Cost Accounting (CA)

Project Status Inquiry

R12 Work Instructions

Document Control

Change Record

Date	Author	Version	Change Reference
12-Jun-2014	Sonia Freytes	3.0	R12 Updates – Business Process, screens and functionality
13-Jun-2014	Sonia Freytes	3.1	2nd Reviewer update
25-Feb-2015	Kristin Wade	3.2	DoDEA Updates
24-Jun-2015	Kimberley Gragg	3.3	Additional DoDEA Updates

Reviewers

Date	Name	Position
13-Jun-2014	Bill Mohamed	Work Force Preparations Team Lead

Distribution

Copy No.	Name	Location
1	DoDEA_WI_CA_Project Status Inquiry	DEPS

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Business Process Description

Project Status Inquiry (PSI) reporting solution supports the business process of managerial cost accounting throughout the project's budget execution lifecycle. In addition, the solution provides financial and project managers and analysts the ability to determine when budget execution reaches Estimate-to-Complete milestones or requires Project Budget Reprograming to accomplish mission objectives.

The PSI Extension columns include the ability to provide visibility into 'Estimate to Complete' (i.e., 'Funds Available') at the Project, Task and Resource level based on recorded sub ledger transactions.

By default, the PSI will show all entered and approved project-related Purchase Requisitions (as Commitments) and Purchase Orders and unpaid Supplier Invoices that are not interfaced to Projects (as Obligations). The PSI Extension columns are based on the following:

- Budgetary Accounting based Project Status Inquiry Extension Columns – This is an extension which includes separate commitment and obligation columns, and financial % complete.

- Budgetary Controls / Alternate Funds Check (AFC) solution - This provides Budgetary Accounting in the General Ledger (GL) by incorporating the detailed Project and Organization segment values into the GL Accounting Flexfield (AFF) and utilizing these as part of the Funds Check control method. The associated PSI extension columns require that only reserved documents are included in the PSI Commitments and Obligations data.

Trigger

- Perform this procedure when you need to review specific project information for one or more projects.

Prerequisites

- Run the **PRC: Update Project Summary Amount for a Single Project** report to ensure the latest data is populated on the Project Status Inquiry form.

Responsibilities

- Cost Accounting – DoDEA
- Cost Accounting Inquiry – DoDEA
- Projects Inquiry – DoDEA
- Projects Cost Accounting ALL – DoDEA
- Projects Budgets ALL – DoDEA
- O2C CA Project Manager – DoDEA

Menu Path

Use the following menu path(s) to begin this task:

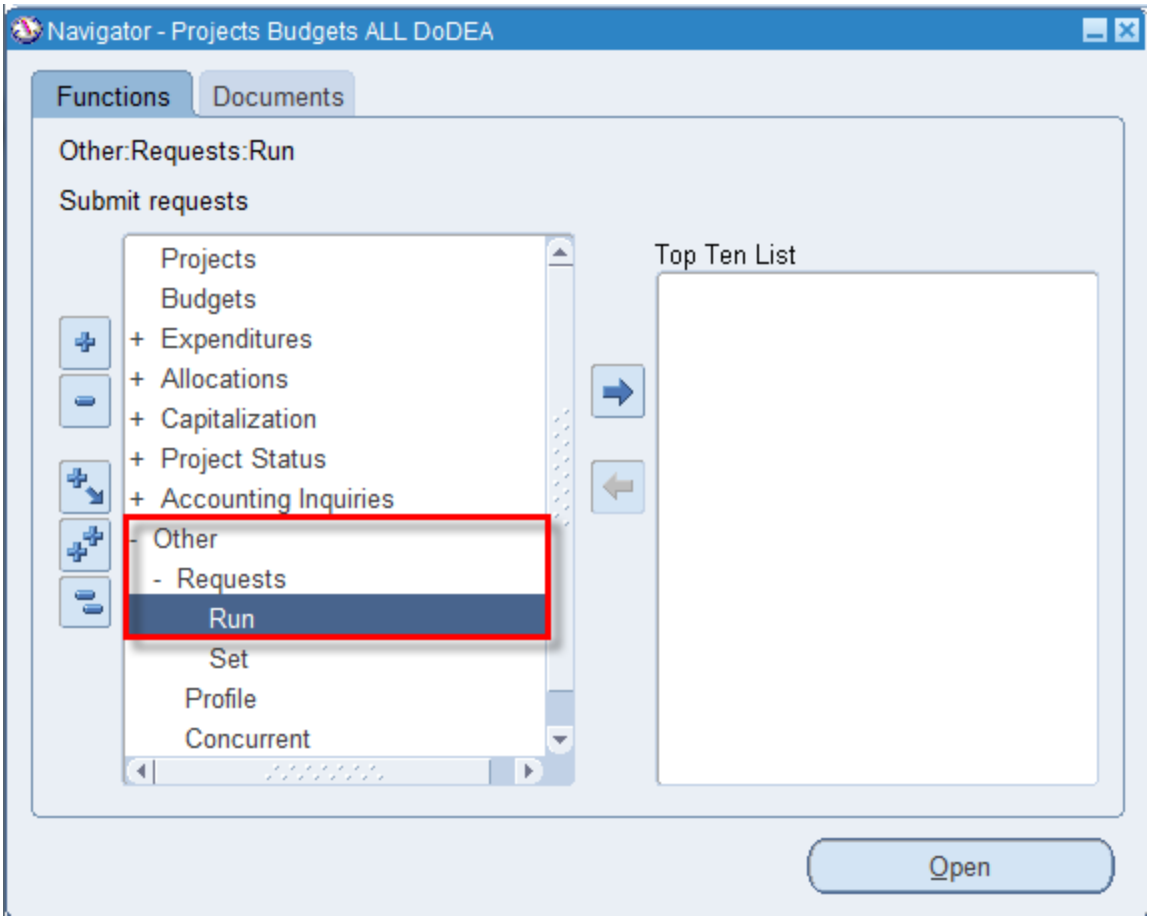
- Project Status → Project Status Inquiry

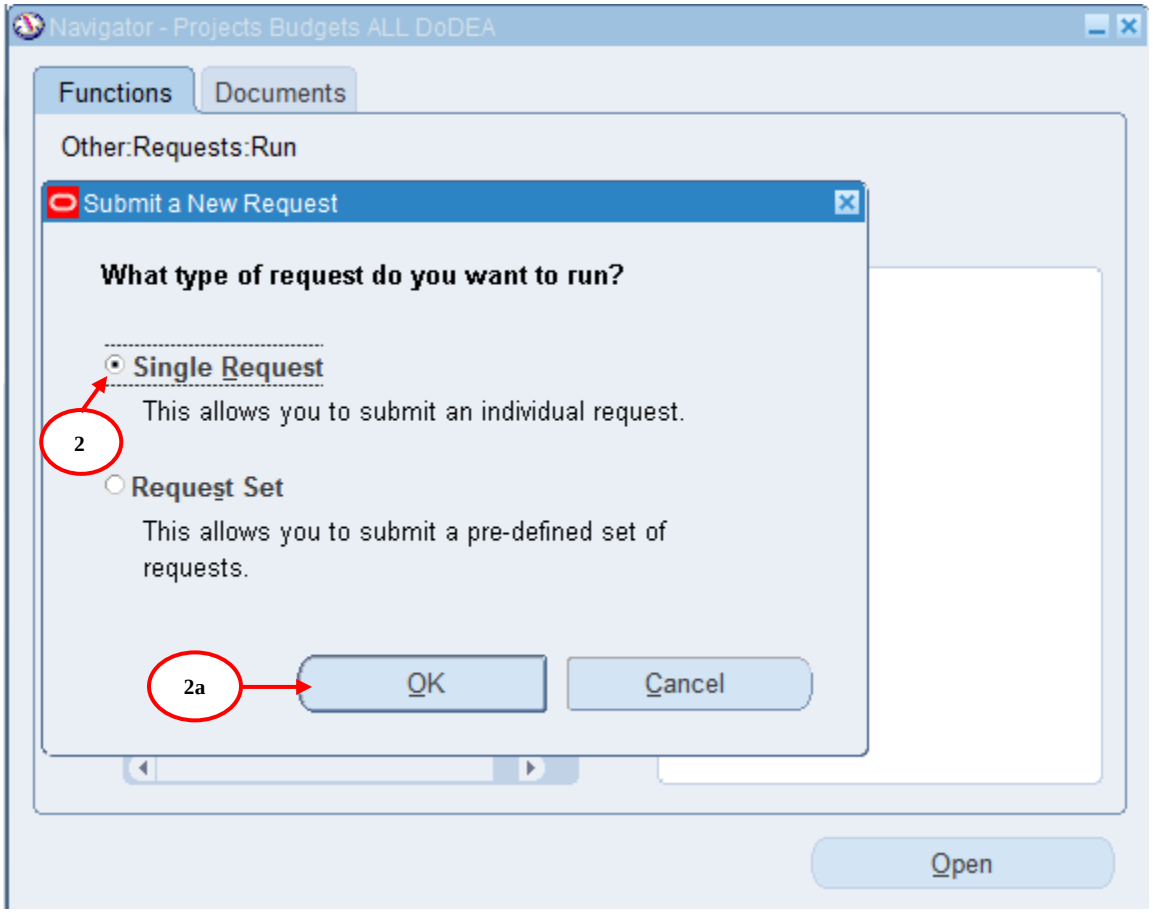
Run the Update Project Summary Amounts for a Single Project

