

Oracle Cloud ERP Data Migration Recommendations and Best Practices

Cross Industry

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Public

Purpose statement

This document provides an overview of recommended best practice data conversion approaches for Oracle Cloud ERP.

This is not a “how-to” document. It discusses the strategy, critical success factors, and prerequisites for data conversion alongside some guidance in relation to best practices for Oracle Cloud conversions. The document also covers a list of business objects for conversion, along with scope and conversion tools.

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Table of contents

Purpose statement	2
Disclaimer	2
Glossary	4
Introduction	5
Summary of Business Objects and Conversion tools	5
Business Objects within the scope of this document	5
Conversion Tools	6
Conversion Strategy, Critical Success Factors, Prerequisites and Load Order	7
The Conversion Strategy	7
Critical Success Factors	7
Prerequisites	8
Data Loading Order	9
Business Objects by Applications and Dependencies	10
Employees	10
Locations	10
Suppliers	12
Customers	13
GL Balances	14
GL Journals	15
GL Budget	16
Payables Open Invoices, Debit Memos and Credit Memos	17
Receivables Open Invoices and Credit Memos	19
Expenses	21
Unreconciled Payments	21
Fixed Assets	22
Lease Accounting	23
Open Purchase Orders	24
Open Purchase Order Receipts	24
Blanket Purchase Agreements and Contract Purchase Agreements	26
Open Requisitions	26
Grants Management	27
Grants Awards	27
Project Financial Management	28
Projects and Tasks	28
Project Financial Plans	28
Project Budgets	29
Project Forecasts	29
Customers Contracts	30
Project Assets and Assignments	30

Project Cost Transactions	31
Project Asset Lines	32
Project Billing Invoices and Revenue	32
Conclusion	36

Glossary

Terms and acronyms used in this document.

TERM AND ACRONYM	DESCRIPTION
ADFDi	Application Development Framework Desktop Integration
AP	Accounts Payable
AR	Accounts Receivable
CE	Cash Management
COA	Chart of Accounts
CRM	Customer Relationship Management
FA	Fixed Assets
FBDI	File-Based Data Import
FLA	Lease Accounting
GL	General Ledger
GMS	Grant Management
HCM	Human Capital Management
PO	Procurement
PPM	Project Portfolio Management

Introduction

This whitepaper provides guidance on the approach to convert master and transactional data for business objects in Oracle Cloud Applications, across business functions in Financials, Procurement, Project Portfolio Management, and related HCM business objects (Employees, Locations). It provides an overview of the methods and techniques to convert the intended business objects across the various Cloud ERP products. The business objects and conversion tools included in this whitepaper are intended to be generic and do not relate to a specific organization.

Furthermore, if an organization has implemented multiple ledgers or multiple business units for a ledger, the approach needs to accommodate each ledger or business unit individually and shared business objects where applicable.

If you are not implementing all the business functions covered in this whitepaper, you can use only the relevant sections that pertain to your Oracle Cloud implementation. However, please be mindful that no two implementations are ever completely identical, so although the below highlights learned best practices, you should still remember to critically evaluate your approach based on your circumstances.

Summary of Business Objects and Conversion tools

Business Objects within the scope of this document

Oracle Cloud Products: AP – Payables; AR – Receivables; CE – Cash Management; CRM – Customer Relationship Management; FLA – Lease Accounting; FA – Fixed Assets; GL – General Ledger; GMS – Grants Management; HCM – Human Capital Management; PO – Procurement; PPM – Project Portfolio Management

BUSINESS OBJECT	CLOUD APPLICATION	PRIMARY TOOL	SECONDARY TOOL
Employees	HCM	HCM Loader	N/A
Locations	HCM	HCM Loader	N/A
Suppliers	AP/PO	FBDI	N/A
Banks	CE	RAPID IMPL SHEET	REST API/FBDI (via customer/supplier load)
Bank Branches	CE	RAPID IMPL SHEET	REST API/FBDI (via customer/supplier load)
Bank Accounts	CE	RAPID IMPL SHEET	REST API/FBDI (via customer/supplier load)
Customers	AR	FBDI	N/A
GL Balances	GL	FBDI	ADFdi

GL Journals	GL	FBDI	ADFdi
GL Budget	GL	FBDI	ADFdi
Payables Open Invoices, Debit Memos, Credit Memos	AP	FBDI	ADFdi
Receivables Open Invoices, Credit Memos	AR	FBDI	N/A
Receivables Adjustments	AR	REST API	N/A
Unreconciled Payments	CE	FBDI	N/A
Fixed Assets	FA	FBDI	ADFdi
Lease Contracts	FLA	FBDI	N/A
Open Purchase Orders	PO	FBDI	N/A
Open PO Receipts	PO	REST API	N/A
Open Blanket Purchase Agreements and Open Contract Purchase Agreements	PO	FBDI	N/A
Open Requisitions	PO	FBDI	N/A
Grants Awards	GMS	FBDI	N/A
Projects and Tasks	PPM	FBDI	REST APIs
Project and Task Transaction Controls	PPM	FBDI	REST API
Project Budgets	PPM	FBDI	REST API
Project Forecasts	PPM	FBDI	REST API
Customer Contracts	CRM	FBDI	
Project Assets and Assignments	PPM	FBDI	REST API
Project Cost Transactions	PPM	FBDI	REST API
Project Asset Lines	PPM	FBDI	REST API
Project Billing Invoices and Revenue	PPM	FBDI	REST API

Conversion Tools

- FBDI – File Based Data Import spreadsheet templates for bulk data upload. You can download the templates from [Oracle Cloud Documentation](#).
- ADFdi – Application Development Framework Desktop Integration that you open from a task list within Oracle Cloud ERP, such as spreadsheet journal, asset addition, etc. Download and install the tool from within Oracle Cloud ERP. This tool is suitable for business users. You can use it online with a list of

values validated when connected to Cloud ERP or prepare offline and connect to Cloud ERP when ready to validate and upload.

- REST API – Application Programming Interface provided by Oracle to interface data to/from Oracle Cloud ERP. See Cloud Documentation for a list of REST APIs. [Financial REST API Documentation](#)
- HCM Data Loader – A tool for loading data into Oracle Cloud Human Capital Management. For detailed description, refer to [Oracle Cloud Documentation](#), under Human Capital Management, Human Resources, Integrate (under Top Task) and follow the link to HCM Data Loader.
- [Oracle Visual Builder Add-in for Excel](#) (VBAFE) – A tool for creating custom Excel templates and connect them with Oracle REST APIs to create or update conversion objects

Conversion Strategy, Critical Success Factors, Prerequisites and Load Order

The Conversion Strategy

Create a conversion strategy during the early stages of implementation. This will enable you to obtain stakeholders' buy-in and plan for the scheduled tasks, efforts, and resources needed. You should include the following in your conversion strategy:

- Business Objects within the scope of conversion. The scope may vary depending on the industry and your stakeholders' specific requirements.
- Scope of transaction and master data (e.g., years of GL history, active customers and suppliers, open invoices). It is highly recommended to consider cleansing aged and low-value open transactions in your legacy system before conversion.
- Automated bulk upload (high volume) versus manual (low volume) conversions.
- Objects that need to be loaded in bulk, then subsequently updated in bulk during the data migration
- Determine the cut-off date for data entry in the legacy system prior to go-live and clearly communicate the detailed plan of action to stakeholders and users.
- Define a feasible number of migration cycles with the entry and exist criteria.
- Define a conversion project plan with tasks, dependencies, estimated effort, resource assignments, progress tracking and so on.

Often your conversion strategy will undergo significant updates once the first load cycle has been completed as the lessons learned from this initial migration will feed into the strategy going forward.

