Overview of Initial Project Setup in Costpoint

Upon Receipt of Initial PASS from Contracts via PASS(Project Action Sheet System)
    The following information is entered at the top level project number:
    Project/Project Setup/Project Master/Manage Project User Flow
        Basic Info Tab:
        Project Number
        Project Name(Customer Name or other description)
        Project Classification:

	B&P	Bid & Proposal (00PXX.XXXX.XXXX)
	Direct	Billable projects
	Indirect	Overhead (INDEX.XXXXXX or service center (MPROJ.XXX.XX)
	IR&D	Internal Research & Development (01XXX.XX)
	WIP	Work in Process (00180.XXXX)

        Project Type: For direct projects chose the appropriate contract type as noted on PASS (and contract)
            CPFF(Cost Plus Fixed Fee)
            FP(Fixed Price)
            NTE(Not to exceed)
            T&M(Time & Material)
            (The project type wilth numeric suffix are used for the reporting level in the
            Project Status Summary report.)
        Billable Project: If direct project the "Billable Project" flag should be checked
        Apply Cost of Money Rates: Field should be checked if applicable
        Active: Active flag should be checked until the project is complete and no longer active
        Account Group(PAG-Project Account Group)

	B&P	B&P
	Direct	GOV(government) or COM(commercial) at top level)
	Indirect	IND
	IR&D	IRD
	WIP	WIP

        Owning Org: Select org that project is to be assigned to.
        Project Work Force Required & Use Top Level Work Force are used for T&M contracts only

        Details Tab
            Select Customer
            Select Project Manager
            Input contract/purchase order number in appropriate field:
                Prime Contract No
                Subcontractor No
                Purchase Order No

        Project Levels Tab: define appropriate levels for entire project

    The following information is entered with the detail(charging) level project number(s):
    Project/Project Setup/Project Master/Manage Project User Flow
        Basic Info Tab:
        The "Export Project" flag should be checked at the charging level to "Time & Expense"
        The "Allow Charging" flag should be checked at the charging level
        Account Group for direct projects at charging level(PAG-Project Account Group)

	CPF	Commercial Process Facility
	CGO	Commercial GOCO
	CIP	Commercial IPA
	CLA	Commercial Laboratory
	CNL	Commercial Non-Laboratory
	COS	Commercial Off-Site
	HIP	DHHS IPA
	HLA	DHHS Laboratory
	HNL	DHHS Non-Laboratory
	HOS	DHHS Off-Site
	HGO	GOCO DHHS
	NPF	Non-DHHS Process Facility
	NNL	Non-DHHS Non-Laboratory
	NGO	Non-DHHS GOCO
	NIP	Non-DHHS IPA
	NLA	Non-DHHS Laboratory
	NOS	Non-DHHS Off-Site

        Mods Tab:
            Insert new record
            Add beginning & ending effective dates for project endurance
            Add modification description
            Add value modification value
            Add funding modification value(value and funding will be same)

        Revenue Info Tab:
            Select appropriate revenue formula(most common is CPFC(Cost Plus Fee on Cost)
            for CPFF & FP.

Project Billing Info Tab:

      Select appropriate billing formula from drop down box.

      For CPFF projects add appropriate Generic Billing Format

      Controls-for CPFF check the following:

            Allow transactions to be partially billed

            Allow User to edit bills

            Allow User to adjust transactions in open billing detail

      Customer Tab:

      Select appropriate customer billing address code

Total Ceiling Tab

      Can be set to stop billing and/or revenue recognition at task level

      if appropriate.

Burden Cost Ceilings:

      Allows application of alternate indirect rates from current rate agreement if negotiated.

Government Contract Tab:

      Agency ID: Input agency ID from list below used for smal business reporting

            DHHS

            DOD

            DOE

            DOJ

            EPA

            NASA

            NIH

            NOTFED

User Defined Info Tab:

      Fields to complete:

            Report Flag must be set to "Y" for the project/task to be shown on the daily project summary

            Task Manager field allows the managers to be noted at the individual task level as opposed

            to the top level project manager who assumes resposibility for entire project.

            Backlog should be set to "Y" to be included in the monthly backlog report until project end date

             is reached.

MAINTAIN PROJECT MASTER

This screen is the focal point for project setup. Use this screen to define the structure of the project, including the number and length of levels. Set up charging criteria and validations and turn other functions off or on, such as project work force and billable status. Determine project type (cost reimbursable, fixed price, T&M, etc.), and project classification (direct project, B&P, indirect project, etc.), and edit those choices at lower levels of the project setup. Finally, you can set up the customer, project manager, and owning organization and other information.

This screen is similar to the Basic Info screen (**Projects » Project Setup » Project Master**) but has additional functions to enhance the setup of your projects. Seventeen different subtasks, available through the italicized buttons, are available. These subtasks provide direct access to the other setup screens where you can initialize all the different functions and settings for your projects.

After you enter data for the subtask, saving the screen automatically returns you to this screen, where you can access another subtask. This screen centralizes the setup of your projects and assists you in entering all the data for a given project. You can use the Basic Info screen to set up your project and use the subtasks in this screen to set up additional project data.

If you do not intend to grant rights to any of the 17 (subtask) screens to a certain user, that same user should not be given rights to this screen. Otherwise, that user will be able to access the screens by going through the Maintain Project Master screen.

Use this screen to initialize a project. Additional maintenance of the data on this screen is required only when the information changes, or if a change is required for any of the charging criteria.

Project

Enter a project, up to 30 alphanumeric characters, for the project to be set up. Projects must always be added from the highest (top) level to the lowest. Entry in the reverse order will cause an error message to be displayed.

The top level, or length of the initial segment, of the Project must correspond to the length of the level 1 segment in the Project Segment Lengths table window in the Project Settings screen. This is a required field. You can use

 or Query to select records.

Name

Enter a descriptive name of up to 25 alphanumeric characters for the project entered. This is a required field.

Level

If the project entered is a top-level project, (no other entries have been made), this field will be initialized with a **1**. If the project entered is not a top-level project, the level number defined by the number of characters and delimiters entered will be displayed, and the Project Levels table, in the Project Levels Setup subtask, cannot be edited. This is a display-only field.