1. Start the task using the responsibility and menu path to open the **Submit Request** form:

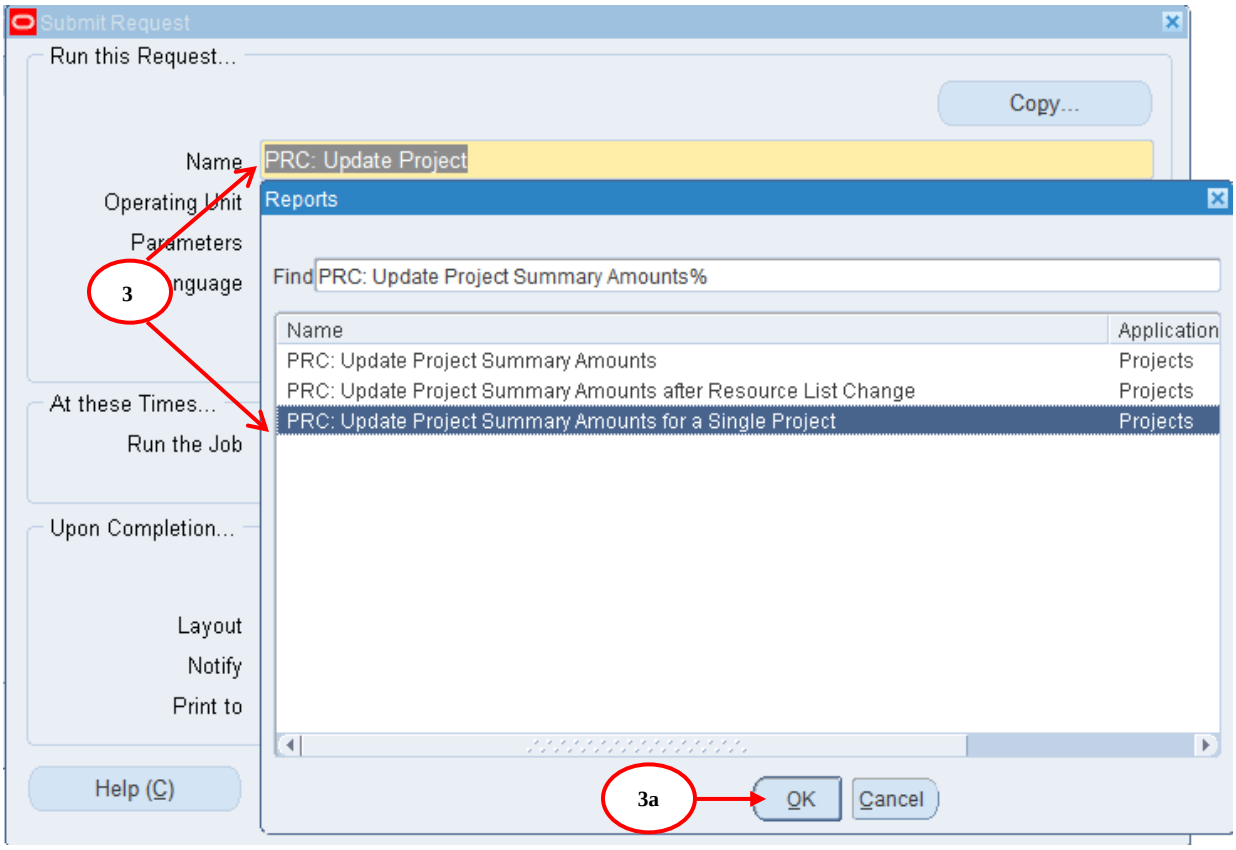
- **Responsibility:** Projects Budgets ALL DoDEA
- **Menu Path**: Other → Requests → Run

Information regarding the cost summary of a project is not updated in real time. Run the **Update Project Summary Amounts for a Single Project** report before using **Project Summary Inquiry (PSI)** to review the most up to date project information.

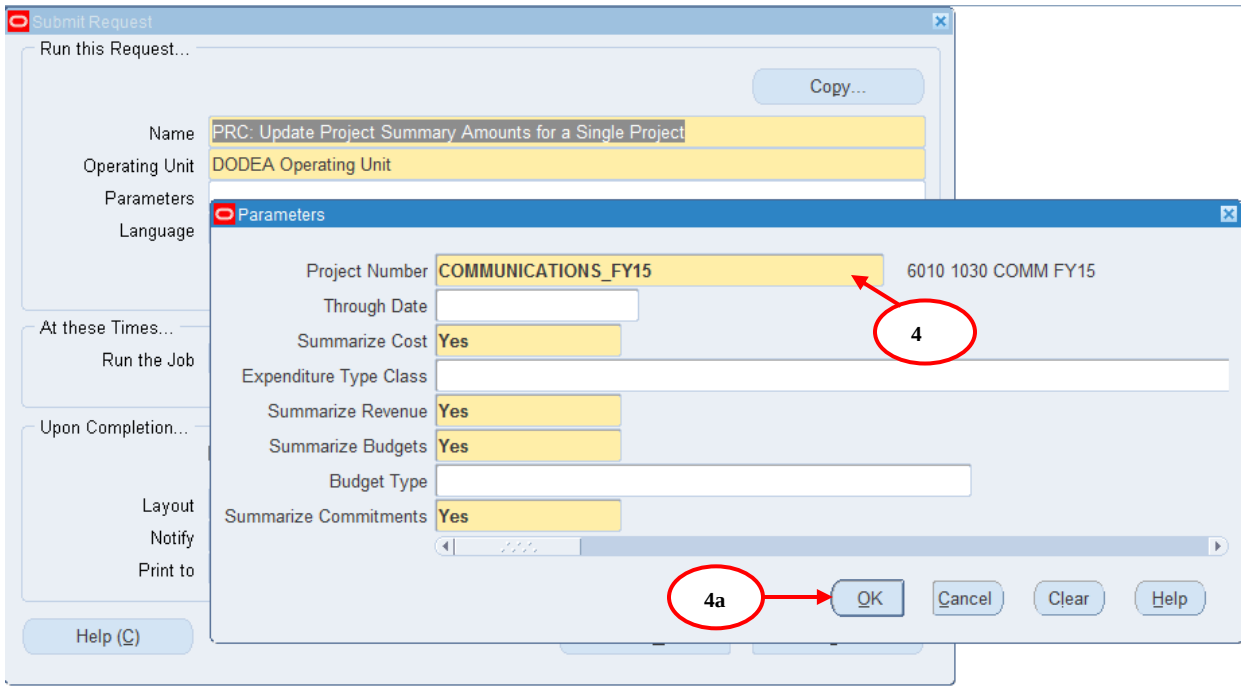




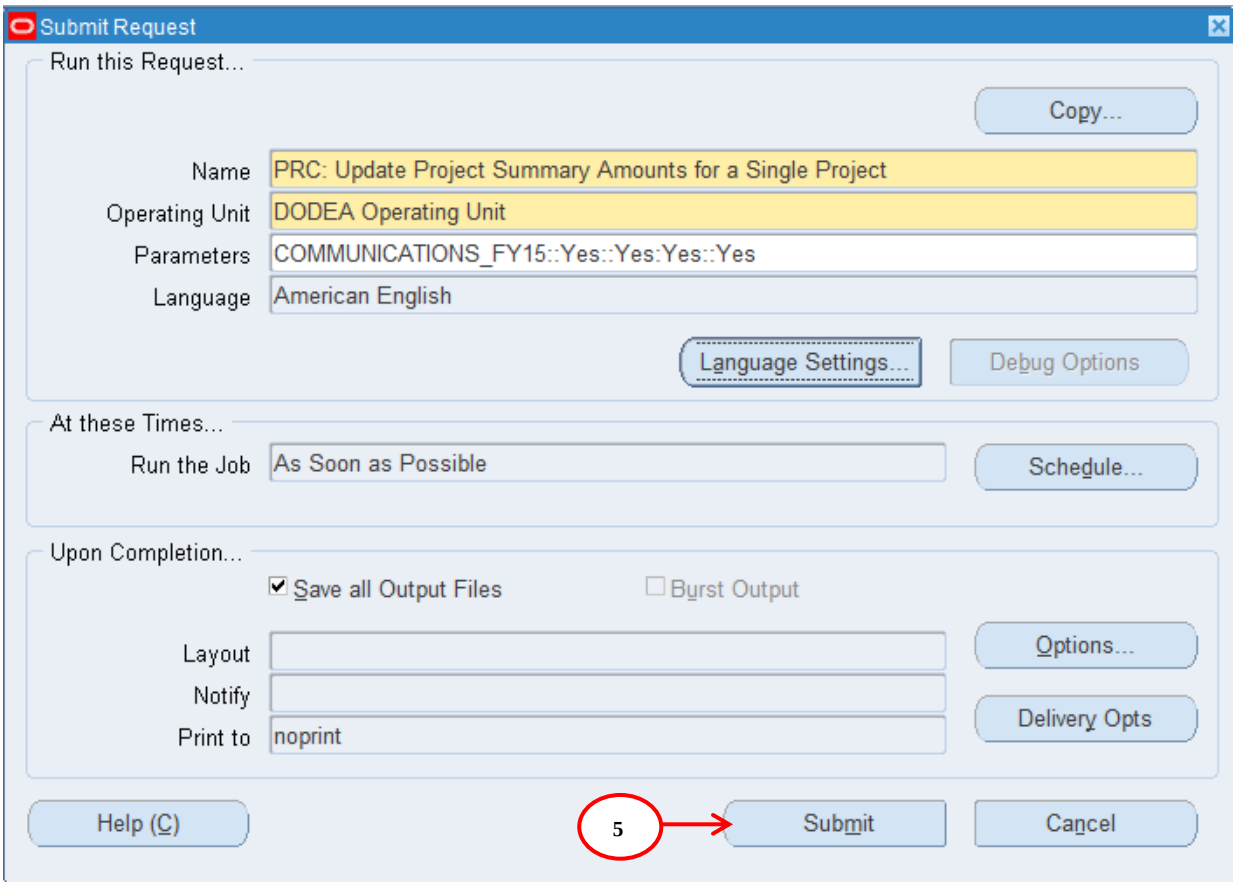
2.	Ensure the **Single Request** radio button is selected.
2a.	Click the **OK** OK button.



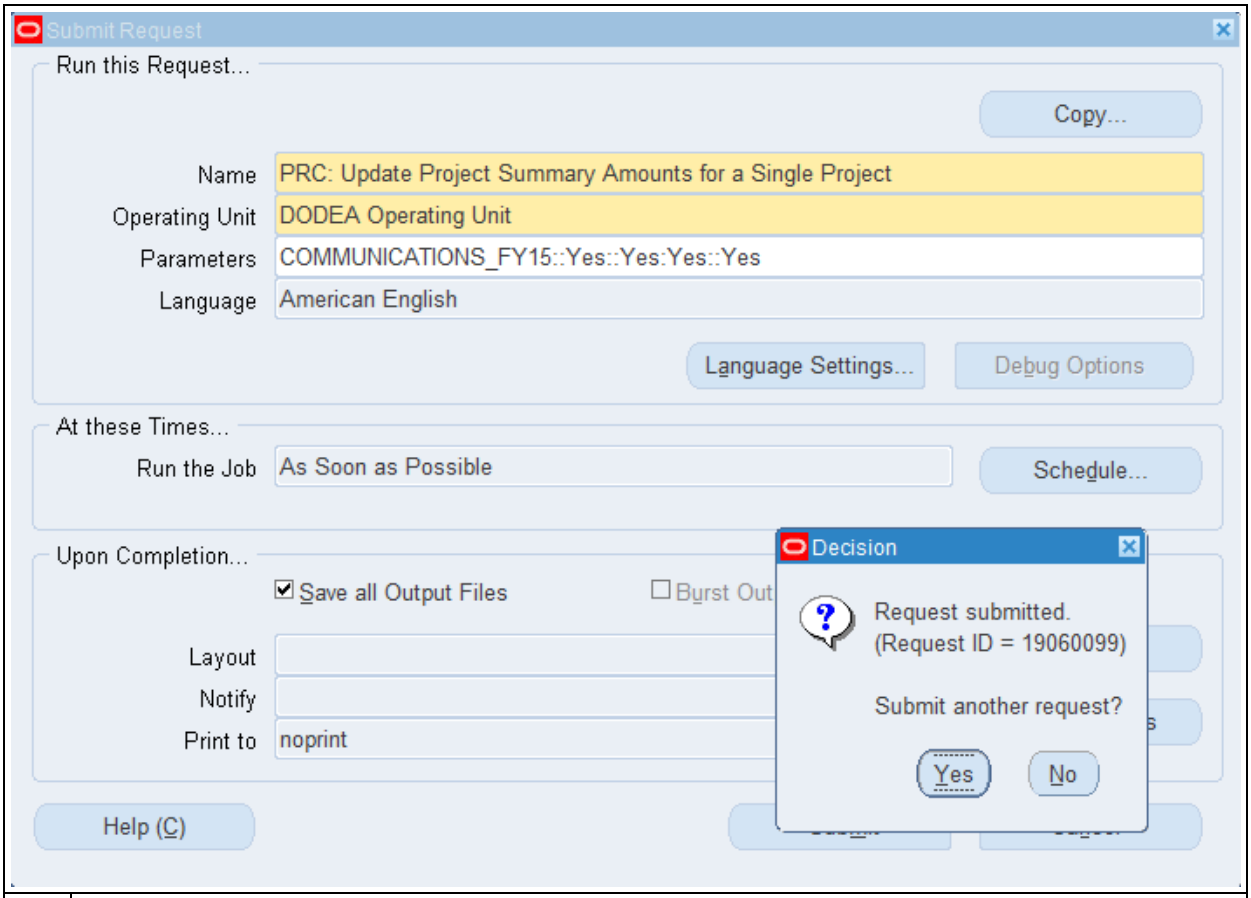
3.	Select **PRC: Update Project Summary Amounts for a Single Project** in the **Name** field.
3a.	Click the **OK** OK button.



