

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, O, D OR N/A (See WHC-CM-3-5, Sec. 12.7)	1. Approval Release 2. Information 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		8-1-07	
		Design Agent		8-1-2/							
		Cog. Eng.									
		Cog. Mgr.									
		QA									
		Safety									
		Env.									

18. <i>Dawn Adams</i> 8-12-98 Signature of EDT Originator Date		19. N/A 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

(CONTINUATION PAGE)

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 Designator	Reason for Transmittal	Originator Disposition	Receiver Disposition
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-PEOPLESFT 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
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(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	Originator Disposi- tion	Receiver Disposi- tion
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		

(CONTINUED ON PG 4)

INSURANCE PAYMENT 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:
B&R Code: EW700100- Total Pages: 6
7070100

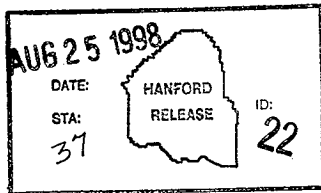
Key Words: As-Is Procedures, Premium Payments, Payroll feeds, Pension & Savings

Abstract: The Pensions & Savings group handles three types of payment into and out of Fluor Daniel Hanford related to insurance benefits: Premium Payment to Insurance Company Application of Employee Insurance Withholding against insurance costs. Remittance of insurance claims, and administrative fees. General approach in making and recording the remittance iis by forwarding payment information to Accounts Payable Master.

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V. L. Bukland 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. 12/00, REV 0

**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



Insurance Payment Process

Overview

The Pensions & Savings group handles three types of payment into and out of Fluor Daniel Hanford (FDH) related to insurance benefits:

- Premium Payment to Insurance Company
- Application of Employee Insurance Withholding against insurance costs.
- Remittance of insurance claims and administrative fees.

General approach in making and recording the remittance is by forwarding payment information to Accounts Payable Master (APM).

Assumptions

- The replacements of FDS with PeopleSoft and APM with Passport Accounts Payable will not result in change of the insurance payment processes.

Policies

- The Pensions and Savings Group is the owner and source of all financial transaction and entries related to insurance receipts and disbursements.

As-Is Procedures

Premium payments

- 1 **Receipt of invoice.**
Pensions & Savings receives individual periodic premium invoices from the insurance companies (CIGNA Life Insurance, OPTIONS, HMO, MCC, Columbia Dental).
- 2 **Request payment**
Pensions & Savings prepares and authorizes an F-order (check request, authorization form, and journal entry) and forwards it to Accounts Payable.
- 3 **Payment**
Accounts Payable inputs the invoice and payment authorization into APM and processes payment against it in a manner similar to payment on other vendor invoices.

Employee Insurance Withholding

1. **Withholding of employee portion**
Payroll calculates the weekly employee portion of the insurance premium and withhold amount from employees' paychecks.
2. **Payroll feeds FDS**
Payroll feeds withholding information to FDS, holding the employee withholding amount in a temporary account.
3. **Pensions & Savings creates and input entry**
Pensions & Savings prepares and inputs Detail Line Entry into FDS to transfer employee withholding from the temporary account to offset net insurance cost.

Reimbursement for Insurance Claims & Administration fees

1. Notification of obligation amount

Pensions & Savings and Treasury receive obligation amount. Insurance claims amount notification comes on a daily or bi-monthly basis depending on the carrier. Administrative fee amounts are received monthly from the administrator.

2. Remittance of funds

Pensions & Savings informs Treasury by phone or in writing the details of the Electronic Fund Transfer (EFT) required for the administrative fee payment. Treasury executes the EFT.

3. Journal Entry into FDS on remittance

Pensions & Savings inputs on-line detail line entry (DLE) into FDS and forwards a copy of the entries to Treasury.

4. Monthly reconciliation of general ledger accounts

Pensions & Savings performs monthly reconciliation of related GL accounts to ensure accuracy of the month's activities recorded. This is done by a manual comparison of reports from both systems.

To-Be Procedures

The To-Be procedures will be the same except that FDS will be replaced by PeopleSoft.

Impacts

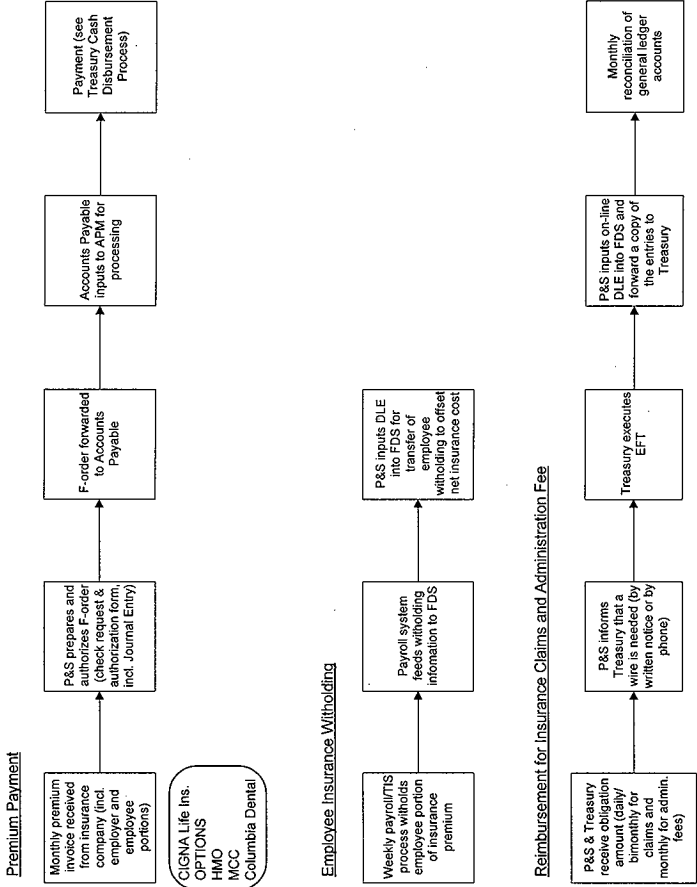
No change in the above procedures is planned.

Impact from the replacement of FDS with PeopleSoft and APM with Passport Accounts Payable includes the interfaces that are required and the panel used for journal entries

Issues & Action Items

There are no issues or action items.

Fluor Daniel Hanford Insurance Payment Processes



Pension Payment Process

Currently the defined benefit pension plan is adequately funded and thus no contributions are expected to be made this year. No process flow was documented for this reason.

Should contribution/payment be necessary in the future, the process is that the Pension Plan actuary notifies the Plan Administrator (Fluor Daniel Hanford, Inc.) that contributions are required, a cash contribution schedule is set up, and Treasury is informed of the necessary cash wire to be made using the EFT process. Such payment would be made once a month to the Pension Plan Trust (currently Wells Fargo Bank).