Project Abbreviation

Enter an optional six-character abbreviation for the project in this field. Only one abbreviation is allowed for each project. Any abbreviation set up can be used in many transaction screens as an alternative to entering the project. For screens where a **Proj Abbreviation** field is available, entry of the abbreviation in that field on any transaction will "pull in" the associated project. Normally, you would not enter a project abbreviation unless you have selected the **Allow Charging** check box in the **Charging Criteria** group box.

Billable Project

This check box controls the setup of revenue and billing information for the project. Its default value is selected. If it is selected, the Basic Revenue Info screen (**Projects » Project Setup » Revenue Setup**) or the Project Billing Info screen (**Projects » Billing » Billing Master** or **Projects » Project Setup » Revenue Setup**) can be set up. If it is not selected, any information entered in the Basic Revenue Info or Project Billing Info screens that you try to save will generate an error message. Note that selecting or clearing this check box does not automatically make a project billable or unbillable. If the criteria for billing a project have been met, this check box will not prevent the bill from being calculated; it controls only whether the billing information can be set up.

Export Project

Use this drop-down list to select the Costpoint products that you want to include in the export processes. Depending on your selection in this field, you can export data for this project to Deltek Time & Expense and Deltek Time Collection. You can run export processes in the Export Data to Deltek Time & Expense 5.x screen (**People » Labor » Time Collection (ET) Interface**), the Export Data to Deltek Time Collection 3.x and 4.x screen (**People » Labor » Time Collection (ET) Interface**), and the Export Data to Deltek ET 2.x screen (**People » Labor »**

Time Collection (ET) Interface). This field should only be populated at the level of the project where labor will be charged.

You can select the following options based on the Costpoint products for which you are licensed and your selection in the **Version** drop-down list in the Corporate Settings subtask of the Labor Settings screen (**People » Labor » Labor Controls**):

- **Time Collection Project** – Select this option if you want to export data for this project to Deltek Time Collection. Use the Export Data to Deltek Time Collection 3.x and 4.x screen to export the data for this project to Deltek Time Collection. If you are also licensed for the Costpoint Employee Expense product and wish to export data for this project to Deltek Expense, you should use the **Time & Expense Project** selection for this field.

- **Time & Expense Project** - Select this option if you want to export data for this project to Deltek Time & Expense. Use the Export Data to Deltek Time & Expense 5.x screen to export the data for this project to Deltek Time & Expense. This option is only available if you have version 6.0 or greater of Deltek Time & Expense.

- **Expense Project** - Select this option if you want to export data for this project to Deltek Expense. Use the Export Data to Deltek Time & Expense 5.x screen to export the data for this project to Deltek Time & Expense. This option is only available if you are licensed for Deltek Expense.

- **None** – Select this option if you do not wish to export data for this project to Deltek Time Collection or Deltek Expense.

Project Classification

Select a classification type. This drop-down list will display the system-defined classes of projects that will require separate treatment, due to the varying requirements of each classification. Separate treatment may include using special processes to cost labor or materials, or may simply mean that each of the classifications can be sorted separately for reporting purposes. Valid options include:

- Direct Projects

- Bid & Proposal

- Independent Research & Development

- Indirect Projects

- Inventory Projects

- Work In Process

- Several types of Intercompany Projects.

If the project entered is not a top-level, the default value of the classification from the top-level project will be displayed. If you select the **Allow Edit** check box at the top-level, any classification can be selected. However, if the **Allow Edit** check box is not selected, the default top-level classification cannot be changed. This is a required field.

Allow Edit

These check boxes are displayed at all levels of a project, and control the ability to change the selection of certain key information about the project. When you set up a project, information that is entered will cascade down to lower levels and default in automatically, regardless of the value of the **Allow Edit** check box. The check box simply determines whether the default can be changed at the lower levels.

The **Allow Edit** check box can be cleared at any level of a project, and all lower-level **Allow Edit** check boxes will be cleared accordingly. (This means that the ability to restrict edits of data cascades down automatically from the level at which it was originally restricted). However, if a check box is selected after having been previously cleared, the change does not cascade down to lower levels. They must be changed one at a time.

Project Type

Select a project type. This drop-down list will contain the user-supplied types of projects in terms of their cost treatment. Generally, Project Types would include: Cost Reimbursable, Fixed Price, Time & Materials, etc., but could be any "type" that you want to track. No special processing will be generated based on this type. However, there are some reports, for example the Revenue Summary report, which can be sorted by type.

If the project entered is not a top-level, the default value of the **Project Type** from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, any selection of **Project Type** can be made.

However, if the **Allow Edit** check box is not selected, the default top-level **Project Type** cannot be changed. This is a required field.

Customer

Enter a customer number from the Accounts Receivable Customer table that corresponds with the main customer for the project.

You can use in this field.

The unlabeled field to the right displays the name of the selected customer. If the project entered is a top-level, the customer name will be displayed. If the project entered is not a top-level, the default value of the customer number and name from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can select any customer number and name. However, if the **Allow Edit** check box is not selected, the default top-level customer number and name cannot be changed.

Project Manager

Enter an employee from the Basic Employee Info table that corresponds with the project manager for the project.

You can use in this field. You can optionally leave this field blank if the project is to be managed by a non-employee, such as a subcontractor.

Project Manager Name

This field displays the name of the selected employee. If you left the **Project Manager** field blank, you can enter the name of a non-employee, such as a subcontractor, who will be managing this project. If the project entered is a top-level, the employee name will be displayed. If the project entered is not a top-level, the default value of the employee and name from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can select any employee and name. However, if the **Allow Edit** check box is not selected, the default top-level employee and name cannot be changed.

Prime Contract No

Enter the prime contract number (the number on the signed contract with the customer) if the project entered is a top-level. If the project entered is not a top-level, the default value of the prime contract number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can enter any prime contract number. However, if the **Allow Edit** check box is not selected, the default top-level prime contract number cannot be changed.

Subcontractor No

Enter the applicable subcontractor number (the number on the signed contract with the subcontractor) if the project entered is a top-level. if the project entered is not a top-level, the default value of the subcontractor Number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can enter any subcontractor number. However, if the **Allow Edit** check box is not selected, the default top-level subcontractor number cannot be changed.

Purchase Order No

Enter the applicable purchase order number if the project entered is a top-level number. If the project entered is not a top-level, the default value of the purchase order number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can enter any purchase order number. However, if the **Allow Edit** check box is not selected, the default top-level purchase order number cannot be changed. If you print invoices on the Form 1034, this purchase order number will be inserted into the Requisition Number and Date field on the Form 1034.

