Oracle: Advanced Concepts in PPM

Training for Campus End Users
Introduction

**Instructors**
- Jennifer Louie – Division of Biological Sciences
- Jillian Kochan – Qualcomm Institute/CalIT2
- Isabella Bryant-Parkinson – VCHS Research Service Core
- Janet Matsumoto – SIO IGPP

**Course Workbook (Qualtrics)**
- Complete the survey to receive course credit
- Do not proceed to quiz until instructed to do so
Training Basics

- **Required Course Workbook**
  For Live Courses Only

- **All Participants Muted**
  Use ‘Chat’ if experiencing technical difficulties or for periodic instructor led Q&A

- **Login to Oracle**
  Oracle Training Environment: https://ekgs-dev6.fa.us2.oraclecloud.com/

- **Practice Exercises & Office Hours**
  Practice exercises provide step-by-step guidance for users and weekly office hours are available to support learning. Training Resources: https://blink.ucsd.edu/finance/fis-project/fin-training.html

- **Take 3 minutes to access the course workbook and complete trainee information, then try logging in to the training environment**
Department staff
includes fund managers, fiscal managers, and business officers that manage sponsored research.

OFC roles needed: Grants Budget Manager & PPM Grants Inquiry
Agenda

• Common Terms in PPM Awards
• COA + POET(AF)
• Award structure and overall award process
• Basic Oracle PPM navigation
• PPM landscape & dive into various modules
• Quiz
• Hands-on exercises
• Resources for more information or training
• Q&A
### Glossary

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFC</td>
<td><strong>Oracle Financial Cloud</strong></td>
</tr>
<tr>
<td>PPM</td>
<td><strong>Project Portfolio Management</strong></td>
</tr>
<tr>
<td>KR</td>
<td><strong>Kuali Research</strong> – For proposal preparation/submission</td>
</tr>
<tr>
<td>OPAFS</td>
<td><strong>Office of Post Award Financial Services</strong></td>
</tr>
</tbody>
</table>
| SPO | **Sponsored Projects Office**  
Office of Contracts and Grants Administration (OCGA)  
Scripps Institution of Oceanography Contracts and Grants  
Health Sciences Sponsored Project Pre-Award Office (HSSPPO)  
Office of Clinical Trials Administration (OCTA) |
| SNOW | **Service Now** – UC San Diego Services & Support portal |
| SPARCM | **Sponsored Projects Accounts Receivable and Cash Management**  
OPAFS tool for invoicing and financial reporting  
Department tool for viewing invoices and submitting financial reports |
| PI | **Principal Investigator** |
| CCOA or COA | **Common Chart of Accounts** or **Chart of Accounts** |
| RACTA | **Resource and Cost Transfer Application** |
COA + POET(AF)

Chart string Segment Length
- Entity (5)
- Fund (5)
- Financial Unit (7)
- Account (6)
- Function (3)
- Program (3)
- Location (6)
- Project (7)
- Activity (6)

Check Points
- POET for all transactions in PPM
- AF for PPM projects with Awards (Sponsored Projects)
Sample Chart String: 16110.20000.1000135.522401.440.000.000000.1000100.000000.000000.000000.000000

