

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, PEOPLESFT. GENERAL LEDGER, PROJECT COSTING, BUSINESS SYSTEM IMPLEMENTATION, FINANCE, AS-IS/TO-BE				9. Equip./Component No.: N/A	
11. Receiver Remarks:		11A. Design Baseline Document? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. System/Bldg./Facility: N/A	
				12. Major Assm. Dwg. No.: N/A	
				13. Permit/Permit Application No.: N/A	
				14. Required Response Date: N/A	

15. DATA TRANSMITTED					(F)	(G)	(H)	(I)
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	Approval Designator	Reason for Transmittal	Originator Disposition	Receiver Disposition
1	HNF-2640	N/A	0	ACCRUALS FOR HANDI 2000				
				BUSINESS MANAGEMENT SYSTEM	N/A	2		
2	HNF-2641	N/A	0	ALLOCATIONS FOR HANDI 2000				
				BUSINESS MANAGEMENT SYSTEM	N/A	2		
3	HNF-2642	N/A	0	BUDGET FOR HANDI 2000				
				BUSINESS MANAGEMENT SYSTEM	N/A	2		
	(SEE SHEET 2)							

16. KEY			
Approval Designator (F)	Reason for Transmittal (G)	Disposition (H) & (I)	
E, S, Q, D OR N/A (See WHC-C/M-3-5, Sec. 12.7)	1. Approval 2. Release 3. Information 4. Review 5. Post-Review 6. Dist. (Receipt Acknow. Required)	1. Approved 2. Approved w/comment 3. Disapproved w/comment	4. Reviewed no/comment 5. Reviewed w/comment 6. Receipt acknowledged

17. SIGNATURE/DISTRIBUTION (See Approval Designator for required signatures)											
(G) Reason	(H) Disp.	(J) Name	(K) Signature	(L) Date	(M) MSIN	(G) Reason	(H) Disp.	(J) Name	(K) Signature	(L) Date	(M) MSIN
2	1	Design Authority	<i>Dawn Adams</i>	8/19/98				Central Files	<i>B1-07</i>		
		Design Agent									
		Cog. Eng.									
		Cog. Mgr.									
		QA									
		Safety									
		Env.									

18. Signature of EDT Originator <i>Daniel Wilson</i> 8/12/98 Date		19. Authorized Representative for Receiving Organization N/A Date		20. Design Authority/Cognizant Manager <i>Dawn Adams</i> 8/19/98 Date		21. DOE APPROVAL (if required) Ctrl No. _____ <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/comments <input type="checkbox"/> Disapproved w/comments	
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ENGINEERING DATA TRANSMITTAL

(CONTINUATION PAGE)

5. Proj./Prog./Dept.Div.: HANDI 2000			6. Cog. Eng. DAWN E. ADAMS			1. EDT 625358		Page 2 of 4	
15. DATA TRANSMITTED						(F)	(G)	(H)	(I)
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E).Title or Description of Data Transmitted	Approval Design- ator	Reason for Trans- mittal	Origina- tor Dispo- sition	Receiv- er Dispo- sition	
4	HNF-2746	N/A	0	FIT GAP ANALYSIS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
5	HNF-2643	N/A	0	CLOSING PROCEDURE FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
6	HNF-2644	N/A	0	FIXED ASSETS ACCOUNTING FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
7	HNF-2645	N/A	0	FUNDS CONTROL FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
8	HNF-2646	N/A	0	GL CHART OF ACCOUNTS MAINTENANCE FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
9	HNF-2647	N/A	0	HANFORD BUSINESS STRUCTURE FOR BUSINESS MANAGEMENT SYSTEM	N/A	2			
10	HNF-2648	N/A	0	INVENTORY PROCESSES FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
11	HNF-2649	N/A	0	INVOICE/DISCAS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
12	HNF-2650	N/A	0	LABOR COSTING FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
13	HNF-2651	N/A	0	PASSPORT-PEOPLESOF INTEGRATION FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2			
(CONTINUED ON PG 3)									

ENGINEERING DATA TRANSMITTAL

(CONTINUATION PAGE)