Critical Success Factors

Focus on key areas to achieve a successful data conversion by establishing critical success factors such as the following:

- Realistic planning and sound coordination to maximize timely and cost-effective enterprise-wide conversion.
- Participation of representatives from stakeholders such as business owners of conversion objects and configuration (Chart of Accounts mapping) as part of the project team, helping to ensure consideration of enterprise-wide business and system interface points.
- Early identification and completion of key data transformations (map legacy data elements to Cloud data elements), cleanup, and transformations (conform to Cloud data conversion format).
- Test samples of conversion data, resolve conversion issues and validate successful conversion prior to the beginning of full conversion. Multiple iterations of your testing cycle are recommended. For high-volume data, proactively test sample sizes for optimal batching if applicable. Ensure that you have disabled Cloud ERP system settings for diagnostics purposes such as logging before starting the conversion process. These may have been activated for issue resolution.

- Establish an environment plan to test data conversion. If possible, book your clones well in advance as it is not uncommon for customers to overlook this and find their preferred dates are already full and therefore not available.
- For complex and high-volume data conversion implementation projects, having multiple test environments may be necessary to execute multiple iterations of test conversions. For example, upon completion of configuration in one environment, use it as a Development environment to conduct only unit tests of small sample data. Use the Development environment as a source for T2T (Test to Test) copy so that multiple environments are ready to test mock conversions of higher volume, for example, labelling mock conversion test environments as Mock1, Mock2, Mock3, and so on. Resolve issues from test conversion in Mock1 before executing a subsequent iteration of the test conversion Mock2 environment. Refresh mock conversion test environments with T2T to ensure you are testing on the latest configuration version.
- Ensure that the sizing of test environments is appropriate and in line with the volume of data to be tested. This will likely change as you progress through your testing iterations and increase the volume of data loaded into each environment.
- Plan execution of conversion in a Production environment by converting as much data as possible prior to the actual Go-Live cutover period. For example, convert closed GL balances history up until the month prior to Go-Live, and most supplier and customer master data that is ready for conversion. Then convert the remaining data at the cutover window for go-live, in this way, you can reduce your cutover timelines by only needing to load the iterative items. Ensure that users cannot access the system for transactional processing until conversion and reconciliations are complete.
- Timely reconciliation of converted data while conversion is in progress. Extract source data from legacy systems in report format for reconciliation with converted data in Cloud ERP. There are standard Cloud ERP reports that are suitable for reconciliation, for example, 'Payables to Ledger Reconciliation Report' and the 'Receivables to Ledger Reconciliation Report'. Refer to Cloud Documentation for each product family, under Analyze and Report and follow the link to view the reports under Review Prebuilt Reports. For example, see links to sample reports for [Financials](#), [Procurement](#) and [Project Management](#). To ease the reconciliation, you can republish most of the standard reports in spreadsheet format. Reconciliation includes comparing the total number of records, total values where applicable, aging of transactional records, foreign currency balances, and matching records of source data and converted data if it is feasible, or spot check an acceptable percentage of records for high volume converted data.
- Reconciliations should be completed throughout the data migration cycle; it is a common mistake to only attempt to reconcile the data migrated when you are converting into Production, but this can lead to increased migration timelines at a crucial period.
- Remember to test the data you have migrated to Cloud. For example, pay AP invoices, convert Requisitions into PO's, and apply cash to Sales invoices. This will help identify any potential issues with the data you have loaded and allow for a timelier resolution.

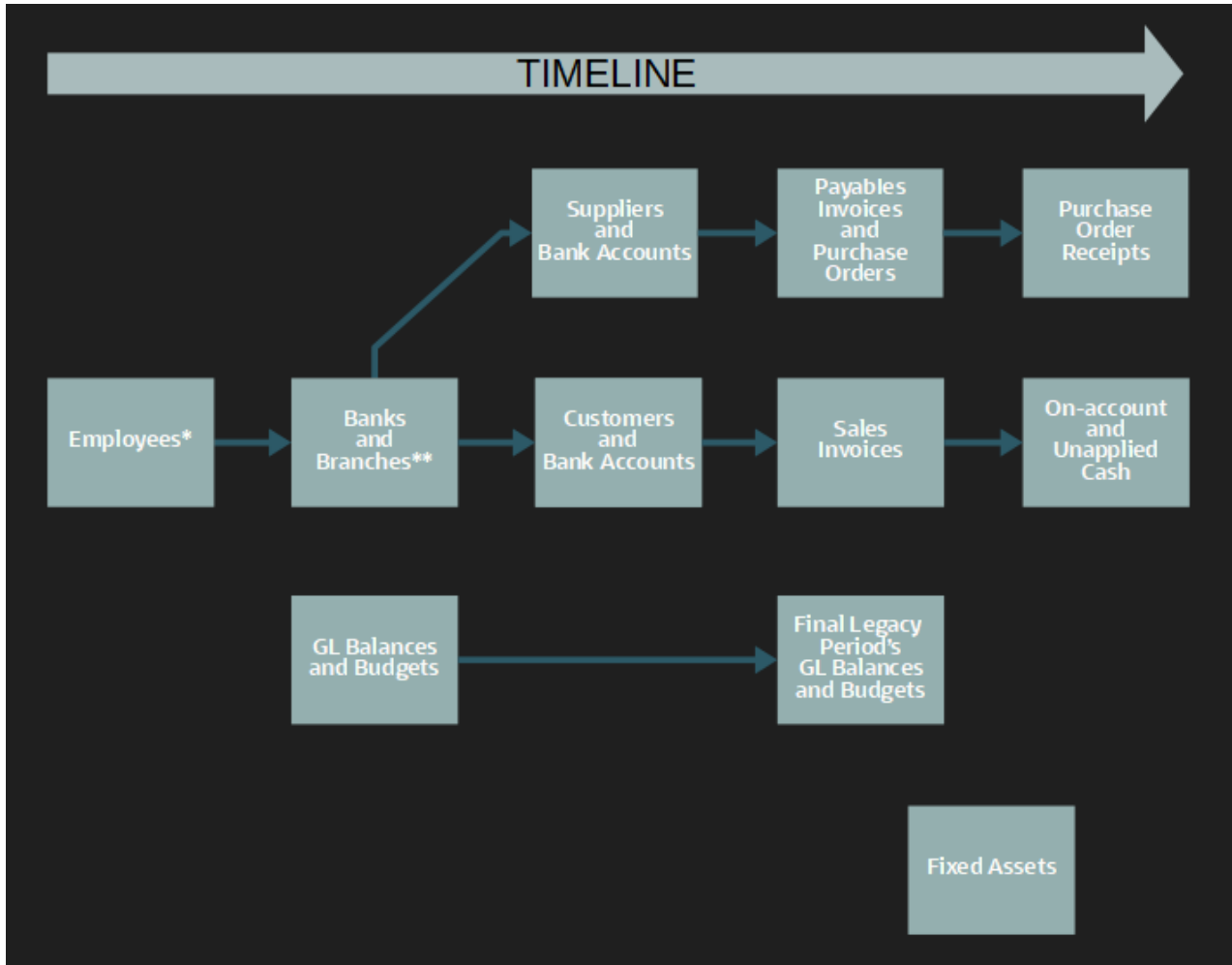
Prerequisites

Complete all prerequisites prior to the beginning of data conversion activities:

- Configuration: enterprise structures, application setup (GL, AP, AR, FA, etc.).
- Data cleansing and transformation. Cleansing should optimally happen within the legacy system or alternatively as part of the data transformation for loading into the Cloud.
- Transformation and mapping of the legacy data objects to the new data objects, for example, Chart of Accounts values, organizations, item numbers, transaction types, project numbers, and so on where applicable.
- Extract and prepare source data in a conversion format that aligns with the conversion method or tool.