Apply Cost of Money Rates

Select this check box to apply Cost of Money (COM, FCCOM, Cost of Capital) rates to the project selected. You can update the COM rates in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**).

Select the choice for COM rates if the project entered is a top-level. If the project entered is not a top-level, the default value of the selection from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can make any selection. However, if the **Allow Edit** check box is not selected, you cannot change the default top-level selection. Normally, if Cost of Money applies to a project, this check box should be selected at the top level of the project and the **Allow Edit** check box should be cleared. In other words, the entire project is subject to cost of money. Cost of money usually applies to contracts with the federal government.

Cobra Program

Select this check box if you want to include the actual costs incurred by this project in the Comma Separated Value (CSV) file created by the Cobra Interface (**Others » Product Interfaces » Cobra Interface**). This check box is

available only at the top-level of the project. If you select this check box, the actual costs of the entire project, including all lower levels, will be included in the Cobra extraction process. If you leave this check box empty, you will not be able to include this project or any of its levels in the Cobra Interfaces screens. Please see the screen documentation for the Cobra Interfaces for more information on this process.

Cobra Mapping Value

Use this field to enter a Cobra mapping value. Cobra mapping values are used by the Cobra Interface process to link Costpoint projects to Cobra programs. If you select the **Project Cobra UDEF** option in the **Costpoint Mapping** column of the Maintain Cobra Charge Templates screen (**Others » Product Interfaces » Cobra Interface**), you can enter a user-defined value in this field and use it to link to a value in the Cobra system. You would generally use this field if there was a value in Cobra that was not easily linked to anything in Costpoint. For more information on the Cobra Interfaces process, see the screen documentation (**Others » Product Interfaces » Cobra Interface**).

Charging Criteria

Use this group box to control numerous options for customizing the charging criteria of this project.

Active

Select this check box if the project is active for charging purposes. It initially defaults to active when a project is set up, but can be changed. If you do not select this check box, project/account/organization combinations in the Maintain Valid Project/Account/Orgs screen (**Projects » Project Setup » Project Master**) will not automatically be set to **Inactive**. However, both the flag on individual project/account/org combinations, as well as this global flag, are validated during transaction entry. This flag takes precedence over the **Active** flag in the Project/Account/Org table.

Allow Charging

Select this check box if charging is allowed at this level of the project. It initially defaults to empty, which means that no charging is allowed regardless of the status of the project/account/org combinations. If the check box is selected, charging can occur on valid charging combinations.

Account Group

Select an account group. This drop-down list displays all of the account groups that were set up in the Project Account Groups screen (**Projects » Project Setup » Controls**). The account group determines the "set" of accounts that can be charged on this project. Only accounts belonging to the account group selected can be charged on this project.

Since the account group controls how many of the functions will work in the revenue and billing computations, you should view the account groups as permanent once charging has started. Changes should occur only when absolutely necessary.

For more information on Project Account Groups, please see Projects Special Topic PJ-18, "Project Account Groups."

If the project entered is not a top-level, the default value of the **Account Group** from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, any selection of **Account Group** can be made. However, if the **Allow Edit** check box is not selected, the default top-level **Account Group** cannot be changed. This is a required field.

Allow Edit

Select this check box if you want to be able to edit the project account group at project levels beneath this one. If you select this check box, you will be able to change the project account group for the next level down. If you do not select this check box, you will not be able to change the project account groups at lower levels. The **Allow Edit** flag is always a default from the level above it.

Limit Accounts

Select this check box to limit the accounts that can be charged on this project. This check box is disabled if you selected the **Limit which Orgs can charge specific Accts** check box or the **Limit Accounts to P/O/A** check box. If you select this check box, you can populate the Maintain Project/Account Validation screen (**Projects » Project Setup » Controls**) with the accounts that you would like to charge on this project. The accounts available for this project will first be limited to the accounts in the project's project account group.

For more information on the project/account/organization validation process, please see Projects Special Topic PJ-17, "Proj/Acct/Org Validations."

Limit Orgs

Select this check box to limit the organizations that can charge this project. This check box is disabled if you selected the **Limit which Orgs can charge specific Accts** check box or if the **Limit Accounts to P/O/A** check box is available. If you select this check box, the project/org combination must be in the Maintain Valid Project/Organizations table

For more information on the project/account/organization validation process, please see Projects Special Topic PJ-17, "Proj/Acct/Org Validations."

Limit which Orgs can charge specific Accts

This check box will appear on this screen only if you have selected the **Validate Project Charging by Organizations** check box in the Project Settings screen (**Projects » Project Setup » Controls**). If you select this check box, the validation process will review the entire project/account/organization combination. This means the combination must exist in the PROJ_ORG_ACCT table before it can be charged. If you do not select this check box, the validation may be performed on project/account and/or project/organization combinations instead of on the project/account/organization combinations. This process is detailed in the Limit Accounts and Limit Orgs sections.

Limit Accounts to P/O/A

This check box will appear on this screen only if you did not select the **Validate Project Charging by Organizations** check box in the Project Settings screen (**Projects » Project Setup » Controls**). If you select this check box, only the project/account portion of the project/account/org combinations will be validated. If you uncheck the **Limit Accounts to P/O/A** check box, you can validate the project/account combinations from the Maintain Project/Account Validation screen by selecting the **Limit Accounts** check box. Note that the **Limit Orgs** check box is always disabled if **Limit Accounts to P/O/A** check box is available.

Owning Organization

Enter the organization number that "owns" the project. This is the "home" organization for the project.

This organization will receive all revenue and profit, as well as billed and unbilled receivables if one of the following selections has been made:

- **Owning Organization** was selected in the **Default Revenue Posting By** group box in the Project Settings screen (**Projects » Project Setup » Controls**)

- **Owning Organization** was selected in the **Post Revenue to the** group box in the Basic Revenue Info screen (**Projects » Project Setup » Revenue Setup**)

If the project entered is a top-level, enter the owning organization number. If the project entered is not a top-level, the default value of the organization number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can select any organization number. However, if the **Allow Edit** check box is not selected, the default top-level organization number cannot be changed. This is a required field.

