International Transformation FAQs

This FAQ document provides answers and information relating to our transformation activities.

The Integration Management Office (IMO) appreciates your input. We encourage your feedback and will continue to update this FAQ as we receive questions.

If you can't find the answer to your question, please seek support via our Hypercare process – available on the Transformation Hub (iCMS link).

Last Updated: 02 October 2025

Amentum ServiceNow (SNOW)

Please see the **SERVICE NOW Cheat Sheet - Top Tips.pdf** for more information on how to use AmentumSNOW.

If you are having issues using the direct links sent in bulletin emails etc. for AmentumSNOW – please first log in to the AmentumSNOW portal (**support portal - Amentum**) and then click the direct link.

Workday

If you are encountering issues accessing Workday and need support to reset your password / MFA, job aids are available here.

For information about performance reviews: Performance Reviews: Manager Deadline 30 September

Performance Reviews

1. **What's happening with annual performance reviews? ceive training on the new process?**

   ICMS has now moved to the Workday system for the performance management process. Guide is available here.

2. **Is there a replacement for e3 or e3 Learning?**

   Proficio will replace e3 Learning for the Learning Management System Perspective and will be rolled out to iCMS employees from October 2025. More information on the current e3 learning platform can be found here: e3 Learning Login Process Change.

   Skills Assured will replace e3 Lens and will be our competency management system – look out for more details soon.

   Workday replaces the annual performance review / goal setting elements previously completed in e3 Experience.

Charge Codes

3. **Where do I find my CAPEX project?**

CAPEX - Capex projects have now been set up in Costpoint, please find a link to the booking codes here: Company 13 Capex Projects.xlsx

4. **What do I use on my expense report for PPE or professional body (e.g. IET, iMechE, ICE) funding payments?**

There is no central number for PPE and should be booked to either the project number it is being purchased for or an individual's overhead number, for example someone like requiring PPE or visiting multiple sites. Annual professional body payments should be made to an individual's overhead number.

5. **Where can I find the booking codes?**

A mapping document will enable you to enter your existing codes from @Work and view the equivalent Costpoint codes here >> . Additional information is available here: HELP: Finding your Booking Code. If you do not know what your previous code was – please ask another member of your team.
Overhead or G&A projects can be found here: 00. How to identify and add overhead tasks to your timesheet.pdf Every employee has been mapped to a home org. All project delivery facing employees have 15 five digit overhead codes available that are aligned with the PU NB and G&A codes that were in Oracle R12. Those employees who are part of the central functions (eg HR, finance, sales, health & safety, security, facilities, IT etc) should book to the OH13 code which they will have been mapped to (based on their role).

6. **For annualised hours contracts what will the codes to work overtime in one week and claim back in the future be?**

Where employees are required to work additional hours in excess of their normal working week, these hours should be pre-approved by your Line Manager. The **Variable Usage of Monthly Contracted Hours policy** should be followed when booking and taking back banked time - see below:

Variable Usage of Monthly Contracted Hours:

When working 44 hours (40 regular and 4 build-up), please book as follows:
- Regular Project Code 44 hours Regular
- Build up hours -4 hours to FR13.ACRULA.X07XX (for UK)
- Total 40 hours

When taking the 4 hours back, book as follows:
- Regular Project Code 36 hours Regular
- Build up hours 4 hours to FR13.ACRULA.X07XX (for UK)
- Total 40 hours

Please refer to the policy for more information and ensure that hours built up are taken within the same month they are accrued.

