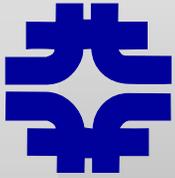


Oracle Project Accounting System Implementation

Overview



Oracle PA System Implementation:
Overview

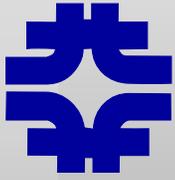
Project Accounting

What is it?

- *A new accounting system for the laboratory*

When will it be implemented?

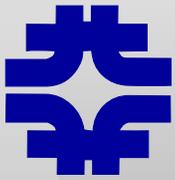
- *End of March, 2003*



Oracle PA System Implementation: **Overview**

What will change with the new system?

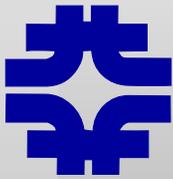
- *Budget codes will no longer be used. They will be replaced by Project / Task.*
- *2 new pieces of information will be added to most transactions – “Expenditure Organization” (Department) and “Expenditure Type” (Cost Element)*
- *Lab Reports and Division Reports will change.*
- *Miser / Matrix Requisition System will change.*
- *Other “behind the scenes” changes are extensive*



Oracle PA System Implementation: **Overview**

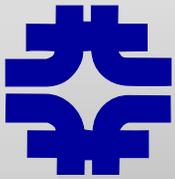
How will I know what to use in place of a budget code?

- *Each Division/Section “Project” will have a name and number.*
 - *Example: Computing Division becomes “Computing Division” Project. The project number is 50.*
 - *Each budget code will translate into a task number. Budget code 4APY will become task 50.03.05.02.01.01*
 - *Instead of putting budget code APY on a requisition, you will specify Project 50 (or Computing Division), task 50.03.05.02.01.01*
 - *We will provide a “mapping” list.*



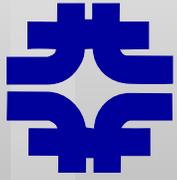
Oracle PA System Implementation: Overview - CD Project 50 WBS Structure

Project	Task Number	Short Task Name (20 Char)	Long Task Name (50 Char)	Current Work Pkg.	Lab W.B.S.	Org Code	Procard Chargeable	Convert History
50	50.01.00	Experiment-Lab Prgms	Direct Support for Experiments & Lab Programs					
50	50.01.01	ASTRO	ASTRO					
50	50.01.01.01	SDSS-SSP40-EAG	SDSS-SSP40- EAG Dept					
50	50.01.01.01.01	SDSS-SSP40-EAG-OP	SDSS -SSP40 (Operating KA130102)	4MUO	1.7.1	CC	Y	N
50	50.01.01.01.01			4SSI	1.7.1	CC	N	N
50	50.01.01.01.02	SDSS-SSP40-MAINT-OP	SDSS-SSP40-MAINT-TERM (Operating KA130102)	4ART	1.7.1	C1	Y	N
50	50.01.01.01.03	SDSS-SSP40-EQ	SDSS -SSP40 (Equipment KA130102)	6MOU	1.7.1	CC	N	N
50	50.01.01.02	SDSS-SSP61-CCF	SDSS-SSP61 - CCF Dept					
50	50.01.01.02.01	SDSS-SSP61-CCF-OP	SDSS -SSP61 (Operating KA130102)	4SWR	1.7.1	C7	N	N
50	50.01.02	BTeV-R&D	BTeV-R&D					
50	50.01.02.01	TRIGGER-R&D	TRIGGER-R&D					
50	50.01.02.01.01	TRIGGER-DTEC-R&D-OP	TRIGGER-DETECTOR R&D (Operating KA1102032)	4NTE	1.3.1.3	C9	Y	N
50	50.01.03	CDF-RUN2	CDF-RUN2					
50	50.01.03.01	CDF-RN2-DESKTOP	CDF-RUN2-DESKTOP					
50	50.01.03.01.01	CDF-RN2-DESKTOP-OP	CDF-RUN2-DESKTOP (Operating)	4ODF	1.1.5.5.1	CF	Y	N
50	50.01.03.01.02	CDF-RN2-DESKTOP-EQ	CDF-RUN2-DESKTOP (Equipment)	6CQP	1.1.5.5.1	CF	N	N
50	50.01.03.02	CDF-RN2-OFFLN-SUP	CDF-RUN2-OFFLINE-SUPPORT					
50	50.01.03.02.01	CDF-RN2-OFFLN-SUP-OP	CDF-RUN2-OFFLINE-SUPPORT (Operating)	4CNH	1.1.5.5.1	CF	Y	N
50	50.01.03.02.02	CDF-RN2-OFFLN-SUP-EQ	CDF-RUN2-OFFLINE-SUPPORT (Equipment)	6CPO	1.1.5.5.1	CF	N	N
50	50.01.03.03	CDF-RUN2-SOFTWARE-OP	CDF-RUN2-SOFTWARE (Operating)	4DFU	1.1.5.5.1	CF	Y	N
50	50.01.03.04	CDF-RN2-ANALY-CPU	CDF-RUN2-ANALYSIS-CPU					
50	50.01.03.04.01	CDF-RN2-ANALY-CPU-OP	CDF-RUN2-ANALYSIS-CPU (Operating)	4ORA	1.1.5.5.1	CF	Y	N
50	50.01.03.04.02	CDF-RN2-ANALY-CPU-EQ	CDF-RUN2-ANALYSIS-CPU (Equipment)	6ORB	1.1.5.5.1	CF	N	N
50	50.01.03.05	CDF-RN2-DISK	CDF-RUN2-DISK					
50	50.01.03.05.01	CDF-RN2-DISK-OP	CDF-RUN2-DISK (Operating)	4CNA	1.1.5.5.1	CF	Y	N
50	50.01.03.05.02	CDF-RN2-DISK-EQ	CDF-RUN2-DISK (Equipment)	6COC	1.1.5.5.1	CF	N	N



