

**Deltek**

**ProjectCon**

**2023**



**CPSPON-01 : Strategies for Managing  
Subcontractors in Costpoint**

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# CPSPON-01 Strategies for Managing Subcontractors in Costpoint



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# » Who is Iuvo Systems?

- Iuvo Systems is the premier GovCon accounting services firm that provides DCAA compliant outsourced bookkeeping, consulting, implementation and training to government contractors. We specialize in working with 8(a), SBA, HUBZone, Women, Minority and Veteran owned firms utilizing Deltek Costpoint.
- Iuvo has worked with over 1,000 government contractors since 2009. We are a professional staff of over 35 employees including CFO's, CPA's, Project/Contract Accountants, Payroll, Billers and Costpoint Administrators.
- Iuvo has hundreds of successful Costpoint implementations, on-time and on-budget, as a Deltek Premier Partner.

**Deltek.**

Premier Partner



# » Three Key Learning Objectives

01

Simple Setup: Vendor Employee Thru Accounts Payable

02

Moderate Setup: Employee with Contractor Flag Turned On,  
Time Entered Thru a Timesheet

03

Advanced Setup: Sub as Vendor Employee / Subcontractor  
Management Setup / Work Assignments / Purchase Order

# Simple Setup: Enter Vendor

Browse Applications > Accounting > Accounts Payable > Vendors > Manage Vendors

Identification New Copy Delete 1 of 1 Existing Table Query

Vendor ID: IVO018      Name\*: ABC Company      Location: \_\_\_\_\_

**Header**   Defaults   Notes

Long Name\*: ABC Company      Vendor Group: \_\_\_\_\_  
Vendor Web Site: \_\_\_\_\_      Customer Account: \_\_\_\_\_  
Employee: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_  
UEI Number: \_\_\_\_\_  
CAGE Code: \_\_\_\_\_  
Time Collection: \_\_\_\_\_  
Expense Class: \_\_\_\_\_

**Vendor Status**

Active       Hold Payments  
 Give Warning       Payroll Vendor  
 Inactive

**1099's**

Print 1099-MISC Form  
Type: -None-  
Tax ID: \_\_\_\_\_  
1099 Name: ABC Company

**GovWin IQ Company Information**

GovWin IQ Company ID: \_\_\_\_\_      Last GovWin IQ Synch: \_\_\_\_\_      Last GovWin IQ Analyst Update: \_\_\_\_\_  
 Do Not Refresh      Refresh from IQ

**Subcontractor Management**

Subcontractor      Vendor Employee Approval Group: \_\_\_\_\_

**Entry**

User: 03803.ED.MULDROW      Date: 10/09/2023      Password: \_\_\_\_\_

[Vendor Employees](#)   [Vendor Classification](#)   [Currencies](#)   [Subcontractor Info](#)   [Credit Card Info](#)   [Addresses](#)   [Default Expense Accounts](#)   [VAT Info](#)   [CIS Info](#)   [User-Defined Info](#)

# Simple Setup: Enter Vendor Employee

**Vendor Employees** [New] [Copy] [Delete] [1 of 1 Existing] [Table] [Query]

Vendor ID: IVO018      Vendor Name: ABC Company  
Vendor Employee ID: ABC001      Vendor Employee Name\*: John Doe  
Default GLC: ALL      Default PLC: PM1

**Subcontractor Management Information**    **Contacts**

Name: Last: Doe      First: John      Middle: [ ]

**Vendor Employee Status**      **T&E Information**      **Approval Criteria**

Active     Inactive      T&E Employee ID: [ ]      User ID: [ ]      Approval Status: Pending      Status Date: [ ]

Approver: [ ]

[Labor Information and History](#)    [Certification Details](#)    [Skills](#)    [Trainings](#)    [Security](#)    [Properties](#)    [Work Assignments](#)

**Close**

# Simple Setup: Enter Voucher

Browse Applications > Accounting > Accounts Payable > Voucher Processing > Manage Accounts Payable Vouchers

1 of 1 New

**Identification**  
 Voucher:  Fiscal Year\*: 2023 Period\*: 10 Subperiod\*: 1  
 Vendor\*: IVO018 ABC Company Terms: NET 30  Approved  Template

**Currencies**  
 Trans: USD Pay: USD

**Header Info** | Details | Address | Check | Recur | Subcontractor Info | Notes/Doc Loc | Entry Defaults

**Invoice**  
 Number:  Date: 10/09/2023 Amount\*: 5,000.00  
**Discount**  
 Percent: 0.00% Date: 10/09/2023 Amount:

**Account Descriptions**  
 A/P: SUB ACCOUNT Cash: IUVO SYSTEMS CASH ACCOUNT  
 Voucher Line Distribution Recalculation Method: Recalculate Cost   
 When Calculated Sales Tax is Changed: Recalculate Tot Before Disc

**Due**  
 Date: 11/08/2023 Amount: 5,000.00

**Voucher Type**  
 AP Voucher  
 Original Voucher:

Total Tax: 0.00 Remaining Balance: 0.00

[Exchange Rates](#) [Voucher Totals](#)

Line No	Project	Account	Organization	Cost Amount	Proj Acct Abbrev	Percent	Taxability	Tax/VAT Co
1	10040.002	52000	1.01.50	5,000.00		100.00%	N	

**Vendor Labor**

Sub Line*	Vendor Employee	GLC*	PLC	Hours*	Amount	VAT Recovery Amt	Et
1	ABC001	ALL	PM1	40.00	5,000.00		10/2

# Simple Setup: T&M Bill Front Page

[Home](#) [Star](#) [9](#) Browse Applications > Projects > Billing > Standard Bills Processing > Print Standard Bills

**Print Standard Bills - 1**

**IUVOSYSTEMS**  
 PRELIMINARY SCHEDULE ONLY  
 BILLING INVOICE NOT SELECTED  
 FOR POSTING!

Billing Number: 0008  
 Invoice Number: INV-0000000364 Invoice Date: 10/09/2023

**Bill To:**  
 DisneyWorld  
 1600 Mouse Way  
 Orlando, FL 32601

**Remit To:**  
 Iuvo Systems  
 14505 Pleffner Ct  
 Suite 100  
 Bowie, MD 20720

Customer Number: DISNEY  
 Project Number: 10040.002  
 Project Name: DisneyWorld - SA

Due Date: 10/27/2023 Billing Period From: 09/11/2023 To: 09/24/2023

	Hours	Rate	Current Amount
DTE Data Entry			
Doe, Jane	40.00	125.0000	\$5,000.00
FMI Project Manager			
John Doe	48.00	175.0000	8,400.00
Current Bill Hours	88.00		\$13,400.00
Invoice Total			<u>\$13,400.00</u>

Current Incurred Hours: 88.00  
 Please remit to the address above or send an ACH/Wire payment to:  
 Iuvo Systems Inc.  
 M&T Bank  
 Acct #9884760852  
 ABA/Routing #052000113

