



CPSPON-02

Strategies for setting up Projects and Time Collection for accurate billings and revenue

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1

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» Four Key Learning Objectives

01

Managing the Project User Flow

02

Designing Direct & Indirect Project Structures

03

How to Setup a Project in Costpoint

04

Useful Tips for Setting up Projects



» Overview of Costpoint Projects Module

- Manages and tracks the financial progress of your projects
- Establishes company-wide settings for your projects
- Sets up projects and contract type definitions, work breakdown structure, and revenue calculation methods
- Creates and maintains information for project budgeting, cost pools, work force, and subcontractor agreements
- Computes and prints billings
- Generates specific project reports for your financial obligations



» Manage Project User Flow

The Manage Project User Flow screen is designed to facilitate project setup. You can:

- ✓ Initialize a new project
- ✓ Make a change to an existing project (i.e., activating a project)
- ✓ Inquire on project history (i.e., contract and funding values)

The screenshot displays the 'Manage Project User Flow' interface. At the top, a breadcrumb trail reads: 'Browse Applications > Projects > Project Setup > Project Master > Manage Project User Flow'. Below this is a toolbar with buttons for 'New', 'Copy', 'Delete', and navigation controls. The main section is titled 'Identification' and contains fields for 'Project *', 'Name *', 'Abbreviation', and 'Level', along with a 'Load Defaults' button. Below the identification section is the 'Primary Definitions' section, which is divided into three tabs: 'Basic Info', 'Details', and 'Controls'. The 'Basic Info' tab is currently selected and shows the 'Classification' section with fields for 'Project Classification' (set to '-None-'), 'Project Type', 'Export Project *' (set to 'None'), and checkboxes for 'Billable Project' (checked), 'Apply Cost of Money Rates', and 'Cobra Project'. There is also a 'Cobra Mapping Value' field. The 'Charging' section has a checked 'Active' checkbox, an 'Allow Charging' checkbox, and an 'Account Group' field. Below this is a 'Limit' section with checkboxes for 'Accounts', 'Organizations', and 'Accounts to P/O/A'. The 'Controls' section includes an 'Owning Org' field, checkboxes for 'Default to Owning Organization', 'Project Work Force Required', 'Use Top Level Work Force', and 'Apply Salary Cap', and a 'Salary Cap Code' field. At the bottom of the 'Controls' section is the 'ACRN Options' section with a checkbox for 'ACRN Warnings With Modifications Changes'. At the very bottom of the screen is a long horizontal menu with links to various sections: 'Modifications', 'Rev Info', 'Proj Bill Info', 'Def Rate Seq', 'COGS', 'Total Ceil', 'Dir Cost Ceil', 'Burd Cost Ceil', 'Dir Hrs Ceil', 'Empl Hrs Ceil', 'Vend Hrs Ceil', 'Cost Fee Ovrd', 'Burd Fee Ovrd', 'Mult Ovrd', 'Gov't Contract', 'Deliverables', 'User-Defined Info', 'Proj Levels', 'Org History', 'Notes', 'Proj Location', 'Acct/Org Links', and 'ACRN'.

Manage Project User Flow

Key Features each project can be identified by:

- Project classification
- Project type
- Charging criteria
- Account group
- Owning organization
- Customer
- Project manager
- Prime contract number
- Subcontract number
- Purchase order number

The screenshot displays the 'Manage Project User Flow' application interface. The top navigation bar includes 'Browse Applications > Projects > Project Setup > Project Master > Manage Project User Flow'. The interface is divided into two main sections: 'Identification' and 'Contract Details'.

Identification Tab:

- Project Information:** Fields for Project *, Name *, Abbreviation, and Level.
- Primary Definitions:** Includes 'Basic Info' and 'Details' sub-tabs.
- Classification:** Fields for Project Classification (dropdown), Project Type (dropdown), Export Project * (dropdown), and checkboxes for Billable Project, Apply Cost of Money Rates, Cobra Project, and Cobra Mapping Value.
- Charging:** Includes a checked 'Active' checkbox, 'Allow Charging' checkbox, 'Account Group' (dropdown), and 'Limit' (checkboxes for Accounts, Organizations, Accounts to P/O/A). It also has checkboxes for 'Export to Shop Floor Time', 'Export to Manufacturing Execution', and 'Export Project Work Force to Talent'.
- Controls:** Includes 'Owning Org' (dropdown), checkboxes for 'Default to Owning Organization', 'Project Work Force Required', 'Use Top Level Work Force', 'Apply Salary Cap', and 'Salary Cap Code'. It also has a section for 'ACRN Options' with a checkbox for 'ACRN Warnings With Modifications Changes'.

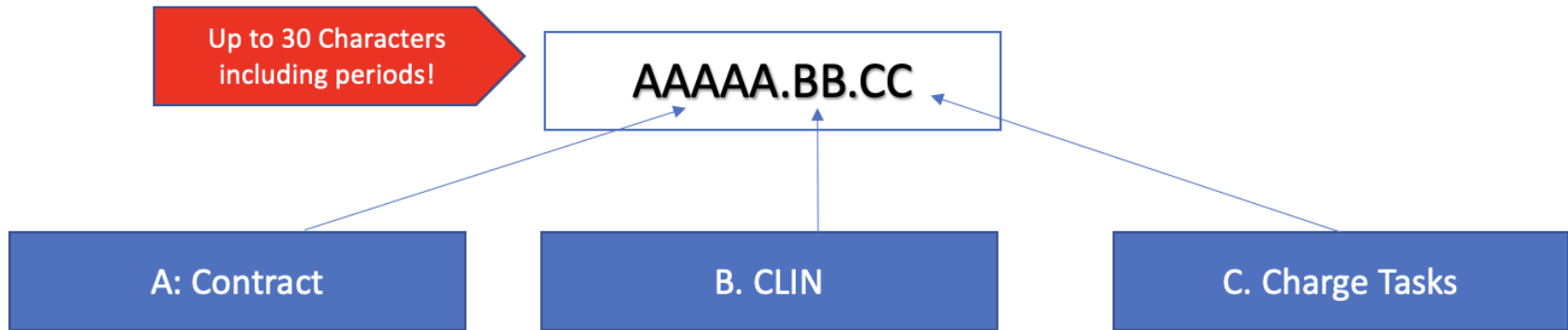
Contract Details Tab:

- Project Details:** Fields for Customer, Project Manager, Start Date (POP), and End Date (POP).
- Contract Details:** Fields for Prime Contract No., Subcontractor No., Purchase Order No., Task Order No., CTM Contract ID, and CTM Opportunity ID.

