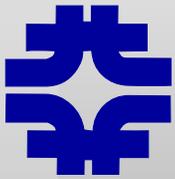


# *Oracle Project Accounting System Implementation*

## **Overview**



*Oracle PA System Implementation:*  
**Overview**

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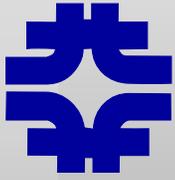
## ***Project Accounting***

*What is it?*

- *A new accounting system for the laboratory*

*When will it be implemented?*

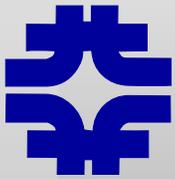
- *End of March, 2003*



## Oracle PA System Implementation: **Overview**

*What will change with the new system?*

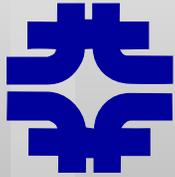
- *Budget codes will no longer be used. They will be replaced by Project / Task.*
- *A new piece of information will be added to most transactions – “Expenditure Organization”*
- *Reports will change.*
- *Other “behind the scenes” changes are extensive*



## Oracle PA System Implementation: **Overview**

*How will I know what to use in place of a budget code?*

- *Your Division/Section/Project will have a name and number.*
  - *Example: Business Services Section becomes “Business Services Section” Project. The project number is 80.*
  - *Each budget code will translate into a task number. Budget code XYS may become task 80.7.4*
  - *Instead of putting budget code XYS on a requisition, you will specify Project 80 (or Business Services Section), task 80.7.4*
- *The lead financial person for each Div/Sec/Project will provide a “mapping” list*



# Oracle PA System Implementation: Overview

*A temporary web site will be available to translate budget code into project / task*

FNAL WKPG to Task Reference - UPG

Ver 1.0  
[Instructions](#)

Enter a Work Package to look-up the correlating Project/Task information. The results of your query will be displayed in the table below.

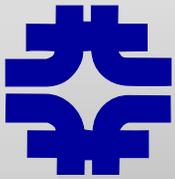
Work Package:  Enter the Work Package. For example 'XYS' or '4XYS'.

Results:	Field	Value
	Project Number:	10
	Project Name:	Directorate Operations
	Task Number:	10.1.1
	Task Name:	Executive Direction
	Travel Code:	1528
	Task Organization:	DO - DIRECTORATE (G&A)
	Task Description:	Executive Direction
	Service Type:	OP-BURDEN-G&A

[Having Problems? Support/Feedback](#)

E-mail [Webmaster](#)  
[Legal Notice](#)  
[Fermilab Notice to Users](#)

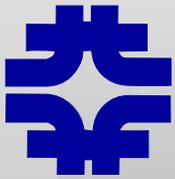
Done Local intranet



## Oracle PA System Implementation: **Overview**

### *Why are we doing this?*

- *Current accounting system (used for 30 years) was not set up to provide answers to the questions Fermilab managers and project leaders are asked about budget performance and status of individual tasks.*
- *New projects will no longer be required to “invent” their own cost tracking system and reports*
- *This software is COTS (commercial off-the-shelf) with minor adaptations. It is known to be highly reliable and is fully supported by the vendor*

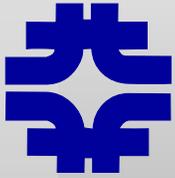


## *Oracle PA System Implementation:* **Overview**

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*Will there be training on how to use the new system?*

- *Yes. Training will be provided to those who enter information directly into the system.*



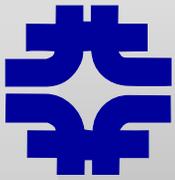
*Oracle PA System Implementation:*  
**Overview**

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*To find out more, go to the PA implementation website*

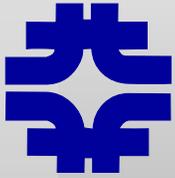
*<http://www-bss.fnal.gov/project>*

*Or ask your Div/Sec/Project Budget Officer*



# *Oracle Project Accounting System Implementation*

## ***Purchase Requisitions***

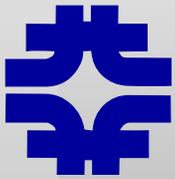


## Oracle PA System Implementation: ***Purchase Requisitions***

### ***Purchase Requisitions***

*A purchase requisition is a document (electronic or hard copy) submitted by a Lab employee through various approval channels to a Procurement agent who will act to:*

- Acquire goods that are needed to accomplish a task;  
or*
- Contract for services that are needed to accomplish a task*

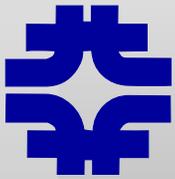


## *Oracle PA System Implementation: Purchase Requisitions*

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*In order for the cost of the commodity to be tracked correctly, the requisition needs the following information:*

