

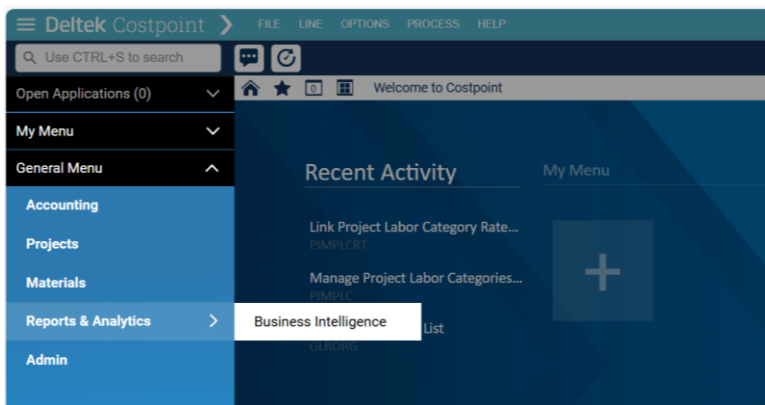
Guidance for Creating New Level 6 Lines – Non Billable

Please note: This document is intended as supplementary guidance and should be read in conjunction with “Job Aid: Project Setup Form”. It does not replace or override the content of “Job Aid: Project Setup Form”, but rather provides additional context and support for its implementation.

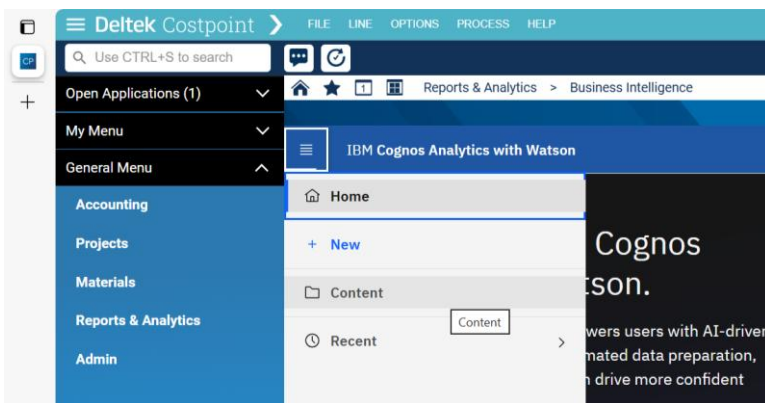
Project Structure

Before adding a new L6 to a project in Costpoint, ensure that the necessary structure is already in place at the preceding levels. Specifically L1 to L5 must be correctly configured.

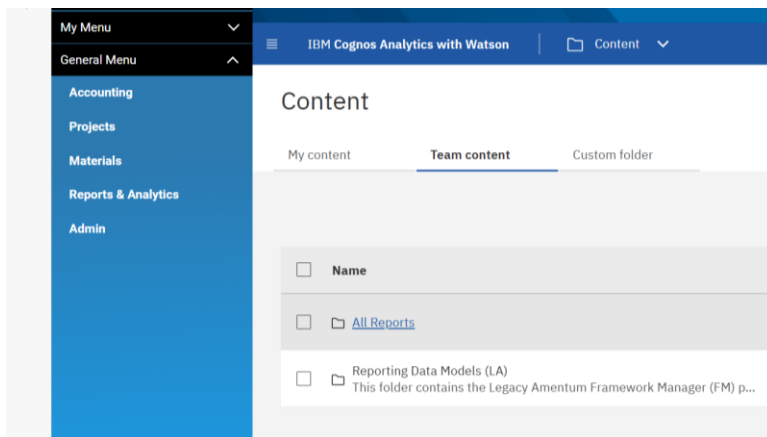
To verify this, you can download the Cognos report titled “Project Setup Validation”. To access the report, log into Costpoint and navigate to Reports & Analytics -> Business Intelligence



