

TECH TIP

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE ORACLE PRIMAVERA UNIFIER

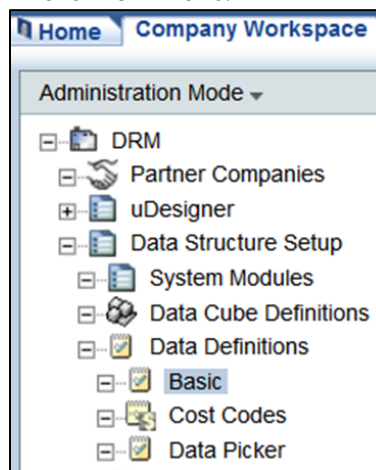
CREATING THE COST CODE DEFINITIONS

The default Cost Code structure (included in the base product) is based on a single segment. This example will go through the steps to create simple Cost Codes that comprise of two segments. The first code segment (Segment A) represents the parent code with the second (Segment B) containing their child codes. These segments will be populated and used in a cost sheet template to show how a Cost Breakdown Structure is created.

Cost Code segments are created as Data Definitions in Data Structure Setup. Something to take into consideration is the cost code separator. This is also a Data Definition and can be changed to fit a company's cost code format.

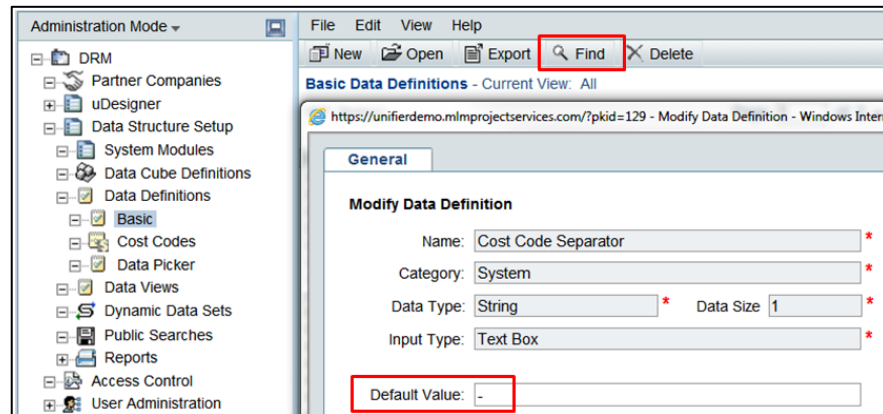
To see the cost code separator:

1. In Company Workspace > Administration Mode:
 - a. Select the Basic node from Data Definitions.

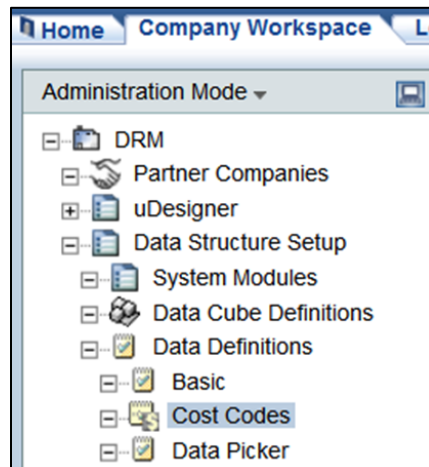


CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

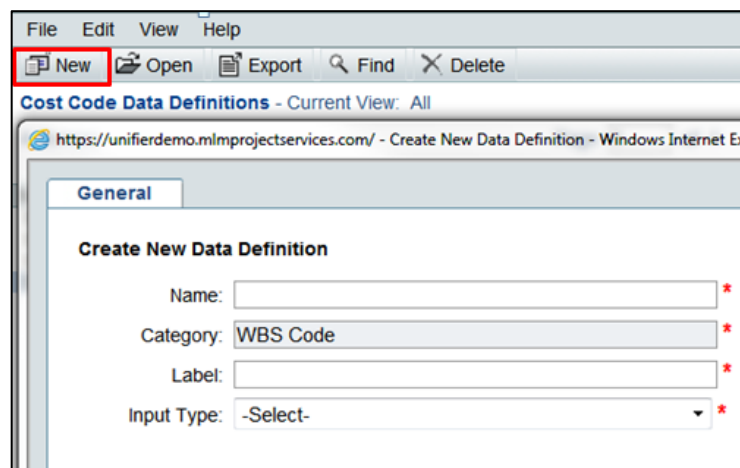
2. Using Find, select the Cost Code Separator Data Definition and double-click to open.
The Default Value is where the separator value can be changed. This example will keep the default.