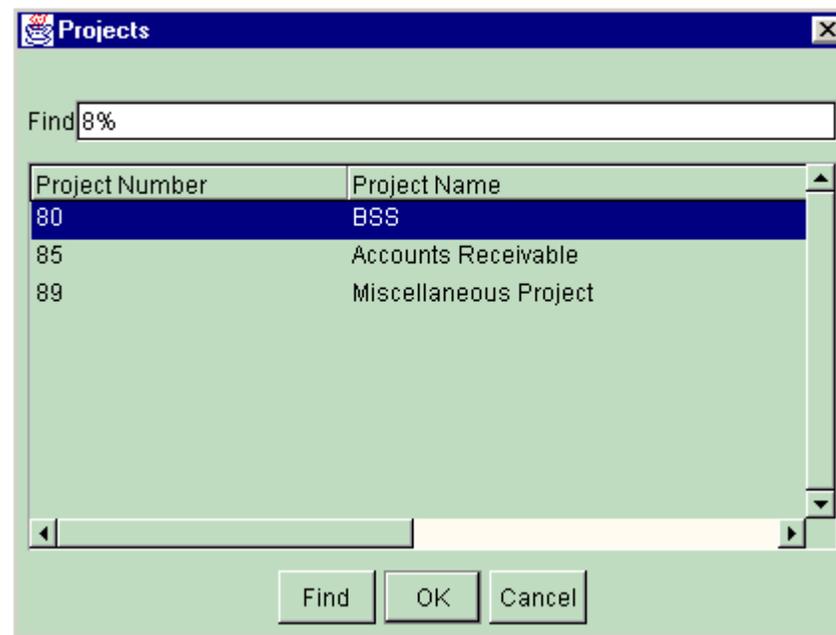
- *Project Number*
- *Task Number*
- *Expenditure Type*
- *Expenditure Organization*



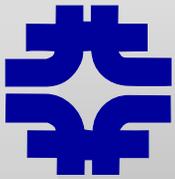
## Oracle PA System Implementation: **Purchase Requisitions**

*To give you an idea of what this information looks like, the following screens have been copied from the electronic requisition entry process.*

### **Project Selection Window**

A screenshot of a software window titled "Projects". At the top, there is a search bar labeled "Find" containing the text "8%". Below the search bar is a table with two columns: "Project Number" and "Project Name". The table contains three rows of data. The first row, with project number 80 and name "BSS", is highlighted in blue. The second row has project number 85 and name "Accounts Receivable". The third row has project number 89 and name "Miscellaneous Project". At the bottom of the window, there are three buttons: "Find", "OK", and "Cancel".

Project Number	Project Name
80	BSS
85	Accounts Receivable
89	Miscellaneous Project



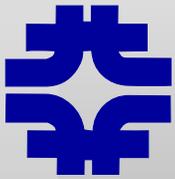
# Oracle PA System Implementation: **Purchase Requisitions**

## **Task Number Selection Window**

Find 80.%

Number	Name	Start Date	Completion Date
80.4.7	Paging Services		
80.5.1	Accounting Managemen		
80.5.2	Accounts Payable		
80.5.5	Payroll		
80.6.1	Support Serv. Mgmt.		
80.6.2	Property Management		
80.6.3	Mail Service		
80.6.4	Supply Services		
<b>80.6.5</b>	<b>Dist./Ship./Rec.</b>		
80.6.6	Transportation		
80.6.7	Vehicle Maintenance		

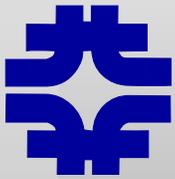
Find OK Cancel



## Oracle PA System Implementation: **Purchase Requisitions**

### **Expenditure Type Selection Window**

Expenditure Type	Description	UOM
MATERIAL PURCHASES	MATERIAL PURCHASES	Dollars
MISC REVENUE/PREPAYMENTS	MISC REVENUE/PREPAYME	Dollars
OFFICE MACHINE MAINT.	OFFICE MACHINE MAINT.	Dollars
OTHER COSTS & CREDITS	OTHER COSTS & CREDITS	Dollars
OTHER UTILITIES	OTHER UTILITIES	Dollars
POSTAGE & RELATED COST	POSTAGE & RELATED COST	Dollars
PROCEEDS-PERS. PROPERTY SAL	PROCEEDS FROM PERSON	Dollars
PURCHASED SERVICES	PURCHASED SERVICES	Dollars



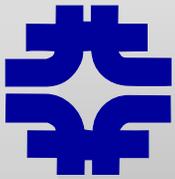
# Oracle PA System Implementation: **Purchase Requisitions**

## Organization Selection Window

The screenshot shows a window titled "Organizations" with a search field containing "B%". A list of organization names is displayed, with "BS - INFORMATION TECHNOLOGY" selected. The list includes:

- BS - ACCOUNTING
- BS - AD - SECTION DISTRIBUTION/HOLD.
- BS - AD - SECTION OFFICE
- BS - DIST.-RECEIVING-SHIPPING
- BS - FINANCIAL MANAGEMENT SYSTEMS
- BS - INFORMATION TECHNOLOGY**
- BS - MAIL SERVICE
- BS - PROCUREMENT
- BS - SUPPLY SERVICES
- BS - SUPPORT CO-ORDINATION
- BS - TELECOMMUNICATIONS

Buttons for "Find", "OK", and "Cancel" are located at the bottom of the window.



