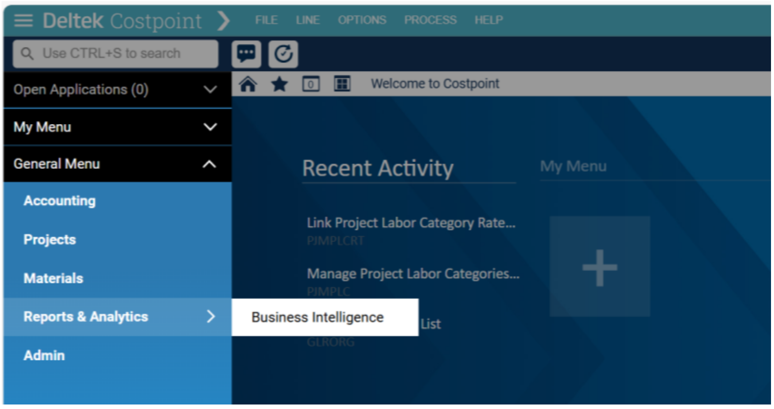
Guidance for Creating New Level 6 Lines on Direct Projects and Updating Contract Registers

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.

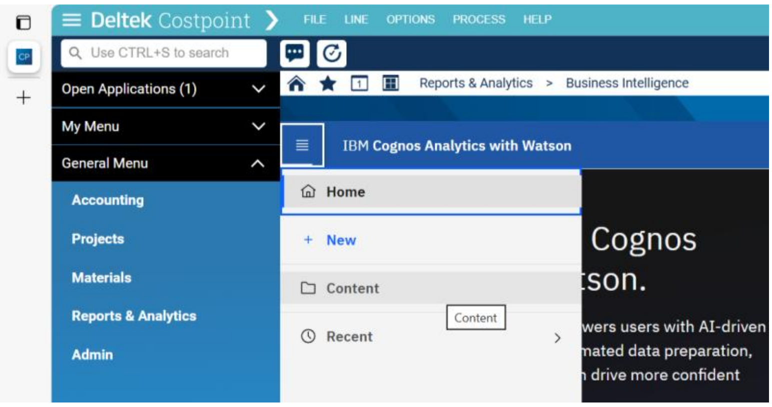
Project Structure

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.

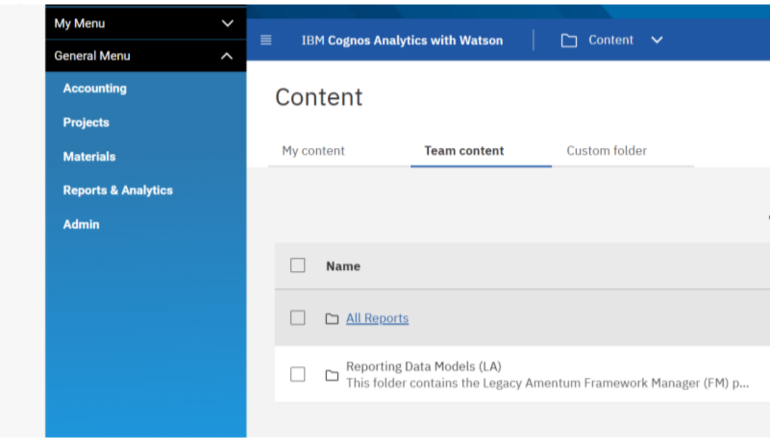
To verify this, you can download the Cognos report titled “Project Validation Setup”. To access the report, log into Costpoint and navigate to Reports & Analytics -> Business Intelligence



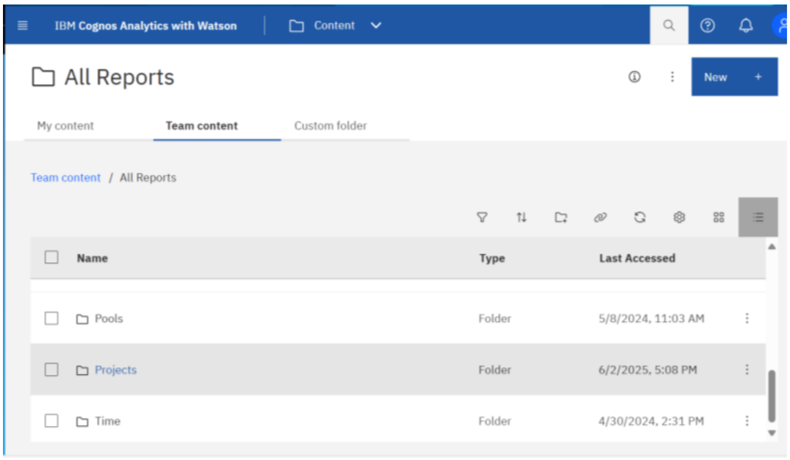
Open Menu and select ‘Content’



