Oracle® Project Contracts

Implementation Guide

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Oracle Project Contracts Implementation Guide, Release 11*i*

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Preface

Intended Audience

Welcome to Release 11*i* of the *Oracle Project Contracts Implementation Guide*.

This guide assumes you have a working knowledge of the following:

*   The principles and customary practices of your business area.

*   Oracle Project Contracts

    If you have never used Oracle Project Contracts, Oracle suggests you attend one or more of the Oracle Project Contracts training classes available through Oracle University.

*   The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Related Documents on page x for more Oracle Applications product information.

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Structure

Related Documents

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Project Contracts (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes. You can access this user's guide online by choosing"Getting Started with Oracle Applications" from any Oracle Applications help file.

User Guides Related to This Product

Oracle Project Contracts User's Guide

This guide provides instruction on how to set up and use Oracle Project Contracts. Project Contracts addresses budgetary constraints, contract margins, flowdown of contract information to subcontractors, and prioritization of deliverables.

Oracle Projects User's Guide

This guide provides instruction on how to set up and use Oracle Projects. If you install Oracle Projects, use this user guide to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

Oracle General Ledger User's Guide

This guide explains how to plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11i. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8i Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11i. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11i. You cannot upgrade to Release 11i directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications evelopment staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the Oracle Applications

User Interface Standards for Forms-Based Products. It also provides information to help you build your custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11i. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Project Contracts. This manual details additional steps and setup considerations for implementing Oracle Project Contracts with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Oracle Project Contracts with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Project Contracts.

Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes.You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Project Contracts implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Metalink

Oracle Manufacturing APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes API's and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes API's and open interfaces found in Oracle Order Management Suite.

Oracle Applications Message Reference Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11i.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

1

Overview

This chapter covers the following topics:

- Overview of Oracle Project Contracts
- Key Features
- Architected for e-Business

Overview of Oracle Project Contracts

Oracle® Project Contracts is designed to support complex contract management needs of project driven organizations, including commercial and government contractors, agencies, and subcontractors. Such organizations operate in a project centric environment characterized by:

- Ever-changing contract specifications
- Volatile demand and long lead-times
- High percentage of procure-to-contract components and services
- Contractual requirements for billing
- Complex and incremental funding in multiple currencies
- Compliance of government regulations

Executive and operational management constantly face issues of budgetary constraints, contract margins, risk management, flowdown of contract information to subcontractors, and prioritization of contract deliverables. Oracle Project Contracts is designed to address these business issues by providing a comprehensive contract management solution with:

- Robust authoring of all types of contract documents
- Workflow-based contract administration, including status control, hold, and change management
- Comprehensive contract funding
- Advanced deliverable tracking, integrated with ERP functions like planning, production, and procurement
- Contract costing, billing, and revenue recognition
- Comprehensive role-based access security
- Contract flowdown

Oracle Project Contracts is also designed to support internet business practices. It provides key business benefits such as:

- Any time, any where access to contract information, web browser based with comprehensive security

- Architected on proven technology and open standards

- Proactive instead of reactive management

- Better audit trails for all contracts

Oracle Project Contracts is part of Oracle *e*-Business Suite, an integrated set of e-business solutions for the enterprise, which is designed to efficiently transform your business to an e-**business**.

Key Features

ContractAuthoring

Contract Authoring provides support throughout the entire contracting lifecycle— from solicitations, bids and proposals in the acquisition phase to awarded contracts. You can define contract document types for different industries that use different terminology such as Construction, Aerospace, Defense, Professional Services, Telecommunications, and Public Sector. You are able to manage contracts from both the perspective of a seller or a buyer.

Contract Administration

Oracle Project Contracts provides a variety of tools to enable contracting personnel to administer contracts during their lifecycle.

- Approval and Status Management

   Approval hierarchies and cycles for different document types can be defined. Appropriate escalation routines and notifications are created to alert administrators about deadlines for proposal submittals and solicitation response receipts.

- Changes and Versioning

   You can manage amendments and modifications to contract documents, an audit trail of contractual requirements is provided. Change management is workflow-based to implement approval and review of changes throughout the organization.

- Contract Holds

   Oracle Project Contracts enables you to define holds or stop work orders at different levels (header, line, or deliverable) with different hold reasons.

Contract Execution

The Deliverable Tracking System is used to track all contract activities such as planned receipts and shipments, mailing of an initial engineering drawing, or progress report submissions. It is integrated with Oracle Projects, Advanced Planning and Scheduling, Oracle Internet Procurement, and Oracle Shipping Execution. Contract related information from the other products can also be viewed and tracked.

Contract Finance

Oracle Project Contracts provides a comprehensive model to define and keep track of contract funding and accounting.

- Funding

  You can use incremental funding, funding pools, multiple funding parties, hard and soft limits, and multiple currencies.

- Billing

  You can define different billing methods (such as firm fixed price, cost plus incentive, and time and materials) that can be used by the Projects Billing engine to drive the billing process. Oracle Project Billing, or any external billing system, is used to calculate periodic billings.

- Invoicing and Revenue

  Draft invoices can be generated and sent to Oracle Receivables, or your own receivables system, for final invoice processing and for collection of payments. Inquiries are used to compare contract revenue with contract funding.

Contract Flowdown

Oracle Project Contracts enables users to configure flowdown of attributes, articles, terms and conditions, standard notes, and attached documents to different business areas, such as Receiving, Shop Floor, and Billing.

Architected for e-Business

Oracle Project Contracts is architected from the ground up for e-business. Comprehensive use of workflows, flexible attributes, and API framework, and leveraging Oracle's internet development tools, provide companies and agencies with a state-of-the-art collaborative contracting solution.

2

Setting Up

This chapter covers the following topics:

- Before You Begin
- Overview of Setting Up
- Related Product Setup Steps
- Oracle Project Contracts Implementation Checklist
- Common Applications Setup
- Human Resources
- Customers and Related Setups
- Suppliers and Related Setups
- Inventory and Related Setups
- Oracle Project Contracts Core Setups
- Change Management
- Funding and Billing
- Hold Management
- Contract Communications
- Flowdown

Before You Begin

As you plan your implementation of Oracle Project Contracts, we recommend that you consider the implementation issues discussed in this section. By carefully planning your implementation, you can save valuable time and prevent errors.

Overview of Setting Up

This section contains a checklist that includes each task to perform to complete the implementation of Oracle Project Contracts. It lists the steps required to implement Oracle Project Contracts along with advanced implementation topics for you to consider.

The setup checklist is broken down into several sub-sections.

When you install Oracle Project Contracts, the installation process automatically creates two responsibilities, Project Contracts Super User and Project Contracts User. The

Project Contracts Super User responsibility includes the necessary functions to setup and implement Oracle Project Contracts.

Before you setup Oracle Project Contracts, you must setup the users and assign the appropriate responsibilities for the implementation.

See Also

Managing Oracle Applications Security, *Oracle Applications System Administrator's Guide*

Related Product Setup Steps

Oracle Project Contracts setup includes various setup steps within Oracle Applications products. These steps are discussed in detail in the Overview of Setting Up sections of the respective Oracle product user's guides.

Setup Underlying Oracle Applications Technology

You must complete several setup steps that include:

- Performing system-wide setup tasks such as configuring concurrent managers and printers

- Managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities

- Setting up Oracle Workflow

See Also

Managing Concurrent Programs and Reports, *Oracle Applications System Administrator's Guide*

Managing Oracle Applications Security, *Oracle Applications System Administrator's Guide*

Setting Up Oracle Workflow, *Oracle Workflow Guide*

Oracle Project Contracts Implementation Checklist

This checklist summarizes each of the steps you follow to implement Oracle Project Contracts. It includes setup steps for data that may be shared with other Oracle Applications, but is required by Oracle Project Contracts. If you have already defined this information when setting up other Oracle Applications, you can skip those steps.

Since some implementation steps build upon information you define in other implementation steps, you should perform the steps in the order listed.

Description	Required?
Common Applications Setup	-
Step 1 - Flexfields	Y
Step 2 - Profile Options	Y
Step 3 - Define Document Categories	Y

Description	Required?
Human Resources	-
Step 4 - Define Organizations	Y
Step 5 - Define Locations	Y
Step 6 - Define Employees	Y
Receivables	-
Step 7 - Define Customers	Y
Step 8 - Define Receivables Payment Terms	N
Payables	-
Step 9 - Define Suppliers	Y
Step 10 - Define Payables Payment Terms	N
Items	-
Step 11 - Define Units of Measure	Y
Step 12 - Define Items	N
Project Contracts Core Setup	-
Step 13 - Define Contract Document Types	Y
Step 14 - Define Billing Methods	Y
Step 15 - Define Contract Statuses	Y
Step 16 - Define Party Roles, Contacts, and Sources	Y
Step 17 - Define Attribute Groups	Y
Step 18 - Define Attribute Groupings	Y
Step 19 - Define Article Sets	Y
Step 20 - Define Article Subjects	Y
Step 21 - Define Standard Articles	Y
Step 22 - Define Line Styles	Y
Step 23 - Define Print Form Types	Y
Step 24 - Define Print Forms	Y
Step 25 - Define User-definable Attributes	N

Description	Required?
Step 26 - Setup Contract Categories	Y
Step 27 - Set Up Contract Printing	N
Change Management	-
Step 28 - Define Change Types	Y
Step 29 - Define Change Reasons	Y
Step 30- Modify Change Status Process Workflows	N
Step 31 - Define Change Statuses	Y
Funding and Billing	-
Step 32 - Define Funding Types	N
Step 33 - Define Funding Statutes	N
Step 34 - Define Billing Event Types	Y
Hold Management	-
Step 35 - Define Hold Types	Y
Step 36 - Define Hold Reasons	Y
Step 37 - Modify Hold Status Process Workflows	N
Step 38 - Define Hold Statuses	Y
Contract Communications	-
Step 39 - Define Communication Types	Y
Step 40- Define Communication Reasons	Y
Step 41 - Define Communication Priorities	Y
Step 42 - Modify Communication Action Workflows	N
Step 43 - Define Communication Actions	Y
Step 44 - Setting Up Deliverable Workflow	N
Flowdown	-
Step 45 - Define Terms and Conditions Types	Y
Step 46 - Define Standard Notes Types	N

Common Applications Setup

Step 1 - Flexfields

You need to design and define your flexfields, including key flexfields and descriptive flexfields. Specifically, you need to setup your System Items key flexfield before defining items.

You can defer setting up descriptive flexfields at a later stage.

See Also

Planning and Defining Key Flexfields, *Oracle Applications Flexfield Guide*

Planning and Defining Descriptive Flexfields, *Oracle Applications Flexfield Guide*

Step 2 – Profile Options

You need to setup site, application, and responsibility level profile options for the applications you are implementing. You should refer to the specific applications' user guides and implementation manuals for the list of required and optional profile options. For profile options in Oracle Project Contracts, see Appendix A , page A- 1 – Profile Options.

Step 3 – Define Document Categories

Document Categories are used to categorize and group attached documents.

Oracle Applications provides a default document category called Miscellaneous. Oracle Project Contracts added a new document category Contract Document when the product is installed.

You can define additional document categories as required. In order to utilize the newly defined document categories, you must assign those document categories to one of the entities listed in Appendix C, page C- 1 .

See Also

About Attachments, *Oracle Applications User's Guide*

Human Resources

Oracle Project Contracts shares organization, location and employee information with Oracle Human Resources. If your business does not currently use Oracle Human Resources, you define this data using the Oracle Human Resources windows provided with Oracle Project Contracts. If you install Oracle Human Resources, you must define this data using an Oracle Human Resources login responsibility; you cannot use the windows provided with Oracle Project Contracts. Your implementation of Oracle Human Resources to work with Oracle Project Contracts involves the following areas:

- Defining organizations
- Defining locations
- Entering employee information

If you have already implemented Oracle Human Resources, you can skip many of the steps included in this section. Ensure that the jobs and organizations you defined in Oracle Human Resources correspond to the data you want to use with Oracle Project Contracts.

Step 4 - DefineOrganizations

Organizations are departments, divisions, subsidiaries, companies, or other organizational units in your business.

Oracle Project Contracts uses organizations with classifications of operating unit and inventory organizations for party role definitions. Setup of additional classifications and related information, including organization hierarchy information, may be needed depending on the implementation requirements of other Oracle Applications products.

See Also

Organizations in Oracle Projects, *Oracle Projects User's Guide.*

Organization Hierarchy in Oracle Projects, *Oracle Projects User's Guide.*

Organization Hierarchy in Oracle Human Resources, *Oracle Human Resources User's Guide.*

Step 5 – Define Locations

Use the Locations window to define ship–to, receiving, and other location information.

Oracle Project Contracts uses locations for party role definitions.

See Also

Setting Up Locations, *Using Oracle HRMS – The Fundamentals*

Step 6 – Define Employees

Use the Enter Person window to enter employee information. Oracle Project Contracts uses employees for the security framework. Oracle Project Contracts requires the following information for employees:

• Last name

• First name

• Employee number

• Start date

Setup of additional information maybe needed depending on the implementation requirements of other Oracle Applications products.

> **Note:** If you have Oracle Human Resources installed, you cannot use Oracle Project Contracts to define employee information. Use an Oracle Human Resources responsibility to define employees.

Customers and Related Setups

Oracle Project Contracts shares several customer related setups with Oracle Receivables and Oracle Order Management. If you have already installed and setup either Oracle Receivables or Oracle Order Management, or have performed a common-applications setup, you may not need to perform these steps again.

Step 7 - DefineCustomers

You can define customers in either the Customers or Customer Summary window. Customers can be defined either in Oracle Receivables or in Oracle Project Contracts.

In Oracle Project Contracts, you use customers, customer addresses, and customer contacts to specify customer information for various contracts. Each customer must have at least one bill-to address and one ship-to address.

See Also

Entering Customers, *Oracle Receivables User's Guide*

Step 8 – Define Receivables Payment Terms

You can define receivables payment terms using the Define Payment Terms window.

See Also

Payment Terms, *Oracle Receivables User's Guide*

> **Note:** Oracle Applications distinguishes between payment terms defined in Oracle Receivables and payment terms defined in Oracle Payables. If you intend to use Oracle Project Contracts for both buy and sell contracting activities, you will need to define payment terms in both applications.

Suppliers and Related Setups

Oracle Project Contracts shares several supplier related setups with Oracle Payables and Oracle Purchasing. If you have already installed and setup either Oracle Payables or Oracle Purchasing, or have performed a common-applications setup, you may not need to perform these steps again.

Step 9 - DefineSuppliers

You can define suppliers in the Suppliers window. Suppliers can be defined in Oracle Payables, Oracle Purchasing, or directly in Oracle Project Contracts.

In Oracle Project Contracts, you use suppliers, supplier sites, and supplier contacts to specify contractor information for various contracts.

See Also

Entering Suppliers, *Oracle Payables User's Guide*

Step 10 – Define Payables Payment Terms

You can define payables payment terms using the Define Payment Terms window.

See Also

Payment Terms, *Oracle Payables User's Guide*

> **Note:** Oracle Applications distinguishes between payment terms defined in Oracle Receivables and payment terms defined in Oracle Payables. If you intend to use Oracle Project Contracts for both buy and sell contracting activities, you will need to define payment terms in both applications.

Inventory and Related Setups

You may not need to perform this step if you have already installed and set up Oracle Inventory or performed a common–applications setup.

Step 11 - DefineUnits of Measure

This step involves the following tasks:

- Define unit–of–measure classes.

- Define units of measure.

- Define units–of–measure conversions

  You can define three different conversion types for your needs: Standard, Intra–class, or Inter–class.

See Also

Units of Measure, *Oracle Inventory User's Guide*

Step 12 – Define Items

Although you can define items at any point from this step onward, it is recommended that you set up at least one item to ensure that your flexfields are working properly.

