
PROJECT COSTING TRAINING GUIDE
PEOPLESOFt 8.9

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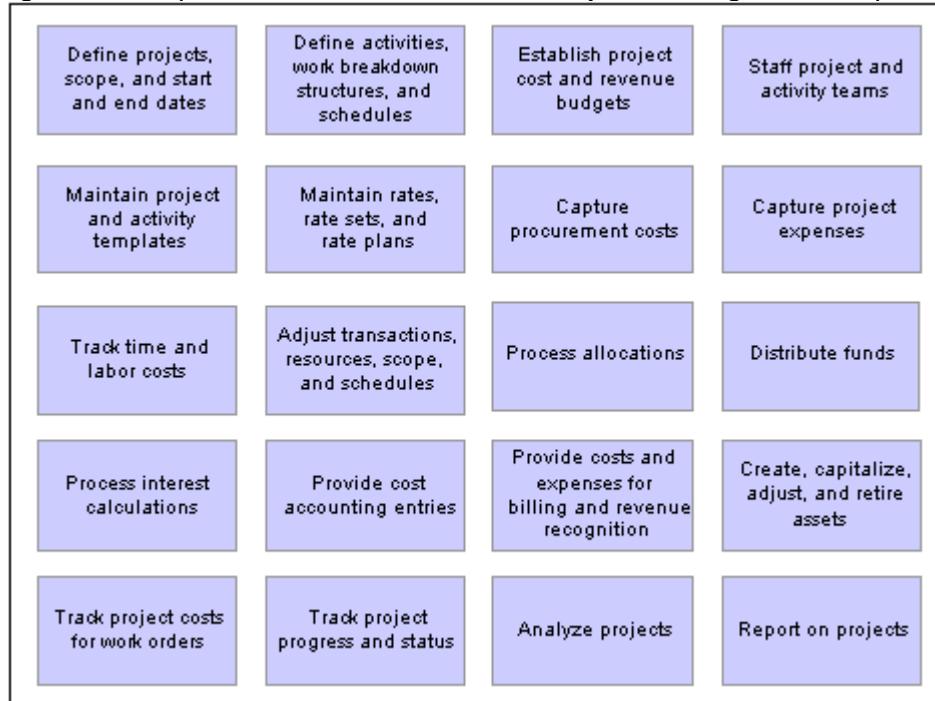
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1. INTRODUCTION

Developed for implementation team members and functional end users, PeopleSoft Project Costing v8.9 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Project Costing module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on procurement transactions.