The bottom of the interface features a series of tabs: Modifications, Rev Info, Proj Bill Info, Def Rate Seq, COGS, Total Cell, Dir Cost Cell, Burd Cost Cell, Dir Hrs Cell, Empl Hrs Cell, Vend Hrs Cell, Cost Fee Ovr, Burd Fee Ovr, Mult Ovr, Gov't Contract, Proj Levels, Org History, Notes, and Proj.

» Designing Direct Project Structure

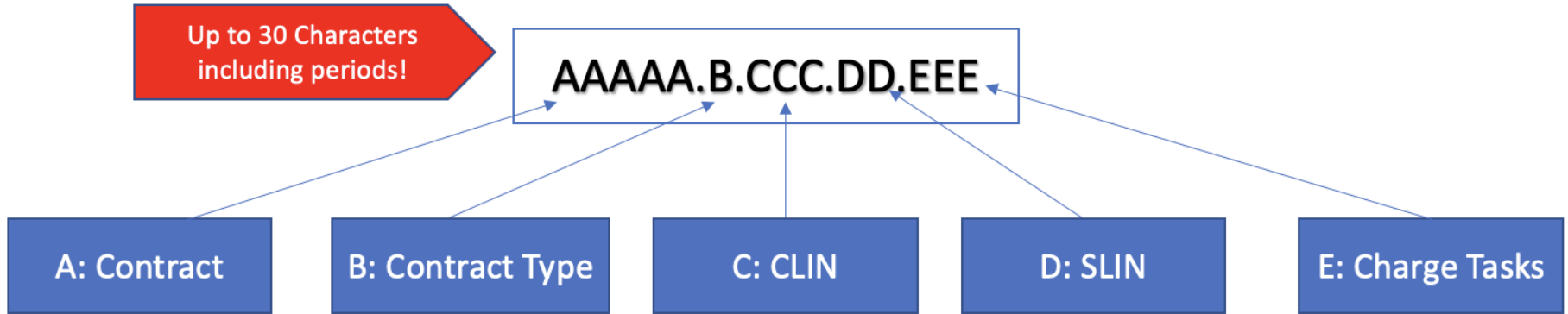
- Your project structure depends on your business requirements.
- You must develop a standardized structure. Here's an example:



Direct Projects – Contract, Product, Work In Progress

» Designing Direct Project Structure

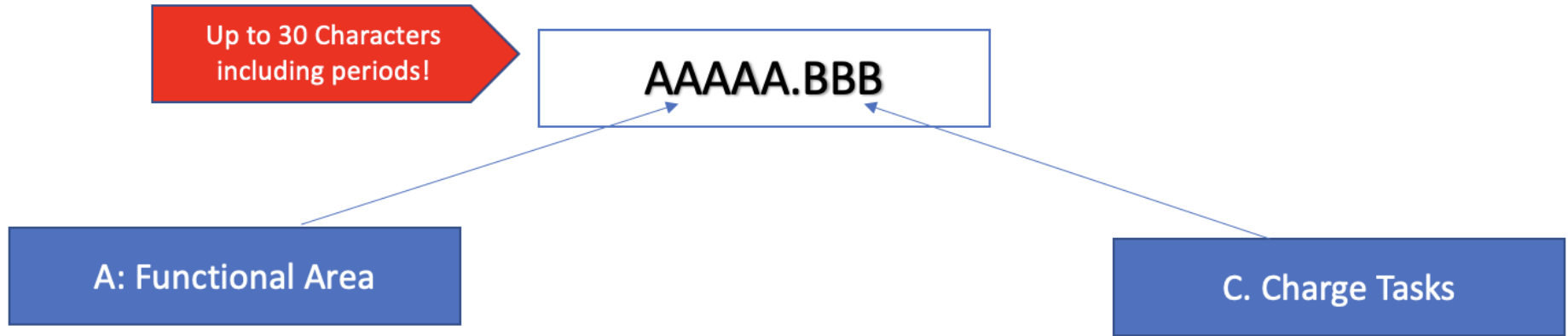
- Stay consistent with your Direct Project Structure!



Direct Projects – Contract, Product, Work In Progress

» Designing Indirect Project Structure

- Similar to Directs, your indirect project structure depends on your business requirements. Here's a widely used structure by small to large businesses:



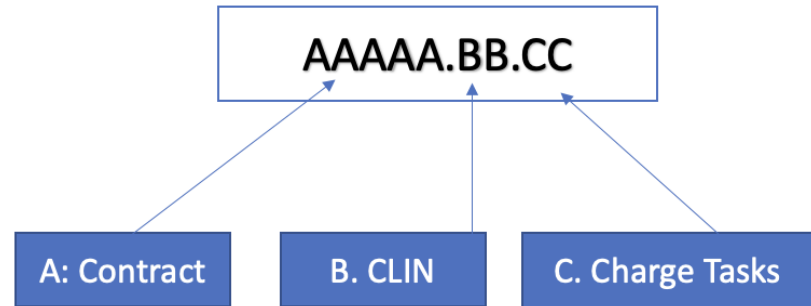
Indirect Projects – Overhead, Fringe, and G&A

» Project Setup: Costpoint

Based on your business requirements, you must create projects from the highest (top) level to the lowest.

Each project must be defined in the Project Segment Lengths table first.