No more than four hours can be carried forward to the following month, as per the rules of the policy which can be found by logging into Amentum ServiceNow (click the CMS login button) and then clicking the link below. If you encounter issues, please type 'Variable usage of monthly contracted hours' into the Search bar.
https://amentum.servicenowservices.com/amtm?id=kb_article_view&sysparm_article=KB0010690

7. **What are PLCS?**

PLCs are Project Labour Categories.
Costpoint works in a different way to Oracle in that when people are booking billable time to time and materials projects they need to include a Project Labour Category code (PLC) to ensure that the correct sales rate is applied in the system. **PLCs are not needed for fixed price, cost plus or indirect (overhead) projects**.
In most cases PLCs are assigned against a project role eg Engineer, Technician, Chargehand, Supervisor etc. In a small number of projects where role information has not been provided by the project, only employee names, the PLC code has been based on the names.

If you do not know the role that you are undertaking on a time and materials (T&M) project, you will need to speak with the project manager (or project controller) to confirm the PLC code that applies to you in order for your time to be booked to the project at the correct selling rate.

8. **I need to book non-billable time to a project, how do I do this?**

Unlike in @Work, in Costpoint there isn't a billable/non-billable flag that can be applied by timesheet line. In Costpoint it is not possible to book non-billable/unbillable items to lines which have been set up as billable. The only way that non-billable labour (or non-labour) can be booked to a project is by booking to a specific line under the project that has been set up as unbillable (ie with the flag of DUB – direct unbillable – in the project account group code field).
Please speak to the project manager and/or project controller for your project to identify the correct non-billable line to book to.
For PMs and Project Controllers, a lookup is available that can be used to identify lines flagged as unbillable on a project. Project Account Group PAG by Project - billable and unbillable lines.xlsx

9. **When can I get new L2 project codes set up in Costpoint?**

Additional guidance on setting up new projects in Costpoint will be shared soon.

Credit Cards

Please note: FAQs in this credit card section relate to iCMS cardholders only.

Activation

To activate your card please follow these steps:

1. Phone the Elavon number in the accompanying letter with your new card
2. Select your language
3. Confirm you are the card holder
4. Enter the 16-digit card number
5. Answer the security questions:
   - The position the specified number first appears in your Workday ID / Employee Number (this will be sent to you)
   - Your age at your next birthday
   - The last 4 digits of your business or mobile phone number (*Where you have been provided two numbers above, either could have been used for the activation process, so if one fails, please try the other)*
6. You will then be passed to an agent to set up a verification password to make speaking to them faster in the future
7. Add your card to the Elavon biometric app for online purchases (you may already have this app if you held an iCMS credit card)
8. Your card is now ready to use once you have received your PIN *(posted separately)*
9. Please note that access to Costpoint for expense claims will not open until w/c 28 July

If your details don't match in step 5 – please contact Hypercare.

Applications for Cards

10. **I don't have a personal credit card. Can I apply for a company card?**

Yes, if you need to travel or accrue business expenses as part of your role, you can apply for an Amentum company credit card (Travel & Expenses card and / or Procurement card).

To request a card, please complete the relevant application form (T&E Card, P card) if you have not already done so and email it to commercial_enquiries@amentum.com. Please complete it carefully and if you have been asked to provide any additional information, ensure you do so to avoid a delay in processing your application. Please pay particular attention to the signature field(s) as non-compliant forms cannot be processed (see FAQ 13).

11. **How should I complete the Contract and Employee ID fields on the credit card application form?**

Please leave these fields blank. The Commercial team will populate these for you on receipt of your completed application form.

12. **I am currently working overseas but need my card to be sent to my home address. Is this possible?**

When you complete the formal PDF application form for your new card, please state the appropriate address in the 'Mailing Address' field.

13. **How do I sign the application form?**

Please sign the form as follows, to ensure compliance and avoid delays in processing your application:

a. If possible, add your digital signature (see guidance for Adobe or PDF-XChange Editor). The best option is to use the Adobe functionality

b. If you do not have the functionality to add a digital signature, you can print the form, sign and scan it

c. If you cannot action via the options outlined above, please type your name into the signature field box and request that your manager's signature complies with option (a) or (b) above.

