

Plant Accounting

Project Portfolio Management

Creating a Campus Owned Campus Managed Project

1. Open Web Browser, enter Oracle URL, <https://ekgs-dev6.fa.us2.oraclecloud.com/>
2. When **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. On Home Page, select **Projects > Project Financial Management**



4. On the **My Projects** page, click to create a new project
5. In the **Create Project** dialog box, enter the following information:
 - a. **Source Template:** Campus Capital Project Template
 - b. **Project Name:** CP CA Living and Learning Center
 - c. **Project Start Date:** 06/01/2020
 - d. **Project Finish Date:** 8/25/2022
 - e. **Organization:** Capital Program Management
6. Click **Save and Continue**
7. In **Project Financial Management** page, select project, write down **Project Number**, you will need it later
8. Select **Manage Financial Project Settings**
9. Select **Parties** tab
10. In **Team Members**, click the + symbol
11. In **Add Team Members** dialog box, enter the required information:
 - a. In **Person:** search by **Last Name, First Name**, ex. Bian, Fang
 - b. **Project Role:** Project Manager
 - c. **Start Date:** 06/01/2020
12. Click **Save and Close**
13. Click **Done**
14. In **My Projects** page, select your **Project**, select **Manage Financial Project Plan**
15. In the **Manage Financial Project Plan** page, add Task 1 to the project using +
 - a. In **Task Number 1**, enter **Task Name:** 17301/17200/Housing
16. Select **Task Number 1** row, click + and select **Peer Task**
 - a. In **Task Number** field, enter 2
 - b. In **Task Name** for #2, enter: E1919/E1919/Gift

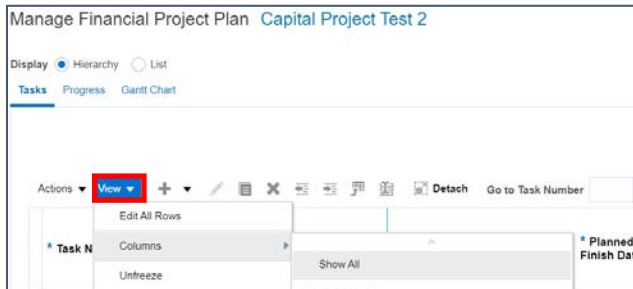
| * Task Number | * Task Name | Resources | * Planned Start Date | * Planned Finish Date | Additional Information |
|---------------|---|-----------|----------------------|-----------------------|------------------------|
| 2000041 | CP CA Living and Learning Center 961888 | | 06/01/2020 | 08/25/2022 | |
| 1 | 17301/17200/Housing | + | 06/01/2020 | 08/25/2022 | |
| 2 | E1919/E1919/Gift | + | 06/01/2020 | 08/25/2022 | |

17. Look for the column titled **Additional Information**

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18. If **Additional Information** is not visible, Click on **View > Columns > Show All**



19. Select **Task 1** row of the newly created tasks and click on the **Additional Information** icon

a. In **Task 1 Additional Information** dialog box, enter:

- i. **Fund:** 17301
- ii. **Location:** C68300
- iii. **Function:** 640

b. Click **OK**

20. Select **Task 2** row of the newly created tasks and click on the **Additional Information** icon

a. In **Task 2 Additional Information** dialog box, enter:

- i. **Fund:** E1919
- ii. **Location:** C68300
- iii. **Function:** 640

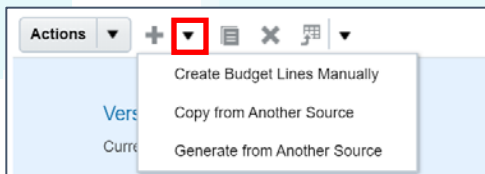
b. Click **OK**

21. **Program** can be left blank

22. Click on **Save and Close**

Creating a Budget for a Campus Owned Campus Managed Project


1. On the **My Projects** page, select the **Project Name** or **Number** you created and click **Manage Project Budget**
2. Click the triangle ▼ next to the + icon and select **Create Budget Lines Manually**

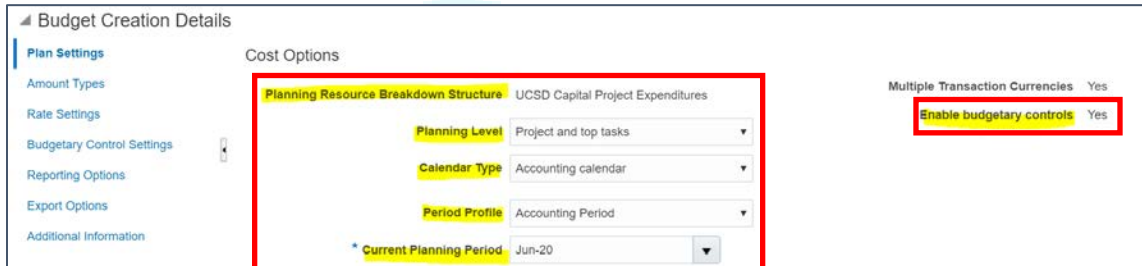


3. In the **Create Budget: Planning Options** page, verify the fields match the screen below

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4. Expand **Budget Creation Details** by clicking on the triangle  and select or validate the following information:
 - a. Important * **Enable Budgetary Controls** should be **Yes** if it is not, the Financial Plant Type may be wrong