Page 1 of 2

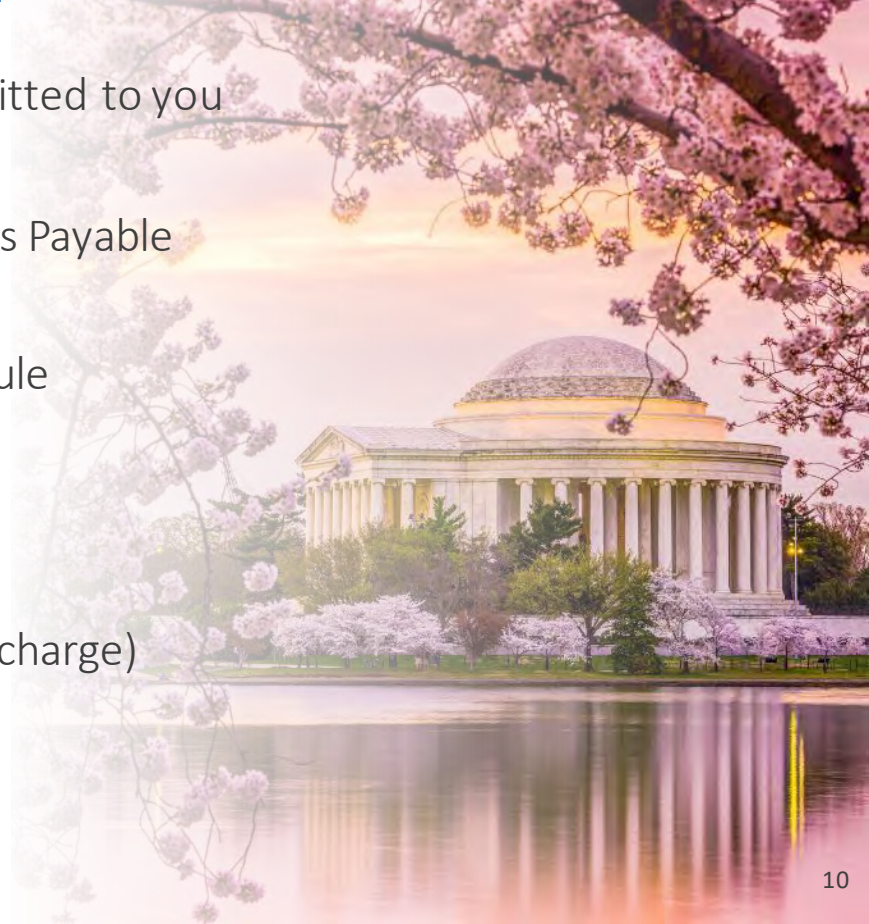


# Simple Setup: T&M Supporting Page

<a href="#">Home</a> <a href="#">★</a> <a href="#">9</a> <a href="#">Browse Applications</a> > <a href="#">Projects</a> > <a href="#">Billing</a> > <a href="#">Standard Bills Processing</a> > <a href="#">Print Standard Bills</a>						
Print Standard Bills - 1						
<b>IUVOSYSTEMS</b>						
Billing Number: 0008		Project Number: 10040.002				
Invoice Number: INV-0000000364		Project Name: DisneyWorld - SA		Invoice Date: 10/09/2023		
Labor Supporting Schedule - T&M						
Group Description: <u>Current Bill Hours</u>						
Labor Cat	Desc	Empl/Vendor	T/S Date	Hours	Rate	Current Amount
DTE	Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	\$1,000.00
DTE	Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
DTE	Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
DTE	Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
DTE	Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
DTE	Data Entry	Doe, Jane		40.00		\$5,000.00
DTE	Data Entry			40.00		\$5,000.00
PM1	Project Manager	John Doe		40.00	175.0000	7,000.00
PM1	Project Manager	John Doe		8.00	175.0000	1,400.00
John Doe 8 Hours Text Support				48.00		\$8,400.00
PM1	Project Manager	John Doe		48.00		\$8,400.00
PM1	Project Manager			48.00		\$8,400.00
Current Bill Hours				88.00		\$13,400.00

# Simple Setup: Notes

- Vendor Employee Invoices/timesheets are submitted to you
- No timesheets, everything entered into Accounts Payable
- Note field in AP does show on supporting schedule
- Disadvantages:
  - No timesheets
  - Delay in reviewing time (weeks after actual charge)
  - Possible delay in T&M and Cost Plus billings



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Moderate Setup: Employee with Contractor Flag Turned On,  
Time Entered Thru a Timesheet

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Advanced Setup: Sub as Vendor Employee / Subcontractor  
Management Setup / Work Assignments / Purchase Order

# Moderate Setup: Manage Employee Info

Browse Applications > People > Employee > Basic Employee Information > Manage Employee Information

**Identification**    New   Copy   Delete   1 of 1 Existing   Table   Query

Employee \*    ISCO15    Name    Doe, Jane     Contractor

**Employee Info**   HR Data   Address/Contact   Timesheet Defaults   Product Interface   Notes

Social Security No *	999-99-9999	Current Hire Date *	04/03/2023	Locator Code	
Status *	Active	Termination Date		Administrator Name	Chitrabhanu, Ravi S
Last Name *	Doe	Last Day Worked		Preferred Name	
First Name *	Jane	Past Hire Date		Prefix	
Middle Name		Taxable Entity *	1	Prior Name	
Suffix		Timesheet Cycle *	W	<input type="checkbox"/> Union Employee	<input type="checkbox"/> Eligible for Auto-Pay
Displayed Name	Doe, Jane	Leave Cycle	W	Vendor	
Birth Date					

[Salary Details](#)   [Leave Beginning Balances](#)   [Leave](#)   [Allowances Details](#)   [User-Defined Info](#)   [Additional Addresses](#)   [Citizenship](#)   [Phone](#)   [Additional Default Pay Types](#)   [Employment History](#)

# Moderate Setup: Salary Info & History

**Salary Details**    New   Copy   Delete   1 of 1 Existing   Table   Query

**Salary Info**   Comments

Effective Date\*    09/01/2023    **Clone Recent Record**

End Date    12/31/2078

Work Hours In Year    2080

Hourly Amount    125.0000

Payroll Salary Amount    5,000.00

Annual Amount    260,000.00

Percent Of Increase    0.00%

Estimated Annual Hours    0.00

Standard Hourly Rate    0.0000

Employee Class    HNE

Employee Type    Regular

Rate Type    Hourly

FLSA Classification     Exempt     Non-Exempt

Seasonal Employee     Variable Hours Employee

Job Title

Corporate Officer

Manager    IS0001    Muldrow, Ed

Supervisor

Labor Group    SUB

Labor Location    ISOMD

GLC\*    ALL

PLC    DTE

Overtime State\*    DC

Home Organization\*    1.01.50

Security Organization    1.01.50

Personnel Action 1

Personnel Action 2

Personnel Action 3

Ref No 1

Ref No 2

Time Collection

Work Schedule

**Close**

# Moderate Setup: Enter Timesheets

Browse Applications > Time & Expense > Time > Timesheets > Manage/Approve Timesheets

### Approve Timesheet

Filter By \* Criteria: Status

Schedule:

Year:

Period:

Function: Primary Supervisor

Group: All

Last Name:  ID:

Status:  Open,  Signed,  Approved,  Rejected,  Processed,  Include Missing

Counts: Missing 0, Open 28, Signed 2, Approved 0, Rejected 2, Processed 302

Select employee groups

### Timesheet

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Signature	Approval	Custom Option	Approve Warnings	Save Warnings	Sign Warnings	Total Hours (Previous Period)	Total Hours (Next Period)
Cowan, Gordon	IS0008	Open	06/04/2023		Entered	1	Weekly TS Cycle	Full Time Exempt			Custom Option #1				0.00	40.25
Cowan, Gordon	IS0008	Open	10/01/2023		Entered	1	Weekly TS Cycle	Full Time Exempt			Custom Option #1				42.50	0.00
Doran, Heather	ISC012	Open	09/24/2023		Entered	1	Weekly TS Cycle	Hourly Non-Exempt			Custom Option #1				4.00	0.00
Dowling, Diane	ISC011	Open	10/01/2023		Entered	1	Weekly TS Cycle	Hourly Non-Exempt			Custom Option #1				11.25	0.00
Edwards, Tamara	IS0004	Open	10/01/2023		Entered	1	Weekly TS Cycle	Full Time Exempt			Custom Option #1				42.00	0.00
Doe, Jane	ISC015	Missing	09/17/2023		Entered	1	Weekly TS Cycle	Hourly Non-Exempt			Custom Option #1				0.00	0.00

Approve Rejected Sign Correct

Leave Pay Type Summary Charge Favorites

### Timesheet Lines

Line	Description	Project	PLC	Pay Type *	Mon 09/11/23	Tue 09/12/23	Wed 09/13/23	Thu 09/14/23	Fri 09/15/23	Sat 09/16/23	Sun 09/17/23	Total
1	DisneyWorld/DisneyWorld - SA	10040 002	DTE	R	8.00	8.00	8.00	8.00	8.00			40.00
					8.00	8.00	8.00	8.00	8.00			40.00
					0.00	0.00	0.00	0.00	0.00			0.00
					8.00	8.00	8.00	8.00	8.00			40.00

Add Line to Favorites

# Moderate Setup: Timesheet Approval

Browse Applications > Time & Expense > Time > Timesheets > Manage/Approve Timesheets

### Approve Timesheet

Filter By <sup>+</sup> Criteria: Status

Schedule:

Year:

Period:

Function: Primary Supervisor

Group: All

Last Name: doe ID:

Status:  Open,  Signed,  Approved,  Rejected,  Processed,  Include Missing

Counts: Missing: 1, Open: 0, Signed: 0, Approved: 1, Rejected: 0, Processed: 0

Select employee groups

### Timesheet

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Signature	Approval	Custom Option	Approve Warnings	Save Warnings	Sign Warnings	Total Hours (P)
Doe, Jane	ISC015	Approved	09/17/2023	Entered		2	Weekly TS Cycle	Hourly Non-Exempt	Chitrabhanu, Ravi S (IS0005) 10/9/23 1:24	Muldrow, Ed (IS0001) 10/9/23 1:25:29 PM	Custom Option #1				

Approve, Reject, Sign, Cancel

Leave, Revision Audit, Pay Type Summary, Charge Favorites

### Timesheet Lines

Line	Description	Project	PLC	Pay Type *	Mon 09/11/23	Tue 09/12/23	Wed 09/13/23	Thu 09/14/23	Fri 09/15/23	Sat 09/16/23	Sun 09/17/23	Total
1	DisneyWorld/DisneyWorld - SA	10040.002	DTE	R	8.00	8.00	8.00	8.00	8.00			40.00
	Regular				8.00	8.00	8.00	8.00	8.00			40.00
	Overtime											
	Total				8.00	8.00	8.00	8.00	8.00			40.00

