2. To: (Receiving Organization)  
DISTRIBUTION

3. From: (Originating Organization)  
SYSTEMS FLUOR DANIEL HANFORD

4. Related EDT No.:  
N/A

5. Proj./Prog./Dept./Div.:  
HANDI 2000

6. Design Authority/Design Agent/Cog. Engr.:  
DAWN E. ADAMS

7. Purchase Order No.:  
N/A

8. Originator Remarks:  
KEY WORDS: H2K, BMS, HANDI 2000, PEOPLESOFT GENERAL LEDGER, PROJECT COSTING, BUSINESS SYSTEM IMPLEMENTATION, FINANCE, AS-IS/TO-BE

9. Equip./Component No.:  
N/A

10. System/Bldg./Facility:  
N/A

11. Receiver Remarks:  
11A. Design Baseline Document? □ Yes □ No

12. Major Assm. Dwg. No.:  
N/A

13. Permit/Permit Application No.:  
N/A

14. Required Response Date:  
N/A

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<th>(C) Sheet No.</th>
<th>(D) Rev. No.</th>
<th>(E) Title or Description of Data Transmitted</th>
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<th>Reason for Transmittal</th>
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(SEE SHEET 2)

16. KEY  
E, S, O, D OR N/A  
(See WHC-CM-3-6, Sec. 12.7)  
1. Approval  
2. Release  
3. Information  
4. Review  
5. Post-Review  
6. Dist. (Receipt Acknow. Required)

17. SIGNATURE/DISTRIBUTION  
(See Approval Designator for required signatures)

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18. Signature of EDT Originator  
AUG 25 1998  
BD-7400-172-2 (10/97)

19. Authorized Representative for Receiving Organization  
20. Design Authority/ Cognizant Manager  
21. DOE APPROVAL (if required)  
□ Approved  
□ Approved w/o comments  
□ Disapproved w/o comments
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WORK PERFORMED BY OHC FOR PHMC-WORK ORDER PROCESS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM

Diane Wilson, Fluor Daniel Hanford Co.
MSN G1-22, 2355 Stevens
Richland, WA 99352
U.S. Department of Energy Contract DE-AC06-96RL13200

EDT/ECN: 625358 UC: 900
Org Code: FK260000 Charge Code: YBPME
B&R Code: EW 700100 Total Pages: 6

Key Words: Mission Critical, Costing, As-Is/To-Be Procedures
HANDI 2000, BMS, H2K


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Approved For Public Release
Memorandum

To: D.E. Adams G1-21, K.B. Adamsons H2-19
M.J. Byrd H2-08, R.C. Corless H2-19,
A.A. Carter H2-19, J.A. Caldwell G1-22,
C.R. Hopkins G1-57, R.J. McFadzean H2-19

From: P. C. Felts

Date: April 17, 1998

Re: PeopleSoft General Ledger / Project Costing -- Business System Implementation
Sessions Final Documentation

HANDI 2000 – Finance

Attached for your information is the complete set of documentation of the work flow
analysis from the Business System Implementation (BSI) Sessions.

One of the goals of finalizing documentation from the BSI Sessions is to use the
documents as a communication tool.

Other goals of the BSI sessions were to validate the As-Is process, and describe the vision
of the To-Be process that fit the baseline software processes. In the future, this
documentation will be accessible electronically via a read-only shared area.

I thank you and your staff for your support during this information gathering and
envisioning stage of the new system implementation project

If you have any questions, I can be reached on 376-0367 or via email.

Attachment

BmsAP010\Documentation\DocControl\DocMemorandum
Date: 4/17/98

Documentation: Finance Business System Implementation (BSI) Sessions

Processes Included:

- Accrual
- Allocations
- Budget
- Fit-Gap Analysis
- Closing Procedure
- Fixed Assets Accounting
- Funds Control
- General Ledger Account Maintenance
- Hanford Business Structure
- Inventory Processes
- Invoice/DISCAS
- Labor Costing
- Passport-PeopleSoft Integration
- Unit Billed Service
- Travel & Treasury:
  - OTS Cash Disbursement Process
  - Travel Expense Reimbursement
  - Cash Receipt Process
- Savings, Pensions, & Insurance:
  - Insurance Payment Process
  - Pension Payment Process
  - Savings Plan Payment Process
- Other Hanford Contractors:
  - Worked Performed by Enco’s for PHMC
  - Worked Performed by Enco’s for OHC
  - Worked Performed by PHMC for OHC – Work Order
  - Worked Performed by OHC for PHMC – Work Order Process
  - Worked Performed by PHMC for OHC – Walk In
  - Worked Performed by PHMC for DOE-Richland using the Request for Service Process

