

CRC/MITI TEAM:

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Project Costing

Presented by Ronald Pantaleon | February 13, 2018



Agenda

Discussion

- Project Costing Overview
- Training Objectives

In Sandbox:
Guided
instruction
with activities

- Prep for activities
- Create a project
- Add project activities
- Add project transactions (KK journal, req, PO, voucher, GL journal)
- Collect Budget and Project transactions
- Run Flexible Analysis report to drill down to Project transactions

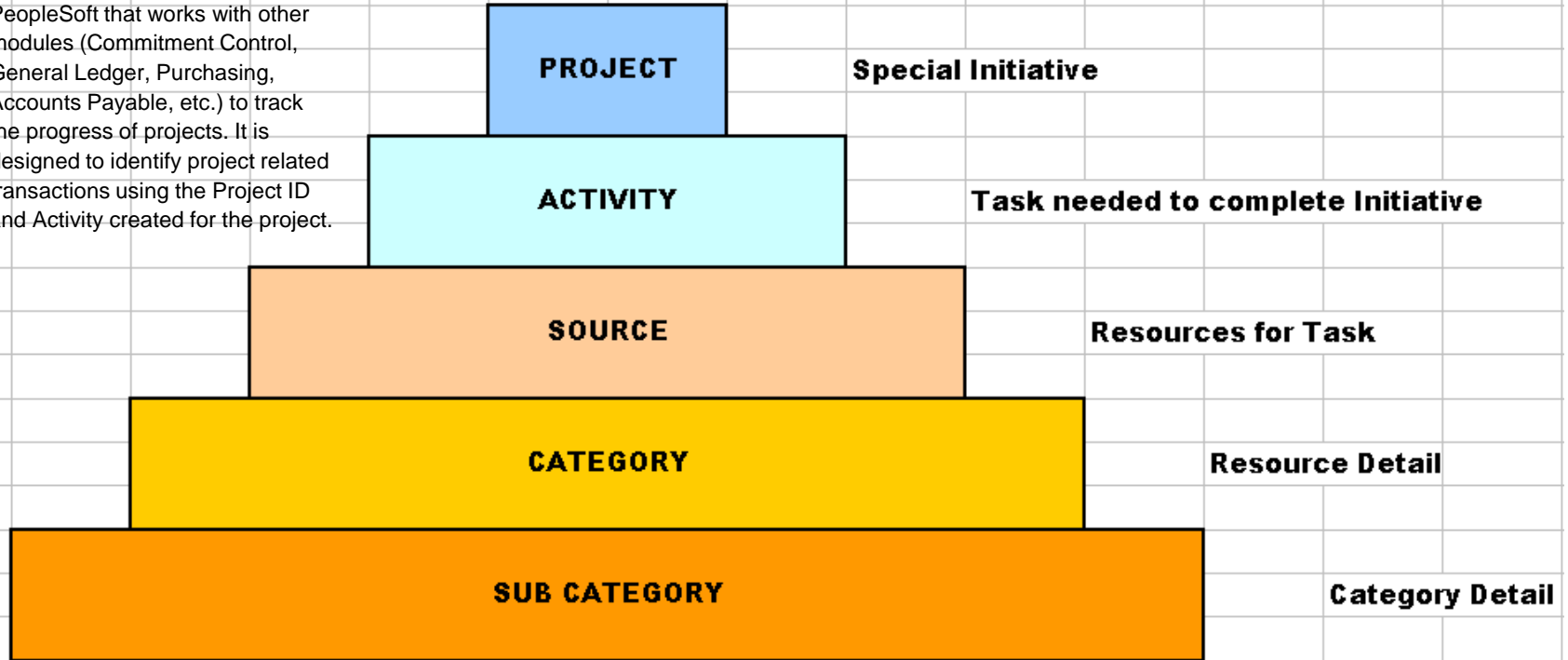
Review &
Wrap Up

- Review
- CRC Site: Course Evaluation



Big Picture

Project Costing is a module within PeopleSoft that works with other modules (Commitment Control, General Ledger, Purchasing, Accounts Payable, etc.) to track the progress of projects. It is designed to identify project related transactions using the Project ID and Activity created for the project.