Changing the **Owning Organization** of an existing project may cause some programs to post incorrect amounts to the General Ledger. Always check with Costpoint General Support before changing the **Owning Organization** of an existing project.

Allow Edit

Select this check box to control the selection of the owning org at the lower levels of the project. If you select this check box, no changes can be made to the owning org at lower levels of the project. The default for the **Owning Organization** field will always be the organization that was entered one level above; you can change it only if the **Allow Edit** check box was empty at the higher level.

Default to Owning Org

The default value of this check box is taken from the Maintain Project Types screen (**Projects » Project Setup » Controls**). If this field is set to **Y** for this project's type, the default for this check box will be selected. If that field is set to **N**, the default for this check box will be empty. This default selection can be changed in this screen. If you select this check box, the project owning organization will be used as the default during transaction entry. The default organization can be changed during transaction entry.

Org History

Click this button to open a subtask where you can change the owning organization or view information about any changes to the owning org. To change an owning org, make the change in the **Owning Organization** field and save the Maintain Project Master screen (the Organizational History subtask will be initialized so you can complete the change information).

Project Work Force Required

If you select this check box, employees and/or vendors who are allowed to charge the project MUST be set up in the Project Work Force screens. This "set" of employees and/or vendors will be the only ones who can charge the project and the "set" will be validated on each timesheet entry. This check box defaults to empty.

If the check box is not selected, no validation of employees or vendors will occur.

The status of this check box will be the default for each of the lower levels of the project. The status of the **Allow Edit** check box will determine whether or not you can change the **Project Work Force Required** check box.

Allow Edit

Select this check box if you want to be able to change the status of the **Project Work Force Required** check box at lower levels of the project. If you select this check box, you can change the **Project Work Force Required** at lower levels of the project tree. If you do not select this check box, you cannot change the status of the **Project Work Force Required** check box.

Use Top Level Work Force

Select this check box to use the top level of this project for work force validation. It initially defaults to cleared. If this project is using the employee or the vendor work force, this option allows you to enter the authorized employees or vendors at the top level and have those selections be valid for all lower levels of the project. If you are using either work force and plan on using the same employees or vendors for all branches of the project tree, you can save setup time by selecting this check box and entering the employees or vendors at the top level of the project. This selection is available only for the top level of the project tree.

Additional Subtasks

You can use the 17 italicized buttons to access other setup screens. After you enter the data, saving the subtask will automatically return you to the Maintain Project Master screen so that you can access another subtask. See the documentation for these screens for more information.

The 17 buttons call up subtasks for Government Contract Info, Deliverables, Modifications, Basic Revenue Info, Project Billing Info, Define Rate Sequence, Project Total Ceilings, Project Direct Cost Ceilings, Project Burden Cost Ceilings, Project Hours Ceilings, Project Employee Hours Ceilings, Project Vendor Hours Ceilings, Cost of Goods Sold, Maintain Cost Fee Overrides, Maintain Burden Fee Overrides, User-Defined Info, and Maintain Multiplier Overrides.

Project Location

Click this button to open the Project Location subtask, where you can maintain project location data. This data is used primarily in conjunction with the Lien Waiver functionality. Lien Waivers print on unique forms by state, and many of the state forms require the project's location.

Assign Accts

Click this button to open the Setup Account/Org Links subtask. With this subtask, you can initialize the project/account/org combinations in the PROJ_ORG_ACCT table. It combines your account and organization selections with the project number to form the combinations. This allows for charging on transactions to begin, since no charges can be made until the initial project/account/org combinations are set up. You must complete this subtask only if you selected the **Limit which Orgs can charge specific Accts** check box.

Levels Setup

Click this button to open a subtask where you can enter the lower levels of the project along with their segment lengths and descriptions. This subtask is required only if the project levels, lengths, or level descriptions differ from the default setup in the Project Segment Lengths table window in the Project Settings screen (**Projects » Project Setup » Controls**).

Notes

Click this button to open a subtask where you can enter additional information about this project.

Table Information

This screen updates the following tables:

PROJ

PROJ_EDIT

ORG_HIST

PROJ_ORG_ACCT

PROJ_LVL

PROJ_HIERARCHY

PROJ_SRCE_PROJ

BASIC INFO

This screen is similar to the Maintain Project Master screen (**Projects » Project Setup » Project Master**) because it is the focal point for project setup. However, you cannot use this screen to directly access additional setup screens. You can still access these screens, but you must select them individually from the menu and use Find or Query to select the project you want.

As with the Maintain Project Master screen, you can complete a variety of tasks in this screen. You can define the structure of the project here, including the number and length of levels. Chargeable account/org combinations are set up through the Assign Accounts screen, while other functions are either turned off or on, such as Project Work Force and Billable status. You can determine other key values such as User-Defined Project Type (Cost Reimbursable, Fixed Price, T&M, etc.) and Project Classification (Direct Project, B&P, Indirect Project, and so forth), and you can edit those choices at lower levels of the project setup. Finally, you can also set up the Customer, Project Manager, Project Account Group, and Owning Organization.

You can use this screen to initialize a project. Additional maintenance of the data on this screen is required only when the information changes, or if a change is required for any of the Charging Criteria.

Project

Enter a project, up to 30 alphanumeric characters, for the project to be set up. You must always add projects from the highest (top) level to the lowest. Entry in the reverse order will cause an error message to be displayed stating that an invalid base segment has been entered.

The top level, or length of the initial segment, of the project must correspond to the length of the level 1 segment in the Project Segment Lengths table window in the Project Settings screen (**Projects » Project Setup » Controls**). This is a required field.

Use Find or Query to select previously saved projects.

Name

Enter a descriptive name of up to 25 alphanumeric characters for the project entered. This is a required field.

Level

If the project entered is a top-level project (no other entries have been made), this field will be initialized with a **1**. If the project entered is not a top-level project, the level number defined by the number of characters and delimiters entered will be displayed, and you will not be able to edit the Level table in the Project Levels Setup subtask. This is a non-editable field.

Project Abbreviation

Enter an optional six-character unique abbreviation for the project in this field. Only one abbreviation is allowed for each project. Any abbreviation setup can be used in many transaction screens, as an alternative to entering the project. For screens where a **Project Abbreviation** field is available, entry of the abbreviation in that field on any transaction will "pull in" the associated project. Normally, you will not enter a project abbreviation unless the **Allow Charging** check box is selected.

