

2. To: (Receiving Organization) <b>DISTRIBUTION</b>			3. From: (Originating Organization) <b>SYSTEMS FLUOR DANIEL HANFORD</b>			4. Related EDT No.: <b>N/A</b>			
5. Proj./Prog./Dept./Div.: <b>HANDI 2000</b>			6. Design Authority/Design Agent/Cog. Engr.: <b>DAWN E. ADAMS</b>			7. Purchase Order No.: <b>N/A</b>			
8. Originator Remarks: <b>KEY WORDS: H2K, BMS, HANDI 2000, PEOPLESFT GENERAL LEDGER, PROJECT COSTING, BUSINESS SYSTEM IMPLEMENTATION, FINANCE, AS-IS/TO-BE</b>						9. Equip./Component No.: <b>N/A</b>			
11. Receiver Remarks:						10. System/Bldg./Facility: <b>N/A</b>			
						12. Major Assm. Dwg. No.: <b>N/A</b>			
11A. Design Baseline Document? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						13. Permit/Permit Application No.: <b>N/A</b>			
						14. Required Response Date: <b>N/A</b>			

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-CM-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							
		Design Agent		G1-21							
		Cog. Eng.									
		Cog. Mgr.									
		QA									
		Safety									
		Env.									

18. <i>Dawn Adams</i> 8-12-98 Signature of EDT Originator Date		19. <i>Dawn Adams</i> Authorized Representative for Receiving Organization Date		20. <i>Dawn Adams</i> 8/19/98 Design Authority/Cognizant Manager 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

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5. Proj./Prog./Dept.Div.: HANDI 2000	6. Cog. Eng. DAWN E. ADAMS	1. EDT 625358	Page 2 of 4
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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- nator	Reason for Trans- mittal	Orig- inator 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-PEOPLESOFT INTEGRATION FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2		
(CONTINUED ON PG 3)								

# ENGINEERING DATA TRANSMITTAL

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5. Proj./Prog./Dept.Div.: <b>HANDI 2000</b>				6. Cog. Eng.: <b>DAWN E. ADAMS</b>				1. EDT <b>625358</b>		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 Designator	Reason for Trans- mittal	Origina- tor Dispo- sition	Receiv- er Dispo- sition			
14	HNF-2652	N/A	0	UNIT BILLED SERVICES FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2					
15	HNF-2653	N/A	0	OTS CASH DISBURSEMENT PROCESS FOR BUSINESS MANAGEMENT SYSTEM	N/A	2					
16	HNF-2654	N/A	0	TRAVEL EXPENSE REIMBURSEMENT FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2					
17	HNF-2655	N/A	0	CASH RECEIPTS PROCESS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2					
18	HNF-2656	N/A	0	INSURANCE PAYMENT PROCESS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2					
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- PRISE COMPANIES (ENCO) FOR (PHMC) FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEMS	N/A	2					
21	HNF-2661	N/A	0	WORK PERFORMED BY PHMC FOR OHC-WORK ORDER FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2					
22	HNF-2662	N/A	0	WORK PERFORMED BY OHC FOR PHMC-WORK ORDER PROCESS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM	N/A	2					

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

6. Cog. Eng.

1. EDT

HANDI 2000

DAWN E. ADAMS

625358

Page 4 of 4

15.	DATA TRANSMITTED
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HNF-2663

N/A

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WALK-IN WORK FOR OTHER

N/A
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HANFORD CONTRACTORS FOR

## HANDI 2000 BUSINESS

MANAGEMENT SYSTEM

DOE HANFORD REQUEST FOR

24

HNF-2664

N/A

0

SERVICES FOR HANDI 2000

BUSINESS MANAGEMENT

SYSTEM

# 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 UC: 900  
Org Code: FK260000 Charge Code: YBPME  
B&R Code: EW7070100 Total Pages: 89

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

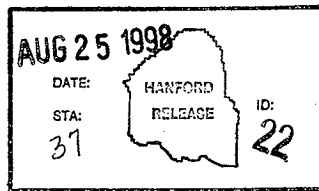
Abstract: Accruals are made at the project level. At the inception of each project, Project Management and the Accounts Payable Group make a mutual decision on whether periodic accrual entries should be made for it.

