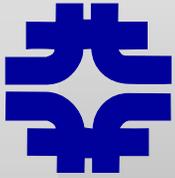


Oracle Project Accounting System Implementation

Overview



Oracle PA System Implementation:
Overview

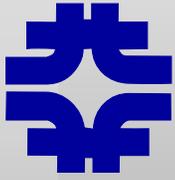
Project Accounting

What is it?

- *A new accounting system for the laboratory*

When will it be implemented?

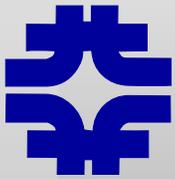
- *Beginning of April, 2003*



Oracle PA System Implementation: **Overview**

What will change with the new system?

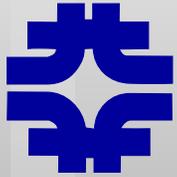
- *Budget codes will no longer be used. They will be replaced by Project / Task.*
- *A new piece of information will be added to most transactions – “Expenditure Organization”*
- *Reports will change.*
- *Other “behind the scenes” changes are extensive*



Oracle PA System Implementation: **Overview**

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

- *Your Division/Project will have a name and number.*
 - *Example: Technical Division becomes “Technical Division” Project. The project number is 30.*
 - *Each budget code will translate into a task number. Budget code CLQ will become task 30.6.4.1*
 - *Instead of putting budget code CLQ on a requisition, you will specify Project 30 (Technical Division), task 30.6.4.1*
- *The TD WBS is a “mapping” list; it shows both the budget code and the WBS number for each project/task.*



Oracle PA System Implementation: Overview

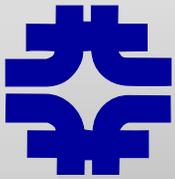
A temporary web site will be available to translate budget codes into project / tasks

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:	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

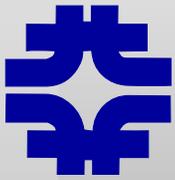
[Having Problems? Support/Feedback](#) [E-mail Webmaster](#)
[Legal Notice](#)
[Fermilab Notice to Users](#)



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 commercial off-the-shelf with minor adaptations. It is known to be highly reliable and is fully supported by the vendor.*



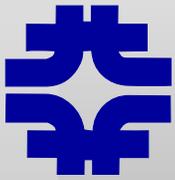
Oracle PA System Implementation: Overview

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

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

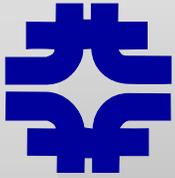
TD Req Preparers

TD Procard Holders



Oracle Project Accounting System Implementation

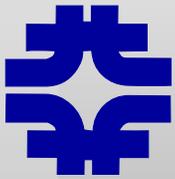
Purchase Requisitions



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**

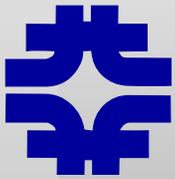
To give you an idea of what this information looks like, the following screens have been copied from the electronic requisition entry process.

Project Selection Window

The screenshot shows a window titled "Projects" with a search bar and a list of projects. The search bar contains "Find %". The list has two columns: "Project Number" and "Project Name". The row "10A Directorate Operations" is highlighted.

Project Number	Project Name
10001	Project Loder Test1
10A	Directorate Operations
15A	Power
17A	Users Operational Project
300A	LHC
30A	Technical Division
320A	AUGER DOE EA
321A	AUGER DOE
322A	AUGER NSF

Buttons: Find, OK, Cancel



Oracle PA System Implementation: **Purchase Requisitions**

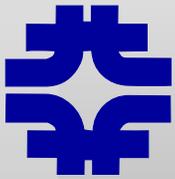
Task Number Selection Window

Tasks

Find 10.%

Number	Name	Start Date	Completion Date
10.1.1	Executive Direction	01-JAN-60	
10.1.3	Financial Support	01-JAN-60	
10.1.4	Project Oversight	01-JAN-60	
10.1.5	Computer Supplies	01-JAN-60	
10.2.1.1	Public Affairs	01-JAN-60	
10.2.1.2	Public Exhibits	01-JAN-60	
10.2.2	Cultural Events	01-JAN-60	
10.2.3	Archives and History	01-JAN-60	
10.3.1	Accel. PhD Program	01-JAN-60	
10.3.2	Future LCD Support	01-JAN-60	
10.3.3	Misc Project Support	01-JAN-60	
10.3.4	Site Studies	01-JAN-60	
10.3.5	Workshops/PAC	01-JAN-60	

