Guided Practice 3-1 Define Classifications

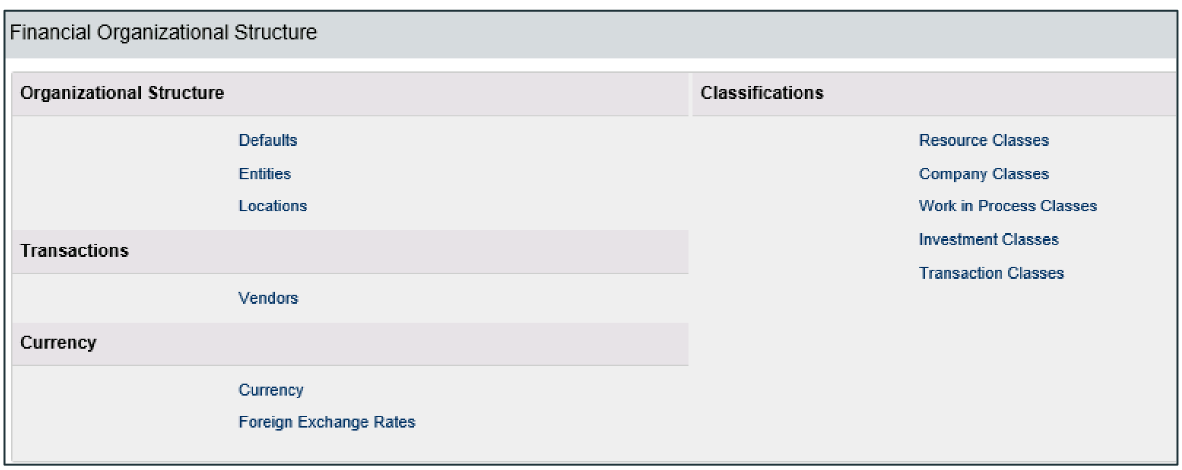
Goals	Define classifications.
Time	30 minutes

Instructions:

Note: As explained in the first lab, open the **C:\LEARNING MATERIALS** folder and click the **Financial_Management_Lab_Files** link to access demonstrations for the labs.

Create a Resource Class

1. Log in as Joan Ellsworth using **jellsworth/abcppm**.
2. In the ADMINISTRATION menu, click **Setup**.
   The Financial Organization Structure page appears. It is from this page that you will access the organizational structure, transactions, currency, and classification pages in the labs for this module.

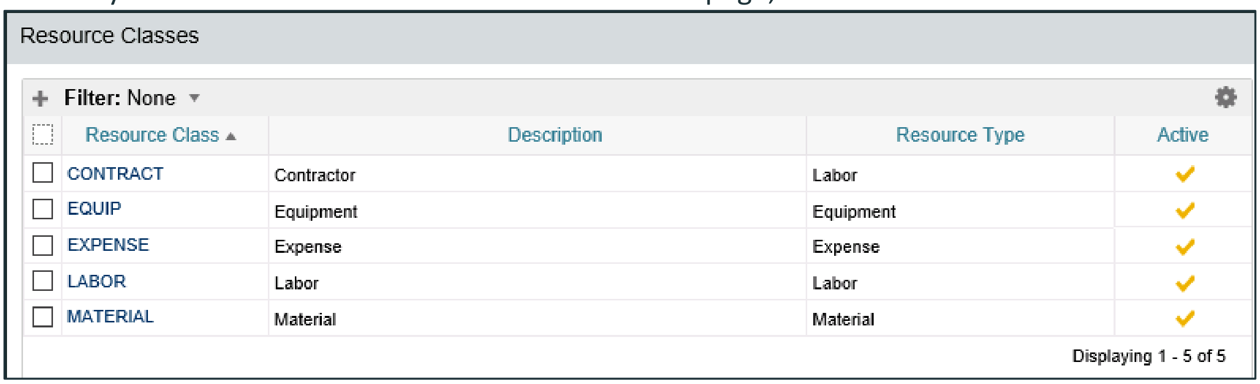


3. Click **Resource Classes**.
   All existing resource classes appear on the Resource Classes page.
4. Click **New**.
   The Resource Class Properties page appears.

5. Complete the following fields.

Field	Value	Description
Resource Class	**CONTRACT**	This is a unique identifier that can be an alphanumeric string up to eight characters in length.
Description	**Contractor**	This is a description of the resource class.
Resource Type	**Labor**	Select the type of resource the class will be linked to: Labor, Material, Equipment, or Expense.
Active	**Selected**	Clear the checkmark to deactivate. Deactivate when a resource class is no longer needed. Resource classes cannot be deleted after transactions are processed against them.

