PeopleSoft Training Activity Sheet

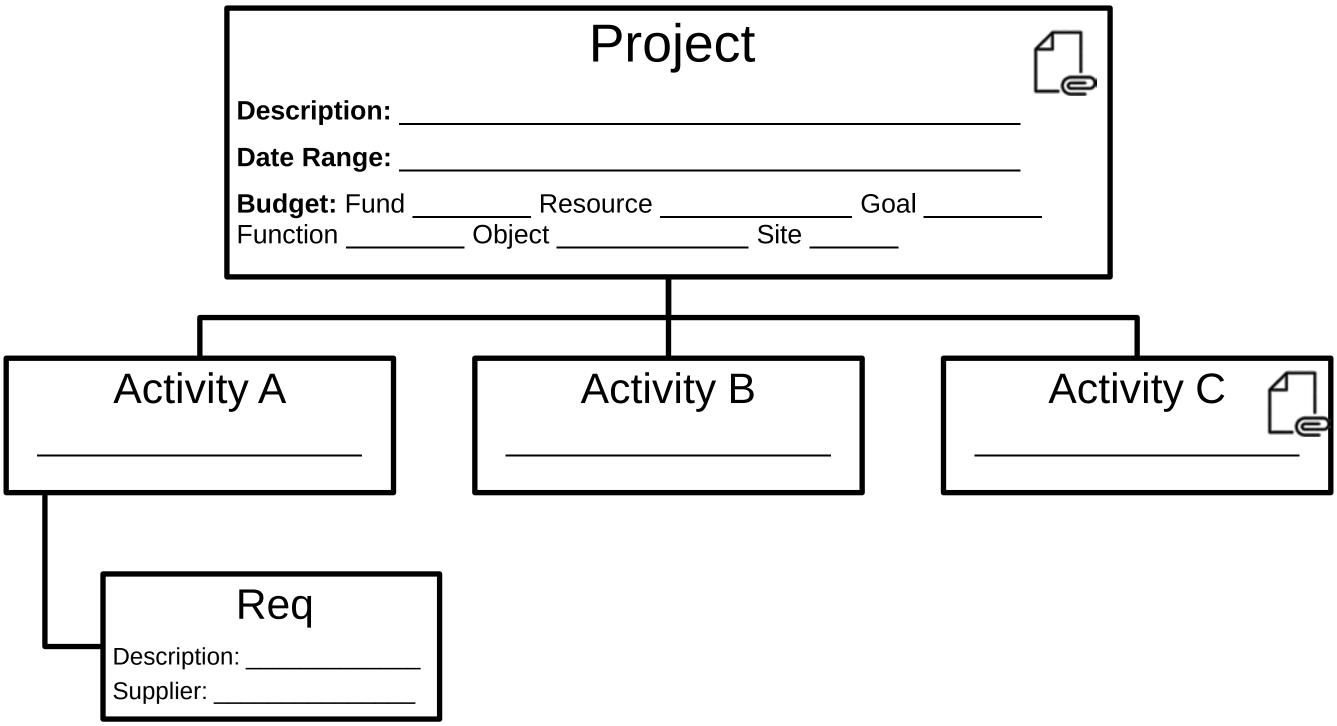
PROJECT COSTING

For use in training. Last updated February 12, 2018.

Get Ready for Entering Data

Today you you will create a new project (Activity 1), add 3 activities to the project (Activity 2), add a project budget (Activity 3), enter a requisition for the project (Activity 4), and add attachments.

First use this area for planning purposes.



Activity 1: Creating a Project

Scenario: You will create a new Project.

Navigate to **Main Menu > Project Costing > Project Definitions > General Information**. Add this page to your Favorites. Refer to page 9 of the Project Costing guide.

1. In the **Description** field, type your description.
2. Enter the date range for the Project Schedule.
3. What is your **Project Number**? ______________________
4. **IMPORTANT:** Click on the **Project Costing Definition** tab and click the box for **Standard Activities**.
5. Click on the **Location** tab and choose a location.
6. Click **Save**.