Level	Length	Level Description
1	5	Contract
2	2	CLIN
3	2	Charge Tasks



» Project Setup: The 3 Pillars of Costpoint

- Each project must be linked to an Account and Organization
 - All projects require Account/Organization to be a valid and complete transaction.
-
1. **Account** is the “What”
 - Labor, Travel, Material Supplies
 2. **Organization** is the “Who”
 - Company, Group, Division, Department
 3. **Project** is the “Why”
 - Proposal, Contract, Product, Support



» Project Setup: Required Fields

There are basic elements of the project that control the charging and functioning of the projects. Here are the six required fields:

1. **Project** – Enter the project code
2. **Project Name** – Enter the description of the project
3. **Project Classification** – Examples: Direct Projects, Bid & Proposal, etc.
4. **Project Type** – Examples: CPFF, Facilities, Fixed Price, Leave, etc.
5. **Account Group** - Determines the “set” of accounts that can be attached to the project
6. **Owning Organization** - Determines who “owns” the project if there are multiple organization within your company

» Project Setup: Optional Fields

- Determine the charging criteria of project such as selecting Active and Allow Charging Status.
- Enable “Project Work Force Required” during the labor transaction entry.
(Only used at the charging level).

The screenshot displays the 'Project Setup: Optional Fields' form within a software application. The breadcrumb trail at the top reads: 'Browse Applications > Projects > Project Setup > Project Master > Manage Project User Flow'. The form is divided into several sections:

- Identification:** Includes fields for 'Project *', 'Name *', 'Abbreviation', and 'Level'. A 'Load Defaults' button is located to the right of the 'Level' field.
- Primary Definitions:** Contains two sub-sections:
 - Basic Info:** Features a 'Project Classification' dropdown (set to '-None-'), 'Project Type', 'Export Project *' dropdown (set to 'None'), and checkboxes for 'Billable Project' (checked), 'Apply Cost of Money Rates', and 'Cobra Project'. A 'Cobra Mapping Value' field is also present.
 - Charging:** Includes a checked 'Active' checkbox, an 'Allow Charging' checkbox, and an 'Account Group' dropdown. Below these are checkboxes for 'Accounts', 'Organizations', and 'Accounts to P/O/A'. There are also checkboxes for 'Export to Shop Floor Time', 'Export to Manufacturing Execution', and 'Export Project Work Force to Talent'.
- Controls:** Includes an 'Owning Org' dropdown, a 'Default to Owning Organization' checkbox, a checked 'Project Work Force Required' checkbox, a 'Use Top Level Work Force' checkbox, and an 'Apply Salary Cap' checkbox. A 'Salary Cap Code' field is also visible.
- ACRN Options:** Includes a checkbox for 'ACRN Warnings With Modifications Changes'.

At the bottom of the form, there is a long horizontal list of tabs: 'Modifications', 'Rev Info', 'Proj Bill Info', 'Def Rate Seq', 'COGS', 'Total Cell', 'Dir Cost Cell', 'Burd Cost Cell', 'Dir Hrs Cell', 'Empl Hrs Cell', 'Vend Hrs Cell', 'Cost Fee Ovr', 'Burd Fee Ovr', 'Mult Ovr', 'Gov't Contract', 'Deliverables', 'User-Defined Info', 'Proj Levels', 'Org History', 'Notes', 'Proj Location', 'Acct/Org Links', and 'ACRN'.

» Project Setup: Define Rate Sequence

- Define Rate sequence for T&M Billing. This indicates at which level the project labor rates are held. Costpoint uses this information for billing and revenue calculations.

FILE LINE OPTIONS PROCESS HELP

Browse Applications > Projects > Project Setup > Revenue > Manage Rate Sequence Orders

New Delete Form Query

Project *	Project Name
M001.0001	
M002.0001	
M002.0002	
M004.0001	
M008.0001	
M009.0001	
M010.0001	
M016.0001	
M017.0001	
M020.0001	

Rate Sequence Details

New Copy Delete Form Query

Sequence *	Rate Table *	Rate Table Description	Source Project
1	PEC	Project/Employee PLC Rates	M001.0001
2	PVC	Project/Vendor PLC Rates	M001.0001

» Project Setup: Ceilings

- Ceilings are used in Costpoint to alter or stop revenue or billing from calculating. There are several ceilings in Costpoint. The most common are Total Ceilings, Burden Cost Ceilings and Cost Fee Overrides.

Identification

Project* 1000 Name* BIKE SALES Abbreviation Level 1 Load Defaults

Primary Definitions

Basic Info Details

Classification

Project Classification WORK IN PROCESS Allow Edit
Project Type MANF
Export Project* None
☐ Billable Project
☐ Apply Cost of Money Rates
☐ Cobra Project
Cobra Mapping Value

Charging

☒ Active ☐ Allow Charging Allow Edit
Account Group WIP
Limit
☐ Accounts ☐ Organizations
☐ Accounts to P/O/A
☐ Export to Shop Floor Time Allow Edit
☐ Export to Manufacturing Execution
☐ Export Project Work Force to Talent

Controls

Owning Org 1.01.50 Allow Edit
☐ Default to Owning Organization
☐ Project Work Force Required
☐ Use Top Level Work Force
☐ Apply Salary Cap
Salary Cap Code
ACNR Options
☐ ACNR Warnings With Modifications Changes Allow Edit

Project Roles

Modifications Rev Info Proj Bill Info Def Rate Seq COGS Total Cell Dir Cost Cell Burd Cost Cell Dir Hrs Cell Empl Hrs Cell Vend Hrs Cell Cost Fee Ovr Burd Fee Ovr Mult Ovr Gov't Contract Deliverables User-Defined Info Proj Levels Org History Notes Proj Location Acct/Org Links ACNR

» Project Setup: Total Ceiling

- Simple Ceiling that uses your total mod value to stop revenue from calculating based on cost, fee or total ceiling amounts.