6. To save your work and return to the Resource Classes page, click **Save and Return**.



Resource Classes

Filter: None

Resource Class ▲	Description	Resource Type	Active
CONTRACT	Contractor	Labor	✓
EQUIP	Equipment	Equipment	✓
EXPENSE	Expense	Expense	✓
LABOR	Labor	Labor	✓
MATERIAL	Material	Material	✓

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Note: Resource Class ID and Resource Type cannot be modified after it has been successfully created and submitted. You cannot delete resource classes; however, you can deactivate them.

7. To return to the Financial Organization Structure (FOS), at the bottom right of the page, click **[Back to Setup]**.

Create a Company Class

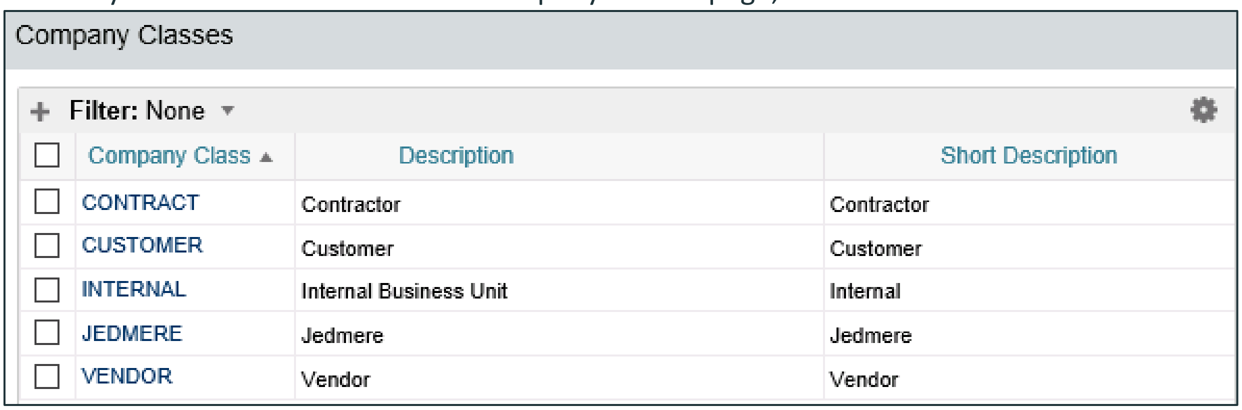
8. Click **Company Classes**.
   All existing company classes appear on the Company Classes page.

9. Click **New**.
   The Company Class New page appears.

10. Complete the following fields:

Field	Value	Description
Company Class	**JEDMERE**	This is a unique identifier that can be an alphanumeric string up to eight characters in length. **The Company Class ID cannot be modified after it has been successfully created and submitted.**
Description	**Jedmere**	This is the complete company class name. The Description can be modified.
Short Description	**Jedmere**	This is a short name for the company class. The Short Description can be modified.

11. To save your work and return to the Company Classes page, click **Save and Return**.


Company Classes

Filter: None

Company Class ▲	Description	Short Description
CONTRACT	Contractor	Contractor
CUSTOMER	Customer	Customer
INTERNAL	Internal Business Unit	Internal
JEDMERE	Jedmere	Jedmere
VENDOR	Vendor	Vendor

Note: You can only delete company classes if they have not yet been used in a transaction within ABC PPM.

12. Click **[Back to Setup]**.

Create Work in Process (WIP) Classes

13. From the Financial Organization Structure screen, click **Work in Process Classes**.
All existing WIP classes appear on the Work in Process Classes page.

14. Click **New**.
The Work in Process Class New page appears.

15. Complete the following fields:

Field	Value	Description
Work in Process Class	**CONTRT**	This is a unique identifier that can be an alphanumeric string up to eight characters in length. The WIP Class ID cannot be modified after it has been successfully created and submitted.
Description	**Contract Billable**	This is the complete WIP class name. The Description can be modified.
Short Description	**Contract Bill**	This is a short name for the WIP class. The Short Description can be modified.

16. To save your work and return to the Work in Process Classes page, click **Save and Return**.

Work in Process Classes

Filter: None

Work in Process Class	Description	Short Description
BILLABLE	Billable	Billable
CAPITAL	Task Level Chargeback Allocation	Capital
CHRGBACK	Project Level Chargeback Allocation	Chargeback
CONTRT	Contract Billable	Contract Billab
NON-Bill	Non-Billable	Non-Billable

Note: You can only delete WIP classes if they have not yet been used in a transaction within ABC PPM.