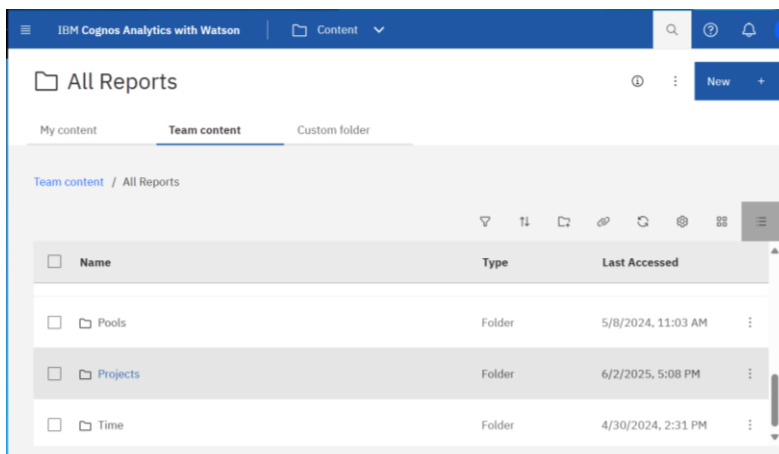
Open Menu and select ‘Content’



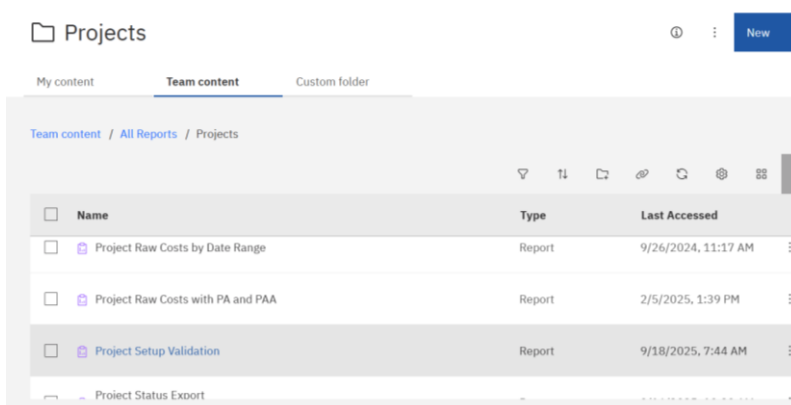
Navigate to 'Team Content' and select 'All Reports'



Scroll down and select the 'Projects' folder



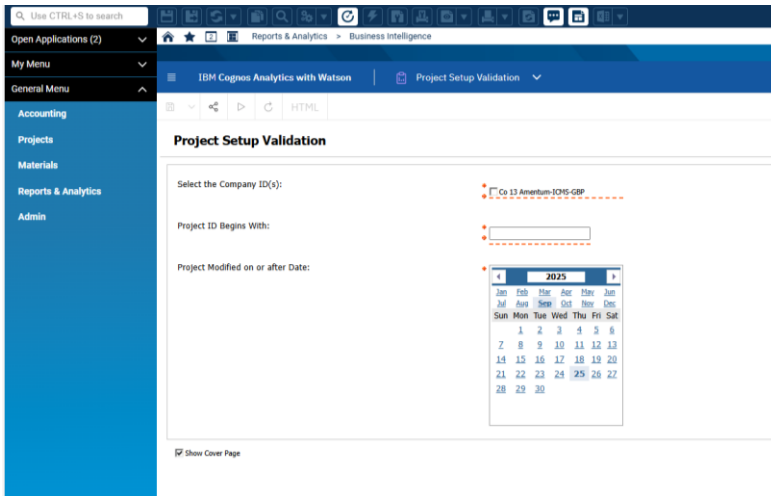
Scroll down again and select 'Project Setup Validation'



Select the Company ID: Co 13 Amentum-ICMS-GBP.

In section titled 'Project ID Begins With' type in your project number.