Oracle PA System Implementation: Overview **CMS S&C Project 55 WBS Structure**

Project	Task Number	Short Task Name(20 Char)	Long Task Name (50 Char)	Current Work Pkg.	Lab W.B.S.	Org Code	Procard Chargeable	Convert History
55	55.01.00	USCMSSC-UF	US CMS Computing (UF)			CJ		
55	55.01.01	UF	USCMS User Facilities			CJ		
55	55.01.01.01	FCLT-CMPNT	Building Facility Components					
55	55.01.01.01.01	HW-TECHNOLOGY	Hardware Benchmarking, Eval and Tech Tracking					
55	55.01.01.01.01.01	OP-HW-TECHNOLOGY	Hardware Benchmarking, Eval and Tech Tracking-OP					
55	55.01.01.01.02	DATA-STORE-ACC	Data Storage and Data Access					
55	55.01.01.01.02.01	OP-DATA-STORE-ACC	Data Storage and Data Access - OP					
55	55.01.01.01.03	CONFIG-MGMT	Configuration/Installation Management					
55	55.01.01.01.03.01	OP-CONFIG-MGMT	Configuration/Installation Management - OP					
55	55.01.01.01.04	RESRC-MGMT	Resource Management					
55	55.01.01.01.04.01	OP-RESRC-MGMT	Resource Management - OP					
55	55.01.01.01.05	NTWRK-CMPNT	Networking Components					
55	55.01.01.01.05.01	OP-NTWRK-CMPNT	Networking Components - OP					
55	55.01.01.01.06	COLLABRTV-SRVS	Collaborative Services					
55	55.01.01.01.06.01	OP-COLLABRTV-SRVS	Collaborative Services - OP					
55	55.01.01.01.07	GRD-FBRC-RD	Grid Fabric R&D					
55	55.01.01.01.07.01	OP-GRD-FBRC-RD	Grid Fabric R&D - OP					
55	55.01.01.01.08	RD-RVW	R&D Assess,Rview,Promote,Termin & propose new proj					
55	55.01.01.01.08.01	OP-RD-RVW	R&D Assessment, etc - OP					
55	55.01.01.02	TSTBD-WRK	Facilities Testbed Activities					
55	55.01.01.02.01	HW-DPLYMNT	Hardware Selection Deployment and Installation					
55	55.01.01.02.01.01	OP-HW-DPLYMNT	Hardware Selection Deployment and Installation - OP					
55	55.01.01.02.03	PRTO-INTRCT-BTC	Prototype for interactive and batch analysis					
55	55.01.01.02.03.01	OP-PRTO-INTRCT-BTCH	Prototype for interactive and batch analysis - OP					
55	55.01.01.02.04	DST-PRD-TSTBD	Distributed Production Testbed Prototype					
55	55.01.01.02.04.01	OP-DST-PRD-TSTBD	Distributed Production Testbed Prototype - OP					
55	55.01.01.02.05	DST-ANLY-TSTBD	Distributed Analysis Testbed Prototype					



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.

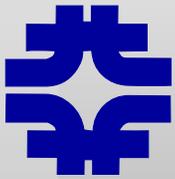
Work Package: Enter the Work Package. For example 'XYS' or '4XYS'.

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](#)

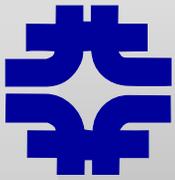
Done Local intranet



Oracle PA System Implementation: **Overview**

Why are we doing this?