If you skip this step, when you create a contract document line, you will be able to enter only an item description, not an item number.

This step needs to be performed for each inventory organization.

This step involves the following tasks.

- Define items at the master level.

  Some Inventory fields in the Master Item window, such as the Serial Number fields, are available only if Inventory is fully installed rather than shared.

- Assign items at the organization level.

- Define item cross references.

  This optional step enables you to define contract document lines using customer item numbers, such as National Stock Numbers, UPC, or any generic item number.

See Also

Master Level vs. Organization Level, *Oracle Inventory User's Guide*

Defining Items, *Oracle Inventory User's Guide.*

Updating Organization Level Items, *Oracle Inventory User's Guide*

Defining Customer Item Cross References, *Oracle Inventory User's Guide*

Oracle Project Contracts Core Setups

Step 13 - DefineContract Document Types

Contract document types help you categorize and identify various contract documents. They can be used to define different contract terminology used by both commercial and government contractors. For example, a solicitation may be termed a request for proposal, or invitation to bid, a proposal may be termed a bid, proposal, quote, or offer, and a contract may be termed award, grant, contract, etc.

Each contract document type must be defined under one of the following five document type classes:

- Solicitation

A solicitation is a type of contract document that a contract customer or owner sends to potential contractors describing the goods and services needed, and any clauses, terms and conditions that govern the delivery or performance of the goods and services.

- Proposal

A proposal is a response from the contractor to a contract customer / owner regarding a solicitation, with detailed delivery and pricing information. A proposal does not include any legal obligation to actually deliver the goods and services.

- Awarded Contract

An awarded contract is a legal-binding document describing the agreement between the contract customer / owner and the contractor, including details of the delivery and pricing information, and any clauses, terms, and conditions that may affect the delivery or performance of the goods and services described in the contract.

- Basic Order Agreement

A basic order agreement, or a master agreement, is a special type of awarded contract. While it also contains the agreement between the contract customer / owner and the contractor and the clauses, terms, and conditions, it normally does not include detailed delivery information. The delivery information is normally included in subsequent delivery orders or task orders against the basic order agreement.

- Delivery Order

A delivery order, or task order, describes the delivery details for a particular basic order agreement.

You can define as many contract document types per type class as you need.

Step 14 – Define Billing Methods

Contract billing methods are also known as pricing agreements, price types, and contract types. They can be linked to either contract documents or contract document lines. Examples of commonly used billing methods include Firm Fixed Price, Time and Material, and Cost Plus Award Fee.

Step 15 – Define Contract Statuses

The status of a contract is a label defining where the contract document and contract document line stands in its life cycle. Oracle Project Contracts recognizes the following status types as provided by Oracle Contracts Core:

- Entered

Contract is currently being edited and it can be completed but not approved.

- Signed

Contract is approved, but not yet effective. This status is used, when the contract is not yet due, but should have the same protection from changes an approved contract has.

- Active

Contract is approved, signed, and effective.

- Expired

Contract was active, but is not effective anymore.

- Terminated

  Contract is no longer active, either by termination from either side or by completion of all contractual obligations as specified (closed).

- Canceled

  Contract never became active and is not planned to become active.

You can define as many statuses per status type as you need.

For each status you define, you need to specify the list of operations this is allowed. The following operations are applicable to Oracle Project Contracts:

- Update Online

  This operation controls whether you can update the contract. This operation is controlled at the contract level.

- Create Deliverable

  This operation controls whether you can create new deliverables for the contract. This operation is controlled at the line level.

- Update Deliverable

  This operation controls whether you can update existing deliverables for the contract. This operation is controlled at the line level.

- Delete Deliverable

  This operation controls whether you can delete existing deliverables for the contract. This operation is controlled at the line level.

- Initiate Deliverable Action

  This operation controls whether you can initiate any deliverable actions for the contract. This operation is controlled at the line level.

- Eligible for Invoicing

  This operation controls whether you can initiate billing events for the contract. This operation is controlled at the line level.

See Also

Understanding Status and Operations, *Oracle Contracts Core Concepts and Procedures*

Step 16 – Define Party Roles, Contacts, and Sources

Party roles describe the various parties to a contract. Each party assumes a role in the relation to the contract, such as contractor or customer/owner. The setup of roles is different between sell and buy contracts. For example, you are a contract customer/owner in a buy contract while you become a contractor in a sell contract.

Party roles are defined as lookup codes using the lookup type OKC_ROLE in Oracle Contracts Core. Contact roles are defined as lookup codes using the lookup type OKC_CONTACT_ROLE in Oracle Contracts Core. Oracle Project Contracts creates the following party roles and the corresponding role sources as part of the installation:

Role	Intent	Role Source
Contract Customer	Sell	Customer
Contract Customer	Buy	Operating Unit
Contractor	Sell	Operating Unit
Contractor	Buy	Supplier
Fund By	Sell	Party
Fund By	Buy	Operating Unit
Bill To	Sell	Customer Site
Bill To	Buy	Internal Location
Ship To	Sell	Customer Site
Ship To	Buy	Internal Location
Mark For	Sell	Customer Site
Mark For	Buy	Internal Location

Oracle Project Contracts includes special processing logic for the seeded roles. If you need different roles for your implementation, we recommend that you define new roles and set expiration dates for the existing roles. New roles you define should be enabled for the Project Contract category using the Define Categories window.

Oracle Project Contracts does not include any contact roles as part of the installation.

See Also

Understanding Roles and Contact Sources, *Oracle Contracts Core Concepts and Procedures*

Defining a Category, *Oracle Contracts Core Concepts and Procedures*

Step 17 – Define Attribute Groups

Attribute groups are used to organize system seeded contract attributes. You can assign attribute groups to security access rules as well as the flowdown matrix.

Attribute groups are defined as lookup codes using the lookup type ATTRIBUTE_GROUP in Oracle Project Contracts.

See Also

Define Attribute Groups, page 9- 1 .

Step 18 – Define Attribute Groupings

Once you have defined the desired attribute groups, use the Attribute Groupings window to assign individual contract attributes to attribute groups.

Step 19 – Define Article Sets

Article Sets are used to organize standard articles for easy reference and inclusion in contracts. A standard article can be assigned to multiple article sets.

Article Sets are defined as lookup codes using the lookup type OKC_ARTICLE_SET in Oracle Contracts Core.

See Also

Describing Contract Articles, *Oracle Contracts Core Concepts and Procedures*

Step 20 – Define Article Subjects

Article Subjects provide a classification of contract articles. Article Subjects are used in setting up the Flowdown Matrix.

Article Subjects are defined as lookup codes using the lookup type OKC_SUBJECT in Oracle Contracts Core.

See Also

Describing Contract Articles, *Oracle Contracts Core Concepts and Procedures*

Step 21 – Setting Up Articles Authoring and Standard Articles

The Library of Standard Articles is a small database of previously written and established articles. These articles can be referenced and included in a contract.

You must have defined Article Sets and Article Subjects before defining Standard Articles.

Oracle Project Contracts uses the Articles Library functionality developed by Oracle Contracts. Project Contracts uses the enhanced common Articles Library that is shared across all contracts applications.

Benefits include:

- Enhancing the articles authoring process by streamlining article approvals and placement within the Standard Articles Library.

- Storing articles by article number.

- Provides a road map to future articles enhancements made by Oracle Contracts.

To set up articles authoring:

1. Select Setup from the Navigator

2. Choose Articles

3. Choose Create Clause to create a new article

4. Select Setup from the Navigator

5. Choose Folders

6. Choose Create Folder to create a new folder

You can add the articles to the folders by using the Add Clauses button and associating the articles that you previously created with the folders.

See Also

Defining the Library of Articles, *Oracle Contracts Core Concepts and Procedures*

Step 22 – Define Line Styles

Line Style controls the type of information that can be entered on a particular line. The line style sets input requirements and sets up the lists of values to choose from in a contract line during contract authoring.

Oracle Project Contracts creates the following line style structures during installation of the product:

Line Style	Source	Recursive?
Item	System Item	Yes
-- Data Item	None	Yes
---- Delivery Schedule	None	-
Free Format	None	Yes
-- Data Item	None	Yes
---- Delivery Schedule	None	-
Data Item	None	Yes
---- Delivery Schedule	None	-

See Also

Understanding Line Styles, *Oracle Contracts Core Concepts and Procedures*

Step 23 – Define Print Form Types

Print Form Types provide a classification of printed forms. Print Form Types are defined as lookup codes using the lookup type PRINT_FORM_TYPE in Oracle Project Contracts.

Step 24 – Define Print Forms

Print forms are printed forms that contractors need to submit to contract customer/owner over the lifecycle of a contracting process. Print form submission is common in government contracts. You should define your print forms so you can designate a print form as mandatory or optional during contract authoring.

Step 25 – Define User-Definable Attributes

Oracle Project Contracts extends the concept of descriptive flexfields to allow multiple flexfield contexts and unlimited user-defined attributes per contract document or line.

Contract user-definable attributes are defined as a descriptive flexfield with the title User-Defined Contract Attributes. This descriptive flexfield is created when you install Oracle Project Contracts.

You can define as many flexfield contexts as needed. Each context can contain up to 30 attributes.

See Also

Defining Descriptive Flexfields, *Oracle Applications Descriptive Flexfields Guide*

Step 26 – Setup Contract Categories

Contract category is a concept in Oracle Contracts Core used to classify or categorize contracts. Oracle Project Contracts provides a default category Project Contract as part of the installation, as well as the following related setup data:

- Party roles that can be included in a contract

- Top line styles that are applicable

- Party roles that are applicable for the top line style

Oracle Project Contracts uses the Project Contract category by default. You do not need to setup additional categories.

See Also

Defining a Category, *Oracle Contracts Core Concepts and Procedures*

Step 27 - Contract Printing Setup

Any version of a contract document authored in Project Contracts can be printed as a draft document for internal review and recordkeeping purposes. You can print the document in whole or in part using a customer's unique style format. This new capability enables printing of a contract document from the Authoring Workbench for internal review and approvals, and for record-keeping purposes.

Project Contracts uses Oracle XML Publisher (XDO) to merge contract XML data and layout template. The layout template controls the format and layout of the printed contract document.

Create your own contract template using Adobe Acrobat following the guidelines provided by Oracle XML Publisher.

To set up contract printing:

1. Navigate to the XML Publisher Administrator responsibility and choose Templates.

2. Choose Create Template. Project Contracts provides a seeded template as a sample template.

3. Enter the following required fields for creating a new template:

    - Enter a descriptive Name for the template

    - Enter a unique Code for the template

    - Enter Project Contracts for the Application

    - Choose seeded Data Definition Project Contracts Data Source

    - Choose PDF for Type

    - Start Date is the date when this template is available

    - File is the physical path and filename of the template file

    - Language is the language of the template

    - Choose Territory Independent for the Territory

        Note: The template field name must be the same as database column name. Contract Printing does not support mapping each template field to the corresponding data source element (database column name).

4. Choose Apply to upload the template

If you have more than one customized template, then repeat steps 1 through 4 for each customized template. The new templates display in the LOV when you choose Print Contract from the Authoring Workbench window.

Change Management

The following setups are needed if you wish to implement Change Management functionality in Oracle Project Contracts.

Step 28 - DefineChange Types

Change Types can be used for reporting as well as tailoring the workflow processes. You must reference a change type for a change request.

Change types are defined as lookups using the lookup type CHANGE_TYPE in Oracle Project Contracts.

Step 29 – Define Change Reasons

Change Reasons can be used for reporting as well as tailoring the workflow processes. You must reference a change reason for a change request.

Change reasons are defined as lookups using the lookup type CHANGE_REASON in Oracle Project Contracts.

Step 30 – Modify Change Status Process Workflows

You should examine the default workflow processes for Change Management as provided by Oracle Project Contracts and make necessary additions, changes, and modifications to suit your business practices.

See Also

Using Workflows, *Oracle Project Contracts User's Guide*

Step 31 – Define Change Statuses

The status of a contract change request is a label defining where the change request stands in its life cycle. Each change status must be categorized under one of the following change status types:

- Entered

  Change request is currently being edited.

- Submitted

  Change request has been submitted for approval.

- Approved

  Change request has been approved and can be implemented.

- Rejected

  Change request has been rejected.

- In Progress

  Modification to the contract as specified by the change request is in progress.

- Completed

Change request has been completed. This status type marks the normal completion of a change request.

- Canceled

  Change request has been canceled and cannot be reactivated, approved, or implemented.

You can define as many statuses per status type as you need. You must set up at least one change status for status types Entered, Submitted, Approved, In Progress, and Completed and designate those statuses as default statuses for the status type.

If you allow users to reject a change request during the approval process, you must also define a default status of type Rejected.

You can associate a workflow process to each change status to automatic the processing of the change request.

Funding and Billing

The following setups are needed if you wish to implement Funding and Billing functionality in Oracle Project Contracts.

Step 32 - DefineFunding Types

Funding Types can be used for reporting. You can reference a funding type on a funding allocation. This reference is optional.

Fund types are defined as lookups using the lookup type FUND_TYPE in Oracle Project Contracts.

Step 33 – Define Funding Statuses

Funding Statuses can be used for reporting as well as tailoring the workflow processes. You can reference a funding status on a funding allocation. This reference is optional.

Funding statuses are defined as lookups using the lookup type FUND_STATUS in Oracle Project Contracts.

Step 34 – Define Billing Event Types

If you wish to use Oracle Projects for deliverable-based billing, you need to define event types in Oracle Projects using the Event Types window. Oracle Project Contracts uses event types with a type class of Manual for deliverable-based billing.

See Also

Event Types, *Oracle Projects User's Guide*

Hold Management

The following setups are needed to implement Hold Management functionality in Oracle Project Contracts.

Step 35 - DefineHold Types

Hold Types can be used for analysis as well as tailoring the workflow processes. You must reference a hold type for a contract hold.

Hold types are defined as lookups using the lookup type HOLD_TYPE in Oracle Project Contracts.

Step 36 – Define Hold Reasons

Hold Reasons can be used for analysis as well as tailoring the workflow processes.

There are two types of hold reasons: Apply Hold Reasons and Remove Hold Reasons. You must reference an apply hold reason when you put a contract, contract line, or deliverable on hold, and you must reference a remove hold reason when you remove an existing hold.

Apply and remove hold reasons are defined as lookups using the lookup type APPLY_HOLD_REASON and REMOVE_HOLD_REASON respectively in Oracle Project Contracts.

Step 37 – Modify Hold Status Process Workflows

Examine the default workflow processes for Hold Management as provided by Oracle Project Contracts and make necessary additions, changes, and modifications to suit your business practices.

See Also

Hold Management Workflows, page 11-18.

Step 38 – Define Hold Statuses

Hold status is a label defining where the contract hold stands in its life cycle. It can also be used to define hold escalations.

You can associate a workflow process to each hold status to automatic the processing of the change request.

Contract Communications

The following setups are needed if you wish to implement Contract Communications functionality in Oracle Project Contracts.

Step 39 - DefineCommunication Types

Communication Types can be used for analysis as well as tailoring the workflow processes. You must reference a communication type for a contract communication.

Communication types are defined as lookups using the lookup type COMMUNICATION_TYPE in Oracle Project Contracts.

Step 40 – Define Communication Reasons

Communication Reasons can be used for analysis as well as tailoring the workflow processes. You must reference a communication reason for a contract communication.

Communication reasons are defined as lookups using the lookup type COMMUNICATION_REASON_CODE in Oracle Project Contracts.

Step 41 – Define Communication Priorities

Communication Priorities can be used for analysis as well as tailoring the workflow processes. You must reference a communication priority for a contract communication.

Communication priorities are defined as lookups using the lookup type COMMUNICATION_PRIORITY in Oracle Project Contracts.

Step 42 – Modify Communication Action Workflows

You should examine the default workflow processes for Contract Communication Actions as provided by Oracle Project Contracts and make necessary additions, changes, and modifications to suit your business practices.

