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**AspenTech Enterprise Project Solutions**

**Oracle Project Accounting  
Handbook**

**V1.0**

# AspenTech Enterprise Project Solutions Oracle Project Accounting Handbook

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# 1 Introduction

This section describes

- Manual Organization
- System Requirements
- Related Documentation
- How to Get Help

## Manual Organization

This Handbook is for Project Accountants, or their delegates, who use Oracle Projects and Oracle Project Connect for performing project accounting-related activities. It is part of an EPS user document set (see *Related Documentation* below). The handbook describes all business and system procedures of the Project Setup and Project Accounting processes, using Oracle Projects, Oracle Project Connect, and MSP 2000. An appendix describes the procedure for accessing reports through *Business Objects InfoView*.

The handbook contains the following sections:

**1 – Introduction** – describes the contents of the manual, and explains how to get help with the *Oracle Projects* application.

**2 – EPS Overview** – provides a brief overview of the AspenTech EPS system,

**3 – Getting Started** – explains how to use the manual, and describes how to navigate through *Oracle Projects* and *Oracle Project Connect*.

**4 – Project Setup** – gives step-by-step instructions for setting up projects in Oracle Projects using Oracle Project Connect and MSP2OPA.

**5 – Project Accounting** – gives instructions for costing, billing, and maintaining projects in Oracle Projects.

**6 – Reporting using Business Objects** – ?????? Could be an appendix.

**Glossary** – defines terms used throughout this manual and the EPS environment.

**Index** – provides a way to search for information on specific topics.

# System Requirements

The following applications must be installed on your computer to execute all the processes described in this handbook.

- *Oracle Projects v.11*
- *Microsoft Project 2000 with MSP2OPA macros*
- *Microsoft Excel (2000)*
- *Oracle Project Connect*
- *Internet Explorer 5.x.*

## Related Documentation

Document	Description	Users
EPS Overview	A process document that encompasses a high-level, managerial perspective on the EPS system.	Managers requiring a process view of the EPS system
AT EPS Oracle Self-Service Time User's Guide	AspenTech-specific user guide to Oracle Self-Service Time.	Personnel responsible for submitting electronic timecards.
AT EPS Oracle Self-Service Expense User's Guide	AspenTech-specific user guide to Oracle Self-Service Expense.	Personnel responsible for submitting electronic expense reports.
SST Quick Reference Guide	A quick reference guide to Oracle Self-Service Time.	Personnel responsible for submitting electronic timecards.
SSE Quick Reference Guide	A quick reference guide to Oracle Self-Service Expense.	Personnel responsible for submitting electronic expense reports.
EPS Project Definition and Maintenance Handbook	AspenTech-specific guide to <ul style="list-style-type: none"> <li>▪ Defining a project using AT-standard MSP and MSE templates and macros to create the Project Definition Package</li> <li>▪ Maintaining transaction controls for the project using Oracle Projects</li> <li>▪ Using Business Objects Reporting to monitor and maintain the project</li> </ul>	Services personnel who create and maintain projects (Project Administrators, Project Controllers, etc.)
EPS Project Accounting using Oracle Projects Handbook	AspenTech-specific guide to <ul style="list-style-type: none"> <li>▪ Setting up an Oracle project</li> <li>▪ Project accounting activities : Costing, Invoicing, Revenue Maintenance, Budget Maintenance, Project Properties Maintenance</li> <li>▪ Using Business Objects reporting to</li> </ul>	Finance managers and Project Accounting personnel who use Oracle Projects for project accounting activities

	monitor and maintain the project	
EPS Billing Procedures	A procedural guide that details invoicing and relate procedures—from the Project Accounting Handbook	Project Accounting personnel who use Oracle Projects for billing (Billing Administrators., etc.)
EPS Project Setup Procedures	A procedural guide that details setting up an Oracle project—from the Project Accounting Handbook	Project Accounting personnel who create projects in Oracle Projects. (Contract Administrators, etc.)

## How to Get Help

- For further documentation on *Oracle Projects* functionality, access the Oracle online help files.
- For documentation on *Microsoft Project* functionality, access the *Microsoft Project* online help files.
- For AspenTech standards related to defining projects, contact the AspenTech Program and Project Management Center Of Excellence (PPMCOE).
- For *Oracle* and *Oracle Project Connect* system issues, contact the AspenTech IS Help desk (*Microsoft Project* is not supported).
  - During the first 30-45 days after implementation of *Self-Service Web Applications*, send an email to **EPS Help**.
  - After 30-45 days, log in to the ISC Help Desk and submit your issue.  
URL: <http://HELPIS.aspentech.com>
  - If you are unable to access the web, you may call one of the EPS Help numbers.
    - **1-281-584-1900** for normal priority issues (Priorities 3 and 4). You will receive a response during normal business hours.
    - **1-281-584-1911** for *business critical issues only* (Priorities 1 and 2). You will receive a response within an hour. *Caution:* Please do not call the business critical number unless the issue meets the Priority 1 or 2 definition of significantly impacting AspenTech’s ability to do business.

## How to Use this Handbook

### Section organization

Sections 1, Introduction, and 2, Getting Started, provide an orientation to the *EPS Project Accounting* program and to using the *Oracle Projects* application.