Data Loading Order

There are various dependencies between data elements when loading migrated Financials data into Cloud and these can vary depending on your design and transactional processing. Below is an example of a typical timeline for a Core Financials migration.



*You may not need all employees loaded for initial data migrations, for example GL Balances, but at a minimum, you will need those users engaged in the data load activities created in the system prior to the loads, and some transactions will need employees to successfully load such as Buyers for Purchase Orders.

**It is very common for the legacy files for these two items, Banks and Branches, to need thorough cleansing prior to loading into Cloud. It is good practice to load the cleansed data and then validate the further loads, customers and suppliers, against the initial clean data file.

1. GL balances can be loaded well in advance of the Go-live, with only the final period balances needing to be migrated during the Go-Live cutover.
2. Customers and Suppliers will be needed to support the transactional loads.
3. Purchasing Buyers are required prior to the Purchase Order (PO) conversion.
4. Purchasing Receipts will need the converted PO's.
5. On-Account cash will need the Customer load complete before commencing.
6. Fixed Assets are normally one of the last elements to be converted as they require the legacy system to be completely closed down before migration.

Business Objects by Applications and Dependencies

This section describes each business object, conversion tools available, relevant considerations, and best practices.

Employees

Scope

Determine the scope of conversion data, for example, employees who are active or on leave of absence or both.

Prerequisites

- Complete configuration for enterprise structure, including legal entities, Reference Data Set, and all required setups for the business units.
- Extract employee data from the legacy HCM system and transform data for loading.
- Prior to loading employees, determine if the loading should automatically:
 - Create user accounts.
 - Send user credentials to the users; and
 - Provision role(s) to users, for example, automatically provision the “Employee” role.

Tools

Use the HCM Data Loader.

Best Practices

- Review Oracle HCM Cloud: Data Loading and Data Extraction Best Practices (My Oracle Support [Doc ID 2043581.1](#))
- Review HCM Data Loader Integration Guide in [Oracle Cloud Documentation](#), under Human Capital Management, Human Resources, Integrate (under Top Task), and follow the link to HCM Data Loader.
- Use the appropriate effective start dates for various Worker Components. Refer to HCM Data Loading Business Objects on Cloud Documentation.
- Remember that if you are planning on using Supervisor Hierarchy for approvals, you will need to load a full hierarchy; that is, all employees need a supervisor to avoid issues during transactional processing.

Locations

Scope

Determine the scope of conversion data, for example, organizational locations that are actively used.

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set, and assign Location Set to the business unit.

- Extract location data from the legacy system and transform data for conversion.

Tools

Use the HCM Data Loader for locations stored in HR_LOCATIONS_ALL_F_VL (organizations).

Best Practices

- Ensure the effective start date is on or before the start date of related objects such as organizations. Alternatively, set an early date as the effective start date, for example, 01-Jan-1951.
- Review HCM Data Loader Integration Guide in [Oracle Cloud Documentation](#), under Human Capital Management, Human Resources, Integrate (under Top Task), and follow the link to HCM Data Loader.

Suppliers

Scope

Determine the scope of master data, for example, convert suppliers with open items or suppliers that have been used in the last two years.

Like customer master data, the exact period will depend on your specific business requirements.

Prerequisites

- Complete configuration for enterprise structure, Procurement, and common AP and PO setups for the business units.
- Cleanse suppliers in the legacy system and eliminate duplicate suppliers. Your Supplier master data quality decreases as the Legacy system ages, and cleansing your data prior to a Cloud implementation will help improve future processing efficiency, for example, Intelligent Document Recognition (IDR) uses supplier addresses as one way of identifying the appropriate supplier record for images received, up to date supplier contact details will help timely resolution of issues, and so on.

Tools

Use the various FBDI templates: Supplier Addresses, Supplier Contacts, Supplier Sites, Supplier Site Assignments, and Suppliers. Import data in the correct sequence; for example, import Suppliers first, followed by import Supplier Addresses before importing Supplier Sites.

Note, there are additional load requirements for those planning to use Oracle Collaboration Messaging Framework (CMK). Refer to MOS Doc ID 2558668.1 for more detail.

Best Practices

- Familiarize yourself with the FBDI template instructions prior to beginning your migration work.
- Create supplier site in a procurement business unit and define service provider relationships between business units, such as Payables business unit as a client of the procurement business unit.
- Use Site Assignment to assign a supplier site to multiple Payables client business units if necessary.
- If you are using Oracle Intelligent Document Recognition (IDR) for very high volume of Payables Standard Invoices to capture invoices without purchase order for multiple business units, IDR can determine the business unit based on the supplier site for each business unit. In this case, define separate supplier sites with separate addresses, and thus one site per business unit, to increase the success rate of imaging recognition of Payables Standard Invoices for the appropriate business unit. Alternatively, use the forwarding rules and BU email routing attributes as described in the IDR documentation (MOS 2656229.1).
- Enable address validation if applicable for tax calculation based on geography.
- Use Batch ID in the FBDI templates to process the import only for entries with a certain Batch ID. This allows you to better manage the import process for high volume data and improve the import performance.
- Remember to test migrated supplier records, that is, process invoices, and make payments from the loaded data.
- The more testing iterations, and volume, completed the lower the chance of hitting issues during your Production cut-over.
- When mapping your data elements, please be mindful of any data privacy regulations, such as GDPR or CCPA. Always review Cloud capabilities for masking and anonymization as part of your design.

Customers

Scope

Determine the scope of master data, for example, convert customers with activities in the last two years, and all customers with open balances regardless of activities in the last two years.

The length of the period will vary depending on your business transactional cycles. For example, if your organization always bills within a fiscal year, then 13 months' worth of customers may suffice (12 + 1 to catch any outliers).

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set, and Receivables setups for the business units. Define and assign your Reference Data Set for Customer Site and Customer Relationships, as these business objects do not use the seeded Common Data Set.
- Data cleansing of customers in the legacy system and elimination of duplicate customers. Your Customer master data quality decreases as the Legacy system ages, so cleansing your data prior to a Cloud implementation will help improve future processing efficiency. For example, up-to-date customer contact details will help timely resolution of issues, correct address details can be important for indirect tax calculations, and so on.

Tools

Review the conversion requirements for your customer data model. There are two versions of Customer Import FBDI templates. If you only need to convert customers, customer contacts, customer bill-to site reference accounts, and customer bank accounts, download the simplified Customer Import FBDI template from your Cloud Receivables environment. To convert customers for a more extensive customer data model, use the Customer Import FBDI template from Cloud Documentation.

Note, there are additional load requirements for those planning to use Oracle Collaboration Messaging Framework (CMK). Refer to MOS Doc ID 2389399.1 for more detail.

Best Practices

- Familiarize yourself with the FBDI template instructions prior to beginning your migration work.
- Map the data elements of customer master in the legacy system to Cloud ERP customer data model. This allows you to determine the data extract requirements and transformation to Cloud ERP and prepare the data for conversion.
- You can use Reference Data Sets to limit the business units each customer is available for use in. Alternatively, you can share customer addresses across multiple business units by assigning the same Reference Data Set to each business unit.
- For high-volume data, organize the data in separate files for loading into Cloud ERP.
- Enable address validation if applicable for tax calculation based on geography.
- Remember to test migrated customer records, that is, process invoices and apply payments from the data loaded.
- The more testing iterations completed and the more data volume tested, the lower the chance of hitting issues during your Production cut-over.
- When mapping your data elements, please be mindful of any data privacy regulations, such as GDPR or CCPA. Always review Cloud capabilities for masking and anonymization as part of your design.

GL Balances

Scope

Determine the scope of historical data required, for example, two years of historical GL balances prior to go-live, excluding balances for periods of detailed journals to be converted (normally current year if cutting over mid-financial year).