3. Next select the Cost Codes node where the code segments are created.



4. Click New to open New Data Definition window.



CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

This example will create two cost code segments: Segment A and Segment B. The segments will be using a pull-down Menu input type. This eliminates the risk of wrongly typed codes being used.

- 5. The Name, Label and Input Type are filled in as below. The Category field is non-editable and defines it as Cost Code Data Definition.

Note the Date Set tab will appear as the Pull-down Menu is selected.

Create New Data Definition

Name: *

Category: *

Label: *

Input Type: *

There are two ways of entering segment values:

- Manually
- Import via CSV

Both methods will be explained.

Manually:

- 6. In the Data Set tab:
 - a. Click Add and enter appropriate values in Value and Label field of the row. Value is the actual code segment, with Label the description.
 - b. This step would be repeated until the list of Segment A values is completed.

Data Set Values: 1 Item(s) ☐ Non-modifiable

Row	Value	Label	Status
1	01	Site	Active

If the list of segment values is many, it may be easier to use the import option.

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

Import via CSV:

7. A CSV spreadsheet needs to be created with Column A being the Values, and Column B the Labels.

Below is how the spreadsheet would look like for list of Values and corresponding Labels for Segment A.

	A	B
1	01	Administration
2	02	Site
3	03	Concrete

Below is how the spreadsheet would look like for list of Values and corresponding Labels for Segment B.

	A	B
1	01000	Adminstration - Summary
2	01100	Administration Requirements
3	01300	Administration Schedule
4	01401	Quality Requirements - Testing
5	01402	Quality Requirements - Software
6	01500	Temporary Facility and Controls
7	01700	Execution Safety Requirements
8	01710	Execution Documents
9	02000	Site - Summary
10	02150	Basic Site Materials
11	02100	Site Remediation
12	02100	Excavation
13	02200	Site Preparation
14	02300	Earthwork & Landscaping
15	02500	Utility Services
16	02700	Bases & Paving
17	02950	Site Restoration & Rehabilitation
18	03000	Concrete - Summary
19	03300	Cast-in-Place Concrete
20	03400	Precast Concrete

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

8. Instead of clicking Add to create the rows of values, the Import will be clicked.

General Data Set

Data Set Values: 0 Item(s) ☐ Non-modifiable

Row	Value	Label	Status
-----	-------	-------	--------

Add Import Export Remove Update Order Move Up Move Down

Apply OK Cancel

9. A File Upload window will appear:
- Browse to the correct CSV to upload.
 - Click OK.

Document Title Rev. No Issue Date File Name

✓✗

✓

C:\Users\ltan.DRMCNATTY\Documents Browse...

Add Row Remove

Advanced Options

OK Cancel

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

Below displays the rows after upload has successfully completed for Segment A. An error CSV file will be made available if incorrect data is found. An error message will appear alongside the corresponding row.

The screenshot shows a software window titled 'Data Set' with a 'General' tab. It displays a table with 3 items. The table has columns for Row, Value, Label, and Status. The data is as follows:

Row	Value	Label	Status
1	01	Administration	Active
2	02	Site	Active
3	03	Concrete	Active

Below the table are buttons for 'Add', 'Import', 'Export', 'Remove', 'Update Order', 'Move Up', and 'Move Down'. At the bottom are 'Apply', 'OK', and 'Cancel' buttons. A checkbox labeled 'Non-modifiable' is in the top right corner.