Sections 3 through 8 each cover a specific EPS process, and contains two main sections:

- **Process Overview.** Includes a process description, process steps, and prerequisites to executing the procedures.
- **Procedures.** Specific navigation and field entries for executing process steps. *Oracle Navigation Basics* describes the navigation notation used.

Section 9, Glossary, defines terms used in the Handbook.

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## 2 Getting Started

This section contains

- EPS Project Accounting Overview
- AspenTech WBS Basics
- How to Use this Handbook
- Oracle Navigation Basics

### EPS Project Accounting Overview

#### The EPS System

EPS is an AspenTech enterprise-wide system consisting of a suite of software and service components for managing project financials. EPS improves project accounting and project management activities by simplifying and standardizing business processes. It supports this change through an integrated system of technical applications. AspenTech Finance, Global Solutions (GS—includes Supply Chain), and Technology Products (TP) are initial EPS participants. AT Human Resources is involved in that organizational and employee data is shared among the Oracle application suite. New EPS Reporting functionality benefits users in many AT organizations. The long-term goal is to involve most AspenTech organizations worldwide.

#### EPS Processes

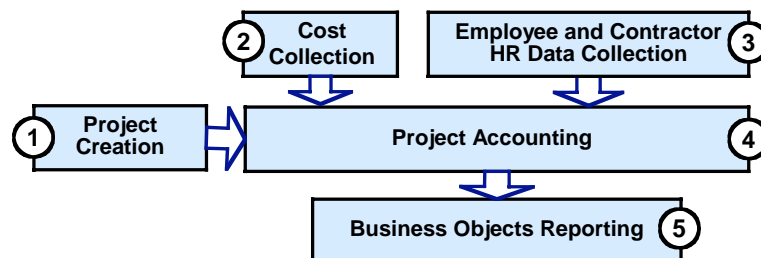


Figure 1: EPS Process Groups

EPS consists of five *process groups*, as illustrated in Figure 1.

- A *process group* is a high-level set of related business and technical activities, which represents a major function of the EPS program. A process group may cross operating unit lines, and consists of one or more *processes*.
- A *process* is a set of activities that relate to a lower-level function within a process group. For example, Costing is a process of the Project Accounting process group, and Project Setup is a process of the Project Creation group. A process is owned by one operating unit, but performers from other units may execute some or part of its subprocesses.

This handbook describes how to use *Oracle Projects* and supporting applications to perform the Project Setup process and all Project Accounting group processes.

## Project Setup Process

Project Setup follows Project Definition in the Project Creation group, as shown in Figure 2. Project Accounting staff transfer project information defined by Services into *Oracle Projects* to setup the related projects in OPA.

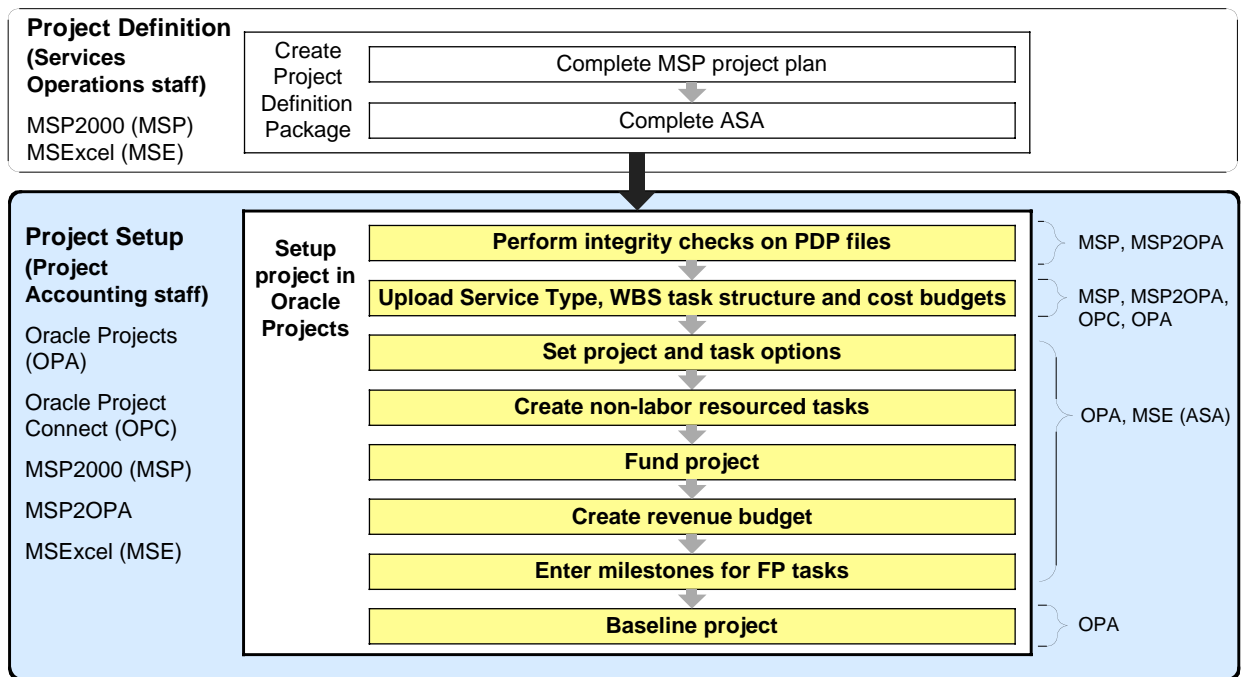


Figure 2: Project Creation group

## Project Accounting Process Group

All project accounting activities are implemented and the project repository maintained in *Oracle Projects*. Actual time and expense information is processed against existing budgetary baselines. The resulting data becomes available throughout the system of Oracle applications, enabling automation of project-related *Oracle Accounts Payable*, *Oracle Accounts Receivable*, and *Oracle General Ledger* activities. Project Accounting processes are:

