ENGINEERING DATA TRANSMITTAL

2. To: (Receiving Organization) DISTRIBUTION
3. From: (Originating Organization) SYSTEMS FLUOR DANIEL HANFORD

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

8. Originator Remarks:

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


15. DATA TRANSMITTED

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16. KEY

E.S.Q.D.O.R/ N/A
(See WHC-CM-3-3, Sec. 12.7)


17. SIGNATURE/DISTRIBUTION

(See Approval Designator for required signatures)

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18. Signature of EDT Originator

19. Authorized Representative for Receiving Organization

20. Design Authority/Cognizant Manager

21. DOE APPROVAL (if required)

Ctrl No.

☐ Approved
☐ Approved w/comments
☐ Disapproved w/comments

BD-7400-172-2 (10/97)
## ENGINEERING DATA TRANSMITTAL

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**Notes:**
- Item No. 23 and 24 are listed separately.
- Each entry includes a title or description related to work or requests for services.
- Approval designator and reason for transmittal are marked as N/A for both items.
- The reason for transmittal and originator disposition are filled in for the first item but not for the second item.

**Page Information:**
- Page 4 of 4
- EDI: 625358
- Page Continuation

**Other Details:**
- No additional notes or comments are provided in the image.
CLOSING PROCEDURE 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

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Org Code: FK260000  
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UC: 900  
Charge Code: YBPME  
Total Pages: 5

Keywords: MONTHLY, YEAR END, FISCAL

Abstract: The closing process currently consists of the running of a preliminary close on the first working day following the last day of the fiscal month. The year end close is run with several preliminary closes prior to fiscal year end with a hard close predicated on receipt of a final obligation letter from DOE.

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UV Burkland 8/24/98
Release Approval  Date

Release Stamp

Approved For Public Release
Memorandum

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

ii
Closing Procedure

Overview
The closing process currently consists of the running of a preliminary close on the last working day prior to fiscal month end and a final close on the first working day following the last day of the fiscal month. The year end close is run with several preliminary closes prior to fiscal year end with a hard close predicated on receipt of a final obligation letter from Department of Energy (DOE).

- Currently, the various feeder systems are run at different times prior to period end (see attached schedule)

- Timing of the hard close in FDS is dictated by the timing of DOE mandated reporting requirements (DISCAS). The time frame is the third working day of the calendar month following the end of a fiscal period. Year end close is determined by DOE-RL’s required dates to DOE-Headquarters (HQ) and Hanford site contractor agreement.

- Currently, most Fluor Daniel Hanford (FDH) financial systems are run on a fiscal month cycle. The payroll system is run on a calendar month cycle. Accruals are made at calendar month ends.

- P3 closes on a calendar month.

Assumptions
- All FDH financial systems will operate on the fiscal calendar.

- The site is looking to be an early adopter for P3E. P3E is an enterprise version of P3. P3E has the ability to close on a calendar or fiscal month.

Policies
- All accruals are posted with respect to the fiscal calendar.

- The monthly and year-end close timelines are set to ensure timely compliance with DOE reporting requirements.

As-Is Procedures
See attached closing schedule/closing checklist for detail closing activities.

Monthly:
Last working day prior to close of period a preliminary close is run so that Pacific Northwest National Laboratory can process its close. Final close is the first working day following the last day of the fiscal period.

Year-end
Several preliminary closes are run so that proper year-end adjustments can be made. DISCAS invoice is prepared and submitted to DOE by the agreed upon date. The G/L is not closed until the invoice is reviewed by DOE. Upon DOE’s approval, the G/L is closed for that fiscal year.

To-Be Procedures
The to-be procedure will not differ from the as-is procedure.
Impacts

- Need to establish cut-off procedures for all feeder systems to ensure accurate and consistent fiscal cut-off.

Issues & Action Items

Issues

- Determine how the accrual entry for labor will be posted at year-end. Can this be controlled through TIS? See issues log.

- Need to establish a common fiscal calendar throughout all the financial systems. See issues log.

- As-is closing process includes a preliminary close step for data transfer between PNNL and FDH. Will this preliminary close still be necessary in the to-be environment?

Action Items

- Investigate the functionality of TIS and its ability to produce accurate cut-off accrual entry.