It is not unusual for customers to convert single YTD balances for the first year of historic balances, PTD monthly balances for the second year, and then detailed journals for the year of cut-over.

If foreign subsidiary ledgers are within scope, include balance translation to parent company currency.

Prerequisites

- The accounting configuration is complete. This includes chart of accounts (COA) and enterprise structure (primary ledger, and secondary ledger and/or reporting currency ledger, if applicable).
- Complete COA mapping, if applicable, from source COA to new COA, and translate source data to new COA.
- Ideally, define and enable Cross Validation Rules (CVR), if applicable. However, this approach depends heavily on the quality of source data. If there is a high volume of data with Journal Import failure due to violation of CVR, a decision may be necessary to disable CVR to process the conversion. Note that once the account combinations exist, CVR will not prevent new journal entry for such combinations so you will need to proactively clear any balances breaking the CVR's and then manually disable the code combinations. See Best Practices for optimizing performance for high volume data.

Tools

Use Journal Import FBDI template for high volume data, that is, journal creation, and ADFdi Spreadsheet Journal for low volume data. While there is no definitive number to determine high or low volume, an ADFdi spreadsheet with more than a few thousand rows would affect its performance in uploading.

Best Practices

- If Balance Translation is required, ensure that the accounting calendar has at least one period prior to the first GL period with conversion data. Historical translated amounts may be required for some accounts, such as equity and fixed asset accounts.
- When executing conversion, open one GL period for conversion and continue to open next period after completion of posting & reconciliation for each period. As posting triggers roll forward of GL balances to the latest open period, having many open periods will affect the performance of GL post. When you post to a prior period, GL automatically updates the beginning balances of all subsequent periods, including closed periods through the latest open period.
- Extract trial balances from source systems with closing balances of balance sheet account for the period prior to the first period of historical data, plus net activities (debits and credits) of each period following.
- For GL accounts that require revaluation, such as foreign currency denominated asset and liability accounts, ensure that the conversion data has entered and accounted amounts in appropriate currencies, in order to use the standard Revaluation functionality going forward in Cloud ERP. If the source data includes accounted effect of revaluation, convert those balances in Accounted Amounts with zero amounts in Entered Currency.
- If you enable Journal Approval for the ledger, ensure that the Journal Source used for conversion is unchecked for approval. Alternatively, enable Journal Approval only after GL conversion is complete.

- Convert historical balances that are static as soon as the Production environment is configured and ready, to minimize the impact on cutover. This will normally allow you to load the majority of the GL data migration values in the week's prior to Go-Live, with only the final month's Legacy GL balances needing to be converted once the last month-end position has been finalized.
- This conversion load can also be very useful for early testing of custom reports migrating to Production with 'real' data prior to users accessing the system.
- Reconcile converted results with source data by extracting trial balances from Cloud ERP in spreadsheet format.
- Tips for high volume data conversion:
 - Use Import Account Combinations FBDI template to create account combinations prior to running journal import to improve Journal Import performance.
 - Run ESS program "Optimize Journal Import Performance" with 'Gather Statistics' and 'Maintain Indexes' set to Yes. Review log file to ensure that the system creates indexes on the GL_CODE_COMBINATIONS table.
 - Research My Oracle Support articles on multi-thread Journal Import process.
- Remember to reconcile your Trial Balances in entered and accounted (functional) currencies.

GL Journals

Scope

Determine the scope of conversion data required, for example, current year journals prior to go-live accounting period during a fiscal year.

Prerequisites

- The accounting configuration is complete. This includes chart of accounts (COA) and enterprise structure (primary ledger, and secondary ledger and/or reporting currency ledger, if applicable).
- Complete COA mapping, if applicable, from source COA to new COA, and translate source data to new COA.
- Ideally, define and enable Cross Validation Rules (CVR), if applicable. However, this approach depends heavily on the quality of source data. If there is a high volume of data with Journal Import failure due to violation of CVR, a decision may be necessary to disable CVR to process the conversion. Note that once the account combinations exist, CVR will not prevent new journal entry for such combinations. See Best Practices for optimizing performance for high volume data.

Tools

Use Journal Import FBDI for high volume data and ADFdi Spreadsheet Journal for low volume data. While there is no definitive number to determine high or low volume, an ADFdi spreadsheet with more than a few thousand rows would affect its performance in uploading.

Best Practices

- When executing conversion, open one GL period for conversion and only continue to open the next period after completion of posting & reconciliation for each period. As posting triggers roll forward of GL balances to the latest open period, having many open periods will affect the performance of GL post.

- Extract posted journal entry lines from source systems of each accounting period within scope.
- Ensure that the conversion data has entered and accounted amounts in appropriate currencies to use the standard Revaluation functionality going forward in Cloud ERP. If the source data includes accounted effect of revaluation, convert those journals in Accounted Amounts with zero amounts in Entered Currency.
- Convert the journals as soon as the conversion of GL balances is complete.
- Reconcile converted results with source data by extracting journals from Cloud ERP.
- Tips for high volume data conversion:
 - Use Import Account Combinations FBDI template to create account combinations prior to running journal import to improve Journal Import performance.
 - Run ESS program “Optimize Journal Import Performance” with ‘Gather Statistics’ and ‘Maintain Indexes’ set to Yes. Review log file to ensure that the system creates indexes on the GL_CODE_COMBINATIONS table.
 - Research My Oracle Support articles on multi-thread Journal Import process.
- Remember that any reversing journals created in your Legacy system in the last month of processing will need to be reversed manually in Cloud, that is, any accrual reversals from original entries booked in the last month of the Legacy system’s use will need to be entered into Cloud GL.

GL Budget

Scope

Determine the scope of budget data, for example, the current year’s approved budget. If historical actual to budget variance financial reports are required, the scope should include budget data for GL periods of actual data converted.

Prerequisites

- The accounting configuration is complete. This includes the chart of accounts (COA) and enterprise structure (primary ledger, and secondary ledger and/or reporting currency ledger, if applicable).
- Complete COA mapping, if applicable from source COA to new COA, and translate source data to new COA.
- Define Accounting Scenario to represent the budget.

Tools

Use the Import General Ledger Budget Balances FBDI template from Cloud Documentation. Alternatively, for low volume budget data, use the budget ADFdi spreadsheet upload from General Accounting Dashboard in Cloud GL.

Best Practices

- Convert budget data independently of actual GL data conversion, as budget data is loaded directly into the Essbase cube. There is no dependence on the conversion of GL actual data.
- Avoid defining multiple Accounting Scenarios to represent the budget year, as it means having to select each member of the Accounting Scenario in financial reports and Smart View reports.
- Similar to GL Actuals, Budgets can usually be loaded early in the data migration cycle.

Payables Open Invoices, Debit Memos and Credit Memos

Scope

Determine the scope of conversion data, for example, open transactions or remaining balances from partial payments. Conversion of closed transactions will add significant effort and complexity to any data migration conversion plan.

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set and Payables setups for the business units.
- Extract open transactions from legacy systems and transform the format to prepare for conversion.
- Complete conversion of suppliers.

Tools

Use the Payables Standard Invoice Import FBDI template from Cloud Documentation. To convert low volume data, create invoices by using the Create Invoices in a Spreadsheet task.