Add Line to Favorites

# Moderate Setup: Labor Distribution

Post Timesheets Report - 1

**IUVOSYSTEMS**  
Labor Distribution Journal  
 Posting Sequence Number: 11: FY: 2023 PD: 9 SUB: 1

Page 1 of 1  
 10/09/23  
 01:33 PM

Account/ Organization/ Project	GLC/ WC/ PLC	Employee Name/ Employee/	Reference Numbers	TS Date/ TS Type/ TS Seq	Lab Loc	Hours Charged	Labor Cost
21150						-40.00	-5,000.00
1.01		Employee:					
52000	PROF	Doe, Jane		09/17/23	ISOMD	8.00	1,000.00
1.01.50	8810	Employee: ISC015		R			
10040.002	DTE			1			
52000	PROF	Doe, Jane		09/17/23	ISOMD	8.00	1,000.00
1.01.50	8810	Employee: ISC015		R			
10040.002	DTE			1			
52000	PROF	Doe, Jane		09/17/23	ISOMD	8.00	1,000.00
1.01.50	8810	Employee: ISC015		R			
10040.002	DTE			1			
52000	PROF	Doe, Jane		09/17/23	ISOMD	8.00	1,000.00
1.01.50	8810	Employee: ISC015		R			
10040.002	DTE			1			
52000	PROF	Doe, Jane		09/17/23	ISOMD	8.00	1,000.00
1.01.50	8810	Employee: ISC015		R			
10040.002	DTE			1			
<b>Total:</b>							0.00



# Moderate Setup: A/P Voucher for Employee/Sub

[Home](#) [★](#) [27](#) Browse Applications > Accounting > Accounts Payable > Voucher Processing > Manage Accounts Payable Vouchers

New Copy ▼ Delete ◀◀ ▶▶ 1 of 1 New ↻ Table Query ▼

**Identification**  
 Voucher:  Fiscal Year\*: 2023 Period\*:  g Subperiod\*: 1  
 Vendor\*: IVO018 ABC Company Terms: NET 30  Approved  Template **Line Default**

**Currencies**  
 Trans: USD Pay: USD

**Header Info** Details Address Check Recur Subcontractor Info Notes/Doc Loc Entry Defaults

**Invoice**  
 Number:  Date: 10/09/2023 Amount\*: 5,000.00

**Discount**  
 Percent: 0.00% Date: 10/09/2023 Amount:

**Account Descriptions**  
 A/P: SUB ACCOUNT Cash: IUVO SYSTEMS CASH ACCOUNT

Voucher Line Distribution Recalculation Method: Recalculate Cost **Recalculate**  
 When Calculated Sales Tax is Changed: Recalculate Tot Before Disc **Recalculate**

**Due**  
 Date: 11/08/2023 Amount: 5,000.00

**Voucher Type**  
 AP Voucher Original Voucher

Total Tax: 0.00 Remaining Balance: 0.00

[Exchange Rates](#) [Voucher Totals](#)

New Copy ▼ Delete Form Query ▼

Line No	Project	Account	Organization	Cost Amount	Notes	Proj Acct Abbrev	Percent	Taxab
1		21150	1.01	5,000.00	Jane Doe 40 hours Week Ending of 09172023		100.00%	N

# Moderate Setup: T&M Invoice

[Home](#) [★](#) [28](#) [Browse Applications](#) > [Projects](#) > [Billing](#) > [Standard Bills Processing](#) > [Print Standard Bills](#)

**Print Standard Bills - 1**

**IUVOSYSTEMS**  
 PRELIMINARY SCHEDULE ONLY  
 BILLING INVOICE NOT SELECTED  
 FOR POSTING!

Billing Number: 0008  
 Invoice Number: INV-0000000363 Invoice Date: 10/09/2023

Bill To: DisneyWorld 1600 Mouse Way Orlando, FL 32601  
 Remit To: Iuvo Systems 14505 Pleffner Ct Suite 100 Bowie, MD 20720

Customer Number: DISNEY  
 Project Number: 10040.002  
 Project Name: DisneyWorld - SA

Due Date: 10/27/2023 Billing Period From: To: 10/27/2023

	Hours	Rate	Current Amount
DTE Data Entry Doe, Jane	40.00	125.0000	\$5,000.00
PMI Project Manager John Doe	40.00	175.0000	7,000.00
Current Bill Hours	80.00		\$12,000.00
Invoice Total			<u>\$12,000.00</u>

Current Incurred Hours: 80.00  
 Please remit to the address above or send an ACH/Wire payment to:  
 Iuvo Systems Inc.  
 M&T Bank  
 Acct #9884760852  
 ABA/Routing #052000113

Page 1 of 2

# Moderate Setup: Supporting Schedule

**Print Standard Bills - 1**

**IUVOSYSTEMS**

Billing Number: 0008      Project Number: 10040.002  
 Invoice Number: INV-0000000363      Project Name: DisneyWorld - SA      Invoice Date: 10/09/2023

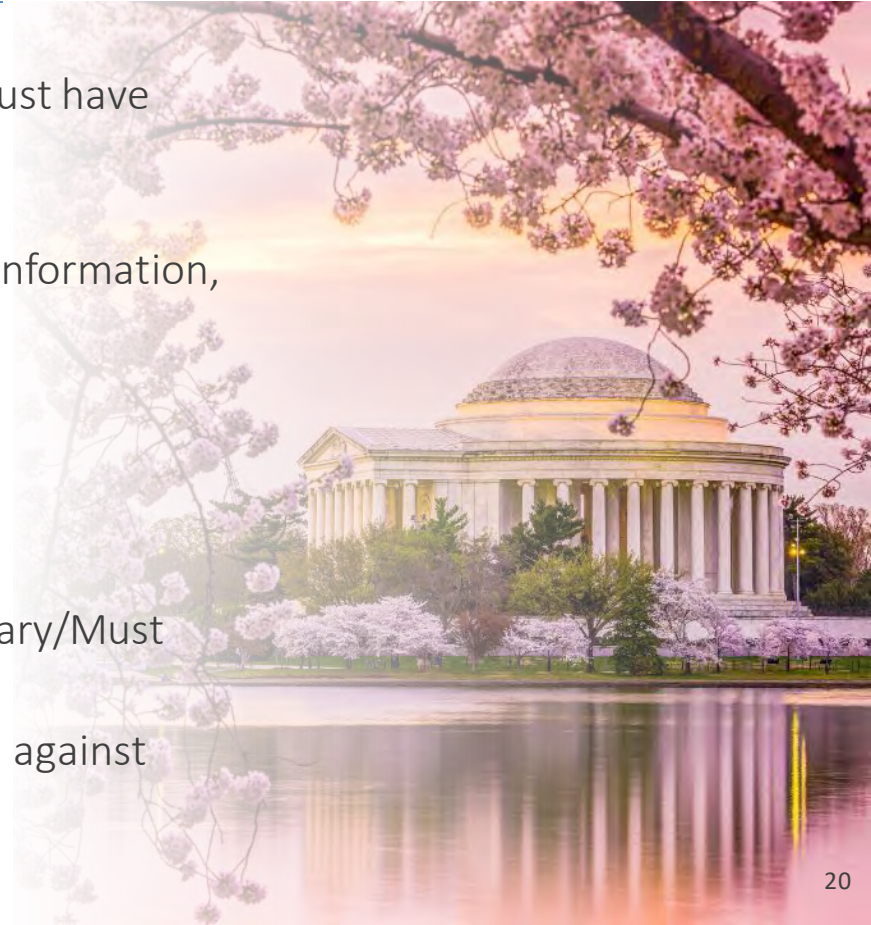
**Labor Supporting Schedule - T&M**

Group Description: Current Bill Hours

Labor Cat Desc	Empl/Vendor	T/S Date	Hours	Rate	Current Amount
OPE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	\$1,000.00
OPE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
OPE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
OPE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
OPE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00
OPE Data Entry	Doe, Jane		40.00		\$5,000.00
OPE Data Entry			40.00		\$5,000.00
PM1 Project Manager	John Doe		40.00	175.0000	7,000.00
PM1 Project Manager			40.00		\$7,000.00
Current Bill Hours			80.00		\$12,000.00

# » Moderate Setup: Notes

- Timesheets entered in Deltek Time Collection, must have seat/license
- Subcontractor setup in Basic Employee & Salary Information, subcontractor flag checked
- Enter Voucher against Accrued Salary Account
- Disadvantages:
  - Timesheets posted to Company Accrued Salary/Must Reconcile
  - Subcontractor Invoice must still be reviewed against timesheets
  - Invoice created by subcontractor



