

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-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				Central File	61-07		
		Design Agent									
		Cog. Eng.									
		Cog. Mgr.									
		QA									
		Safety									
		Env.									

18. Signature of EDT Originator <i>Dawn Adams</i> 8/19/98		19. Authorized Representative for Receiving Organization N/A		20. Design Authority/Cognizant Manager <i>Dawn Adams</i> 8/19/98		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 Designator	Reason for Trans- mittal	Originator Dispo- sition	Receiver Dispo- sition			
4	HNF-2746	N/A	0	FIT GAP ANALYSIS FOR	N/A	2					
				HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
5	HNF-2643	N/A	0	CLOSING PROCEDURE FOR	N/A	2					
				HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
6	HNF-2644	N/A	0	FIXED ASSETS ACCOUNTING	N/A	2					
				FOR HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
7	HNF-2645	N/A	0	FUNDS CONTROL FOR HANDI	N/A	2					
				2000 BUSINESS MANAGEMENT							
				SYSTEM							
8	HNF-2646	N/A	0	GL CHART OF ACCOUNTS	N/A	2					
				MAINTENANCE FOR HANDI							
				2000 BUSINESS MANAGEMENT							
				SYSTEM							
9	HNF-2647	N/A	0	HANFORD BUSINESS	N/A	2					
				STRUCTURE FOR BUSINESS							
				MANAGEMENT SYSTEM							
10	HNF-2648	N/A	0	INVENTORY PROCESSES	N/A	2					
				FOR HANDI 2000 BUSINESS							
				MANAGEMENT SYSTEM							
11	HNF-2649	N/A	0	INVOICE/DISCAS FOR HANDI	N/A	2					
				2000 BUSINESS MANAGEMENT							
				SYSTEM							
12	HNF-2650	N/A	0	LABOR COSTING FOR HANDI	N/A	2					
				2000 BUSINESS MANAGEMENT							
				SYSTEM							
13	HNF-2651	N/A	0	PASSPORT-PEOPLESOF	N/A	2					
				INTEGRATION FOR HANDI							
				2000 BUSINESS MANAGEMENT							
				SYSTEM							
	(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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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	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)

[illegible]

ALLOCATIONS FOR HANDI 2000 BUSINESS MANAGEMENT SYSTEM

Diane Wilson, Fluor Daniel Hanford Co.
 MSN G1-22
 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: 4

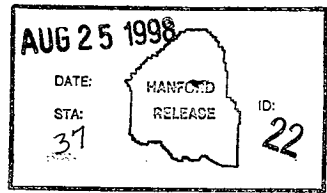
Key Words: PMA/DOH, ESS, MPR, F&A, GFS, LABOR DOLLARS
 HANDI 2000, BMS, BUSINESS MANAGEMENT SYSTEM

Abstract: Allocations at Fluor Daniel Hanford are burdens added to base costs using a predetermined rate.

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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

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:

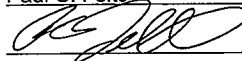
- Accrual
- Allocations
- Budget
- Fit-Gap Analysis
- Closing Procedure
- Fixed Assets Accounting
- Funds Control
- General Ledger Account Maintenance
- Hanford Business Structure
- Inventory Processes
- Invoice/DISCAS
- Labor Costing
- Passport-PeopleSoft Integration
- Unit Billed Service
- Travel &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



Allocations

Overview

Allocations at Fluor Daniel Hanford are burdens added to base costs using a predetermined rate. .
Allocations include:

- ☐ General and Administrative (G&A)
- ☐ Material procurement rate (MPR)
- ☐ Department Overhead (DOH)/Project Management Accounts (PMA)
- ☐ Government Furnished Services (GFS)
- ☐ Essential Site Services (ESS) ((ESS) adder is expected to be implemented in FY2000, ESS will eliminating the need for an MPR allocation.

Allocations for this document does not include internal services that are purchased and billed based on usage.

Assumptions

- ☐ ESS will be implemented in FY00 and has DOE-RL approval. A proposal to implement all or part of the ESS for FY99 is being made to DOE-RL.
- ☐ Allocations will be made in the PeopleSoft projects module.

Policies

- ☐ Chief Financial Office has confirmed that PMA/DOH costs will be allocated based on labor dollars, not total dollars.
- ☐ Chief Financial Office is the owner of the actual allocation process.
- ☐ Management of the individual components in ESS, MPR, PMA/DOH or G&A is the responsibility of the designated account managers. Chief Financial Office is responsible for the overall management of the ESS and G&A pools.

As-Is Procedures

Currently the financial data system, in the pricing routine, calculates and adds the MPR, G&A, PMA/DOH to all base cost records. Each item of cost is priced separately at the lowest level in the system. See attached flow diagram for steps for the establishment and execution of allocations.

Basis and Method

- ☐ PMA/DOH
Total labor dollars per period applied to all labor regardless of funding source.
- ☐ MPR
Total material dollars per period applied to all material costs regardless of funding source.
- ☐ G&A
Total costs for the period, after the MPR & PMA/DOH allocations, except for G&A funded accounts applied to all projects.
- ☐ GFS
Total costs for the period for all invoiced Enterprise Company costs (ENCO's).

To-Be Procedures

In the to-be environment, the timing and level of allocations will be different from the as-is environment.

Timing

- ☐ All allocations will occur once a month. This would be increased to each scheduled processing in September for fiscal year closing.

Allocation Level

- ☐ Allocation will be at the Project ID level.

An allocation at the PBS level was discussed. It was concluded that because different types of funding may be tied to a single PBS, this was not practical. If our funding came in at that level, with the same color of money, this would be an option.

There will be an allocation code of account (COA) which will be used when allocations are made.

Basis and Steps

- ☐ 1) PMA/DOH: Total labor dollars per period. Is applied to all labor regardless of funding source.
- ☐ 1) MPR: If not able to move to ESS in FY99, will be allocated on total material dollars for the period. Applies to all material costs regardless of funding source.
- ☐ 2) ESS: Total costs for the period to a project done on the Hanford site. Only applies to work physically done on site. Not applied to G&A, service pool, or PMS/DOH costs.
- ☐ 3) GFS: The basis for GFS should come from the INDUS/Passport system as costs invoiced by the ENCO's. This designator has yet to be identified.
- ☐ 4) G&A: Total costs for the period, after the ESS, MPR & PMA/DOH allocations, except for those accounts that are G&A funded.

Impacts

- ☐ Currently in P3, all costs are scheduled/budgeted with the burden added to each resource. PeopleSoft will not allocate at that level, but at a single allocation line based on labor, material or total costs. P3 also schedules/budgets with COCS codes that have the PMA/DOH rate applied to the labor rate. This has been communicated with the P3 team.
- ☐ P3 is to be the site standard for all scheduling/budgeting. Again the resources in P3 are fully burdened so that the rates are not correct for G&A funded projects. This has been discussed with the P3 team and an unburdened resource library is being developed.

Issues & Action Items

Issues

See Project Issues Log.

The basis for GFS needs to be identified within the INDUS/Passport module.

Action Items

None

Fluor Daniel Hanford Overhead Cost Allocation Process