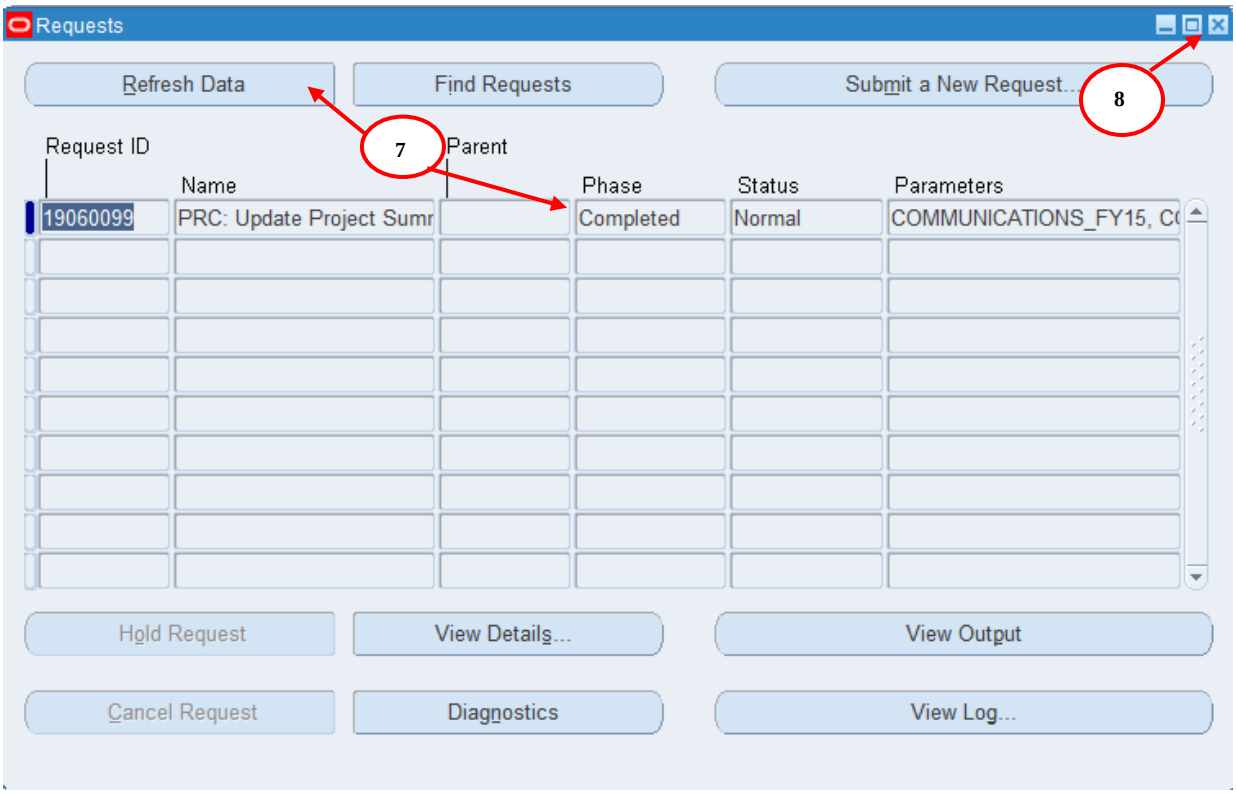
4.	Enter the appropriate project number in the **Project Number** field. The other required fields auto-populate.
4a.	Click the **OK** OK button.



5.	Click the **Submit** button.



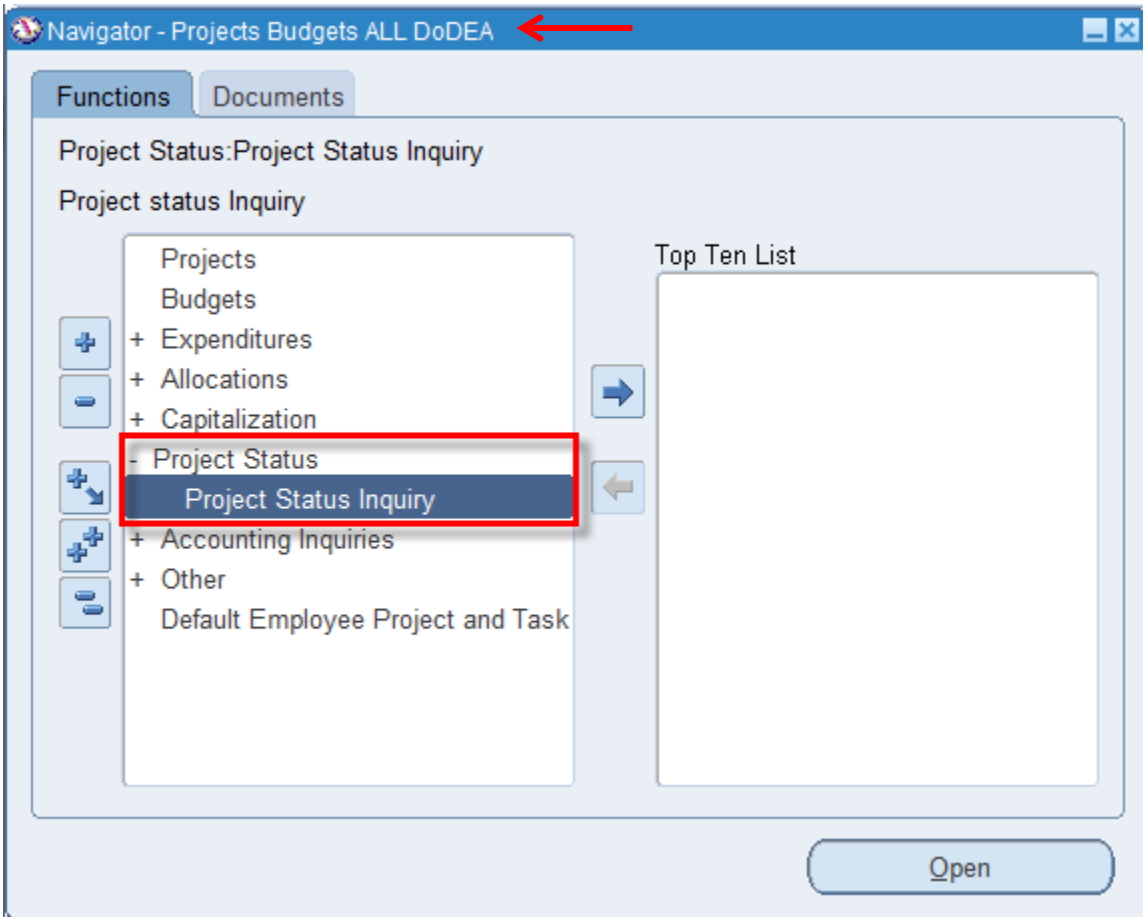
6.	**Decision –** If you would like to submit another request click the Y**es** Yes button; otherwise, click the **No** No button. If you select the **Yes** button, follow the steps above to resubmit another request. If you select the **No** button, from the Menu bar, select **View > Requests.** The **Find Requests** window displays. Click the **Find** button.

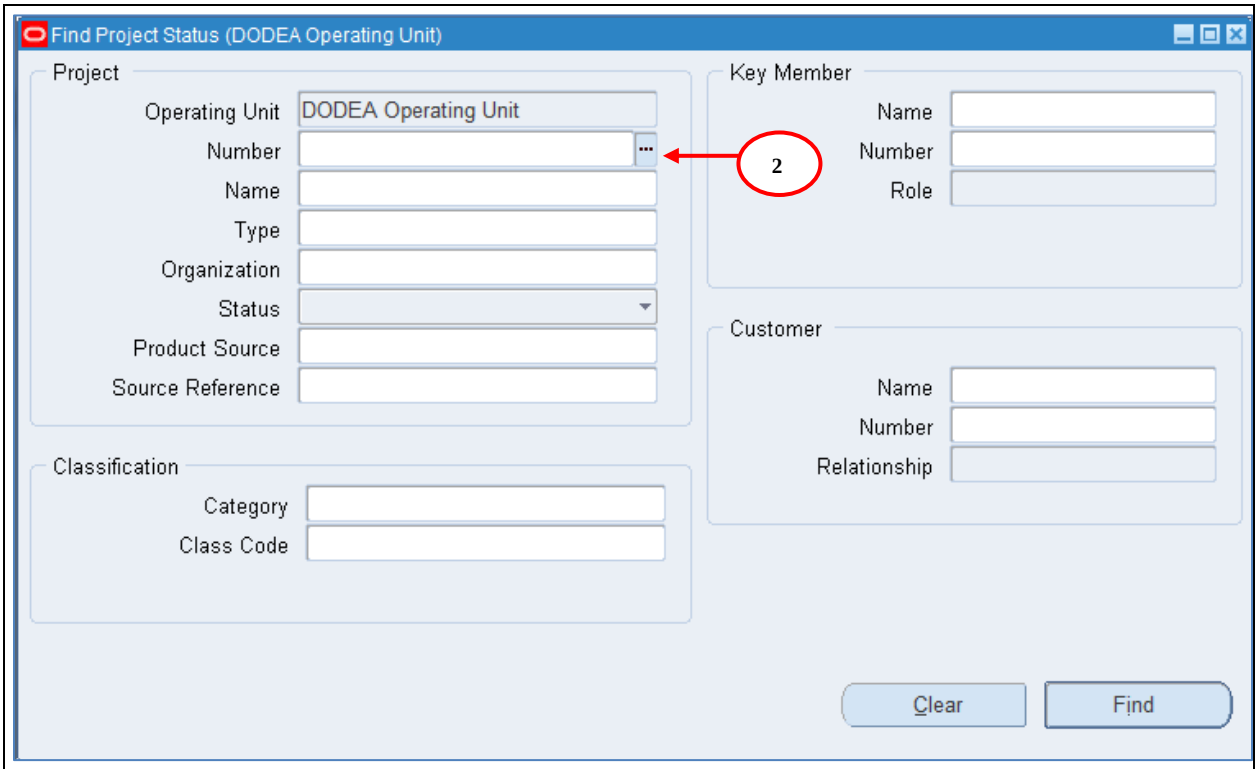


7.	Click the **Refresh Data** button until the **Phase** status is marked **Completed**.
8.	Click the **Close** button to close the **Request** form. The data has been updated and you are now ready to start researching project costs on the **Project Status Inquiry** form.