In the section titled 'Project Modified on or after Date', if you do not know the exact date, please select migration date of 01 August 2025.



Scroll down and select 'Finish'.

Once you have confirmed that L1 to L5 are correctly configured, it is essential that any new L6 you request adheres precisely to the same structural format.

For the majority of projects, non-billable lines will be established at L6. **Exceptions** requiring configuration at L7 apply only to projects under the EDF Framework, specifically **TSA, TSO and HTSA**.

Example:

For project 5XX3.36.00.C.0000, the new L6 would be 5XX3.36.00.C.0000.NONBILLABLES. Or if applicable, the new L7 would be 5XX3.36.00.C.0000.XX.NONBILLABL.

Please note: If you wish to request additional changes or information to be included at L5, prior authorisation must be obtained from the Enterprise Project Team in the US. Further instructions on how to do this will be provided in the guidance document on how to create billable lines.

Project Setup Form – Tab 1.4 Project Structure

To request a new non-billable L6 line, complete tab 1.4 Project Structure of the Project Setup Form.

In the top-left corner of the sheet, enter the required details as shown in the screenshot provided:

Project Setup Form - Project Structure >		
New Contract or Task Order Setup?	No	
Company ID:	13-Amentum-ICMS (GBP)	
Owning Organization:		
Contract Customer ID:		Please fill out all 4 remaining yellow header cells
Program Manager Emp ID:		
Project Classification:	DIRECT Project	

Please note: For 'New Contract or Task Order Setup?', select 'No'. As there is no change to the value of the project, the request does not constitute a new contract or task in Costpoint terms.

The 'Owning Organization', 'Contract Customer ID' and 'Program Manager Emp ID' can be found in the "Project Setup Validation" report mentioned above.

At the top of the document, in columns F-K, please add your name in the ‘Prepared by’ section.

Prepared by: John Smith	
EPA Approval:	
<i>Rqd for new Program/TO/Exceptions</i>	
*EPA Lead approval required if cell above is shaded in orange	
Prime Contract Number:	At least one of the four contract number fields must be filled out
Subcontract Number:	
Task Order Number:	
Purchase Order Number:	

While the form requires that you complete at least one of the four contract number fields, this is not necessary for setting up non-billable lines. As a result, all four fields can be left blank.

At the top of the document, columns M-X capture EAC Revenue Recognition Review. In the section regarding HPEAC Alt Proj ID, please select ‘N/A’.

EAC Revenue Recognition Review		
Specify CP Project ID level that is mapped to HPEAC Alt Proj ID (Enter N/A if EAC is not prepared for program)	N/A	Please fill out HPEAC Mapping form for any new projects than need to be mapped to the HPEAC Alt Proj ID. HPEAC Form
For any material changes to contract scope, reach out to EPA Lead or Revenue Recognition Team to ensure ASC 606 revenue recognition compliance.		

Please complete cells M8, O8 and Q8. The standard level for revenue, funding and billing is L5 however, please verify whether this is applicable to your project. This can be done using the “Project Setup Validation” report mentioned above.

Revenue Level: 5	Funding Level: 5	Billing Level: 5
------------------	------------------	------------------

When completing the ‘Project Structure Setting’ section, please be aware that although the form suggests the project number can be up to 30 characters, it must in fact be **exactly** 30 characters in length. The ‘Project Name’ field is where you assign the individual task name for each line and may contain up to 25 characters, in line with the instructions. Special characters (e.g. &, /, -, £, *) are not permitted in either the project number or the project name.

When selecting the project type, ensure it is consistent with other levels of the project. If unsure, please refer to the ‘Project Setup Validation’ report mentioned above.