17. Click **[Back to Setup]**.

Create an Investment Class

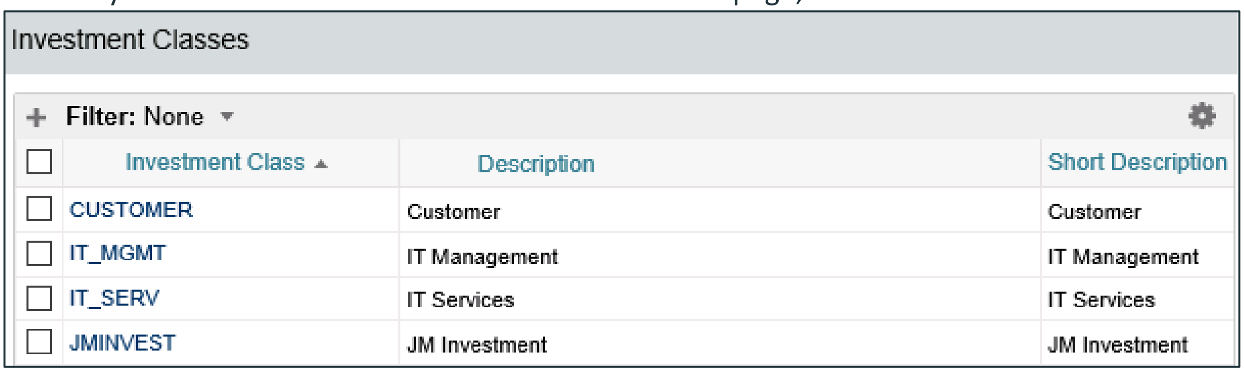
18. From the Financial Organization Structure page, click **Investment Classes**.
    Any existing investment classes appear on the Investment Classes page.

19. Click **New**.
    The Investment Class Create page appears.

20. Complete the following fields:

Field	Value	Description
Class Name	**JMINVEST**	This is a unique identifier that can be an alphanumeric string up to eight characters in length. The Investment Class ID cannot be modified after it has been successfully created and submitted.
Description	**JM Investment**	This is the complete investment class name. The Description can be modified.
Short Description	**JM Investment**	This is a short name for the investment class. The Short Description can be modified.

21. To save your work and return to the Investment Classes page, click **Save and Return**.



Note: You can only delete Investment classes if they have not yet been used in a transaction within ABC PPM.

22. Click **[Back to Setup]**.

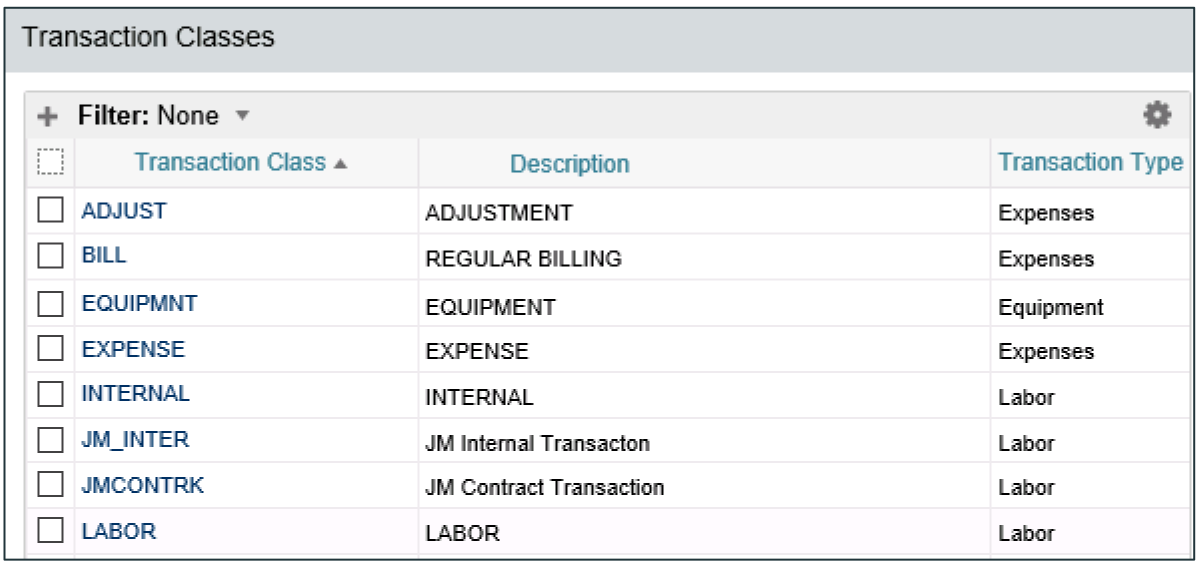
Create a Transaction Class

23. From the Financial Organization Structure page, click **Transaction Classes**.
Any existing transaction classes appear on the Transaction Classes page.