See Also

Communication Action Workflow, page 11-19.

Step 43 – Define Communication Actions

Communication Actions define the follow-up action items, if necessary, for a contract communication.

You can associate a workflow process to each communication action to automatic the processing of the communication.

Step 44 - Setting Up Deliverable Workflow

You can associate workflow processes within the Deliverable Tracking System (DTS) that can be tailored to meet your business requirements. Using this association, you can automate business events normally associated with the execution phase of a contract such as shipping, billing, procurement, and planning.

To set up deliverable workflow:

1. Choose OKE Deliverable Processes as Workflow and Main Process as Process Name for both INBOUND and OUTBOUND Usage Code.

2. Enter due date notifications for each Usage Code.

3. If you want to receive the notification before due date, then choose Before in the Before/After.

4. If you would like to receive the notification after the due date, then choose After in Before/After.

5. Select the Recipient

6. If you select Contract Role for the Recipient, then select a role. The employee with the corresponding role set up under the Administration Tab in the Contract Authoring window receives the notifications.

7. Verify the workflow background process concurrent program is running periodically with the parameters Process Deferred set to Yes.

If you use the Deliverable Workflow feature, then always set up the workflow OKE Deliverable Processes with the process name of Main Process for both INBOUND and OUTBOUND. Choosing any other combination of Workflow and Process Name is interpreted as using a custom workflow and will not be supported by OKE development.

Flowdown

The following setups are needed if you wish to enable Contract Flowdown capability in Oracle Project Contracts

Step 45 - DefineTerms and Conditions Types

Terms and Conditions Types are used to group terms and conditions for flowdowns.

Terms and condition types are defined as lookups using the lookup type TERM_TYPE in Oracle Project Contracts.

Step 46 – Define Standard Note Types

Standard Note Types are used to group standard notes for flowdowns.

Standard note types are defined as lookups using the lookup type STD_NOTE_TYPE in Oracle Project Contracts.

3

Authoring

This chapter covers the following topics:

- Authoring Overview
- Authoring Wizard
- Process Steps
- Authoring Workbench
- Implementation Notes

Authoring Overview

Oracle Project Contracts provides support for many types of contract documents, including solicitations, bids, proposals, awarded contracts, procurement contracts, subcontracts, and facilitates document management. Management of these various document types may be from both the perspective of a contract issuer (outbound procurement contracts, with intent to buy) and the perspective of a contract recipient (inbound sales contracts, with intent to sell).

Oracle Project Contracts enables you to setup repositories of standard articles (standard contract clauses or regulations such as FAR and DFARs) and terms and conditions (shipping method, payment terms, freight terms) that can be assigned to any contract document, including templates. You can assign articles to billing methods to allow enforcement of clauses. You can also enter statement of work (scope of work) as well as standard notes for any contract documents, or for a particular contract line.

You can define contract work breakdown structures using contract lines (CLINs, ELINs) and sublines (SLINs) in unlimited hierarchies. Articles, terms and conditions, standard notes, and parties can be assigned at each level.

Many parties in different contract business roles may be assigned to a contract document. Business roles represent different services like billing, payment centers, work performed at, ship-to, mark for, and ship-from. Parties can be external trading partners or internal organizations. You can also enter the contacts with whom they interact.

Realizing that different industries and different legacy systems track different contract attributes, Oracle Project Contracts has the capability to define and also flowdown user-definable attributes. You can add as many user-definable attributes as needed by their business requirements.

Authoring Wizard

Oracle Project Contracts includes an Authoring Wizard that guides you through the process of creating a new contract document. A new contract document can be created from another contract document of any type, for example, creating a proposal from an existing proposal, a solicitation, or an existing awarded contract, or from pre-defined templates. You can select a subset of contract information that needs to be copied to the new contract document.

Process Steps

The Authoring Wizard supports creation of new documents by three methods: creating a new blank document, creating from an existing document, or creating from a template.

Creating a New Blank Document

Contract data is manually entered by the user.

Creating from an existing document:

The source document is identified by type (award, solicitation, proposal, subcontract, delivery order, master agreement) and specific number. Next, the user selects the type of new document to be created from the source document, and the Wizard guides the user through a series of steps to create the new document.

Creating from a template:

The template is identified by type (award template, solicitation template, proposal template) and specific template number. The Wizard guides the user through a series of steps to create a new document from the pre-existing template. Examples could include storing a template for each billing method type (contract type), along with the required Articles and Terms and Conditions for that type, storing templates of standard subcontracts, storing solicitation and proposal templates for procurements which are repeated over time. In addition, storing contract templates from various customers could be beneficial.

> **Note:** The Contract Authoring Wizard is a function that can be secured using responsibility level function security. Only authorized users can create new contract documents. Please refer to the Security, page 10- 1 chapter for more details.

Authoring Workbench

Oracle Project Contracts allows contracting professionals to author contract documents throughout the entire contracting lifecycle -- from solicitations, bids and proposals in the acquisition phase to awarded contracts, basic ordering agreements and delivery orders in the award and execution phase.

Different industries like Engineering and Construction, Aerospace and Defense, Professional Services, Telecommunications, and Public Sector use different terminology for different contract documents. For example, the acquisition process can refer to a solicitation document as Request For Information (RFI), Request For Proposal (RFP), Invitation For Bid (IFB), or simply Solicitation. Oracle Project Contracts allows flexible definition of contract document types.

The Authoring Workbench allows you to enter contract and related information. Each tab corresponds to a subset of the information.

Implementation Notes

Attribute Security

Attribute security is available for contract header and line attributes. To enable attribute security, please refer toSecurity, page 10- 1 .

Parties and Contacts

You need to setup party roles, contact roles, and associated role sources before entering parties and contacts information for your contract. Oracle Project Contracts provides you with commonly used roles during the installation of the product.

Please refer toSetup, page 2- 1 , for more information on how to setup roles and role sources and the list of seeded roles.

Standard Articles versus One-Time Articles

You can enter both standard articles and one-time articles against a contract. Standard articles are pre-defined contract clauses that can be referenced in a contract.

If your contracts typically reference many standardized contract clauses, such as FAR, DFARs or UCC codes, we recommend that you setup those clauses as standard articles.

Please refer to Setup, page 2- 1 , for more information on how to setup standard articles.

User-Defined Attributes

Oracle Project Contracts enables you to define additional contract attributes to fit your contract repository requirements. Attribute security is also available for user-defined attributes.

For information on how to set up user-defined attributes, see: Setup, page 2- 1 .

For information on how to enable attribute security for user-defined attributes, see: Security, page 10- 1 .

Flowdown Considerations

Contract flowdown is available for contract header and line attributes, articles, terms and conditions, and standard notes.

The Flowdown Matrix determines the subset of contract information that should be flown down to a particular business area. The Flowdown Matrix is specified using attribute groups, article subjects, terms and conditions types, and standard note types.

For information on the Flowdown Matrix and its ramifications on implementing Contract Authoring, see: Flowdown, page 9- 1 .

4

Change Management

This chapter covers the following topics:

- Change Management Overview
- Setting Up
- Implementation Notes

Change Management Overview

Managing contract changes is one of the most important yet time-consuming aspects of contract management. Oracle Project Contracts includes a robust change management and versioning mechanism to enable contracting professionals to manage amendments and modifications to contract documents, and provides a clear audit trail of contractual requirements over time. Change management is workflow-based to implement approval and review routings of contract changes through your organization. Change management also includes an undo functionality to handle the receipt of out-of-sequence change requests to improve auditability.

Setting Up

For details on setting up Change Management in Oracle Project Contracts, see: Setup, page 2- 1 .

Implementation Notes

Change Statuses

Change statuses define the lifecycle of a change request. Each change status belongs to a seeded change status type. The transition between change statuses is controlled by the status types as illustrated in the diagram below:

The shaded circles depict the default, standard lifecycle of a change request. You should setup at least one status for each status type in the standard lifecycle.

You can associate a workflow process to each change status. This workflow process will be initiated when a change request is set to the corresponding status. Default workflow processes are provided when the product is installed. You can tailor the

default workflow processes to fit your business needs. We recommend that you use the default workflow processes as a basis for copying new workflow processes instead of modifying the default workflow processes directly.

You can use workflow processes and change statuses to automate the processing of change requests as much as possible. For example, you can tailor the workflow processes to skip the approval step altogether if your organization does not require approvals for change requests. However, you can only implement one change request per contract document at any given time. A change request is considered being implemented when the change status is of type In Progress. We recommend that you do not eliminate the In Progress step when you streamline your change management processing.

See Also

Change Management, page 2-15.

Change Management Workflow, page 11- 8 .

Change Types and Change Reasons

Change types and change reasons can be used to route different processing logic when customizing the workflow processes. For example, a customer initiated change request may subject to a more thorough approval process then an internal initiated change request. You can use a different change type to denote the source of the change request.

If you wish to use change types and change reasons to fine tune your workflow processes, we recommend that you define custom workflow lookup types to mirror the change type and change reason lookup values.

Versioning

A new contract version is automatically created when a change request is changed from a status of type Approved to a status of type In Progress, and from a status type In Progress to a status of type Completed.

You do not need to implement change management just to maintain version history of contract documents. You can version a contract directly from the Contract Organizer if you are granted a role with the function Create New Version to the particular contract document.

5

Hold Management

This chapter covers the following topics:

- Hold Management Overview
- Setting Up
- Implementation Notes

Hold Management Overview

Oracle Project Contracts enables you to define holds at different levels (header, line, deliverable) with different hold reasons, to analyze holds and the promptness of their resolution, and to track release due dates and reasons. Hold management is workflow-based to allow modeling of business processes for different hold reasons.

Setting Up

For details on setting up Hold Management in Oracle Project Contracts, see: Setting Up, page 2- 1 .

Implementation Notes

Hold Statuses

Hold statuses can be used to describe a contract hold during its lifecycle, and can also be used to handle hold escalations.

You can associate a workflow process to each hold status. This workflow process will be initiated when a contract hold is set to the corresponding status. You can use the workflow processes to generate notifications to inform the appropriate parties regarding the extents and the contexts of the contract hold.

Default workflow processes are provided when the product is installed. You can tailor the default workflow processes to fit your business needs. We recommend that you use the default workflow processes as a basis for copying into new workflow processes instead of modifying the default workflow processes directly.

See Also

Hold Management, page 2-16.

Hold Management Workflow, page 11-18.

Hold Types and Hold Reasons

Hold types and apply/remove hold reasons can be used to route different processing logic when customizing the workflow processes. For example, a customer initiated hold request may be subject to a more thorough approval process then an internal initiated hold request. You can use a different hold type to denote the source of the hold request.

If you wish to use hold types and hold reasons to fine tune your workflow processes, we recommend that you define custom workflow lookup types to mirror the hold type and hold reason lookup values.

6

Communications

This chapter covers the following topics:

- Communications Overview
- Implementation Notes

Communications Overview

You can enter, analyze, and track communications between contracting parties. Communications can be categorized, prioritized, and analyzed to allow rapid responses to the communications.

Implementation Notes

Communication Actions

Communication actions can be used to categorize contract communications and to determine the appropriate actions that need to be performed.

You can associate a workflow process to each communication action. This workflow process will be initiated when a communication with the corresponding action is logged. You can use the workflow processes to generate notifications to inform the appropriate parties regarding the contract communications and the required actions.

Default workflow processes are provided when the product is installed. You can tailor the default workflow processes to fit your business needs. We recommend that you use the default workflow processes as a basis for copying new workflow processes instead of modifying the default workflow processes directly.

See Also

7

Funding and Billing

This chapter covers the following topics:

- Overview of Funding and Billing
- Project Hierarchy
- Funding
- Project Agreements
- Funding in Other Currencies
- Funding History
- Billing
- Billing in Other Currencies

Overview of Funding and Billing

One of the primary capabilities of Oracle Project Contracts is the ability to track funding at any level of the contract. A contract can be funded from multiple parties in multiple currencies. This chapter describes funding and billing considerations in project hierarchy setup, creation and update of PA Agreements from the Project Contracts Funding Workbench, and creation and update of PA Billing Events from the Project Contracts Deliverable-Based Billing Event window.

This chapter is based on the integration of Project Contracts and Oracle Projects. You do not need to implement Oracle Projects in order to use the funding capabilities in Oracle Project Contracts.

See the *Oracle Projects User's Guide* for additional information.

Project Hierarchy

You can assign a master project at the contract header level and subprojects or master project top tasks at the contract line or subline level. You can assign one or more projects as subprojects at any level of the master project Work Breakdown Structure (WBS) at the top, middle, or lowest level tasks. You can assign a project of any type class (contract, indirect, or capital) to the hierarchy, but you must assign a project of contract type class at the level for which you want to do funding and billing.

If the project intent is Sell, you should consider the billing structure of the contract when setting up the WBS and project hierarchy and assigning projects to the contract. A contract may have:

- A single billing method for the entire contract

  You can assign one project for the entire contract, depending on the complexity of the cost collection desired.

- Multiple contract lines with different billing methods assigned at the contract line level

  You can assign a separate billable project to each line with its own billing method.

- Fixed price billing method with progress payments

  You can collect progress payment cost and perform progress billing at the master project level while billing delivery-based events on separate subprojects.

  > **Note:** Currently Oracle Projects does not rollup subproject cost at the master project level.

Funding

If you want to create a Funding Source for your contract, you must assign a Fund By party on the Parties and Contacts tab in the Authoring Workbench. The Fund By party must be one of the customers assigned to the project in the hierarchy. You can see which customers have been assigned to the project in the list of values on the contract lines project field.

You can fund an indirect project for a Buy contract, such as a subcontract.

You can assign multiple Fund By parties if more than one customer provides funding for the contract. You must set up a separate Funding Source entry for each funding customer who provides funding.

Each funding source is in a specific currency, which can be different from the contract currency. If a Fund By party is providing funding in multiple currencies, you must create a different funding source with the same funding party for each currency.

You can set up a Funding Pool with one or more parties as the funding source. The Funding Pool can fund one or more contracts in a currency that is different from the contract currencies. The funding pool currency must match the funding source currency of those contracts.

Project Agreements

Creating New Project Agreements

You can create a new project agreement from the Funding Workbench. In order to create a project agreement, the following information is required:

- Receivables Payment Terms

  You must set up Receivables Payment Terms on the Terms and Conditions tab of the Authoring Workbench.

- Agreement Number

  You must enter the desired agreement number that will be used to create the project agreement.

You can assign an agreement owning organization on the Funding Workbench. You can choose any project owning organization in the project owning organization hierarchy assigned to the operating unit as the organization that owns the agreement.

You can enter separate hard limit amounts for revenue and invoices. Entering a hard limit amount on the Funding Workbench enables the hard limit check boxes in the Projects Agreements window. A revenue hard limit prevents revenue accrual above the amount allocated to a project or top task. An invoice hard limit prevents invoice generation above the amount allocated to a project or top task.

Oracle Project Contracts by default creates one agreement for each funding source. If you have implemented the Multi-Organization feature and the desired funding source has been allocated to projects in multiple operating units, Oracle Project Contracts creates one agreement in each operating unit that funding has been allocated in.

> **Note:** Once you have created project agreements for a funding source, you are not allowed to change the project and task information on its allocations. You can still modify the allocated amounts, effective periods, and other reference information, including descriptive flexfield information.

Converting Existing Project Agreements

If you are already using Oracle Projects prior to implementing Oracle Project Contracts, you may already have defined project agreements for your existing contracts. Oracle Project Contracts provides a simple-to-use Funding Wizard to help you convert these pre-existing agreements into contract funding sources.

The Funding Wizard is invoked automatically when you wish to create a new funding source. If you do not have existing project agreements to convert, you can disable the Funding Wizard by clearing the Show Contract Funding Wizard check box in the Funding Wizard or setting the profile option OKE: Show Contract Funding Wizard to No.