BONUS: Add this Project to your My Projects list.

Activity 2: Adding Activities to a Project

Scenario: For now, you want the project to include 3 activities.

Directions: Navigate to **Main Menu > Project Costing > Activity Definitions > Project Activities**. Add to Favorites. Refer to page 15 of the Project Costing guide.

1. Search for the Project you just created.
2. Add the **Activities**.
3. Click **Save**.
4. Click the **Details** tab to view the **Processing Status** for each **Activity**. This is where you would go to inactivate an activity in order for it to no longer be available for future transactions.

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*Activity 3: Adding a Project Budget

Directions: Add a Project Budget. Remember, a current budget must already exist. The budget journal you are entering is specific to the Project. Refer to page 30 of the Project Costing guide.

Navigate to **Main Menu > Commitment Control > Budget Journals > Enter Budget Journals**

1. Enter the Project Budget identified in "Get Ready for Entering Data".
2. What was your Journal ID? ____________________

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*Activity 4: Entering a Requisition for a Project

Directions: Add a requisition related to the Project you created. Refer to page 35 of the Project Costing guide.

Navigate to **Main Menu > Purchasing > Requisitions > Add/Update Requisitions**

1. What is your Req ID? _______________

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*Activity 5: Entering a Purchase Order for a Project

Directions: Add a purchase order from the Requisition you created above and locate the Project info. Refer to page 36 of the Project Costing guide.

Navigate to **Main Menu > Purchasing > Purchase Orders > Add/Update POs**

1. What is your PO ID? _____________________
2. Where did you locate the Project info? _______________________________

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*Activity 6: Entering a Voucher for a Project

Directions: Enter a Voucher from the PO created above and locate the Project info. Refer to page 37 of the Project Costing guide.

Navigate to **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

1. What is your Voucher ID? ____________________
2. Where did you locate the Project Info? ____

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*Activity 7: Entering a GL Journal

Directions: Enter a GL Journal related to a Project. Include the Project number/description in the Journal description and use the Project chartfields in the journal lines. Refer to page 32 of the Project Costing guide.

Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

1. What is your Journal number? _______________________________

Activity 8: Reviewing Project Transactions (Flexible Analysis)

Directions: Run the Flexible Analysis report. Data will be present after it is collected in Project Costing. Refer to page 53 of the Project Costing guide.

Navigate to **Main Menu > Project Costing > Interactive Reports > Flexible Analysis**

1. Did you receive data? ________________
2. Go to **Activity 9, Retrieve KK**, and run the report again. What data did you receive?
   ____
3. Go **Activity 10, Collecting Project Costs**, and run the report again. What data did you receive?
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Activity 9: Retrieve KK

Directions: Once KK is retrieved it will appear in the Flexible Analysis Report. Refer to page 40 of the Project Costing guide.

Navigate to **Main Menu > Project Costing > Budgeting > Review Commitment Control**

Activity 10: Collecting Project Costs

Directions: Once project transactions are collected they will appear in the Flexible Analysis Report. Refer to page 43 of the Project Costing guide.

Navigate to **Main Menu > Project Costing > Cost Collection >**

- Expenses
- General Ledger
- Payables
- Purchasing

Navigation	**Sample Run Control ID**	**Program/Process Name**
Main Menu > Project Costing > Cost Collection > **Expenses**	PC_EXPENSES	PC_EX_TO_PC
Main Menu > Project Costing > Cost Collection > **General Ledger**	PC_GENERAL_LEDGER	PC_GL_TO_PC
Main Menu > Project Costing > Cost Collection > **Payables**	PC_PAYABLES	PC_AP_TO_PC
Main Menu > Project Costing > Cost Collection > **Purchasing**	PC_PURCHASING	PC_PO_TO_PC

Activities marked with an asterisk (*) are intended for the person responsible for this task.