Best Practices

- Wherever possible, take this opportunity to cleanse your transactional data and close out the small value or aged balances.
- It is also common for customers to pay suppliers in advance, e.g., pay ahead 7-10 days, just prior to the Go-Live/Cut-Over as this minimizes any risk of impacting the supplier base in the event of any Go-Live delay.
- For organizations using netting functionality it is recommended to run this process in the legacy system prior to data migration to reduce the volume of transactions requiring conversion to the Cloud.
- For partially paid invoices, consider converting the net balance owed on the invoices. This approach avoids converting the full invoice amount as open, and then converting the partial payment, which requires more effort for conversion.
- While it may be technically possible to convert closed transactions, converting open transactions only is the most practical option in terms of scope, due to the significant effort and complexity of converting closed transactions.
- If the go-live date is during the calendar year, then for country-specific reporting requirements, such as 1099 in US or DAS2 in France, you may need to convert already paid invoices. See MOS note 1999727.1.
- Once reconciliations are signed off, reverse all the accounting effects from the journals created by the subledger posting from data conversion, since the accounting is already included in the conversion of General Ledger balances.
 - Instead of reversing the journals created by the subledger posting, extract the journals, and create manual journals with reversed debits and credits.
 - You can create the manual journals using ADFdi Spreadsheet Journal or FBDI Journal Import template. This approach maintains the original subledger accounting from data conversion for audit purposes and supports subledger to General Ledger reconciliation.
- As well as reconciling the amount and liability balances remember to reconcile your aged invoice listing too. This will help identify any potential issues with your migration.
- Similarly, remember to take time to review your initial payment schedules post cut-over to ensure they reflect the payments you require. There may be slight differences in the way your schedules are

calculated compared to your legacy system, so it is always good practice to closely monitor the first few payment runs.

- In addition to outstanding balance amounts, there may be a need to migrate outstanding deferred expenses. In such cases, invoices would be migrated with two lines: one line for the deferred expense (with Multiperiod Accounting details populated), another line for the difference between the deferred expense and the outstanding balance.

Examples:

An invoice for 12,000 originally deferred over 12 months, 4,000 recognized in legacy, and 8,000 still deferred. The invoice is partially paid with an outstanding balance of 10,000. You would migrate this as 8,000 deferred and 2,000 non-deferred.

If the partial payment was 5,000, though, and the outstanding balance 7,000 (less than the deferred expense), the two lines would be 8,000 deferred and -1,000 non-deferred.

- If you are using invoice approvals, remember to build your rules, ensuring that your migrated transactions avoid the need for approval, on the assumption that all migrated invoices are already approved.
- Note, if you are converting transactions that have a tax point basis of payment, then you will need to convert the tax portion of the invoices to ensure accurate tax calculations once you Go-Live in Cloud.
- Generally, there are three common use cases when migrating open item transaction accounting:
 1. The charge account is booked against a specific suspense account, no tax added (as it has previously been accounted for in the legacy system and the transactions are only being migrated to facilitate payment).
 2. The net amount is booked against a specific suspense account, but the tax values are also migrated to allow compliance for countries where the indirect tax is recorded on payment or also in the case of split payment-related invoices for certain countries.
 3. The original transaction accounting, and tax, is fully migrated.

The first option is the most straight forward migration process with any reversals or updates to converted transactions easily identified by monitoring of the allocated clearing account. Updated transactional accounting would be manually journaled to the correct accounting within Cloud GL.

Option two allows you to correctly record the indirect tax on payment, where required, but doesn't need a full mapping for every open legacy transaction accounting.

The final option will take more effort but produces a full accounting and tax record of your migrated transactions where required or where the customer prefers to bring this detail across.

Receivables Open Invoices and Credit Memos

Scope

Determine the scope of conversion data, for example, transactions that are open or have remaining balances from partial cash receipts and/or adjustments.

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set and Receivables setups for the business units. Define and assign your Reference Data Set for Customer Site and Customer Relationships, as these business objects do not use the seeded Common Data Set.

Tools

Use the AutoInvoice Import FBDI template from Cloud Documentation.

Best Practices

- As with previous data elements, take this opportunity to close out low-value and aged transactions within your Legacy system rather than recreating them in Cloud.
- While it is technically possible to convert closed transactions, converting open transactions only is the most practical option due to the significant effort and complexity required to convert closed transactions.
- For organizations using netting functionality it is recommended to run this process in the legacy system prior to data migration to reduce the volume of transactions requiring conversion to the Cloud.
- Once reconciliations are signed off, reverse all the accounting effects from the journals created by the subledger posting from data conversion, since the accounting is already included in the conversion of General Ledger balances. Instead of reversing the journals created by the subledger posting, extract the journals and create manual journals with reversed debits and credits. You can create the manual journals using ADFdi Spreadsheet Journal or FBDI Journal Import template. This approach maintains the original subledger accounting from data conversion for audit purposes and supports subledger to General Ledger reconciliation.
- As well as reconciling the amount and asset balances remember to reconcile your aged invoice listing. This will help identify any potential issues with the migration.
- Customers with high-volume data migration items should work with Oracle Support to ensure their configuration settings are optimized for their processing. The earlier in an implementation project this performance testing starts the better.
- Note, if you are converting transactions that have a tax point basis of payment, then you will need to convert the tax portion of the invoices to ensure accurate tax calculations once you Go-Live in Cloud.
- In regard to converting sales invoices to support PPM migration, you may also consider creating a 'Conversion' AR Transaction Type with "Open Receivable" and "Post to GL" disabled. This means there will be no accounting entries from the conversion of Receivables invoices.
 - This is only used for converting project billing invoices, as discussed in Project Billing Invoices and Revenue section in this document. Ideally, they are closed invoices with no activity against the converted invoices in the future. However, you should be aware that should there be activities against the invoices in the future, such as adjustments or cash receipts, the system will create the accounting for these activities. You should consider the implications for audit and reconciliation.

- Generally, there are three common use cases when migrating open item transaction accounting:
 1. The charge account is booked against a specific suspense account, no tax added (as it has previously been accounted for in the legacy system and the transactions are only being migrated to facilitate collection).
 2. The net amount is booked against a specific suspense account, but the tax values are also migrated to allow compliance for countries where the indirect tax is recorded on the receipt.
 3. The original transaction accounting, and tax, is fully migrated.

The first option is the most straight forward migration process with any reversals or updates to converted transactions easily identified by monitoring of the allocated clearing account. Updated transactional accounting would be manually journaled to the correct accounting within Cloud GL.

Option two allows you to correctly record the indirect tax on receipt, where required, but doesn't need a full mapping for every open legacy transaction accounting.

The final option will take more effort but produces a full accounting and tax record of your migrated transactions where required or where the customer prefers to bring this detail across.

Expenses

Scope

Normally most customers start the usage of Expense processing 'fresh' within Cloud and have minimal data conversion requirements.

Prerequisites

- Complete configuration for enterprise structure, Employees, Payables and Expenses setups for the business units.

Tools

There are REST API's for uploading pre-approved Expense Reports, to facilitate payment in Cloud, and Cash Advances from your legacy system. Cloud Expenses also provides the ability to upload accumulated mileage-to-date, to support a midyear changeover, for countries where this is a reporting requirement.

Best Practices

- Complete all legacy Expenses processing prior to cutover.
- Ensure all employee expenses are paid in your Legacy system to avoid having to migrate any open payments.

Unreconciled Payments

Scope

Determine the scope of conversion data, for example, payments in legacy system that are not reconciled against bank statements until after go-live.

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set and Cash Management setups for the business units.
- Extract unreconciled payment data from legacy system and transform format for conversion.

Tools

Use the Cash Management External Transactions Import FBDI template from Cloud Documentation.

Best Practices

- Align the ACCOUNTING_FLAG in the FBDI template with how the legacy system handles reconciliation accounting and conversion of GL balances for cash clearing account. For example, if the legacy system records accounting when a payment is reconciled, GL balances conversion should include clearing

accounts and the ACCOUNTING_FLAG should be 'Y'. Then when the external transactions are reconciled in Cloud Cash Management, Create Accounting will record cash clearing in Cloud GL.