You have the option to convert a project agreement into a different funding source currency. You will need to provide the necessary currency conversion information between the functional currency and the funding source currency.

Maintaining Project Agreements

Oracle Projects does not allow maintenance of agreements that are created from the Funding Workbench or have been converted to contract funding sources. You can update the project agreement from the Funding Workbench before or after it has been baselined. If you make changes before baselining the revenue budget, the original project allocation line will be updated. If you make changes after baselining, a new project allocation line will be created on the project agreement for the difference between the baselined amount and the new funding allocation amount.

Budget/Fund/Bill at Project or Top Task Level

You can create a revenue budget, funding source allocation and project agreement, and perform billing at either the project or the top task level. After you have created an allocation line at either level, you cannot change to another level. For example, if you have created a funding allocation for a top task, you cannot create another funding allocation for the same project without entering a top task.

You can automatically create and baseline an Approved Revenue Budget for a project by checking the Baseline Funding without Budget checkbox in the Project Funding Inquiry window.

The Budget Entry Method is:

- Project Level

  If funding for the project is at the project level, the budget uses a system-defined budget entry method that budgets at the project level and does not use a resource list.

- Top Task Level

  If funding for the project is at the project level, the budget uses a system-defined budget entry method that budgets at the project level and does not use a resource list.

Funding in Other Currencies

You can create agreements in currencies other than the functional currency if you select the Enable Multi Currency Billing checkbox in the Billing tabbed region of the Oracle Projects System Implementation Options window and in the Billing tabbed region of the Currencies window accessed by the Project Options window. You do not have to enter currency conversion attributes on the Funding Workbench allocation lines if the Multi Currency Billing checkboxes described above are selected. The funding currency code is appended to the agreement number when the agreement is created in Oracle Projects.

> **Note:** The funding currency code is appended to all agreement numbers initiated from the Project Contracts Funding Workbench, even if the funding currency is the same as the functional currency. For example, if the agreement number you enter on the Funding Workbench is 13579 and the contract is funded in US dollars, you would query for 13579-USD when you search for the agreement in Oracle Projects.

Select the Allow Funding Across Operating Units checkbox in the Billing tabbed region of the Oracle Projects System Implementation Options window to create agreements in the funding currency for projects defined in other operating units with different functional currencies. The funding currency code is appended to the agreement number in the project's operating unit.

In the Billing tabbed region of the Currencies window accessed by the Project Options window, you can define currency conversion attributes for conversion of:

- Funding currency to project functional currency

- Funding currency to project currency (if different from project functional currency)

- Billing transaction currency for expenditure items and events to funding currency

If you enable the funding currency as the invoice processing currency, you can fund the project in only one currency.

Funding History

Oracle Project Contracts maintains incremental funding history every time you version a contract. You can create a new version by using the change management workflow-driven status changes or by selecting Create New Version from the Action button in the Contract Organizer.

> **Note:** You are not allowed to change contract, contract line, or project and task information on a funding allocation once a new contract version has been created since the creation of the funding allocation. This is

to ensure the integrity of the funding history. However, you can still modify the allocated amounts, effective periods, and other reference information, including descriptive flexfield information.

Billing

Deliverable-Based Billing

You can create a deliverable-based billing event from the Project Contracts Deliverable-Based Billing window. In order to create a billing event, the following conditions must be met:

- Contract line has a status that is eligible for Invoicing
- Contract line is billable
- Contract line has been definitized or billing is allowed without definitization
- Deliverable is ready to be billed

Using the Deliverable-Based Billing window, you can select any deliverables from a contract that meet the above criteria. After you have provided the desired information, you can select Initiate Billing to invoke the Deliverable-Based Billing workflow process.

By default, Oracle Project Contracts tries to create a manual project billing/revenue event. If you are using the default process, you need to provide the following information before initiating the billing process:

- A billing project with a type class of Contract and has baselined funding (baselined approved revenue budget for project or project task matches the amount of funding allocation on the project agreement)
- A billable task if task level funding/billing is required based on the project type class
- An event type with Manual event type class
- Event date
- Billing organization
- Billing amount

If you are replacing the default process to integrate with another billing system, you may need to provide different information in order to properly initiate the process.

You can re-initiate the billing process and update the billing event in Oracle Projects as long as the event has not been processed (invoiced or revenue distributed). If a billing event has been created for a deliverable, the event number will be displayed when you select the deliverable again from the Deliverable-Based Billing window. Once the billing event has been processed, you can no longer update it.

You can create multiple billing events for a single deliverable line in order to bill partial shipments, freight charges, and prepayments. You can change the original quantity on the Deliverable-Based Billing window if the entire quantity has not been shipped and then create a new line for the remaining quantity when it is shipped. You can delete the item number and item description and enter a new description such as freight or prepayment and change the quantity and unit price in order to bill additional amounts related to the deliverable line.

Billing in Other Currencies

You can create billing events in currencies other than the functional currency. If the billing project has the Enable Multi Currency Billing checkbox selected in the Billing tabbed region of the Currencies window accessed by the Project Options window, you can initiate billing in any currency without entering conversion information on the Deliverable-Based Billing window. Oracle Projects allows you to define currency conversion attributes for converting revenue and invoicing amounts to the project currency, project functional currency, and funding currency.

See Also

Customizing Workflows, *Oracle Project Contracts User's Guide*

8

ERP Integration

This chapter covers the following topics:

- Overview of ERP Integration
- Planning Integration
- Process Steps
- Planning Group
- Other Implementation Notes
- Procurement Integration
- Setup
- Process Steps
- Contract Flowdown
- Drop Shipments
- Changes in DTS
- Holds in DTS
- Implementation Notes
- Quality Integration
- Shipping Execution Integration
- Overview
- Process Steps
- Cost of Sales Accounts
- Contract Flowdown
- Inspection Requirements
- Mil-Pac Integration
- Inventory Integration

Overview of ERP Integration

Contract execution is one of the most crucial phases during the contracting life cycle. Oracle Project Contracts provides several mechanisms to ensure timely delivery and receipt of products, services, and other contractual obligations.

The Deliverable Tracking System (DTS) is the center of Contract Execution and is used to track all activities related to a contract. Deliverables can be inbound and outbound oriented, and can be internal or external. Examples of deliverables that can be tracked include planned receipt and shipment of items, mailing of an initial engineering drawing, or monthly submission of progress reports.

The following diagram illustrates the integration of Project Contracts with other key components of the *e*-Business suite:
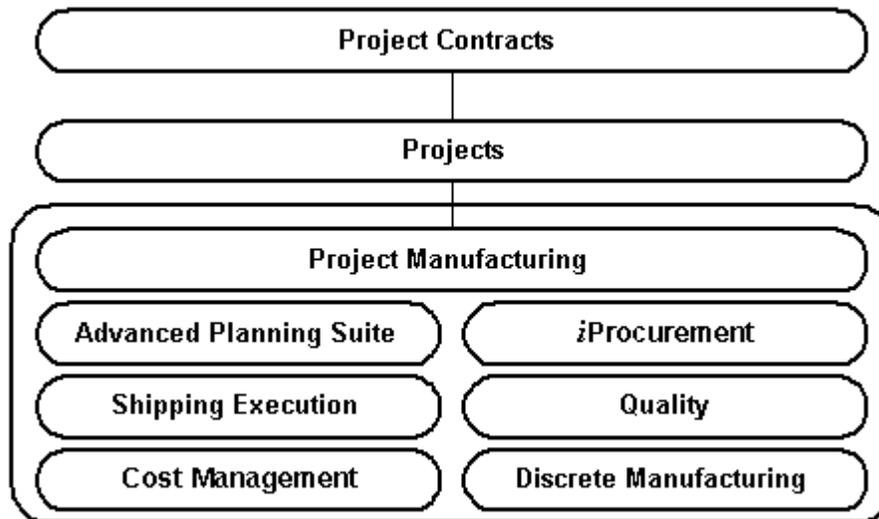
The Deliverable Tracking System is integrated with other major components of the Oracle *e*-Business Suite, including Oracle Projects, Oracle Project Manufacturing, Advanced Planning and Scheduling, Oracle Internet Procurement, and Oracle Shipping Execution. This integration allows you to collect cost against a contract through projects and tasks, feed contractual demand into the planning system, create procurement documents such as purchase requisitions and purchase orders for direct-procured contract material and other items that are not sourced through planning, create shipment requests for shippable deliverables and track shipping and delivery statuses, generate billing events, and recognize revenue. All the manufacturing transactions take place at the project or project-task level depending on how the organization parameters are set, and if the project/project-task information is on the deliverable. Contract related information from the other products can also be viewed and tracked within the DTS with additional drill down capability. This chapter addresses the integration between Oracle Project Contract's DTS and Oracle Manufacturing, Fulfillment products.

All of the integration points are built on top of the workflow framework and can be adapted, if necessary, to integrate with non-Oracle systems.

Planning Integration

Oracle Project Contracts is integrated with Oracle Advanced Planning and Scheduling (APS) to allow you to feed the contract demand into planning. Use the features of Project MRP to plan your contract deliverables.

Process Steps

The following describes the process steps for planning integration.

- Initiate planning for contract deliverables

  When the contract deliverable is ready to be planned, you initiate the planning activity in the DTS. The planning data is passed into Oracle Planning as a manual Master Demand Schedule (MDS) entry through a Project Contracts workflow. Project, task, and unit number references from the contract deliverable are passed to the MDS entry. The project listed on the deliverable is validated against the Project Parameters for the organization when you initiate planning in the DTS.

- Query the planning entry

  Query using the Plan Name (listed on the contract deliverable) to review the deliverable details passed to Planning. Contract number and deliverable number are not viewable as source references in Planning.

  > **Note:** Updates to the project, task, or unit number are not validated against the contract deliverable.

- Plan the manufacturing contract deliverables

  Run the MRP plan using the MDS as input. All the manufacturing planning takes place at the project or project-task level depending on how the planning options are set.

  The planned orders generated by MRP do not carry contract references as the execution system is at the project, project-task level.

- MDS relief

  Run the concurrent request Deliverable Demand Relief to relieve MDS schedule quantities upon shipment against a contract deliverable. Shipment (MDS) relief prevents the duplication of demand that could result if you load contract deliverables into the master demand schedule, but do not relieve the master demand schedule upon shipment. The relief is specific to the demand that is linked to the contract deliverable, it is not item based relief.

  You set shipment relief when you define the master schedule name, before you load or define a schedule for that name.

Planning Group

If contract level netting is to be done, all the master and child projects (in the project hierarchy) should be in the same planning group. Define a planning group and link the master and child projects to the planning group in Project Parameters in Oracle Project Manufacturing. See *Oracle Project Manufacturing User's Guide* for details on setting up a project in Project Manufacturing.

This step is not required if you do not have a project hierarchy or if you do not wish to plan material across a contract.

Other Implementation Notes

Pegging to contract demand is not supported as Project Contracts is not defined as a source type in Oracle Planning.

Forecast by contract and forecast consumption by contract are not supported in Oracle Planning.

Procurement Integration

The integration between Oracle Project Contracts and the Procurement products can be characterized into three categories:

Procurement Contracts

Procurement contracts (contract to buy) are contracts between your organization and your suppliers. A procurement contract is commonly used by buyers and procurement personnel as an umbrella agreement for one or more purchase orders and contains header, lines, and sublines as well as terms and conditions, standard notes, and articles. Typical examples of items covered on this kind of procurement contracts include, but are not limited to, catalog items and recurring testing services. A procurement contract can also be used for acquisitions of complex products, services, and systems.

Subcontracts

Subcontracts are also contracts between your organization and your suppliers. Subcontracts are similar to Procurement contracts but include a reference to a customer contract (contract to sell). A subcontract typically has a contract structure with header, lines, and sublines, as well as applicable terms and conditions, standard notes, articles, and statement of work that flow down from the customer contract to the subcontract. Typical examples of subcontracted items are custom designed components and one-time design services, where the specifications are tied to the requirements of the customer contract.

Direct-Purchase Customer Contract Deliverables

Procurement documents, like purchase orders or blanket releases, are used to fulfill deliverable items of type buy that are not planned by the Planning System and do not require the advanced features of procurement contracts or subcontracts. You initiate Direct-Purchase customer contract deliverables from the Deliverable Tracking System.

The table below shows the different types of contractual agreements and their target users:

Document	Description	Used By	Prerequisite
Customer Contract	Contractual agreement between company and customer; includes contract WBS, terms and conditions, and articles	Contract Administrator	None
Subcontract	Contractual agreement between company and supplier; includes subcontract WBS, terms and conditions, and articles	Contract Administrator and Buyer	Contract
Procurement Contract	Contractual agreement between company and supplier; includes articles, terms and conditions, and optionally a WBS	Buyer / Contracting Officer	None
Purchase Requisition	Request for procurement	Buyer	None. Can be generated from DTS for buy items and subcontracts.
Purchase Order	Procurement order	Buyer	Purchase Requisition, optional
Blanket Agreement	Procurement agreement	Buyer	None
Blanket Release	Procurement order against a blanket agreement	Buyer	Blanket Agreement, Requisition optional

Setup

Contract Types

You need to set up the appropriate contract types for procurement contracts. It is not necessary to distinguish between subcontracts and procurement contracts.

When setting up a contract type, you need to associate it with one of the five system contract types: solicitation, proposal, awarded contract, basic ordering agreement, or delivery order. You also need to specify the intent of this contract type is to buy as procurement contracts are contracts to buy.

The following table depicts a sample list of contract types:

Type	Type Class	Intent	Used For
Customer Solicitation	Solicitation	Sell	Sales Contracts
Customer Proposal	Proposal	Sell	Sales Contracts
Awarded Contract	Awarded Contract	Sell	Sales Contracts
Basic Ordering Agreement	BOA	Sell	Sales Contracts
Delivery Order	Delivery Order	Sell	Sales Contracts
Supplier Bid	Proposal	Buy	Procurement Contracts and Subcontracts
Procurement Contract	Awarded Contract	Buy	Procurement Contracts
Subcontract	Awarded Contract	Buy	Subcontract
Purchase Agreement	BOA	Buy	Procurement Contracts
Supplier Solicitation	Solicitation	Buy	Procurement Contracts and Subcontracts

Process Steps

This section includes the following:

- Procurement contracts
- Direct purchased deliverables
- Changes in DTS

Procurement Contracts

The following describes the process for defining procurement contracts.

- Define procurement contract

  Define a contract of the desired contract type. Enter CLINs and SLINs as necessary. Enter deliverables in the Deliverable Tracking System for the contract if desired.

- Initiate procurement document for contract deliverables

  Generate requisition(s) from the Deliverable Tracking System for the inbound deliverables. Procurement documents generated directly from the Deliverable Tracking System are automatically linked to the contract. Contract number, contract line number, deliverable number, project, task, and unit number references from the contract deliverable are passed to the purchase requisition. The project listed on the deliverable is validated against the Project Parameters for the organization.

- Import requisitions

  Import the requisitions into Oracle Purchasing using the Requisition Import Process.

- Create RFQs

  If using RFQs as part of the procurement process, create RFQs from requisitions. Update the deliverables if applicable.

- Create quotatios

  Create quotations from the RFQs based on information received from suppliers.

- Create purchase orders

  Reference quotation information on the requisition and auto-create purchase orders from the requisition. Update the deliverables based on the purchase order created, if applicable.

- Receiving

  Perform the receiving activity if using a standard purchase order or release.

- View purchasing activity in DTS

  View updates from the procurement system in the DTS about the requisition, purchase order, and received quantities for the deliverables where applicable.

Subcontracts

The following describes how to define subcontracts.

- Define sales contract

  Define customer contract of the desired contract type with CLINs and SLINs. Define project, master project with corresponding WBS. Assign project and tasks to appropriate CLINs and SLINs. Enter deliverables in the DTS for the customer contract.