Primary Definitions

Basic Info

Details

Classification

Project Classification
WORK IN PROCESS
Project Type
MANF
Export Project*
None
☐ Billable Project
☐ Apply Cost of Money Rates
☐ Cobra Project
Cobra Mapping Value

Allow Edit
☐
☐
☐
☐

Charging

☒ Active
Account Group
WIP
Limit
☐ Accounts
☐ Organizations
☐ Accounts to P/O/A
☐ Export to Shop Floor Time
☐ Export to Manufacturing Execution
☐ Export Project Work Force to Talent

Allow Edit
☐
☐
☐
☐
☐
☐

Controls

Owning Org
1.01.50
☐ Default to Owning Organization
☐ Project Work Force Required
☐ Use Top Level Work Force
☐ Apply Salary Cap
Salary Cap Code
ACRN Options
☐ ACRN Warnings With Modifications Changes

Allow Edit
☐
☐
☐
☐
☐
☐

Project Roles

Modifications

Rev Info

Proj Bill Info

Def Rate Seq

COGS

Total Cell

Dir Cost Cell

Burd Cost Cell

Dir Hrs Cell

Empl Hrs Cell

Vend Hrs Cell

Cost Fee Ovrd

Burd Fee Ovrd

Mult Ovrd

Gov't Contract

Deliverables

User-Defined Info

Proj Levels

Org History

Notes

Proj Location

Acct/Org Links

ACRN

Identification > Total Ceilings

New Delete 1 of 1 Existing

Funding Info

Total

Total
N 50,000,000.00
Cost
N
Fee
N

Fee%
Costs
Fee
Award Fee

0.00%
50,000,000.00
0.00
0.00

Value Info

Total

Total
N 50,000,000.00
Cost
N
Fee
N

Fee%
Costs
Fee
Award Fee

0.00%
50,000,000.00
0.00
0.00

» Project Setup: Burden Cost Ceiling

- Used to alter or stop burden from being calculated on specific accounts for billing and revenue.

Identification

Project * 1200 Name * NEW CONTRACT Abbreviation Level 1 Load Defaults

Primary Definitions

Basic Info Details

Classification

Project Classification DIRECT Project Allow Edit
Project Type CPFF
Export Project * None
☒ Billable Project
☐ Apply Cost of Money Rates
☐ Cobra Project
Cobra Mapping Value

Charging

☒ Active ☐ Allow Charging Allow Edit
Account Group DIR
☐ Accounts ☐ Organizations
☐ Accounts to P/O/A
☐ Export to Shop Floor Time Allow Edit
☐ Export to Manufacturing Execution
☐ Export Project Work Force to Talent

Controls

Owning Org 1.01.50 Allow Edit
☐ Default to Owning Organization
☐ Project Work Force Required
☐ Use Top Level Work Force
☐ Apply Salary Cap
Salary Cap Code
ACRN Options
☐ ACRN Warnings With Modifications Changes Allow Edit

Project Roles

Modifications Rev Info Proj Bill Info Def Rate Seq COGS Total Cell Dir Cost Cell Burd Cost Cell Dir Hrs Cell Empl Hrs Cell Vend Hrs Cell Cost Fee Ovrd Burd Fee Ovrd Mult Ovrd Gov't Contract Deliverables User-Defined Info Proj Levels Org History Notes Proj Location Asct/Org Links ACRN

Identification > Burden Cost Ceilings

Fiscal Year * 2021

Details

Account *	Account Name	Pool *	Pool Name	Rate Ceiling	Rate Format	Cost of Money Ceiling	Rate Format	Ceiling Method *	Apply to R/B/A *
				0		0		-Select-	-Select-

Close

» Project Setup: Export Project

- Export Project is which Project charge codes are to be exported to Time and Expense for charging.
- This is usually designated at the charging level only.
- This specifies whether the project is for timesheets, expense reports or both.

Identification New Copy Delete 1 of 1 New Table Query

Project* Name* Abbreviation Level Load Defaults

Primary Definitions

Basic Info Details

Classification Allow Edit

Project Classification -None-
Project Type
Export Project* None
☒ Billable Project
☐ Apply Cost of Money Rates
☐ Cobra Project
Cobra Mapping Value

Charging Allow Edit

☒ Active ☐ Allow Charging
Account Group
Limit
☐ Accounts ☐ Organizations
☐ Accounts to P/O/A
☐ Export to Shop Floor Time
☐ Export to Manufacturing Execution
☐ Export Project Work Force to Talent

Controls Allow Edit

Owning Org
☐ Default to Owning Organization
☐ Project Work Force Required
☐ Use Top Level Work Force
☐ Apply Salary Cap
Salary Cap Code
ACRN Options
☐ ACRN Warnings With Modifications Changes

[Project Roles](#)

[Modifications](#) [Rev Info](#) [Proj Bill Info](#) [Def Rate Seq](#) [COGS](#) [Total Ceil](#) [Dir Cost Ceil](#) [Burd Cost Ceil](#) [Dir Hrs Ceil](#) [Empl Hrs Ceil](#) [Vend Hrs Ceil](#) [Cost Fee Ovrd](#)
[Burd Fee Ovrd](#) [Mult Ovrd](#) [Gov't Contract](#) [Deliverables](#) [User-Defined Info](#) [Proj Levels](#) [Org History](#) [Notes](#) [Proj Location](#) [Acct/Org Links](#) [ACRN](#)

» Project Setup: Link Project Labor Categories

- This screen is used to allow project labor categories to be used in the specific assigned projects.

The screenshot shows a software interface for linking project labor categories to projects. The breadcrumb trail at the top reads: **Browse Applications > Projects > Project Setup > Project Labor > Link Project Labor Categories to Projects**.

Identification Section:

- Project ***: 1200.000.001
- NEW CONTRACT BY TASK1**

Project Labor Categories Section:

PLC	Description
<input checked="" type="checkbox"/>	

Assign PLCs Section:

PLC *	Description *	Cobra Mapping Value
<input checked="" type="checkbox"/>		
PM	project manager	

Navigation and Action buttons include: New, Copy, Delete, 1 of 1 Existing, Table, Query, and a 'Select' button in the Project Labor Categories table.

» Project Setup: Link PLC Rates to Projects

- This step is only necessary for T&M projects. Rates are entered by PLC and timesheet end date.

The screenshot shows a software interface for linking project labor category rates to projects. The breadcrumb trail at the top reads: **Browse Applications > Projects > Project Setup > Project Labor > Link Project Labor Category Rates to Projects**.

Identification Section:

- Project ***: 1200.000.001
- NEW CONTRACT BY TASK1**

Project PLC Rates Section:

PLC *	PLC Description	Rate Type *	Rate *	Starting Date	Ending Date
PM	project manager	Billing	100.0000	01/18/2020	01/15/2021
PM	project manager	Billing	110.0000	01/18/2021	01/15/2022

» Project Setup: Checklist

Here's a checklist to properly setup a project. For more information, please call us!