Fixed Assets

Scope

Determine the scope of conversion data, for example, assets placed in service or newly purchased and yet to begin depreciation and exclude fully retired assets.

Prerequisites

- Complete configuration for enterprise structure, including asset tax books, secondary ledgers and/or reporting currency ledgers at subledger level conversion, if applicable. Assets create accounting for activities, including migrated fixed assets separately in the associated secondary ledgers and reporting currency ledgers. Complete Fixed Assets setups for the ledgers. Use the Assets Rapid Implementation spreadsheet to define and upload your Fixed Assets setups.
- Setup Depreciation Calendar and Prorate Calendar from the oldest DPIS (Date Placed in service) to the last period of the current fiscal year. Note, it is a common mistake to forget about this requirement when setting up your Asset Calendar.
- Determine the cutover period and run depreciation in legacy system prior to extracting data for conversion.

Tools

Use the Fixed Assets Mass Additions Import FBDI template from Cloud Documentation. For low volume data, alternatively use the ADFdi integrated Add Assets spreadsheet.

Best Practices

- Review Oracle Cloud Customer Connect recorded event [Assets Cloud Enterprise Structures – Key Considerations and Best Implementation Practices](#) that contains detailed recommendations for the Assets conversion.
- Decide an approach for Assets go-live period. Option A is the recommended approach, however, there are exceptions when option B may be a better fit:
 - A. Current open period of Asset Book is the go-live period used for data conversion and migration (cleanest approach); or
 - B. Prior period of the go-live date of the Asset Book is used for data conversion and migration (involves more manual intervention as you need to suspend depreciation for the month prior to Go-Live).
- Run Assets Create Accounting from the data conversion process and create a manual journal entry to update GL balances, as the balances are already included in the conversion of GL balances.
- Review Fusion Assets Data Conversion Suggestions (My Oracle Support [Doc ID 2052502.1](#))
- Also, for Tax Book conversions, see My Oracle Support [Doc ID 1949776.1](#)
- Reconcile assets conversion by using Assets standard reports.
- As you will lose detailed audit data available in your Legacy system, e.g., the related AP invoice/s and PO's from which the asset was purchased, ensure your data migration strategy has been updated to include suggested Cloud data fields in which to capture this useful information.
- Similarly, Oracle Cloud will give your assets a new asset number so you will want to record any Legacy Asset numbers within the new Cloud record, for example, as the TAG number or within a descriptive flexfield (DFF).

- It may be beneficial to either run depreciation in a test environment, post Go-Live P2T, to help identify any issues with the migrated data or run the 'What-If Depreciation Analysis Report' and review the output.

Lease Accounting

Lease Contracts

Scope

Determine the scope of conversion data, for example, lease contracts that are active with remaining balances.

Prerequisites

- Complete configuration for enterprise structure, Lease Accounting setups for the business units.
- Compile lease data and transform format for conversion. The lease data must include key information from a Lease Accounting perspective, such as lessor, lease start and end dates, asset, payee or supplier, payment schedule, etc.

Tools

Use the Lease Contract Import FBDI template from Cloud Documentation.

Best Practices

- Review the detailed 'Migration to Lease Accounting' white paper for lease accounting migration tools and best practices (My Oracle Support [Doc ID 2821741.1](#))

Open Purchase Orders

Scope

Determine the scope of conversion data, for example, purchase orders that are fully open or partially filled.

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set and Procurement setups for the business units. Define and assign your Reference Data Set for the business units.
- Complete conversion of suppliers, locations, items (if applicable), and employees who are procurement agents.
- Extract purchase orders from legacy system and transform format for conversion.

Tools

Use the Purchase Order Import FBDI template from Cloud Documentation.

Best Practices

- Disable email notification to suppliers to avoid sending converted purchase orders. Use Profile Option PO_CONTROL_SUPPLIER_COMMUNICATION to disable all forms of PO communication. Refer to My Oracle Support Doc ID [2237654.1](#) for more details.
- Avoid routing converted purchase orders for approval. Set Approval action on FBDI template to BYPASS to import the purchase order in status Approved. User performing the import must have the "Import Purchasing Document Bypassing Approval" privilege. Refer to My Oracle Support Doc ID [2641866.1](#) for more details.
- Review 'Buyers' for converted PO's as it may be that some employees are no longer active and may need updating for conversion.
- Ensure proper cutover to go-live when the last purchase order in legacy system is included in conversion data.

Open Purchase Order Receipts

Scope

Determine the scope of conversion data, for example, only convert receipts which have not been invoiced or are over a certain value e.g., \$5.

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set, and Procurement setups for the business units. Define and assign your Reference Data Set for the business units.

- Complete conversion of suppliers, locations, items (if applicable), employees who are procurement agents and open Purchase Orders
- Extract purchase orders receipts from legacy system and transform the format for conversion.

Tools

Use the Purchase Order Receipt REST API template from Cloud Documentation.

Best Practices

- Many Cloud customers choose not to convert PO receipts and instead use off-line reconciliation processes, that is, treat the invoices received for these receipts, as in effect non-PO invoices and then either manually code them to the nominated Legacy accrual account, if there was a perpetual accrual previously generated, or code them direct to the appropriate cost account when no accrual was accounted for.
- However, where receipt accruals have been created, and are material, conversion of purchasing receipts may be required:

PO Status	Example	Conversion
Fully Closed	PO Quantity – 100 Receipt Quantity – 100 Invoice Quantity - 100	No conversion required
Fully Received but Not Invoiced	PO Quantity – 100 Receipt Quantity – 100 Invoice Quantity - 40	PO Quantity – 60 Receipt Quantity – 60 Invoice Quantity - 0
PO Issued Only	PO Quantity – 100 Receipt Quantity – 0 Invoice Quantity - 0	PO Quantity – 100 Receipt Quantity – 0 Invoice Quantity - 0
Partially Open	PO Quantity – 100 Receipt Quantity – 60 Invoice Quantity - 60	PO Quantity – 40 Receipt Quantity – 0 Invoice Quantity - 0
Partially Open	PO Quantity – 100 Receipt Quantity – 60 Invoice Quantity - 40	PO Quantity – 60 Receipt Quantity – 20 Invoice Quantity - 0
Partially Open	PO Quantity – 100 Receipt Quantity – 60 Invoice Quantity - 0	PO Quantity – 100 Receipt Quantity – 60 Invoice Quantity - 0

- If converting receipts, it's important to reconcile to any GL accrual balance generated in the Legacy system and ensure that the 3-way matching process is working and clearing this balance when the AP invoices are matched.
- Remember to create all accounting for your conversion elements, and once reconciled, reverse the impact of any amounts that have already been accounted for via the GL conversion.
- This is an ideal opportunity to clean up your accrual balance. For example, write-off small over or under receipts, clean up aged receipts or invoices.
- Receipt conversions can be complicated, so it is crucial to have completed at least one full successful load and reconciliation.

Blanket Purchase Agreements and Contract Purchase Agreements

Scope

Determine the scope of conversion data, for example, the remaining unreleased amount from each agreement (if the original agreement is \$1 million with \$300,000 already released, convert \$700,000).

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set, and Procurement setups for the business units. Define and assign your Reference Data Set for the business units.
- Complete conversion of suppliers, locations, items (if applicable), and employees who are procurement agents.
- Extract purchase agreements from the legacy system and transform the format for conversion.

Tools

Use the Blanket Purchase Agreements Import and Contract Purchase Agreements FBDI templates from Cloud Documentation.

Best Practices

- Disable email notification to suppliers to avoid sending converted purchase agreements. Use Profile Option PO_CONTROL_SUPPLIER_COMMUNICATION to disable all forms of PO communication. Refer to My Oracle Support Doc ID [2237654.1](#) for more details.
- Avoid routing converted purchase agreements for approval. Set Approval action on FBDI template to BYPASS to import the purchase order in status Approved. The user performing the import must have the "Import Purchasing Document Bypassing Approval" privilege. Refer to My Oracle Support Doc ID [2641866.1](#) for more details.