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Time Entered Thru a Timesheet

03

Advanced Setup: Sub as Vendor Employee / Subcontractor  
Management Setup / Purchase Order / Work Assignment

# Advanced Setup: Vendor Approval Groups

Browse Applications > Accounting > Accounts Payable > Vendor and Subcontractor Controls > Manage Vendor Employee Approval Groups

**Identification** New Copy ▼ Delete 1 of 1 Existing Table Query ▼

Vendor Employee Approval Group \*  Description \*

**Users** New Copy ▼ Delete Query ▼

<input checked="" type="checkbox"/>	User *	Name
	03803.ED.MULDROW	Muldrow, Ed
	03803.RAVI.CHITRABHA	Chitrabhanu, Ravi S

# Advanced Setup: Vendor Setup/Vendor Employees

**Vendor Employees** [New] [Copy] [Delete] [Navigation] [2 of 2 Existing] [Table] [Query] [Close]

Vendor ID: IVO018      Vendor Name: ABC Company  
Vendor Employee ID: ABC002      Vendor Employee Name\*: Spider Man  
Default GLC: ALL      Default PLC: PM1

**Subcontractor Management Information** | **Contacts**

Name: Last: Man      First: Spider      Middle: [ ]

**Vendor Employee Status**  
 Active     Inactive

**T&E Information**  
T&E Employee ID: ISC016

**Approval Criteria**

	User ID	Approval Status	Status Date
Approver	03803.RAVI.CHITRABHA	Approved	10/09/2023

[Labor Information and History](#)   [Certification Details](#)   [Skills](#)   [Trainings](#)   [Security](#)   [Properties](#)   [Work Assignments](#)

**Close**

# Advanced Setup: Manage Vendor Employees

Browse Applications > Accounting > Accounts Payable > Vendors > Manage Vendor Employees

### Vendor Employees

<input checked="" type="checkbox"/>	Vendor ID	Vendor Name	Vendor Location	Active SAM.gov Exclusion	Vendor Employee ID	Vendor Employee Name	Default GLC	Default PLC	Last Name	First Name	Mic
	IVO018	ABC Company		<input type="checkbox"/>	ABC001	John Doe	ALL	PM1	Doe	John	
	IVO018	ABC Company		<input type="checkbox"/>	ABC002	Spider Man	ALL	PM1	Man	Spider	

---

### Vendor Employees > Labor Information and History

**Effective Dates**

Start Date\* 01/01/1901

Default GLC ALL ALL

Default PLC PM1 Project Manager

Default Pay Type R Regular

Default Invoice Rate 125.0000

Labor Location ISOMD

Work Schedule DEFAULT

Timesheet Schedule W

Timesheet Class SUB

Expense Class DEFAULT



# Advanced Setup: Manage Purchase Order

Browse Applications > Materials > Purchasing > Purchase Orders > Manage Purchase Orders

New Copy Delete 2 of 2 Existing Table Query

**Identification**

Purchase Order ID SA-0001 Release 0 Change Order 0 Type\* Subcontractor Agreement Trans Currency USD

Header	Other Information	Accounting Defaults	Other Defaults	Vendor Address	Bill To & Return Address	Blanket Info	Security Requirements
Buyer*	ISBUY01	Muldrow, Ed			Organization	1.01.50	
Vendor*	I00018	ABC Company			Status*	Open	
Vendor Address	PMT	NAICS Code			Procurement Type		
Order Date*	10/09/2023	UEI Number			<input type="checkbox"/> Print UEI Number		
					<input type="checkbox"/> Load Part/Rev ID		

Sales Tax/VAT Total 0.00 PO Total 0.00 [Create Blanket PO Release](#)

[Header SOW](#) [Header Notes](#) [Header Text](#) [Header Documents](#) [PO Totals](#) [Exchange Rates](#) [Link SCI/SAP Security Codes](#)

New Copy Delete 1 of 1 Existing Table Query

PO Line\* 1 Status\* Open Line Type S  Resource Exists  Print Prime Contract Number/DPAS Rating

Line	Cost Amounts	Receiving & Inspection	Other Information	Blanket Information	A/P	Alternate Part Numbers	Notes	Security Requirements
Item	PM-IT	Rev		Description	IT Project Manager			
Misc Type		U/M	HR		<b>Period of Performance</b> Start Date <input type="text"/> <input type="button" value="Calendar"/> End Date <input type="text"/> <input type="button" value="Calendar"/>			
<b>Line Dates</b>	Due Date 10/09/2023 <input type="button" value="Calendar"/>	Desired Date	10/09/2023 <input type="button" value="Calendar"/>	Quantity	400			
	Order Date* 10/09/2023 <input type="button" value="Calendar"/>	Orig Due Date	10/09/2023 <input type="button" value="Calendar"/>	DPAS Rating				
<input type="checkbox"/> Delivery Schedule Exists	Acknowledgment Date							

[Line SOW](#) [Resources](#) [Serial/Lot](#) [Accounts](#) [Line Charges](#) [Line Text](#) [Line Documents](#) [Currency Line](#) [Proj Sub Parts](#) [Link SCI/SAP Security Codes](#) [Delivery Schedule](#)

# Advanced Setup: Manage PO Resources

Identification										
Resources										
Purchase Order ID: SA-0001 Release: 0 PO Total Amount: 0.00										
PO Line: 1 Description: IT Project Manager Quantity: 400 Total Line Amt: 0.00										
<input checked="" type="checkbox"/>	Resource Line *	Service ID	Service Rev	Resource Desc *	No of Resources	Total Hours	Hourly Rate	PLC	PLC Desc	
	1	PM-IT		IT Project Manager	1	200.0000	125.0000	PM1	Project Manager	

# Advanced Setup: Manage PO Accounts

## Manage Purchase Orders

Identification  
 Purchase Order ID: SA-0001    Release: 0    Change Order: 0    Type\*: Subcontractor Agreement    Trans Currency: USD

[Header](#)   [Other Information](#)   [Accounting Defaults](#)   [Other Defaults](#)   [Vendor Address](#)   [Bill To & Return Address](#)   [Blanket Info](#)   [Security Requirements](#)

Buyer*	ISBUY01	Muldrow, Ed	Organization	1.01.50
Vendor*	IVO018	ABC Company	Status*	Open
Vendor Address	PMT	NAICS Code	Procurement Type	
Order Date*	09/01/2023	UEI Number	<input type="checkbox"/> Print UEI Number	
			<input type="checkbox"/> Load Part/Rev ID	

Sales Tax/VAT Total: 0.00    PO Total: 70,000.00    [Create Blanket PO Release](#)

[Header SOW](#)   [Header Notes](#)   [Header Text](#)   [Header Documents](#)   [PO Totals](#)   [Exchange Rates](#)   [Link SCI/SAP Security Codes](#)

### Purchase Order Lines

PO Line*	Line Type	Status*	Item	Rev	Description	Misc Type	U/M	Due Date	Desired Date	Order Date*	Original Due Date	Delivery Schedule Exists	Acknowledgment Date	Quantity	Gross Unit Cost	Volume Discount	Net Unit Cost	Extended Cost*	Line Charge Amt	Taxable	Sales Tax/VAT Rate	Sales Tax/VAT Amount	Line Charge Sales Tax/VAT Amt	Total Line
1	S	Open	PM-IT		IT Project Manager		HR	08/30/2024	08/30/2024	09/01/2023	12/31/2023	<input type="checkbox"/>		400	175.00	0.00%	175.00	70,000.00	0.00	No	0.0000%	0.00	0.00	70.00

[Line SOW](#)   [Resources](#)   [Serial/Lot](#)   [Accounts](#)   [Line Charges](#)   [Line Text](#)   [Line Documents](#)   [Currency Line](#)   [Proj Sub Parts](#)   [Link SCI/SAP Security Codes](#)   [Delivery Schedule](#)

### Manage Purchase Orders > Accounts

Purchase Order ID: SA-0001    Release: 0    PO Total Amount: 70,000.00  
 PO Line: 1    Description: IT Project Manager    Quantity: 400    Total Line Amt: 70,000.00

Project	Project Name	Proj Abbrev	Account	Account Name	Proj Acct Abbrev	Organization	Organization Name	Org Abbrev	Ref No 1	Ref No 2	DPAS Rating	Allocation	Amount
10040.002	DisneyWorld - SA		52000	Subcontractor Labor		1.01.50	DIRECT COSTS					100.00%	70,000.00

[Autoload Vendor Charge Numbers](#)    [Close](#)

# Advanced Setup: Work Assignment Roles

The screenshot shows a software application interface with a dark blue header and a left-hand navigation pane. The header contains a search bar with the text "Type here to search applications" and the label "Browse Applications". The navigation pane is divided into five main categories: Accounting, CRM & Contracts, Planning, Projects, and Materials. The "Subcontractor Management" option under "CRM & Contracts" is selected, which has opened a sub-menu. In this sub-menu, "Subcontractor Management Controls" is selected, which has opened a further sub-menu. In this final sub-menu, "Manage Work Assignment Roles" is selected and highlighted in light blue.