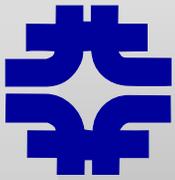
- *Current accounting system (used for 30 years) was not set up to provide answers to the questions Fermilab managers and project leaders are asked about budget performance and status of individual tasks.*
- *New projects will no longer be required to “invent” their own cost tracking system and reports*
- *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**

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

- *Yes. Hands-on training will be provided.*
 - *Miser Requisition System (Req Preparers)*
 - *Miser Gatekeeping Interface to MMS System*
 - *Travel Code Reference (People that Travel)*
 - *Effort Reporting*
 - *Procard*
 - *Dept Heads access to Lab Online Monthly Reports and Web Queries*



Oracle PA System Implementation: **Overview**

Terminology

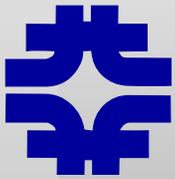
Current

*Division / Section
Department*

*Budget Code (work pkg)
Cost Element
B & R / Fund Type
“Y” Category
“Z” Category*

New

*Project Name & No.
Expenditure Org
& Task Org
Task Name & No.
Expenditure Type
Service Type
Expenditure Category
Revenue Category*



Oracle PA System Implementation: **Overview**

To find out more, go to the lab PA implementation website
<http://www-bss.fnal.gov/project>

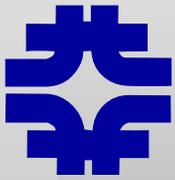
or to the CD internal website

<http://cdinternal.fnal.gov/> under Division Events
section labeled “Project Accounting”

or contact:

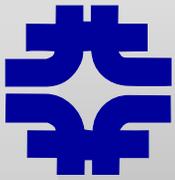
Mike Smith x8276 msmith@fnal.gov

Karen Prosapio x6494 kpro@fnal.gov



Oracle Project Accounting System Implementation

Purchase Requisitions

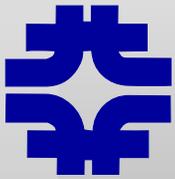


Oracle PA System Implementation: ***Purchase Requisitions***

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:

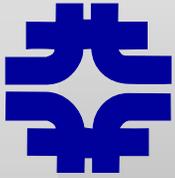
- Acquire goods that are needed to accomplish a task;
or*
- Contract for services that are needed to accomplish a task*



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

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***

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.



PURCHASE REQUISITION

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

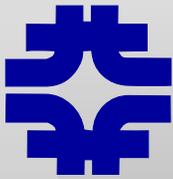
Description (entire requisition)
Note to Approver
Justification (To Approver)

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
				Quantity	Unit of Measure	Project	Task	
1				Price per Unit		Exp. Type		
				Extended Price		Exp. Org.		
			UN Number					
			Hazard Class					



Oracle PA System Implementation: Miscomp Electronic Requisition



Fermilab

MISCOMP Electronic Requisition

Date: 02/07/103

For help using this form, see the [MISER Web Page Instructions](#) or the [Frequently Asked Questions](#).

 buttons provide field level help.

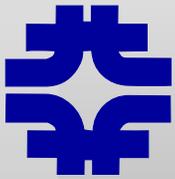
 buttons provide lists of values for validated fields.

Red is used to denote either mandatory fields, or error conditions.

You are pointing to the mistest database, this database is constantly changing and should only be accessed by developers.
Requests created here are routed into the Matrix Development Database for approvals.

Use the [Production MISER Page](#) to create and submit purchase requests electronically from the web.

Fiscal Year: 	<input type="text" value="2003"/>				
Requester Badge: 	<input type="text"/>				
Requisition For: 	<input type="text" value="Choose Group"/>	Other Dept/Group:	<input type="text"/>		
Suggested Vendor: 	<input type="text" value="Best Source"/>	Other Vendor:	<input type="text"/>		
Vendor Contact/Address: 	<input type="text"/>			Sole Source?	<input type="radio"/> YES <input checked="" type="radio"/> NO
Need by Date: 	<input type="text" value="(mm/dd/yyyy)"/>				
Deliver To: 	<input type="text" value="Choose Location"/>	Other Location:	<input type="text"/>		
	<input type="text" value="Choose Person"/>	Other Person:	<input type="text"/>		
Short Project Description <i>Limit of 40 characters:</i> 	<input type="text"/>	In Warranty?	<input type="radio"/> YES <input checked="" type="radio"/> NO	Urgent?	<input type="radio"/> YES <input checked="" type="radio"/> NO



Oracle PA System Implementation: Miscomp Electronic Requisition

If this is a **Blanket Order**, follow the [blanket order procedure](#) and enter the following information:

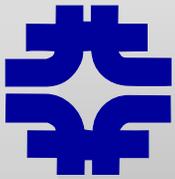
Blanket Order? YES NO Start Date: End Date:

Previous CD Number: Next CD Number:

Category: Contract Type: FIXED POT OF MONEY

Change Order? N Original Req Number:

Line 1	Project Name: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS OR Project Number: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS	Task Name: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS OR Task Number: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS	Expenditure Type: <input type="text"/> <input type="button" value="LIST"/> MATERIAL PURCHASES
	Quantity: <input type="text"/> Unit of Measure: <input type="text"/> EACH Unit Price: <input type="text"/>	Item Description (Limit of 240 characters per Lab's MMS System): <input type="text"/>	
Line Type: <input type="text"/> Choose Line Type	Lab Category: <input type="text"/> Choose Category Other: <input type="text"/> <input type="button" value="LIST"/>	Capitalization: <input type="text"/> Choose Type <input type="text"/>	



Oracle PA System Implementation: Miscomp Electronic Requisition

Project Name: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS OR Project Number: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS		Task Name: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS OR Task Number: <input type="text"/> <input type="button" value="LIST"/> ONLY CD <input type="button" value="LIST"/> CD CMS <input type="button" value="LIST"/> ALL MMS		Expenditure Type: <input type="text" value="MATERIAL PURCHASES"/> <input type="button" value="LIST"/>
Line 3	Quantity: <input type="text"/> Unit of Measure: <input type="text" value="EACH"/> Unit Price: <input type="text"/>	Item Description (Limit of 240 characters per Lab's MMS System): <input type="text"/>		
Line Type: <input type="text" value="Choose Line Type"/>	Lab Category: <input type="text" value="Choose Category"/> Other: <input type="text"/> <input type="button" value="LIST"/>	Capitalization: <input type="text" value="Choose Type"/> <input type="text"/>		

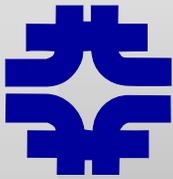
If you need more lines, how many?

Do you need to add short notes?

Do you need to add file attachments?

— Password Required —

MISER Username:
MISER Password:



Oracle PA System Implementation: CD MISER Printed Requisition Report

ENAL Printed Request Report Report Date: 13-FEB-03 15:40:43
Page: 1 of 1

Description CDS7793 for CD/CSS/DSG
test

Submitted To: Preparation
Deliver To: JONES, SHIRLEY J

Request Dat 13-FEB-03 FY: 2003
Vendor Name:

Line	Line Type	Category	Description	Unit	Quantity/Amount	Price	Line Amount
Requestor Name	NeedByDate	Urgent	Expenditure Type	Project	BC/Task		
1	Goods-Receiveables	MISCELLANEOUS	stuff	EACH	1.00	\$ 100.00	\$ 100.00
JONES, SHIRLEY J	14-FEB-03	N	MATERIAL PURCHASES	CD Operations	TAPES-E781-OP		
2	Goods-Receiveables	MISCELLANEOUS	equipment stuff	EACH	2.00	\$ 1000.00	\$ 2000.00
JONES, SHIRLEY J	14-FEB-03	N	MATERIAL PURCHASES	CD Operations	NEUTRINO-PROGRAM-EQ		
						Total:	\$2,100.00

Previous Approvals:

SequenceDate	Approver	Action	Note
--------------	----------	--------	------

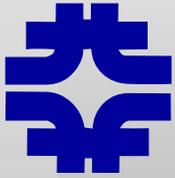
Approval Action (Circle One):

Approve Forward Reject

Forward To: _____

Note: _____

Signature: _____



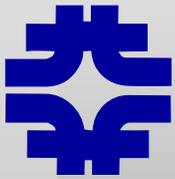
Oracle PA System Implementation: ***Purchase Requisitions***

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: _____

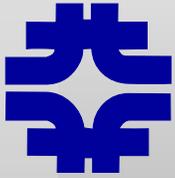
 PROJECT / TASK TO BE CHARGED: _____
 EXPENDITURE ORGANIZATION _____

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

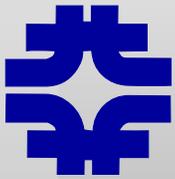
ADDITIONAL APPROVER INFORMATION	
_____ PROCUREMENT APPROVAL (SEE POLICY #3)	_____ ACCOUNTING VERIFICATION

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



Oracle Project Accounting System Implementation

Travel



Oracle PA System Implementation:
Travel

Travel Authorization and Expense Voucher

**FERMI NATIONAL ACCELERATOR LABORATORY
TRAVEL AUTHORIZATION AND EXPENSE VOUCHER**
(See Front Page for Procedures Detailing Use of this Form)

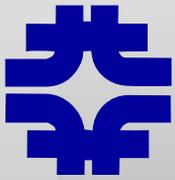
Employee ID# _____
Mail Station _____
Phone Extension _____

TRAVEL AUTHORIZATION

Budget Code _____
Exp. Voucher Preparer _____
Preparer Phone# _____

_____ of _____
Employee/Traveler Name Division/Section/Department

From _____ to _____ and return
Departure Date _____ Return Date _____ Travel Advance _____
Purpose _____