Ensure proper cutover to go-live when the last purchase agreement in the legacy system is included in conversion data.

Open Requisitions

Scope

Determine the scope of conversion data, for example, approved open requisitions and draft requisitions.

Prerequisites

- Complete configuration for enterprise structure, Reference Data Set, and Procurement setups for the business units. Define and assign your Reference Data Set for the business units.
- Complete conversion of suppliers, locations, items (if applicable), and employees who are requisition preparers.
- Extract requisitions from the legacy system and transform the format for conversion.

Tools

Use the Import Requisitions FBDI template from Cloud Documentation.

Best Practices

- Disable email notifications to employees to avoid sending notifications for converted requisitions.
- When submitting the requisitions import process, you can set the parameter value for Initiate Approval Requisition to “No”. This allows the user to review the imported requisitions and submit for approval.
- Ensure proper cutover to go-live when the last requisition in legacy system is included in conversion data.

Grants Management

The following sections discuss data conversion for business objects that are applicable to Grants Management.

Grants Awards

Scope

Define a scope for the data conversion, starting with outstanding awards for future project billing. Create funding sources and grants personnel for grants.

Make sure to include awards and funding for the project revenue and billing migrations.

Project Financial Management

The following sections discuss data conversion for business objects that are applicable to *Project Financial Management* only. Data conversion of business objects such as project plans, resources, and resource assignments for *Project Execution Management* is beyond the scope of this document. Refer to Cloud Documentation for Oracle Project Management for more details of the conversion tools available.

Projects and Tasks

Scope

Determine the scope of conversion data, start with incomplete projects and tasks. You may also need to convert projects that were previously closed, if they are part of a larger group, for example, a program or referenced on other active documents like requisitions, purchase orders or AP invoices.

Create projects data objects using the Import Projects FBDI template, including

- Projects
- Tasks
- Team Members
- Project Classifications
- Transaction Controls

Prerequisites

- Complete the required Project Foundation configurations, including project types, project templates, class categories and class codes, project roles, service types, etc.
- Project customers exist
- Project team members exist as persons - employees or contingent workers in HCM.
- Extract projects, tasks, team members, project classifications, and other business objects from the legacy system and transform format for conversion.

Tools

Use the applicable FBDI templates from Cloud Documentation:

- Import Projects
- Import Project Tasks
- Import Project and Task Transaction Controls
- Oracle Visual Builder Add-in for Excel to use REST APIs to update the conversion objects, for example, change project status, add team members, or update project classifications

Project Financial Plans

Scope

Create project financial plans based on the project task assignments and planning quantities imported from an external system or created as new.

Prerequisites

- Projects and tasks exist in Oracle
- Project resources exist in Oracle

Tools

Use the applicable FBDI templates from Cloud Documentation:

- Import Financial Project Plans

Project Budgets

Scope

Create project (cost and revenue) budget versions from external systems. Determine how many baselined versions, e.g., original and current, you need to create.

Prerequisites

- The Project Foundation configurations, including budget types, budget entry methods, and resource breakdown structures, are complete.
- Projects and tasks exist in Oracle.
- Project contracts and funding exist for revenue budgets.

Tools

Use the applicable FBDI templates from Cloud Documentation:

- Import Project Budgets Template
- Oracle Visual Builder Add-in for Excel to update the conversion objects using REST APIs

Best practices

- Setup the Auto Approval rule to avoid routing project budgets for approval. Review [How To Import Project Baselined Budget Without Initiating Approval Workflow \(My Oracle Support Doc ID 2439671.1\)](#)

Project Forecasts

Scope

Create project (cost and revenue) forecast versions from external systems. Determine how many baselined versions, for example, original and current you need to create.

Prerequisites

- The Project Foundation configurations, including budget types, budget entry methods, and resource breakdown structures, are complete.
- Projects and tasks exist in Oracle.

Tools

Use the applicable FBDI templates from Cloud Documentation:

- Import Project Forecasts Template

Customers Contracts

Scope

Determine the scope of customer contract data. Convert active customer contracts with funding for Project Billing.

Prerequisites

- Complete the Specify Customer Contract Management Business Function Properties tasks for all required business units.
- Enable related customer accounts
- Set currency conversion details. Select a default currency in the customer or supplier business function properties page
- Manage Project Billing options
- Set up clause numbering
- Set up the Contract Terms Library

Tools

Review the conversion requirements for your customer contracts data model. Use the Customer Loader FBDI template from Cloud Documentation.

Best Practices

- Convert active outstanding contracts for the migration and future project billings
- Set the contracts in the 'migration' status while converting legacy project revenue and invoices

Project Assets and Assignments

Determine the scope of conversion data, create default project assets and their assignments for future CIP cost capitalization

Prerequisites

- Complete Project Foundation and Fixed Assets configurations, including the Project Type capitalization options, asset books, asset categories, asset keys, and asset locations.
- Project and tasks exist in Oracle.

- Extract project assets from external systems and transform format for conversion; use the COA mapping, Asset Book mapping, FA Category mapping, and or FA location mapping as applicable.

Tools

- Import Asset and Assignments Process
- Oracle Visual Builder Add-in for Excel to update the conversion objects using REST APIs

Project Cost Transactions

Scope

Determine the scope of conversion data. Start with project cost transactions you'll need in Project Financial Management for future reporting, project billing or capitalization.

Prerequisites

- Complete configuration for Project Foundation setups for the required business units, including expenditure categories and types, transaction sources and transaction documents, etc.
- Projects need to be active, in a status that allows new charges.
- Tasks need to be active and allow charges.
- Project transaction controls need to allow charges to projects and tasks.
- For labor and transactions - persons (employees and contingent workers) exist, and labor costing setups are complete.
- For usage transactions – non-labor resources are defined.
- For supplier invoice transactions – suppliers and supplier sites are defined.
- Extract project cost transactions from legacy system and transform format for conversion.

Tools

Use the appropriate Project Costs FBDI templates from Cloud Documentation, for example:

- Import Project Expense Costs
- Import Project Labor Costs
- Import Project Miscellaneous Costs
- Import Supplier Costs

Refer to File-Based Data Import (FBDI) for PPM on Cloud Documentation for the entire list of templates.

Best Practices

- Aggregate project costs, for example by project, task, expenditure type, expenditure organization and date to reduce the volume of data and effort for data conversion.
- You may need to disable transaction controls before the migration of project cost transactions and enable them after the migration is complete.
- On [Projects enabled for Billing](#) – Use the contract 'migration' status to separate billable events to be billed and the items already billed and transferred to Receivables. Review [Projects Revenue and Invoice Migration Solution for PPM Cloud Services \(My Oracle Support Doc ID 2410542.1\)](#)
- For [Capital Projects](#) – Mark cost transactions as capitalizable or non-capitalizable. Generate asset lines for the costs transactions already capitalized and transferred to Assets in the legacy system. Starting in

Cloud PPM Update 21D, you can associate project assets with the existing assets in Fixed Assets. You can generate the project asset lines for legacy assets and marked as Transferred without importing into Fixed Assets. See more and generating asset lines below.

