



Example Scenario for Training Purposes Only

Note: The following training exercise is intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises. Please note that the scenario and data provided are for example purposes only.

OVERVIEW

Purpose

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

List of Activities

The following training exercises are part of the FIN311: Project Costing

- Activity 1: Create and Maintain Projects
- Activity 2: Define and Update Project Budgets
- Activity 3: Reporting on and Analyzing Project Activity
- Activity 4: Creating and Managing Funds Distribution Rules

ACTIVITY 1: CREATE AND MAINTAIN PROJECTS

You need to enter a new Project in the system to capture the activities of and costs for the Wisconsin Tuberculosis Elimination and Laboratory Cooperative Agreement.

Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Project Costing > Project Definitions > General Information	
Select Add a New Value tab	
Business Unit	43500
Project	NEXT
Create	Blank Project
Click Add	
Description	<Your Initials>_TB Elimination
Integration	43500



Field	Value
Project Type	STATE
In Project Schedule section	
Calculate	Duration
Start Date	<i>Use Today's Date</i>
End Date	<i>Use One Year From Today's Date</i>
In the Description section	
Description	Wisconsin Tuberculosis Elimination and Laboratory Cooperative Agreement
Click Save	
Record the Project ID	
Click the Add to My Projects button	
Click OK to close the confirmation message	
Select the Location Tab	
Effective Date	<i>Today's Date</i>
Sequence	1
Location Code	00000301
Click Save	
Select General Information tab	
Click the Project Activities link at the bottom of the page	
Activity Name	<i><Your Initials>_Admin</i>
Start Date	<i>Use Today's Date</i>
End Date	<i>Use one year from Today's Date</i>
Click Save	
Click the Return to General Information link	
Click  at the top of the page to select the Rates tab	
Rate Selection	Rate Set
Rate	BILL_SPLIT
Click the Update Activities button	



Field	Value
Click OK to close the confirmation message	
Select the Budget Alerts Tab	
Calculation Type	Percentage (Actual vs. Budget)
Row 1 in the Budget Alerts section	
Alert Type	High
Description	Costs at 95%
Percentage	95.00
Copy to Activities	<i>Select the checkbox</i>
Row 2 in the Budget Alerts section	
Alert Type	Medium
Description	Costs at 75%
Percentage	75.00
Copy to Activities	<i>Select the checkbox</i>
Click Save	
Click the Resources link	
Resource Class	Labor
ID Number	MM000000002
Start Date	<i>Today's Date</i>
End Date	<i>Use one year from Today's Date</i>
Project Role	PROJ_MGR
Click Add	
Click Save	
The actions that follow will normally be completed by an approver when creating an actual Project	
Navigation: Main Menu > Project Costing > Project Definitions > General Information > Find an Existing Value	
Business Unit	43500
Project	<i>Use the Project ID from Activity 1</i>
Click Search	

Field	Value
Click the Pending link within the Project Status field	
Click the Add a New Row (+) button	
Status	A
Click Save	
You have now completed this training exercise!	

ACTIVITY 2: DEFINE AND UPDATE PROJECT BUDGETS

You will now add the Budget details to the project you have just created. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Project Costing > Budgeting > Budget Plan	
Select Add a New Value tab	
Business Unit	43500
Project	<i>Use the Project ID from Activity 1</i>
Select Add	
Plan ID	1
Description	<i><Your Initials></i> _CDC GRANT
Status	Active
Budget Type	Cost Budget
Analysis Type	BUD
Select the Calendar Tab	
Calendar ID	FY
Start Date	<i>Use Today's Date</i>
Number of Periods	4
Click the General tab	
Click  (Budget Detail) icon	
Spread Option	Adjust by Amount



Field	Value
Row 1	
Budget Adjustment	5000
Row 2	
Budget Adjustment	5000
Click Distribute Budget Note: Target Budget and Undistributed Adjustments fields populate	
Click  (Budget Items) icon on row 2	
Spread Option	Adjust by Amount
Project Budget Item	ADMIN
Budget Adjustment	5000
Click Distribute Budget	
Select the General Ledger Detail tab	
Verify the GL Business Unit is 43500	
Click the Commitment Control Detail tab	
Ledger Group	CC_PRJACT
Click OK	
The Budget Periods tab of the Budget Detail page displays. Click the Even Spread button in row 3. Note: The budget amount is spread across the periods previously defined in the Calendar tab. The Budget not eligible for finalization will display until you Save.	
Click Save The Status column displays a green check mark on each row.	
You have now completed this training exercise!	



ACTIVITY 3: REPORTING ON AND ANALYZING PROJECT ACTIVITY

PeopleSoft has many tools for reporting on projects. You wish to review the details of the project budget for this project. You create and use the Run Control to run the process used to generate the **Project Budget Review** report. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Project Costing > Reports > Project Budget Review	
Select Add a New Value tab	
Run Control ID	<Your Initials>_BUD_REVIEW
Click Add	
Project Business Unit	43500
Project	Use the Project ID from Activity 1
Rate Type	CRRNT
Click Run	
Process Scheduler Request box appears.	
Type	Web
Format	PDF
Click OK	
The Project Budget Review page displays	
Click the Report Manager link	
Select the Administration tab	
Click the PCX1050 – PCX1050.pdf link	
The report displays in a separate window. If your pop-up blocker is active you may need to allow pop-ups to access the separate window.	
Note: In this example, there has been no project or budget activity. Therefore, no data is displayed.	
You have now completed this training exercise!	



ACTIVITY 4: CREATING AND MANAGING FUNDS DISTRIBUTION RULES

You will now create funds distribution rules for the project you have created. Use the data in the following table to complete the activity.

Field	Value
Navigation: Main Menu > Project Costing > Funds Distribution > Funds Distribution	
Select Add a New Value	
Business Unit	43500
Project	<i>Use the Project ID from Activity 1</i>
Activity	<i>Use the Activity Name from Activity 1</i>
Click Add	
Select the Group Target Definitions checkbox in the Source Criteria section	
Within the Define Criteria for Incoming Transactions section, select the General Ledger tab	
GL Business Unit	43500
Appropriation	10100
Click Save	
Click the Target link in the Target column on the left side of the row	
In the Target Thresholds section	
Description	All Dollars to \$1M
Threshold Amount	1000000
In the Define Target Rows section, select the Project Costing tab	
Percentage	90
Analysis Type	FND
Source Type	FED
Scroll to the far right. Click the Add a New Row (+) button	
Input the following information on the new row:	
Percentage	10
Analysis Type	FND
Activity	<i>Use the Project Activity ID from Activity 1</i>



Field	Value
Source Type	STATE
Select the General Ledger tab	
Row 1	
Appropriation	24100
Row 2	
Appropriation	40300
Click OK	
Click Save	
You have now completed this training exercise!	