Travel Reimbursement within Project Accounting

- *Budget Code replaced with required fields for Project and Task.*
- **New** 4-5 digit Travel Code, required.
 - *Equates to Project/Task*
 - *Available through **on-line query**.*
 - *Used for direct billing (Airfare, Lodging...)*
- *Expenditure Organization field, optional.*
 - *Defaulted to Computing Division level unless **Expenditure Org** (CD Dept) is specified.*

FNAL Travel Code Reference - UPGTST

Ver 1.0
[Instructions](#)

Enter a Project Number and Task Number to look up the Travel Code. The 'Search' buttons will provide a picklist of available entries. An asterisk (*) can be used as a wild card in the fields marked with an asterisk.

Project Number *	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
Task Number *	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>

Name:	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
Name:	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>

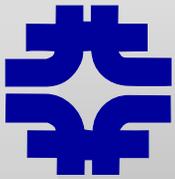
Enter a Travel Code to return the corresponding Project and Task information.

Travel Code	<input type="text"/>
--------------------	----------------------

Results:	Travel Code:	1929 - CHARGEABLE
	Project Number/Name:	85 - ACCOUNTS RECEIVABLE
	Task Number/Name:	85.1.1.53 - Neutron Therapy
	Task Organization:	NON-USERS MISC. ACCTS. RECEIVABLE
	Task Description:	Neutron Therapy
	Service Type Code:	AR-EXEMPT

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Oracle PA System Implementation: **Travel**

Travel Authorization and Expense Voucher

FERMI NATIONAL ACCELERATOR LABORATORY TRAVEL AUTHORIZATION AND EXPENSE VOUCHER (See Front Page for Procedures Detailing Use of this Form)

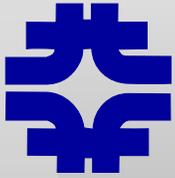
Employee ID# _____ N
Visitor ID# _____ V
Mail Station _____ Phone Extension _____
Expense Voucher Preparer _____
Mail Station _____ Phone Extension _____

TRAVEL AUTHORIZATION SECTION

Project Number (Required) _____
Task Number (Required) _____
Travel Code (Required) _____
Expenditure Organization (Optional) _____

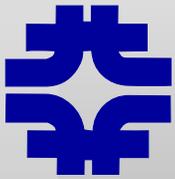
_____ of _____
Employee/Traveler Name Division/Section/Department
From _____ to _____ and return
Departure Date _____ Return Date _____ Travel Advance _____
Purpose _____

Partial View of NEW Project Accounting Form (effective 04/01/2003)



Oracle PA System Implementation:
Web Queries and Online Reports

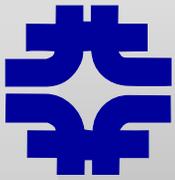
BSS
Web Queries and
Online Reports
Menu



Oracle PA System Implementation: **Web Queries and Online Reports**

Web Queries

- *Provide ad-hoc query access to Oracle Financial Systems information via the web*
- *Easy to use tools, standardized “look and feel”*
 - *Requisition Query*
 - *Purchase Order Query*
 - *Task Summary by Expenditure Report (ACT060)*
 - *Task Transaction Detail Report (ACT70)*
 - *Work Package to Project and Task Reference*
 - *Travel Code Lookup*
 - *Property Query*
- *Accessible to all on-site personnel*



Oracle PA System Implementation: **Web Queries and Online Reports**

Web Queries

Why were they changed?

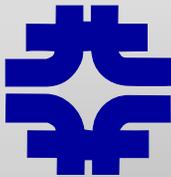
- *Redevelopment was required to allow operation with PA system*
- *Customer feedback and suggestions were incorporated*
- *Able to provide more features*

FNAL Requisition Query - TRN

Ver 1.0
[Instructions](#)

If you experience problems with the Report Viewer that is automatically loaded, select a viewer in the following field to use to open the report. All reports are designed to display in the ActiveX, Java or DHTML wFrames viewers, but others are available. Selected viewer: [Help](#)

Enter a Req Number:	<input type="text" value="111785"/>	<input type="text" value="n(s)"/>	<input type="button" value="Reset Form"/>	
<p>Enter a Req Number above or enter your selection criteria in the column below. Use multiple values to refine your query. An asterisk (*) can be used as a wild card in the fields marked with an asterisk.</p>		<p>Lookup values for your query using the functions in the column below. These are not included in the query.</p>		
Entry Date (From/On - To)	From: <input type="text"/> <input type="button" value="Calendar"/>	To: <input type="text"/> <input type="button" value="Calendar"/>	Format: DD-MMM-YYYY	
Req Preparer's ID	<input type="text"/>	Example: 12345N (N=Employee, C=Contractor, V=Visitor)		
Req Originator's ID	<input type="text"/>	Example: 12345N (N=Employee, C=Contractor, V=Visitor)		
Awaiting Person's ID	<input type="text"/>	Example: 12345N (N=Employee, C=Contractor, V=Visitor)		
Approval Status	<input type="text" value="ALL"/>	Limit the results to reqs. with this status		
Project Number *	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>
Task Number *	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	Name: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>