- ☐ Setup the Project Setup Control screens
- ☐ Setup all applicable Project Master screens
- ☐ Setup Account/Org links subtask
- ☐ Setup the Manage Modifications screen
- ☐ Setup the Government Contract subtask on the Manage Project User Flow
- ☐ Setup other applicable screens
- ☐ Setup labor categories for Time and Materials and Level of Effort projects
- ☐ Setup revenue information
- ☐ Setup discounts (if applicable)
- ☐ Setup Cost of Goods Sold (if applicable)
- ☐ Setup cost and hours ceilings
- ☐ Setup prior fiscal year history
- ☐ Setup billings

» Project Billing/Revenue Level Prime Contracts

- Selecting your Billing/ Revenue Level is another important consideration.
- The main consideration for the billing/ revenue level are the different types of billings required in the contract.
- On the example below, I would make the billing/revenue level the CLIN level.
- This is a very common setup for Prime contracts and Prime contracts can have different Billing/ Revenue types by CLIN. Therefore billing/revenue level by CLIN is a safe setup.

Level 1	Level 2	Level 3	Level 4
Contract	CLIN	WBS	Charging
AAAAA	BBBB	CCCC	DD

» Project Billing/Revenue Level SubK Contracts

- Below is an Example of a Subcontract Project structure.
- There are certain instances where subcontractors prefer one invoice. Assuming all the lines are the same billing type, you would make it at the OY level.
- If they want a summary invoice and more detail levels, you can use the detail levels subtask to add additional billing levels.

Level 1	Level 2	Level 3	Level 4
Contract	OY	Line	Charging
AAAAA	BB	CCCC	DD

» Selecting the Correct Billing/Revenue Formula

- Selecting the correct formula is imperative for Costpoint to calculate your billings/revenue correctly.
- There are two types of billing/revenue formulas; Transactional and Fixed.
- Transactional formulas look at cost/ hours in order to make calculations. These formulas need costs to be posted prior to calculation.
- Fixed formulas do not require costs to be posted to prior to calculation. They calculate based on specified parameters.
- Examples of the parameters that can be fixed amount monthly, milestones or based on project completion percentage.



» Timesheet Defaults

- Timesheet defaults are how Costpoint assigns Accounts and Orgs upon import from Time and Expense.
- The options on how to assign Timesheet Defaults are located under people -> labor -> timesheet defaults.
- Each screen is set up to assign an account and org based on the predefined parameters.
- Parameters can be Project Type, labor group, employee, project ID and project account group.



» Labor-Group Project-Acct Group TS Default

- The most common timesheet defaults used are Labor-Group- Proj Acct Group and Project Timesheet Defaults.
- The Labor-Group–Proj Acct Group Timesheet Default utilizes the Labor Group assigned to the employee's most recent salary record and the Project Account Group set up in the Manage project user flow.
- I utilize this type of timesheet default when there are no conflicting org/ accounts within each Labor Group.

Browse Applications > People > Labor > Timesheet Defaults > Manage Labor-Group Proj-Acct-Group Timesheet Defaults								
<input checked="" type="checkbox"/>	Labor Group *	Labor Group Description	Project/Account Group *	Project/Account Group Description	Account *	Account Name	Organization	Organization Name
	CON	CONSULTANT	DIR	DIRECT	5200-001	CONTRACT LABOR		
	CON	CONSULTANT	DTM	DIRECT T&M	5200-001	CONTRACT LABOR		

» Project Timesheet Defaults

- Account, Orgs are assigned by project. This method is recommended if the parameters need to be more specific than labor group and PAG.
- An example of this would be an employee that works for two labor groups.
- Another common example would be leave projects. The most common setup is one fringe PAG with Project defaults for account/orgs.

Browse Applications > People > Labor > Timesheet Defaults > Manage Project Timesheet Defaults							
<input checked="" type="checkbox"/>	Project*	Project Name	Apply to Project's Lower Levels	Organization	Organization Name	Account	Account Name
	LEAV.BRV.001	LEAVE Bereavement	<input type="checkbox"/>	1.01.60	FRINGE COSTS	6001-010	FR Bereavement
	LEAV.CMP.001	Comp Time	<input type="checkbox"/>	1.01.60	FRINGE COSTS	6001-011	FR Comp Time
	LEAV.COV.001	COVID LEAVE	<input type="checkbox"/>	1.01.60	FRINGE COSTS	6001-007	FR COVID PAY
	LEAV.FLT.001	Floating Holiday	<input type="checkbox"/>	1.01.60	FRINGE COSTS	6001-009	FR FLOATING HOLIDAY
	LEAV.HOL.001	HOLIDAY PAY	<input type="checkbox"/>	1.01.60	FRINGE COSTS	6001-001	FR HOLIDAY PAY

» Charge Tree

Another method of creating timesheet defaults are the charge tree within Time and Expense. Charge Trees are utilized primarily for the below:

- Static project-based defaults.
- Primarily used for leave projects with pay types.
- Employees do not have to select any of these defaults on their timesheets.
- Defaults are automatically written to the employee's timesheet and the timesheet export file.
- This default supersedes the Costpoint defaults.



» Setting Defaults in the Charge Tree

- The charge tree is located in the “Charge Trees” application.
- The Charge Tree appearance can vary greatly depending on the options selected in the export.
- Once in the application you find the project.
- Changes are then made by using the “Update Charge Code” Subtask.
- In this subtask you can alter the org, account, pay type and description.

The screenshot displays the 'Charge Trees' application interface. The top navigation bar shows the path: Browse Applications > Time & Expense > Configuration > Master Data > Charge Trees. The main area shows a tree structure with 'DIRECT PROJECT' and '2021-100 SEA 05C'. Below this is a table of charge codes.