Category	Item	Item	Item
Accounting	Project Setup	Work Assignments	Configure Subcontractor Management Settings
	Advanced Project Budgeting	Subcontractor Invoices	<b>Manage Work Assignment Roles</b>
	Budgeting and ETC	Subcontractor Management Reports/Inquiries	Manage Work Assignment Approval Codes
	Cost and Revenue Processing	Subcontractor Management Controls	
	Project Inquiry and Reporting		
CRM & Contracts	Billing		
	<b>Subcontractor Management</b>		
Planning	NASA 533s		
Projects			
Materials			

# Advanced Setup: Work Assignment Roles

Home Star 6 Browse Applications > Projects > Subcontractor Management > Subcontractor Management Controls > Manage Work Assignment Roles

Work Assignment Roles Query [v] [ ] [X]

<input checked="" type="checkbox"/>	Role Code	Role Description
	DTE	Data Entry
	PM	Project Manager
	PM1	Project Manager 1

# Advanced Setup: Work Assignments

Browse Applications > Projects > Subcontractor Management > Work Assignments > Manage Work Assignments

**Identification** [New] [Copy] [Delete] [1 of 1 Existing] [Table] [Query] [Close]

Work Assignment ID: ISWA0001  
Work Assignment Description\*: Project Management  
Work Assignment Approval Code: WAAPR

**Status**  
Approval Status: [ ]  
Closed Date: [ ]  
Approver: Chitrabhanu, Ravi S

**Basic Information** | Business Rules | Rejection Reason

PO ID\*: SA-0001 | Release\*: 0 | Change Order: 0 | Currency: USD  
Vendor: IVO018 | ABC Company  
Subcontract ID: [ ] [ ]  
Customer: DISNEY | DisneyWorld

Work Assignment Start Date: 09/01/2023 [Calendar]  
Work Assignment End Date: 08/31/2024 [Calendar]

**Work Assignment Total**  
Hours: 200  
Amount: 35,000.00

**Work Assignment Notes**  
[ ]

[PO Info](#) | [Header SOW](#) | [Security Reqts](#) | [Charges](#) | [Roles](#) | [Work Assignment Error/Warning Messages](#)

# Advanced Setup: Work Assignment Charges (1/2)

### Charges

**Auto Load Charge Lines**

**Auto Load Charge Lines**

**Projects**

- Load PO Lines as Charge Lines
- Load PO Line Charges
- Load PO Line Resources
- Load Charge Lines for Work Force Projects
  - Load Work Force for All PLCs
  - Limit Work Force based on Default PLCs

**Organization**

- Use Org from PO
- Use Project Owning Org

**Recalculate Quantity/Amount**

**Recalculate Tax Amt**

New Copy ▼ Delete 1 of 1 Existing Table Query ▼

**Line \***  **Charge Line Start Date**  **Charge Line End Date**

**PO Line \***  **Item**  **Revision**

**Description \***  **Misc Type**

**Charge Type \***  **Remaining PO Line Amount**

**PO Match Type**  **Remaining PO Line Quantity**

**Status**

**Approval Status**

**Closed Date**

**Approver**

# Advanced Setup: Work Assignment Charges (2/2)

1 of 1 Existing

**Line \***  **Charge Line Start Date**  **Charge Line End Date**

**PO Line \***  **Item**  **Revision**

**Description \***  **Misc Type**

**Charge Type \***  **Remaining PO Line Amount**

**PO Match Type**  **Remaining PO Line Quantity**

**Status**  
**Approval Status**  **Closed Date**   
**Approver**

**Info** **Rejection Reason**

**Charging Information**

<b>Account *</b>	<input type="text" value="52000"/>	<b>Subcontractor Labor</b>	<input type="text"/>
<b>Organization *</b>	<input type="text" value="1.01.50"/>	<b>DIRECT COSTS</b>	<input type="text"/>
<b>Project *</b>	<input type="text" value="10040.002"/>	<b>DisneyWorld - SA</b>	<input type="text"/>
<b>GLC</b>	<input type="text" value="ALL"/>	<b>ALL</b>	<input type="text"/>
<b>PLC</b>	<input type="text" value="PM1"/>	<b>Project Manager</b>	<input type="text"/>
<b>Quantity</b>	<input type="text" value="200"/>		
<b>Rate</b>	<input type="text" value="175.0000"/>		
<b>Amount Before Discount *</b>	<input type="text" value="35,000.00"/>		
<b>PO Line Charge Amount</b>	<input type="text" value="0.00"/>		
<b>Discount Amount</b>	<input type="text" value="0.00"/>		
<b>Amount After Discount</b>	<input type="text" value="35,000.00"/>		
<b>Sales Tax/VAT Amt</b>	<input type="text" value="0.00"/>		
<b>Total Charge Line Amt</b>	<input type="text" value="35,000.00"/>		
<b>Ref No 1</b>	<input type="text"/>		
<b>Ref No 2</b>	<input type="text"/>		
<b>Unallowable Labor Account</b>	<input type="text" value="91000"/>	<b>Unallowable Labor</b>	<input type="text"/>
<b>Unallowable Expense Account</b>	<input type="text" value="91200"/>	<b>Other Expenses</b>	<input type="text"/>

**Location Information**  
**City**   
**State**   
**Postal Code**   
**Country**

**Discount**  
**Discount Rate**

**Sales Tax/VAT**  
**Taxability \***  **Tax Rate**   
**Tax/VAT Code**   
**Charge Line Sales Tax/VAT Amt**   
**PO Line Charge Sales Tax/VAT Amt**



# Advanced Setup: Work Assignment Roles

[Home](#)
[Star](#)
[1](#)
[Browse Applications](#) > 
 [Projects](#) > 
 [Subcontractor Management](#) > 
 [Work Assignments](#) > 
 [Manage Work Assignments](#)

### Identification

Work Assignment ID: ISWA0001  
 Work Assignment Description\*: Project Management  
 Work Assignment Approval Code: WAAPR

### Basic Information | Business Rules | Rejection Reason

PO ID\*: SA-0001 | Release\*: 0 | Change Order: 0 | Currency:   
 Vendor: IVO018 | ABC Company  
 Subcontract ID:   
 Customer: DISNEY | DisneyWorld  
 Work Assignment Start Date: 09/01/2023   
 Work Assignment End Date: 08/31/2024

[Work Assignment Notes](#)

---

### Identification > Roles

<input checked="" type="checkbox"/>	Role*	Role Description	Vendor Employee ID	Vendor Employee Name	Employee ID	Employee Name
	PM1	Project Manager 1	ABC002	Spider Man		

# Advanced Setup: Work Assignment Approval

Browse Applications > Projects > Subcontractor Management > Work Assignments > Approve Work Assignments

### Approve Work Assignments

Approver: Chitrabhanu, Ravi S

Work Assignment Status:  Pending  Blank  Hold

### Work Assignments

Approve Selected Work Assignments | Disapprove Selected Work Assignments

Approval Status	Rejection Reason	Approval Level	Work Assignment Approval Code	Work Assignment ID	Description	PO ID	Release	Change Order	Vendor	Vendor Name
Approved		Charge Line	WAAPR	ISWA0001	Project Management	SA-0001	0	0	IWO018	ABC Company

### Charge Lines

Approve Selected Charge Lines | Approve Selected Charge Lines/Vendor Employees | Disapprove Selected Charge Lines

Approval Status	Rejection Reason	Line No	PO Line	Item	Revision	Misc Type	Description	Project	Project Name	Account	Account Name	Organization	Organization Name	GLC	GLC De
Approved		1	1	PM-IT			IT Project Manager	10040.002	DisneyWorld - SA	52000	Subcontractor Labor	1.01.50	DIRECT COSTS	ALL	ALL
None-Pending															

Vendor Employees

Approve Vendor Employees | Disapprove Vendor Employees

Approval Status	Rejection Reason	Vendor Employee Line	Vendor Employee	Vendor Employee Name	Resource Description	GLC	GLC Description	PLC	PLC Description	Hours
Approved		1	ABC002	Spider Man	Project Manager	ALL	ALL	PM1	Project Manager	200.0000

# Advanced Setup: Functional Roles

Browse Applications > Admin > System Administration > System Administration Controls > Manage Functional Roles

Manage Functional Roles [New] [Copy] [Delete] [Query]