- Define subcontract

  Create the subcontract. The subcontract may either be generated from the deliverable or manually created by the buyer.

- Link subcontract with contract

  Link the subcontract deliverable to the corresponding customer contract deliverable.

- Initiate planning

  If the subcontracted item is planned, generate planning entries into the Planning System from the subcontract deliverables. Planning will determine the most optimal sourcing information and create corresponding planned orders.

- Initiate procurement for contract deliverables

  If the subcontracted item is not planned, generate purchase requisitions from the subcontract deliverables directly. Procurement documents generated directly from the Deliverable Tracking System are automatically linked to the contract. Contract, contract line number, contract deliverable number, project, task, and unit number references from the contract deliverable are passed to the purchase requisition. The project listed on the deliverable is validated against the Project Parameters for the organization.

- Import requisitions

  Import the requisitions into Oracle Purchasing using the Requisition Import Process.

- Create RFQs

  If using RFQs as part of the procurement process, create RFQs from requisitions. Update the deliverables if applicable.

- Create quotations

  Create quotations from the RFQs based on information received from suppliers.

- Create purchase orders

  Reference quotation information on the requisition and auto-create purchase orders from the requisition. Update the deliverables based on the purchase order created, if applicable.

- Receiving

  Perform the receiving activity if using a standard purchase order or release.

- View purchasing activity in DTS

  View updates from the Procurement System in the DTS about the requisition, purchase order, and received quantities for the deliverables where applicable.

Direct Purchased Deliverables

The following describes how to define direct purchased deliverables contracts.

- Define contract

  Define contract of the desired contract type with CLINs and SLINs. Define project, master project with corresponding WBS. Assign project and tasks to appropriate CLINs and SLINs. Enter deliverables in the DTS for the contract.

- Initiate procurement for contract deliverables

  Generate requisition(s) from the Deliverable Tracking System for the inbound deliverables. Procurement documents generated directly from the Deliverable Tracking System are automatically linked to the contract. Contract, contract line number, contract deliverable number, project, task, and unit number references from the contract deliverable are passed to the purchase requisition. The project listed on the deliverable is validated against the Project Parameters for the organization.

- Import requisitions

  Import the requisitions into Oracle Purchasing using the Requisition Import Process.

- Create RFQs

  If using RFQs as part of the procurement process, create RFQs from requisitions. Update the deliverables if applicable.

- Create quotations

  Create quotations from the RFQs based on information received from suppliers.

- Create purchase orders

Reference quotation information on the requisition and auto-create purchase orders from the requisition. Update the deliverables based on the purchase order created, if applicable.

- Receiving

  Perform the receiving activity if using a standard purchase order or release.

- View purchasing activity in DTS

  View updates from the Procurement System in the DTS about the requisition, purchase order, and received quantities for the deliverables where applicable.

Contract Flowdown

Users in the Procurement System can access various contract attributes, articles, terms and conditions, and standard notes of a procurement contract from any procurement documents that is linked to it.

The Contract Flowdown Viewer is a self-service inquiry page and is accessible either as a URL attachment to the procurement documents or a URL directly accessible from the Purchasing Summary or Requisition Summary windows using the Tools menu. The flowdown viewer uses the contract on the Purchase Order line to determine the display information. If contract number is not available at the PO line level, the flowdown viewer will use the project on the PO distribution to determine the contract to be displayed.

Priority code is one example of a contract attribute that you may want to include as a flowdown attribute. You may choose to have this information displayed on the flowdown viewer to your buyer or supplier or modify the printed purchase order form to include this information.

See Also

Contract Flowdown Viewer, page 9- 2 .

Drop Shipments

With expense destination purchases, Oracle Project Contracts enables you to use the following drop-shipment capabilities in your organization:

- Link the customer ship-to address defined in Oracle Receivables with the ship-to location for your internal organization defined in Oracle Purchasing.

- In the DTS, default/manually create outbound deliverable lines with your customer as the ship-to organization and the customer drop-ship location as the ship-to location.

- Create a corresponding inbound deliverable with the internal organization as the ship-to organization and the drop-ship location of the customer as the ship-to location for the inbound deliverable.

- Set the Destination type for this inbound line to be Expense and update the expenditure organization, expenditure type, and expenditure date information. All other details such as item and quantity must be duplicated from the outbound line. Initiate requisition creation process.

- Import and approve the requisition (and subsequently autocreate the purchase order), which reflect the contract number, contract line number, contract deliverable number, project, and task information from the contract.

- Use Oracle Projects - Oracle Payables integration to capture the invoice cost upon interface of the supplier invoice into Oracle Projects.

- Use Project Contracts Deliverable Based Billing to create an Event for billing the drop-shipped item.

Changes in DTS

Modifications and amendments to the contract may need to be communicated to the procurement system and personnel. You can modify or extend the workflow definitions of the Contract Change Management system to perform various activities such as obtaining the appropriate approvals, or notifying affected parties such as the Buyer.

See Also

Change Management Workflow, page 11- 8 .

Holds in DTS

You may place a subcontract or a portion of it on hold. You can also place a hold on the corresponding procurement documents. You can modify or extend the Contract Hold Management workflow process that generates notifications to the affected parties, such as respective buyers, procurement personnel, and supplier contacts to meet your business requirements.

See Also

Hold Management Workflow, page 11-18.

Implementation Notes

Planned orders generated through MRP do not include contract references, only project and task references from the contract deliverable are listed on the planned procurement documents.

If the procurement document is created manually, you can manually link the purchase order lines to the appropriate procurement contracts and the purchase order distributions to the appropriate procurement contract lines or deliverables.

All procurement activity initiated in the DTS requires an item number.

Quality Integration

Oracle Quality is an enterprise wide repository for gathering and storing quality information. It helps enforce quality control and maximizes your quality tracking efficiency by integrating directly with Oracle Applications data and transactions.

As part of the Oracle Project Contracts and Oracle Project Manufacturing integration, Oracle Quality has predefined collection elements for contract number, contract line number, deliverable number, project number, and task number. In

Oracle Quality, collection elements represent the basic data that must be collected and analyzed.

You can monitor project or contract related assemblies, subassemblies, and components by creating and using collection plans to:

- Record quality characteristics about items received from suppliers

- Track project/contract items during and after production

Collection elements are used in collection plans to determine what data to collect, where to collect it, when to collect it, and what action to take based on this data. Collection plans are similar to test or inspection plans.

Use project and task as collection triggers to invoke quality collection during various manufacturing transactions in Project Manufacturing. In Oracle Quality, collection triggers are the events or conditions that a transaction must satisfy before quality data collection is automatically invoked. Collection elements in a project contract-project manufacturing related collection plan must include the contract number, contract line number, deliverable number, project number, and task number in addition to other manufacturing related data. This allows you to perform inquiries based on a project or contract.

Oracle Quality provides you with inquiries that enable you to quickly find quality results. Using the Contract Quality Inquiry, you can view quality results for specific contracts and contract items by collection plan. You can also view detailed information about the target value and specification limits, if any are associated with a quality result value. You can optionally export results after viewing them.

Shipping Execution Integration

Overview

Oracle Shipping Execution is integrated with Oracle Project Contracts for fulfillment of contract deliverables. The functionality can be used for shipping item and non-item based delivery details or non-stocked items like engineering drawings and documents to fulfill a contract deliverable. Multiple deliverables can be shipped together in a single shipment.

Process Steps

The following describes the shipping integration contracts process.

- Create shippable contract deliverables

   When the contract deliverable is ready to be shipped, you initiate the shipping activity in the DTS. This information is passed into Oracle Shipping as delivery details through a Project Contracts Workflow. Contract number, deliverable number, project, task, and unit number references from the contract deliverable will be passed to the Shipping Execution system. Any shipping terms defined in Authoring will also be passed to the Shipping Execution System. The project listed on the deliverable is validated against the Project Parameters for the organization when you initiate planning in the DTS.

   See *Oracle Project Contracts User's Guide* for additional details.

- Query and update the shipping transaction

  In the Query manager in Oracle Shipping Execution, find your contract shipment by using the following search criteria:

  - Order Source = Project Contracts

  - Order Number = Your contract number

    Select your delivery line from all of the listed contract shipments and update the Shipped Quantity, Subinventory, and Locator information. Project-task information from the deliverable will be defaulted into the locator in the Shipping Transactions window.

    Oracle Shipping Execution supports partial shipments against a contract deliverable. To perform a partial shipment:

  - Select the quantity to be shipped for the given delivery line

  - The remaining ordered quantity will now be displayed as Backordered

  - Edit the Backordered quantity to be zero

  - Update the unshipped quantity as the staged quantity

    Project task references from the contract deliverable will be defaulted into the shipping locator. Updates to the project and task will be validated and no changes are allowed.

    If you define Item Transaction Defaults for shipping locators for specific items in the Inventory setup (assuming these are physical locators), the system concatenates default shipping locator with the project task references from Project Contracts at the time of shipping.

- Auto-create delivery

  Use the Auto-Create Deliveries functionality in Shipping Execution to create deliveries for delivery lines that are not assigned to a delivery.

  See *Oracle Shipping Execution User's Guide* for additional details.

- Ship confirm

  Use the Ship Confirm function in Shipping Execution to confirm that the delivery lines associated with the delivery have been shipped.

  See *Oracle Shipping Execution User's Guide* for additional details.

- View the shipping updates in DTS

  View or monitor the status of shipments in the DTS.

  > **Note:** Oracle Project Contracts is used with Oracle Shipping Execution without picking support.

Cost of Sales Accounts

The Cost of Sales account used in the contract issue transaction is derived based on the item and organization. However, many companies have business requirements that are unique to a business or country. To address these unique requirements, Oracle Project Contracts provides an extensible PL/SQL package, OKE_SHIPPING_EXT that enables you to derive the Cost of Sales account, based on company specific business rules.

Contract Flowdown

Users in the Shipping Execution system can access various contract attributes, articles, terms and conditions, and standard notes of a contract.

The Contract Flowdown Viewer is a self-service inquiry page and is accessible either as a URL attachment to the Shipping document or a URL directly accessible from the Shipping Transactions window using the Tools menu. The flowdown viewer uses the contract on the shipping delivery line to determine the display information.

Shipping instructions is one example of contract information that you may want to include as a flowdown attribute. You may choose to have this information displayed on the flowdown viewer to shipping personnel.

See Also

Setup, page 9- 1 .

Inspection Requirements

A deliverable in Oracle Project Contracts can be marked as Inspection Required if:

- Inspection is required prior to shipping as specified on the contract terms and conditions.

- Documents or similar shipping inspection documents are required.

The U.S. Department of Defense Material Inspection and Receiving Report (DD-250) is commonly used for Department of Defense contracts for:

- Acceptance of equipment/data by the government

- Contractor's invoice for payment

- Packing list for shipping and receiving

- Evidence of government quality inspection

The DD250 report applies to shippable items that require acceptance such as CLINs, ELINs, and data items (CRDL).

> **Note:** Other industries or countries may have the equivalent of the DD250 form.

If the Inspection Required flag has been selected in the Deliverable Tracking System in Project Contracts, then the shipping status will be set to Inspection Required. The system will generate a warning message when you attempt to complete the shipping activity until the shipping status is manually set to Inspected.

If the generation of a US Department of Defense Material Inspection and Receiving Report (DD-250) or other shipping inspection document is required, you submit a document set containing the DD-250.

Mil-Pac Integration

Oracle Project Contracts, with integration to Mil-Pac's formstation capability, allows you to generate, print and transmit, via XML, Standard Forms and Department of Defense printforms to customers. Initially, this capability has been applied to the Department of Defense form, DD250, Material Inspection and Receiving Report.

Define Document Set

Within the order management shipping setup, a new document set entitled Ship Confirm with DD250 should be set up for the Project Contracts application. This document set will be used during the Ship Confirm process at time of shipping.

Define Header and Line Information

Within the header, the following information is required to complete a DD 250:

- Contract number

Within each line, the following information is required to complete a DD 250:

- Contract line number
- Part number (item number)
- NSN (National stock number - if applicable)
- Line description
- Quantity shipped/received
- Unit of measure
- Unit price and amount

> **Note:** Shipment Number, Date Shipped, Bill of Lading Number, Shipping Weight, Cube, and Containers are derived from Oracle Shipping. Values for Invoice Number/Date, ACRN, Milstrip and Serial Number are not yet enabled.

Define Parties and Contacts

Within the Parties and Contacts tab of Contract Authoring, the following parties must be defined, along with appropriate Cage Code, at the Header/Line to ensure completion of a compliant DD 250:

- Administered by
- Payment will be made by (bill to)
- Contract customer
- Prime contractor
- Marked for
- Shipped from
- Shipped to

Define Terms and Conditions

Within the Terms and Conditions tab of Contract Authoring, the following terms must be defined at the Header/Line to ensure completion of a compliant DD 250:

- Acceptance point
- Discount terms
- Contract quality assurance (origin/destination)

Define Print Forms

Within the Printforms tab of Contract Authoring, the appropriate Printform must be entered. In this case, select Form Type Shipping and Form Name DD250.

Process Overview

The process begins with entering the above information in Project Contracts Authoring and defaulting the deliverables to the tracking system. From DTS, a shipping operation is launched at the appropriate time and you navigate to the Shipping Transaction window and enter information to auto-create deliveries and ship confirm. As part of ship confirm, you will depart from the normal shipping process to pick the document set entitled Ship Confirm with DD250. After the concurrent manager completes the DD250 request to send the data to Mil-Pac's formstation, you may navigate to Find Notifications under Project Contracts workflow and enter OKE Milpac XML Integration as the type. You can download the document to a hard drive and/or print out the document for reference purposes.

Inventory Integration

Oracle Project Contracts is integrated with Oracle Inventory. Material issued from inventory at contract shipment is recognized by a new transaction type called Project Contract Issue. The contract number is identified as the source in the transaction. Standard Inventory Interface functionality is used to perform the material issue for contract shipment.

9

Flowdown

This chapter covers the following topics:

- Overview of Flowdown
- Setup
- Contract Flowdown Viewer
- Implementation Notes

Overview of Flowdown

Oracle Project Contracts enables users to configure flowdown of attributes, articles, terms and conditions, and standard notes to different business areas, such as Purchasing, Shop Floor, and Billing, on a need-to-know basis. The flowdown mechanism can also be used to provide subcontractors with the relevant or prime contract information.

Setup

Define Attribute Groups

Contract attributes can be grouped for the purposes of flowdown. For example, you could create an attribute group called Administrative to group contract administration related attributes.

Attribute groupings are used to assign attributes to the attribute groups that have been defined. An attribute can only be assigned to one attribute group at a time. You can define flowdown by attribute or attribute groups. In the earlier example, contract administration related attributes such as date received, date approved, and award cancel date could be assigned to the attribute group called Administrative.

Define Article Subjects

Article subjects are used to categorize contract articles. Article flowdown is done through article subjects. Article subjects are defined as lookup codes in Oracle Contracts Core.

Define Terms and Conditions Types

Use Terms and Conditions Types to group terms and conditions for flowdown. Terms and conditions types are defined as lookups in Oracle Project Contracts.

Define Business Areas

You can define various business areas for purposes of flowdown of contractual information. Some examples are Purchasing, Work In Process, and Quality.

Contract Flowdown Matrix

Use the Contract Flowdown Matrix to assign attribute groups, terms and conditions types, article subjects, and standard note types to various business areas. The matrix determines the flowdown data that is available to each business area.

Contract Flowdown Viewer

You view contract flowdown attributes using the Contract Flowdown Viewer in the appropriate business area. The Contract Flowdown Viewer is a self-service inquiry page and uses the contract/project reference in the business area to determine the flowdown information. Security setups are taken into consideration as part of the flowdown viewer process.

