2. To: (Receiving Organization)  
3. From: (Originating Organization)  
4. Related EDT No.:
   N/A
5. Proj./Prog./Dept./Div.:
   HANDI 2000
6. Design Authority/Design Agent/Cog. Engr.:
   DAWN E. ADAMS

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

11. Receiver Remarks:  
11A. Design Baseline Document?  
   Yes  

15. DATA TRANSMITTED

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(SEE SHEET 2)

16. KEY

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   Signature: [Signature]
   Date: 8/12/98

19. Authorized Representative for Receiving Organization
   Signature: [Signature]
   Date: [Date]

20. Design Authority/Cognizant Manager
   Signature: [Signature]
   Date: [Date]

21. DOE APPROVAL (if required)
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   □ Approved  
   □ Approved w/comments  
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ACCRUALS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM

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

EDT/ECN: 6253858  Charge Code: YBPME
Org Code: FK260000  Total Pages: 9
B&R Code: EW7070100

Key Words: Peoplesoft FDS, PIDS, DLE Upload, Manual DLE, Buyers, Vendors, CAMS Analyst, As Is, To Be HANDI 2000

Abstract: Accruals are made at the project level. At the inception of each project, Project Management and the Accounts Payable Group make a mutual decision on whether periodic accrual entries should be made for it.

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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
Accruals

Overview

Accruals are made at the project level. At the inception of each project, Project Management and the Accounts Payable Group (A/P) make a mutual decision on whether periodic accrual entries should be made for it.

Issues identified with the as-is accrual process:

- Accruals are officially the responsibility of the Cost Account Managers (CAMs). Nevertheless, the Finance Group is often held responsible for the accuracy of the accrual due to their significant involvement in the compilation of the accrual entries.

- There are three (3) ways in which accrual entries are entered into FDS (PIDS, DLE Upload, Manual DLE). This increases the complexity and risk of errors in the accrual.

The vision of the to-be environment is as follows:

- Accrual entries will be manually input into PeopleSoft.

- The CAMs will be fully responsible for the compilation of the accrual amounts.

- Accounting will process the entries into PeopleSoft Projects.

- Due to scheduling, timing, and resource constraints, Accounts Payable will make the entries into PeopleSoft at 10/01/98. These entries will be based on information provided by the CAMs. The future vision will be phased in during the first quarter of FY1999.

Assumptions

- The CAMS will use necessary tools and information sources (e.g. vendors) to compile the accrual entries on the projects each is responsible for.

Policies

- CAMs are responsible for compiling monthly accrual entries.

- A site-wide standard tool will be introduced for the CAMs use to compile accrual information into entries for input into PeopleSoft.

- All monthly accruals are automatically reversed at the end of the following month.
As-Is Procedures

See Fluor Daniel Hanford As-Is Accrual Process for flow diagram.

1 **Buyers, CAMS, Vendors and Analyst collect accrual information**
   Individuals who are responsible for accruals collect necessary information from a variety of sources to compile the accrual using different spreadsheet and database tools.

2 **Accrual information forwarded to A/P Staff**
   Compiled accruals are forwarded to A/P Staff for entry into PIDS and FDS. If accrual information is not available or is inadequate, A/P Staff has to research and collect the necessary information.

3 **Accruals entered into Financial System**
   Accruals are entered into the Financial Systems by the A/P Staff in one of three ways. See flow diagram for the detail steps in each way.
   
   A. Entering into PIDS (Purchasing System), PIDS then feeds the entries to FDS in a batch process.

   B. Large, complex non-PIDS entries compiled with a spreadsheet or database tool are entered using a Manual DLE Upload Process.

   C. Simpler non-PIDS entries are entered into FDS directly as a manual Detail Ledger Entry (DLE).

To-Be Procedures

The Indus Passport Purchasing Module does not have the capability to accept accrual entries as PIDS did. Thus, monthly accrual journal entries will be entered directly into PeopleSoft. See Fluor Daniel Hanford To-Be Accrual Process for flow diagram.