Billable Project

If you select this check box, the Basic Revenue Info screen (**Projects » Project Setup » Revenue Setup**) or the Project Billing Info screen (**Projects » Billing » Billing Master** or **Projects » Project Setup » Revenue Setup**) can be set up for this project. It is selected by default. If you do not select this check box, any information entered in the Basic Revenue Info or Project Billing Info screen screens that you try to save will generate an error message stating that the project is not billable.

Selecting or clearing this check box does not automatically make a project billable or unbillable. If the criteria for billing a project have been met, this check box will not prevent the bill from being calculated; it only controls whether the revenue and billing information screens can be set up.

Export Project

Use this drop-down list to select the Costpoint products that you want to include in the export processes. Depending on your selection in this field, you can export data for this project to the Deltek Time & Expense and Deltek Time Collection products. You can run export processes in the Export Data to Deltek Time and Expense 5.x+, the Export Data to Deltek Time Collection 3.x and 4.x, and the Export Data to Deltek ET 2.x screens (all in **People » Labor » Time Collection (ET) Interface**). This field should only be populated at the level of the project where labor will be charged.

You can select the following options based on the Costpoint products for which you are licensed and your selection in the **Version** drop-down list in the Corporate Settings subtask of the Labor Settings screen (**People » Labor » Labor Controls**):

- **Time Collection Project** – Select this option if you want to export data for this project to Deltek Time Collection. Use the Export Data to Deltek Time Collection 3.x and 4.x screen (**People » Labor » Time Collection (ET) Interface**) to export the data for this project to Deltek Time Collection. If you are also licensed for Costpoint Employee Expense and wish to export data for this project to Deltek Expense, you should use the **Time & Expense Project** selection for this field.

- **Time & Expense Project** - Select this option if you want to export data for this project to Deltek Time & Expense. Use the Export Data to Deltek Time & Expense 5.x screen (**People » Labor » Time Collection (ET) Interface**) to export the data for this project to Deltek Time & Expense. This option is only available if you have version 6.0 or greater of Time & Expense.

- **Expense Project** - Select this option if you want to export data for this project to Deltek Expense. Use the Export Data to Deltek Time & Expense 5.x screen (**People » Labor » Time Collection (ET) Interface**) to export the data for this project to Deltek Time & Expense. This option is only available if you are licensed for Deltek Expense.

- **None** – Select this option if you do not wish to export data for this project to Deltek Time Collection or Deltek Expense.

Project Classification

Select a classification type. This drop-down list displays the system-defined classes of projects that will require separate treatment, due to the varying requirements of each classification. Separate treatment may include using special processes to cost labor or materials, or may simply mean that each of the classifications can be sorted separately for reporting purposes.

Examples of the various classifications include: **Direct Projects**, **Bid & Proposal**, **Independent Research & Development**, **Indirect Projects**, **Inventory Projects**, **Work In Process**, and several types of Intercompany Projects.

If the project entered is not a top-level, the default value of the Classification from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can select any classification. However, if the **Allow Edit** check box is cleared, the default top-level Classification cannot be changed. This is a required field.

Allow Edit

These check boxes are displayed at all levels of a project, and control the ability to change the selection of certain key information about the project. During setup of a project, information that is entered will cascade down to lower levels and default in automatically, regardless of the value of the **Allow Edit** check box. The check box simply determines whether the default can be changed at the lower levels.

If you clear the **Allow Edit** check box at any level of a project, all lower-level **Allow Edit** check boxes will be cleared accordingly. (This means that the ability to restrict edits of data cascades down automatically from the level at which it was originally restricted). However, if you select a check box after having been previously cleared it, the change does not cascade down to lower levels. You must change them one at a time.

Project Type

Select the project type. This drop-down list displays the user-supplied types of projects in terms of their cost treatment. Generally, Project Types will include: **Cost Reimbursable**, **Fixed Price**, **Time & Materials**, and so forth, but could be any "type" that you desire to track. No special processing will be generated based on this type. However, there are some reports, for example the Revenue Summary report, that can be sorted by type.

If you enter a project that is not a top-level project, the default value of the project type from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can select any project type. However, if the **Allow Edit** check box is cleared, the default top-level **Project Type** cannot be changed. This is a required field.

Customer

Enter a customer number from the Customer table in Costpoint Accounts Receivable that corresponds with the main customer for the project. is available for this field. You will receive a warning message if you leave this field blank *and* the **Billable Project** check box is selected.

The unlabeled field to the right displays the name of the selected customer. If the project entered is a top-level, customer name will be displayed. If the project entered is not a top-level, the default value of the customer number and name from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is

selected, you can select any customer number and name. However, if the **Allow Edit** check box is empty, the default top-level Customer Number and Name cannot be changed.

Project Manager

Enter an Employee from the Basic Employee Info table that corresponds with the project manager for the project. You can use ![binoculars icon] in this field. You can leave this field blank if the project is to be managed by a non-employee, such as a subcontractor.

The unlabeled field to the right displays the name of the selected employee. If you left the **Project Manager** field blank, you can enter the name of a non-employee, such as a subcontractor, who will be managing this project. If the project entered is a top-level, the employee name will be displayed. If the project entered is not a top-level, the default value of the employee and name from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can select any employee and name. However, if the **Allow Edit** check box is empty, the default top-level employee and name cannot be changed.

Prime Contract No

Enter the prime contract number (the number on the signed contract with the customer) if the project entered is a top-level. If the project entered is not a top-level, the default value of the prime contract number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can enter any prime contract number. However, if the **Allow Edit** check box is empty, the default top-level prime contract number cannot be changed.

Subcontractor No

Enter the applicable subcontractor number (the number on the signed contract with the subcontractor) if the project entered is a top-level. If the project entered is not a top-level, the default value of the subcontractor number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can enter any subcontractor number. However, if the **Allow Edit** check box is empty, the default top-level subcontractor number cannot be changed.

Purchase Order No

Enter the applicable purchase order number if the project entered is a top-level number. If the project entered is not a top-level, the default value of the purchase order number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can enter any purchase order number. However, if the **Allow Edit** check box is empty, the default top-level purchase order number cannot be changed.

Apply Cost of Money Rates

Select this check box to apply Cost of Money (COM, FCCOM, Cost of Capital) rates to the project selected. You can update the COM rates in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**). This check box applies primarily to contracts with the federal government.