- **Costing:** Finance runs costing transactions in OPA. Labor costs enter OPA through the transfer of Self-Service Time hours into OPA. Expense costs enter OPA through an interface from Self-Service Expense to *Oracle Accounts Payable* (AP), then into OPA.
- **Budget Maintenance:** Budgets are adjusted as a result of changes in the project contract or management decisions.
- **Revenue Maintenance:** Draft revenue is generated, reviewed, approved, and released as final revenue.
- **Project Properties Maintenance:** Non-financial parameters are adjusted as a result of non-budgetary changes to the project.
- **Invoicing:** Customer invoices are drafted, approved, and released to AR for printing and mailing.

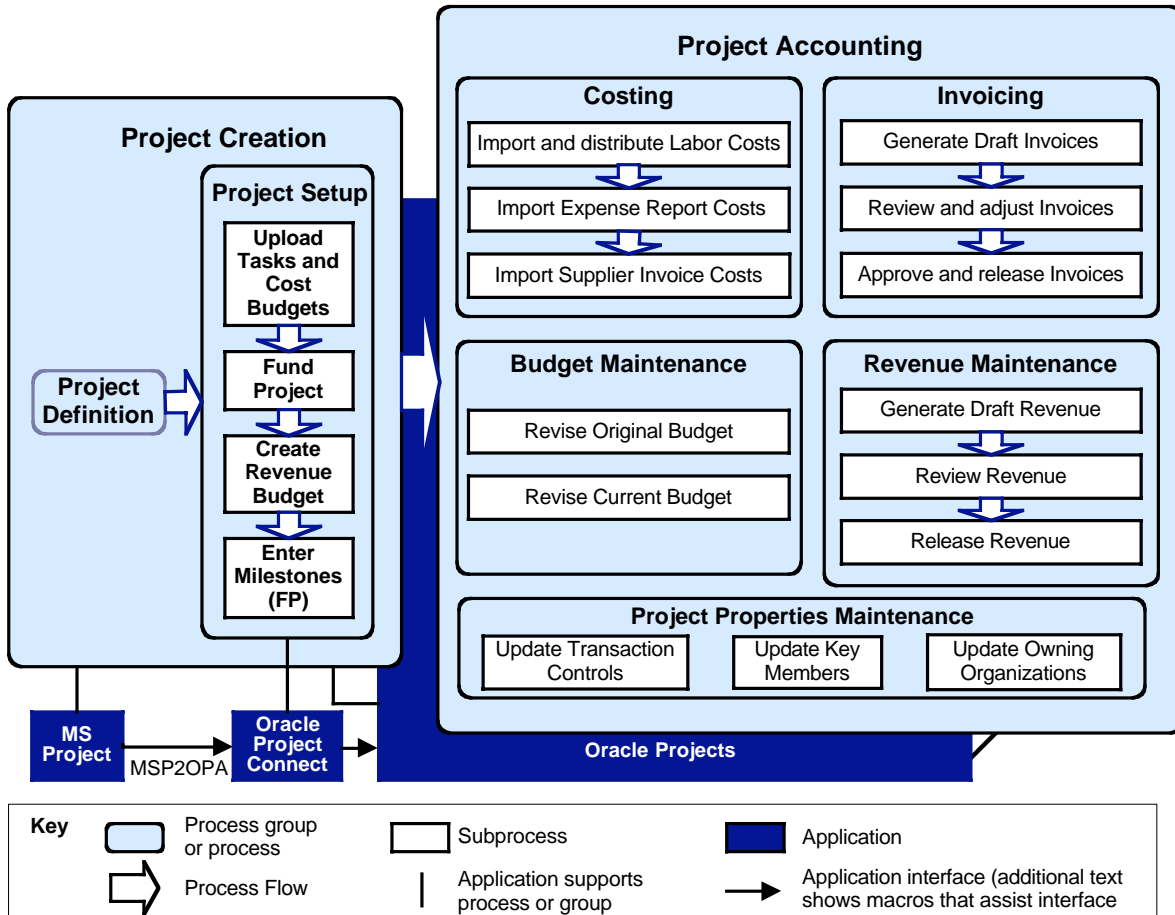


Figure 3: EPS Project Setup and Accounting processes

## AspenTech WBS Basics

### AspenTech WBS Standards

Setting up a project in Oracle Projects requires a basic understanding of AspenTech WBS standards. These standards are determined by the Program and Project Management Center Of Excellence (PPMCOE) You may want to refer to this section as you set up the project plan in OPA.

# WBS Codes

A work breakdown structure (WBS) is a hierarchy that defines the units of work to be performed on a project. In AT MSP and OPA project plans, each unit of work is represented by a unique WBS Code, a string of fixed width segments. The recommended convention for a WBS Code reflects the AspenTech WBS, as shown Figure 4.