1 **CAMs collect accrual information**
   The CAMs will be responsible for accumulating all information necessary for the compilation of the accrual entries at month end. If all necessary information is not available by the entry deadline at month-end, the CAMs are responsible to use their best judgment to provide an estimate for the accrual.

2 **CAMs compile accrual entries and input into site wide standard input form**
   A site wide input standard format will be used by all CAMs to compile accrual entries. This format will be similar to a journal entry for ease of inputting.

3 **Accruals entered into PeopleSoft**
   The staff responsible for entering accruals will have adequate access and training for the purpose of entering the compiled accrual entries directly into PeopleSoft.

   Accrual entries will be entered into Projects and then replicated into GL using Journal Generator as reversing entries. The Reversal is then sent back to Projects via Allocation.

4 **10/01/98 Interim Solution**
   Due to scheduling, timing, and resource constraints, Accounts Payable will make the entries into PeopleSoft at 10/01/98. These entries will be based on information provided by the CAMs. The future vision will be phased in during the first quarter of FY1999.
Impacts
- The CAMs, instead of Accounts Payable, will be fully responsible for the compilation of the monthly accrual entries. This will lessen the load on Accounts Payable at month-end.

Issues & Action Items

Issues
- Decision needed on whether a monitoring role is to be established to ensure all necessary accruals are made.
- Need to determine the information necessary for compiling the monthly accrual entry and the best source for such information

Action Items
- Discussion with Indus regarding the reports and information available from Passport Procurement and Contracts Management for the compilation of necessary accruals.
- Define specific training needs and integrate into training plan.
Impacts

☐ The CAMs, instead of Accounts Payable, will be fully responsible for the compilation of the monthly accrual entries. This will lessen the load on Accounts Payable at month-end.

Issues & Action Items

Issues

☐ Decision needed on whether a monitoring role is to be established to ensure all necessary accruals are made.

☐ Need to determine the information necessary for compiling the monthly accrual entry and the best source for such information

Action Items

☐ Discussion with Indus regarding the reports and information available from Passport Procurement and Contracts Management for the compilation of necessary accruals.

☐ Define specific training needs and integrate into training plan.
AIP Staff input data into Access Database

PIDS Accrual?

Yes: Input PIDS Accrual On Line

No: Manual DLE Upload Process (for large, complex entries)

Generate PIDS Accrual Listing Report

Generate Database Accrual Report

AIP Staff input summarized accrual data from Access into PIDS

PIDS Processing

PIDS sends accrual data to FDS

FDS Processing

FDS creates GL Accrual Journal Entries

End

- Buyers, CAMS, Vendors and Analyst collect accrual information
- Accrual information forwarded to AIP Staff
- Yes: Input PIDS Accrual On Line
- No: Manual DLE Upload Process (for large, complex entries)
- AIP staff input summarized accrual data from Access into PIDS
- PIDS Processing
- PIDS sends accrual data to FDS
- FDS Processing
- FDS creates GL Accrual Journal Entries
- End
Fluor Daniel Hanford As-is Accrual Process (2/2)

Manual Calc:
Accrual = Tot Cost Incurred - Actuals Costed

A/P Staff inputs entry on-line into FDS

Upload data to FDS

FDS Processing (Creates GL Entries)

End

Manual Data input:
PO#, Line item #, Org code, Charge code, Type of entry, Summ. class code, MPR, Cost element, accrual amount, GL entries

No edit

A/P Staff inputs entry on-line into FDS

On-line Input:
PO#, Line item #, Org code, Charge code, Type of Entry, Summ. Class code, MPR, Cost Element, Accrual Amt, GL Entries (Edit)

FDS Processing (Creates GL Entries)

End
Fluor Daniel Hanford To-Be Accrual Process

Start → CAMs collect accrual information → CAMs compile accrual entries → Manual accrual entries made into PeopleSoft (10/1/98 - A/P will make entry) → Future - CAMs will make entry → End