Description	Code	Active Flag	Restrict Access	Require Comment	Account	Project	PLC	Organization	Pay
400D CLIN 7101DU	101132.000.000.00ANA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		101132.000.000.00	ANA		
400D CLIN 7101DU	101132.000.000.00JRCA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		101132.000.000.00	JRCA		
400D CLIN 7101DU	101132.000.000.00SRCA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		101132.000.000.00	SRCA		
7101FT LHA/LHD STUDY	101132.000.000.09SME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		101132.000.000.09	SME		
7101FU LHA/LHD STUDY	101132.000.000.08SME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		101132.000.000.08	SME		
AOEW CLIN 7101DZ	101132.000.000.01ANA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		101132.000.000.01	ANA		

Below the table are buttons: Add Charge Tree, Add Charge Branch, Add Charge Code, Update Charge Tree, Update Charge Branch, Update Charge Code (highlighted), Tree Restrictions, Branch Restrictions, and Charge Restrictions. A 'Delete' button is also present.

The 'Update Charge Code' subtask is shown at the bottom with the following table:

Charge Tree Code	Charge Branch Code	Charge Code	Override Description	Active	Restrict Access	Require Comment	Account	Project
DIRECT PROJECT	101132	101132.000.000.00ANA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		101132.000.000.00

» Importing and Posting Labor

- The way labor is posted can impact how Costpoint can generate labor reports.
- Labor is generally posted in summary by TS Cycle, but Costpoint can post it by day.
- Costpoint calculates salaries employees by dividing Payroll salary by regular hours.
- If Labor is posted by day, Costpoint generates costs by day for employees.



» Importing Timesheets

- In the import timesheets screen you can alter how the time and expense costs will be imported.
- Roll Up- Timesheet Dates / Roll Up Timesheet Lines is the setting which summarizes the TS Date/ Line. If you want costs by day you would omit those checkmarks.
- Auto Adjust is the percentage of payroll salary amount to allocate to this timesheet.

The screenshot shows the 'Identification' window for importing timesheets. The window has a blue header bar with a green checkmark icon and the title 'Identification'. Below the header, there are buttons for 'New', 'Copy', 'Delete', and navigation arrows. The main area is divided into several sections:

- Parameter ID ***: IMPORT
- Description ***: IMPORT TIMESHEETS
- Selection Ranges**:
 - File Location**: One, TESS-CP-IMPORTS
 - File Name**: One, 08312022M3.ets
 - Timesheet Dates ***: Range, 08/16/2022 to 08/31/2022
 - Accounting Period**: One, 2022, Period 8, Subperiod 1
- Report**:
 - ☒ Include Edit Report
- Options**:
 - Auto-Adjust Options for Regular Timesheets**:
 - ☒ Auto-Adjust Salaried Employees
 - ☐ Auto-Adjust Hourly Employees
 - Override Auto Adjust %: 100.000000%
 - Default Information**:
 - Timesheet Type ***: Regular
 - Effective Bill Date Override**: [empty]
 - Timesheet Generation**:
 - ☒ Roll Up Timesheet Dates
 - ☒ Roll Up Timesheet Lines
 - ☒ Parse Segmented IDs
 - ☐ Generate Negative LWOP TS Lines
 - ☐ Prorate Salaried Employees
 - ☐ Generate Union Fringe

» Posting Timesheets

- It is recommended to post labor that matches your payroll register.
- This can later be viewed in the GL Posting Summary and Timesheet report.
- A GL Posting that matches the payroll register has been recommended many times in system audits.

The screenshot displays the 'Post Timesheets' application window. The interface includes a top navigation bar with icons and a breadcrumb trail: 'Browse Applications > People > Labor > Timesheet Posting > Post Timesheets'. The main content area is divided into several sections:

- Identification:** Contains fields for 'Parameter ID' and 'Description'.
- Selection Ranges:** Includes a table with columns: 'Option', 'Fiscal Year', 'Period', 'Subpd', and 'Ending Date'. The 'Accounting Period' is set to 'One'.
- Options:** Features a 'Post By' section with radio buttons for 'Timesheet Cycle' (selected) and 'Employee'.
- Timesheet Cycles:** Includes a checkbox for 'All Timesheet Cycles' and a table for 'Individual Timesheet Cycles' with columns 'Timesheet Cycle' and 'Cycle End Date'.
- Employees:** A table with columns 'Employee', 'Timesheet Cycle', and 'Cycle End Date'.

The application window also features a standard toolbar with buttons for 'New', 'Copy', 'Delete', and navigation controls.

» Timesheet Reports: Charge Activity

- Charge Activity shows charges to a specific project or account within a specific date range.
- Primary use for this is billing backup.
- No costs is displayed in this report.

The screenshot shows a software interface for generating a 'Charge Activity' report. At the top, there's a title bar with 'Charge Activity' and standard window controls. Below this is a toolbar with buttons for 'New', 'Copy', 'Delete', and navigation icons. The main area is divided into several sections: 'Criteria' with 'Parameter ID' and 'Description' fields; 'Date Range' with 'Start Date' (10/01/2022) and 'End Date' (10/31/2022); 'Charge Selection' with radio buttons for 'Project' (selected) and 'Account', a 'Function' dropdown, a 'Filter' field containing '20005', checkboxes for 'Interim Charge Only' and 'Show Details' (checked), and a 'Charge Selection' dropdown set to 'All'; 'Drill-Down Options' with three levels of selection, where 'Level 1' is set to 'Employee'; and 'Additional Detail Columns' with 'Column 1' set to 'UDT10'.

Charge Activity

Parameter ID * Description *

Criteria

Date Range

Start Date End Date

Range 10/01/2022 10/31/2022

Charge Selection

☒ Project ☐ Account

Function

Filter 20005

☐ Interim Charge Only ☒ Show Details

Charge Selection All

Drill-Down Options

Level 1 Employee

Level 2

Level 3

Additional Detail Columns

Column 1 UDT10

Column 2

» Timesheet Reports: Resource Activity

- Prints all employee hours for the selected employee groups.
- Good when you head multiple employee groups and want to see only a specific subset of employee hours.