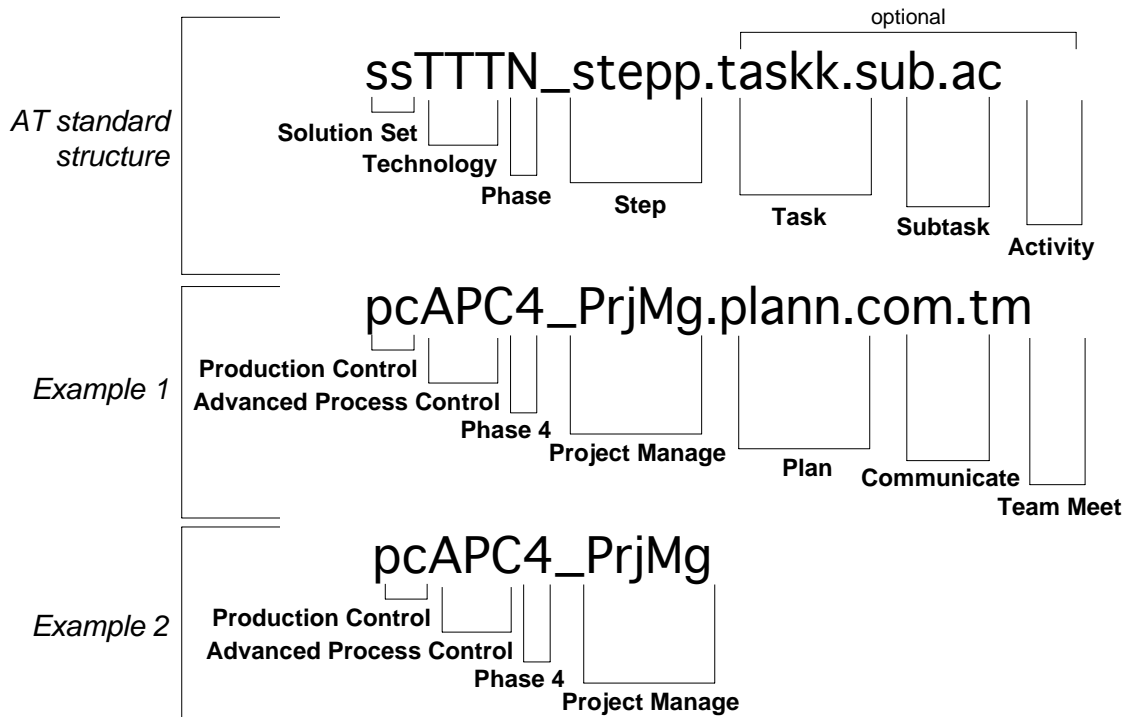


Figure 4: AspenTech standard WBS code structure

When this convention is not followed, asterisks appear in place of expected characters. A code may consist of fewer segments, but may not consist of a greater number of segments than the standard. Many work items do not include every level, and may be assigned shorter codes, as shown in Example 2 .

## Solution Sets in MSP and OPA

AspenTech requires that each Technology have a separate revenue budget. Therefore, while Solution Set is the top level task in an MSP plan, Technology becomes the top level task in OPA. Solution Set is stored as an attribute of each Technology in a descriptive flex field (DFF). This workaround allows Solution Set queries in OPA.

## Task Codes

The AspenTech standard defines *Task* as the fifth (5<sup>th</sup>) level in its standard WBS. In MSP, a task is any unit of work. The Task Code column in MSP is a one letter segment that [further defines the work item?]

Task Code	Description
F	Fixed Price
T	Time & Expense
B	A summary task that appears in both FP and T&E
M*	Milestone
P*	For Project Manager only
C*	Customer obligations

\* Not transferred to OPA from MSP

Table 1: Valid Task Codes

## AspenTech Project Types

- T&E Contract Projects—The contract specifies that project billing is based on Time and Expenditure costs.

Note: AspenTech T& E projects equate to the Time and Materials (T&M) projects described in Oracle Projects documentation.

- FP Contract Projects: The contract specifies a Fixed Price for the project. Billing is based on the completion of specified milestone events.
- Indirect Projects: Internal projects, such as development projects, that incur costs but do not directly bring in revenue from customers.

Oracle Projects has three templates that are used in Project Setup, one for each project type.

## Projects in MSP and OPA

One agreement may cover multiple AspenTech projects. Each project is defined using one MSP plan, and ASA. Therefore, one agreement may involve multiple MSP plans. Many projects involve some combination of FP and T&E tasks. In OPA, all tasks on an MSP plan that are FP are loaded as an FP project, and all items that are T&E are loaded as a T&E project.

This handbook describes how to create and maintain each type of project.

# Oracle Navigation Basics

## Oracle Navigation Notation

The Procedures sections use special notation to describe how to navigate through *Oracle Projects*. Each section starts with the path that takes you from the initial window (the *Navigator*) to the window from which the procedures are executed. Specific procedures that require you to navigate to another window show those paths as continuances from the final window of the first path. *Figure 5* shows an example of an initial path, and one of a continuing path.

