Oracle: Advanced Concepts for in PPM General Projects

Advanced Concepts Training for Central Office Staff
Training Basics

Take 3 minutes to access the course workbook and complete trainee information, then try logging in to the training environment.

Required Course Workbook
Access Course Workbook:

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
Target Audience

**General Accounting staff** who will be implementing requests for project creation and editing.

This content is a deeper dive into what was presented in Introduction to General Projects eCourse.

**OFC roles needed:**
- UCSD PPM Project Management JR
- UCSD PPM Project Task Maintenance JR
- UCSD PPM Project Period Management JR
- UCSD PPM Project Setup and Maintenance (Config) JR
- UCSD PPM Project Cost Accountant JR
- UCSD PPM Project Billing JR
- UCSD PPM Project Adjustments JR
Types of Projects

1. Sponsored Projects (processed by OPAFS)
2. Capital Projects (different process than other General Projects)
3. General Projects
4. Default Project*

*Default Project: There will be at least one project created for each Financial Unit in the Chart of Accounts. This project may be used for recharges or other transactions
### Training Landscape: Project Setup and Maintenance

<table>
<thead>
<tr>
<th>Define the Need for a Project</th>
<th>Project/Award Set-Up &amp; Maintenance</th>
<th>Manage Financial Transactions &amp; Capture Costs</th>
<th>Internal Financial Monitoring and Reporting</th>
<th>Billing Management</th>
<th>External Reporting to Sponsor/Donor</th>
<th>Project/Award Closeout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define the body of work (chart string vs. project vs. task)</td>
<td>Review Budget Authorization Details</td>
<td>Hiring and Managing Personnel</td>
<td>Conductor Monthly Monitoring</td>
<td>See AR &amp; Billing and Cash Management</td>
<td>Identify reports due/Setup reporting schedule</td>
<td>Finalize Expenditures</td>
</tr>
<tr>
<td>Create a Project with an Award</td>
<td>Create a Project (without an Award)</td>
<td>Purchasing Equipment, Supplies and Services</td>
<td>Ledger Reconciliation (i.e Internal Controls)</td>
<td>PPM Billing including Final</td>
<td>Prepare, Finalize and Submit Financial Reports</td>
<td>Confirm receipt of Payments</td>
</tr>
<tr>
<td>Budget Creation and Modification (incl CF and Restrict balances)</td>
<td>Project &amp; Award Maintenance</td>
<td>Issuing, Receiving &amp; Managing Sub-Awards</td>
<td>Manages Cost Sharing (If Applicable)</td>
<td>Calculate Letter of Credit Draw (sponsored projects)</td>
<td>Prepare Non-financial Reports</td>
<td>Match Expenditures to Reported Amounts</td>
</tr>
<tr>
<td>PPM Maintenance</td>
<td>Program Income</td>
<td>Adjust Expenses (cost transfers)</td>
<td>Tracks and Reports on Effort</td>
<td>Internal Reporting</td>
<td>Salary/Key Personnel Monitoring</td>
<td>Inactivate Project and Award</td>
</tr>
</tbody>
</table>
Data elements required to set up a Project

1. Financial Unit Name/Project Owning Organization
2. Project Type/Category/Code
3. Source Template
4. Project Name
5. Project Manager
6. Start Date
How to Create a Project

Overview

1. Log in to Oracle (OFC)
2. Go to Projects -> Project Financial Management
3. Click (+) to create the Project. Enter req’d information
4. Set up additional Task using (+)
5. Enter Task Details
6. Click Save and Close

Go to Projects -> Project Financial Management

Click (+) to create project and enter the required info.
Create a Project: Source Templates

Two types used by GA

1. Campus General Project Template
2. Campus Default Project Template

Why the choice matters

Source Template Dictates:
• Budgetary control settings
• Business unit & project unit
• Initial work breakdown structure (i.e., number of tasks & default project length)

for the project
Create a Project: Project Name

Request will come via Service Now form

There are naming conventions that are based on:

1) Project Type
2) Class Category
3) Code
4) Abbreviation

The abbreviation should be the first characters of the project name:

Example of a recharge project name:

**REC** CTR RESEARCH BIOLOGICAL STRUC CRBS IT FACILITY
General Projects & Default: Class Categories

Class Categories for General Projects:
1) Event
2) Service Agreement
3) Line of Service
4) Course
5) Cost Tracking

Class Category for Default Project = Default
# Codes and Abbreviations by Class Category

<table>
<thead>
<tr>
<th>Class Category</th>
<th>Code</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Event</td>
<td>EV</td>
</tr>
<tr>
<td>Service Agreement</td>
<td>Research Service Agreement</td>
<td>RSA</td>
</tr>
<tr>
<td>Service Agreement</td>
<td>Non-Research Service Agreement</td>
<td>NSA</td>
</tr>
<tr>
<td>Line of Service</td>
<td>Recharge Operation</td>
<td>REC</td>
</tr>
<tr>
<td>Line of Service</td>
<td>Auxiliary</td>
<td>AUX</td>
</tr>
</tbody>
</table>
# Codes and Abbreviations for Courses

<table>
<thead>
<tr>
<th>Class Category</th>
<th>Code</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Academic</td>
<td>ACAD</td>
</tr>
<tr>
<td>Course</td>
<td>Extension</td>
<td>EXT</td>
</tr>
<tr>
<td>Course</td>
<td>SAPD</td>
<td>SAPD</td>
</tr>
</tbody>
</table>
# Codes and Abbreviations for Cost Tracking (part 1)

<table>
<thead>
<tr>
<th>Class Category</th>
<th>Code</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Tracking</td>
<td>Faculty Start Up</td>
<td>FSU</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Faculty Retention</td>
<td>FR</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Faculty Discretionary</td>
<td>FD</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Clinical Administration</td>
<td>CLIN</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Committee</td>
<td>COMT</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Team</td>
<td>TEAM</td>
</tr>
<tr>
<td>Class Category</td>
<td>Code</td>
<td>Abbreviation</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Campus Fellowships</td>
<td>CFEL</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Non-capital construction</td>
<td>NCCON</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Committed Reserves</td>
<td>CRV</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>General Reserves</td>
<td>GRV</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Recharge Recipient</td>
<td>RCR</td>
</tr>
<tr>
<td>Cost Tracking</td>
<td>Other</td>
<td>OTHR</td>
</tr>
</tbody>
</table>
## Codes and Abbreviations for Default

<table>
<thead>
<tr>
<th>Class Category</th>
<th>Code</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Default</td>
<td>DFLT</td>
</tr>
</tbody>
</table>
How to Create a Task

How to Create a Task

1. Enter Task Details

2. Enter Task Details

3. Enter Fund, Function, Program, Location

4. Click Save and Close
Create/Edit a Budget

1. Navigate to Projects, then Project Financial Management
2. Highlight the Project in the MyProjects list
3. Click on the Task Panel Icon on right side of the screen, under ‘Control’ select ‘Manage Project Budget’
4. Manage Budget Version screen appears
5. Click on Version you would like to edit
6. Manage Budget Version screen appears
7. Click on View to edit budget
To edit project information, navigate to Projects, then Project Financial Management.

Highlight the row affected in MyProjects.

Click on the Task Panel Icon on the right side of the screen, under ‘Initiate’ select ‘Manage Financial Project Settings’.

Click on Edit to change existing data.
Live Demonstration in OFC

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Practice Exercises & Office Hours
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Required Course Workbook
Access Course Workbook:
https://ucsd.co1.qualtrics.com/jfe/form/SV_eOFcS9bico7DkTb
Remember:
Be patient with your colleagues, and with yourself!

Questions?
How do users get help?

Training and Support

- Attend a Learning Lab session on Fridays 1-2pm through July 3rd
  Learn more @ https://blink.ucsd.edu/finance/fis-project/fin-training.html

- Learning Labs
  Trainers are available for office hours to answer groups questions & provide hands on instruction

- Oracle Training Environment, featuring WalkMe
  Training environment access through go-live; utilize WalkMe to guide you through practice exercises and homework

- Budget, Finance, & Payroll
  Use the Services and Support portal - finpay.ucsd.edu - to search the knowledge base for answers or enter a ticket directly in SNOW