General

14. **What are the new types of credit card?**

There are two types of credit card, Travel and Expense (T&E) and Procurement (P) cards. Travel & Expenses cards are available to employees who need one (e.g. regular travellers), or employees now have the option to use a personal card. Procurement (P) cards will be issued to specific employees based on their job role (e.g. our Buyers and Facilities Leads / Office Administrators) and they can support with procurement requests depending on the scale of the purchase. The provider of the new iCMS International Amentum cards is Elavon, which is the same provider as the current Jacobs iCMS cards.

Please note: T&E cards and personal credit cards cannot be used for procurement.

15. **Can I have both a Travel & Expense (T&E) and Procurement (P) card?**

Yes, if required. Please refer to Q17 for information on when a P-card may be required.

16. **Can I use my personal credit card instead of a company card?**

Yes, for travel and expenses but not for procurement. Unlike in Jacobs where a company card had to be used for any work-related expenses, the Amentum approach permits employees to use their personal credit card and indeed employees may prefer this, particularly if they only claim infrequently for occasional travel/ payment of annual professional registration fees, for example.

As noted, personal cards cannot be used for procurement; we are arranging for our Buyers and Facilities Leads / Office Administrators to have Amentum company P-cards, and they can support with procurement requests depending on the scale of the purchase.

17. **What can a Procurement (P) card be used for?**

P-cards are normally used by employees such as:

a. Buyers involved in supply chain procurement of construction consumables, for example
b. Marketing team members for events
c. Environment, Health & Safety teams to procure PPE
d. Facilities Managers / Office Administrators for office incidentals.

You may not require your own P-card unless you make regular procurement purchases on behalf of Amentum, however, please note that T&E cards and personal credit cards cannot be used for procurement.

18. **I do not travel on business as part of my role and the only thing I expense is my annual professional registration fees. Do I need a company credit card for this?**

No, you can pay for this using your personal card and claim the cost back via the expenses process.

19. **Can contractors apply for an Amentum credit card?**

No, as they are not directly employed by Amentum.

20. **How do I request that my credit card limit is increased?**

We have escalated this question and will update when we have an answer.

21. **If I use my personal credit card for expenses, what is the process for this and how quickly can I expect to be reimbursed?**

After business expenses are paid for using your personal credit card, you will enter details of the claim into the Costpoint system (training link here).

Once approved, the value of the claim should be paid into your nominated bank account within two weeks.

22. **If I do not have a company credit card, can I ask a team member to make bookings / purchases on my behalf?**

In line with our new approach, typically employees should either have their own company credit card if they regularly travel/ procure items as part of their role, or they should use their own personal credit card for travel and expenses. If you do not have a company credit card and are unable to use your personal card, please seek guidance from your manager.

23. **Will the new credit cards link to Costpoint?**

No, expenses accrued on your new Amentum credit card will not automatically appear in

Costpoint like they do currently in Concur. Instructions will be provided about how to download your credit card transactions to enter into Costpoint.

24. **I am a legacy Amentum employee – can I get a company credit card or are they only available for iCMS employees?**

    Legacy Amentum have a different card scheme which will be rolled out soon. If you require a card, please send your request to lorraine.doran@amentum.com.

Transition from Jacobs cards to Amentum Cards

25. **What do I do if my new Amentum card does not arrive?**

    In the first instance please use a personal card for travel and expenses during the intervening period and contact Hypercare. You will be able to submit an expense claim using the new Costpoint-Expense system.

    If you are unable to use a personal card in the intervening period, please speak to your Change Agent who has been briefed on how to support.

26. **I have a credit balance on my Jacobs card, how to I get the funds returned to me?**

    We have escalated this question and will update when we have an answer.

27. **I already have Visa Spend Clarity for Enterprise (VSCE) for my Jacobs' card. Do I need a new account for my Amentum card?**

    Yes, cardholders already using VCSE for Jacobs' cards will need to reinstall the VSCE app with a new username (your current amentum email address)

Travel Booking

28. **How do I access Amentum BCD Travel?**

    You will now be able to access Amentum BCD Travel.