The screenshot shows the 'Resource Activity' report interface. At the top, there is a title bar with a blue background and white text 'Resource Activity'. To the right of the title bar are several buttons: 'New', 'Copy', 'Delete', and a set of navigation icons. Below the title bar, there are two input fields: 'Parameter ID *' and 'Description *'. Below these fields is a section titled 'Criteria'. Inside the 'Criteria' section, there are two main areas. On the left, under the heading 'Date Range', there is a 'Range' dropdown menu, and two date pickers for 'Start Date' (10/01/2022) and 'End Date' (10/31/2022). Below the date pickers, there are two checkboxes: 'Show Self Only' (unchecked) and 'Show Details' (checked). On the right, under the heading 'Drill-Down Options', there are three input fields for 'Level 1' (Project), 'Level 2' (PLC), and 'Level 3'. Below the 'Drill-Down Options' section, there is another section titled 'Additional Detail Columns' with two input fields for 'Column 1' (Pay Type) and 'Column 2'. At the bottom of the interface, there is a blue bar with the text 'Employee Selection' on the left and a 'Query' dropdown menu on the right.

» Timesheet Reports: Resource Utilization

- This is a built in Utilization report based on the Account types made in the export settings.

Resource Utilization New Copy Delete 1 of 1 New Table Query

Parameter ID * Description *

Options

☐ Actual Hours ☒ Standard Hours

☒ By Group ☐ By Employee

Date Range

Start Date * End Date *

Range 10/01/2022 10/27/2022

Utilizations

Selected	Description
<input checked="" type="checkbox"/>	Default
<input checked="" type="checkbox"/>	Direct Labor
<input checked="" type="checkbox"/>	Indirect Labor
<input checked="" type="checkbox"/>	Leave

Select All Deselect All

Groups Query

Selected	Group Type	Group Description
----------	------------	-------------------

Employees New Undelete Query

Selected	Name *
----------	--------

» Expense Utility: Attachment Download

- This utility allows for fast download of the actual expenses attached by the employees on their Expense Reports.
- I use this to quickly obtain all Expense Report backup for billing.

The screenshot displays the 'Resource Utilization' application window. At the top, there is a toolbar with buttons for 'New', 'Copy', 'Delete', and navigation controls. Below the toolbar, there are input fields for 'Parameter ID' and 'Description'. The 'Options' section contains three radio buttons: 'Actual Hours', 'Standard Hours' (which is selected), and 'By Group' (which is also selected). To the right of these options is a 'Date Range' section with 'Start Date' (10/01/2022) and 'End Date' (10/27/2022) fields. Below the options is a table titled 'Utilizations' with columns 'Selected' and 'Description'. The table lists four items: 'Default', 'Direct Labor', 'Indirect Labor', and 'Leave', each with a checked checkbox in the 'Selected' column. At the bottom right of the table are 'Select All' and 'Deselect All' buttons. Below the 'Utilizations' table are two more sections: 'Groups' and 'Employees'. The 'Groups' section has a table with columns 'Selected', 'Group Type', and 'Group Description'. The 'Employees' section has a table with columns 'Selected' and 'Name'.

Resource Utilization

Parameter ID * Description *

Options

☐ Actual Hours ☒ Standard Hours ☒ By Group ☐ By Employee

Date Range

Start Date * End Date *

Range 10/01/2022 10/27/2022

Utilizations

Selected	Description
<input checked="" type="checkbox"/>	Default
<input checked="" type="checkbox"/>	Direct Labor
<input checked="" type="checkbox"/>	Indirect Labor
<input checked="" type="checkbox"/>	Leave

Select All Deselect All

Groups

Selected	Group Type	Group Description
----------	------------	-------------------

Employees

Selected	Name *
----------	--------

Revenue Worksheet

- The most useful report to get detailed information on how Costpoint is calculating its revenue. This report shows detailed information on the fee amount, T&M Rates, Burden build up and ceilings.

Revenue Worksheet

Fiscal Year: 2022 Period: 7 Subperiod: 1

Report Period: Period

Rate Type: Target

Project:

101122

Total ITD Value

(w/o Future Mods)

Total ITD Funded

(w/o Future Mods)

Total Value

(All Mods)

Total Funded

(All Mods)

Project Name:

NSWCPD CODE 104 RDTE

Cost:

168,481.75

168,481.75

228,572.50

228,572.50

Winning Organization:

1

Fee:

0.00

0.00

0.00

0.00

Project Type:

T&M

Total:

168,481.75

168,481.75

228,572.50

228,572.50

Project Classification:

DIRECT PROJECT

Award Fee:

0.00

0.00

0.00

0.00

Project Manager:

BARKER, KIMBERLY R.

Revenue Formula:

Loaded Labor Rate

Not Applicable:

0.0000

Period of Performance:

03/16/21

To 12/31/22

Status:

Active

Category/Acct	Description	Rate	Total Hours/Cost	Less Hours/Cost Over Ceiling	Allowable Hours/Cost	Fee	Fee On Hours	Revenue
A2	SYSTEMS ADMIN 2/ISSE	42.0000	112.00	0.00	112.00			4,704.00
A2	SYSTEMS ADMIN 2/ISSE	78.5500	32.00	0.00	32.00			2,513.60
Total Direct Labor			144.00	0.00	144.00			7,217.60
00	DIRECT LABOR		4,318.18	4,318.18	0.00	0.00	0.00	0.00
Total Direct Costs			4,318.18	4,318.18	0.00	0.00	0.00	0.00
	11 FRINGE BENEFITS	33.670000%	1,453.93	1,453.93	0.00	0.00	0.00	0.00
	14 OVERHEAD ES	13.610000%	785.59	785.59	0.00	0.00	0.00	0.00
	17 GENERAL & ADMIN	7.900000%	518.06	518.06	0.00	0.00	0.00	0.00
Total Indirect Costs			2,757.58	2,757.58	0.00	0.00	0.00	0.00
Total Cost			7,075.76	7,075.76	0.00	0.00	0.00	7,217.60

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10/28/22

09:20 AM

» Labor Reports Project Labor Summary Report

- This is a detailed labor report that shows cost, revenue and hours.
- This can also be used as a detailed billing report.

