


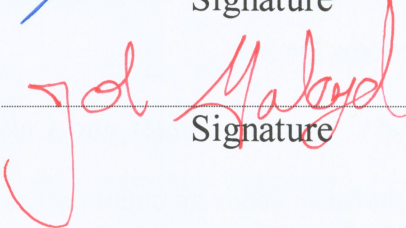


LCLS Project Management Document	1.1 - 036	LCLS Project Office	Revision 1
<p>Transfer of Actual Costs from SLAC General Ledger to the EVMS (Cobra Database)</p>			
Wendy Sisson Author		Signature	11-14-07 Date
Trish Mast LCLS Project Controls Manager		Signature	11-14-07 Date
Mark Reichanadter Deputy Project Director		Signature	11/14/07 Date
John Galayda Project Director		Signature	11/14/07 Date

Change History Log

Rev Number	Revision Date	Sections Affected	Description of Change
000	2-22-2007	All	Initial Version
001	November 2007	All	Revised MS Access process; new data queries

1.0 Purpose

This procedure documents the process of downloading SLAC/LCLS actual cost from the SLAC general ledger system, converting the data to a format that is compatible with the LCLS EVMS requirements and uploading the data to the Cobra system. This process is completed on a monthly basis and allows the PMCS group to provide timely variance reports so that project managers can ensure that costs are being recorded in a manner that is consistent with budgets.

2.0 General Information

A custom Oracle view (DTLCLSVL1) has been created and contains cost data related only to the SLAC/LCLS project. Queries have been developed to extract this data and transform it to a format that is compatible with management reporting requirements.

3.0 Key Individuals

Wendy Sisson – LCLS Finance Process Owner
Frank Rothacker - Programmer
Vilma Ventura-Ramelb – Accounting
Skip Ethier – Accounting
Manny Abela – PMCS Process Owner

4.0 Download Data from SLAC General Ledger and Convert Format

- a. The SLAC accounting department sends an email notification when the month end accounting close process has been completed and all numbers are final. This normally occurs around the 5th working day of each month.
- b. To download cumulative summary level expense totals from the SLAC accounting system, open the Analytical Reporting Facility query tool (see link below). Enter a check mark in the boxes labeled Division, AID (account ID), and KCST (cost in thousands). The relevant account ID's for the LCLS project include 198801 (R&D), 198802 (R&D), 198803 (Pre-Operations), 198805 (R&D), 430001 (Engineering and Design) and 430002 (Long Lead & Construction). Enter 19880* in the search criteria next to "AID", submit the query and print the results. Repeat this process using 43000* as the search criteria. The results from these queries represent cumulative costs and should be used to validate the data from the LCLS custom view (DTLCLSVL1) in step "c" below.

[Link to Analytical Reporting Facility:](#)

https://www-bis1.slac.stanford.edu/slaonly/acctg/selector.asp?cmd=TABD&table=arf.costsv2&ins=slac_tcp&adv=Y

- c. Open the DB1 MS Access database and run the query called LCLS Cumulative Cost. Print the results and compare to the query results from step “b” above. Historically, the data from MS Access reconciles to the data from the Analytical Reporting tool. In the event that the data does not reconcile, work with the accounting and programming contacts listed in section 3 above to resolve the issue.
- d. Navigate to the folder called *P3 Data/FYxx* (xx represents current fiscal year) and open the most recent completed Excel file containing month end close data (file will be named for the month and year, for example NOV-04 Actuals.xls). Save a copy of the file and name it for the most recently closed period (for example, DEC-04 Actuals).
- e. Select the sheet called *Access_Data_All*. Run the query called *Validate_Access_All* in MS Access database DB1 and copy the results to the Excel sheet. Follow the instructions on this sheet for reviewing the query results.
- f. Select the sheet called *Access_Pivot_All* and update the pivot table (right click on the table and select Refresh). The data from this pivot table is the source for the data in the sheet called *Summary* (columns E through AT).
- g. Select the sheet called *Access_Data_PMCS* (Project Management Controls System). The data produced in step “e” needs to be transformed to meet a requirement requested by LCLS senior project management. The requirement states that indirect costs charged to the project must be differentiated by the following categories:
 - 1) Indirect cost related to SLAC regular labor
 - 2) Indirect cost related to SLAC shop labor
 - 3) Indirect cost related to SLAC travel
 - 4) Indirect cost related to SLAC material & supplies

The SLAC accounting system does not currently provide any standard reports in this format so the decision was made to implement and support a Microsoft Access database to handle this requirement at the project level.

- h. Select the sheet called *Access_ANL_LLNL*. Run the Access queries called *PMCS Actuals – Partner Lab Current Year* and *PMCS Actuals – Partner Lab Project to Date*. Copy the results to this sheet.
- i. Select the sheet called *Access_Data_PMCS*. Run the Access query called *PMCS Actuals Summary* and copy the results to this sheet. Follow the instruction in the sheet related to sorting and updating the data.
- j. Select the sheet called *Pivot_PMCS* and refresh the pivot table in this sheet.

- k. Select the sheet called PMCS load file. The acronym PMCS stands for Project Management Control System. Follow the instructions on this sheet to prepare the cost file.

- l. When all data has been validated, send a copy of the completed cost file to project controls analyst Manny Abela.