<b>Initial path</b>	▶ <i>Navigator</i> > [Other > Requests > Run] > <i>Submit a New Request</i> > <b>Single Request</b> > <i>Submit Request</i>				
<b>What you do</b>	▶ Start at the <i>Navigator</i>	> From the navigation list, select <b>Other</b> , then <b>Requests</b> , then <b>Run</b>	> <i>This window opens</i>	> Choose <b>Single Request</b>	> The <i>Submit Request</i> Window opens
<b>Continuing path</b>	▶ <i>Submit Request</i> > <b>PRC: Generate Draft Revenue for a Range of Projects</b> > <b>OK</b> > <i>Parameters</i>				
<b>What you do</b>	▶ Start at the <i>Submit Request</i> window	> For <b>Request Name</b> , search for and select this value from the List of Values	> Click the <b>OK</b> button	> The <i>Parameters</i> Window opens	

Figure 5: Oracle Navigation notation examples

## Launching and Logging in to Oracle Projects

Launch Oracle Projects through your browser. URL: <http://janus2.aspentech.com>: etc.

▶ *Internet Explorer browser* > **Oracle Projects URL** > *Login*

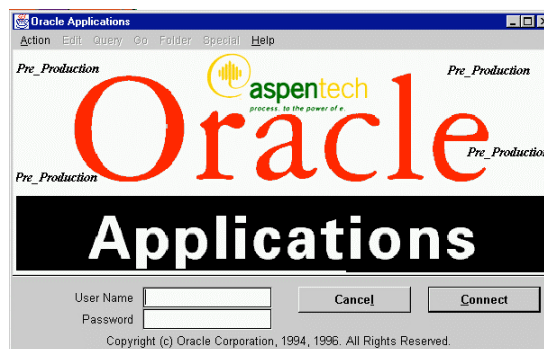


Figure 6: Oracle Applications Login window

- **User Name:** Enter your user name (same as your network login name)
  - **Password:** Enter your password. The first time you log in to Oracle Projects, your password will be welcome. You will be prompted to change the password.
- ▶ **Connect** (or press **Enter**) > *Responsibilities*

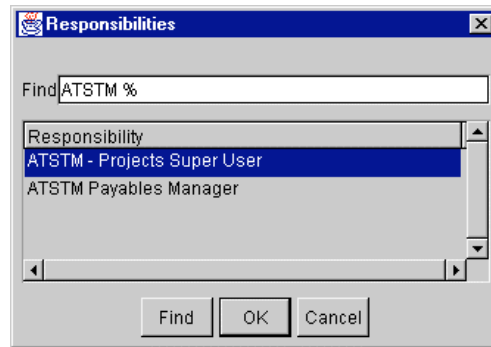


Figure 7: Responsibilities window

## Opening the Navigator

All Project Accounting processes begin with a selection from the *Navigator* window.

- ▶ *Responsibilities* > **[Responsibility]** > *Navigator*

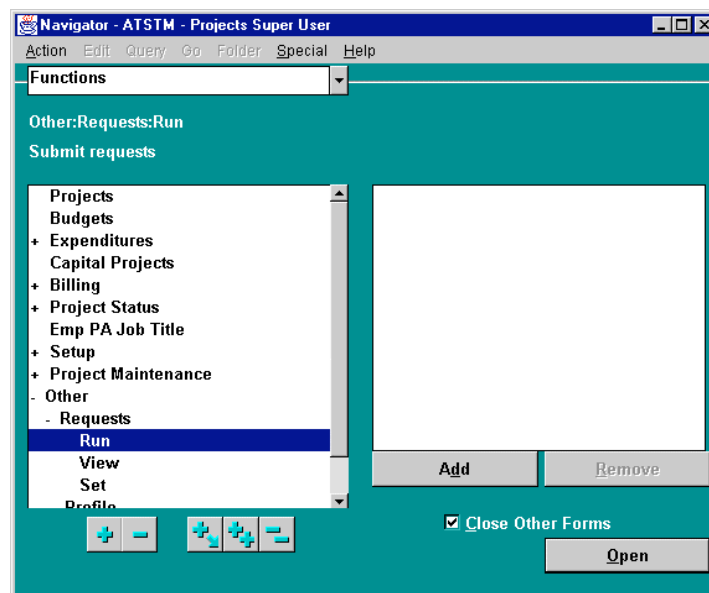


Figure 8: Navigator window with Run selected

Note: Close Other Form checkbox: Check this checkbox to ensure that when you go to a new process, the windows from the previous process automatically close.

Procedures use the following shorthand:

- Field: Select indicates that you must choose a value from the List of Values (for example, a project number or date), although you may also type in the data in most cases.
- Field: Enter indicates that you must type in the data (for example, a monetary amount.)
- Save –what to do

## Opening a List of Values

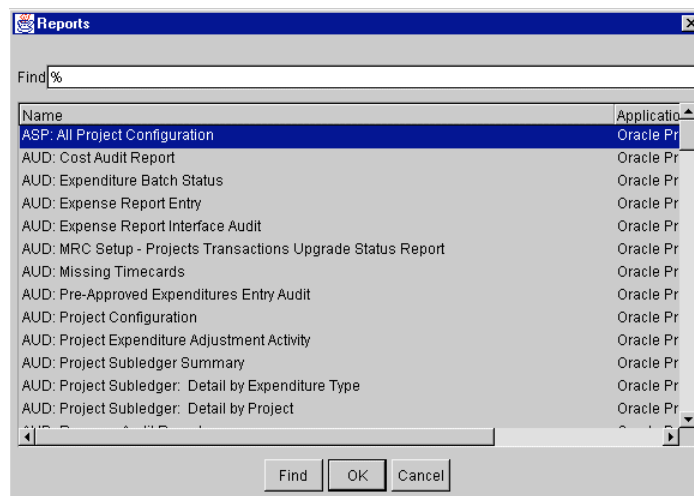
The List of Values (LOV) is a popup list of all possible choices for a field. For example, the field **Project Number** must contain a valid project number that is in the LOV of project numbers contained within Oracle Projects. **Lists of Values** are not available for all fields. For example, a field requiring a specific monetary amount requires manually entry.