5. Proj./Prog./Dept.Div.: HANDI 2000				6. Cog. Eng. DAWN E. ADAMS				1. EDT 625358		Page 3 of 4	
15. DATA TRANSMITTED								(F)	(G)	(H)	(I)
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	Approval Desig- nator	Reason for Trans- mittal	Origina- tor Dispo- sition	Receiv- er Dispo- sition			
14	HNF-2652	N/A	0	UNIT BILLED SERVICES FOR	N/A	2					
				HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
15	HNF-2653	N/A	0	OTS CASH DISBURSEMENT	N/A	2					
				PROCESS FOR BUSINESS							
				MANAGEMENT SYSTEM							
16	HNF-2654	N/A	0	TRAVEL EXPENSE	N/A	2					
				REIMBURSEMENT FOR HANDI							
				2000 BUSINESS MANAGEMENT							
				SYSTEM							
17	HNF-2655	N/A	0	CASH RECEIPTS PROCESS FOR	N/A	2					
				HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
18	HNF-2656	N/A	0	INSURANCE PAYMENT PROCESS	N/A	2					
				FOR HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
19	HNF-2658	N/A	0	SAVINGS PLAN PAYMENT							
				PROCESS FOR HANDI 2000							
				BUSINESS MANAGEMENT							
				SYSTEM							
20	HNF-2659	N/A	0	WORK PERFORMED BY ENTER-	N/A	2					
				PRISE COMPANIES (ENCO)							
				FOR (PHMC) FOR HANDI 2000							
				BUSINESS MANAGEMENT							
				SYSTEMS							
21	HNF-2661	N/A	0	WORK PERFORMED BY PHMC	N/A	2					
				FOR OHC-WORK ORDER FOR							
				HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
22	HNF-2662	N/A	0	WORK PERFORMED BY OHC FOR	N/A	2					
				PHMC-WORK ORDER PROCESS							
				FOR HANDI 2000 BUSINESS							
	(CONTINUED ON PG 4)			MANAGEMENT SYSTEM							

ENGINEERING DATA TRANSMITTAL

(CONTINUATION PAGE)

5. Proj./Prog./Dept.Div.:	6. Cog. Eng.	1. EDT	
HANDI 2000	DAWN E. ADAMS	625358	Page 4 of 4

[illegible]

INVOICE/DISCAS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM

Diane Wilson, Fluor Daniel Hanford Co.
MSN 31-22, 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: EW7070100 Total Pages: 5

Key Words: DOE-RL, COST INCURRED, FMD.

Abstract: Invoice: Fluor Daniel Hanford provides a hard copy invoice to DOE-RL summarizing the cost incurred, all cost accruals, and cost accrual reversals, and transfers. An "invoice file" is also submitted to RL which is backup to the hard copy. The file format is consistent with guidance provided by RL Financial Management Division. Cost, accrual and reversal amount will be reported by the codes identified in the Distribution of Obligations Report issued by the Contracting Officer...

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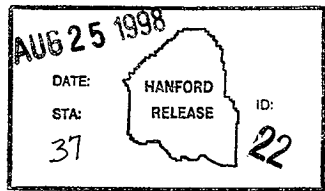
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V. L. Burkland 8/24/98

Release Approval

Date



Release Stamp

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

Rev. 12-13-93

**Fluor Daniel Hanford - PeopleSoft Financials
General Ledger / Project Costing Documentation Signoff Form**

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



Invoice/DISCAS

Overview

- ☐ Invoice: Fluor Daniel Hanford provides a hard copy invoice to DOE-RL summarizing the cost incurred (checks written against the letter of credit), all cost accruals, and all cost accrual reversals, and transfers. An "invoice file" is also submitted to RL which is backup to the hard copy. The file format is consistent with guidance provided by RL Financial Management Division (FMD). Cost, accrual, and reversal amount will be reported by the codes identified in the Distribution of Obligations Report issued by the Contracting Officer and the associated WBS/TPCN codes that are used to identify specific tasks. Cumulative costs, accruals, and reversals reported should not exceed the cumulative amount authorized for each code in the Distribution of Obligations Report.
- ☐ Invoice: Since the M&I contract with Fluor Daniel Hanford includes a letter of credit, the "invoice" is not a mechanism which is submitted for cost reimbursement but a memorandum depicting how dollars from the letter of credit were spent for the month. RL utilizes the invoice file to distribute data to the RL Contracting Officer Representatives to "approve" the expenditures of US Treasury dollars.
- ☐ DISCAS – FDH is responsible for preparing summarized cost, accruals, and accrual reversals for the month from the Invoice detail file to feed the Department of Energy accounting system due by close of business, the third working day of the following calendar month in the format specified by RL FMD.
- ☐ DISCAS – the process of submitting a summarized file is in effect for edit purposes only. Once edit issues have been addressed by general ledger adjustments, they are recorded to the invoice file.

Assumptions

- ☐ MISSION CRITICAL – must still meet the basic RL reporting requirements with the new system implementation.
- ☐ PeopleSoft General Ledger and Projects Module does not provide for the DOE Data elements which must be maintained. Rather than customizing the PeopleSoft products, an external crosswalk table will be developed to maintain the DOE Data Elements necessary for reporting.

NOTE: The DOE Invoice/DISCAS process has been deferred. It was determined to be more of a reporting/interface process and therefore needed to fall later in the project schedule. It has been rescheduled for May 11 – 26, 1998. In addition, completion of other BSI Sessions was necessary before beginning to address this process.

Policies

As-Is Procedures

To-Be Procedures

Impacts

Issues & Action Items

