costs, and, if all transactions are processed and posted to PC, update project processing status to inactive and project status to closed.

Learning Checkpoint

Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of Completing a Project.

Questions



1. What happens when you “soft close” a project?

2. What is the “funds distribution- source page” used for?

Lesson Summary

Objectives Achieved



Now that you have completed the Complete a Project lesson, you should be able to:

- Complete all steps in the Project Transaction checklist prior to completing a project.
- Understand the business steps that are required to ensure a project closes ready.

Module 2 Summary

Objectives Achieved



Now that you have completed the Managing Projects Module, you should be able to:

- Create and Maintain Projects.
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Create and Maintain Rate Sets.
- Collect, Distribute, and Price Costs.
- Process Billing.
- Process Revenue.
- Demonstrate Billing Adjustment and Reconciliation.
- Describe Manual Project Asset Capitalization.
- Show how to Define and Update Project Costing Definition.
- Demonstrate Reporting on and Analyzing Project Activity.
- Use Flexible Analysis.
- Describe how to Create and Manage Funds Distribution Rules.
- Summarize how to Create and Maintain an Issue Log.
- Explain Accounting Rules.
- Illustrate how to Complete a Project.

Course Summary

Objectives Achieved



Congratulations! You have completed the FIN 311: Project Costing course. You now should be able to:

- Explain the Purpose and Benefits of Project Costing.
- Describe Project Costing End-to-End Processes.
- Recognize how Projects fits into PeopleSoft and Integrates with Other Modules.
- Create and Maintain Projects.
- Create and Update Project Activity.
- Define and Update Project Budgets.
- Create and Maintain Rate Sets.
- Collect, Distribute, and Price Costs.
- Process Billing.
- Process Revenue.
- Demonstrate Billing Adjustment and Reconciliation.
- Describe Manual Project Asset Capitalization.
- Show how to Define and Update Project Costing Definition.
- Demonstrate Reporting on and Analyzing Project Activity.
- Use Flexible Analysis.
- Describe how to Create and Manage Funds Distribution Rules.
- Summarize how to Create and Maintain an Issue Log.
- Explain Accounting Rules.
- Illustrate how to Complete a Project.

Next Steps

Now that you have completed the FIN 311: Project Costing course, make sure that you complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

Reference Materials

Reference Materials



If you have further questions about any of the topics presented in the FINE 311: Project Costing course, use the following resources:

STAR User Productivity Kits

- Understanding Project Costing
- Understanding Project Pricing
- Adding a Resource to a Project
- Linking Documents
- Understanding System Integration with Project Costing

STAR Job Aids

- Project Checklists
 - Project Set Up Checklist
 - Project Close Out Checklist

For additional information

- STAR Project Website: starproject.wi.gov
- STAR Intranet: <http://starconnection.wi.gov/Team>

Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
Project Business Unit	An entity that controls a grouping of projects. In STAR, every General Ledger Business Unit will have a project Business Unit.
Project	A first level identifier to capture cost transactions which is further broken down into activities.
Activity	The "phase" or "deliverable" to bucket similar costs. All projects require at least one activity.
Program	A program is created in Project Costing initially as a project but will not have activities; used to group detailed projects.
PROJ_RESOURCE	Main Project Costing table that is populated with costs from subsystems, for example a voucher. This table also captures transactions manipulated and transformed by Project Costing.
Project ChartFields	Analogous to General Ledger ChartFields but used by Project Costing to identify use and purpose of the transaction for reporting and manipulation.