You may access the list of values several ways.

Choose Query > Find, click the LOV icon, or press **Ctrl + L**.

- If a list window opens, select the record you want to retrieve and click OK.
- If a Find window opens,
  - enter your search criteria, click Find or Go > Next Block

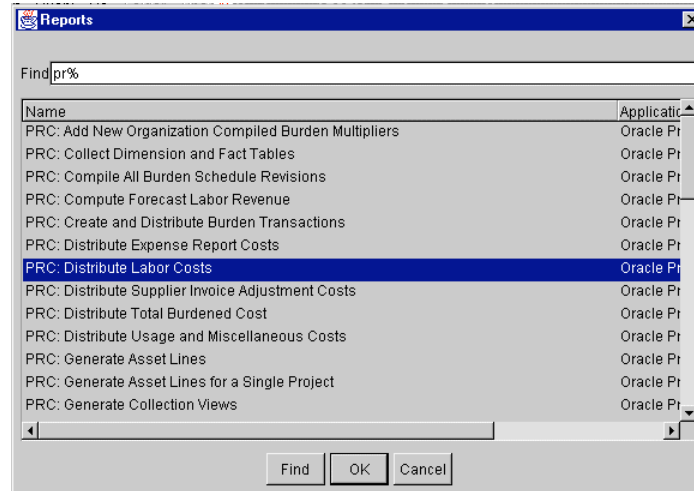
[xref] shows the Reports list of Values (LOV) window.



Reports List of Values (LOV) window

- To navigate to the value, type the first few letters of the process name (case is not relevant) into the **Find** field (for example, **p** or **pr** or **prc**)
- Click **Find**.

All values that start with letters you entered appear in the window.



Reports LOV search results

- Select the report you want and click **OK**.

The *Parameters* window opens for the report you selected.

## Running System Processes

Many *Oracle Projects* system processes are run from the *Submit Request* window.

- *Navigator > Other > Requests > Run > Submit a New Request > Single Request > Submit Request*

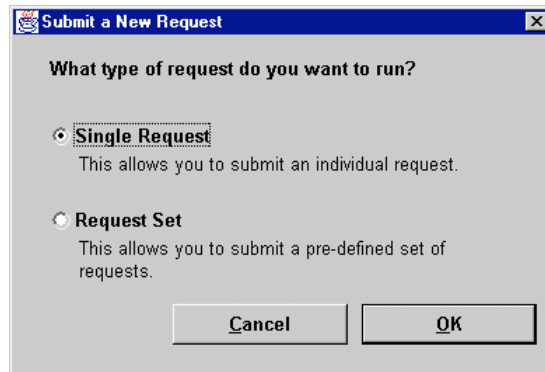


Figure 9: Submit a New Request window

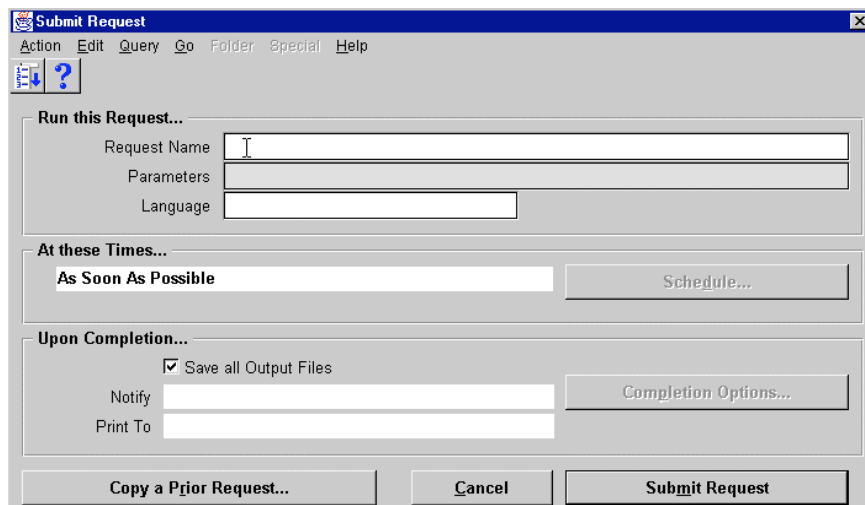


Figure 10: Submit Request window

- *Submit Request > [select process] > OK > Parameters*

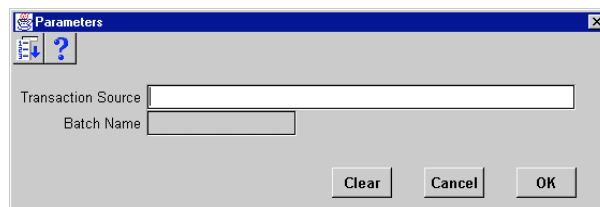


Figure 11: Parameters window – transaction import process

- **Fields:** Enter field data
- ▶ **OK > Submit Request** (populated) > **Submit Request** > *Requests* > **Refresh Data**