Select the choice for COM rates if the project entered is a top-level. If you did not enter a top-level project, the default value of the selection from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can make any selection. However, if the **Allow Edit** check box is empty, you cannot change the default top-level selection. Normally, if cost of money applies to a project, you should select this check box at the top level of the project and uncheck the **Allow Edit** check box. In other words, the entire project is subject to cost of money. However, you must select the **Cost of Money** check box at the level at which transactions are posted in order for cost of money amounts to be correctly applied.

Cobra Program

Select this check box to include the actual costs incurred by this project in the Comma-Separated Value (CSV) file created by the Cobra Interface. This check box is available only at the top-level of the project. If you select this check box, the actual costs of the entire project, including all lower levels, will be included in the Cobra extraction process. If you leave this check box blank, you will not be able to include this project or any of its levels in the Cobra Interfaces screens (**Others » Product Interfaces » Cobra Interface**). Please see the screen documentation for the Cobra Interfaces for more information on this process.

Cobra Mapping Value

Use this field to enter a Cobra mapping value. The Cobra Interface uses these values to link Costpoint projects to Cobra programs. If you select the **Project Cobra UDEF** option in the **Costpoint Mapping** column of the Maintain Cobra Charge Templates screen (**Others » Product Interfaces » Cobra Interface**), you can enter a user-defined value in this field and use it to link to a value in the Cobra system. You will generally use this field if there is a value in Cobra that is not easily linked to anything in Costpoint. For more information on the Cobra Interfaces process, see the screen documentation.

Charging Criteria

This group box controls numerous options for customizing the charging criteria of this project.

Active

Select this check box if the project is **Active** for charging purposes. This check box is selected by default when a project is set up, but can be changed. If this check box is not selected, project/account/org combinations in the Maintain Valid Project/Account/Orgs screen (**Projects » Project Setup » Project Master**) will automatically be set to **Inactive**. However, both the flag on individual project/account/org combinations, and this global flag, are validated during transaction entry. Projects are usually inactive if the work on them has been completed. You can still post revenue and cash receipts to inactive projects because you may need to adjust a project's revenue if the final actual rates are applied after work has been completed on the project. Outstanding receivables may exist on a project long after work on the project has ceased. Do not use this check box to prevent charging at summary levels of the project. Use the **Allow Charging** check box to restrict data entry on certain project levels.

Allow Charging

Select this check box to allow charging on the project. This check box is not selected by default, which means no charging is allowed regardless of the status of the project/account/org combinations. If the check box is selected, valid charging combinations can be charged. The **Allow Charging** check box should be enabled for all levels of the projects where charging will take place. If the project level is not a transaction level or billing/revenue level, you should not select the check box.

If the **Active** and **Allow Charging** check boxes are selected, only account numbers that exist in the project account group and contain a valid account/organization combination link in the Maintain Account/Org linkages table will be accepted as valid project combinations.

Account Group

Select an account group. This drop-down list displays all of the account groups that were set up in the Project Account Groups screen (**Projects » Project Setup » Controls**). The account group determines the "set" of accounts that can be attached to the project. Only accounts belonging to the account group selected can be attached to the project. Use the **Limit Accounts** check box to place further restrictions on which accounts within the account group can be charged.

Because the account group controls how many of the functions will work in the revenue and billing computations, you should view the accounts groups as permanent once charging has started. Make changes only when absolutely necessary.

For more information on Project Account Groups, please see Projects Special Topic PJ-18, "Project Account Groups."

If the project entered is not a top-level, the default value of the Account Group from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, you can select any account group. However, if the **Allow Edit** check box is empty, you cannot change the default top-level account group. This is a required field.

Limit Accounts

Select this check box to limit the accounts that can be charged on this project to only the account numbers that exist in the project account group and that are valid account/organization combinations in the Maintain Project/Account Validation screen (**Projects » Project Setup » Controls**). This check box is disabled if you selected the **Limit which Orgs can charge specific Accts** check box or the **Limit Accounts to P/O/A** check box You should select this check box if you only want a few of the accounts in the project account group to be used at this level of the project. For more information on the project/account/organization validation process, please see Projects Special Topic PJ-17, "Proj/Acct/Org Validations."

Limit Orgs

Select this check box to limit the organizations that can charge this project. Only the account numbers that exist in the project account group, that are valid account/organization combinations, will be valid for charging on this project. You must populate the Maintain Project/Organization Validation screen (**Projects » Project Setup » Controls**) to establish valid project/org combinations for charging.

This check box is disabled if you selected the **Limit which Orgs can charge specific Accts** check box or the **Limit Accounts to P/O/A** check box. If you selected the **Limit which Orgs can charge specific Accts** check box, the system reviews the Project/Account/Org table for valid combinations.

Limit which Orgs can charge specific Accts

This check box appears on this screen only if you have selected the **Validate Project Charging by Organizations** check box in the Project Settings screen (**Projects » Project Setup » Controls**).

Select this check box to control the method of validation for your project charge points. If you select this check box, the validation process will review the entire project/account/organization combination in the PROJ_ACCT_ORG

table. If you do not select this check box, the PROJ_ACCT_ORG table will not be used in validation. The system will evaluate the other charging criteria in this group box to determine how to perform validations.

Limit Accounts to P/O/A

This check box appears on this screen only when the **Validate Project Charging by Organizations** check box is empty in the Project Settings screen (**Projects » Project Setup » Controls**).

Select this check box if you want to validate only the project/account portion of the project/account/org combinations. The system will use the PROJ_ACCT_ORG table to perform this validation. If the project/account combination exists in the PROJ_ACCT_ORG table, the transactions will be validated. If you do not select this check box, the PROJ_ACCT_ORG table will not be evaluated during validation. The system will use the other options in this group box to perform validations.

Owning Organization

Enter, or use [icon] to select, the number of the organization that "owns" the project. This is the "home" organization for the project. If you selected the **Owning Organization** option either in the **Default Revenue Posting By** group box in the Project Settings screen (**Projects » Project Setup » Controls**) or in the Basic Revenue Info screen (**Projects » Project Setup » Revenue Setup**), all revenue and profit, as well as billed and unbilled receivables, attributable to the project, will belong to that organization.