<table>
<thead>
<tr>
<th>Chart Element</th>
<th>Segment Length</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>5 numeric</td>
<td>Vice Chancellor Area</td>
<td>16110 – Academic Affairs</td>
</tr>
<tr>
<td>Fund</td>
<td>5 alphanumeric</td>
<td>Tracks restrictions and designations</td>
<td>20000 – Federal Contracts and Grants, 20400 – State and Local Contracts &amp; Grants, 20700 – Private Contracts and Grants</td>
</tr>
<tr>
<td>Financial Unit</td>
<td>7 numeric</td>
<td>Unit with an ongoing business objective (typically a department or division)</td>
<td>1000135 – Chemistry and Biochemistry</td>
</tr>
<tr>
<td>Account</td>
<td>6 numeric</td>
<td>Asset, liability, revenue, expense, balance, transfer, or equity</td>
<td>522401 – Lab Supplies</td>
</tr>
<tr>
<td>Function</td>
<td>3 numeric</td>
<td>NACUBO higher Ed purpose of expense</td>
<td>440 – Research</td>
</tr>
<tr>
<td>Program</td>
<td>3 alphanumeric</td>
<td>Tracks system-wide or cross-campus activity</td>
<td>Not applicable to Sponsored Awards</td>
</tr>
<tr>
<td>Location</td>
<td>6 alphanumeric</td>
<td>Used for UC programs only</td>
<td>Not applicable to Sponsored Awards</td>
</tr>
<tr>
<td>Project</td>
<td>7 numeric</td>
<td>Tracks activity for awards, capital projects, or other types of work with a defined start date</td>
<td>Auto-generated</td>
</tr>
<tr>
<td>Activity</td>
<td>6 alphanumeric</td>
<td>User for merchant accounts and internal loan tracking</td>
<td>Not applicable to Sponsored Awards</td>
</tr>
<tr>
<td>Letter</td>
<td>Stands For</td>
<td>Description</td>
<td>Examples</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>P</td>
<td>Project</td>
<td>Project receiving the expense</td>
<td>7 numeric characters - 1000100</td>
</tr>
<tr>
<td>O</td>
<td>Expenditure Organization</td>
<td>Department that generated the expense (usually not the same as the one that owns the project)</td>
<td>7000007 – Bookstore 8000003 – Animal Care Program 5000037 – Payroll</td>
</tr>
<tr>
<td>E</td>
<td>Expenditure Type</td>
<td>What kind of expense is this? Maps to COA accounts</td>
<td>522401 – Lab Supplies 536000 – Travel-In-State 508000 – Composite Benefit Rate Campus Payment</td>
</tr>
<tr>
<td>T</td>
<td>Task</td>
<td>Task receiving the expense</td>
<td>Whole numbers – 1, 2</td>
</tr>
<tr>
<td>A</td>
<td>Award *</td>
<td>Award from KR</td>
<td>This is not the Sponsor award number</td>
</tr>
<tr>
<td>F</td>
<td>Funding Source *</td>
<td>Funding source / Sponsor name</td>
<td>National Science Foundation American Heart Association National Institute of Allergy and Infectious Diseases</td>
</tr>
</tbody>
</table>

* Only required for sponsored research projects
Award Structure

Billing occurs at Project level

Common Reasons For Multiple Projects
- Different Financial Units
- Different billing types

Transactions post at Task level

Common Reasons For Multiple Tasks
- Different Burden/Indirect Cost rates
- Different Programs or Functions
Award End-to-End Process
Oracle Navigation

https://www.youtube.com/watch?v=5G2I9GLTVuI
Project/Award Set-up and Maintenance

- Project/Award Set-up & Maintenance
- Manage Financial Transactions/Capture costs
- Internal Financial Monitoring and Reporting
- Billing Management
- External Reporting to Sponsor/Donor
- Project/Award Closeout

- Review Budget Authorization Details
- Create a Project with an Award
- Create a Project without an Award
- Budget Creation and Modification (incl CP and Restrict balances)
- Project & Award Maintenance
- PPM Maintenance

- Hiring and Managing Personnel
- Conducts Monthly Monitoring
- See AR & Billing and Cash Management
- Identify reports due/Setup reporting schedule
- Finalize Expenditures
- Confirm receipt of Payments
- Match Expenditures to Reported Amounts
- Inactivate Project and Award

- Purchasing Equipment, Supplies and Services
- Ledger Reconciliation (i.e Internal Controls)
- PPM Billing incl Final
- Prepare , Finalize and Submit Financial Reports

- Issuing, Receiving and Managing Sub-Awards (If Applicable)
- Manage Cost Sharing (If Applicable)
- Calculate Letter of Credit Draw amount (sponsored projects)
- Prepare Non-financial Reports
- Collect on Effort

- Asset/Equipment Management Include fabrications (PPE)
- Internal Reporting
- Prepare Non-financial Reports
- Inactivate Project and Award

- Adjust Expenses (cost transfers)
- IDC Assessment and Adjustments
- Salary/Key Personnel Monitoring
- Program Income
Award Creation Process

1. Kuali Research
   - Award & Funding Source established in KR

2. Oracle PPM
   - Oracle Process Begins
   - Award and Contract are created
     - Revenue and Bill Plan are created when the contract is created by OPAFS
     - Award and Contract number are the same

3. The Project number(s) and Task number(s) are created
   - Project & Task numbers created

Chart Elements: POETAF
Terms for Money in PPM

**Funding**
- Amount committed by Sponsor
- Entered by OPAFS during Award set-up
- Amounts entered by Budget Period and Funding Source

**Budget**
- Amount that can be spent
- Can be used for budgetary controls – amount spent limited by amount budgeted
- Amounts entered by Task, Funding Source and Resource
- Departments responsible for setting up initial budget (best practice is within 48 hours) and initiating future changes then route to OPAFS for approval

**Resource**
- Amount “allocated” to each Task by category
  - Benefit Expenses, Capital and CIP Expenses, Financial Aid and Scholarship Expenses, Indirect Costs, Intercampus Subcontracts, Operating Expenses, Other Expenses, Personnel Expenses, Revenue Transactions, Stipends, Subcontracts, Travel Expenses, Tuition/Fee Remission, UCSD Equipment
Departments should work directly with SPO to submit requests to sponsor as needed.
All Award documents are in KR.
Award modifications must match sponsor award documents.