Project Structure settings (All Fields Required)							
Lvl	Project Number (up to 30 characters)	Project Name (up to 25 Characters)	Project Type	Export- T/E	PAG (3 Ch)	Allow Chargin	HPEAC Alt Proj Ma?
6	5XX3.36.00.T.0000.NONBILLABLES	NON BILLABLE	T&M				

Select the desired 'Export' flag to allow the line to be exported to Costpoint Time and/or Costpoint Expense and ancillary (procurement) systems. You can select one of the following options:

N – None

T – Time

E – Expense

B – Both

You only need to set the 'Export' flag at the charging level, typically L6 or L7. For any other level, please select 'N' (i.e. None), meaning it should not be exported.

In Costpoint, unlike in Oracle R12, it is possible to include both labour and non-labour charges on the same line. Therefore, it is not necessary to create separate lines for capturing labour and non-labour costs. It is recommended to set the 'Export' field to B (i.e. Both), which covers both Time and Expense.

Project Structure settings (All Fields Required)							
Lvl	Project Number (up to 30 characters)	Project Name (up to 25 Characters)	Project Type	Export- T/E	PAG (3 Ch)	Allow Chargin	HPEAC Alt Proj Ma?
6	5XX3.36.00.T.0000.NONBILLABLES	NON BILLABLE	T&M	N			
				T			
				E			
				B			

'Allow Charging' does not refer to whether an activity is billable or non-billable. Instead, it indicates whether the activity needs to be available for use within the relevant systems (e.g. Costpoint Time, Costpoint Expense).

You should allow charging only at the level where your activity occurs, typically L6 or L7. For all other levels, charging should not be allowed.

Project Structure settings (All Fields Required)							
Lvl	Project Number (up to 30 characters)	Project Name (up to 25 Characters)	Project Type	Export- T/E	PAG (3 Ch)	Allow Chargin	HPEAC Alt Proj Ma?
6	5XX3.36.00.T.0000.NONBILLABLES	NON BILLABLE	T&M	B		Y	

PAG stands for Project Account Group. A non-billable line must be set up as 'DUB', i.e. Direct Un-billable.

Please note: Once created, PAG cannot be amended. If set up incorrectly, the line will need to be closed and a new one created with the correct configuration.

Project Structure settings (All Fields Required)							
Lvl	Project Number (up to 30 characters)	Project Name (up to 25 Characters)	Project Type	Export- T/E	PAG (3 Ch)	Allow Chargin	HPEAC Alt Proj Ma?
6	5XX3.36.00.T.0000.NONBILLABLES	NON BILLABLE	T&M	B	DUB	Y	

When completing the 'Location Information' section, you must select the country from a drop-down menu.

Location Information (Required)			
Country	State	City	County
United Kingdom-GBR			

All other sections, including revenue and billing information, should be left blank.

Project Setup Form – Tab 2.30 Mass Charge or Flag Update

Tab 2.30 of the Project Setup Form is to be used solely for updating or deactivating existing charging and export flags. To create new non-billable lines and associated charging and export flags, you must follow the process outlined above. Please ensure that any new title used is not identical to those already set up in the system. This includes titles that have been deactivated.

Please refer to Section 2.25 of the "Job Aid: Project Setup Form" for comprehensive guidance on how to update or deactivate multiple export and/or charging flags.

Please note: The 'Active' column must display 'Y' (Yes). This should only be changed to 'N' (No) once the project has concluded and all closeout processes have been completed. If you wish to deactivate a line, this can be requested via the 'Allow Charging' column.

Submitting for Processing

When saving the Project Setup Form, you must follow the required naming convention. The file should include the six-digit project number and today's date in reverse format:
PSF#5XXX.XX.PSF.YYYY.MM.DD

Once saved, attach the form to a new email. The email subject line must begin with the designed tag: [ICMS-INTL] followed by a brief description [New L6 line for 5xxx.xx]. The ICMS-INTL tag is essential, as automated rules have been applied to the Project Controls mailbox to route emails to the correct team. Emails without the tag may be missed or delayed.

Please send your completed form and email to: projectcontrols@amentum.com