FDH Project Lead: Name Paul C. Felts

Signature
Work Performed by Other Hanford Contractors (OHC) for Project Hanford Management Contract (PHMC) - Work Order process

Overview
- OHC include:
  - Bechtel Hanford (BHI)
  - Pacific Northwest National Laboratories (PNNL)
  - Hanford Environmental Health Foundation (HEHF)
- PHMC includes:
  - Primary Contractor:
    - Fluor Daniel Hanford (FDH)
  - Subcontractors:
    - Lockheed Martin Hanford Corporation (LMH)
    - DynCorp Tri-Cities Services, Inc. (Dyncorp)
    - Duke Engineering & Services Hanford, Inc. (DESH)
    - Waste Management Services of Hanford, Inc. (WMH)
    - Babcock & Wilcox Hanford Company (B&WH)
    - Numatec Hanford Corporation (Numatec)

Assumptions
- Major assumption is that this “as is” process for work by Other Hanford Contractors for PHMC will be input into procurement process and be handled like any other contract procurement. This assumption is mission critical.
- Assumption is that no electronic file transfer of costs between OHC and PHMC needs to be maintained (CLH or something else). Costing would occur same as any other procurement. This assumption is not mission critical.

Policies
- Business policy is that all procurement of services including those from OHC will be captured in procurement system.

As-Is Procedures
1. PHMC initiates request for work
   PHMC sponsor identifies need for work from OHC and prepares work order (W/O) with Letter of Instruction (LOI) and Statement of Work (SOW) which is sent to FDH Acquisitions dept.
2. FDH Acquisitions processes purchase order
   FDH Acquisitions reviews and accepts W/O along with funding and forwards to FDH Accounting and OHC.
3. Work Order entered into FDS
   FDH Accounting inputs work order into FDS.
4. OHC performs work
   OHC performs the work in the W/O and accumulates costs.
5. OHC sends cost information to PHMC
   OHC sends cost file to FDH weekly via Clearinghouse (CLH). This electronic file books OHC costs into FDS and serves as backup to OHC invoice.
6. OHC invoices FDH
OHC invoices cost to FDH monthly. FDH reviews, approves, and invoices check to OHC.

To-Be Procedures

1. **PHMC initiates request for work.**
   PHMC sponsor identifies need for work from OHC and prepares a Purchase Requisition which is sent to PHMC Acquisitions dept.

2. **FDH Acquisitions processes purchase order**
   PHMC enter Purchase Requisition into procurement system and send Purchase Order generated to OHC.

3. **OHC performs work**
   OHC performs the work in the W/O and accumulates costs.

4. **OHC invoices FDH**
   OHC invoices cost to FDH monthly. FDH reviews, approves, and invoices check to OHC.

Impacts

- Work by Other Hanford Contractors for PHMC will be input into procurement process and be handled like any other contract procurement. The Other Hanford Contractors have to understand the new structure and work with PHMC accordingly.

- No electronic file transfer of costs between OHC and PHMC will be maintained. Costing would occur same as any other procurement.

- There will not be impacts to the new procurement systems other than an increase in PO volume.

- There may be impacts to OHC financial systems to accept and invoice cost to PHMC under PO number rather than work order number.

Issues & Action Items

Issues

- Work order tracking replaced by Project ID within PHMC systems may impact OHC financial systems.

- Should work order funding be used as funding level for invoicing and funds control of cost (currently the work order funding level is a lower level than that given by DOE).

Action Items

- Work with OHC to develop process to get cost information to OHC under a structure understood by OHC financial system (link work order to Project ID). Party responsible: Dick Pouley Due Date: May 1 (this can be done as part of prototyping)

- Determine funding level for OHC work orders and modify funds control process as necessary. Party responsible: Dick Pouley / Roger Corless Due Date: May 1 (this does not delay prototyping)