The steps as above for Segment A are repeated for creating Segment B. Below would be the resulting list of values. The Import method was used to create Segment B.

The screenshot shows a software window titled 'Data Set' with a 'General' tab. It displays a table with 20 items. The table has columns for Row, Value, Label, and Status. The data is as follows:

Row	Value	Label	Status
1	01000	Administration - Summary	Active
2	01100	Administration Requirements	Active
3	01300	Administration Schedule	Active
4	01410	Quality Requirements - Testing	Active
5	01420	Quality Requirements - Software	Active
6	01500	Temporary Facility and Controls	Active
7	01700	Execution Safety Requirements	Active
8	01710	Execution Documents	Active
9	02000	Site - Summary	Active
10	02100	Basic Site Materials	Active
11	02110	Site Remediation	Active
12	02150	Excavation	Active
13	02200	Site Preparation	Active
14	02300	Earthwork & Landscaping	Active
15	02500	Utility Services	Active

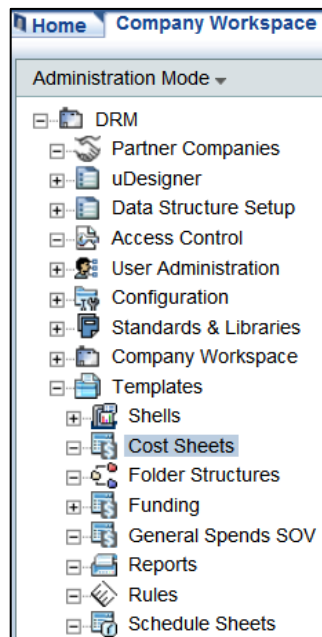
Below the table are buttons for 'Add', 'Import', 'Export', 'Remove', 'Update Order', 'Move Up', and 'Move Down'. At the bottom are 'Apply', 'OK', and 'Cancel' buttons. A checkbox labeled 'Non-modifiable' is in the top right corner.

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

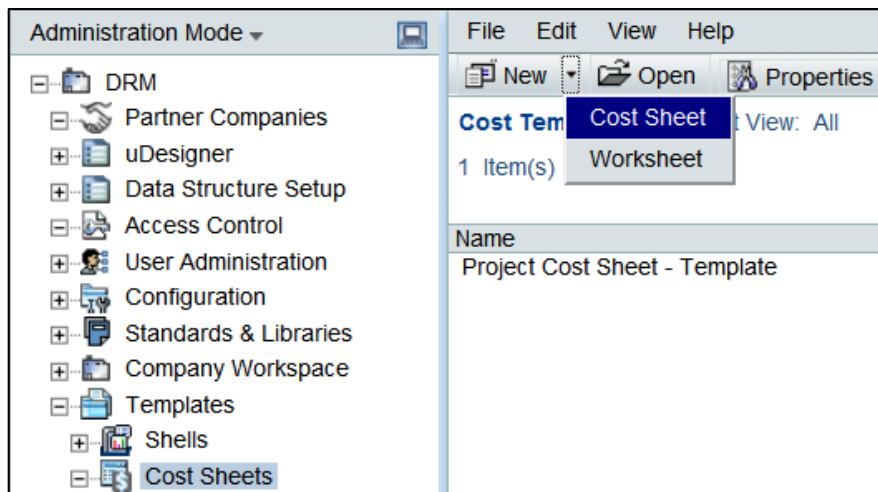
CREATING THE COST BREAKDOWN STRUCTURE

In this example, the Cost Breakdown Structure (CBS) and its Cost Codes will be created in a cost sheet template. These templates are stand-alone and used in either a shell template or a shell instance.

1. The templates are found in Company Workspace > Administration Mode > Templates > Cost Sheets



2. Click New and select Cost Sheet



CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

A new cost sheet template window will appear.