Project Costing is designed to start at the **Project** level. This is where the Project is created and identified. Once the Project is created, **Activities** are added specifically designed for the Project Type. Projects can be even further analyzed if your district is configured to identify at the **Source**, **Category**, and **Sub Category** level. At the very least every Project created will include a Project ID and at least one activity.



Terminology

Project Costing Terminology

Project	Unique initiative created to capture and analyze the costs associated with the development of a product or asset
Activity	Tasks or sub-components of a project through which related resource costs can be tracked and analyzed.
Template	Pre-determined set-up of a Project copied from a prior Project or created as a base for future Projects
	Identifies the different types of costs and revenues. This enables PC to track resources through multiple stages.
Analysis Type	<p>Examples:</p> <ul style="list-style-type: none"> ▪ (REQ) Requisitions ▪ (BUD, BD1) Budgeted Costs ▪ (ACT) Actual Costs



Integration

Integration With Purchasing and Accounts Payable

- Projects integrates with Purchasing in order to track procurement costs.
- Related costs are tracked and kept as up to date as possible.
- Requisitions can be entered into Purchasing and then pulled into Projects.
- When a Purchase Order is created, PC collects the data as committed costs.
- Upon receipt of the invoice, matching of documents and approval in Accounts Payable, PC picks up the invoice costs as actual costs.

Overall Integration

- Costs are generated outside of the PC module and can be pulled into PC through integration.
- Integration reduces the amount of data entry within Projects and ensures that cost information is accurate and up to date.
- PC collects resource transaction data and organizes it to allow analysis of costs. PC enables you to get an up to date snapshot of the project at any specific time to see how the project is doing financially.
- PC uses analysis types to keep track of where resource transactions originate.
- Edits made to vouchers, POs, or journals associated with Projects will be reflected in the Project for analysis.



Adding and Deleting Rows

- Adding rows in Project Costing is different than other places in PeopleSoft.
 - **Adding:** First, enter the number of rows to add, then click on the select box for an activity, and click on the add rows icon.
 - **Deleting:** Select the rows to delete. Click the scissors icon to delete. See Delete vs Inactivate below for additional information.