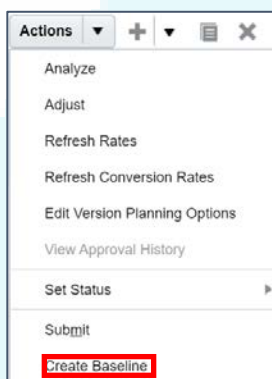
5. Click **Save and Continue**
6. In the **Edit Budget** page, select **Task 1** row and click the **+** icon
 - a. Click drop down under Task 1
 - b. Select **Financial Resources**, in **Raw Costs**, enter \$200,000



7. In the **Edit Budget** page, select **Task 2** row and click the **+** icon
 - a. Click drop down under Task 2
 - b. Select **Financial Resources**, in **Raw Costs**, enter \$400,000



8. Click **Submit > OK**
9. After your Budget is approved, Version 1 should be labeled as **Original and Current Baseline** and a Version 2 will automatically be created by the system and labeled as **Current Working**
10. If this is not the case, highlight Version 1 and click on **Action Drop down > Create Baseline**



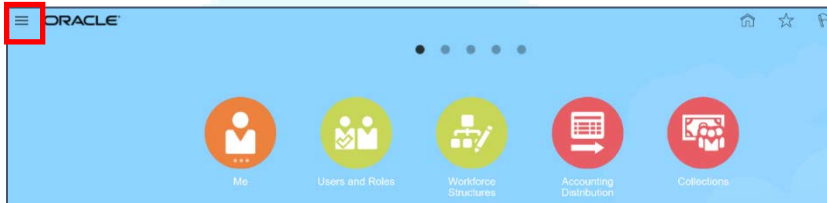
11. Click **Ok > Done**

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Installing Oracle Desktop Integration for Excel

(if completed go to **Submitting a Funding Transfer Journal**)

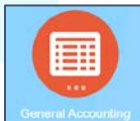
1. If using **Create Journal in Spreadsheet** for the first time, download **Oracle Desktop Integration**
 - a. Select the **Navigator** menu on the left




- b. In **Tools**, select **Download Desktop Integration**, note: you may have to scroll down in to locate
 - c. Select **Run** and allow the download process to complete
2. Ensure **Oracle Add-in for Excel** is turned on
 - a. Open new **Excel Spreadsheet**, **Install** dialog box will display, click **Install**, to verify install, follow steps:
 - i. Select **File**, Select **Options**, Select **Add-ins**
 - ii. In **Manage** dropdown, select **Oracle ADF 11g Desktop Integration Add-in for Excel**, select **OK**
 - iii. You may need to (1) close and re-open Excel Spreadsheet or (2) restart your computer and re-open Excel Spreadsheet to enable **Add-in** completely

Submitting a Funding Transfer Journal

1. Click on the **Home** button  on the top right of the page
2. Click on **General Accounting > Journals**



3. Click on the **Tasks** pane  (right hand side of screen), in **Journals**, click **Create Journal in Spreadsheet**
4. Open downloaded **Excel** file and select **Enable Editing**
5. **Excel-add in** will prompt user to log into Oracle, click **Yes**
6. If prompted to sign in to Oracle, enter user name and password
7. Fill out the following **Journal Header** Information:

| | | | |
|----------------------------|----------|----------------------------------|----------------|
| Journal Description | | *Source | Spreadsheet |
| *Ledger | UCSD | *Category | Funds Transfer |
| *Accounting Date | 6/1/2020 | Reversal Period | |
| Adjusting Period | | Reversal Date | |
| Worksheet Status | | Reference Date | |
| | | Journal Validation Status | |

8. **Copy and Paste Values** below the header row into the journal, paste using **Matching Destination Formatting**

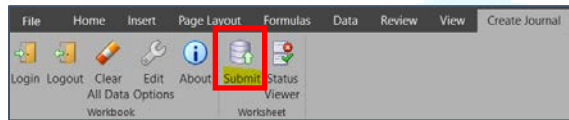
| *Entity | *Fund | *Financial Unit | *Account | *Funct | *Program | *Location | *Project | *Activity | *InterEntity | *Future 1 | *Future 2 | *Currency | **Entered Debit | **Entered Credit |
|---------|-------|-----------------|----------|--------|----------|-----------|----------|-----------|--------------|-----------|-----------|-----------|-----------------|------------------|
| 16597 | E1919 | 9700001 | 774011 | 640 | 000 | C68300 | | 000000 | 00000 | 000000 | 000000 | USD | 400,000.00 | |
| 16196 | E1919 | 9699908 | 774011 | 640 | 000 | C68300 | | 000000 | 00000 | 000000 | 000000 | USD | | 400,000.00 |