<input checked="" type="checkbox"/>	Role Code *	Description *	T&E	Subcontractors	Source
	OPPO	Opportunity Owner	<input type="checkbox"/>	<input type="checkbox"/>	System
	OWN	Owner	<input type="checkbox"/>	<input type="checkbox"/>	System
	PADMIN	Primary Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
	PC	Primary Contact	<input type="checkbox"/>	<input type="checkbox"/>	System
	PL	Pricing Lead	<input type="checkbox"/>	<input type="checkbox"/>	System
	PM	Project Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	System
	PM1	Project Manager 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User
	PO	Project Officer	<input type="checkbox"/>	<input type="checkbox"/>	System
	PROPM	Proposal Manager	<input type="checkbox"/>	<input type="checkbox"/>	System
	PSPVSR	Primary Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
	SA	Subcontracts Admin	<input type="checkbox"/>	<input type="checkbox"/>	System
	SME	Subject Matter Expert	<input type="checkbox"/>	<input type="checkbox"/>	System
	SYSTEM	System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	System
	TW	Technical Writer	<input type="checkbox"/>	<input type="checkbox"/>	System



# Advanced Setup: Export Data to Deltek T&E

Browse Applications > People > Labor > Timesheet Interface > Export Data To Deltek Time and Expense

**Identification**      New   Copy   Delete   1 of 1 Existing   Table   Query

Parameter ID \*      EXPORTDATE      Description \*      Export Data to TE

Selection Ranges

Export Information   Base/Link Tables   **Resource Information**   Charge Trees   Corporate Settings

**Employee**

- Basic Employee
- Employee History
  - Export Labor Rates
- Employee Leave
  - Export Adjustments

**Employee Groups**

- Supervisor Groups
  - Supervisor Source \*      Administrator from Employee Setup
- Manager Groups
  - Manager Source \*      Manager from Salary Setup
- Home Org Groups
  - Owner Source \*      Home Org Manager
- HR Org Groups
  - Owner Source
- Company Groups

**Basic Timesheet Defaults**

- Account (UDT01)
- Project (UDT02)
- Labor Location (UDT03)
- GLC (UDT06)
- PLC (UDT07)
- Worker's Comp (UDT08)
- Organization (UDT09)
- Pay Type (UDT10)
- Reference 1 (UDT04)
- Reference 2 (UDT05)

**Deltek Time and Expense Employee Mappings**

- User-Defined Code 1      -None-
- User-Defined Code 2      -None-
- User-Defined Code 3      -None-
- User-Defined Date 1      -None-
- User-Defined Date 2      -None-
- User-Defined Date 3      -None-

**Subcontractors**

- Subcontractors
  - Subcontractor History
    - Default Labor Location (UDT03)
    - Default PLC (UDT07)
    - Default Pay Type (UDT10)

**Subcontractor Groups**

- Vendor Groups
- Manager Groups
- Company Groups

**Invoice Information**

- Invoice Timesheet

# Advanced Setup: Manage/Approve Timesheets

Browse Applications > Time & Expense > Time > Timesheets > Manage/Approve Timesheets

### Approve Timesheet

Filter By \* Status

Criteria

Schedule:

Year:

Period:

Function: Primary Supervisor

Group: All

Last Name: man ID:

Status

Open

Signed

Approved

Rejected

Processed

Include Missing

Counts

Missing	0	Approved	0
Open	1	Rejected	0
Signed	0	Processed	0

Select employee groups

### Timesheet

Employee *	ID *	Status	Period Ending *	Notes	Show Prorated Hours	Revision	Schedule Desc And Period Text	Class	Signature	Approval	Custom Option	Approve Warnings	Save Warnings	Sign Warnings	Total Hours (Previous Period)	Total Hours (Next Period)
Man_Spider	ISC016	Open	10/15/2023		Entered	1	Weekly IS Cycle	Subcontractor			Custom Option #1				0.00	0.00
Man_Spider	ISC016	Missing	10/08/2023		Entered		Weekly IS Cycle	Subcontractor			Custom Option #1				0.00	0.00

Approve Rejected Sign Contract

Leave Pay Type Summary Charge Favorites

### Timesheet Lines

Line	Work Assignment ID	WA Line	Description	PO ID	PO Line	PO Release No	Mon 10/02/23	Tue 10/03/23	Wed 10/04/23	Thu 10/05/23	Fri 10/06/23	Sat 10/07/23	Sun 10/08/23	Total
1	ISWA0001	1	IT Project Manager	SA-0001	1	0	8.00	8.00	8.00	8.00	8.00			40.00
							8.00	8.00	8.00	8.00	8.00			40.00
							0.00	0.00	0.00	0.00	0.00			0.00
							8.00	8.00	8.00	8.00	8.00			40.00

Add Line to Favorites

# Advanced Setup: Export Timesheets

Browse Applications > Time & Expense > Time > Timesheet Interfaces > Export Timesheets

## Export Timesheets

Timesheets\* Approved  Subcontractor Export

Batch ID\*

Costpoint Company

Group and Class selections across all Timesheet Periods

Export File

**Export Options**

- Export Work Schedules
- Make Next Period Current
- Export Directly to Costpoint

**Print Options**

- Labor Distribution
- Payroll

**Export to Costpoint Options**

Timesheet Start Date

Timesheet End Date

Fiscal Year

Period

Subperiod

**Auto-Adjust Options for Regular Timesheets**

- Auto-Adjust Hourly Employees
- Auto-Adjust Salaried Employees

Override Auto Adjust %

**Default Information**

Timesheet Type Regular

Effective Bill Date Override

### Timesheet Periods

Selected	Timesheet Period	Period End Date	Start Date*	End Date*	Timesheet Date*	All Groups	All Classes
<input checked="" type="checkbox"/>	Weekly TS Cycle	10/08/2023	10/02/2023	10/08/2023	10/08/2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Advanced Setup: Create Subcontractor Invoice for Internal Review

Browse Applications > Projects > Subcontractor Management > Subcontractor Invoices > Create Subcontractor Invoices

**Identification** New Copy Delete 1 of 1 New Table Query

Parameter ID\*  Description\*

**Selection Ranges**

	Option	Start	Rise	End	Rise
Purchase Order	One	SA-0001	0		
Vendor	All				
Project	All				
Work Assignment	One	ISWA0001			
Timesheet Line/Expense Report Date	All				

**Generate**

**Invoice Number**

PO  
 Invoice Control No.

Starting Invoice Control No.

**Accounting Period**

Fiscal Year\* 2023 Period\* 10 Subperiod\* 1

Invoice Date 10/10/2023

Effective Billing Date Timesheet Line Date





# Advanced Setup: Create Subcontractor Invoice for Internal Review

Create Subcontractor Invoices Report - 1

## IUVOSYSTEMS

### Create Subcontractor Invoices Report

Labor - Summary

Page 1 of 4

10/10/23

07:49 PM

Timesheet Line Date: All

Note: Report may include timesheets prior to selected date range.

Vendor	Vendor Employee	PO/Rlse	PO Line	Work Assignment	WA Chg Line	Hours
IVO018	ABC002	SA-0001 / 0		1 ISWA0001	1	40.00
					Total:	40.00
					Vendor Total Hours:	40.00
					Total Timesheet Hours:	40.00

# Advanced Setup: Manage Subcontractor Invoices

Browse Applications > Projects > Subcontractor Management > Subcontractor Invoices > Manage Subcontractor Invoices

**Manage PO Vouchers/Invoices** [New] [Delete] [1 of 1 Existing] [Table] [Query] [Submit for Approval] [Auto-created]

**Identification**

Invoice Control No: 144 Fiscal Year: 2023 Period: 10 Subperiod: 1 Currencies: Trans USD

Vendor: IVO018 ABC Company Terms: NET 30

PO Number: SA-0001 Rise: 0 Change Order: 0 PO Type: Subcontractor Agreement [Autoload PO]

**Header Info** | Details | Address | Subcontractor Info | Notes/Doc Loc | Actions | Invoice Approvals

**Invoice**

Number	SA-0001	Date	10/10/2023	Amount	7,000.00
--------	---------	------	------------	--------	----------

**Discount**

Percent	0.00%	Date	10/10/2023	Amount	0.00
---------	-------	------	------------	--------	------

**Due**

Date: 11/09/2023  
Amount: 7,000.00

**Default Receiving Info**

Packing Slip  
Receipt ID  
Material Handler

Total Sales/VAT: 0.00 Remaining Bal: 0.00 Unvouchered PO Bal: 43,000.00

**Enter Voucher/Invoice Lines** [New] [Copy] [Delete] [Form] [Query]

Recalculate Invoice Ext Amt | Recalculate Tax Amt

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount	Line Charge Cost Amount	Taxable	Taxability	Tax Code	Tax Rate	Sales/VAT Tax Amount	Line Charge Sales/VAT Tax Amt	Recovery Rate	Recovery Amt	Total Before Discount Amt	Discount Amount	Total After Discount
1	1	PM-IT			IT Project Manager	S	ISWA0001			TOTAL	40	0.00	7,000.00	0.00		None		0.0000%	0.00	0.00	100.00%	0.00	7,000.00	0.00	7,000.00