    1. Go to: www.concursolutions.com
    2. Your Concur username is your employee ID: 7xxxxx13@global.amentum.com (your new Workday EID)
    3. Enter your username, leave the password blank, and click on "forgot password". Ensure that you enter the username associated with your account> and click <Send> You will receive an email to reset your password.
    4. You will need to then set up Two Factor Authentication. An email will be sent to you.
    5. You will then sign in to Concur with your employee ID (7xxxxx13@global.amentum.com) using your password where you will be directed to download or open an authenticator app such as Microsoft authenticator.
    6. In the authenticator app add SAP Concur by scanning the QR code*
    7. When prompted enter the 6-digit authentication code and sign in
    8. Once you are in Concur, please click on circle in the upper right-hand corner of Concur and select Profile Settings to complete your profile. All mandatory fields are indicated with **REQUIRED.**
    9. If you need assistance contact Amentum BCD Travel
    10. Email: UK - amentum@bcdtravel.co.uk

* In Microsoft authenticator you have click on the "+" in the top right hand corner, then select work or school account and then you have an option to scan a QR code - it seems simple but I've already

had to walk a couple of people through it.

CMS travelers and arrangers **will not** be able to book travel through Amentum's US Travel agency, Balboa Travel or UK Travel Agency Take2 Eton.

29. **How do I contact BCD Travel Amentum?**

UK based travelers: BCD Agent Bookings: Office Hours are Monday to Friday 8.30am to 6.00pm ET (excluding UK public/bank holidays)
Email: amentum@bcdtravel.co.uk
RES: +442032387287

30. **What is different with Amentum BCD Travel?**

Point of Sale Fees – BCD Travel's transaction fees will be reflected on the invoice itinerary. This fee should be charged to the same charge code as the airfare or other travel that was booked.
Preferred Car Rental Providers – Amentum's referred car rental companies are Avis/Budget and Enterprise/National

31. **How do I access Avanti if I did so previously with my Jacobs email?**

If you previously logged into the Avani portal with your Jacobs email, Avanti has transferred your log-in to your Amentum email.
https://avantibusiness.evolvi.co.uk/default.aspx
Log-in using your @global.amentum.com email and use the password: AvantiBusinessAmentum2025!
You will be prompted to change your password and can then book as usual.

Enterprise Car Hire

32. **I have an Enterprise Emerald Club Loyalty Scheme in my Jacobs Concur Travel BCD Portal. Do I need to change that or get a new one?** (new 22/07)

No, you will use the same Emerald Loyalty Scheme with the Amentum Concur Travel BCD Travel Portal as the scheme is just between you and Enterprise. Don't forget to update your payment details. On 11th August you will be using Amentum Concur Travel BCD Travel. Please create your profile before making a booking, remembering to add the loyalty scheme details into the Frequent Traveller section and your new payment details. If you have not joined the Loyalty Scheme, please contact traveldept@amentum.com for further details.

33. **I have a long term hire with Enterprise booked via Enterprise B2B, do I need to do anything?**

As long term hires are booked directly with Enterprise, your long term hire will be changed over to the Amentum Enterprise B2B account by Enterprise, and you should receive a new logon to the system. Please create your profile including your new payment card details prior to the next billing cycle. If you have any queries, please contact traveldept@amentum.com.

Timesheets

For charge codes questions – please see the section titled Charge Codes

34. **How do I reset my password?**

ICMS employees have now transitioned to Costpoint Time to submit timesheets. The Costpoint-TIME employee number is your 6-digit workday ID plus 13 (xxxxxx13). If you need to reset your password, or didn't receive the log-in information please email laboradjfinance@amentum.com.