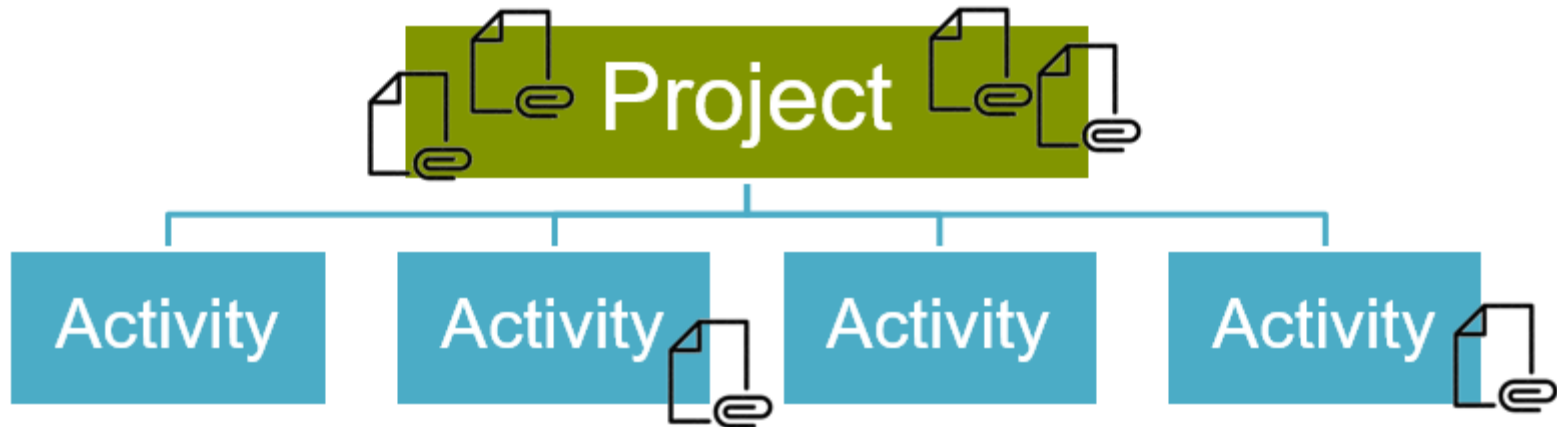
Delete vs Inactivate

- Be aware of deleting vs inactivating. When you are setting up activities, you can delete them only if there are no transactions on them. Once you use an activity, it cannot be deleted. You need to inactivate.
- **Example:** You enter an activity tied to Construction and Demolition. You enter a journal entry and use Demolition. You go back to GL and reverse the entry (zero out Demolition and move to Construction). Now you decide you don't want anybody to use that Demolition activity. You will find that you cannot delete it. You must inactivate it.



Attachments

There are two places to attach documents in Project Costing: (1) At the Project level, (2) at the Activity level.



Your organization should decide how you will use attachments.

- Example 1: Organization decides to put all attachments at the Project level.
- Example 2: Organization decides to put “global” attachments at the Project level and “activity-specific” attachments at the Activity level.



Sample Configuration 1

Project Type (5 characters)	Project Type Description (30 characters)	Activity ID (15 characters)	Activity Description (30 characters)
CONST	New Construction	CONST01	Contractor
		CONST02	Demolition
		CONST03	Planning Activities
		CONST04	Inspection services
		CONST05	Architect Services
		CONST06	Engineer Services
		CONST07	Testing Services
		CONST08	Consultant Services
		CONST09	Inspection Fees
		CONST10	CDE Fees
		CONST11	Contracted Services
		CONST12	Improvement DSA
		CONST13	Other Bldgs/Improvements
MODRN	Modernization	MODRN01	Contractor
		MODRN02	Demolition
		MODRN03	Planning Activities
		MODRN04	Inspection services
		MODRN05	Architect Services
		MODRN06	Engineer Services
		MODRN07	Testing Services
		MODRN08	Consultant Services
		MODRN09	Inspection Fees
		MODRN10	CDE Fees
		MODRN11	Contracted Services
		MODRN12	Improvement DSA
		MODRN13	Other Bldgs/Improvements
PW-R	Public Works-Repairs	PW-R01	Planning Activities
		PW-R02	Architect Services
		PW-R03	Testing Services
		PW-R04	Inspection services
		PW-R05	Other Fees-Permits
PW-C	Public Works-Construction	PW-C01	Modular Bldg Purchase/Lease
		PW-C02	Testing Services
		PW-C03	Planning Activities

Sample Configuration for Project - Activity

This shows a district configured to track Projects/Activities. For example, for the CONST project type, there are 13 activities that can be used (CONST01 – CONST13).