Receipts | Line Charges | Account Distribution | Vendor Labor | Vendor Expense Reports | Currency Line | Line Documents

# Advanced Setup: Approve Subcontractor Invoices

Browse Applications > Projects > Subcontractor Management > Subcontractor Invoices > Approve Subcontractor Invoices

**Approve Invoices** 1 of 1 Existing Table Query

Identification  
 Invoice Control No: 145 Fiscal Year: 2023 Period: 9 Subperiod: 1 Trans: USD  Auto-created

Vendor: IVO018 ABC Company Terms: NET 30  
 PO Number: SA-0001 Rise: 0 Change Order: 0 PO Type: Subcontractor Agreement

**Invoice**  
 Number: SA-0001 Date: 10/12/2023 Amount: 7,000.00  
 Amount (Func): 7,000.00

**Discount**  
 Percent: 0.00% Date: 10/12/2023 Amount: 0.00

**Internal Approval**

Approved

Approver: Chitrabhanu, Ravi S  
 Date/Time: 10/12/2023 05:08:27 PM  
 Notes:

**Supplier Approval**

Approved

Approver: MULDROW, ED  
 Date/Time: 10/12/2023 05:08:27 PM  
 Notes:

**Due**

Date: 11/11/2023  
 Amount: 7,000.00

**Entry Info**

User: 03803.RAVI.CHITRABHA  
 Date/Time: 10/12/2023 05:03:47 PM

**Default Receiving Info**

Packing Slip:   
 Receipt ID:   
 Material Handler:

[Invoice Approval History](#) [Standard Text](#) [Exchange Rates](#)

**Enter Voucher/Invoice Lines** New Copy Delete Form Query

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount *	Line Charge Cost Amount	Taxable	Taxability *	Tax Code	Tax Rate	Sales/VAT Tax Amount	Line Charge Sales/VAT Tax Amt	Recovery Rate	Recovery Amt	Total Before Discount Amt	Discount Amount	Total After Discount
1	1	PM-IT			IT Project Manager	S	ISWA0001	1	2	TOTAL	40	0.00	7,000.00	0.00	<input type="checkbox"/>	None		0.0000%	0.00	0.00	100.00%	0.00	7,000.00	0.00	7

[Receipts](#) [Line Charges](#) [Account Distribution](#) [Vendor Labor](#) [Vendor Expense Reports](#) [Currency Line](#) [Line Documents](#)

# Advanced Setup: Manage Subcontractor Invoices

Browse Applications > Projects > Subcontractor Management > Subcontractor Invoices > Manage Subcontractor Invoices

### Manage PO Vouchers/Invoices

1 of 1 Existing

**Identification**  
 Invoice Control No: 145 Fiscal Year\*: 2023 | Period\*: 9 | Subperiod\*: 1 | Currencies: Trans USD  
 Vendor: IVO018 | ABC Company | Terms\*: NET 30  
 PO Number\*: SA-0001 | Rise\*: 0 | Change Order: 0 | PO Type: Subcontractor Agreement

Submit for Approval  
 Auto-created

**Header Info** | **Details** | **Address** | **Subcontractor Info** | **Notes/Doc Loc** | **Actions** | **Invoice Approvals**

**Internal Approval**

 Approved  
 Approver: Chitrabhanu, Ravi S  
 Date/Time: 10/12/2023 05:08:27 PM

**Supplier Approval**

 Approved  
 Approver: MULDROW, ED  
 Date/Time: 10/12/2023 05:08:27 PM

[Invoice Approval History](#) | [Standard Text](#) | [Exchange Rates](#)

**Enter Voucher/Invoice Lines**

Invoice Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount *	Line Charge Cost Amount	Taxable	Taxability *	Tax Code	Tax Rate	Sales/VAT Tax Amount	Line Charge Sales/VAT Tax Amt	Recovery Rate	Recovery Amt.	Total Before Discount Amt	Discount Amount	Total After Discount
1	1	PM-IT			IT Project Manager	S	ISWA0001	1	2	TOTAL	40	0.00	7,000.00	0.00	<input type="checkbox"/>	None		0.0000%	0.00	0.00	100.00%	0.00	7,000.00	0.00	

[Receipts](#) | [Line Charges](#) | [Account Distribution](#) | [Vendor Labor](#) | [Vendor Expense Reports](#) | [Currency Line](#) | [Line Documents](#)

# Advanced Setup: Print Subcontractor Invoices

Browse Applications > Projects > Subcontractor Management > Subcontractor Invoices > Print Subcontractor Invoices

Identification New Copy Delete 1 of 1 New Table Query

Parameter ID \*  Description \*

### Selection Ranges

Option	Start				End			
	Fiscal Year	Period	Subperiod	End Date	Fiscal Year	Period	Subperiod	End Date
Accounting Period *	2023	9	1	09/29/2023	2023	9	1	09/29/2023
Vendor	[Range]			Rise	[Range]			Rise
Purchase Order	[Range]				[Range]			
Invoice Number	[Range]				[Range]			
Invoice Control No	[Range]				[Range]			

### Show Charging Information

- Show Project Labor Category (PLC)
- Show General Labor Category (GLC)
- Show Vendor Employee ID
  - Use T&E Employee ID

### Show Detail Information

- Print Detail Invoices (PO Line Level)
  - Show Work Assignments/Charge Lines
  - Show Charging Project
  - Show Account/Org
  - Show Timesheet Date
    - Show Timesheet Line Date
    - Show Timesheet Comments
  - Show Expense Report Date
    - Show Expense Type
    - Show Expense Date

- Include Unapproved Invoices
- Group By PO Line on Summary Invoice
- Include Current Activity Only

# Advanced Setup: Print Subcontractor Invoices TO SUB

[Home](#) [Star](#) [2](#) [Browse Applications](#) > [Projects](#) > [Subcontractor Management](#) > [Subcontractor Invoices](#) > [Print Subcontractor Invoices](#) > [Parameters](#) | [Reports](#)

**Print Subcontractor Invoices - 1**

**IUVOSYSTEMS**

Subcontractor Invoice Number: 146      Invoice Date: 10/12/23  
 For the Period: 10/02/23 - 10/06/23  
 Billing Currency: USD

**Bill To:**  
 IUVOSYSTEMS  
 14505 Pleffner Court  
 Bowie  
 MD  
 27020

**Remit To:**  
 ABC Company  
 1600 Penn Ave  
 Washington  
 DC  
 20001

Buyer: Muldrow, Ed      Terms NET 30  
 Amount Due 7,000.00

Purchase Order ID: SA-0001 Release Number 0 Change Order Number 0

PO Start and End Date:

PLC	Vendor Employee	Current Hrs/Qty	Rate	Additional Amount	Current Amount	Cumulative Hrs/Qty	Cumulative Amount
PO Line 1	PM1 Project Manager						
	ABC002 - Spider Man	40.00	175.0000	0.00	7,000.00	40.00	7,000.00
	Direct Labor	40.00		0.00	7,000.00	40.00	7,000.00
<b>PO Line 1 Amount</b>		<b>40.00</b>			<b>7,000.00</b>	<b>40.00</b>	<b>7,000.00</b>
Less Discount			0.00%		0.00		
<b>Amount Due</b>					<b>7,000.00</b>		

# Advanced Setup: Manage PO Vouchers

Browse Applications > Accounting > Accounts Payable > Voucher Processing > Manage Purchase Order Vouchers

### Manage PO Vouchers/Invoices

New Copy Delete 1 of 1 Existing Table Query

**Identification**

Voucher No: 145 Fiscal Year: 2023 Period: 9 Subperiod: 1 Currencies: Trans USD Pay USD  Auto-created

Vendor: IVO018 ABC Company Terms: NET 30  Approved  Debit Memo

PO Number\*: SA-0001 Rise\*: 0 Change Order: 0 PO Type: Subcontractor Agreement

**Header Info** Details Address Check Subcontractor Info Notes/Doc Loc Actions Invoice Approvals

**Invoice**

Number: SA-0001 Date\*: 10/12/2023 Amount\*: 7,000.00 Original Voucher

**Discount**

Percent: 0.00% Date: 10/12/2023 Amount: 0.00

**Account Descriptions**

A/P\*: SUB ACCOUNT Cash\*: IUVO SYSTEMS CASH ACCOUNT

**Due**

Date: 11/11/2023 Amount: 7,000.00

**Default Receiving Info**

Packing Slip  
Receipt ID  
Material Handler  
Warehouse

Total Sales/VAT: 0.00 Remaining Bal: 0.00 Unvouchered PO Bal: 63,000.00

[Auto Allocate Charges](#) [PO Voucher Totals](#) [Exchange Rates](#) [Header Documents](#) [Standard Text](#)