# Oracle PA System Implementation: **Purchase Requisitions**

## **Completed Project Information for an Electronic Requisition**

Requisition Preferences (FERMILAB - MMSSYS)

Action Edit Query Go Folder Special Help

Project Information

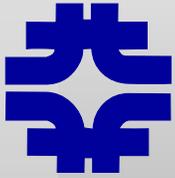
Project  Task

Expenditure

Type  Organization

Item Date

Apply



*Oracle PA System Implementation:*  
***Purchase Requisitions***

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## ***Purchase Requisition Form***

*A Purchase Requisition form (hard copy) is used to convey the information the Req Preparer needs to complete the electronic version of the Requisition.*

***A copy appears on the next page.***

*Requisition*

Requisition Number (Filled In by System)	Grade Preparer (Filled In by System)	Date	Request Originator:	Extension: MS:
Division/Section Approval		Date	NEPA Approval	
Business Office Approval		Date		
Directorate Approval		Date		

*Requisition Header*

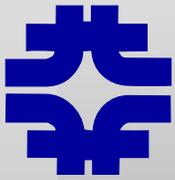
Description (entire requisition)
Note to Approver
Justification (To Approver)

*Requisition Entry Defaults*

Requester	Deliver-To-Location (not Mail Station)	Buyer Note (Use attachments) (e.g., Previous PO)	
Suggested Vendor	Suggested Vendor Site	Suggested Vendor Contact	Suggested Vendor Telephone #
Reference #	Need-By-Date	Project/Task/Expenditure Type and Expenditure Organization	
Note to Receiver		Total of Requisition	

*Requisition Lines*

Line #	Line Type	PO Line Category	Description (Start with a Noun) (240 Characters Maximum, Enter Additional Description in Cell Below Line Item)	Quantity, Unit of Measure and Price	Project Information	Split Coding Qty's
1				Quantity	Project	
				Unit of Measure	Task	
				Price per Unit	Exp. Type	
				Extended Price	Exp. Org.	
			UN Number	Hazard Class		



## Oracle PA System Implementation: ***Purchase Requisitions***

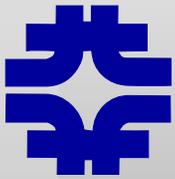
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### ***STOCK TRANSACTIONS***

*The following form is to be used when an employee withdraws items from the stockroom.*

*Please notice that the form makes a provision for the entry of a project and task number.*

***See next page:***



Oracle PA System Implementation:  
**Purchase Requisitions**

## **STOCK TRANSACTIONS**

NAME: \_\_\_\_\_ BADGE NO. \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE \_\_\_\_\_

**PROJECT / TASK** \_\_\_\_\_

DELIVERY LOCATION \_\_\_\_\_

STOCK NO.	DESCRIPTION	QTY
-----------	-------------	-----

## PETTY CASH VOUCHER

DATE: \_\_\_\_\_ | AMOUNT: \$ \_\_\_\_\_

PURPOSE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PROJECT / TASK TO BE CHARGED: \_\_\_\_\_  
 EXPENDITURE ORGANIZATION \_\_\_\_\_

REQUESTOR INFORMATION (PLEASE PRINT)		
_____ NAME OF THE PERSON	_____ ID NUMBER	_____ MAIL STATION-PHONE NUMBER
_____ SIGNATURE OF PERSON RECEIVING CASH REIMBURSEMENT-PLEASE PRESENT FERMILAB I.D. CARD		_____ ID NUMBER (if different from above)

APPROVER INFORMATION (MUST HAVE SIGNATURE AUTHORITY ON PROJECT / TASK)		
_____ SIGNATURE OF THE APPROVER	_____ ID NUMBER	_____ MAIL STATION-PHONE NUMBER

ADDITIONAL APPROVER INFORMATION	
_____ PROCUREMENT APPROVAL (SEE POLICY #3)	_____ ACCOUNTING VERIFICATION

**PETTY CASH REIMBURSEMENT POLICIES**

- 1) Supporting documentation (receipt, etc.) must be attached to allow reimbursement.
- 2) Items that are not listed on short orders or ProCard can not be reimbursed through petty cash.
- 3) Requests for materials or supplies reimbursement in excess of \$50 requires the prior approval of the Procurement Department.