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



Scroll down and select the 'Projects' folder

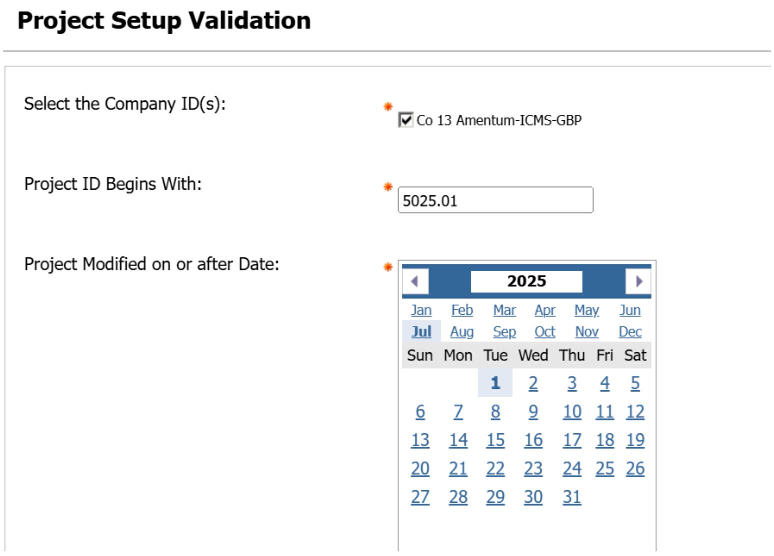


Scroll down again and select 'Project Setup Validation'

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

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

In section titled 'Project Modified on or after Date select 1 July 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.

Please note: If the contract type at L2 is set to ‘Multi’, the lines below it can be a mixture of contract types. However if the L2 is set as a specific contract type, ie T&M or Fixed Price etc, all lines below it must have the same contract type as the L2.

For the majority of projects, 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.T.0000, the new L6 would be 5XX3.36.00.T.0000.TO28TECHBILL. Or if applicable, the new L7 would be 5XX3.36.00.T.0000.XX.TO28TECHB.

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 later in this document.

Project Setup Form – Tab 1.4 Project Structure

To request a new 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 3 remaining yellow header cells
Program Manager Emp ID:		
Project Classification:	DIRECT Project	

Please note: For ‘New Contract or Task Order Setup?’, select ‘No’. This option should only be set to ‘Yes’ when setting up a new L1 and L2 project.

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.

The ‘EPA Approval’ section can be left blank as you do not need to request an approval for adding a new L6 line.

You must include either a Purchase or Task Order number for the additional billable tasks.

Prepared by:	John Smith	
EPA Approval:		
Rqd for new Program/TO/Exceptions		
		*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:	12345678	

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, or that ‘Multi’ has been selected as the contract type at L2 if a different contract type is required. If unsure, please refer to the ‘Project Setup Validation” report mentioned above.

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.TO28TECHBILL	TO28_TECH_BILL_ACTIVITY	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.

Lvl	Project Number (up to 30 characters)	Project Name (up to 25 Characters)	Project Type	Export-T/E	PAG (3 Cha	Allow Charging	HPEAC Alt Proj Ma?
6	5XX3.36.00.T.0000.TO28TECHBILL	TO28_TECH_BILL_ACTIVITY	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).

Enter 'Y' only at the level where your activity occurs, typically L6 or L7. For all other levels, enter 'N'.

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.TO28TECHBILL	TO28_TECH_BILL_ACTIVITY	T&M	B		Y	

PAG stands for Project Account Group. The billable PAG for your new task must align with those on the rest of the project. This can be checked using the "Project Setup Validation" report.

A non-billable line must be set up as 'DUB', i.e. Direct Un-billable. It can be sent as part of the same Project Setup Form as long as it comes under the same L5.