FNAL Requisition Report

Requisition No. 111785	Prepared By HICKEY, SHERRY	Date Entered 3/30/98	Request Originator SIZEMORE, BARBARA
----------------------------------	--------------------------------------	--------------------------------	--

Approval Status APPROVED	Awaiting
------------------------------------	-----------------

Description of Entire Requisition
PARTS FOR THE 4411 INSTRON UNIVERSAL TESTING MACHINE

Note to Approver

Deliver To Person SIZEMORE, BARBARA	Deliver to Location 36 NEUQUA	Note to Buyer SEE NOTES
---	---	-----------------------------------

Suggested Vendor	Suggested Vendor Site	Suggested Vendor Contact	Suggested Vendor Phone
-------------------------	------------------------------	---------------------------------	-------------------------------

Reference #	Need By Date 15-Apr-98
--------------------	----------------------------------

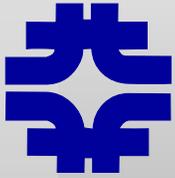
Note To Receiver

Justification (To Approver)
PARTS REQUIRED BY TESTING MACHINE TO COVER THE RANGE OF MATERIALS WE HAVE COMING INTO THE LAB. OUR CURRENT EQUIPMENT DOES NOT HAVE THE SENSITIVITY TO COVER THIS RANGE.

Total of Requisition
\$ 12,610.00

Requisition Lines

Line#	Description/Category	Qty	U/M	Unit Price	Ext. Price	Work Pkg-CE	PO Number Buyer/Ext.
1-1	#2702-108 SERRATED GROUND 25MMX25MM JAW FACES LABORATORY SUPPLIES	1.00	SET	\$ 460.00	\$ 460.00	6AC G-41	510295 MACK 4183
<p>Project Technical Division , Task Div Admin EQ , Task Number 30.1.1.5 Exp. Org TD - HEADQUARTERS DEPARTMENT, Exp. Type MATERIAL PURCHASES Service Type EQ-FACIL</p>							
2-6	#2630-108 EXTENSOMETER 1"GL &+ 10%/-10%	1.00	EACH	\$ 2,610.00	\$ 2,610.00	6AC G-41	510295 MACK



Oracle PA System Implementation: **Web Queries and Online Reports**

Online Reports Menu

- *Provide web access to standardized Oracle Financial System reports*
 - Operating/Equipment/Plant Funds Budget status*
 - Projects WBS summary*
 - Purchase Order status*
 - Inventory Status*
- *“Point in time” views of Oracle Financials information*
- *Accessible to all on-site personnel*

FNAL BSS On-Line Reports - UPG

Ver 1.0
[Instructions](#)

If you experience problems with the Report Viewer that is automatically loaded, select a viewer in the following field to use to open the report. All reports are designed to display in the ActiveX, Java or DHTML w/Frames viewers, but others are available. Selected viewer: [Help](#)

Enter your selection criteria in the column below. Use multiple values to refine your query. An asterisk (*) can be used as a wild card in the fields marked with an asterisk.

Enter text to search for and select what column to search in: *	<input type="text"/>
Report Type	<input type="text"/>
Report Name	<input type="text"/>
Period	<input type="text"/>

NAME
 DESCRIPTION
 PERIOD

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[Enter Another Query](#)

FNAL BSS On-Line Reports

Fermilab Business Services

45 Reports Found Matching Your Search Criteria.

<u>Report Name</u>	<u>Run Date</u>	<u>Period</u>
--------------------	-----------------	---------------

GENERAL LEDGER

ACT060

Description: **WORK PACKAGE COST REPORT**

View Report	06-Nov-2002	OCT02-03
View Report	09-Oct-2002	FY-02
View Report	09-Oct-2002	SEP-02
View Report	08-Oct-2002	02PRELIMINARY
View Report	07-Oct-2002	02PRELIM1
View Report	05-Sep-2002	AUG-02
View Report	05-Aug-2002	JUL-02
View Report	03-Jul-2002	JUN-02
View Report	05-Jun-2002	MAY-02
View Report	03-May-2002	APR-02
View Report	03-Apr-2002	MAR-02
View Report	05-Mar-2002	FEB-02
View Report	05-Feb-2002	JAN-02
View Report	04-Jan-2002	DEC01-02
View Report	05-Dec-2001	NOV01-02
View Report	06-Nov-2001	OCT01-02
View Report	09-Oct-2001	FY-01
View Report	09-Oct-2001	SEP-01
View Report	04-Oct-2001	01PRELIMINARY
View Report	06-Sep-2001	AUG-01
View Report	03-Aug-2001	JUL-01