In *i*Procurement, the flowdown viewer is available in the Purchasing Summary or Requisition Summary windows using the Tools menu. The flowdown viewer uses the contract on the purchase order line to determine the flowdown information. If the contract number is not available at the PO line level, the flowdown viewer will use the project on the PO distribution to determine the contract to display. For example, you choose to flowdown the contract attribute priority code. You can have this information displayed on the flowdown viewer to your buyer or supplier or modify the printed purchase order form to include this information.

In Oracle Work in Process, you view contract flowdown information in the Discrete Workstation. The flowdown viewer uses the project on the WIP job to determine the appropriate flowdown information. If a project is linked to multiple contracts in Oracle Project Contracts, the list of contracts will be displayed for further selection.

In Oracle Shipping Execution, you view the contract flowdown information in the Shipping Transactions window using the Tools menu. The flowdown viewer uses the contract number, deliverable, project, and task on the delivery line to determine the flowdown information.

The flowdown viewer displays the following contract header information: contract number, type, status, project number, and description. For a selected contract, the flowdown details could include system attributes, terms and conditions types, article subjects, and standard note types. In the flowdown viewer, you can drill down to the line level for a selected contract and also view the system attributes, terms and conditions types, article subjects, and standard note types.

Implementation Notes

User attributes and document attachments in Project Contracts are not supported for flowdown purposes due to security issues.

10

Security

This chapter covers the following topics:

- Overview of Security
- Setup Steps
- Ongoing Maintenance
- Implementation Steps
- Implementation Notes

Overview of Security

Oracle Project Contracts security model includes the following three items:

- Contract Access Security

  Contract access security determines whether a user can view and/or update a certain contract document.

- Contract Function Security

  Contract function security determines the list of functions a user can perform on a certain contract document.

- Contract Attribute Security

  Contract attribute security determines the amount of information a user can retrieve from a certain contract document.

Contract Access Security

Contract role is the centerpiece of the Oracle Project Contracts security model. Each employee who is working on a contract document in Oracle Project Contracts must be assigned a role. Access security is determined by the role assignment. An employee must be assigned a role to a contract document in order to gain access. In addition, the same employee cannot be assigned to two different roles at the same time. A role also describes the list of functions and contract attributes a grantee can perform or access.

Contract access assignment can be explicitly to a contract document, implicitly through a program, or at the site level. Contract level assignment overrides any program level assignment for the same employee, which in turns overrides any site level assignment.

Site level assignments are useful for employees with similar access to all contract documents within an organization. Rather than setting up access to individual contract

documents, site level assignments ensure access to all contract documents while reducing the amount of maintenance overhead. Program level assignments provide similar benefits for organizations that group contract documents into programs and have specific resources assigned to monitor all contract documents within one or more programs.

Use effective dates to manage temporary assignments and termination of assignments.

Contract Function Security

The following list of functions can be secured based on the contract role:

- Authoring
- Deliverable Tracking
- Deliverable Tracking – Initiate Planning
- Deliverable Tracking – Initiate Procurement
- Deliverable Tracking – Initiate Shipping
- Funding
- Deliverable-Based Billing
- Change Management
- Change Management – Update Status
- Change Management – Update/Override Workflow Process
- Apply Holds
- Remove Holds
- Holds Check
- Create New Version

Contract Function Security is controlled using the Action button in the Contract Organizer. Certain subfunctions, such as Deliverable Tracking – Initiate Planning, are controlled within the relevant windows and workbenches.

Contract Attribute Security

Contract Attribute Security enables you to tailor the amount of information a user can retrieve and update for a specific contract document. You can specify the access level (edit, view, or none) for each attribute, a group of attributes, and a group of user-defined attributes. You can also specify the access level of all contract header/line related entities, such as articles, terms and conditions, and party and contact roles.

Currently, attribute security is available for contract headers and lines. Attribute security for deliverables will be available in a subsequent release.

Setup Steps

Prerequisites

In order to optimize the benefits of the security model, you should perform the following analysis before implementing the security model:

1. Identify different contract roles applicable to your implementation

2. For each role, identify access levels for all contract attributes

3. For each role, identify lists of allowable contract level functions

Defining List of Allowable Functions

The list of allowable functions is captured as a single-level menu. Oracle Project Contracts creates two menus, Contract Administrator privileges and Program Manager privileges, as part of the installation. The menu Contract Administrator privileges include all eligible functions that can be assigned or protected via the security model. It can be used as a reference.

While you can modify the two menus to include or exclude some of the functions, we recommend that you define new menus to meet your specific business requirements.

See Also

Define Menus, *Oracle Applications System Administrator's Guide*

Defining Roles

Define the necessary roles using the Define Roles window. Oracle Project Contracts creates two roles, Contract Administrator and Program Manager, as part of the installation.

Oracle Project Contracts only recognizes roles with role control Allow as Contract Member enabled. In addition, you must enable role-based security and specify the appropriate menu that captures the list of allowable functions.

> **Note:** If you have Oracle Projects installed and implemented, verify the roles Contract Administrator and Program Manager have not been defined.

Defining Attribute Security

If you want to implement attribute level security, define the appropriate attribute access rules using the Rules tab in the Define Roles window. Attribute access rules can be defined for a single object (Headers, Lines), a group of attributes using attribute groups, or individual attributes. You can enable attribute security for both the system as well as user-defined attributes. However, you can only define access rules user-defined attributes at the attribute group (context) level; you cannot define access rules for individual user-defined attributes.

You also need to specify the default access level for the role. The default access level serves two purposes:

• It is used as the default setting for attribute access rules

• It is used to determine view/update privilege for all header and line related entities, such as articles, terms and conditions, and standard notes.

> **Note:** If you want to allow updates to some of the header or line attributes for a particular role, set the default access level to Edit. Otherwise, the header and line block will be sent as View Only.

Compiling Attribute Security Rules

After you define the appropriate access rules for a contract role, freeze and compile the access rules. Compiling access rules will enable faster access for the attribute security settings.

Access rules can also be compiled using the concurrent program Compile Access Rules from Oracle Project Contracts.

Generating Secured Views

Secured versions of the contract data views are generated dynamically based on the access rules definition. These secured views are used throughout Oracle Project Contracts to lookup contract data.

To generate the secured views, you need to use the concurrent program Generate Secured Views from Oracle Project Contracts.

Ongoing Maintenance

Adding New Roles

Follow the above instructions to create new roles.

Adding New User-Defined Attributes

If you add a new user-defined attribute group (context), verify the access rules are properly defined, or that the default access level for each role properly handles the access security of the new user-defined attribute group.

After adding a new user-defined attribute group, recompile your access rules. Failure to do so may result in the user-defined attributes disappearing from the window after you have saved the data because of access rule violations, since the new attribute group is not accessible through any contract roles.

Implementation Steps

Once the setup steps are completed, you are ready to implement contract security.

Creating Site and Program Level Assignments

Create and maintain site and program level assignments using the Contract Assignments window.

The Contract Assignments window can be secured using function security.

Creating Contract Level Assignments

Create and maintain contract level assignments using the Contract Assignments window or via the Contract Authoring Workbench directly.

The Contract Assignments window can be secured using function security.

You need to have Edit privilege on the contract document, as specified by the default access level of the contract role you are assigned to, in order to create and maintain assignments via the Contract Authoring Workbench.

Implementation Notes

Diagnostics Feature

Since attribute security can only be processed at runtime after the user signs on and the contract document has been determined, the Contract Authoring Workbench dynamically hides attributes that are secured (access level of None) during its initialization routine. The secured information is still available internally.

If you utilize attribute security in your implementation, you should disable the Diagnostics feature from the Help Menu for general users. The Diagnostic feature can be used to examine internal application information such as values in a hidden field, which in turn can expose secured information to non-privileged users.

To disable the Diagnostics features, set the profile option Hide Diagnostics Menu Entry to Yes at the proper level.

See Also

User Profiles, *Oracle Applications System Administrator's Guide*

Oracle Applications Menus, *Oracle Applications User's Guide*

Function Security

Oracle Applications Object Library provides standard function security through responsibility assignment. Contract Function Security provides a more granular level of assignment. As a result, users can access different contract documents with different function access assignments without switching responsibilities.

Oracle Applications Object Library continues to enforce responsibility based function security when you access the Oracle Project Contracts application. In order to ensure that all contract functions can be executed using the same responsibility, a special hidden submenu called OKE-Organizer Actions has been added to the Project Contract Super User and Project Contract User top menu. Include this submenu in any custom top menus you define for accessing Project Contracts.

See Also

Overview of Function Security, *Oracle Applications System Administrator's Guide*

Privilege to Create New Contract Document

You can only create a new contract document online through the Contract Authoring Wizard. The authoring wizard is a separate function that can be secured using standard function security. You can restrict privilege to create new contract documents by removing the function from the desired responsibility.

11

Customizing Workflows

This chapter covers the following topics:

- Overview
- Default Workflow Processes
- Guidelines for Customizing Workflow Processes
- Contract Approval Workflow
- Default Approval Process
- Change Management Workflow
- Default Approval Process
- Default Implementation Process
- Default Status Change Process
- Deliverable Workflows
- Default Planning Process
- Default Requisition Process
- Default Shipping Process
- Default Billing Process
- Other Workflows
- Hold Management Workflow
- Communication Action Workflow

Overview

Oracle Project Contracts uses Oracle Workflow to automate contract processes. Oracle Project Contracts provides default workflows for various contract processes. You can modify these workflows and create additional processes to accommodate the needs of your business.

Default Workflow Processes

Oracle Project Contracts provides default workflow processes for contract approval, change request approval, status change and implementation, contract hold processing, planning, shipping, billing and procurement integration, and contract

communication processing. You can customize the processes or create new processes. If you want to create a new process to meet your company's needs, use the Oracle Workflow Builder to create a new process, or copy the existing default process and change its name before making changes to it.

Guidelines for Customizing Workflow Processes

Use the following guidelines when you want to customize a default workflow process:

Process Diagram

Use the diagram of the default workflow process as a reference to guide you in developing the workflow process for your implementation. A diagram for each of the default workflow processes is provided in this implementation manual for reference. You can also use the Oracle Workflow Builder to open a default workflow process.

Using the Default Process

While the default processes can be modified or replaced, customization is not required for the default process to function without errors. Some setup may be required for the default process to function. These setup steps will be discussed in more detail in the following sections.

Customizing the Default Process

You can customize the default process, or create a new one, using the Oracle Workflow Builder.

We recommend copying the default process into a new process before customizing. This will prevent future upgrades from overwriting the customized process.

Customizing the Process Activities

You can alter, delete, or move any of the activities in the default process as necessary to meet your business and implementation requirements.

Customizing Workflow Messages

Instead of modifying a workflow notification, you should create a new message.

- When you create a process definition, Oracle Workflow Builder assigns a new version number to an activity if you make changes to it. It saves the new version of the activity to the database without overwriting older versions of the activity. In Oracle Workflow, activities also have dates of effectivity so that at any time, only one version of the activity is in effect.

- If a process is running, Oracle Workflow uses the version of the activity that was in effect when the process was initiated. It does not switch versions of the activity midway through the process. Since a process itself is an activity, a process definition always remains constant until the process instance completes.

- Oracle Workflow Builder does not maintain version information for objects such as item types, item type attributes, messages, and lookup types. For these objects, the latest definition always applies, so you must consider whether a change to any of these objects is backwards compatible. If the modification affects existing processes, you should create a new object rather than edit the existing object.

Contract Approval Workflow

The contract approval process can be dynamic and complex. Different types of contract documents often require different levels of approvals. A typical approval cycle may involve various departments, such as program office, engineering, finance, and legal. Oracle Project Contracts enables you to route contract documents to one or more destinations for approval.

Oracle Project Contracts provides a default approval workflow called OKE Contract Approval. If you need to create your own contract approval process, register the approval process in Oracle Contracts Core. Once you have registered the new approval process, you can submit your approval process in the Administration tab of the Contract Authoring Workbench.

See Also

Setting up the Approval Process, *Oracle Contracts Core Concepts and Procedures*

Default Approval Process

The diagram shown below illustrates the approval process provided by Oracle Project Contracts:
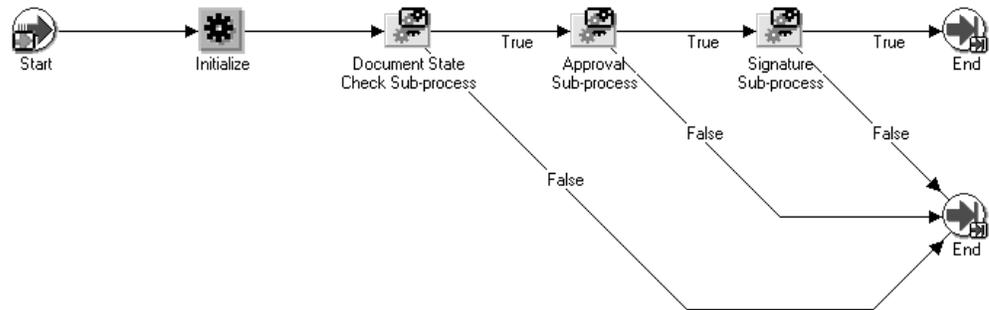
The default contract approval process consists of an initialization routine and three sub-processes. The following is a description of each of the sub-processes. All PL/SQL functions mentioned below reside in the package OKE_K_APPROVAL_WF.

Document State Check Sub-Process

The diagram below depicts the Document State Check Sub-Process:
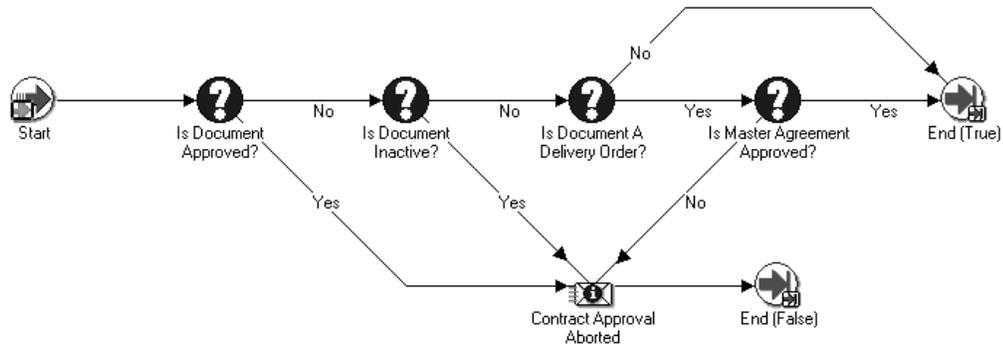
This sub-process is used to verify whether a contract document is eligible for approval. It consists of four separate checks. If the contract document passes the checks, the sub-process will return with a result code of True. Otherwise, it will return with a result code of False.

Activity	Description
Is Document Approved?	This activity checks whether the contract document has already been approved or not. A contract document can go through the approval process only if its current status is of type Entered or Canceled.
	This activity invokes the PL/SQL function IS_DOC_APPROVED.
Is Document Inactive?	This activity checks whether the contract document is currently active or not. A contract document cannot go through the approval process if it is currently inactive.
	This activity invokes the PL/SQL function IS_DOC_INACTIVE.
Is Document a Delivery Order?	This activity checks whether the contract document is a delivery order. If so, additional validation against the master agreement is needed.
	This activity invokes the PL/SQL function IS_DOC_DELV_ORDER.
Is Master Agreement Approved?	This activity checks whether the master agreement associated to the contract document is approved or not. A delivery order cannot be approved if the associated master agreement is not approved.
	This activity invokes the PL/SQL function IS_BOA_APPROVED.