**Enter Voucher/Invoice Lines** New Copy Delete Form Query

Vchr Line	PO Line	Item	Item Rev	Misc Type	Description	Line Type	Work Assignment	Charge Line	Match Type	Match Option	Invoice Quantity	Invoice Unit Cost	Invoice Ext Amount*	Line Charge Cost Amount	Taxable	Taxability*	Tax Code	Tax Rate	Sales/VAT Tax Amount	Use/Reverse Tax Amount	Line Charge Sales/VAT Tax Amt	Line Charge Use/Reverse Tax Amt	Recovery Rate	Recovery Amt	Total Disc
1	1	PM-IT			IT Project Manager	S	ISWA0001	12	TOTAL		40	0.00	7,000.00	0.00		None		0.0000%	0.00	0.00	0.00	0.00	100.00%	0.00	7,000.00

Receipts Vendor Returns Line Charges Account Distribution Vendor Labor Vendor Expense Reports Currency Line Customs Info Sub PO Line Line Documents Delivery Schedule

# Advanced Setup: Post PO Vouchers

<a href="#">Home</a> <a href="#">★</a> <a href="#">2</a> <a href="#">Browse Applications</a> > <a href="#">Accounting</a> > <a href="#">Accounts Payable</a> > <a href="#">Voucher Processing</a> > <a href="#">Post Vouchers</a> > <a href="#">Parameters</a>   <a href="#">Reports</a>					
Voucher Distribution Journal - 1					
<b>IUVOSYSTEMS</b> <u>Voucher Distribution Journal</u>					Page 1 of 2 10/12/23 05:39 PM
Fiscal Year: 2023    Period: 9 Posting Sequence: 0					
Vendor	Vendor Name	Voucher	Invoice	Transaction Description	Amount
Subperiod: 1					
Account: 20400 AP - Subcontractors					
Organization: 1.01 IUVOSYSTEMS					
IVO018	ABC Company	145 SA-0001		SUB ACCOUNT	-7,000.00
Subtotal for Account 20400 Organization 1.01:					-7,000.00
Account: 52000 Subcontractor Labor					
Organization: 1.01.50 DIRECT COSTS					
Project: 10040.002 DisneyWorld - SA					
ABC002	Spider Man	145 SA-0001		IVO018	1,400.00
ABC002	Spider Man	145 SA-0001		IVO018	1,400.00
ABC002	Spider Man	145 SA-0001		IVO018	1,400.00
ABC002	Spider Man	145 SA-0001		IVO018	1,400.00
ABC002	Spider Man	145 SA-0001		IVO018	1,400.00
Subtotal for Project 10040.002:					7,000.00
Subtotal for Account 52000 Organization 1.01.50:					7,000.00
<b>Total Debits:                      7,000.00                      Total Credits:                      -7,000.00</b>					



# Advanced Setup: Post Sub PO Voucher

**IIVOSYSTEMS**  
Voucher Distribution Journal  
 Labor Transactions  
 Fiscal Year: 2023    Period: 9  
 Posting Sequence: 5

Page 2 of 2  
 10/12/23  
 05:40 PM

Project	Project Name	Vendor	Voucher	GLC	PLC	Bill Date	Hours	Amount
Subperiod: 1								
Account: 52000 Subcontractor Labor								
Organization: 1.01.50 DIRECT COSTS								
10040.002	DisneyWorld - SA	IVO018		145 ALL	PM1	10/02/23	8.00	1,400.00
	Vend Empl ID: ABC002	Vend Empl Name: Spider Man						
10040.002	DisneyWorld - SA	IVO018		145 ALL	PM1	10/03/23	8.00	1,400.00
	Vend Empl ID: ABC002	Vend Empl Name: Spider Man						
10040.002	DisneyWorld - SA	IVO018		145 ALL	PM1	10/04/23	8.00	1,400.00
	Vend Empl ID: ABC002	Vend Empl Name: Spider Man						
10040.002	DisneyWorld - SA	IVO018		145 ALL	PM1	10/05/23	8.00	1,400.00
	Vend Empl ID: ABC002	Vend Empl Name: Spider Man						
10040.002	DisneyWorld - SA	IVO018		145 ALL	PM1	10/06/23	8.00	1,400.00
	Vend Empl ID: ABC002	Vend Empl Name: Spider Man						
Subtotal for Project 10040.002:							40.00	7,000.00
Subtotal for Account 52000 Organization 1.01.50:							40.00	7,000.00

# Advanced Setup: T&M Bill Front Page

Home ★ 4 Browse Applications > Projects > Billing > Standard Bills Processing > Print Standard Bills > Parameters | Reports

**Print Standard Bills - 1**

**IUVOSYSTEMS**

Billing Number: 0008  
Invoice Number: INV-0000000366  
Invoice Date: 10/12/2023

Bill To: DisneyWorld  
1600 Mouse Way  
Orlando, FL 32601

Remit To: Iuvo Systems  
14608 Pleffner Ct  
Suite 100  
Bowie, MD 20720

Customer Number: DISNEY  
Project Number: 10040.002  
Project Name: DisneyWorld - SA

Due Date: 09/29/2023

Billing Period From: 09/11/2023  
To: 09/24/2023

	Hours	Rate	Current Amount
DTE Data Entry			
Doe, Jane	40.00	125.0000	\$5,000.00
PM1 Project Manager			
Spider Man	40.00	225.0000	9,000.00
Current Bill Hours	80.00		\$14,000.00
Invoice Total			<u>\$14,000.00</u>

Current Incurred Hours: 80.00

Please remit to the address above or send an ACH/Wire payment to:  
Iuvo Systems Inc.  
M&T Bank  
Acct #9884760852  
ABA/Routing #062000113

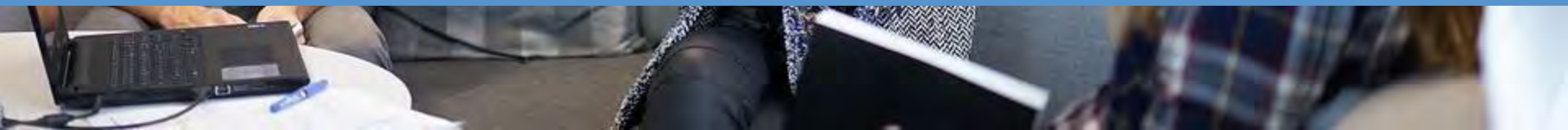
Page 1 of 2

# Advanced Setup: T&M Supporting Page

<a href="#">Home</a> <a href="#">★</a> <a href="#">4</a> <a href="#">Browse Applications</a> > <a href="#">Projects</a> > <a href="#">Billing</a> > <a href="#">Standard Bills Processing</a> > <a href="#">Print Standard Bills</a> > <a href="#">Parameters</a>   <a href="#">Reports</a>						
Print Standard Bills - 1						
<b>IUVOSYSTEMS</b>						
Billing Number: 0008		Project Number: 10040.002		Invoice Date: 10/12/2023		
Invoice Number: INV-0000000368		Project Name: DisneyWorld - SA				
Labor Supporting Schedule - T&M						
Group Description: <u>Current Bill Hours</u>						
Labor Cat Desc	Empl/Vendor	T/S Date	Hours	Rate	Current Amount	
DTE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	\$1,000.00	
DTE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00	
DTE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00	
DTE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00	
DTE Data Entry	Doe, Jane	09/17/2023	8.00	125.0000	1,000.00	
DTE Data Entry	Doe, Jane		40.00		\$5,000.00	
DTE Data Entry			40.00		\$5,000.00	
PM1 Project Manager	Spider Man	10/08/2023	8.00	225.0000	1,800.00	
PM1 Project Manager	Spider Man	10/08/2023	8.00	225.0000	1,800.00	
PM1 Project Manager	Spider Man	10/08/2023	8.00	225.0000	1,800.00	
PM1 Project Manager	Spider Man	10/08/2023	8.00	225.0000	1,800.00	
PM1 Project Manager	Spider Man	10/08/2023	8.00	225.0000	1,800.00	
PM1 Project Manager	Spider Man		40.00		\$9,000.00	
PM1 Project Manager			40.00		\$9,000.00	
Current Bill Hours			80.00		\$14,000.00	



## Questions and Discussion



# Session Resources and Next Steps

## Attendee Portal Resources:

- » Session PDF Materials
- » Feedback Survey
- » CPE Letter (post-conference)



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- » Customer Community Town Halls
- » Useful Product Blogs
- » Submit Suggestions in the Product Idea Portal

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SCAN ME