Sample Configuration 2

Project Type (5 characters)	Project Type Description (30 characters)	Activity ID (15 characters)	Activity Description (30 characters)	Source ID (5 characters)	Source Description (30 characters)	Category ID (5 characters)	Category Description (30 characters)
CONST	New Construction	CONST01	Construction	SITE	Site	S01	Purchase Price of Property
MODRN	Modernization	MODRN01	Modernization			S02	Appraisal Fees
						S03	Escrow Costs
						S04	Surveying Costs
						S05	Site Support Costs
						S06	Hazardous Waste Removal
						S07	Other Site Costs
				PLAN	Planning	P01	Architect/Engineering Fees
						P02	DSA Fees
						P03	CDE Fees
						P04	Preliminary Tests
						P05	Other Costs
				CONST	Construction	C01	Main Construction
						C02	Construction Management
						C03	Demolition
						C04	Other Construction
						C05	Interim Housing
						C06	Inspections
						C07	Construction Tests
						C08	Furniture & Equipment
						C09	Modular
TECHN	Technology	TECHN01	Hardware				
		TECHN02	Installation				
		TECHN03	Software				
SUMMR	Summer	SUMMR01	Summer				
DEFMT	Deferred Maintenance	DEFMT01	Painting				
		DEFMT02	Flooring				
		DEFMT03	HVAC				
		DEFMT04	Paving				
		DEFMT05	Shade Structures				
		DEFMT06	Roofing				
		DEFMT07	Electrical				
		DEFMT08	Plumbing				
		DEFMT09	Other Def Maint				

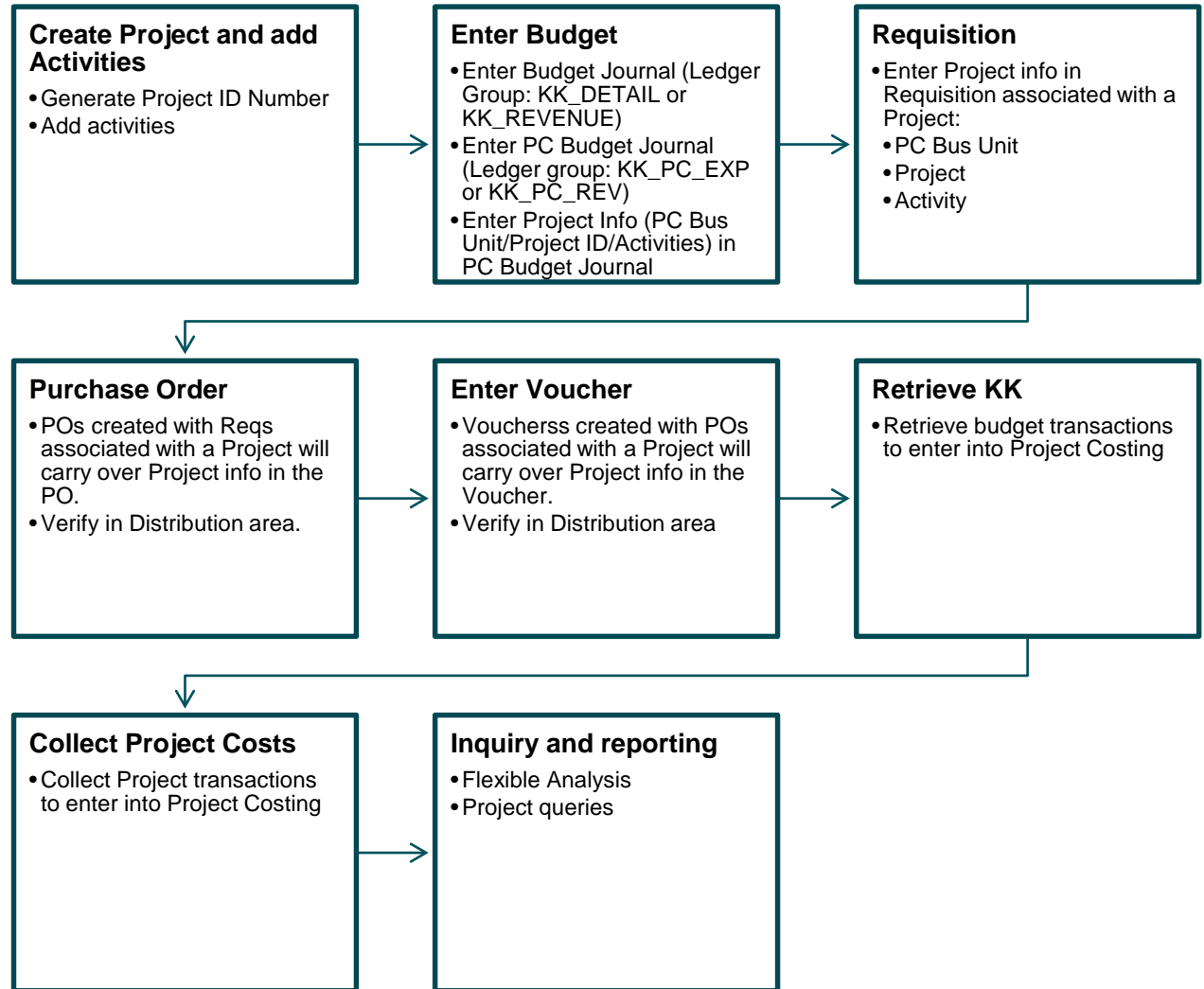
Sample Configuration for Project - Activity - Source - Category