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.TO28TECHBILL	TO28_TECH_BILL_ACTIVITY	T&M	B	DR1	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			

If the L6 structure follows exactly from L5 (revenue and billing formulas, billing currency, customer terms, etc.) all other sections of the form should be left blank.

<u>If a New L5 Structure Required</u>

If the L6 structure must differ from the existing L5s, a new L5 structure will need to be created (e.g. to differentiate between Requests for Service on EDF Framework). In such cases, select the appropriate contract type at L4 and align with the project structure used by other L4s. Create the new L5 within the same form, following the instructions provided above.

Once complete, add the required revenue and billing formulas. To review which formulas have been applied to other L5s, refer to the “Project Setup Validation” report. Descriptions of all formulas are available in tab 1.2 Quick Reference of the Project Setup Form.

Revenue Information (Rqd on Revenue Level Only)				**ing** (Rqd			
Revenue Formula	**Rev Fee% Labor**	**Rev Fee% Non-Labor**	**Fee on Hours $**	**Billing Formula**	**Bill Fee% Labor**	**Bill Fee% NonLab**	**Fee on Hours**
LLRCINLB				LLRCINLB			

Please review the contractual arrangements and confirm ‘Billing Cycle’ (typically monthly) and ‘Customer Terms’ (typically NET 30) within the form.

Field titled ‘Remit To’ must also be completed and should match the rest of the project. This field is used to specify which Amentum legal entity, bank account and registered address should be included on the invoice for the customer to submit payment against. (The various options available for all Amentum companies are visible on sheet 5.3 and information relating to Company 13 is in rows 106 – 138.)

The Billing Customer ID needs to match with what has been entered in C3. You also need to enter the Customer Address Code to add the billing address to be used which you can find in Costpoint by using the Project User Flow function or by running the Project Setup Validation report.

Finally, make sure that you specify the billing currency to be used. For projects in Company 13 the project currency will always be GBP but invoices may be raised in another currency to meet the needs of the contract and project.

					Supporting Schedule: No				
Billing Cycle	**Remit To**	**Customer Terms**	**Billing Custome**	**Customer Address Co**	**Billing Form**	**Bill Format Code** (if Custo	**Schedule Format**	**Detail Level**	**Billing currenc**
MO	13R016	NET 30	130183	BILL0001					JPY

This concludes the requirements for Tab 1.4 Project Structure.

Project Setup Form – Tab 2.10 PLC Form

If you are setting up a new T&M line and PLC codes are required, please refer to the document titled “Project Labour Categories (PLCs) – Guidance for Time & Material” for further instructions. NB If this is a new L6 or L7 T&M line under a project which already has active T&M lines and PLCs, then the PLCs already in place at L3 will apply. However, if additional PLCs are required for the new task then the L3 PLC assignment will require updating.

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 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 can only be changed to 'N' (No) once the L1 programme has been identified for closure and all closeout processes have been completed. If you wish to deactivate a line so that it is not available for bookings in the time, expense or procurement systems, you can do this by changing the 'Export' flag to N and the 'Allow Charging' flag from Y to N.

Contract Register

The Contract Register must be updated whenever the contract/project value in Costpoint is increased (or where there is a contract downturn). Due to migration activities, the Contract Register was not completed during the initial setup of the L1/L2 projects. As a result, a starting point will need to be added to the Contract Register before any changes can be made.

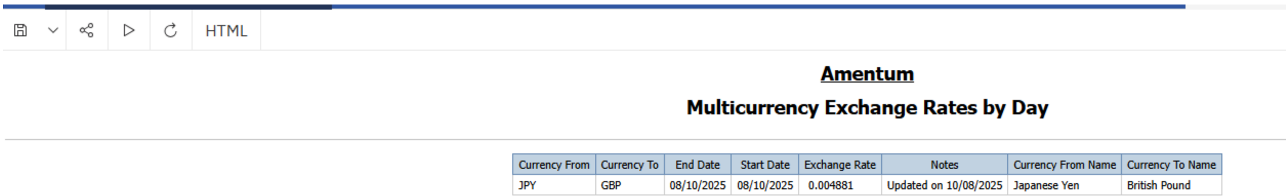
It is recommended that you keep the Project Setup Form open, as you will need to copy certain information across during this process.