If the project entered is a top-level, enter the owning organization number. If the project entered is not a top-level, the default value of the organization number from the top-level project will be displayed. If the **Allow Edit** check box at the top-level is selected, any selection of organization number can be made. However, if the **Allow Edit** check box is empty, the default top-level organization number cannot be changed. This is a required field.

If you change the owning organization, the following message will display: "Changing the owning org may cause journal entries to be computed. Do you wish to continue?" Clicking **Yes** will activate the subtask in which you can complete the changed information.

Changing the **Owning Organization** of an existing project may cause some programs to post incorrect amounts to the General Ledger. Always check with Costpoint General Support before changing the **Owning Organization** of an existing project.

Default to Owning Org

The default value of this check box is dependent on the Maintain Project Types screen (**Projects » Project Setup » Controls**). If the **Default to Owning Org** field in the Maintain Project Types screen is set to **Y** for this project's type, the default for this check box will be selected. If that field is set to **N**, the default for this check box will be empty. This default selection can be changed in this screen. If this check box is selected, the project owning organization is the default during transaction entry. The default organization can be changed during transaction entry.

Project Work Force Required

If you select this check box, employees and/or vendors who are allowed to charge the project MUST be set up in the Project Work Force screens (**Projects » Project Setup » Project Labor**). The default value for this check box is not selected. This "set" of employees and/or vendors will be the only ones who can charge the project and the "set" will be validated on each timesheet entry.

If you do not select this check box, no validation of employees or vendors will occur. You can still use the project workforce feature even if this check box is not selected, but no validation will occur.

If you did not enter a top-level project, the default setting (selected) will be displayed. You can change this setting to empty. If you did not enter a top-level project, the default value of the **Project Work Force Required** check box from the top-level project will be displayed. If you selected the **Allow Edit** check box at the top-level, you can select any project work force. However, if you did not select the **Allow Edit** check box, you cannot change the default top-level project work force setting.

Use Top Level Work Force

Select this check box to use the top level of this project for work force validation. This check box initially defaults to empty. If this project is using the employee or the vendor work force, this option allows you to enter the authorized employees or vendors at the top level and have those selections be valid for all lower levels of the project. If you are using either work force and plan on using the same employees or vendors for all branches of the project tree, you can save setup time by selecting this check box and entering the employees or vendors at the top level of the project. This selection is available only for the top level of the project tree.

Notes

Click this button to enter additional information about this project.

Org History

Click this button to open a subtask where you can change the owning organization or view information about any changes to the owning org. To change an owning org, make the change in the **Owning Organization** field and save the Basic Info screen (**Projects » Project Setup » Project Master**) (the Organizational History subtask will be activated so you can complete the change information).

Assign Accounts

Click this button to open the Setup Account/Org Links subtask, where you can initialize the project/account/org combinations in the Project/Account/Org table. It combines your account and organization selections with the project number to form the combinations. This allows transaction charging to begin, since no charges can be made until the initial project/account/org combinations are set up. You must complete this subtask only if you selected the **Limit Which Orgs can charge specific Accts** check box. This subtask initializes the PROJ_ACCT_ORG table.

Levels Setup

Click this button to enter the lower levels of the project along with their segment lengths and descriptions. This subtask is required only if the project levels, lengths, or level descriptions differ from the default setup in the Project Segment Lengths table window in the Project Settings screen (**Projects » Project Setup » Controls**).

Project Location

Click this button to open the Project Location subtask, where you can maintain project location data. Project location data is mainly used to produce lien waivers. You can also use these fields to group project data by location in order to apportion state taxes.

Table Information

This screen updates the following tables:

PROJ

PROJ_EDIT

ORG_HIST

PROJ_ORG_ACCT

PROJ_LVL

PROJ_HIERARCHY

PROJ_SRCE_PROJ

MAINTAIN VALID PROJECT/ACCOUNT/ORGS

Use this screen to maintain the table that contains all valid account/org combinations for a given project. You can enter project/account/org combinations into the table through this screen and set them to **Inactive**. You can use the Subquery feature to populate this screen with existing combinations. This means you can retrieve the exact project/account/organization combinations you would like to see from the table. Any project/account/org combinations entered here are valid as long as the accounts entered against a given project belong to the Project Account Group assigned to that project in the Basic Info screen.

You normally use the Setup Account/Org Links subtask of the Basic Info screen (**Projects » Project Setup » Project Master**) to initially create information in the Project/Account/Org table. You will generally add new project/account/ org combinations in this screen when you have selected the **Validate Project Charging By Organizations** check box in the Project Settings screen (**Projects » Project Setup » Controls**).

You should use this screen after you initially assign the project account group to projects in the Basic Info screen. Use this screen only to make changes to the project/account/org combinations or to set them inactive. You can set up additional project/account/org combinations in this screen, in the Mass Link Projects/Accounts/Organizations screen (**Projects » Project Setup » Project Master**), or in the Set up Account/Org Links subtask of the Basic Info screen.

Project/Account/Organizations

Project

This required field displays a valid user-supplied project. The project entered can indicate that you want to enter a project/account/org combination into the table or change the status of an existing combination. In order to be able to add a new combination, the **Validate Project Charging By Organizations** check box in the Project Settings

screen (**Projects » Project Setup » Controls**) must be selected. If the check box is not selected, you can maintain only the "Active/Inactive" status of an existing combination in this screen.

The initial mapping of organizations to project/account combinations is accomplished in the Basic Info screen. Using wildcards, the organizations, including the owning org of the project, are combined with the "set" of accounts specified in the Project Account Group, and the combination of the three is created in the Project/Account/Org table. If the **Validate Project Charging By Organizations** check box in the Project Settings screen is selected, you should use this screen only to create mappings of additional organizations to project/account combinations that were not set up in the Basic Info screen (**Projects » Project Setup » Project Master**). Alternatively, you can use the Mass Link Projects/Accounts/Organizations screen (**Projects » Project Setup » Project Master**) to create valid combinations using a mass link feature.

If the **Validate Project Charging By Organizations** check box in the Project Settings screen is not selected, the initial mapping of the owning organization of the project to the "set" of accounts specified by the Project Account Group will still be made. No other maintenance of the Project/Account/Org table will be required. The system will allow for ANY organization to charge the project/account combinations in the Project/Account/Org table.

is available for this field.

Account

This required field displays a valid user-supplied account number that belongs to the project account group specified on the Basic Info screen (**Projects » Project Setup » Project Master**). Only account numbers that belong to the project account group specified on the Basic Info screen can be entered here.

is available for this field.