35. **How will holiday bookings made work in Costpoint?**

There is currently no holiday planning feature in Costpoint (this will follow at a later date). Future holiday bookings will not be migrated to Costpoint, but your holiday balance will be transitioned across. Local arrangements for holiday planning should be agreed with your line manager and you book holidays direct to your timesheet as you take them. More information is available here.
DO NOT press the Request Time Off Button. Once you've added the holiday booking to a submitted timesheet in Costpoint, this time will be taken from your balance.

36. **What happens if we miss a submission?**

You will be alerted about missing timesheets however, you will still be paid. We do encourage you to submit in advance or have someone do this on your behalf if you foresee missing a submission due to holidays for example. Unsubmitted/ unapproved time will delay billing.

37. **Who are our timesheet administrators, and if we want to become an administrator how do we get access?**

Your timesheet administrators should be the same as they were in @Work. To become a timesheet administrator please see the QRG Timesheet Coordinator Request.pdf*
We hop to provide a list of timesheet administrators shortly.

38. **Can you submit timesheets in advance for holiday?**

Yes, you will be able to submit a timesheet with your holiday in advance. A guide is available from here on how to book.

39. **Why is my Bank Holiday balance negative?**

Bank holiday hours will show as minus as we built in the possibility to book bank holiday hours to the end of the year.

40. **Will there be a change in the holiday booking code?**

Holiday purchased for next year should be booked to R13.ACRULA.VLVXX. This is the code for all holiday bookings, whether using you normal, carried over or purchased leave.

Timesheets Corrections

41. **Will Costpoint have transaction controls? Is there going to be a platform for costs to be moved?**

No – people can book to any code. The capability for costs to be moved will be the same as it was previously e.g. timesheet amendments are possible.

42. **How will timesheet amendments operate in the new systems?**

Timesheet adjustments are processed once a week in Costpoint. Cost change and transaction change are managed weekly. This is a change from the old system which updated within 24 hours. Nothing changes for Blue Collar workers.

43. **Will transactions be able to be amended from Billable to NB or vice versa (for hours, invoices & expenses), via a Project Accountant (or AN Other)?**

Through timesheet transaction amendments, yes.

Expenses

For charge codes questions – please see the section titled Charge Codes

44. **Why don't I have access to Costpoint-Expense?**

Not everyone will be able to access the Costpoint Expense system straight away. Costpoint requires employees to have a license to submit or approve expenses.
There are a limited number of licences across the Amentum business, therefore *frequent* expense claimers have been connected first. Infrequent expense claimers will be connected to the system on an *'as required'* basis.
If you require access, please submit a Costpoint-Expense ticket via Amentum ServiceNow to ask for access – click CMS login, followed by the Costpoint Expense tile on the home page
Once the ticket is actioned, connection is usually within a maximum of 48 hours.

45. **What about training?**

Training for all employees who claim or approve expenses, including cheat sheets and bitesize videos, is available: Click here
If you are an Approver: Please follow this guidance to approve your teams submitted expenses.
If you need to approve a claim and you do not have a licence please submit an Amentum ServiceNow ticket.

46. **What about expenses on my Jacobs card?**

We have escalated this question and will update when we have an answer.

47. **How do I add an Expense Delegate/Proxy who can complete my expenses on my behalf**

Please see the information here: Expense Delegates

48. **How do I add a back-up expense approver, who can approve expense claims in my absence?**

Please follow this guidance to add a back-up expense approver.

HR

49. **Are the rules on unused annual leave carry over going to stay the same for legacy iCMS employees?**

Yes, this will remain unchanged in line with current policy. More details are **here**.

50. **How do I request an impact bonus for a member of my team?**

Guidance on requesting a one-time payment (replacing the previous Impact Bonus process) can be found here.

Payroll

51. **Will there be a new location to retrieve payslips/P60s from? Will the frequency with which we are paid change?**

There will be no changes to pay date or frequency for iCMS employees.
If you were unable to download your P11D prior to losing access to Cordis, please log a ticket with the International Payroll team via Amentum ServiceNow. You will now access payslips through Deel.