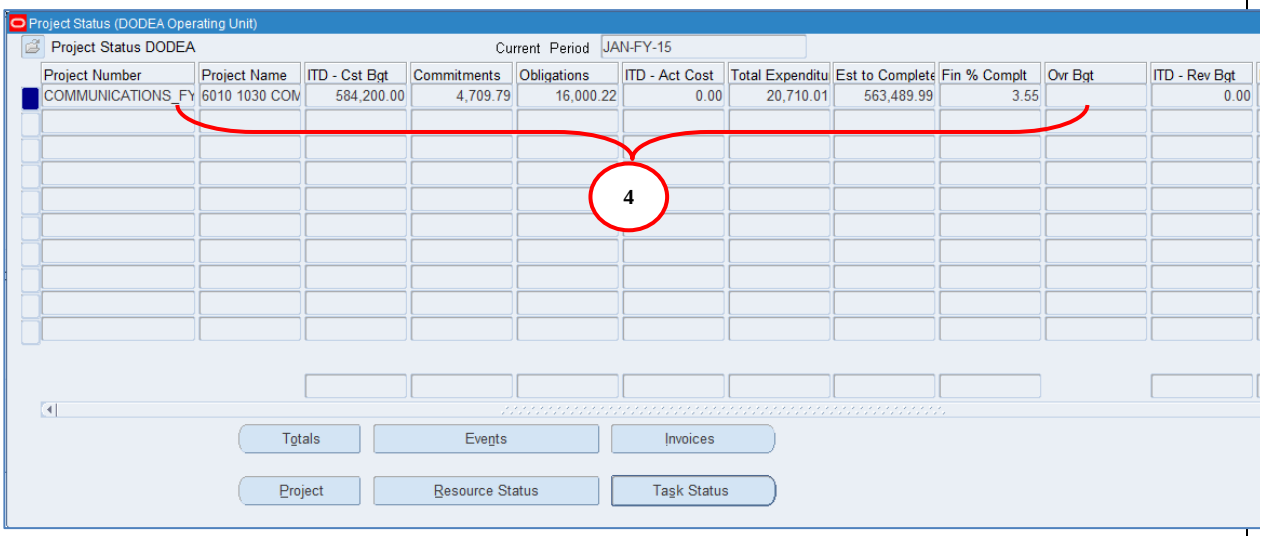
Review Project Status Inquiry for a Single Project

1.	Start the task using the menu path: **Project Status → Project Status Inquiry**





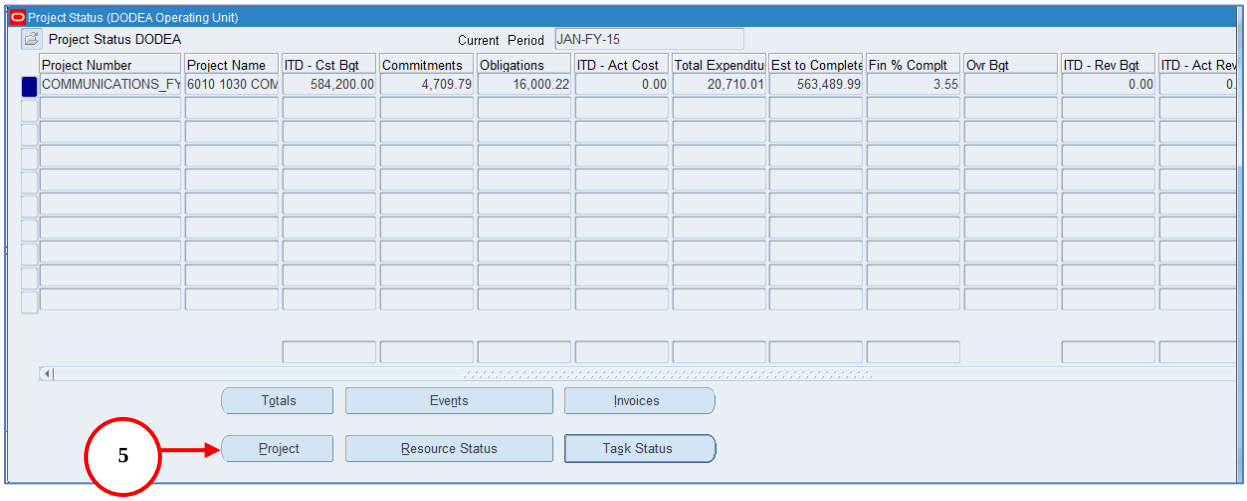
2.	In the **Number** field, click on the **List of Values** icon to select the project number from the list of values.
3.	Click the **Find** button.



4. The **Project Status** form appears with many columns. *****

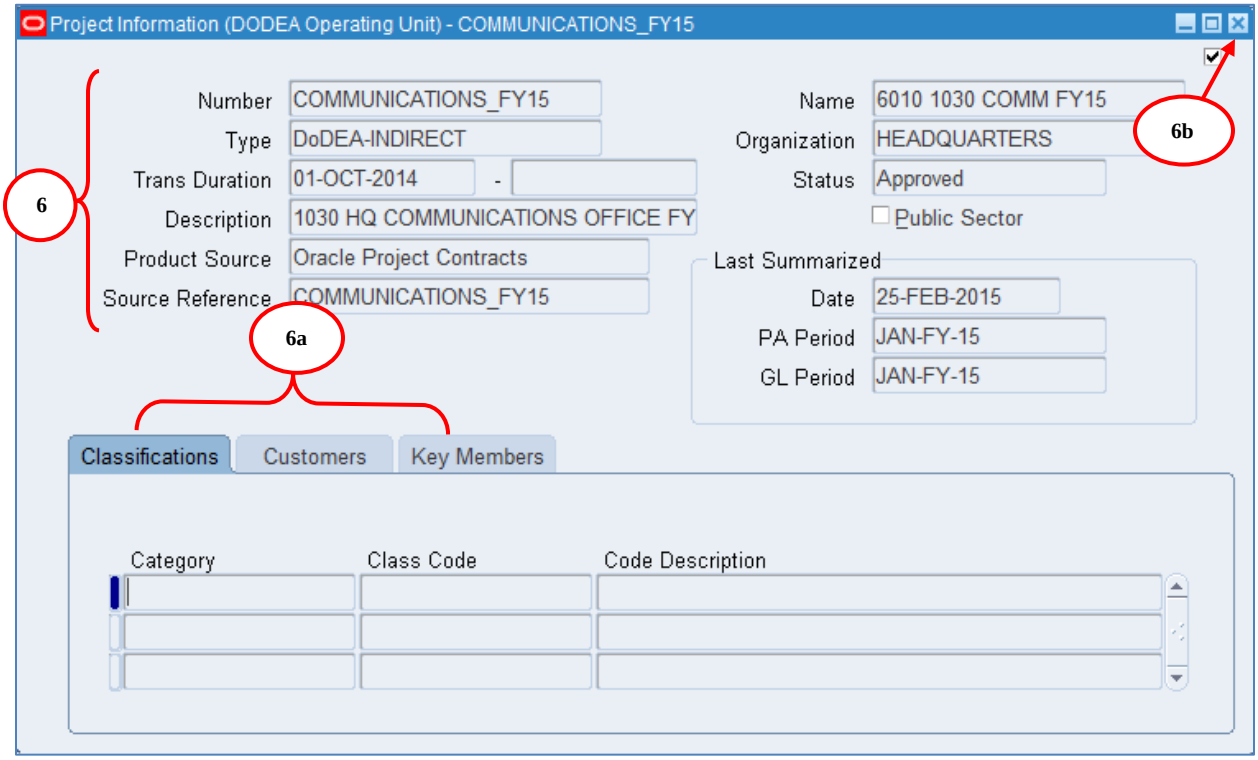
- **ITD – Cst Bgt (Released Bgt):** Inception to Date cost budget amount.
- **Commitments:** The column displays reserved, approved requisitions.
- **Obligations:** This column displays all un-paid supplier invoices and reserved purchase orders, regardless of document status (In Process, Requires Re-approval, and Approved). Please note that if a purchase order is created, but not reserved, the original commitment dollar amount will still be reflected in the commitments column until the purchase order is reserved. In addition, change requests are included once they are accepted by the Buyer.
- **ITD – Act Cost:** Inception to Date Actual Costs. This column displays actual costs since inception to date.
- **Total Expenditures – ITD:** This column displays XXDAI Commitments plus XXDAI Obligations plus Inception to Date – Actual Costs.
- **Est to Complete (Funds Available):** This column displays Inception to Date (ITD) Budget minus Total Expenditures - ITD.
- **Fin % Complt:** Financial Percentage Complete (Total Expenditures / Budget).
- **ITD – Rev Bgt:** Inception to Date revenue budget amount.
- **ITD – Act Rev:** Inception to Date actual revenue.
- **Tot – Rev Bgt:** Total actual revenue budget amount.

**** ☞ Column headings are developed for DoDEA by the Enterprise Solution Team. If your agency is requiring the renaming of a column heading, contact the Tier I DAI Help Desk. Once the ticket has been opened, DoDEA Tier I DAI Help Desk will forward the ticket to the Tier II DAI PMO Help Desk.**