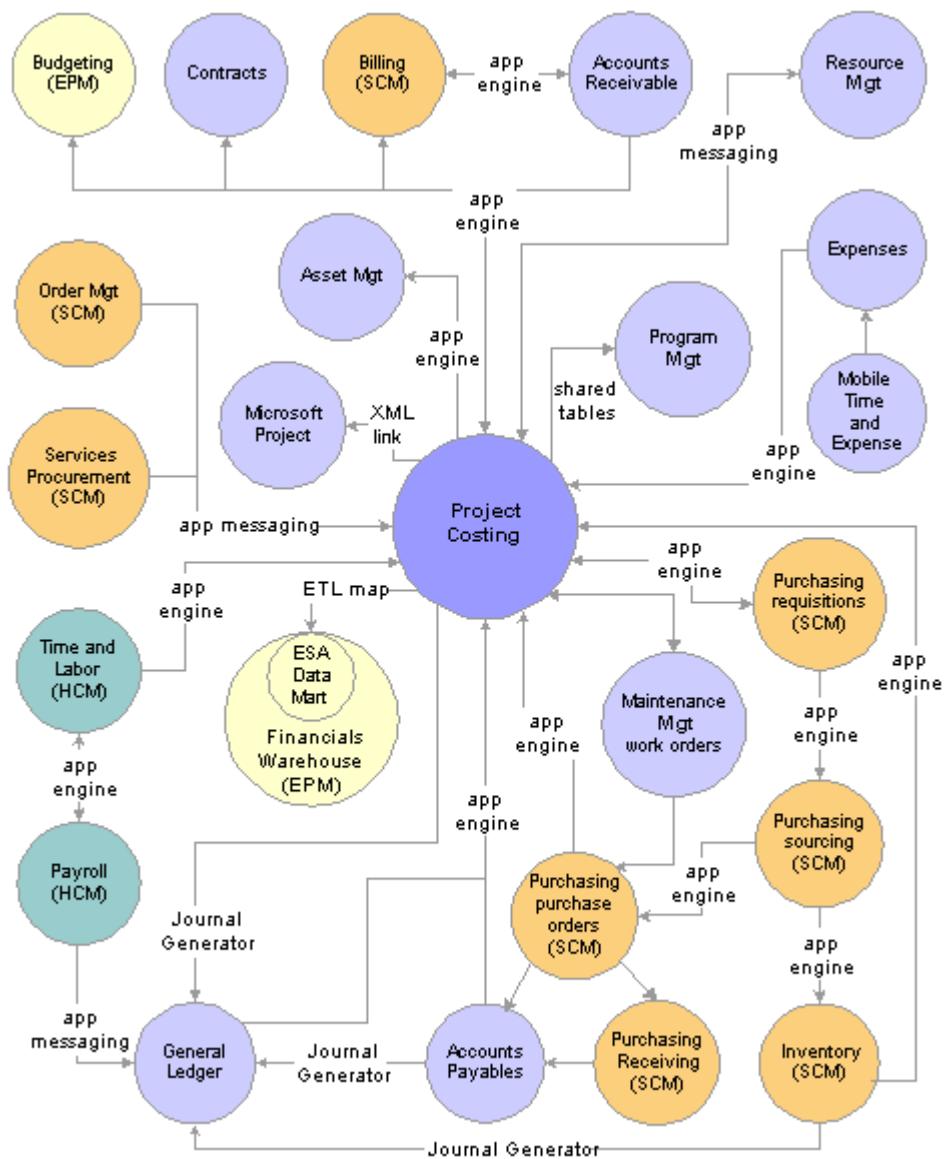
1.1. Project Costing Overview

The diagram below provides an overview of the Project Costing business processes:



1.2.

Integration with PeopleSoft Applications



1.3.