Approval Sub-Process

The diagram below depicts the Approval Sub-Process:
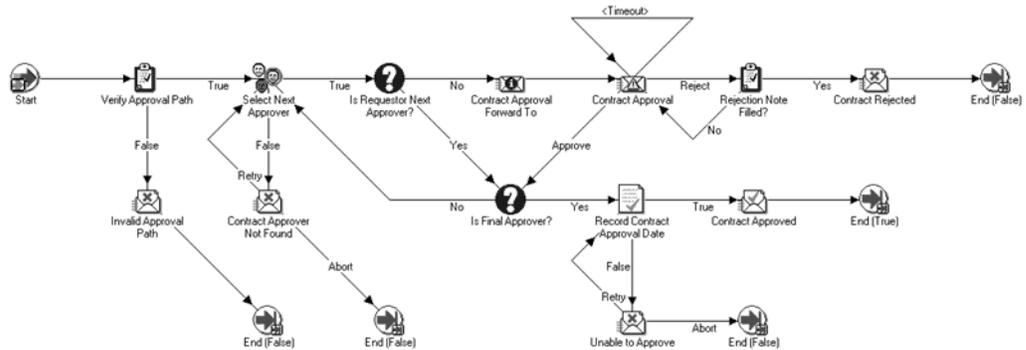
This is the main approval engine. It routes the approval through the approval path as specified on the contract document type setup. If the contract document is approved, the sub-process will return with a result code of True. Otherwise, it will return with a result code of False.

Activity	Description
Verify Approval Path	This activity validates the approval path that is associated to the contract document type. It also determines the approval sequence based on the approval path. The approval sequence consists of a list of approver roles.
	This activity invokes the PL/SQL function VALIDATE_APPROVAL_PATH.
Select Next Approver	This activity selects the next approver using the PL/SQL function SELECT_NEXT_AP PROVER.
	The next approver is determined from the current approver role from the approval path. Based on the role assignments of the contract, the appropriate employee is located.
	If the next approver is found, the assignment is recorded in the approval history. In addition, the PL/SQL function populates the attributes Approver, Approver Role and Approval Sequence and returns TRUE. Otherwise, it returns FALSE.

Activity	Description
Is Requestor Next Approver?	This activity determines whether the next approver is the same person who requests the contract approval process. If so, the approval process assumes that the intention of the requestor is to approve the contract and will automatically record the approval without generating a notification.
	This activity invokes the PL/SQL function IS_REQUESTOR_APPROVER.
Contract Approval	This activity kicks off a notification to the approver requesting approval of the contract document. By default there are three options:
	Approve – approve the contract document.
	Reject – reject the contract document. A rejection note must be provided.
	Reassign – reassign the approval to another person.
	The action by the approver is recorded in the approval history via the post-notification function SET_APPROVAL_HISTORY.
Rejection Note Filled?	This activity checks whether the rejection note has been filled. It should be invoked after the approval has been rejected.
	This activity invokes the PL/SQL function REJ_NOTE_FILLED.
Is Final Approver?	This activity checks whether the last approver is also the last approver based on the approval path. It is used to determine if additional approvals are needed.
	This activity invokes the PL/SQL function IS_FINAL_APPROVER.
Record Contract Approval Date	This activity records the contract approval date. It invokes the PL/SQL function RECORD_APPROVED.

Signature Sub-Process

The diagram below depicts the Signature Sub-Process:

Retry

Contract Signatory
Not Found

Abort

End (False)

Rejection Note
Filed?

Yes

Contract Not Signed

Abort

End (False)

Retry

False

No

No

Start

Is Signature
Required?

Yes

Select Signatory

True

Contract Signature
Forward To

Contract Signature

Set Signed Date

True

Contract Signed

End (True)

No

<Timeout>

False

Retry

Unable to Sign

Abort

End (False)
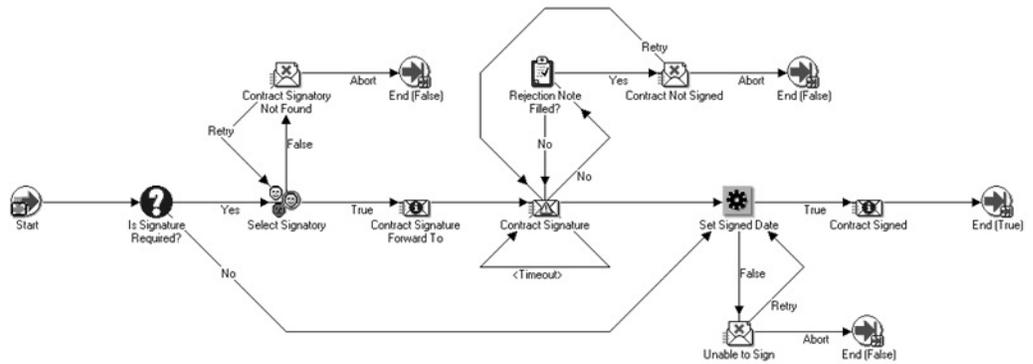
This sub-process handles the contract signature process. Contract signature is a required step in the contract status lifecycle in Oracle Contracts Core. A contract cannot become active without a contract signature. Oracle Project Contracts provides a mechanism to bypass the signature process if not necessary based on business requirements while maintaining the required data for the proper contract status management.

If signature is required based on the contract document type approval path, this workflow process seeks the signature, in the form of a workflow notification response, from the signatory. Otherwise if signature is not required, the approval date is used as the signed date automatically.

Activity	Description
Is Signature Required?	This activity determines whether signature is required as specified in the approval path.
	This activity invokes the PL/SQL function IS_SIGNATURE_REQUIRED.
Select Signatory	This activity determines the signatory (the person from which signature is needed) using the PL/SQL function SELECT_SIGNATORY.
	The signatory is determined from signatory role as specified in the approval path. Based on the role assignments of the contract, the appropriate employee is located.
Contract Signature	This activity kicks off a notification to the signatory requesting a signature on the contract document. The signature is currently captured as a signed date on the contract header.
	The action by the signatory is recorded in the approval history via the post-notification function SET_APPROVAL_HISTORY.
Set Signed Date	This activity records the contract approval date. It invokes the PL/SQL function RECORD_APPROVED.
Is Final Approver?	This activity checks whether the last approver is also the last approver based on the approval path. It is used to determine if additional approvals are needed.
	This activity invokes the PL/SQL function IS_FINAL_APPROVER.
Record Contract Approval Date	This activity records the contract signed date. It invokes the PL/SQL function RECORD_SIGNED.

Change Management Workflow

Oracle Project Contracts enables you to specify a workflow process for each change status. The appropriate workflow process, if specified, will be initiated if a change request has been set to the corresponding status.

Oracle Project Contracts provides a default workflow item type called OKE Change Request Processes with three processes: Approval, Implementation, and Status Change. The three default processes will be discussed in this section.

Additional activities and branches can be added to each process based on change types and reasons to fit your business requirements.

Default Approval Process

The diagram shown below illustrates the Approval process provided by Oracle Project Contracts:

False — Select Next Informed — True — Change Request Approved By

Start — Initialize — Select Next Approver — True — Change Request Approval — Reject — Rejection Note Filled — True — Select Next Informed — True — Change Request Rejected

Approve

False

<Default>

<Timeout>

False — Update Approved Status — Change Request Approved — End (Approve)

False — Update Rejected Status — End (Reject)
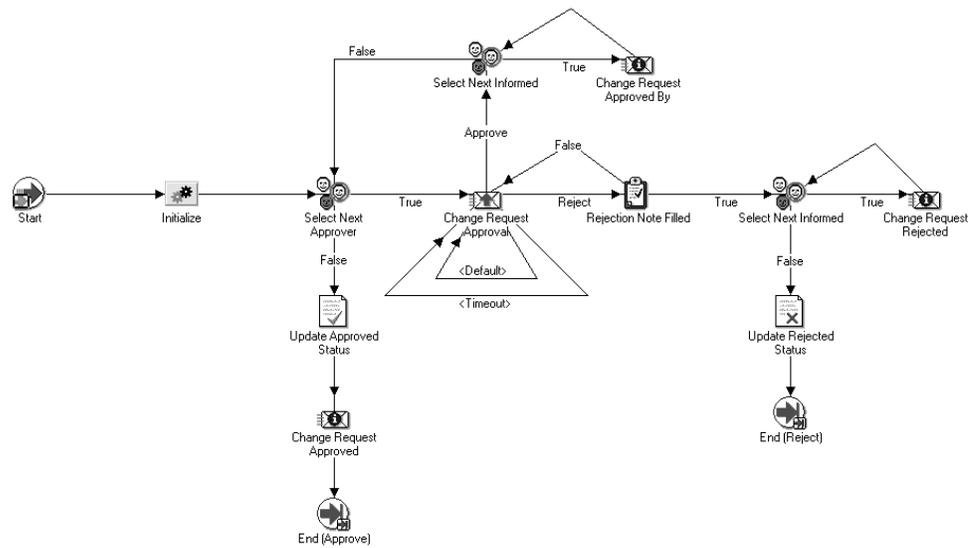
The default change request approval process consists of 14 nodes. The following is a description of each of the nodes. All PL/SQL functions mentioned below reside in the package OKE_CHG_REQUESTS_WF.

Activity	Description
Start	This is a standard activity that marks the start of the process.
Initialize	When the workflow process is initiated, some of the item attributes are loaded into the Workflow engine. In this activity, the remaining item attributes are loaded. Such attributes include the display names for many internal codes that can be used in notifications. This activity invokes the PL/SQL function INITIALIZE.
Select Next Approver	This activity selects the next approver using the PL/SQL function SELECT_NEXT_AP PROVER. If the next approver is found, the PL/SQL function populates the attribute Next Approver and returns TRUE. Otherwise, it returns FALSE. By default, the PL/SQL function looks up the first Contract Administrator as specified. Contract level administrators will be searched first, followed up program level and lastly site level. You can customize this activity by using a custom function that returns the appropriate approver based on a hierarchy suitable for your implementation.

Activity	Description
Change Request Approval	This activity kicks off a notification to the Next Approver requesting approval of the change request. By default there are three options:
	Approve – approve the change request. This option will direct to look for additional approver using the Select Next Approver activity.
	Reject – reject the change request. A rejection note must be provided.
	Reassign – reassign the approval to another person.
Select Next Informed	This activity selects the next informee using the PL/SQL function SELECT_NEXT_ INFORMED. If the next informee is found, the PL/SQL function populates the attribute Next Informed and returns TRUE. Otherwise, it returns FALSE.
	This activity is used in both approval and rejection notification.
	The underlying PL/SQL function is also used in the Status Change process.
	By default, the approval or rejection notification will be sent to the original requestor.
	You can customize this activity by using a custom function that returns the appropriate list of informee suitable for your implementation.
Change Request Approved By	This activity kicks off a notification to the Next Informed regarding the last change request approval.
	This notification is for information only and does not require a response.
Update Approved Status	This activity invokes the PL/SQL function SET_APPROVED_STATUS updates the change request to the default Approved status.
Change Request Approved	This activity kicks off a notification to the original requestor regarding the final approval of the change request. At this point, the change request status has already been updated to one of Approved type.
	This notification is for information only and does not require a response.
End (Approve)	This is a standard activity that marks the end of the process.
	It returns a result of APPROVE for the workflow process.

Activity	Description
Rejection Note Filled	This activity checks for the rejection note by calling the PL/SQL function REJ_NOTE_FILLED. Rejection note is required if the approver rejects the change request.
	This activity returns TRUE is rejection note is filled, FALSE otherwise.
Change Request Rejected	This activity kicks off a notification to the Next Informed regarding the change request rejection.
	This notification is for information only and does not require a response.
Update Rejected Status	This activity invokes the PL/SQL function SET_REJECTED_STATUS updates the change request to the default Approved status.
End (Reject)	This is a standard activity that marks the end of the process.
	It returns a result of REJECT for the workflow process.

Default Implementation Process

The diagram shown below illustrates the Implementation process provided by Oracle Project Contracts:
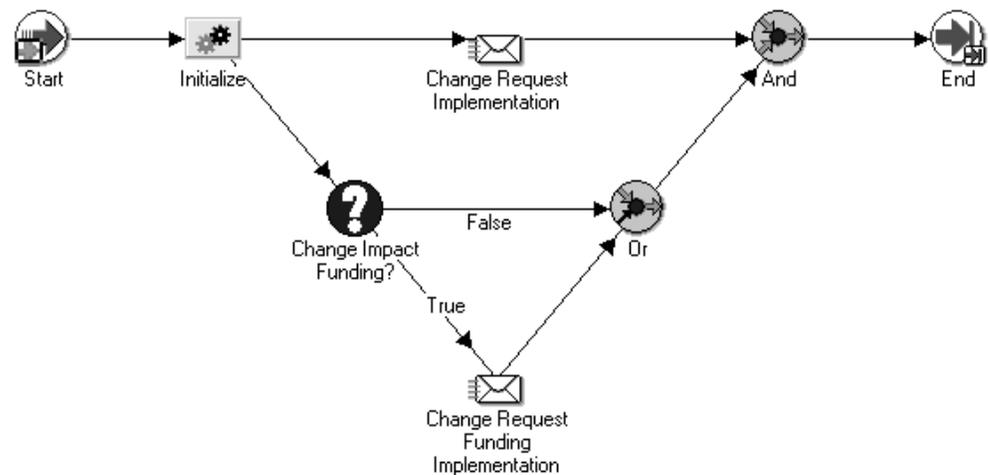
The default change request implementation process consists of eight nodes. The following is a description of each of the nodes. All PL/SQL functions mentioned below reside in the package OKE_CHG_REQUESTS_WF.

Activity	Description
Start	This is a standard activity that marks the start of the process.
Initialize	When the workflow process is initiated, some of the item attributes are loaded into the Workflow engine. In this activity, the remaining item attributes are loaded. Such attributes include the display names for many internal codes that can be used in notifications.
	This activity invokes the PL/SQL function INITIALIZE.
Change Impact Funding?	This activity checks whether this change request impacts funding using the PL/SQL function IMPACT_FUNDING.
	This activity is useful in routing the workflow to different organizations when a change request impacts funding.
Change Request Implementation	This activity notifies the original requestor that the change request is ready for implementation. This notification can be routed to the appropriate department that is responsible for implementing contract changes.
	This notification is for information only and does not require a response.
Change Request Funding Implementation	This activity notifies the original requestor that the change request is ready for implementation. This implementation can be routed to a different department that is responsible for implementing funding changes to a contract.
	This notification is for information only and does not require a response.
And / Or	This is a standard activity to merge the results from the two different branches in the workflow process.
End	This is a standard activity that marks the end of the process.

Default Status Change Process

The diagram shown below illustrates the Status Change process provided by Oracle Project Contracts:
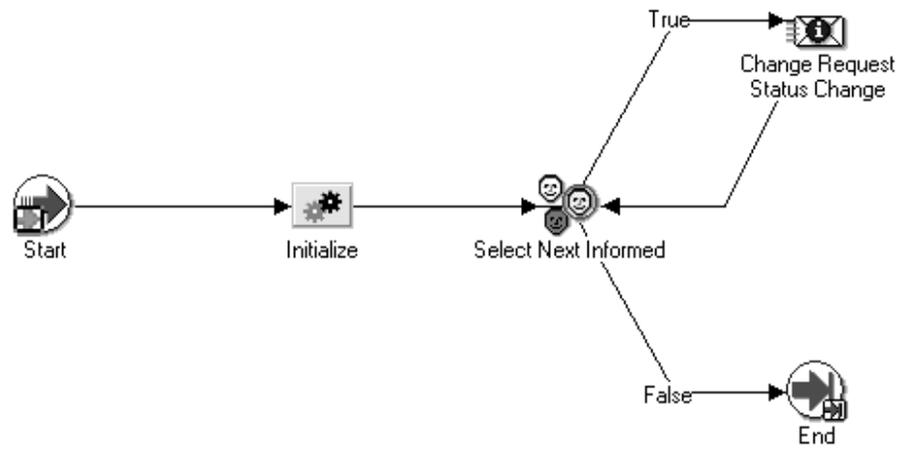
The default change request status change process consists of six nodes. The following is a description of each of the nodes. All PL/SQL functions mentioned below reside in the package OKE_CHG_REQUESTS_WF.