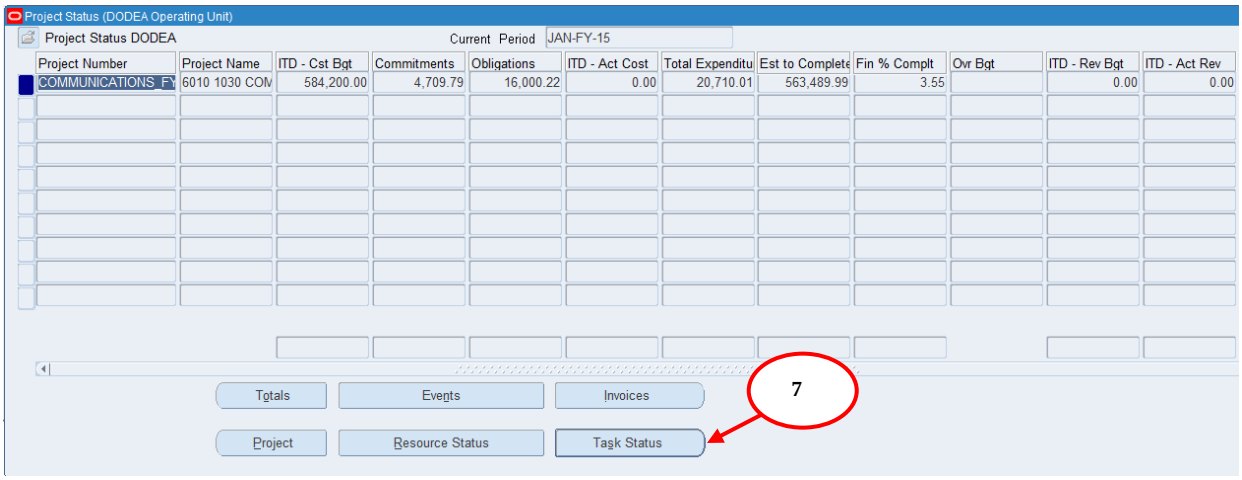


5.	Click the **Project** button to review **Project** information.

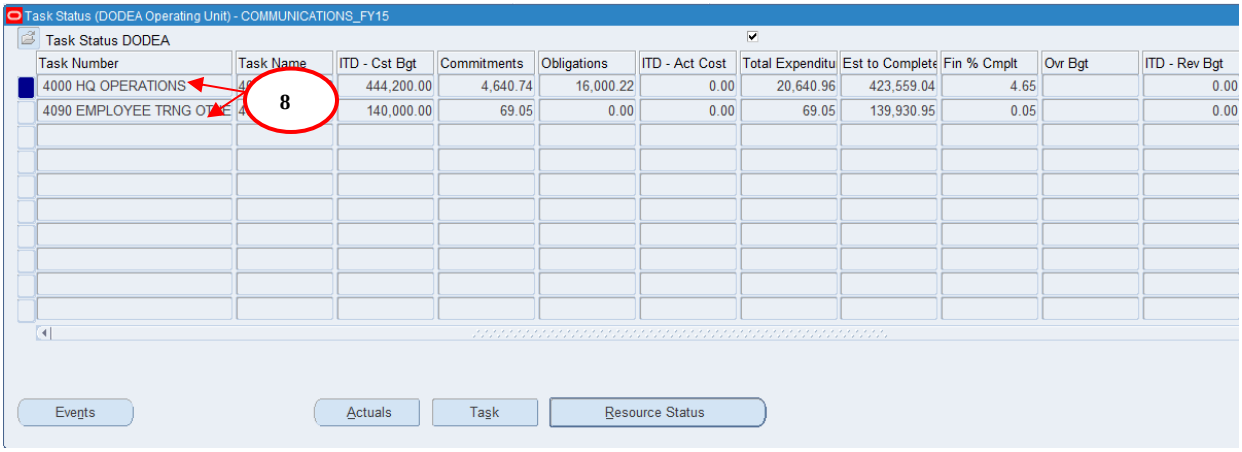
Project Information



6.	This view displays an overview of the entire project. a. The tabs on the bottom of this form present a variety of project data using different views (Classifications, Customers, and Key Members). b. When finished reviewing project information, **Close** the window to return to the **Project Status** form.

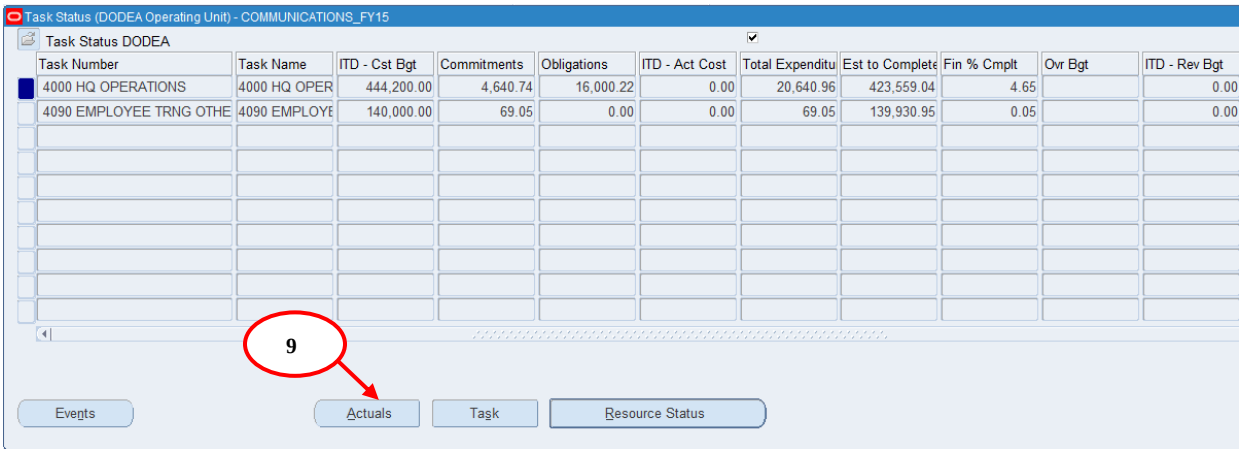


7.	Click the **Task Status** button to review the tasks associated with the project.

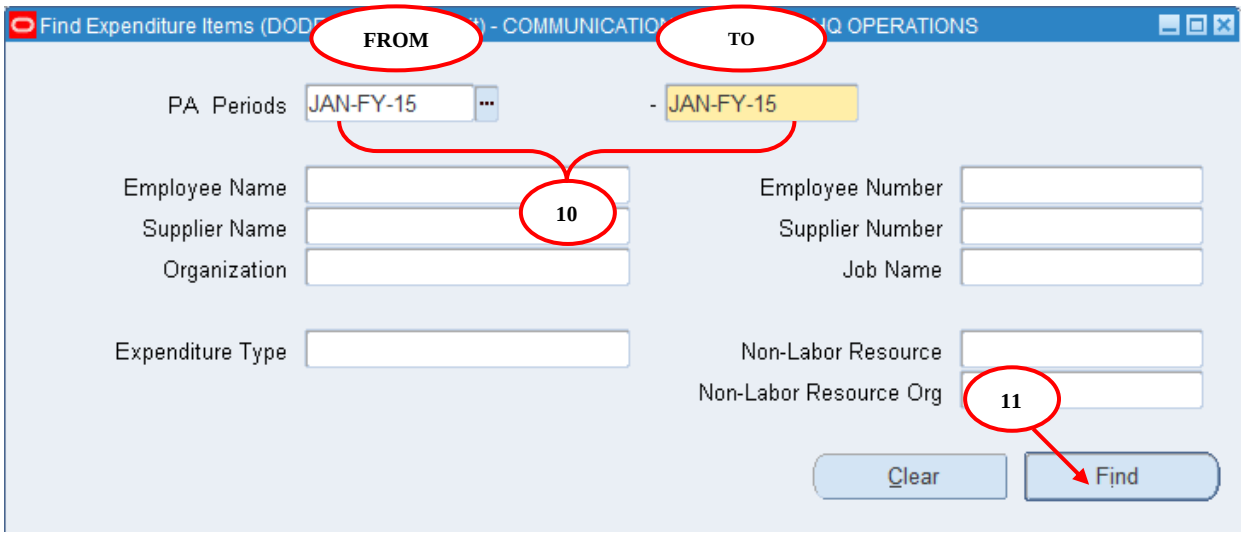


8. Review the displayed Tasks.

If there is a **plus (+)** sign next to the **Task Number**, double click on the **Task Number** field to drill down and display the lowest task.