Project Asset Lines

Scope

Create asset lines for the legacy CIP costs already capitalized and transferred to Fixed Assets

Prerequisites

- Complete Project Foundation and Fixed Assets configurations, including the Project Type capitalization options, asset books, asset categories, asset keys, and asset locations.
- Project and tasks exist.
- Project assets and assignments exist. Project assets can now be created and associated with existing Fixed Asset (FA) assets. Once this relationship has been established, additional project asset costs can be captured, capitalized, and interfaced into Fixed Assets. Defining the relationships between the Project assets and FA assets is managed by either the Import Asset and Assignments Process File-Based Data Import (FBDI) spreadsheet, or the Project Asset REST API.
- Extract assets lines for the projects in scope from external systems; assign the lines either to new project assets in PPM or the existing assets in Fixed Assets.
- Project asset lines can now be generated and marked as Transferred without importing into Fixed Assets. This will be helpful when reconciling asset costs in both Projects and in Fixed Assets when these costs are introduced to each subledger independently. This is managed by the Import Unassigned Asset Lines FBDI spreadsheet. Attributes are available to specify the transfer status and FA period name for any non-transferred asset line.
- By providing the FA Period Name, you have the ability to reconcile the Project asset costs to the period the assets were originally added into Fixed Assets.

Tools

- Import unassigned asset lines to their correct asset
- Oracle Visual Builder Add-in for Excel to update the conversion objects using REST APIs

Project Billing Invoices and Revenue

Scope

Create project invoices and revenue balances the bills and revenue generated in the legacy systems.

Prerequisites

- In your legacy system:
 - Fully account and post revenue to General Ledger.
 - Fully process, account, and post invoices to General Ledger.
 - Transfer invoices from your project billing application to Receivables in a finalized status, if applicable.

- Reconcile the Inception-to-Date totals of project contract invoices and revenue by contract, contract line, project, task, and currency.
- In Oracle Cloud PPM, complete Project Contracts, Project Billing, and Accounts Receivable configurations, including the contract options, project type billing options, bill plans, AR transaction types, etc.
- Create 'Conversion' event type(s) with migration flag enabled. Migration events cannot be adjusted. Make sure:
 - Invoice and Migration enabled.
 - Revenue and Migration enabled.
- Create an invoice format with a Format Type of Event and with Contract Line, Event Number, Project Name, Task Name specified in the Invoice Format Details region.
- For importing revenue and invoice history in multiple currencies, setup currency conversion rate types and rates in GL.
- Create a 'Conversion' AR Transaction Type with "Open Receivable" and "Post to GL" disabled
- Setup the appropriate migration revenue accounting:
 - If migration revenue recognition is to complete for all project contracts prior to any revenue recognition of new transactions entered only in Oracle Cloud ERP: disable the **Transfer revenue to General Ledger** option on the Specify Customer Contract Management Business Function Properties page. This will prevent the creation of migration revenue accounting entries.
 - If migration revenue recognition can happen for some project contracts at the same time as revenue recognition of new transactions entered only in Oracle Cloud ERP for other project contracts, setup SLA rules using the 'Conversion' event types created in the previous step to derive migration-related account segment values for migration revenue. This is in addition to the regular SLA setup to derive account segment values for non-migration revenue.
- Project and tasks exist.
- Create or import the desired contracts in Oracle Cloud. These contracts should
 - Use the 'Conversion' AR Transaction Type created in previous step,
 - Have the 'Migration' in progress checkbox in the Billing Tab enabled.
 - Have the Generated Invoice Status in the Billing Tab set to Released.
 - Have the 'Conversion' Event Invoice Format on each bill plan set to the invoice format created in the step above.
- Extract invoices and revenue lines for the projects in scope from external systems.

Best Practices

- Create summary events for revenue and invoice amounts using the 'Conversion' event type created in the previous step.
- Create **invoice migration billing events** in Oracle Cloud ERP, using FBDI or REST APIs, for each unique combination of contract, contract line, project, task, and currency. The event amount in bill transaction currency should be equal to the corresponding ITD invoice total on the report produced in the legacy system. Invoices created for migration cannot be adjusted.
- Create **revenue migration billing events** in Oracle Cloud ERP, using FBDI or REST APIs, for each unique combination of contract, contract line, project, task, and currency. The event amount in bill transaction currency should be equal to the corresponding ITD revenue total on the report produced in the legacy application.
- For multi-currency invoice or revenue history, use the Migrated Project Billing Event Update SOAP web service. Set each migrated billing event's amounts in contract, invoice and revenue, ledger, and project currencies to the corresponding inception-to-date totals in the legacy application from the report produced in the legacy system.
- Reconcile migration billing events in Oracle Cloud ERP to expected totals from the legacy application.

- Process migration revenue:
 - Generate migration revenue.
 - Create migration revenue accounting, if the Transfer revenue to General Ledger option on the Specify Customer Contract Management Business Function Properties page is checked.
- Reconcile migration revenue in Oracle Cloud ERP with revenue in the legacy application.
- Process migration invoices:
 - Generate migration invoices.
 - Submit, approve, and release migration invoices, if you didn't set the Generated Invoice Status to Released on the contract bill plans.
 - Transfer migration invoices to Cloud Receivables.
 - Import migration invoices into Receivables. Confirm invoice acceptance status in Receivables for migration invoices.
- Reconcile migration invoices in Oracle Cloud ERP with invoices in the legacy application.
- Check the Transfer revenue to General Ledger option on the Specify Customer Contract Management Business Function Properties page, if you had previously unchecked it.
- Amend the migrated project contracts to process regular transactions as follows:
 - Assign an AR Transaction Type with "Open Receivable" and "Post to GL" enabled.
 - Uncheck the Migration in progress checkbox. This will allow you to generate invoices and revenue for new transactions entered only in Oracle Cloud ERP.
 - Set the Generated Invoice Status to Draft or Submitted, should you wish to review and/or adjust invoices prior to release.
 - Change the Event Invoice Format on some or all of the bill plans, should you wish to group new events entered only in Oracle Cloud ERP onto separate invoice lines differently from the migration invoices.
- Create a manual journal entry to mimic the automatic reversal of billing offset reclassifications for each contract line on the first day of the accounting period following migration, if:
 - You are going to use the Deferred Revenue and Unbilled Receivables accounting model, which is optional for external contracts but mandatory for intercompany and interproject contracts.
 - You are going to use separate accounts for Deferred Revenue versus Unbilled Receivables, such that you are going to be reclassifying billing offset balances in Oracle Cloud ERP.

Note:

Because you will be migrating inception-to-date totals as migration billing events and generating migration-only invoices and revenue, you will not be able to:

- Drill down to see transactional details of the project contract invoice and revenue amounts in Oracle Cloud ERP.
- Adjust migration billing events, migration invoices, or migration revenue. You should create new positive or negative billing events in the amount needed to adjustment invoices and revenue recorded initially in your legacy application.

Tools

- Import Project Billing Events FBDI template
- Oracle Visual Builder Add-in for Excel to update the conversion objects using REST APIs

Review the following MyOracle Support documents for more details:

- PJB: Projects Revenue and Invoice Migration Solution for PPM Cloud Services (My Oracle Support [Doc ID 2410542.1](#)) for more details.

- PJB: Create Fusion Projects Billing Invoices in Accepted Status And Do Not Send To Receivables (Doc ID 2185003.1)

Conclusion

Data conversion is a critically important aspect of Cloud ERP implementation. The effort required to complete this successfully is often underestimated, so proper planning & testing throughout your implementation phase is strongly recommended.

A successful data conversion and cutover to Production depends largely on securing the stakeholders' agreement in defining the scope of the business objects to be converted as well as planning, testing and execution of the conversion with the right migration tools.

Consider the critical success factors and ensure that prerequisites are in place before beginning the conversion process. Where possible, convert and validate certain business objects early to mitigate the risk of excessive time in executing data conversion during the cutover to Production. In addition, ensure you have well-documented and practiced reconciliation procedures to avoid any confusion over future transactions and balances.

A realistic, carefully planned, and executed data conversion will ensure a successful cutover to Production.

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