The Contract Register will always be entered and loaded in GBP. For any projects using currencies other than GBP for billing purposes, you will need to look up the spot rate currency conversion in Costpoint and use this to calculate the GBP values.

To find the currency spot rates, go to:

Reports and Analytics -> Business Intelligence -> Content -> All Reports -> General Ledger -> Multi-currency Exchange Rates by Day

Select today's date in both from/to calendars. Select the foreign currency in the From Currency list and change the To Currency from the default value (USD $) to GBP. Uncheck the Show Cover Page box and click on Finish. The report will export as HTML by default.



Currency From	Currency To	End Date	Start Date	Exchange Rate	Notes	Currency From Name	Currency To Name
JPY	GBP	08/10/2025	08/10/2025	0.004881	Updated on 10/08/2025	Japanese Yen	British Pound

To export to Excel, click on the dropdown menu headed HTML and select Excel data and the report will export to your Downloads folder.

Contract Register Tab

You must ensure that macros are enabled in Excel on your device. Save a blank copy of the contract register template with a new name based on the following naming convention.

P#5XXX.XX.Modupload.YYYY.MM.DD eg P#5M25.06.Modupload.2025.10.08

'Prime #' and 'Subcontract #' sections can be left blank.

- ‘Task Order #’ should contain either the Purchase Order number or the Contract Amendment number, as applicable.
- ‘Contractor’ refers to the Amentum legal entity to which the contract has been awarded.
- ‘Issuing Agency’ identifies the Customer.
- Contract type must be completed in accordance with the information provided in the Project Setup Form.

Prime #:	
Subcontract#:	
Task Order#:	12345678
Contractor:	Amentum Clean Energy Ltd
Issuing Agency:	Company X
ContractType:	T&M

‘Contract Name’ and ‘Subcontract Name’ sections can be left blank.

‘Task Order Name’ can be completed, if applicable.

Period of Performance – ‘PoP Start’:

- Date must match the date stated on the Purchase Order (PO).
- If the PO has been signed by customer and Amentum, the ‘PoP Start’ date should reflect the date of those signatures.
- This date also marks when individuals can begin booking time against the project.

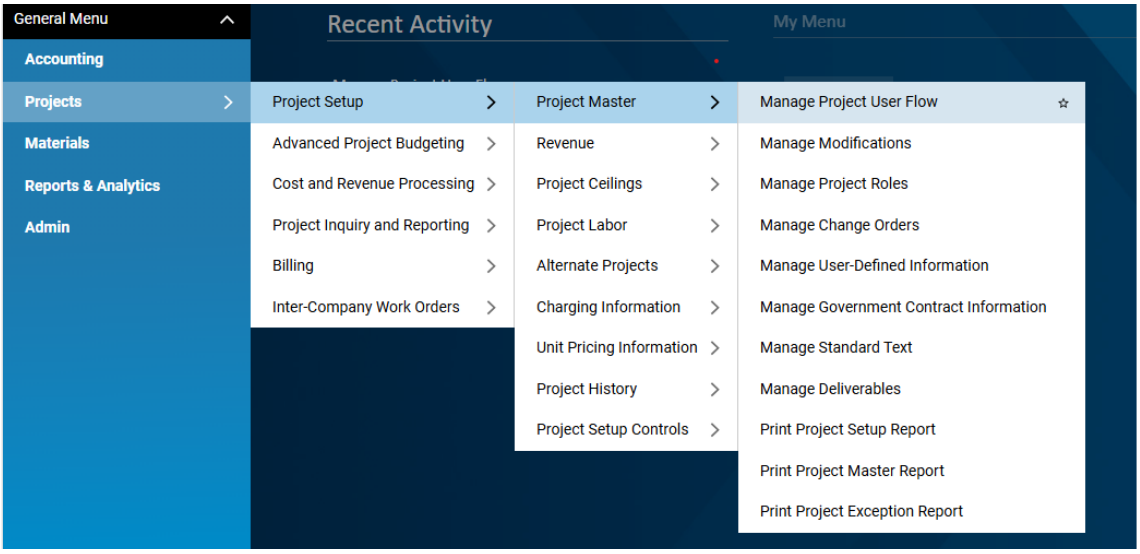
‘PoP End’ date must either be the date specified on the PO or the anticipated end date of the project, after which no further bookings should be permitted. This field **must not** be left blank.