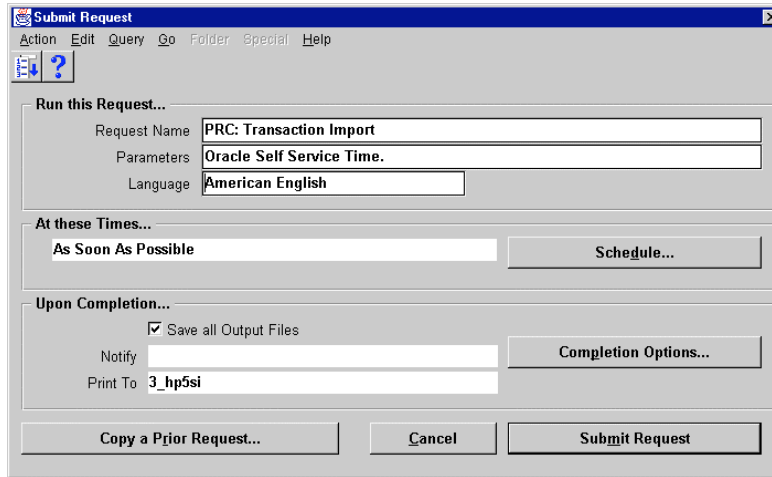


Figure 12: Submit Request window with Transaction Import process entered

- **Phase** field value changes from **Pending** to **Completed**

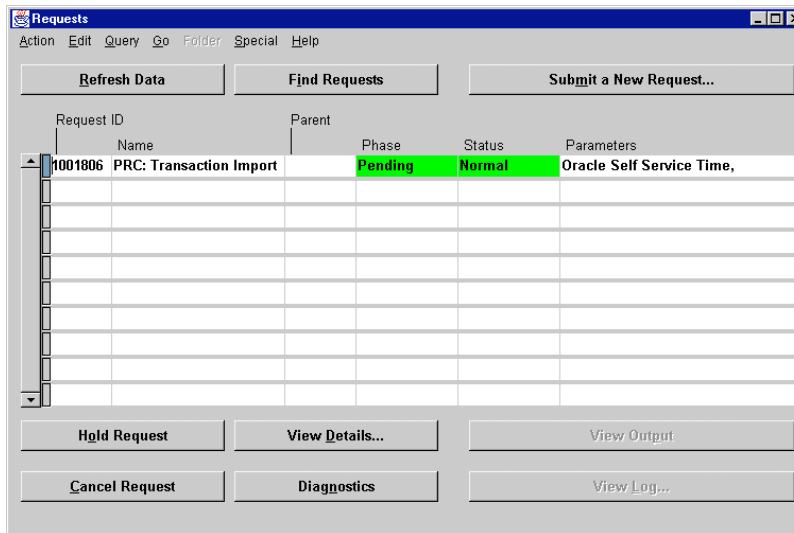
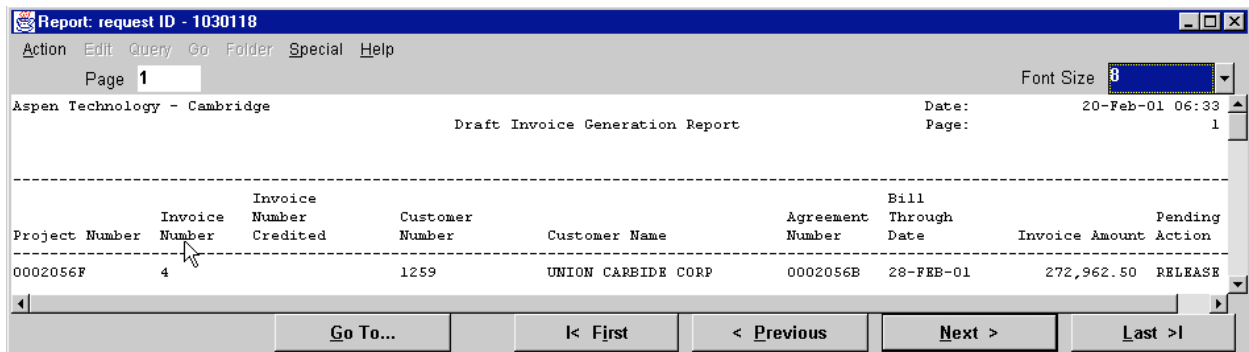


Figure 13: Requests window

## Other Buttons

- *Submit Request* window:
  - Schedule:
  - Completion Options:
  - Copy a Prior Request: ?
- *Requests* window:
  - **View Output:** View the results.



Report: request ID - 1030118

Action Edit Query Go Folder Special Help

Page 1 Font Size 8

Aspen Technology - Cambridge Draft Invoice Generation Report Date: 20-Feb-01 06:33 Page: 1

Project Number	Invoice Number	Invoice Number Credited	Customer Number	Customer Name	Agreement Number	Bill Through Date	Invoice Amount	Pending Action
0002056F	4	1259	UNION CARBIDE CORP	0002056B	28-FEB-01	272,962.50	RELEASE	

Go To... | < First | < Previous | Next > | Last >|

Figure 14: View Output log for a report request for generate invoice for a single project