Activity	Description
Start	This is a standard activity that marks the start of the process.
Initialize	When the workflow process is initiated, some of the item attributes are loaded into the Workflow engine. In this activity, the remaining item attributes are loaded. Such attributes include the display names for many internal codes that can be used in notifications.
	This activity invokes the PL/SQL function INITIALIZE.
Select Next Informed	This activity selects the next informee using the PL/SQL function SELECT_NEXT_ INFORMED. If the next informee is found, the PL/SQL function populates the attribute Next Informed and returns TRUE. Otherwise, it returns FALSE.
	The underlying PL/SQL function is also used in the Approval process.
	By default, the status change notification will be sent to the original requestor.
	You can customize this activity by using a custom function that returns the appropriate list of informee suitable for your implementation.
Change Request Status Change	This activity kicks off a notification to the Next Informed regarding the last status change.
	This notification is for information only and does not require a response.
End	This is a standard activity that marks the end of the process.

Deliverable Workflows

Workflow processes are used throughout the Deliverable Tracking System to route specific actions that have been initiated and to perform the relevant tasks.

Oracle Project Contracts provides a default workflow item type called OKE Deliverable Processes. The OKE Deliverable Processes item type includes three processes: Planning Process, Requisition Process, and Planning Process. In addition, Oracle Project Contracts also provides another default workflow item type called OKE Deliverable-Based Billing to handle billing activities.

Each default process integrates with the respective Oracle application to process the activity. The processes can be tailored to integrate with third party systems.

The default processes will be discussed in this section.

Default Planning Process

The diagram shown below illustrates the Planning process provided by Oracle Project Contracts:
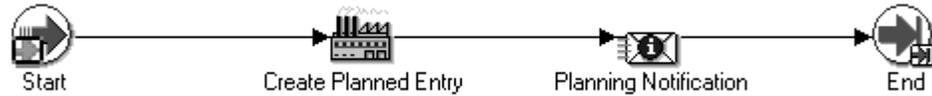
The default planning process consists of 4 nodes. The following is a description of each of the nodes.

Activity	Description
Start	This is a standard activity that marks the start of the process.
Create Planned Entry	This activity creates the corresponding MDS entry in Oracle Advanced Planning and Scheduling using the PL/SQL function OKE_DTS_INTEGRATION_PKG.CREATE_EVENT.
	You can replace this activity with the appropriate action if you are not using Oracle Advanced Planning and Scheduling.
Planning Notification	This activity fires off a notification to the original requestor about the planning entry details and can be routed to the appropriate department.
	This notification is for information only and does not require a response.
End	This is a standard activity that marks the end of the process.

Default Requisition Process

The diagram shown below illustrates the Requisition process provided by Oracle Project Contracts:
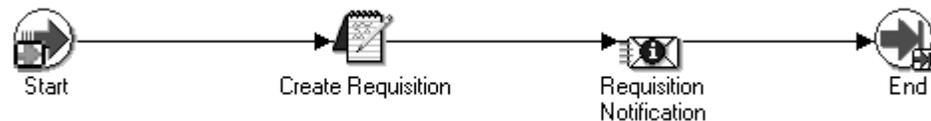
The default requisition process consists of 4 nodes. he following is a description of each of the nodes.

Activity	Description
Start	This is a standard activity that marks the start of the process.
Create Requisition	This activity creates a requisition in the requisition interface in Oracle Purchasing using the PL/SQL function OKE_DTS_ INTEGRATION_PKG.CREATE_EVENT.
	You can replace this activity with the appropriate action if you are not using Oracle Purchasing.
Requisition Notification	This activity fires off a notification to the original requestor about the requisition details and can be routed to the appropriate department.
	This notification is for information only and does not require a response.
End	This is a standard activity that marks the end of the process.

Default Shipping Process

The diagram shown below illustrates the Shipping process provided by Oracle Project Contracts:
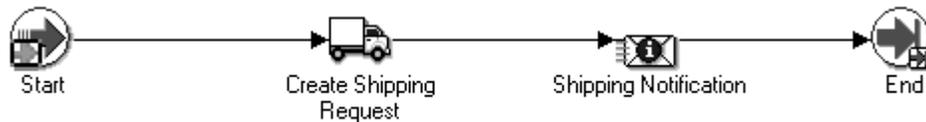
The default shipping process consists of 4 nodes. The following is a description of each of the nodes.

Activity	Description
Start	This is a standard activity that marks the start of the process.
Create Shipping Request	This activity creates a shipping request in Oracle Shipping Execution using the PL/SQL function OKE_DTS_INTEGRATION_PKG. CREATE_EVENT. You can replace this activity with the appropriate action if you are not using Oracle Shipping Execution.
Shipping Notification	This activity fires off a notification to the original requestor about the shipping details and can be routed to the appropriate department. This notification is for information only and does not require a response.
End	This is a standard activity that marks the end of the process.

Default Billing Process

The diagram shown below illustrates the Billing process provided by Oracle Project Contracts:
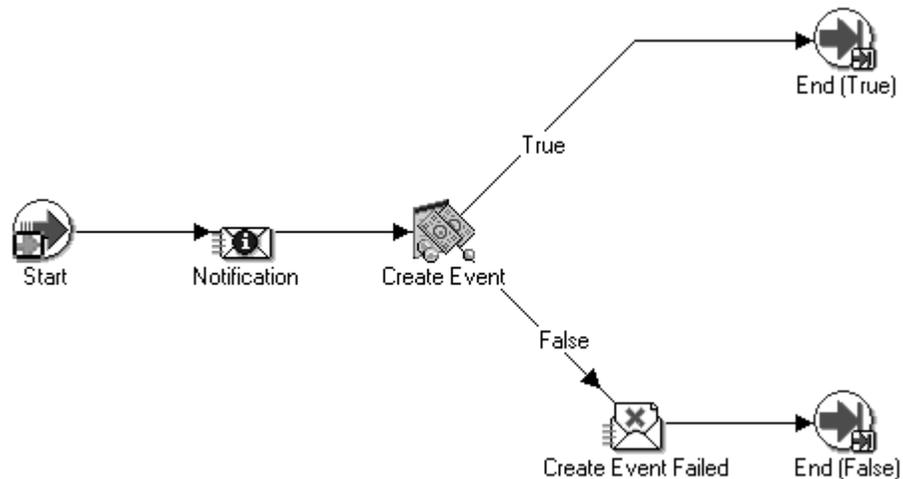
The default billing process consists of 6 nodes. The following is a description of each of the nodes.

Activity	Description
Start	This is a standard activity that marks the start of the process.
Notification	This activity fires off a notification to the original requestor about the billing details and can be routed to the appropriate department.
	This notification is for information only and does not require a response.
Create Event	This activity creates a billing event in Oracle Projects using the PL/SQL function CREATE_BILLING_EVENT in package OKE_DELIVERABLE_BILLING_WF.
	This activity returns TRUE if the billing event has been successfully created; FALSE otherwise.
	You can replace this activity with the appropriate action if you are not using Oracle Projects.
Create Event Failed	This activity sends a notification to the original requestor in case the billing event creation failed. The reason for the failure is included in the body of the notification. This notification can then be routed to the appropriate department for corrective actions.
	This notification is for information only and does not require a response.
End (True)	This is a standard activity that follows the successful creation of the billing event and marks the end of the process.
	This activity returns a value of True for the workflow process.
End (False)	This is a standard activity that follows the failed attempt to create the billing event and marks the end of the process.
	This activity returns a value of False for the workflow process.

Other Workflows

Oracle Project Contracts includes additional default workflow processes for Hold Management and Communications Action Processing.

Hold Management Workflow

Oracle Project Contracts enables you to specify a workflow process for each hold status. The appropriate workflow process, if specified, will be initiated if a contract hold has been set to the corresponding status.

Oracle Project Contracts provides a default workflow item type called OKE Hold Status Change with a default process called Hold Status Change. The diagram below illustrates this default process:

The default process includes an activity to trigger a notification that can be routed to the appropriate departments, such as engineering, production, and purchasing, to process the contract hold. Additional activities and branches can be added based on hold types and reasons to fit your business requirements.

Communication Action Workflow

Oracle Project Contracts enables you to specify a workflow process for each communication action. The appropriate workflow process, if specified, will be initiated if a communication has been logged with the corresponding action.

Oracle Project Contracts provides a default workflow item type called OKE Communication Action with a default process called Communication Action Process. The diagram below illustrates this default process:

The default process includes an activity to trigger a notification that can be routed to the appropriate departments to take action on the communications. Additional activities and branches can be added to fit your business requirements.

A

Profile Options

This appendix covers the following topics:

- Profile Options Overview
- Profile Option Summary
- Profile Option Details
- Profile Options in Other Applications

Profile Options Overview

This appendix describes profile options that affect the operation of your Oracle Project Contracts application.

Profile Option Summary

The table below indicates whether you, the User, can view or update the profile option and at which System Administrator levels the profile options can be updated: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level. You can consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

A Required profile option requires a value. An Optional profile option provides a value already, so you need to provide a value only if you want to change the value.

Profile Options	User Resp	Sys Admin User	Sys Admin Resp	Sys Admin App	Sys Admin Site	Required	Default
OKE: Debug File Directory	-	-	-	-	Y	-	-
OKE: Debug Mode	Y	Y	-	-	Y	-	-
OKE: Recent Document List	Y	Y	-	-	Y	Y	6
OKE: Show Contract Funding Wizard	Y	Y	-	-	Y	-	-

Profile Option Details

The OKE: Debug File Directory indicates the directory location where debug files should be created if debug mode is enabled.

This profile option is visible to the System Administrator and updateable at the site level only.

The internal name of the profile option is OKE_DEBUG_FILE_DIR.

> **Note:** Directory specified in this profile must be included in the utl_file_dir parameter in the init.ora file. Otherwise, Oracle Project Contracts processes will fail when running in debug mode.
>
> OKE: Debug Mode

Indicates whether Oracle Project Contracts processes are run in debug mode. The debug mode enables a tracing feature and causes additional messages to be printed to the log file.

Available values are as follow:

• Yes

  System is operating in debug mode

• No

  System is operating in normal mode

• No Value

  Equivalent to No

This profile option is visible to the System Administrator and updateable at the site and user levels. This profile option is also visible and updateable by the user.

The internal name of the profile option is OKE_DEBUG_MODE.

The OKE: Show Contract Funding Wizard Indicates whether the Contract Funding Wizard should be invoked whether a new contract funding source in created. The Contract Funding Wizard should always be used if you wish to convert an existing Projects agreement to contract funding source.

Available values are as follow:

- Yes

  Contract Funding Wizard will be displayed

- No

  Contract Funding Wizard will not be displayed

- No Value

  Equivalent to Yes

This profile option is visible to the System Administrator and updateable at the site and user levels. This profile option is also visible and updateable by the user.

This profile can also be set inside the Contract Funding Wizard using the checkbox Show Contract Funding Wizard.

The internal name of the profile option is OKE_SHOW_FUND_WIZARD.

The OKE: Recent Document ListIndicates the size of the Recent Documents folder in the Contract Organizer.

During installation, Oracle Project Contracts will automatically create a default size of 6 at the site level.

This profile option is visible to the System Administrator and updateable at the site and user levels. This profile option is also visible and updateable by the user.

The internal name of the profile option is OKE_K_FIFO_LOG.

Profile Options in Other Applications

Related Topics

If you are implementing other Oracle Applications products, you will need to setup additional profile options as appropriate. Please refer to the respective Users Guide or Implementation Manual for more detail.

Personal Profile Values Window, *Oracle Applications User's Guide*

Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

Common User Profile Options, *Oracle Applications User's Guide*

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Descriptive Flexfields

This appendix covers the following topics:

- Descriptive Flexfields

Descriptive Flexfields

This appendix lists the names of the descriptive flexfields you can customize in Oracle Project Contracts.

Descriptive Flexfield Name	Title
OKE_BILLING_METHODS	Additional Billing Method Information
OKE_CHG_REQUESTS	Additional Contract Change Request Information
OKE_CHG_STATUSES	Additional Change Request Status Information
OKE_COMM_ACTIONS	Additional Communication Action Information
OKE_FUNDING_POOLS	Additional Funding Pool Information
OKE_HOLD_STATUSES	Additional Contract Hold Status Information
OKE_K_BILLING_METHODS	Additional Contract Billing Method Information
OKE_K_COMMUNICATIONS	Additional Contract Communication Information
OKE_K_DELIVERABLES	Additional Deliverable Information
OKE_K_FUNDING_SOURCES	Additional Funding Source Information
OKE_K_FUND_ALLOCATIONS	Additional Funding Source Allocation Information
OKE_K_HOLDS	Additional Contract Hold Information
OKE_K_PRINT_FORMS	Additional Contract Print Form Information
OKE_K_STANDARD_NOTES	Additional Contract Standard Notes Information
OKE_K_TERMS	Additional Contract Terms and Conditions Information
OKE_K_TYPES	Additional Contract Document Type Information
OKE_K_USER_ATTRIBUTES	User-Defined Contract Attributes
OKE_POOL_PARTIES	Additional Funding Pool Party Information
OKE_PRINT_FORMS	Additional Print Form Information
OKE_PRIORITY_CODES	Additional Priority Rating Information
OKE_PROGRAMS	Additional Contract Program Information

Related Topics

Planning and Defining Descriptive Flexfields, *Oracle Applications Flexfield Guide*

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Attachments

This appendix covers the following topics:

- Appendix Overview
- Attachments

Appendix Overview

This appendix provides a description of attachments used in Oracle Project Contracts.

Attachments

Oracle Project Contracts supports attachments for the following entities. You can access attachments for these entities in the windows listed.

Entity / Possible Uses for Attachments	Window	Modes
Contract Document: Attach scope of work / statement of work, actual contract document, design / engineering drawings, other supported documentation	Contract Organizer	View
-	Contract Authoring Workbench	Modify
Contract Document Line: Scope of work / statement of work, actual contract document, design / engineering drawings, other supported documentation	Contract Authoring Workbench	Modify
Deliverables: Scope of work / statement of work specific to the deliverable, design / engineering drawings, inspection related documents, certification of completion	Deliverable Tracking System	Modify

Entity / Possible Uses for Attachments	Window	Modes
Programs: Program related materials and documents	Programs	Modify
-	Contract Organizer	View
-	Contract Authoring Workbench	View
-	Funding Pools	View
Change Requests: Modified scope of work / statement of work, actual contract document, design / engineering drawings, other supported documentation	Change Management	Modify
Funding Sources: Funding related documents, such as LCs	Funding Workbench	Modify
Funding Pools	Funding Pools	Modify
Funding Pool Parties: Funding related documents, such as LCs	Funding Pools	Modify
-	Funding Workbench	View
Communications: Actual copies of the communications / correspondence	Contract Communications	Modify

The table below shows each window that supports attachments and the mode in which the attachments feature can be used. It includes entities in Oracle Project Contracts as well as entities in other applications.

Window	Entity	Modes
Contract Organizer	Contract Documents	View
Contract Organizer	Programs	View
Contract Authoring Workbench	Contract Documents	Modify
Contract Authoring Workbench	Contract Document Lines	Modify
Contract Authoring Workbench	Standard Articles (Oracle Contracts Core)	View
Contract Authoring Workbench	Projects (Oracle Projects)	View
Contract Authoring Workbench	Programs	View
Deliverable Tracking System	Deliverables	Modify
Change Management	Change Requests	Modify
Funding Workbench	Funding Sources	Modify
Funding Workbench	Funding Pool Parties	View
Funding Pools	Funding Pools	Modify
Funding Pools	Funding Pool Parties	Modify
Funding Pools	Programs	View
Programs	Programs	Modify
Communications	Communications	Modify

Related Topics

About Attachments, *Oracle Applications User's Guide*

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