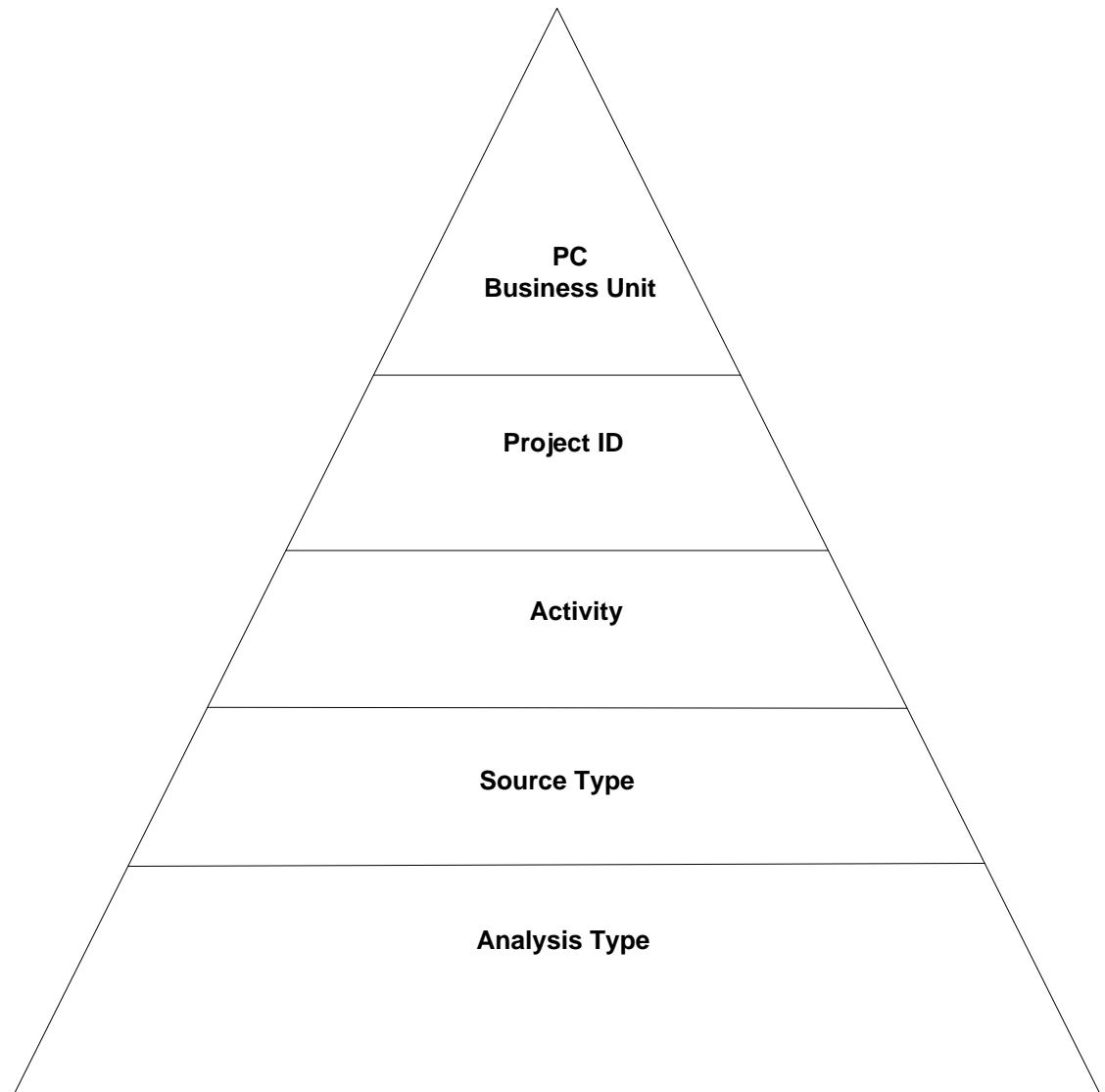
Managing Projects

- Defining Project Governance
- Establishing Project Roles / Approval Flow
- Establishing Project Budgets

1.4.

Project Costing Chartfield Structure

Project Costing Chartfield Structure



The Chartfield Structure is in relation to the PROJ_RESOURCE table.

- All project transactions are stored in the PROJ_RESOURCE table. The PROJ_RESOURCE table captures data integrated from all modules within PeopleSoft (e.g. Expenses, General Ledger, Billing, etc.)

PeopleSoft PeopleBooks

- On-line resource guide for implementation & troubleshooting

PeopleSoft Customer Connection

- Tableload sequence information
- Implementation Guides
- Support Center

2. PROJECT COSTING BUSINESS UNIT SET UP AND CONFIGURATION

2.1. Installation Options

Overview:

The Installation Options setting define the control settings for Project Costing throughout the PeopleSoft application.

<div style="border: 1px solid #ccc; padding: 5px;"> Set Up Financials/Supply Chain Install – Installation Options – Installation Options Report – Tax Provider Installation ▷ Security ▷ Upgrade ▷ Business Unit Related ▷ Common Definitions ▷ Product Related ▷ Pagelets ▷ Enterprise Components ▷ Government Resource Directory ▷ Background Processes ▷ Worklist ▷ Application Diagnostics ▷ Tree Manager ▷ Reporting Tools ▷ PeopleTools ▷ Development Utilities ▷ Packaging – Tax Center – Treasury Management Center – Treasury Processing Center – Treasury Definitions Center – Change My Password – My Personalizations – My System Profile </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; background-color: #ccc;">Installation Options</th> <th colspan="2" style="text-align: left; background-color: #ccc;">Project Costing</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="background-color: #ccc; text-align: center; padding: 5px;"> System Defaults </td> </tr> <tr> <td style="width: 15%;">SetID:</td> <td style="width: 30%;"><input type="text" value="SHARE"/></td> <td style="width: 15%;"><input type="checkbox"/> Enable Separate Debit/Credit</td> <td style="width: 40%;"></td> </tr> <tr> <td>Temporary File Path:</td> <td><input type="text" value="C:\TEMP\"/></td> <td><input type="checkbox"/> Allow Multiple Report Summary</td> <td></td> </tr> <tr> <td>Last Project ID:</td> <td><input type="text" value="164"/></td> <td></td> <td></td> </tr> <tr> <td>Last Transaction ID:</td> <td><input type="text" value="10001820"/></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="background-color: #ccc; 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2.2. Installation Integration Options

Overview:

The Installation Options Project Costing define values for integrating with PeopleSoft and 3rd party applications.