Contract Name	
Subcontract Name	
Task Order Name	XX XX Test Site Assessment
PoP Start	08/15/2025
PoP End	01/03/2026
Total Contract Value	-
Total Funded Value	-

Please note:

- The form automatically converts international dates to American format (MM/DD/YYYY). As a result, please enter the date using the international format (DD/MM/YYYY).
- ‘Total Contract Value’ and ‘Total Funded Value’ are calculated by the system, so should be left blank.

As previously noted, due to migration activities, the first line (row 16) in Contract Register must be a balancing entry sourced from Costpoint. The “Manage Project User Flow” section within Costpoint will assist in creating this entry.



Please ensure you select the appropriate L5 project to access the correct information. Click on Modifications from the menu at the bottom of the window

Project Abbreviation	Level	Project Classification	Project Class Allow Edit	Project Type	Project Type Allow Edit	Export Project Classification
	1	DIRECT Project	☑	MULTI	☑	None
	2	DIRECT Project	☑	MULTI	☑	None
	3	DIRECT Project	☑	MULTI	☑	None
	4	DIRECT Project	☑	EAC	☑	None
	5	DIRECT Project	☑	EAC	☑	None
	4	DIRECT Project	☑	FIXED PRICE	☑	None
	5	DIRECT Project	☑	FIXED PRICE	☑	None
	6	DIRECT Project	☑	FIXED PRICE	☑	Time Collection Project
	6	DIRECT Project	☑	FIXED PRICE	☑	Time Collection Project
	6	DIRECT Project	☑	FIXED PRICE	☑	Expense Project
	2	DIRECT Project	☑	MULTI	☑	None

g COGS Total Ceil Dir Cost Ceil Burd Cost Ceil Dir Hrs Ceil Empl Hrs Ceil Vend Hrs Ceil Cost Fee Ovrd I
User-Defined Info Proj Levels Org

Project User Flow

Load Defaults

	Project	Project Name	Project Abbreviation	Level	Project Classification	Project Class Allow Edit	Project Type
	5093.45.00.F.0000	UK TSA3		5	DIRECT Project	☑	FIXED PRICE

Modifications Revenue Information Proj Bill Info Def Rate Seq COGS Total Ceil Dir Cost Ceil Bu

For the balancing entry, only the following cells need to be completed:

- Mod / PO – Type in 'CONV' for Conversion.
- Executed Mod Date – 'Effective Date' from Costpoint.
  - Can be found in the 'Modifications' section (bottom left corner) of the "Manage Project User Workflow" section mentioned above.
  - **<u>Please note:</u>** The form automatically converts international dates to American format (MM/DD/YYYY). As a result, please enter the date using the international format (DD/MM/YYYY).
- Description – Select 'Administrative Change' from the drop down list.
- Contract period – Select 'Base' from the drop down list.
- Contract Type – Select the correct option from the drop down list.
- Project – Add associated L5 project number.

- Contract Value Cost – 'Value Modifications Value' from Costpoint.
    - Can be found in the 'Modifications' section (bottom left corner) of the "Manage Project User Workflow" section mentioned above.
- Contract Value Fee – Add '0' value.
- Funded Value Cost – Add the same value as in 'Contract Value Cost'.
- Funded Value Fee – Add the same value as in 'Contract Value Fee'.
- Base/ Mod – Type in 'CONV' for Conversion.

CP	Mod / PO (Max 6)	Executed Mod Date	Description	Contract period	PoP Start	PoP End	CLIN / PO Line	SLIN (Sub CLIN)	ACRN	Contract Type	Project	Contract Value Cost	Contract Value Fee	Contract Value Total
	CONV	08/01/2025	Administrative Change	Base						T&M	5XX3.36.00.C.0000	80,000.00	0.00	**80,000.00**

The second line (row 17) and below are the new Costpoint entry.