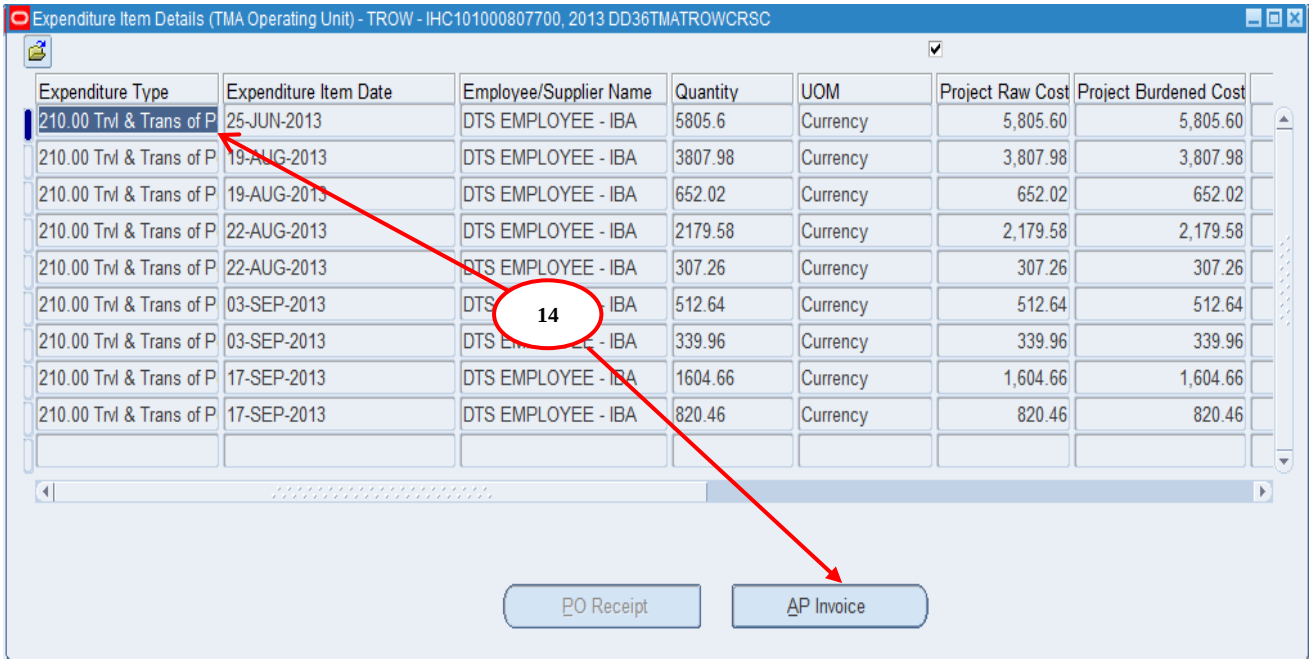


9. Click the **Actuals** button to open the **Find Expenditure Items** form.

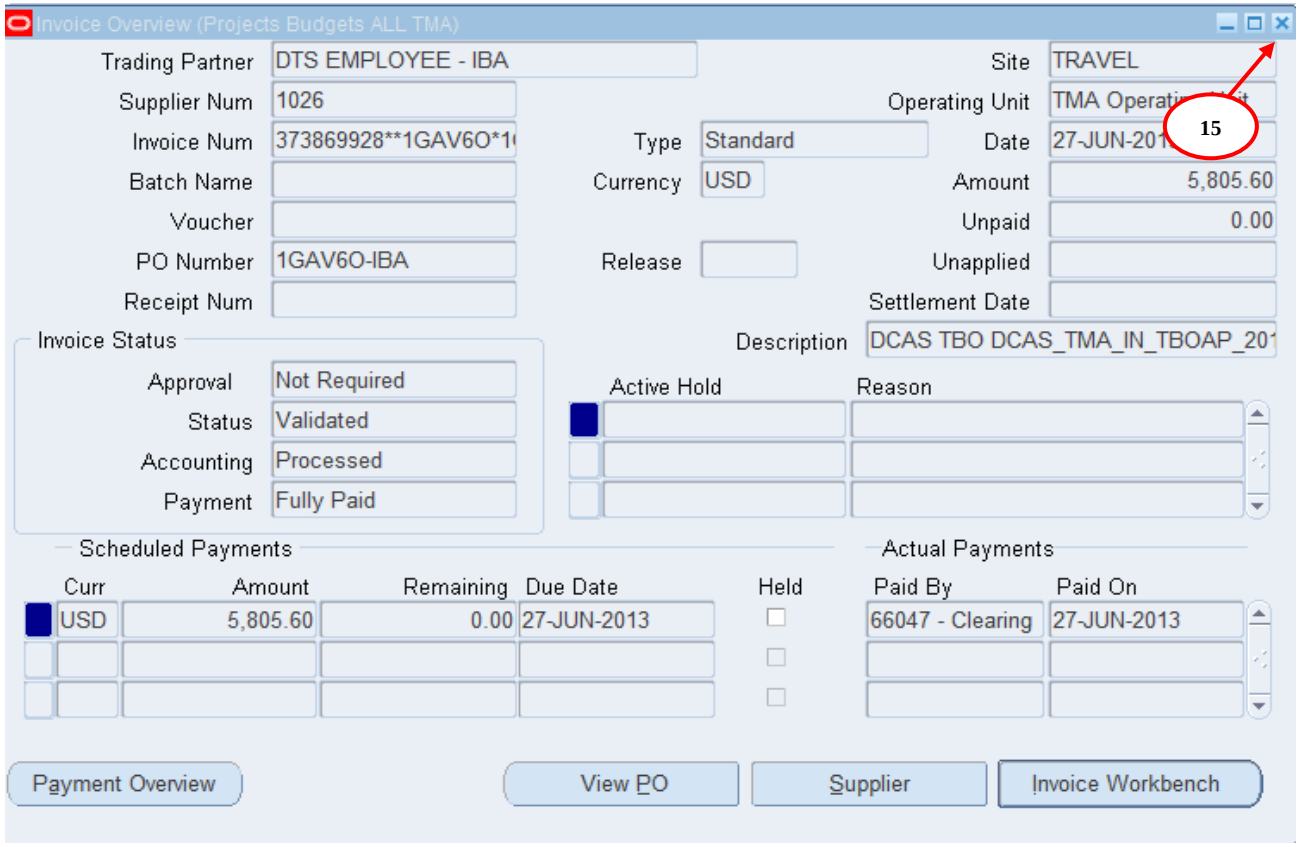


10.	Click in the **Project Accounting (PA) Periods** fields to select the date range from a list of values. • This indicates the **PA Period Range** to be queried **NOTE:** The **FROM** date range field can be left blank to search for all transactions in the current period noted on the **Project Status Inquiry** form.
11.	Click the **Find** Find button. • You can enter information using other fields on this form to refine your search.

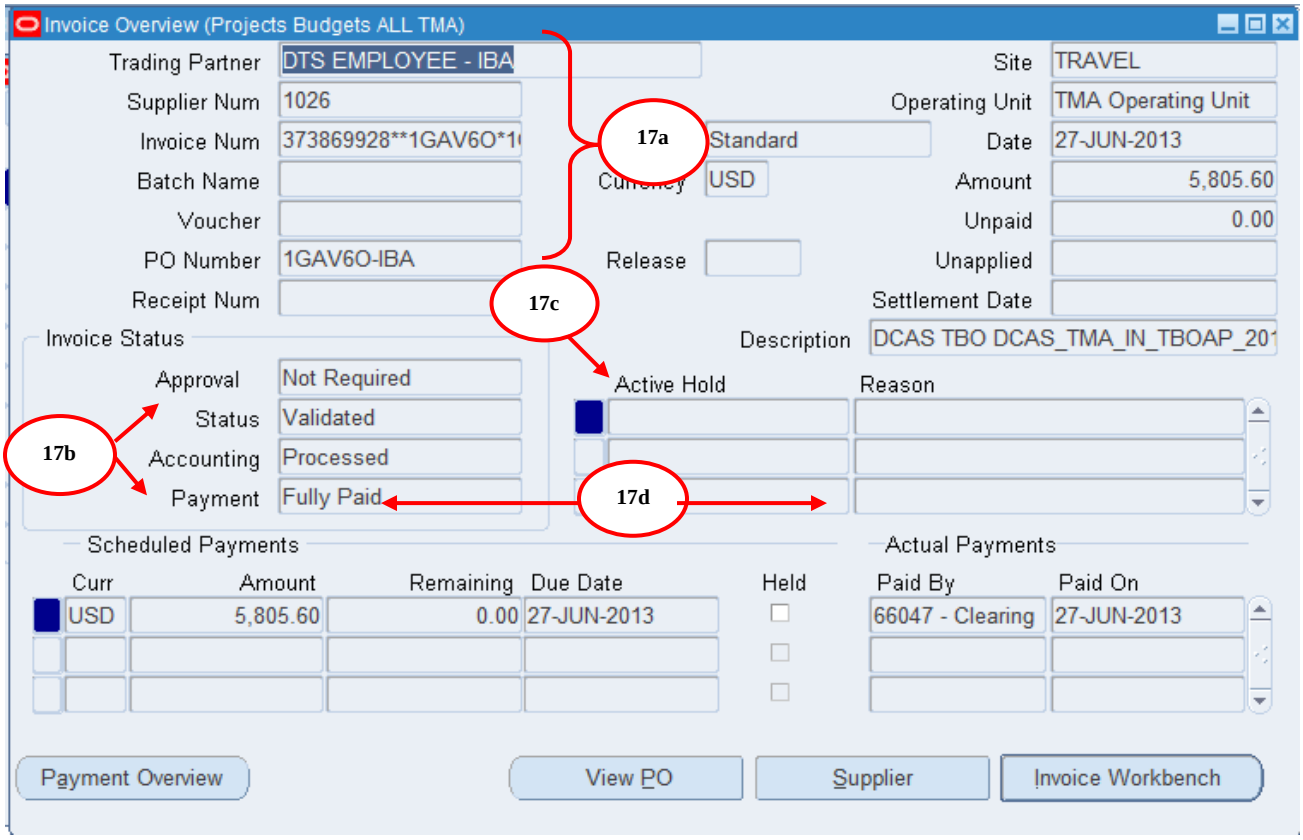
Expenditure Item Details



14.	This window shows the expenditure information for this project and task. Click the **AP Invoice** button to view invoice transactions.



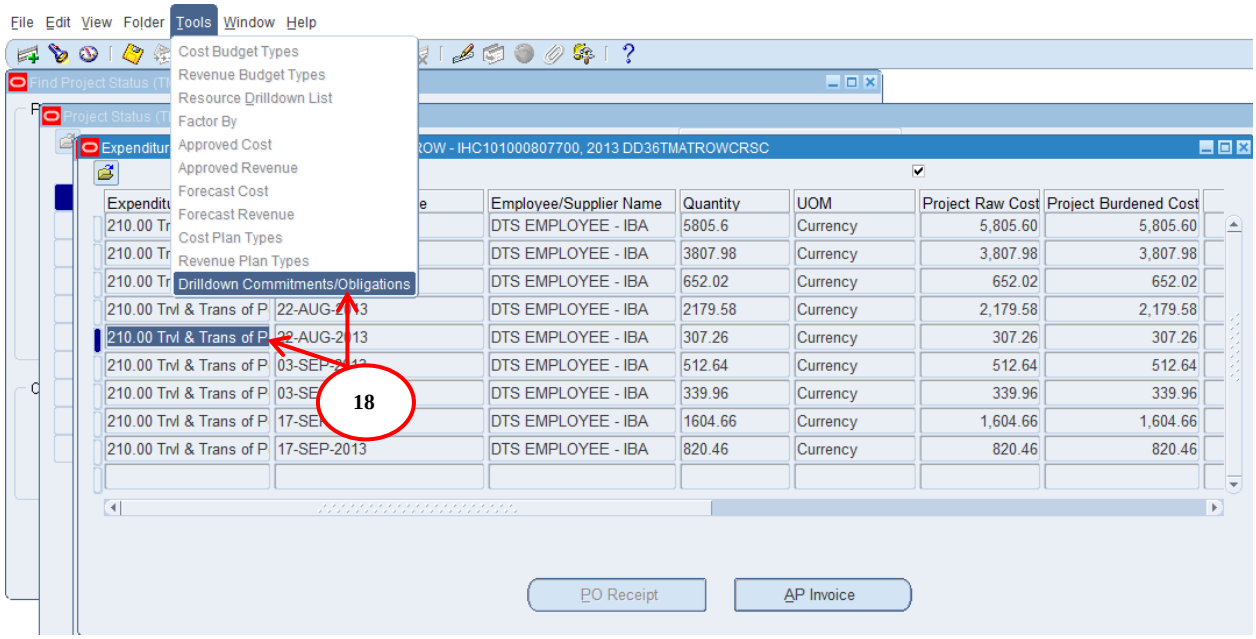
15.	Close this window by selecting the **Close** at the top of the form when finished reviewing the **AP Invoice** details.



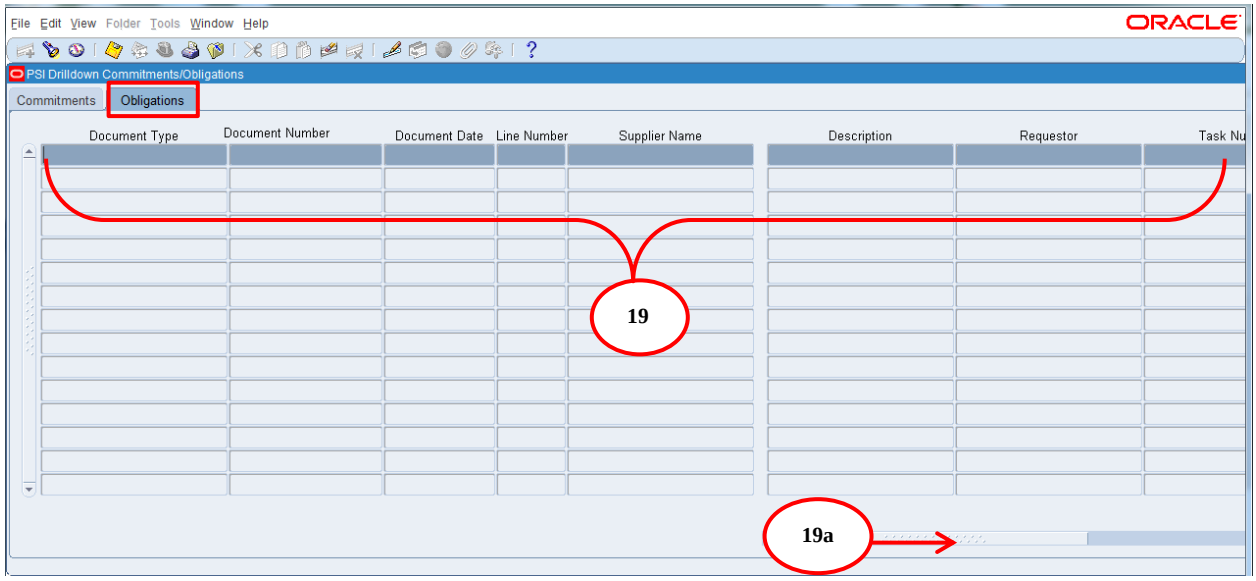
17. The **Invoice Overview** form displays the following information:

a) Supplier header information
b) Invoice Status
c) Active hold and the hold reason
d) Scheduled Payments and Actual Payments