3. In the General Tab:
 - a. Add a Title.

The screenshot shows the 'General' tab of a window titled 'Multi-Segment Cost Sheet Template'. The 'Title' field contains 'Multi-Segment Cost Sheet Template' and has a red asterisk indicating it is required. The 'Description' field is empty. Below the description field, there are two checkboxes under 'Default View': 'Open in maximized view' and 'Open in split mode', both of which are unchecked. At the bottom of the window are three buttons: 'Apply', 'OK', and 'Cancel'.

The Structure tab is where Cost Codes can be structured either in a flat list or in a hierarchy, and where the Cost Code segments are selected in combination. As stated before, this example will have Segment A as the parent, and Segment B as the child segment codes.

4. In Structure Tab:
 - a. Select Tree radio button and Segment A for Segment 1 and Segment B for Segment 2.

The screenshot shows the 'Structure' tab of the same window. The 'Structure' section has two radio buttons: 'Flat' and 'Tree', with 'Tree' selected. There is also an unchecked checkbox for 'Sort WBS'. Below this is a section titled 'Segments' with a red asterisk. It contains ten dropdown menus labeled 'Segment 1' through 'Segment 10'. 'Segment 1' is set to 'Segment A', 'Segment 2' is set to 'Segment B', and all other segments are set to '-None-'. A 'Preview' button is located at the bottom right of the 'Segments' section. At the bottom of the window are three buttons: 'Apply', 'OK', and 'Cancel'.

5. In Options tab:

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

- a. Change WBS Code and WBS Item labels to appropriate naming convention.

General Structure Options

Labels

WBS Code: Cost Code *

WBS Item: Cost Item *

Forecast Details

☒ User Line Items

☐ Transactions

Forecast Inclusion

☒ Manual

☐ Auto

Forecast Type

☐ Enable Cost Sheet Forecasting

Apply OK Cancel

The new cost sheet template is created. The following steps will build the Cost Codes and the hierarchy (CBS).

6. Click Open or double-click the template row.

New Open Properties Delete Find

Cost Templates - Current View: All

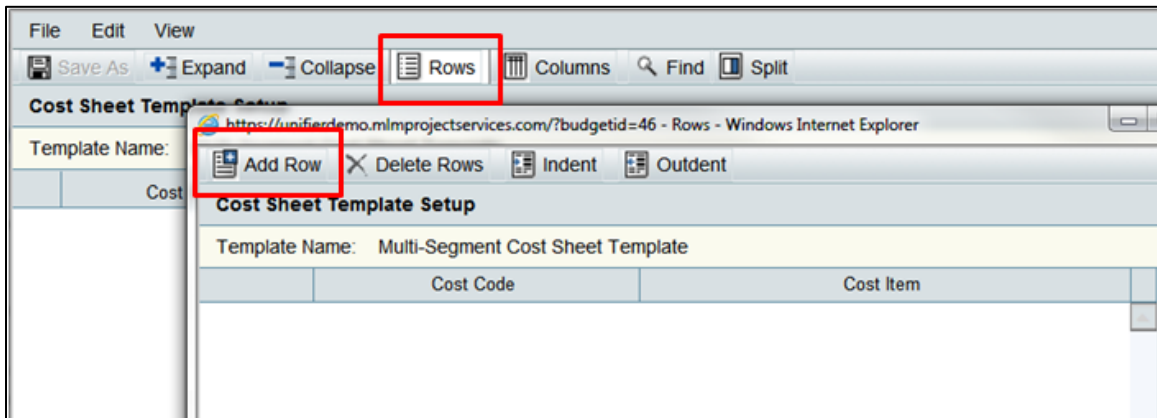
2 Item(s) Page 1 of 1

Name	Date Created	Type ▲
Project Cost Sheet - Template	10/02/2012	Cost Sheet
Multi-Segment Cost Sheet Template	05/15/2014	Cost Sheet