The following cells need to be completed:

- CP – This column is used to identify modifications to be loaded into Costpoint. Entering an "x" is an important part of the process that will later allow the macros to automatically populate the "CP Entry Approval" tab.
- Mod / PO – Enter the last 6 digits/characters of the PO number. (The full PO number needs to be entered in Column M).
- Executed Mod Date – Should be the same as PoP Start date for the PO / Contract Amendment. The form automatically converts international dates to American format (MM/DD/YYYY). As a result, please enter the date using the international format (DD/MM/YYYY).
- Description – Select 'CV & FV Change' if contract and funded value are increasing, i.e. you have a Purchase Order / Contract Amendment and the overall contract value is changing.
- Contract period – Select 'Base' from the drop down list.
- PoP Start and PoP End – Dates must match those in cells J7 and J8. The form automatically converts international dates to American format (MM/DD/YYYY). As a result, please enter the date using the international format (DD/MM/YYYY).
- Contract type – Select the correct option from the drop down list. This must match the one in cell K16.
- Project – Enter the L5 project number as this corresponds to the level at which the funding is allocated.
- Ensure that column M is visible. If it is not, unhide it and the Notes field will then be visible. This is where you must enter the full purchase order number (or contract instruction, contract number or other specific reference as appropriate).

Filtered Subtotals:

CP	Mod / PO (Max 6)	Executed Mod Date	Description	Contract period	PoP Start	PoP End	CLIN / PO Line	SLIN (Sub CLIN)	ACRN	Contract Type	Project	Notes

- Contract Value Cost – Enter PO / Contract Amendment value.
- Contract Value Fee – Add '0' value.
- Funded Value Cost – Add the same value as in 'Contract Value Cost'.
- Funded Value Fee – Add the same value as in 'Contract Value Fee'.
- Base/ Mod – Same as in Column B.

CP	Mod / PO (Max 6)	Executed Mod Date	Description	Contract period	PoP Start	PoP End	CLIN / PO Line	SLIN (Sub CLIN)	ACRN	Contract Type	Project	Contract Value Cost	Contract Value Fee	Contract Value Total
	CONV	08/01/2025	Administrative Change	Base						T&M	5XX3.36.00.C.0000	80,000.00	0.00	**80,000.00**
x	345678	08/15/2025	CV & FV Change	Base	08/15/2025	01/03/2025				T&M	5XX3.36.00.C.0000	45,000.00	0.00	**45,000.00**
														0.00
														0.00

<u>Please note:</u> All fields that are automatically calculated should be highlighted in green.

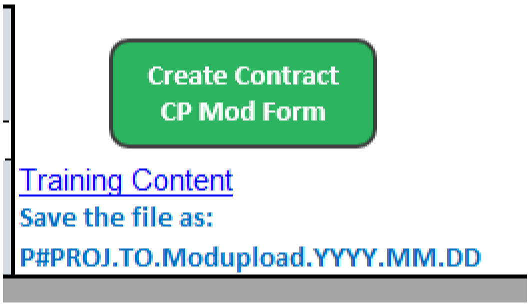
CP Entry Approval Tab

Enter your name in the 'Requestor' field and select ' 13-Amentum-ICMS (GBP)' as Company ID.

Requestor	John Smith
EPA Analyst	
Company ID	13-Amentum-ICMS (GBP)

Copy the PO number (last six digits/characters only) for the modification you want to add to Costpoint (column A). This will pull through the contract and funded values. The form will flag that EPA (Enterprise Project Accounting) approval is needed to authorise the contract value.

Once completed, return to the Contract Register tab and click on 'Create Contract CP Mod Form'.



Contract Register is now complete.

If there is an increase in contract value on an existing project but no change to any task lines or requirement for additional lines, then only the contract register needs to be submitted for approval (no PSF needed in that instance).

If a New L5 Structure Required

If a new L5 structure is required, follow the standard process outlined above, with one key modification: In column L (Project), when entering the L5 line, type the new line you are requesting, rather than entering an existing one.

Submitting for Processing

You can either submit the PSF for processing first and follow up later with the contract register, or if all of the information is available at the same time you can submit them together.

Project Setup Form

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: P#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.

If you are only submitting a PSF without a contract register, please send your completed form to: projectcontrols@amentum.com. If you are submitting the form at the same time as the contract register, please follow the instructions below for submitting the contract register.

Contract Register

When submitting the Contract Register, you must follow the required naming convention. The file should include the six-digit project number and today's date in reverse format: P#5XXX.XX.Modupload.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].

Please send your completed Contract Register, Project Setup Form (if applicable) and supporting documents (PO, Task Order, Contract Amendment, etc.) to projectcontrols@amentum.com and copy in EPA Manager, Nancy Andrews at: nancy.andrews@amentum.com