Installation Options Project Costing Integration

System Analysis Types							
Payables:	<input type="text" value="ACT"/>	Project Cost Budget:	<input type="text" value="BUD"/>	Time / Labor Actuals:	<input type="text" value="PAY"/>		
Expenses:	<input type="text" value="ACT"/>	Project Revenue Budget:	<input type="text" value="RBD"/>	Time / Labor No Pay Actual:	<input type="text" value="NPY"/>		
Inventory:	<input type="text" value="ACT"/>	Purchase Orders:	<input type="text" value="COM"/>	Time / Labor Estimates:	<input type="text" value="TLA"/>		
Order Management:	<input type="text" value="ORD"/>	Requisitions:	<input type="text" value="REQ"/>	Time / Labor Billing Estimate:	<input type="text" value="TLB"/>		
Receivables Adjustment:	<input type="text" value="REV"/>	Purchasing Reversals:	<input type="text" value="CRV"/>	Contractor Time / Labor:	<input type="text" value="TLC"/>		
Grants Budget:	<input type="text" value="BUD"/>	Requisition Reversals:	<input type="text" value="RRV"/>	Contracts Fixed Fee Billed:	<input type="text" value="FBD"/>		
Proposal Mgmt Bill Estimate:	<input type="text" value="ESB"/>	Purchasing Closure:	<input type="text" value="CCA"/>	Contracts Fixed Fee Revenue:	<input type="text" value="FRV"/>		
Proposal Mgmt Cost Estimate:	<input type="text" value="ESC"/>	Mobile Time / Expense:	<input type="text" value="TLX"/>	Cost Estimate to Complete:	<input type="text" value="ETC"/>		
				Bill Estimate to Complete	<input type="text" value="ETB"/>		

General Integration Options	General Ledger Integration	Time and Labor Integration
<input type="checkbox"/> Enable Status Control	Analysis Group: <input type="text" value="GL"/>	<input type="checkbox"/> Load Time Automatically

Pricing/Funds Distribution	Asset Management Integration	Time Report Date Option
Date Option: <input type="button" value="Acct Dt"/>	<input type="checkbox"/> Cost Type From Transaction <input checked="" type="checkbox"/> Department ID From Transaction <input type="checkbox"/> Require Asset Approval	Date Option: <input type="button" value="Date Under Report"/>
<input type="checkbox"/> Reprice Deferrals <input type="checkbox"/> Enable Funds Distribution <input type="checkbox"/> Review Required for Billing		

2.3. Project Costing Definition

2.3.1. Project Costing Business Unit Configuration

Overview:

A business unit in Project Costing is defined as an operational subset of the organization. Defining business units in this way enables you to plan projects and gather business data around the way that you work, without the constraints of the enterprise's standard accounting procedures for financial posting and reporting. Thus, you can organize information to best facilitate project management, analysis, reporting, and accounting.

After mapping the business structure and determining which tablesets to use, you can create business units. Consider these factors when you determine how many business units to create:

- Each project tree is associated with a single project business unit.

If you want to group projects in one tree for summary reporting, all of the projects should be in the same project business unit. You can do consolidated reporting with many business units, but it is easier to use a tree.

Because trees are used for allocations, reporting, analysis, and security, it is important to consider the potential impact of maintaining multiple trees.

- A single project business unit can post to as many general ledger business units as necessary, because you specify an integration template for each project.

Navigation

- > Set up Financials / Supply Chain
- > Business Unit relate
- > Project Costing Definition

2.3.2. Access the Business Unit page by using the following navigation path

Set Up Financials / Supply Chain > Business Unit Related > Project Costing Definition



The screenshot shows the "Project Costing Definition" configuration page. The page has several sections:

- Business Unit:** US001
- Description:** US001 NEW YORK OPERATIONS
- Short Description:** US001
- Business Unit / Project Currency Default Values:** Currency Code: USD, Incoming Transaction Rate Type: Projects BU
- Unit Of Measure:** *Hours Unit of Measure: MHR, *Days Unit of Measure: MDY
- Dynamic Edit Tables:** *Category Edit Option: Independnt, *SubCategory Edit Option: Independnt, *Category Edit Table: PROJ_CATG_TBL, *SubCategory Edit Table: PROJ_SUBCAT_TBL
- Accounting Periods:** Calendar ID: 01, Monthly, General Ledger Business Unit: US001, Update Open Periods button