The screenshot shows a software interface for generating a 'Print Project Labor Summary Report'. The breadcrumb trail at the top reads: 'Browse Applications > Projects > Project Inquiry and Reporting > Project Reports/Inquiries > Print Project Labor Summary Report'. Below this is a toolbar with buttons for 'New', 'Copy', 'Delete', navigation arrows, '3 of 10 Existing', 'Table', 'Query', and window controls. The main form has two input fields: 'Parameter ID *' with the value 'LABOR COSTS' and 'Description *' with the value 'LABOR COSTS 4th'. Below these are tabs for 'Options' (selected) and 'Next'. Under the 'Options' tab, there is a 'Selection Ranges' section with a table for defining filters:

	Option	Start	End
Organizations	All		
Accounts	All		
Labor Categories	All		

Below the 'Selection Ranges' section is an 'Options' section with two sub-sections: 'Select Columns' and 'Include'.

Select Columns:

Column	Value
Column 1	Period Actual Hours
Column 2	Period Actual Cost
Column 3	YTD Actual Hours
Column 4	YTD Actual Cost
Column 5	ITD Actual Hours
Column 6	ITD Actual Cost

Include:

Organization Level	1	and below
Account Level	1	and below

At the bottom right of the form, there is a link: 'Project Non-Contiguous Ranges'.

» Project Status Report

- This is the main project summary report.
- This displays the profitability of the project, costs by account and indirect costs by pool.
- Indirect Costs and profit can be displayed by target or actual burden rates.
- Budget information can be populated using the Total Budget and Project Budgets by Period applications.

The screenshot shows the 'Project Status Report' application window. The title bar includes 'New', 'Copy', 'Delete', and navigation icons. The main area is divided into several sections:

- Identification:** Parameter ID * PSR, Description * PROJECT STATUS REPORT.
- Selection Ranges:** Includes dropdowns for Project, Project Managers, Accounting Period, and Billing Currency. It also has input fields for Option, Start, End, Fiscal Year, Period, Subpd, and Ending Date. A checkbox for 'Non-Contiguous Ranges' is present.
- Sort By:** A section with checkboxes for 'Performing Org as Secondary Sort' and dropdowns for 1st, 2nd, 3rd, and 4th sort criteria.
- Options Level:** A section with input fields for Project Level/Alt Project Level, Account Level, and Organization Level, each with a 'and Below' label.
- Show:** A section with checkboxes for Inactive Projects, Print Lines with No Activity, Amount in Thousands, Revenue Information, Suppress If No Current Period Activity, Suppress If No Year-To-Date Activity, Labor Hours and Units, Pool Burden Rates, and Pools by Seq No, Pool No.
- Column:** A section with input fields for As Column 2 through As Column 8, and a 'Rate Type *' dropdown set to 'Target'.

At the bottom, there are fields for 'Profit as Percentage of *' (set to 'Cost') and 'Rate Type *' (set to 'Target').

» Labor Reports T&M Analysis Report

- The most underutilized report. This displays profitability by employee or PLC for a given project. Profitability by employee, if the project is T&M. This can be used for non T&M project to gain fully burdened costs by employee or PLC. Can be ran for target or actual burden rates.

Rate Type:	Target
Group By:	PLC
Fee Type:	Desired Fee Percent
Report Period:	Year To Date

Total Hours	Less Hours Over Ceiling	Allowable Hours	Billing Rate	Average Base Labor Rate	Burden Markup %	Burden Labor Rate	Profit % On Billing Rate	Profit % Desired Fee %	Burden Plus Desired Fee%	Minimum Billing Rate
Project: 101122 NSWCPD CODE 104 RDTE										
Account: 500-200		Organization: 1.01.01.00								
PLC: SA2		Description: SYSTEMS ADMIN 2/ISSE								
1,416.00	0.00	1,416.00	75.6590	28.7653	163.86%	47.1396	60.50%	0.00%	163.86%	47.1396
PLC: SA2 OT		Description: SYSTEMS ADMIN2/ISSE OT								
6.50	0.00	6.50	0.0000	55.3062	163.86%	90.6246	-100.00%	0.00%	163.86%	90.6246
1,422.50	0.00	1,422.50								

» Labor Reports Print TS History Report

- Reports to reconcile your labor distribution or see detailed costs by timesheet. This is based on timesheet dates as opposed to period.

The screenshot displays the 'Print Timesheet History Report' interface. At the top, a breadcrumb trail shows the navigation path: 'Browse Applications > People > Labor > Labor Reports and Inquiries > Print Timesheet History Report'. Below this is an 'Identification' section with fields for 'Parameter ID *' and 'Description *'. A toolbar above these fields contains buttons for 'New', 'Copy', 'Delete', navigation arrows, '1 of 1 New', 'Table', 'Query', and a confirmation icon. The 'Selection Ranges' section includes 'Timesheet Cycle' (set to 'One'), 'Timesheet Dates' (set to 'All'), and 'Home Organization' (set to 'All'). Each of these has a corresponding range selector. The 'Options' section has checkboxes for 'Part-Time Employees' and 'Temporary Employees' under an 'Include' label, and a 'Show' label with a checkbox for 'Pay Type Totals'. The 'Sort By' section specifies '1st Sort *' as 'Home Organization' and '2nd Sort *' as 'Employee Name'.

» Labor Reports Employee Labor Sum

- Another option for backup labor reports. This report functions as a detailed utilization report. Cost, hours and billable percentage are included in the report.

The screenshot displays the 'Print Employee Labor Summary Report' interface. At the top, a breadcrumb trail reads: 'Browse Applications > People > Labor > Labor Reports and Inquiries > Print Employee Labor Summary Report'. Below this is an 'Identification' bar containing 'Parameter ID *' and 'Description *' search fields, along with buttons for 'New', 'Copy', 'Delete', and navigation controls. The main area is divided into two sections: 'Selection Ranges' and 'Sort By'.

Selection Ranges

	Option	Start	End
Employee	All		
Effective Date	One	11/09/2022	
Fiscal Year *	One	2022	
Period *	One	9	
Subperiod	Range	1	1

Sort By

1st Sort *
Home Organization

2nd Sort *
Employee Name

» Breaking the ice!

- What are your organizational needs right now?
- What do you expect out of Deltek Costpoint?
- What do you have today in your organization that can be improved tomorrow?





Questions & Answers