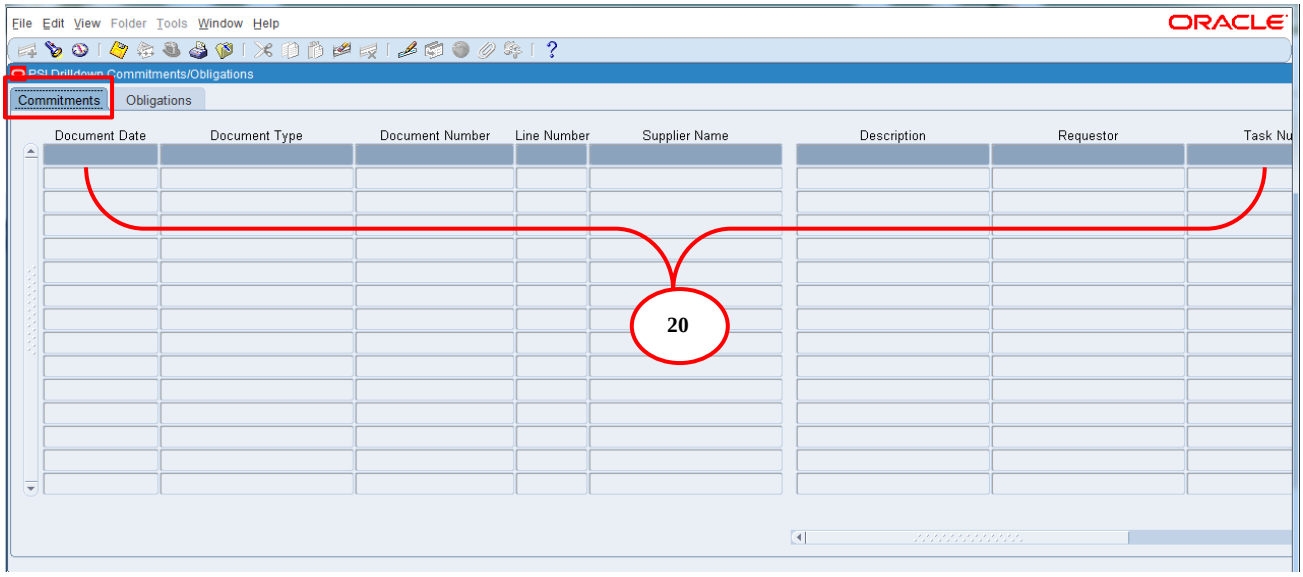
Close this window by selecting the **Close** at the top right corner of the form when finished reviewing the invoice details.



18.	To drilldown to Commitments/Obligations details, select the line, click on **Tools**, and select the **Drilldown Commitments/Obligations link.**



19.	If available, the **Obligations** tab will display approved Purchase Orders and Unpaid invoices. a. Scroll to the right to view additional information.



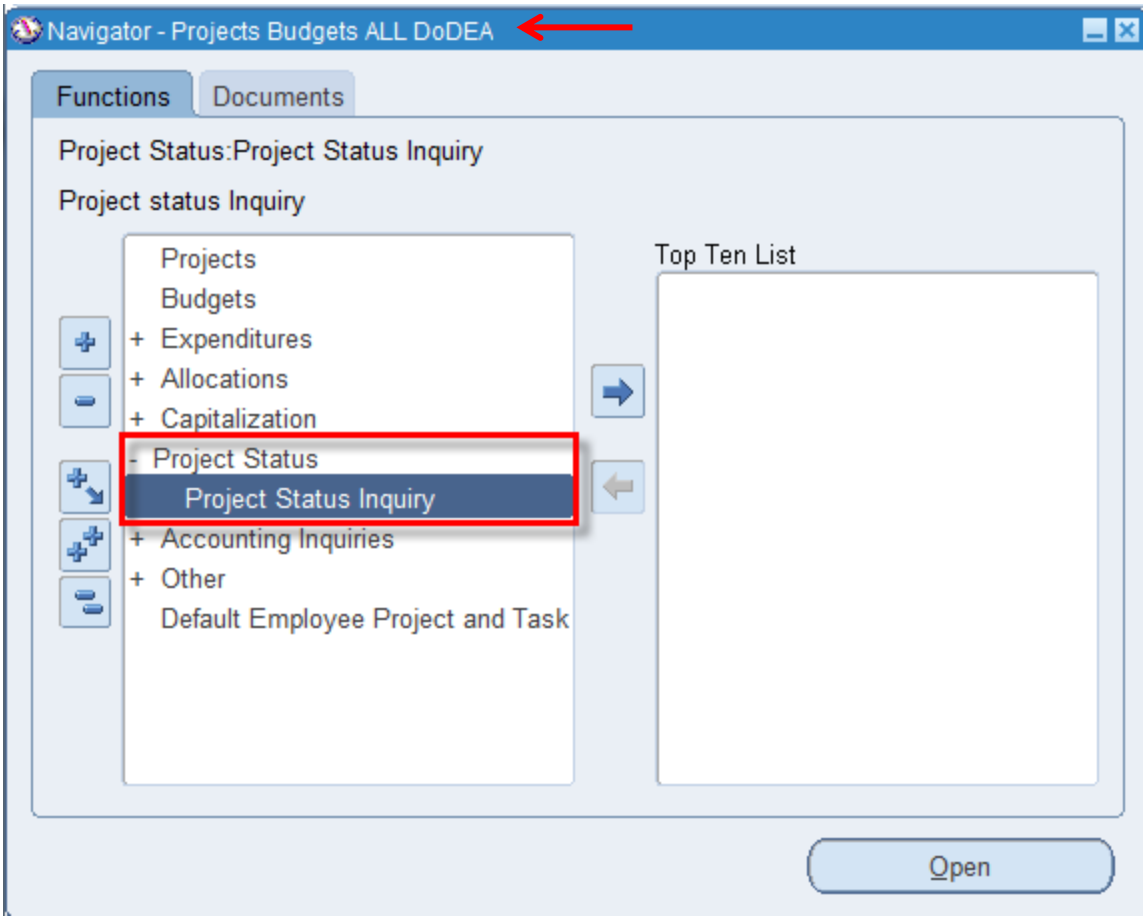
20.	If available, the **Commitment** tab will display approved Requisitions.

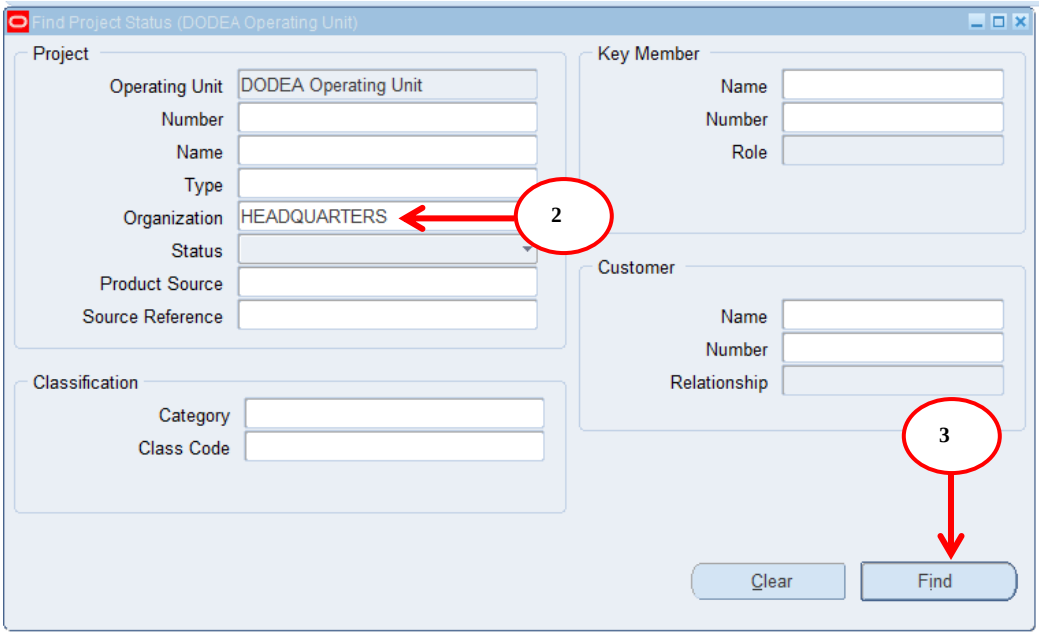
Result

Congratulations! You have reviewed the summary of costs, expenditure line items, commitments, and obligations for a single project and task.

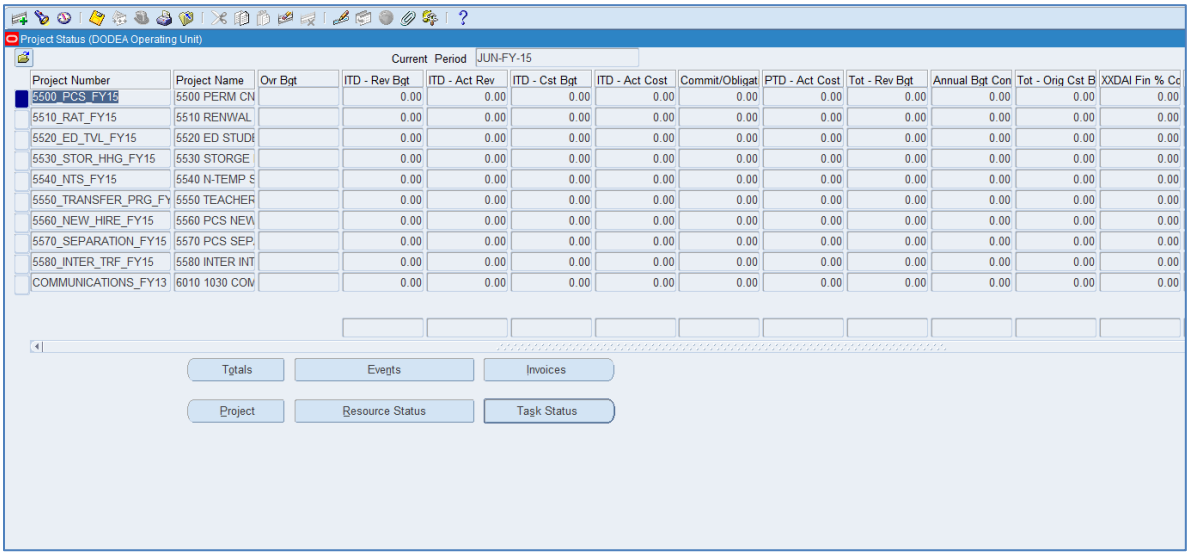
Review Project Status Inquiry for an Organization