2.3.3. Business Unit Fields

Field /Button Name	R/O/C	Description	Values	Comments
Business Unit	R	Choose Business Unit to which the project applies. (edit)		
Currency Code	R	Enter the project id that needs to be updated/added. Project ID is a fifteen-character field that utilizes the NEXT functionality for those that are using the auto numbering of Project ID's or enter a 15-character free text format for Project ID's.		
Rate Type	R	Enter the rate type defined for the GL business Unit		
Unit of Measure	R	Enter UOM		
Dynamic Edit tables	R	Enter dynamic edit table information		
Accounting Periods	R	Enter the Calendar ID and General ledger business Unit		

 **Choosing a Business Unit**

Business Units available for values entry are:

XXXXX -

2.4. Project Costing options

2.4.1. Access the Business Unit page by using the following navigation path

The screenshot shows the SAP Fiori interface for Project Costing Options. On the left, a sidebar lists various management modules. The 'Project Costing Options' section is highlighted. The main area contains several configuration sections:

- Project Costing Options**: Includes fields for Project Business Unit (set to US), Time and Labor Interface (with checkboxes for Time and Labor Actual, Estimation, Contract, and Billing), Reconciliation Method, Summary Level, and Calculation Method.
- Percent Complete**: Includes fields for Calculation Method and Summary Method.
- Integration Default Role Value**: Includes fields for Default Project Role and Project Manager Role.
- Pricing Options**: Includes checkboxes for Cost, Billing, and Revenue.

2.4.2. Integration Templates

2.4.3. Microsoft Project

2.4.4. Budget Alerts

2.4.5. Asset Integration Rules

2.4.6. Interest Calculation

2.4.7. Copy Template 1

2.4.8. Delete Utilities

2.5. Integration Templates

Overview:

The project integration template defines the business unit values for the modules to be integrated. It is important to note that each project MUST be assigned on the integration template.

Navigation:

The screenshot shows a navigation tree on the left side of a screen. The tree is organized under 'Set Up Financials/Supply Chain'. The 'Integration Templates' node is highlighted with a blue background. The full path from the root to this node is: Set Up Financials/Supply Chain > Integration Templates.

Integration Templates

Enter any information you have and click Search. Leave fields blank to search all values.

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

SetID: =

Integration: begins with

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

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

2.6. Chartfield Configuration

Overview:

Project Costing consist of multiple chartfields; most notably the Project chartfield and the Source type chartfield. When project costing is enabled, the Project Costing Business Unit and Project chartfield are automatically enabled throughout the modules in PeopleSoft.

If the election is made to also use Source code then chartfield configuration will need to be processed to update the necessary tables throughout PeopleSoft.

2.7. User Preferences

The User Preference page enable efficient use of repeated default values..

Navigation

- > Set up Financials / Supply Chain
- > Common Definitions
- > User Preferences
- > Define User Preferences
- > Project Costing

User Preferences Project Costing

Preferences

User ID: SPEARMC Name:

Data Entry Defaults

Tree Name:	<input type="text"/>	Project Business Unit:	<input type="text"/> US001
Tree Effective Date:	<input type="text"/>	Project:	<input type="text"/>
Parent Tree Node:	<input type="text"/>	Integration:	<input type="text"/>
Analysis Group:	<input type="text"/> ACT	Rate Type:	<input type="text"/> CRRNT
Currency Code:	<input type="text"/> USD	Flexible Analysis Template:	<input type="text"/>
Unit of Measure:	<input type="text"/> MHR	Edit Project List Option:	<input type="text"/>

Date Default Values

From Date:	<input type="text"/> 31
To Date:	<input type="text"/> 31

[Return to User Preferences](#)

◆

2.8. Activity 1 – User Preference
2.9. Activity 2 – Integration Templates

3. PC – CONTROL TABLES

3.1. Project Costing Control Tables

3.1.1. Location

Location Definition [Location Detail](#)