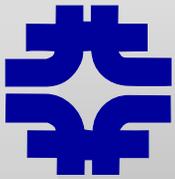
Find OK Cancel



Oracle PA System Implementation: **Purchase Requisitions**

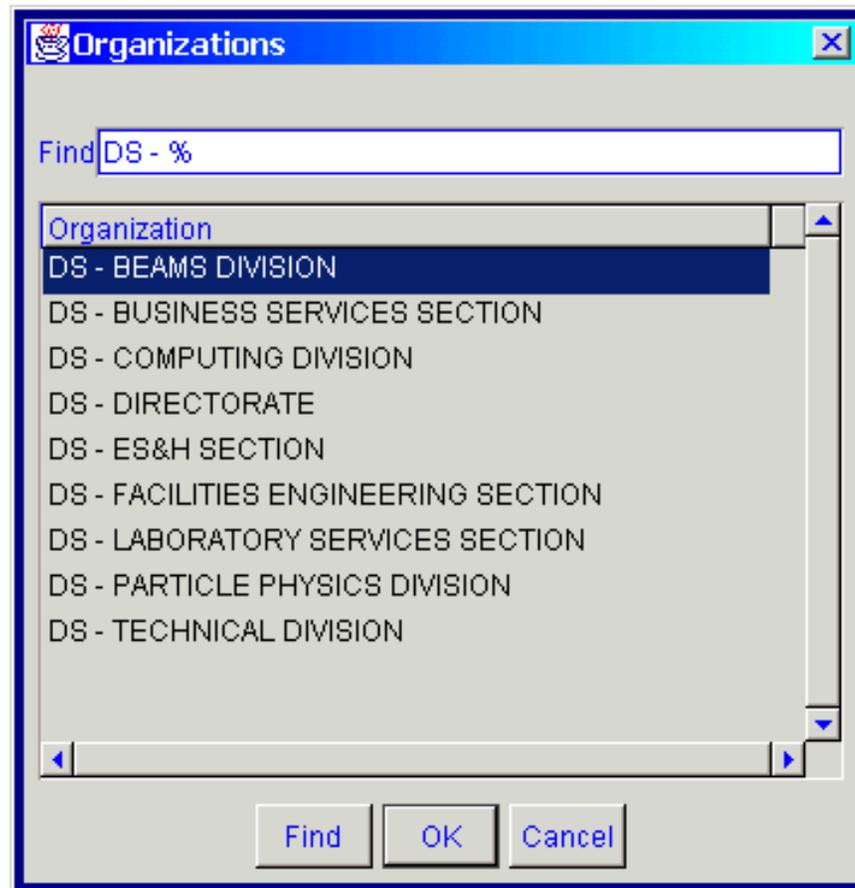
Expenditure Type Selection Window

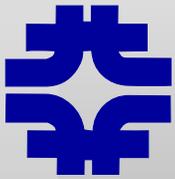
Expenditure Type	Description	UOM
HONORARIA		Dollars
HOUSING COSTS		Dollars
INSURANCE PREMIUM		Dollars
INTEREST EXPENSE		Dollars
MATERIAL PURCH. EXEMPT		Dollars
MATERIAL PURCHASES		Dollars
MISC REVENUE/PREPAYMENTS		Dollars
OFFICE MACHINE MAINT.		Dollars



Oracle PA System Implementation: **Purchase Requisitions**

Expenditure Organization Selection Window





Oracle PA System Implementation: **Purchase Requisitions**

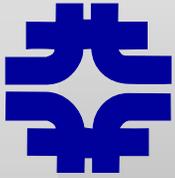
Completed Project Information for an Electronic Requisition

The screenshot shows a web browser window titled "Requisition Preferences (FERMILAB - MMSSYS)". The window contains a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". Below the menu is a "Project Information" section with a dropdown menu. The main content area contains several input fields: "Project" with the value "10", "Task" with the value "10.2.1.1", "Expenditure" section with "Type" as "MATERIAL PURCHASES", "Item Date" as "17-SEP-2002", and "Organization" as "DS - BEAMS DIVISION". An "Apply" button is located at the bottom right of the form.

Project Information	
Project	10
Task	10.2.1.1

Expenditure	
Type	MATERIAL PURCHASES
Item Date	17-SEP-2002
Organization	DS - BEAMS DIVISION

Apply



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.

The form has been revised to include the new required information.



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

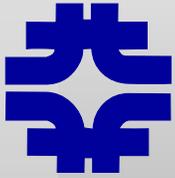
Description (entire requisition)
Note to Approver
Justification (To Approver)

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

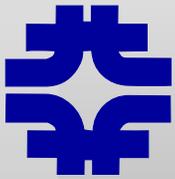


Oracle PA System Implementation: ***Purchase Requisitions***

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.



Oracle PA System Implementation:
Purchase Requisitions

STOCK TRANSACTIONS

NAME: _____ BADGE NO. _____

PHONE: _____ DATE _____

PROJECT / TASK _____

DELIVERY LOCATION _____

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

Oracle PA System Implementation:
Petty Cash

Petty Cash

A revised form will be used for petty cash payments.

The new form requires the entry of a project and task number and expenditure organization.