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| | | | | | | | | | | | | | | |
|-------|-------|---------|--------|-----|-----|--------|--|--------|-------|--------|--------|-----|------------|------------|
| 16150 | 17200 | 5000011 | 774011 | 640 | 000 | C68300 | | 000000 | 00000 | 000000 | 000000 | USD | 200,000.00 | |
| 16196 | 17301 | 9699908 | 774011 | 640 | 000 | C68300 | | 000000 | 00000 | 000000 | 000000 | USD | | 200,000.00 |

- Fill out the **Project** column in spreadsheet, with your **Project Number** from the beginning of this exercise
- If prompted to **unprotect** workbook, select **Info** and **unprotect** workbook
- In **Create Journal** tab, click **Submit**



- In **Submissions Options** dialog box, retain defaults, click **Submit**
- A **Confirmation** dialog box with a **process number** and **Group ID** number will display
- Row Status** will display **Row Inserted Successfully**
- Click **OK**

Submitting a Funding Transfer between Tasks Journal

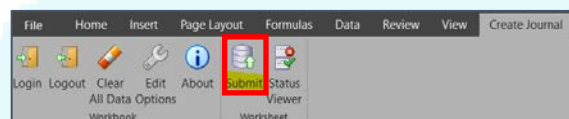
- Navigate to **General Accounting > Journals**
- Click on the **Tasks** pane (right hand side of screen), in **Journals**, click **Create Journal in Spreadsheet**
- Open downloaded **Excel** file and select **Enable Editing**
- Excel-add in** will prompt user to log into Oracle, click **Yes**
- If prompted to sign in to Oracle, enter user name and password
- Fill out the following Journal Header Information:

| | | | |
|----------------------------|----------|----------------------------------|----------------|
| Journal Description | | *Source | Spreadsheet |
| *Ledger | UCSD | *Category | Funds Transfer |
| *Accounting Date | 6/1/2020 | Reversal Period | |
| Adjusting Period | | Reversal Date | |
| Worksheet Status | | Reference Date | |
| | | Journal Validation Status | |

- Copy and Paste Values** below the header row into the journal, paste using **Matching Destination Formatting**

| *Entity | *Fund | *Financial Unit | *Account | *Funct | *Program | *Location | *Project | *Activity | *InterEntity | *Future 1 | *Future 2 | *Currency | **Entered Debit | **Entered Credit |
|---------|-------|-----------------|----------|--------|----------|-----------|----------|-----------|--------------|-----------|-----------|-----------|-----------------|------------------|
| 16196 | E1919 | 9699908 | 774011 | 640 | 000 | C68300 | | 000000 | 00000 | 000000 | 000000 | USD | 100,000.00 | |
| 16196 | 17301 | 9699908 | 774011 | 640 | 000 | C68300 | | 000000 | 00000 | 000000 | 000000 | USD | | 100,000.00 |

- Fill out the **Project** column with the **Project Number** from the beginning of this exercise
- Click **Submit**



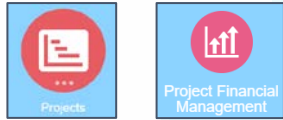
- In the **Submissions Option** dialog box, click **Submit**
- Row Status** will display **Row Inserted Successfully**
- A **Confirmation** dialog box will display with a **process number** and **Group ID** number
- Click **OK**

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Adjusting Task Budget after a Funding Transfer between Tasks

1. Navigate to **Projects > Project Financial Management**



2. On the **My Projects** page, click on the desired project name or number and click **Manage Project Budget**
3. Click on **Version #** that is the **Current Working Version**
4. Click on triangle ▶ next to **Task 1** to expand



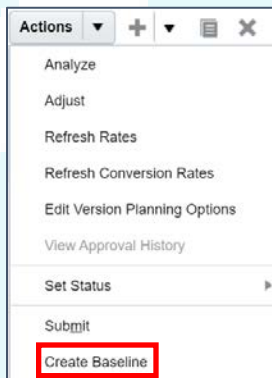
5. Click on **Financial Resources** under **Task 1** and adjust the **Raw Cost** amount to \$300,000



6. Repeat **steps 4** and **5** for **Task 2**



7. Click **Submit > Ok**
8. After your Budget is approved, Version 1 should be labeled as **Original Baseline**, Version 2 should be labeled as your **Current Baseline** and Version 3 should automatically be created by the system and labeled as **Current Working**
9. If this is not the case, highlight the **Current Working** and click on **Action Drop down > Create Baseline**



10. Click **Ok > Done**