24. Click **New**.
The Transaction Class New page appears.

25. Create two Transaction classes using the following data:

Field	Value #1	Value #2	Description
Transaction Class	**JMCONTRK**	**JM_INTER**	This is a unique identifier that can be an alphanumeric string up to eight characters in length. Transaction Class cannot be modified after it has been successfully created and submitted.
Description	**JM Contract Transaction**	**JM Internal Transaction**	This is the complete transaction class name. The Description can be modified.
Short Description	**JM Contrk Trans**	**JM Internal**	This is a short description for the transaction class. The Short Description can be modified.
Transaction Type	**Labor**	**Labor**	This is the transaction type to which this class belongs. Transaction type cannot be modified.


Transaction Classes

Filter: None

Transaction Class ▲	Description	Transaction Type
ADJUST	ADJUSTMENT	Expenses
BILL	REGULAR BILLING	Expenses
EQUIPMNT	EQUIPMENT	Equipment
EXPENSE	EXPENSE	Expenses
INTERNAL	INTERNAL	Labor
JM_INTER	JM Internal Transacton	Labor
JMCONTRK	JM Contract Transaction	Labor
LABOR	LABOR	Labor

Note: You can only delete transaction classes if they have not yet been used in a transaction within ABC PPM.

26. Click **[Back to Setup]**.

Guided Practice 3-2 Define a Vendor

Goals	Define a vendor.
Time	5 minutes

Instructions:

Note: As explained in the first lab, open the **C:\LEARNING MATERIALS** folder and click the **Financial_Management_Lab_Files** link to access demonstrations for the labs.

1. In the ADMINISTRATION menu, click **Setup**.
2. Click **Vendors**.
   Any existing vendors appear on the Vendors page.
3. Click **New**.
4. Complete the required fields:

Field	Value	Description
Code	**VENDOR1**	This is a unique identifier for the vendor.
Name	**VENDOR1**	This is the name of the vendor.
Affiliation	**Leave blank**	This indicates any affiliation to another vendor.
Status	**Active**	This is the current status of the vendor.
Address 1-6	**125 VENDOR Avenue**	These are the address lines for the vendor.
Attention Name	***Your choice***	This is the name of the resource at the vendor who will receive information.
Attention Phone	***Your choice***	This is the phone number for the resource at the vendor.
Contact Name	***Your choice***	This is the contact resource at the vendor.
Contact Phone	***Your choice***	This is the phone number for the resource at the vendor.

5. To save your work, click **Save and Return**.
6. Click **[Back to Setup]**.

Guided Practice 3-3 Build a Financial Structure

Goals	Build a financial structure.
Scenario	Complete this lab challenge to reinforce what you have been taught about defining financial attributes and classifications.
Time	30 – 35 minutes

Instructions:

Important: If you do not complete each lab challenge in this course, data might not always exist to perform the later lab challenges.

Note: As explained in the first lab, open the **C:\LEARNING MATERIALS** folder and click the **Financial_Management_Lab_Files** link to access demonstrations for the labs.

In this lab challenge, you will perform the following activities:

1. Build a financial structure for Trellware Sportswear.
   a. Trellware Department OBS and Trellware Location OBS need to be associated with the following objects:
      i. Application, Asset, Company, Idea, Job Definition, Other Work, Process Definition, Product, Project, Resource, Scheduled Job/Report, Service
   b. Entity details:
      i. Link to the Department OBS and Location OBS that you created for Trellware Sportswear.
      ii. Create and activate monthly fiscal periods for the remainder of this year and all of next year.
      iii. Set the cost plan defaults to be monthly and grouped by role.
2. Configure two locations: Winter Wear and Summer Wear.
3. Configure three departments: MEN'S WEAR, WOMEN'S WEAR, and CHILDREN'S WEAR.
4. Link the departments to each location.