This shows a district configured to track Projects/Activities/Source/Category. For example, for the MODRN project type, there is 1 activity that can be used (MODRN01). For that activity there are 2 sources: PLAN (which has 5 categories) and CONST (which has 9 categories).



Project Costing Flowchart

This flowchart shows the creation of a Project and how it is integrated within the other modules of PeopleSoft eventually leading to the ability to track its path through the stages of the Project.



Training Objectives

By the end of this course, you will be able to:

- Create a project
- Add activities to a project
- Add a project budget
- Know how to code a requisition, PO, voucher, and GL journal
- Run Flexible Analysis
- Retrieve KK
- Collect project costs

10 ACTIVITIES

PeopleSoft Training Activity Sheet

PROJECT COSTING

For use in training. Last updated February 9, 2018.

Get Ready for Entering Data

Today 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 (Activity X). First use this area for planning purposes.

```
graph TD; Project[Project] --- ActivityA[Activity A]; Project --- ActivityB[Activity B]; Project --- ActivityC[Activity C]; ActivityA --- Req[Req];
```

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 10 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.

SIDCOE Customer Resource Center PeopleSoft Training Activity Sheet for Project Costing | 1



Get Ready for Entering Data

TECHN Technology **Project** 

Description: **Xavier's School for Gifted Youngsters**

Date Range: **2/13/18 – 2/13/19**

Budget: Fund **3500** Resource **7710000** Goal **0000**
 Function **8500** Object **6200000** Site **030**

Activity A

Hardware

Activity B

Installation

Activity C 

Software

Req

Description: _____

Supplier: _____




Flexible Analysis

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Interactive Reports](#) > [Flexible Analysis](#) > [Transaction List](#)

ORACLE

Transaction List

Project 000000000000014 Description Solar Project
 Activity CONST13 Description Other Bldgs/Improvements [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group  From Date Through Date
 Date Type Max Rows 1 to 8 of 323

Flex Analysis Drill Down -> 000000000000014 • CONST13 • ..

Project Transactions [Personalize](#) | [Find](#) | [View 7](#) | | First 1-8 of 8 Last

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
<input type="text" value="BD1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			500,000.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>
<input type="text" value="BD1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			400,000.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>
<input type="text" value="GLR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		MO	5,000.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>
<input type="text" value="CRV"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	500.00	EA	184,975.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>
<input type="text" value="COM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	500.00	EA	184,975.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>
<input type="text" value="REQ"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	500.00	EA	184,975.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>
<input type="text" value="RRV"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	500.00	EA	184,975.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	500.00	EA	184,975.00	USD	<input type="button" value="List"/>	<input type="button" value="Drill"/>

[Return to Flexible Analysis](#)



Let's log into the Finance Sandbox.

SDCOE Customer Resource Center
http://crc.sdcoe.net

SDCOE **erc**

CUSTOMER RESOURCE CENTER

Home | Our Services | Announcements | CRC Calendar | Resources | Links | Contact Us

Our Services
Learn about the systems that we support and the services we provide.