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

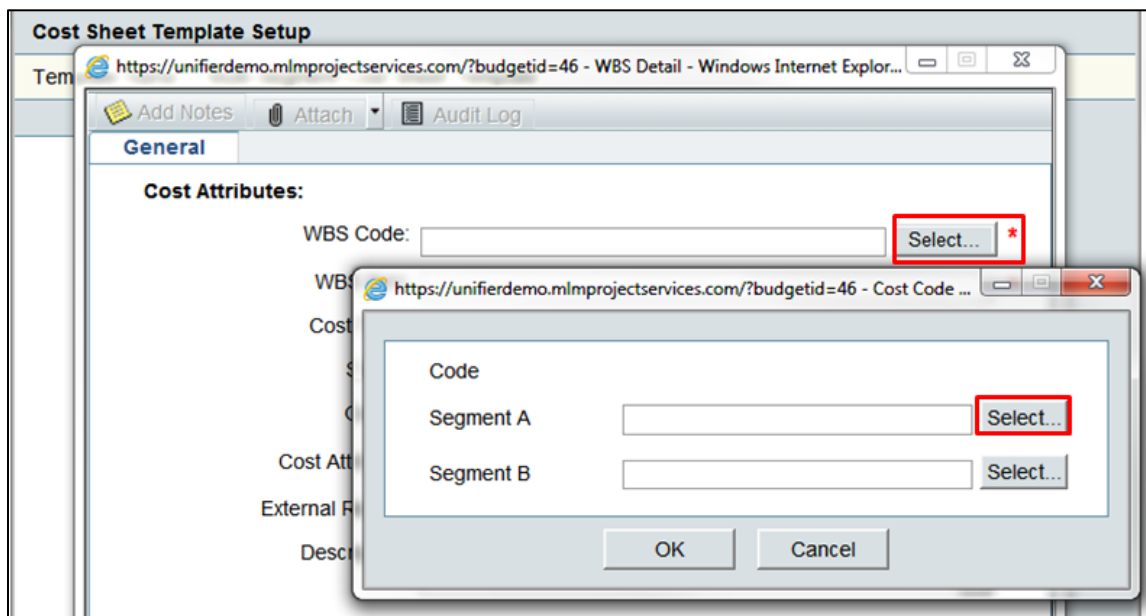
The cost sheet window opens.

7. Click Rows to open the Add Row window.
 - a. Click Add Row to open the Cost Codes (Cost Attributes) window.



The Cost Attributes window opens.

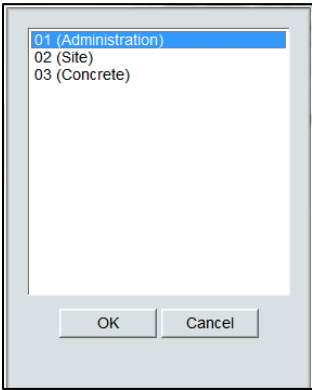
8. Click Select by the WBS Code field which will open the Cost Code Segments window.
 - a. Click Select for Segment A



CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

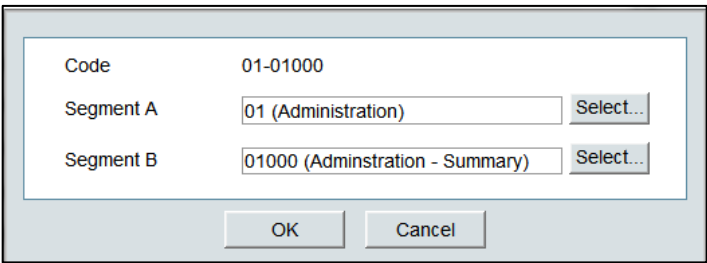
This will display the list of values created for Segment A from its Data Definition.

- 9. Select the appropriate segment value.
 - a. Click OK.