ACT060 WORK PACKAGE COST REPORT 000
 FERMILAB PERIOD END: OCT02-03
 RUN DATE: 06-NOV-02

WORK PACKAGE CODE/DESCRIPTION: 00000 NONE ACCOUNT NO.: 11400 FUND:

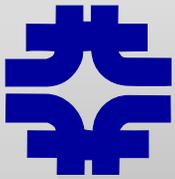
COST ELEMENTS/DESCRIPTION	PRIOR FISCAL YEAR COSTS	<--- CURRENT FISCAL YEAR --->		TOTAL COST TO DATE	OPEN COMMITMENTS	TOTAL COST & COMMITMENTS TO DATE
		CUR. MON. COSTS	F-Y-T-D TOTAL			
ACCOUNT NO.: 11400	0.00	133.07	133.07	133.07	0.00	133.07
REQUISITION ENCUMBRANCE					0.00	0.00
000 TOTALS:	0.00	133.07	133.07	133.07	0.00	133.07
84 DISTRIBUTION TO ACCOUNT REC:	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED BALANCE:	0.00	133.07	133.07	133.07	0.00	133.07

ACT060 WORK PACKAGE COST REPORT 000
 FERMILAB PERIOD END: OCT02-03
 RUN DATE: 06-NOV-02

WORK PACKAGE CODE/DESCRIPTION: 00000 NONE ACCOUNT NO.: 11402 FUND:

COST ELEMENTS/DESCRIPTION	PRIOR FISCAL YEAR COSTS	<--- CURRENT FISCAL YEAR --->		TOTAL COST TO DATE	OPEN COMMITMENTS	TOTAL COST & COMMITMENTS TO DATE
		CUR. MON. COSTS	F-Y-T-D TOTAL			
ACCOUNT NO.: 11402	5,347.89	-793.80	-793.80	4,554.09	0.00	4,554.09
REQUISITION ENCUMBRANCE					0.00	0.00
000 TOTALS:	5,347.89	-793.80	-793.80	4,554.09	0.00	4,554.09
84 DISTRIBUTION TO ACCOUNT REC:	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED BALANCE:	5,347.89	-793.80	-793.80	4,554.09	0.00	4,554.09

ACT060 WORK PACKAGE COST REPORT 000



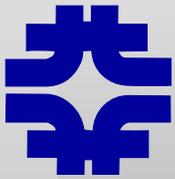
Oracle PA System Implementation:
Web Queries and Online Reports

How to find Web Queries and Online Reports

- *Business Services Section web site*
Online Services tab
Business and Financial information

<http://www-bss.fnal.gov/apps.html>

AVAILABLE APRIL 1st 2003



Oracle PA System Implementation: Web Queries and Online Reports

BSS – Online Services

Online Services - Microsoft Internet Explorer provided by Fermilab Business Systems

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address <http://www-bss.fnal.gov/apps.html> Go

Links Business Services Help Desk Business Services Home Page RealOne Player

Fermilab Home | Phone book | Employee Resources | Help Desk | Site Map | Fermi Home Page

Business Services Section

Section Office Online Services Accounting Business Systems Legal Procurement Records Management Support Services Telecom

- [Business and Financial Information](#)
- [Requests and Forms](#)
- [Documentation](#)
- [Training](#)

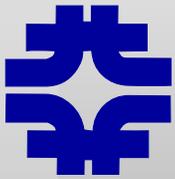
Online Services

Online Services provides Business Services' customers with easy access to its financial systems and information. It also provides helpful reference to frequently used forms, services and documentation.

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[Security, Privacy, Legal](#)
[Fermilab Notice to Users](#)

Last updated: 07/17/01

<http://www-bss.fnal.gov/emplresources.html> Trusted sites



Oracle PA System Implementation: Web Queries and Online Reports

BSS – Business and Financial Information

The screenshot shows a Microsoft Internet Explorer browser window displaying the Fermilab Business Services Section. The browser title is "Online Services - Microsoft Internet Explorer provided by Fermilab Business Systems". The address bar shows "http://www-bss.fnal.gov/apps.html". The page features a navigation menu with tabs for Section Office, Online Services, Accounting, Business Systems, Legal, Procurement, Records Management, Support Services, and Telecom. The main content area is titled "Business and Financial Information" and contains a list of links: Business and Financial Information, Requests and Forms, Documentation, Training, OPSE V11 Application Login, Fermilab Procard System, Work Package Cost Query, Online Reports, Act 70 Query, Property Query, Purchase Order Inquiry, Requisition Inquiry, Visitor Reports Menu, and Work Package Assignments Inquiry. Below this is a section for Accounting Rates. The footer includes contact information for the Webmaster and a notice to users, along with a timestamp "Last updated: 07/17/01".