### Key Points
- **Types of Modifications**
  - Change in Dates
    - No-cost Extensions
  - Change in PI
  - Change in Funds
    - Additional funds
    - Deobligation in funds
    - Rebudget of funds (may include carry-forward release, fabrications, etc.)
  - Change in Terms
    - Billing plan
    - Carry-forward provisions
Modifications Requiring Sponsor Approval

- Department prepares request
- Sponsored Projects Office (SPO) review
- Request to Sponsor
  - Request Approved?
    - Yes
    - SPO updates Kuali Research (KR)
    - Updates flow to Oracle Financial Cloud (OFC)
  - No
  - No changes

Modifications NOT Requiring Sponsor Approval

- Examples:
  - Creating new Projects and Tasks
    - Departments submits a project modification request in SNOW \(\rightarrow\) case routes to OPAFS for processing
  - Moving funds between Projects
    - Departments submits a SNOW request \(\rightarrow\) case routes to OPAFS for processing
  - Moving funds between Tasks or Resources
    - Departments edit Budget and routes to OPAFS for approval
Manage Financial Transactions / Capture Costs

- Project/Award Set-Up & Maintenance
- Manage Financial Transactions / Capture costs
- Internal Financial Monitoring and Reporting
- Billing Management
- External Reporting to Sponsor/Donor
- Project/Award Closeout

- Review Budget Authorization Details
- Create a Project with an Award
- Create a Project without an Award
- Budget Creation and Modification (incl CP and Restrict balances)
- Project & Award Maintenance
- PPM Maintenance
- Program Income

- Hiring and Managing Personnel
- Conducts Monthly Monitoring
- See AR & Billing and Cash Management
- Identify reports due/Setup reporting schedule
- Finalize Expenditures
- Confirm receipt of Payments
- Match Expenditures to Reported Amounts
- Inactivate Project and Award

- Purchasing Equipment, Supplies and Services
- Issuing, Receipting and Managing Sub-Awards (If Applicable)
- Issue Requisitions
- Manage Cost Sharing (If Applicable)
- Prepare, Finalize and Submit Financial Reports
- Prepare Non-financial Reports

- Asset (Eq) Management incl. Fabrications (PPE)
- Internal Reporting
- Calculate Letter of Credit Draw amount (sponsored projects)
- Matches Balance Sheet to PPM

- Adjust Expenses (cost transfers)
- Tracks and Reports on Effort
- Salary / Key Personnel Monitoring

- IDC Assessment and Adjustments
To view costs:

Navigate to Projects → Costs → Task Panel → Manage Project Costs

**Key Points**

- Expenditure Organization is the department creating the cost (POETAF)
  - Bookstore, Imprints, etc
- Expenditure Type is determined by the type of cost being charged (POETAF)
  - 522401 - Lab Supplies
  - 522201 - Office Supplies
  - 532301 - Equipment Repairs and Maintenance
- Cost Sources
  - Concur – Travel (including Procurement Card (P-card) and Travel and Entertainment Card)
  - UC Path – Payroll
  - Oracle Procurement – Supplies, Equipment, etc.
  - Recharge – Bookstore, Housing & Dining, etc.

**Dates**

- Expenditure Item Date – date of transaction (must be within project period)
- Accounting Period – ledger month transaction posts in
Viewing Costs

Navigate to Manage Project Costs

Advanced search options for more specific searches

Enter search criteria

Click Search

Date costs incurred

Date expense posted to ledger

Note: Costs can be viewed but not edited in PPM
Outgoing Subaward Agreements:
- Enter subaward in Kuali Research
- Enter POETAF in KR
- Encumbrance created on Project/Task

Outgoing Subaward Invoices:
- Subrecipient submits invoice
- Invoice loaded to KR
- Department/PI approves invoice
- Accounts Payable pays subrecipient
- Expense posted to PPM