Announcements
Check out the latest news from our department.

CRC Calendar
This calendar lists training sessions for Synergy and PeopleSoft, upgrades, and other CRC events.

Resources
Access guides, job aids, tutorials, and presentations.

Links
Navigate to frequently used sites related to student information, HR, and finance.

Contact
Call our Help Desk. We're here to assist you.

Click
Links.

SANDBOX ENVIRONMENTS

Sandboxes are for use at your district to practice in a "play" environment. Available from work only. Not available via SecureAuth. Sandboxes were last refreshed from Production in January 2018.

- ➔ **Finance Sandbox Database (SDFX)** Last refreshed 1/26/18
- **HCM Sandbox Database (SDHX)** Last refreshed 1/22/18



REVIEW

Let's talk about the key points.



Create Project Costing Queries – FOR QUERY MANAGERS

- This information is for a district's Query Manager with the M_QUERY_MANAGER_DISTRICT role which grants access to create/edit private queries in PeopleSoft Finance. For more information on how to use Query Manager, see the QY2 Finance Query Manager Guide.
- There are three records in Query Manager you can use to create Project Costing queries:
 - PROJECT - Projects
 - PROJ_ACTIVITY - Project Activities
 - PROJ_RESOURCE - Project Resources
- The sample query below was created using the PROJ_RESOURCE record.

Business Unit = 03400

View All | Rerun Query | Download to Excel | Download to XML

First 1-11 of 11 Last

Unit	Project	Activity	An Type	Source Type	Category	Acctg Date	Quantity	UOM	BU Amount	Journal ID	Date	Object	Site	Oper Unit	Fund	Goal	Function	Resource	Supplier	Req ID	PO No.
1	03400	000000000000009	COMAP01	BD1		12/22/2017	0.00		15000.000	0000489542	12/22/2017	4300000	061		0100	1110	1000	0000017			
2	03400	000000000000009	COMAP01	BD1		12/19/2017	0.00		6511.000	PC34000002	12/19/2017	1100000	007		0100	5770	1120	6500000			
3	03400	000000000000009	COMAP01	BD1		12/14/2017	0.00		10000.000	0000489530	12/14/2017	1100000	007		0100	5770	1120	6500000			
4	03400	000000000000014	CONST13	GLR		01/19/2018	0.00	MO	5000.000		01/19/2018	5500010									
5	03400	000000000000014	CONST13	COM		01/11/2018	500.00	EA	184975.000			6400000	000		0100	0000	8500	0000504	0000000467	0000001817	0000002240
6	03400	000000000000014	CONST13	BD1		01/09/2018	0.00		400000.000	0000489580	01/09/2018	6400000	000		0100	0000	8500	0000504			
7	03400	000000000000014	CONST13	ACT		01/11/2018	500.00	EA	184975.000			6400000	000		0100	0000	8500	0000504	0000000467		0000002240
8	03400	000000000000014	CONST13	CRV		01/11/2018	500.00	EA	184975.000			6400000	000		0100	0000	8500	0000504	0000000467	0000001817	0000002240
9	03400	000000000000014	CONST13	RRV		01/11/2018	500.00	EA	184975.000			6400000	000		0100	0000	8500	0000504	0000000467	0000001817	0000002240
10	03400	000000000000014	CONST13	REQ		01/10/2018	500.00	EA	184975.000			6400000	000		0100	0000	8500	0000504	0000000467	0000001817	
11	03400	000000000000014	CONST13	BD1		01/09/2018	0.00		500000.000	0000489578	01/09/2018	6400000	000		0100	0000	8500	0000702			



Q & A

Before we go to the course evaluation, what kinds of questions can we answer?

COURSE EVALUATION



Please go to the Links page on the CRC website. Scroll to the bottom and click on the Muppet to begin.