1.	Start the task using the menu path: **Project Status → Project Status Inquiry**

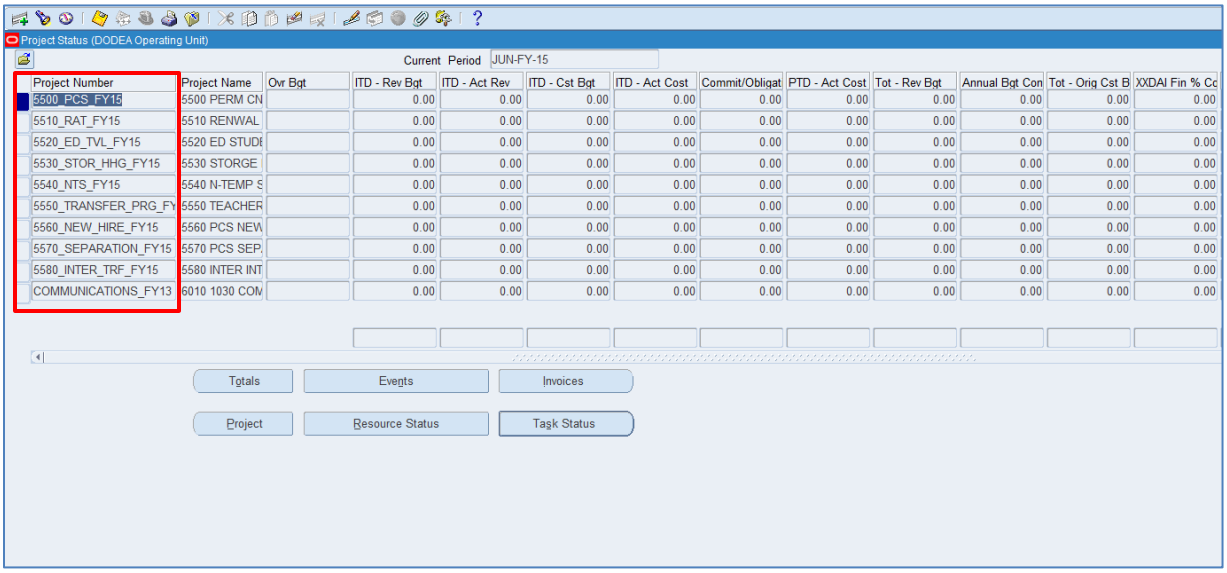




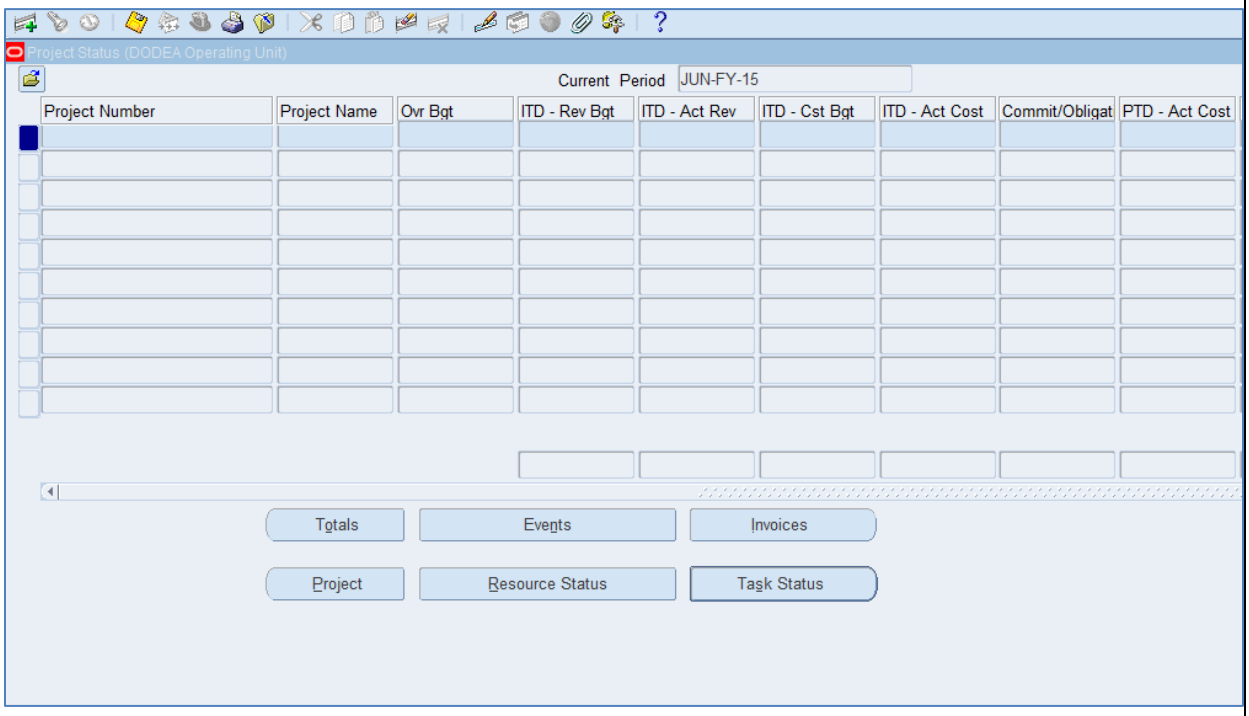
2.	Enter the **Organization** name in the **Organization** field or select the Organization from the list of values.
3.	Click the **Find** button.



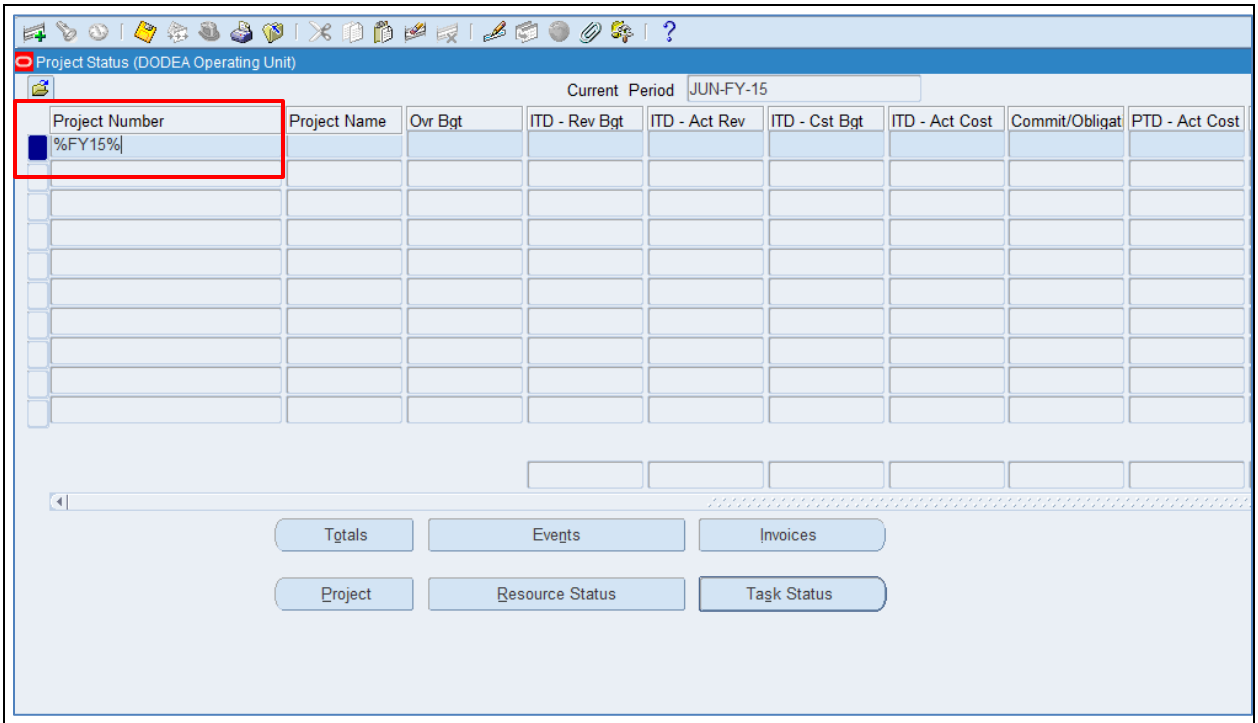
4.	The results will display all projects that belong to the owning organization. **Note: If Project Status Inquiry is ran for the Organizational level, the results will include projects belonging to all fiscal years.**



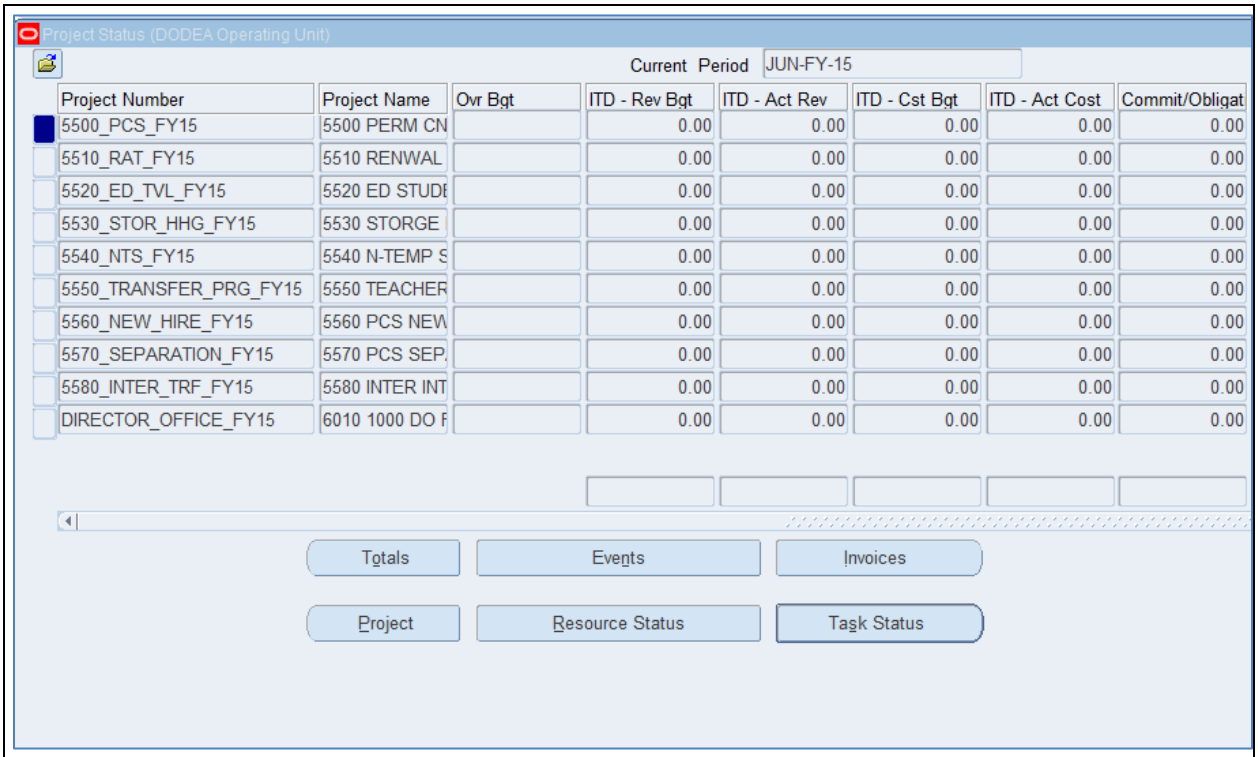
5.	To search for only the projects belonging to the current fiscal year, place your cursor in one of the **Project Number** fields.



6.	Press the **F11** key to enter query mode. The fields will turn blue.



7.	Enter the search criteria for the information you would like to view. In this example, we will be searching for all FY15 projects. We have entered **%FY15%** to search for all projects containing the value FY15. **Note:** It is recommended to use the wildcard (%) function to search for the applicable values.



8.	Press **CTRL+F11** to execute the search. The results display showing only FY15 Headquarters Projects.

Result

Congratulations! You have reviewed the Project Status Inquiry results at the Organizational level and filtered the results by fiscal year.