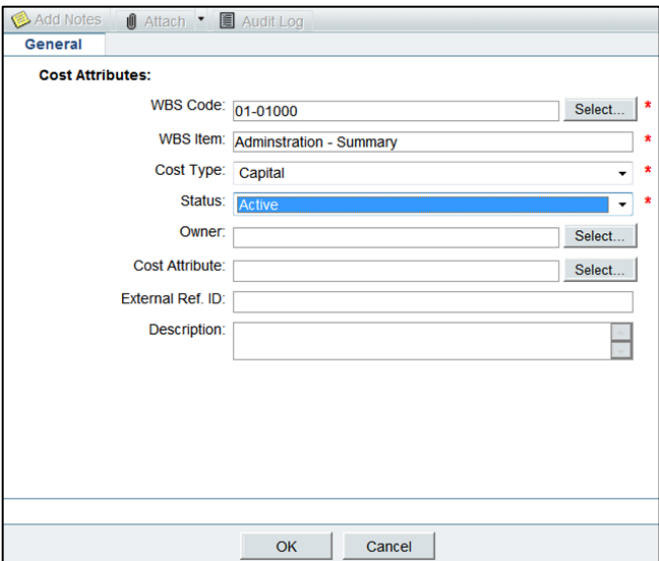


- 10. Repeat this for Segment B selecting the appropriate segment value.

Below shows both segments populated to define the Cost Code.



The Cost Attribute form fields are from the base product. For this example, only the mandatory fields need to be populated. Note – WBS Item is automatically populated with the Label from the Segment B code.











The steps are repeated to create all the Cost Codes required for the cost sheet.

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

Below displays one additional Cost Code created. Since this is a child of a parent cost code (the first cost code that was created), using the indent will position it correctly in the hierarchy.

11. Step to indent:
 - a. Check the child row.
 - b. Click Indent.

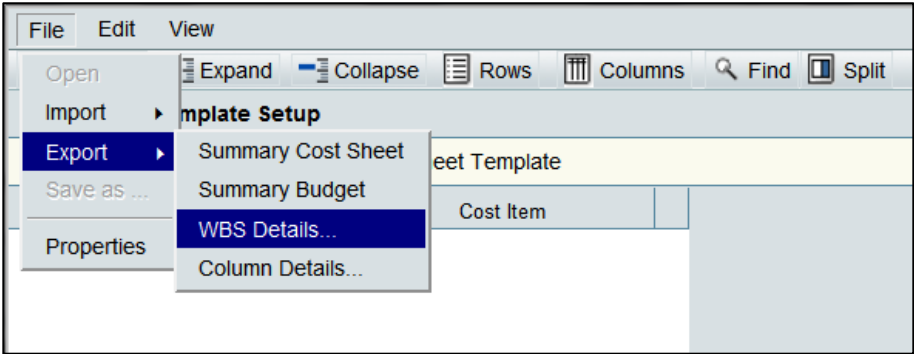
 Add Row			 Delete Rows			 Indent			 Outdent			
Cost Sheet Template Setup												
Template Name: Multi-Segment Cost Sheet Template												
		Cost Code				Cost Item						
1			01-01000				Administration - Summary					
2			01-01100				Administration Requirements					

These steps are repeated to create all the required Cost Codes (in their correct positions) and build out the cost code hierarchy (CBS).

Importing the CBS via CSV

This method is straightforward in procedure however extra care must be taken when creating the CSV data. If dealing with many cost codes in a hierarchy, the chances of incorrectly defining a cost code are high. Fortunately, like the Segment values import process, an error CSV file is made available highlighting row(s) which have an error.

- 1. Export the WBS Details CSV template file.



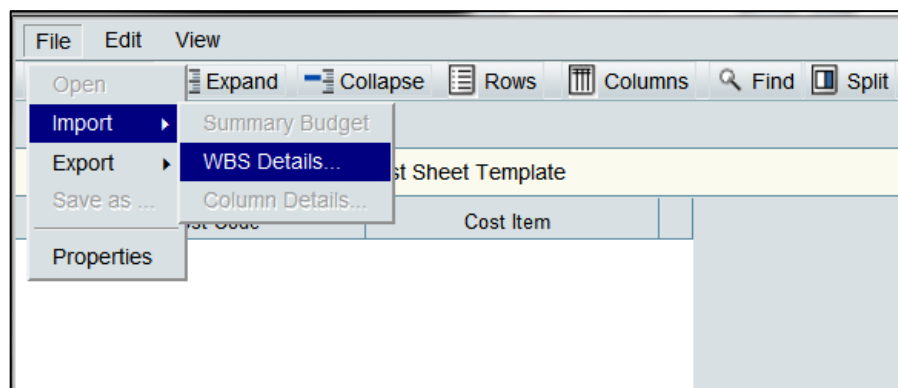
The exported CSV is structured in exactly the way it should be imported. The first five rows should be left the same. The mandatory fields are highlighted in red and correspond to the same fields that were required on the Cost Attribute form when creating the Cost Code manually.