SetID: SHARE Location Code: US004

Location Definition

Location Definition		Find View All		First	1 of 1	Last	+ -
*Eff Date:	01/01/1900 <input type="button" value="..."/>	Active	<input type="button" value="▼"/>	*Descr: USA - Illinois			
Country:	USA <input type="button" value="..."/>	United States		Prefix:	<input type="text"/>		
Address 1:	9908 St Christopher Drive			Phone:	<input type="text"/>		
Address 2:	<input type="text"/>			Ext:	<input type="text"/>		
Address 3:	<input type="text"/>			Fax:	<input type="text"/>		
City:	Chicago			<input type="checkbox"/> In City Limit			
County:	<input type="text"/>			Postal:	88562		
State:	IL <input type="button" value="..."/>	Illinois		Jurisdiction:	<input type="text"/>		
Building #:	<input type="text"/>			Floor #:	<input type="text"/>		
				Sector:	<input type="text"/>		

Navigation

- > Set up Financials / Supply Chain
- > Product Related
- > Project Costing
- > Project Options
- > Phase Types

3.1.2. Phase Types

When you enter dates in a project schedule, it can be useful to know what phase of the project those dates represent. For example, for a phase type of Clean Up, you can enter a begin cleanup date and an end cleanup date in the project schedule to track the time that is spent specifically on the Clean Up phase. Using phase types is optional.

Phase Types

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

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

SetID:

Phase Type:

Include History Correct History

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

Search Results

[View All](#) First Last

SetID	Phase Type Description
SHARE CREATE	Creation
SHARE PLAN	Planning
SHARE PURCH	Material/Equipment Purchases
SHARE VALIDATE	Validation

Navigation

- > Set up Financials / Supply Chain
- > Product Related
- > Project Costing
- > Project Options
- > Events

3.1.3. Events

Project events are changes in the status of a project or an activity. For example, you can define a change in project status from Proposed to Approved as a project event that requires approval. A project event can be a change in project status between two consecutive status types such as Proposed and Approved, or two nonconsecutive status types such as Proposed and Closed. You must define project status types before you define project events. Using project events is optional.

Events

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

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

SetID: SHARE

Project Event: begins with

Include History Correct History

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

Search Results

View All First 1-7 of 7 Last

SetID	Project Event Description
SHARE_APROV	Initiate Approval Cycle
SHARE_BUD	Freeze Budget
SHARE_CLOSE	Close Project
SHARE_FIELD	Field Engineer Review
SHARE_FREEZ	Freeze Expenditures
SHARE_ITEMS	Verify all items installed
SHARE_OPEN	Open for Charges

◆

3.2. Activity Code Control Tables

3.2.1. Activity Type

Activity type labels identify and group activities to facilitate analysis and reporting on similar activities across projects

- Navigation**
- > Set up Financials / Supply Chain
 - > Product Related
 - > Project Costing
 - > Activity Options
 - > Activity Types

Activity Types

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

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

SetID:

Activity Type:

Include History Correct History

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

Search Results

[View All](#) [First](#) [1-20 of 20](#) [Last](#)

SetID	Activity Type Description
SHARE_00000	None
SHARE_BUDGT	Budget
SHARE_BUILD	Build
SHARE_CLOSE	Closure
SHARE_CODE	Software Programming
SHARE_CONST	Construction
SHARE_CRV	Commitment Reversal
SHARE_DSGN	Design
SHARE_MRKTG	Marketing
SHARE_PKG	Packaging
SHARE_PLAN	Planning Activity
SHARE_R&D	Research and Development

3.2.2. Status Type

◆

Navigation

- > Set up Financials / Supply Chain
- > Product Related
- > Project Costing
- > Activity Options
- > Activity Type Status Path

3.2.3. Activity Type Status Path

You must define status types before you define activity type status paths. Activities use the same status type data that you define at the project level.

Activity Type Status Path

Project Business Unit: US004 Description: US004 ILLINOIS OPERATIONS

Activity Type: STAT

Status Options		Find View All	First	1 of 4	Last
*Project Status:	A <input type="text" value="Approved"/>	Approved	<input type="checkbox"/>	Email Notify for Status Change	
Business Process Name:	<input type="text"/>				
Activity Name:	<input type="text"/>				
Event Name:	<input type="text"/>				

Destination Statuses		Find View All	First	1-2 of 3	Last
*Project Status To:	C <input type="text" value="Closed"/>	Closed			
*Project Status To:	H <input type="text" value="Hold"/>	Hold			

[Return to Project Options](#)