52. **What is happening with JSTEMS, payroll etc?**

Payroll providers are not changing e.g. Safeguard is continuing to process the UK payroll.

Stakeholder Communications

53. **What are we communicating to clients? What impact will they see?**

Client communications have been cascaded via the GDBOs, Project Managers and Finance / Commercial to share with the appropriate client contacts. The changes clients are likely to experience are predominantly related to invoicing e.g. the format and timing as we migrate to new systems.

54. **Will there be communications going out to Suppliers?**

Yes, communications have been sent to suppliers to alert them to changes they may see and potential delays with processing invoices.

Operating Model

55. **When will the new E&E-I Operating Model be shared?**

The intention is to share this in October so please look out for more details soon.

IT

Contact the IT Service Desk

United States (US)	+1 931 393 6333
United Kingdom (UK)	+44 808 168 0868
Australia (AU)	+61 1800 941 213
France (FR)	+33 801 13 00 97
Poland (PL)	+48 800 005 613
Slovakia (SK)	+421 800 007 025
All Other Locations	+1 800 822 2429
	+1 817 224 6500

Please note: Calls to the US +1 numbers are charged at international rates.
All IT queries should now go through Amentum ServiceNow (SNOW).
If you have already submitted an IT ticket and it requires escalation or has not been resolved to your satisfaction, please join one of our Virtual Tech Bars to receive live support from an Amentum Engineer. You can download an invitation here: Events.

56. **What support is available for Amentum employees who are embedded at client sites, to help them through the integration?**

    As part of our Tech Bar roadshows, Amentum IT Engineers have visited client sites such as Sizewell and Dungeness, with visits planned soon to Hinkley, Heysham, Hartlepool and Torness.

57. **Do I need to do anything re: upgrade to Windows 11? (Windows 10 end of life is scheduled for this October)**

    All new devices issued from the beginning of this calendar year are on Windows 11. Any devices still on Windows 10 will be upgraded, via either an in situ upgrade or a swap out (where the device is old). Impacted users will be contacted regarding this.

58. **Do I need to get a Hardware Token (following on from the email about hardware tokens)?**

    If you have a "soft token" (such as MS Authenticator or other MFA Application on a phone) you do not need a hardware token, and there is no need to request one. Hardware tokens are generally only used by US employees.

Transformation Training

59. **Where do I find the training?**

    All training and video replays can be found here: Training
    This includes training for:
    Employees (Costpoint-Time, Costpoint-Expense, Workday): 00. All Employee Resources
    Managers (Costpoint-Time, Workday): 00. Manager Resources
    Procurement: 03. Procurement
    OnBase: 04. OnBase Training

60. **Will there be a "checklist" provided so everyone can tick-off training as it could be easy to miss something and not necessarily know you are incomplete?**

    Yes, find it here: training checklist.

Costpoint Overview

61. **Is Costpoint a new system for Amentum?**

    No, it is already used by legacy Amentum. The iCMS business will have new entity within it - Company 13. Legacy Amentum UK is known as Company 4 within Costpoint.

62. **How often will Costpoint update?**

    Costpoint is a live system and data will be updated approximately every three hours.

63. **When will the updated process and procedures be available so start amending our working practices to align with the new systems?**

A full BMS harmonisation project is underway – look out for more information later in 2025.

64. **Will employees receive separate logins for Cospoint Time & Expense and Costpoint Finance or will they automatically have access to both through one login?**

    Employees will have separate log ins for Costpoint T&E and Costpoint Finance. Everyone will have access to Costpoint Time, but only certain users will have access to Costpoint Finance as part of their role.

Delivery Practitioners

65. **Who has access to Costpoint?**

    Very few people had access to Oracle R12, and most operated through Jacobs Analytics through the data lake. The Amentum Costpoint system has a much broader view-only access than Oracle R12 and therefore more people have access, e.g. Project Controllers, Project Managers, Leadership, Operation Management.