- **View Log:** View the error log

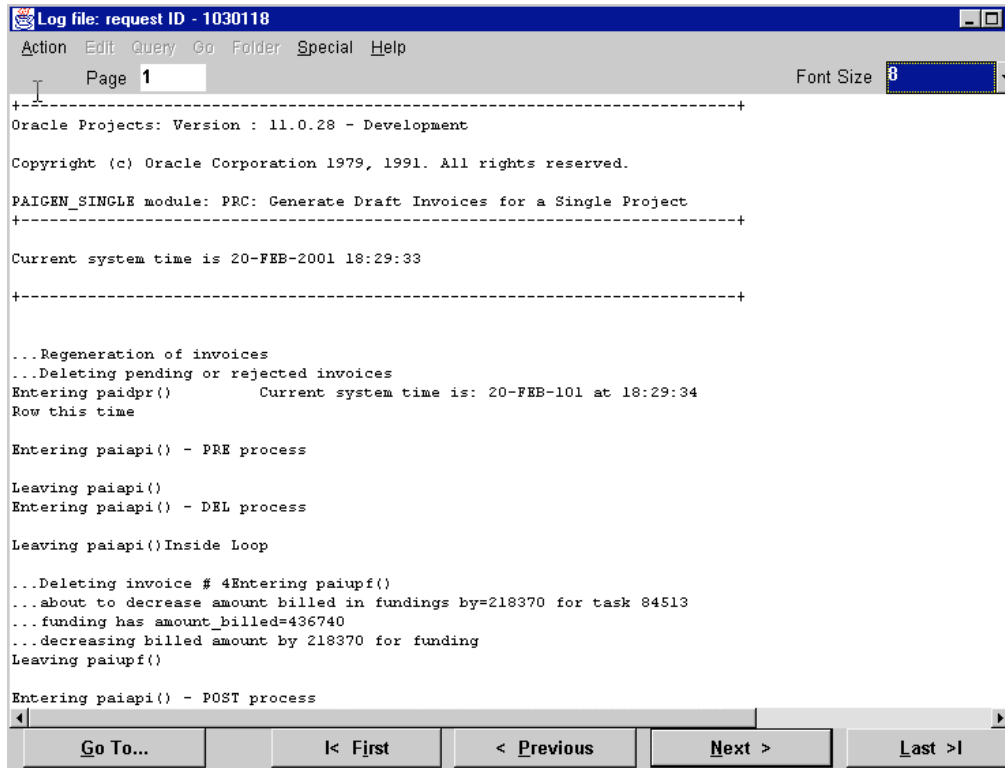
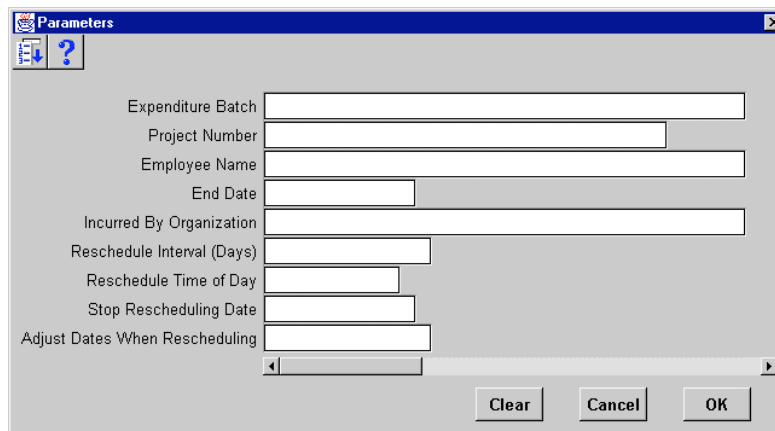


Figure 15: Error log for a report request for generate invoice for a single project

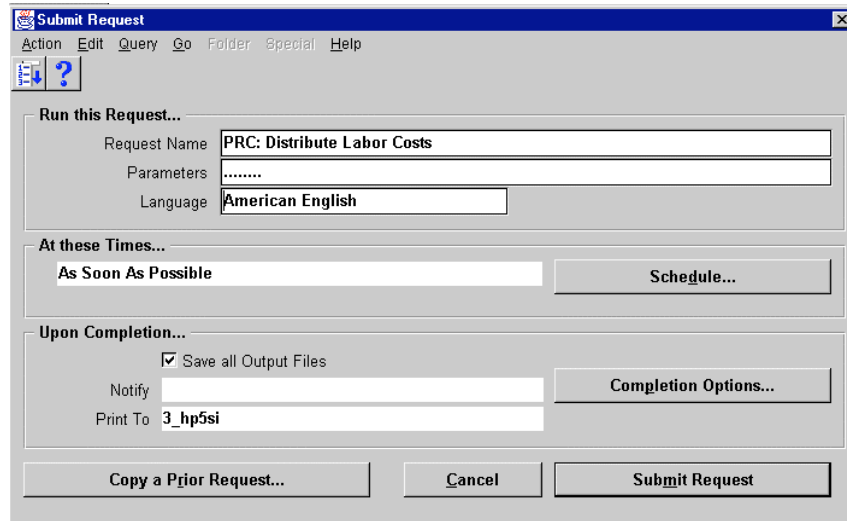
- **View Details:** View the details of the process, such as parameters selected, and date process completed.
- **Hold Request:** Put a hold on this process run (see ??).
- **Cancel Request:** Cancel this process run.



Parameters window for the selected report

- Enter the desired parameters for your report and click **OK**.

- The *Submit Request* window opens, displaying the parameters of your requested report.



Submit Request window

- Confirm that the parameters are correct and click **Submit Request** to run your report.