PETTY CASH VOUCHER

DATE: _____ AMOUNT: \$ _____

 PURPOSE: _____

 PROJECT / TASK TO BE CHARGED: _____
 EXPENDITURE ORGANIZATION _____

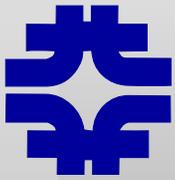
REQUESTOR INFORMATION (PLEASE PRINT)		
_____ NAME OF THE PERSON	_____ ID NUMBER	_____ MAIL STATION-PHONE NUMBER
_____ SIGNATURE OF PERSON RECEIVING CASH REIMBURSEMENT-PLEASE PRESENT FERMILAB I.D. CARD		_____ ID NUMBER (if different from above)

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

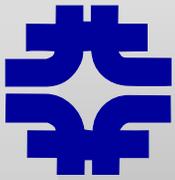
PETTY CASH REIMBURSEMENT POLICIES

- 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.



Oracle Project Accounting System Implementation

Travel



Travel Reimbursement Reporting in Projects

- *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 highest Division/Section level unless specified.*



FNAL Travel Code Reference - UPG

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.

Submit Request

Reset Form

Project Number *

Search

Reset

Name:

Search

Reset

Task Number *

Search

Reset

Name:

Search

Reset

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

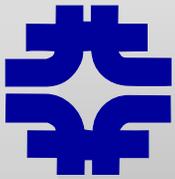
Travel Code

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

[Having Problems? Support/Feedback](#)

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



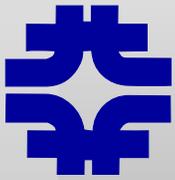
Oracle PA System Implementation:
Travel

Travel Authorization and Expense Voucher

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

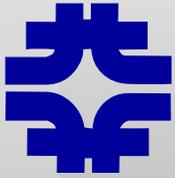
Employee ID# _____ N	TRAVEL AUTHORIZATION SECTION	Project Number (Required) _____
Visitor ID# _____ V		Task Number (Required) _____
Mail Station _____ Phone Extension _____		Travel Code (Required) _____
Expense Voucher Preparer _____		Expenditure Organization (Optional) _____
Mail Station _____ Phone Extension _____		

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



Oracle Project Accounting System Implementation

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 Report by Expenditure (ACT060)*
 - *Task Transaction Detail (ACT070)*
 - *Work Package to Project and Task Reference*
 - *Travel Code Lookup*
 - *Property Query*
- *Accessible to all on-site personnel*

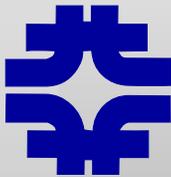
FNAL Requisition Query - TRN

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
--------------------	----------------------------------

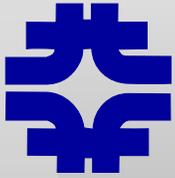
Note To Receiver

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*

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address Go

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

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

[Having Problems? Support/Feedback](#)

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

[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:

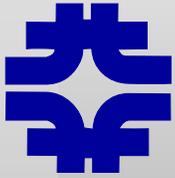
COST ELEMENTS/DESCRIPTION	PRIOR FISCAL YEAR COSTS	<--- CURRENT FISCAL YEAR --->		TOTAL COST TO DATE	OPEN COMMITMENTS	TOTAL COST & COMMITMENTS TO DATE
		CUR. MON. COSTS	F-Y-T-D TOTAL			
ACCOUNT NO.: 11400	0.00	133.07	133.07	133.07	0.00	133.07
REQUISITION ENCUMBRANCE					0.00	0.00
000 TOTALS:	0.00	133.07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



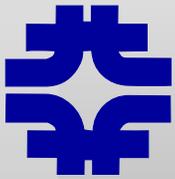
Oracle PA System Implementation:
Web Queries and Online Reports

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](#)

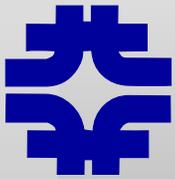
Online Services

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.

E-mail [Webmaster](#)
[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

Online Services - Microsoft Internet Explorer provided by Fermilab Business Systems

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

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](#)

Business and Financial Information

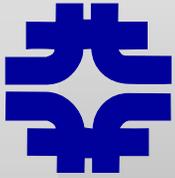
- [OPSF V11 Application Login](#)
- [Fermilab Procard System](#)
- [Work Package Cost Query](#)
- [Online Reports](#)
- [Act 70 Query](#)
- [Property Query](#)
- [Purchase Order Inquiry](#)
- [Requisition Inquiry](#)
- [Visitor Reports Menu](#)
- [Work Package Assignments Inquiry](#)

Accounting Rates

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

Last updated: 07/17/01

Trusted sites



Oracle PA System Implementation:
Overview

To find out more, go to the PA implementation website

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

Or ask your Div/Sec/Project Budget Officer