66. **Are the Project Accountants (PA) still going to be gatekeepers or will the project teams (i.e. Project Controls (PC) have greater access e.g. to upload budget, apply rates, mark invoiced?**

    The PA will be gatekeepers and their role will broadly perform the same as in Oracle R12. Project Controllers will not have additional access.

67. **How do we nominate colleagues within the Framework to become Superusers and what does this involve?**

    For now, superusers will remain as is, and will not be expanded, but this will be addressed again in the near future. If you would like to nominate someone as a Superuser please complete the Hypercare MS Form.

68. **Who will be our point of contact for changes that are required, or will Project Controllers have access 'to do' rather than 'read only' (e.g. percentage uplifts, bill rate changes, new task codes etc.)?**

    Access will be the same. Changes will be approved and loaded into the system by Project Accountants.

Requisitions / POs / Accruals / Invoices

69. **Will there be a new email address for our suppliers to submit invoices to?**

    Suppliers have received a letter informing them of the email changes, and this will also be added to the autoreplies. If you have any queries, please contact cmsukapinvoices@global.amentum.com and they will be able to assist.

70. **Who can raise requisitions in Costpoint?**

    If you have raised a requisition within the last 1-2 years within Oracle R12 you will be allocated this role within Costpoint.

71. **Will we have to close 'live' POs in the old system and open new POs for balance values in the new system?**

    No. POs on projects are being migrated.

72. **In previous migrations we have had 'opening balances' for cost, revenue, etc., for projects migrated to a new system but with no history, breakdown of costs, etc., will it be the same for this migration?**

    Yes. The data will be available in the data lake.

73. **Will historic billing be transferred over for a full picture of what has been billed to date vs Revenue to date etc.?**

    Bill to date and revenue to date will be migrated but a full history will not be visible.

74. **Will we have access to old data from Oracle R12 and for how long?**

    Yes, as required by contract and legal requirements (7-10 years).

75. **Will we have the ability to make emergency payments or expedite invoices e.g. to SMEs?**

    Yes. However, they need to be well justified - please log a hypercare ticket for urgent invoices.

76. **What access will we have to balance sheet controls – Aged debtors/creditors etc.?**

    Aged debts reports will be available through the Cognos system. Relevant users will receive guidance on this. Automatic weekly issued project level reports will no longer be issued and will have to be found in Cognos.

Revenue / Billability

77. **Does Costpoint allow us to specify if hours are billable or non-billable?**

    Yes, at the cost code booking level. It is not something you select in your timesheet.

78. **Following timesheet submission, when will hours/costs show?**

    The timesheet process runs weekly. As soon as the process is run, relevant users will see the cost on the project.

Costpoint Reports

79. **Will the same reports be available to PMs/PCs?**

    Yes. All the same info will be available but we are not replicating the exact appearance.

80. **When will an equivalent of Oracle Analytics be available to run reports such as AR/WIP?**

    We have escalated this question and will update when we have an answer.

Acronyms

AP	Accounts Payable
AR	Accounts Receivable

BL	Business Lead
BMS	Business Management System
CAPEX	Capital Expenditure
CE	Chargeable Event
CIS	Construction Industry Scheme
CL	Costpoint Level
CP	Costpoint
DPE	Designated Project Executive
EAC	Estimate at Completion
ERP	Enterprise Resource Planning
GL	General Ledger
GNA	General and Administrative
JA	Jacobs Analytics
JFS	Jacobs Field Services
LE	Legal Entity
NB	Non billable
O2C	Order to Cash
OPEX	Operational Expenses
OPR	Operational Project Review
PA	Project Accountant
PM	Project Manager
PNB	Project Non Billable
POC	Percentage of Completion
PU	Performance Unit
R12	Oracle-R12
UAT	User Acceptance Training
WBS	Work Breakdown Structure
WIP	Work In Progress