Key Points
- Outgoing subawards, including Multi-Campus Agreements, will go through the KR subaward module for setup and award modifications
  - Invoices in KR → OFC Accounts Payable → OFC PPM
- Expenditure Types
  - General Subawards
    - 533000 – First $25k of Sub Contract
    - 533100 – Sub Contract > $25k
  - Intercampus Subawards
    - 725xxx (unique account code for each campus)
Fabrications

Fabrications identified in original award
- Separate Task created during original award set-up

New UC fabrication requests
- Departments submits SNOW request

- Equipment
  - Managed like all other expenses, no special process
Adjust Expenses

Transfer Mechanisms

• For cost transfers, use the Resource and Cost Transfer Application (RACTA) outside of Oracle

• A separate training is available for the Resource and Cost Transfer Application (RACTA)

• Payroll cost transfers will be done via UC Path
**Indirect Cost (Burden)**

- **Burden**
  - Previously known as Indirect Costs (IDC), Facilities & Administrative (F&A) Costs, Overhead (OH)
  
- Burden will be assessed on a daily basis in OFC
  - Previously was assessed on a monthly basis at ledger close
  - Assessed based on the expenditure item date

**Program Income**

- Program Income process TBD
Internal Financial Monitoring and Reporting

- **Project/Award Set-Up & Maintenance**
  - Review Budget Authorization Details
  - Create a Project with an Award
  - Budget Creation and Modification (incl CP and Restricted balances)

- **Manage Financial Transactions/Capture Costs**
  - Hiring and Managing Personnel
  - Purchasing Equipment, Supplies and Services
  - Issuing, Receiving and Managing Sub-Awards (if applicable)

- **Internal Financial Monitoring and Reporting**
  - Conducts Monthly Monitoring
  - Ledger Reconciliation (incl Internal Controls)
  - Manage Cost Sharing (if applicable)
  - Internal Reporting
    - Tracks and Reports on Effort
    - IDC Assessment and Adjustments
    - Salary / Key Personnel Monitoring
  - Salary / Key Personnel Monitoring

- **Billing Management**
  - See AR & Billing and Cash Management
  - Prepare Non-financial Reports
  - Prepare Final Financial Reports
  - PPM Billing Final
  - Calculate Letter of Credit Draw Amount (sponsored projects)

- **External Reporting to Sponsor/Donor**
  - Identify reports due/Setup reporting schedule
  - Prepare, Finalize and Submit Financial Reports
  - Match Expenditures to Reported Amounts
  - Inactivate Project and Award

- **Project/Award Closeout**
  - Finalize Expenditures
  - Confirm receipt of Payments
  - Program Income
  - PPM Maintenance
  - Project & Award Maintenance
  - Adjust Expenses (cost transfers)
  - Asset (Equity) Management includes (PPE)
  - IDC Assessment and Adjustments
Cost Sharing

- Cost Share commitment should be recorded in KR
  - Generally cost sharing will have an Internal Funding Source set up in OFC
  - Documentation for 3rd party cost sharing from external sources can be uploaded via SNOW request
- Cost sharing will be set up with a separate Task and Funding Source

Internal Reporting

UC San Diego internal reports for Oracle PPM Awards include:

- Balance report
- PI reports
- AR reconciliation
- Projection report
- Ledger reconciliation report
- Sponsored Projects AR aging
Oracle Navigation

https://www.youtube.com/watch?v=rmA7X92zbCA
Break

5 minute break!
Billing Management

Key Points

• Award billing is performed by a central office (OPAFS), process will remain the same as current state

• Types of Billing
  • Cost Reimbursable – billing costs as incurred
  • Event Billing
    • Milestone
    • Scheduled Billing
    • Expected Payment
- Award end date controls posting ability
  - If Expenditure Item Date is after Award expiration date, cost will not post
- Department submits SNOW request to change Project status
- Tasks can be closed before Project ends but closing a Project will close all Tasks
- Projects do not need to have a $0 balance to close in OFC
<table>
<thead>
<tr>
<th>Topic</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up an Award/Project</td>
<td>• OPAFS will set up OFC Award/Project/Tasks following a finalized Award in KR</td>
</tr>
<tr>
<td></td>
<td>• Department responsible for initial budget set-up (within 48 hours) and future budget changes, route to OPAFS for approval</td>
</tr>
<tr>
<td>Modifying Award/Project</td>
<td>• Sponsor approved modifications initiated through KR</td>
</tr>
<tr>
<td></td>
<td>• Modifications not requiring Sponsor approval will be initiated by Department through SNOW or budget updates in PPM</td>
</tr>
<tr>
<td></td>
<td>• OPAFS makes updates in appropriate work areas</td>
</tr>
<tr>
<td>How to review/manage costs</td>
<td>• Department can review costs in Oracle PPM using the Project or Award work areas</td>
</tr>
<tr>
<td></td>
<td>• Department will move costs using RACTA</td>
</tr>
<tr>
<td>How to review invoices</td>
<td>• OPAFS issues invoices through SPARCM</td>
</tr>
<tr>
<td></td>
<td>• Department will provide required backup as needed</td>
</tr>
<tr>
<td>How to close out a project/award</td>
<td>• Department will reconcile and finalize PPM expenses</td>
</tr>
<tr>
<td></td>
<td>• Department and OPAFS will work together to meet financial reporting requirements (SPARCM)</td>
</tr>
<tr>
<td></td>
<td>• OPAFS will close Award and Project</td>
</tr>
</tbody>
</table>
Test Your Understanding