Below is the rows of Cost Codes to be imported including where its position in the hierarchy. Referencing the example: the Cost Code column comprises 'Segment A – Segment B' with '~' representing the parent-child relationship. The Cost Item column is the Label for Segment B.

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

	A	B	C	D	E	F	G	H	I
1	Column: WBS Details	v8.5							
2	Note: Required fields are Status, Cost Type; Make sure all values are entered correctly								
3									
4	Cost Code	Cost Item	Owner	Status	Cost Attrib	Descriptio	Cost Type	External Ref. ID	
5	code	item	owner	status	costattrib	descriptio	cost_type	external_refid	
6	01-01000	Administration - Summary		Active			Capital		
7	01-01000~01-01100	Administration Requirements		Active			Capital		
8	01-01000~01-01300	Administration Schedule		Active			Capital		
9	01-01000~01-01410	Quality Requirements - Testing		Active			Capital		
10	01-01000~01-01420	Quality Requirements - Software		Active			Capital		
11	01-01000~01-01500	Temporary Facility and Controls		Active			Capital		
12	01-01000~01-01700	Execution Safety Requirements		Active			Capital		
13	01-01000~01-01710	Execution Documents		Active			Capital		
14	02-02000	Site - Summary		Active			Capital		
15	02-02000~02-02100	Basic Site Materials		Active			Capital		
16	02-02000~02-02110	Site Remediation		Active			Capital		
17	02-02000~02-02150	Excavation		Active			Capital		
18	02-02000~02-02200	Site Preparation		Active			Capital		
19	02-02000~02-02300	Earthwork & Landscaping		Active			Capital		
20	02-02000~02-02500	Utility Services		Active			Capital		
21	02-02000~02-02700	Bases & Paving		Active			Capital		
22	02-02000~02-02100	Site Restoration & Rehabilitation		Active			Capital		
23	03-03000	Concrete - Summary		Active			Capital		
24	03-03000~03-03300	Cast-in-Place Concrete		Active			Capital		
25	03-03000~03-03400	Precast Concrete		Active			Capital		

2. This CSV file is imported into the cost sheet template in the same way the segment values were.



✓ X	Document Title	Rev. No	Issue Date	File Name
✓				C:\Users\ltan.DRMCNATTY\Document\ Browse...

CREATING MULTI-SEGMENT COST CODES & COST BREAKDOWN STRUCTURE

After successful import, the following CBS can be seen in the cost sheet.

Cost Sheet Template Setup		
Template Name: Multi-Segment Cost Sheet Template		
	Cost Code	Cost Item
1	<input type="checkbox"/> 01-01000	Administration - Summary
2	01-01100	Administration Requirements
3	01-01300	Administration Schedule
4	01-01410	Quality Requirements - Testing
5	01-01420	Quality Requirements - Software
6	01-01500	Temporary Facility and Controls
7	01-01700	Execution Safety Requirements
8	01-01710	Execution Documents
9	<input type="checkbox"/> 02-02000	Site - Summary
10	02-02100	Basic Site Materials
11	02-02110	Site Remediation
12	02-02150	Excavation
13	02-02200	Site Preparation
14	02-02300	Earthwork & Landscaping
15	02-02500	Utility Services
16	02-02700	Bases & Paving
17	02-02950	Site Restoration & Rehabilitation
18	<input type="checkbox"/> 03-03000	Concrete - Summary
19	03-03300	Cast-in-Place Concrete
20	03-03400	Precast Concrete