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*U. L. Buckland* 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

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

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**Date:** 4/17/98

**Documentation:** Finance Business System Implementation (BSI) Sessions

**Processes Included:**

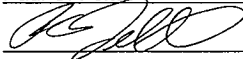
- Accrual
- Allocations
- Budget
- Fit-Gap Analysis
- Closing Procedure
- Fixed Assets Accounting
- Funds Control
- General Ledger Account Maintenance
- Hanford Business Structure
- Inventory Processes
- Invoice/DISCAS
- Labor Costing
- Passport-PeopleSoft Integration
- Unit Billed Service
- Travel & 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**

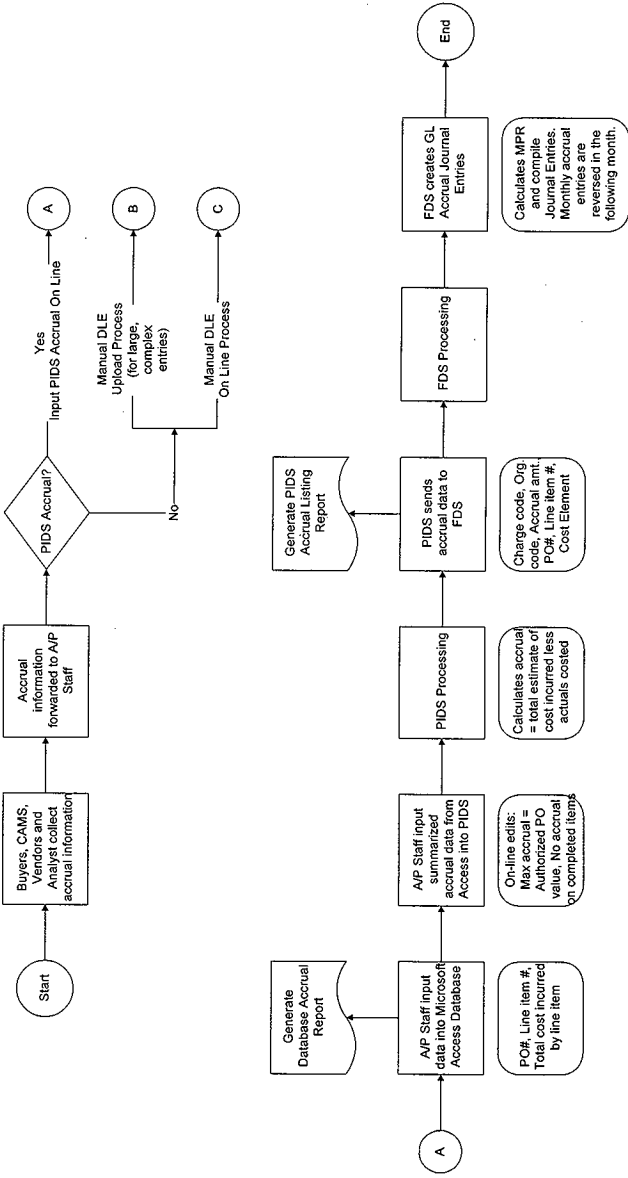
Issues

- ☐ 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

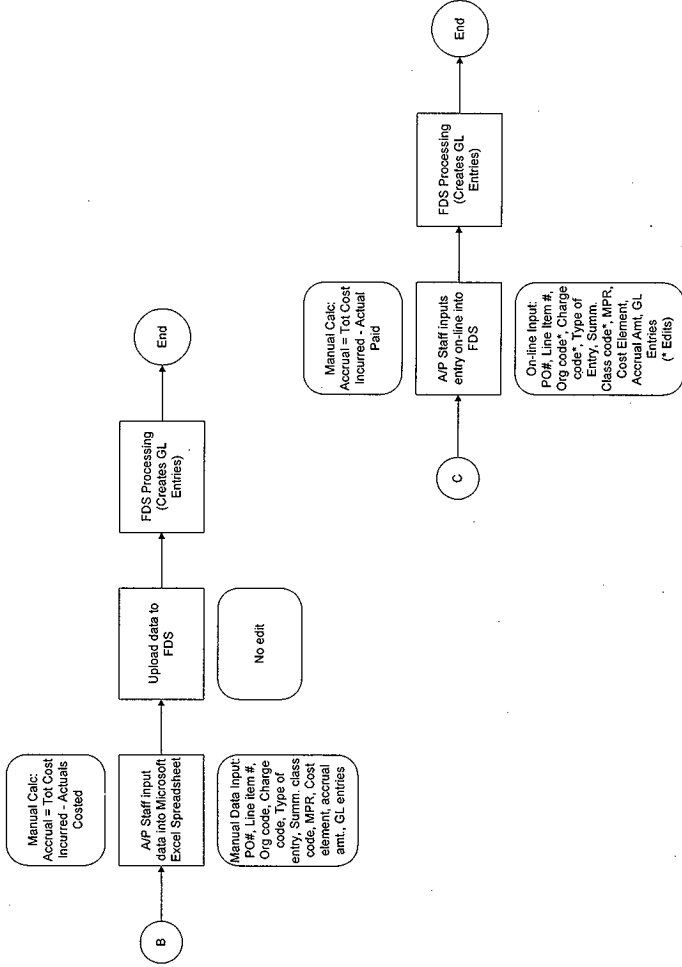
Action Items

- ☐ 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.

# Fluor Daniel Hanford As-Is Accrual Process (1/2)



## Fluor Daniel Hanford As-Is Accrual Process (2/2)



## Fluor Daniel Hanford To-Be Accrual Process