Complete the quiz in Qualtrics
Test Your Understanding

• What is the new term for indirect costs (IDC) in Oracle?  Burden

• Which type of request requires a department user to submit a SNOW ticket?
  ✓ New tasks
  ✓ New fabrications
  ✓ New awards
  ✓ Change in project status
  ✓ Third party cost share documentation

• Are the following Oracle money definitions correct?  Yes!
  o Funding – Amount committed by Sponsor
  o Budget – Amount of money that can be spent on an award
  o Resource – Amount allocated to each Task by category (Benefit Expenses, Travel Expenses, Subcontracts, etc.)

• Are the following Oracle date field definitions correct?  Yes!
  o Expenditure Item Date – Transaction date from expenditure organization; date the work was actually completed or incurred
  o Accounting Period – Date the transaction posts to ledger
Exercises

Users will learn to:
1. Navigate Award Overview
2. View Project Costs
3. Edit Budget

Test environment:  https://ekgs-dev6.fa.us2.oraclecloud.com/

Exercises are available online:  https://blink.ucsd.edu/finance/fis-project/fin-training.html#Live-Virtual-Instructor-Led-Cla
Join us for PPM Awards Office Hours
Fridays, 9:30-10:30am

https://blink.ucsd.edu/finance/fis-project/fin-training.html#Training-Office-Hours-
Other Resources

• Additional training resources – COA + POET(AF)
  • Oracle: Advanced Concepts in the Chart of Accounts and General Ledger (Instructor-led course)
  • Mapped Index Lookup Tool: https://blink.ucsd.edu/_files/fis-mapped%20index%20lookup%20tool.pdf

• Additional training resources – Oracle PPM General Projects
  • Oracle: Advanced Concepts for PPM Project Billing (Instructor-led course)
  • Oracle: Advanced Concepts in General Project Recharges (Instructor-led course)

• PPM User Guide
  • https://blink.ucsd.edu/_files/finance-tab/fis-project/project%20portfolio%20management%20user%20guide.pdf
Other Resources

- **Pre-Award**
  - OCGA – [https://blink.ucsd.edu/sponsor/ocga/](https://blink.ucsd.edu/sponsor/ocga/)
  - SIO Contracts and Grants – [https://scripps.ucsd.edu/contracts-and-grants](https://scripps.ucsd.edu/contracts-and-grants)
  - HSSPPO – [https://medschool.ucsd.edu/vchs/research-services/hssppo/Pages/default.aspx](https://medschool.ucsd.edu/vchs/research-services/hssppo/Pages/default.aspx)
  - OCTA – [https://medschool.ucsd.edu/vchs/research-services/octa/Pages/default.aspx](https://medschool.ucsd.edu/vchs/research-services/octa/Pages/default.aspx)
- **Post-Award**
  - SPARCM (OPAFS view) – [https://act.ucsd.edu/sparcm/](https://act.ucsd.edu/sparcm/)
- **Other**
  - Research Administration Training Program – [https://blink.ucsd.edu/sponsor/ra-training/index.html](https://blink.ucsd.edu/sponsor/ra-training/index.html)
  - Cost Sharing Overview – [https://blink.ucsd.edu/finance/awards/cost-sharing/index.html](https://blink.ucsd.edu/finance/awards/cost-sharing/index.html)
  - Fabrications – [https://blink.ucsd.edu/finance/equipment/inventorial/acquire/fabrication.html](https://blink.ucsd.edu/finance/equipment/inventorial/acquire/fabrication.html)
Thank you!

Please proceed to the next section in the Course Workbook (Qualtrics) to complete the course evaluation.

Join us for Office Hours!