Online Services - Microsoft Internet Explorer provided by Fermilab Business Systems

File Edit View Favorites Tools Help

Address <http://www-bss.fnal.gov/apps.html>

Links [Business Services Help Desk](#) [Business Services Home Page](#) [RealOne Player](#)

Fermilab Home | Phone book | Employee Resources | Help Desk | Site Map | Fermi Home Page

Business Services Section

Section Office Online Services Accounting Business Systems Legal Procurement Records Management Support Services Telecom

- [Business and Financial Information](#)
- [Requests and Forms](#)
- [Documentation](#)
- [Training](#)

Business and Financial Information

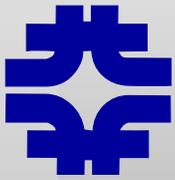
- [OPSE V11 Application Login](#)
- [Fermilab Procard System](#)
- [Work Package Cost Query](#)
- [Online Reports](#)
- [Act 70 Query](#)
- [Property Query](#)
- [Purchase Order Inquiry](#)
- [Requisition Inquiry](#)
- [Visitor Reports Menu](#)
- [Work Package Assignments Inquiry](#)

Accounting Rates

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

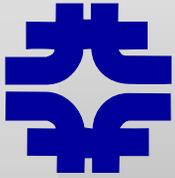
Last updated: 07/17/01

Trusted sites



Oracle Project Accounting System Implementation

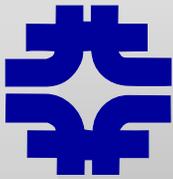
Effort Reporting



Oracle PA System Implementation: ***Effort Reporting***

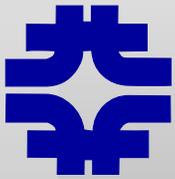
Effort Reporting in Project Accounting

- *Division Effort Reporting Input Sheets will be processed in Project Accounting.*
 - *Still in design stage within CD*
- *Details of transfer will be in Project Accounting.*



Oracle PA System Implementation: Effort Reporting

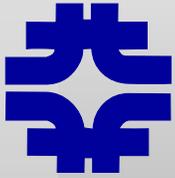
	A	B	C	D	E	F	G	H	I	
1	<-----Line #			Effort Reporting Input Sheet						
2										
3										
4	Division/Section:			Computing Division						
5	Month Effort Incurred:			APR-03						
6	Contact:			Karen Prosapio	kpro@fnal.gov	X6494				
7										
8	FNAL	FNAL	Transfer	Transfer	Transfer	Transfer	REGULAR	OT	% OF REGULAR	
9	EMPLOYEE	EMPLOYEE	To	To	From	From	HOURS	HOURS	TIME WORKED	
10	NUMBER	NAME	Project#	Task#	Project#	Task#	"W" ONLY	"W" ONLY	"M" ONLY	
11	02263N	WHITE	10	10.4.2.1	50	50.3.5.2.1			100	
12	01015N	JAMES	50	50.3.5.9.2	50	50.3.5.9.1			5	
13	01914N	HAYNES	50	50.2.14.2.2	50	50.3.5.10.1			25	
14	01940N	MEADOWS	50	50.2.14.2.2	50	50.3.5.10.1			45	
15	12629N	MASLACH	50	50.3.5.9.2	50	50.3.5.9.1	8	4		
16										
17										
18										
19	Notes									
20	1. Do not add any lines in the heading. Employee data should be entered beginning on Line 11.									
21	2. Enter your heading information in Column D in the three cells where it reads Computing Division,									
22	APR-03, and Division Contact. The month "APR-03" represents the month that the employee actually worked.									
23	3. A Transfer to Project and Task number must be provided. If a Transfer from Project and Task number is not provided,									
24	the home code(s) assigned to the employee in the Payroll system will be credited proportionately.									
25	4. Only use the "W" columns for Weekly Employees and the "M" columns for Monthly employees.									
26	5. For weekly employees provide the actual number of hours to transfer. Should be actual time worked.									
27	6. For monthly employees provide the percentage of hours to transfer for his actual time worked.									
28	Example: Employee actually worked 80% of the month but all his time should be effort reported, enter 100.									
29	7. Save the file as an Exel file before emailing.									
30	8. Email to effortreporting@fnal.gov.									
31										



Oracle PA System Implementation: **Effort Reporting**

Effort Reporting Reminders

- System **is not** performing a verification of the employee **number** to employee **name**. Employee number controls what wages get transferred.
- System will verify if employee is monthly or weekly.
- Effort transactions will use the “Time Worked” expenditure types.
- Separate expenditure types for Inter/Intra Divisional transfers will no longer be used. This information can be obtained with queries and reports using the expenditure organization that is required on every transaction in Project Accounting.



Oracle PA System Implementation:

QUESTIONS ?