Organization

This required field displays a valid user-supplied organization number. You can enter a new project/account/org combination only if the **Validate Project Charging By Organizations** check box on the Project Settings screen (**Projects » Project Setup » Controls**) is selected. Otherwise, the system will create combinations of project/account/home org and will allow for charging by ANY org to the project/account combinations.

is available for this field.

Ref 1

This optional field displays a valid user-supplied Reference 1 Number, which can be attached to the project/account/org combination. As you move to the next field, the system will validate that this reference number can be charged. This field is for informational purposes only and is not used for project/account/organization validation.

is available for this field.

Ref 2

This optional field displays a valid user-supplied Reference 2 Number, which can be attached to the project/account/org combination. As you move to the next field, the system will validate that this reference number can be charged. This field is for informational purposes only and is not used for project/account/organization validation.

is available for this field.

Active

This required field is initially set to **Y** (Active) for all new project/account/org combinations, but can later be set to **N** (Inactive) for any particular combination. If a project is set to **Inactive** in the Basic Info screen (**Projects » Project Setup » Project Master**), its project/account/org combinations in the Project/Account/Org table will automatically be set to **Inactive**. If this is the case, the project cannot accept any additional charges.

Project Name

This non-editable field displays the description of the project.

Account Name

This non-editable field displays the description of the account.

Organization Name

This non-editable field displays the description of the organization.

Ref 1 Name

This non-editable field displays the description of the Reference Number 1 entered.

Ref 2 Name

This non-editable field displays the description of the Reference Number 2.

Table Information

This screen updates the following table:

PROJ_ORG_ACCT

MODIFICATIONS

Use this screen to enter all modifications for signed and funded value, as well as period of performance. You should enter the initial signed and funded value for a project against Modification **0000**. Modification numbers other than **0000** will not be treated as original value for reporting purposes.

Use this screen to enter the initial signed value, funded value, and period of performance for a project. Then you will need to use it only to update modifications to signed or funded value, or to the period of performance.

Project

Enter, or use 🔍 to select, a valid project for which to enter data. This is a required field. This unlabeled field to the right displays the description of the project selected. After you save the record, this field will be non-editable.

Modification

ID

Enter a modification number in this field. This is an alphanumeric field, and as long as numerals are used in the beginning or end of the mod number, the system will provide a default of the last modification number for the project plus one. If no modification numbers are found, it will default to "0000." After you save the record, this field will be non-editable.

The size of the initial modification number that is used will also determine the size of all modification numbers for the project (for example, if you assign Mod Number **A1** as the first Mod Number, you will run out of mod numbers after **A9** because the system will treat **A10** the same as **A1**).

This is a required field. 🔍 is available for this field.

Description

This field displays the user-supplied description of each modification number.

Effective Date

This field displays the effective date or date on which the modification was issued on this screen. The current date is the default value, but can be changed. This date is for informational purposes only.

Period of Performance

Enter the period of performance in this group box. If transactions that are charged to this project do not fall within the period of performance shown here, the system will display a warning message in the transaction entry screens. You can turn off this warning in the Project Settings screen (**Projects » Project Setup » Controls**).

Start Date

This field displays the user-supplied start date of the project. It should be the date agreed-upon in the contract. Timesheet entries made before this date will cause a warning message to occur. It is a soft edit in the Enter Timesheets screen (**People » Labor » Timesheets**).

End Date

This field displays the user-supplied end date of the project. Timesheet entries made after this date will cause a warning message to occur. It is a soft edit in the Enter Timesheets screen (**People » Labor » Timesheets**).

Earliest

This non-editable field displays the earliest start date found on all the modifications for the selected project. If no start date is found, "00/00/0000" is displayed.

Latest

This non-editable field displays the latest end date found on all the modifications for the selected project. If no end date is found, "00/00/0000" is displayed.

Value Modifications

Value

This field will display either a user-supplied signed value for the project, or a system-calculated signed value, which is derived by using the **Cost**, **Fee**, and **Fee %** fields. The calculation varies depending on which two of the three variables has been entered. You must enter at least two variables for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Fee %

This field will display either a user-supplied fee % for the project, or a system-calculated fee %, which is derived by using the **Cost**, **Fee**, and **Value** fields. The calculation varies depending on which two of the three variables has been entered. You must enter at least two variables for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Cost (Current)

This field will display either a user-supplied signed value for cost for the project, or a system-calculated cost value, which is derived by using the **Fee**, **Fee %**, and **Value** fields. The calculation varies depending on which two of the three variables has been entered. At least two variables must be entered for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Fee (Current)

This field will display either a user-supplied signed value for fee for the project, or a system-calculated fee value, which is derived by using the **Cost**, **Fee %**, and **Value** fields. The calculation varies depending on which two of the three variables has been entered. You must enter at least two variables for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Cost, Fee, Total (Cumulative)

These non-editable fields display the sum of **Cost**, **Fee**, and **Total** signed values, respectively, for all modifications for the selected project.

Funding Modifications

Value

This field will display either a user-supplied funded value for the project, or a system-calculated funded value, which is derived by using the **Cost**, **Fee %**, and **Value** fields. The calculation varies depending on which two of the three variables has been entered. You must enter at least two variables for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Fee %

This field will display either a user-supplied funded fee for the project, or a system-calculated funded fee, which is derived by using the **Cost**, **Fee %**, and **Value** fields. The calculation varies depending on which two of the three variables has been entered. You must enter at least two variables for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Cost (Current)

This field will display either a user-supplied funded value for cost for the project, or a system-calculated cost value, which is derived by using the **Cost**, **Fee %**, and **Value** fields. The calculation varies depending on which two of the three variables has been entered. You must enter at least two variables for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Fee (Current)

This field will display either a user-supplied funded value for fee (or profit) for the project, or a system-calculated fee value, which is derived by using the **Cost**, **Fee %**, and **Value** fields. The calculation varies depending on which two of the three variables has been entered. You must enter at least two variables for any calculation to take place.

If you enter a value (other than **0.00**) here, it will not be recalculated regardless of any changes made to the other three variables. If you enter **0.00** (or no value), the value of this field will be recalculated based on entries made to the other three variables.

Cost, Fee, Total (Cumulative)

These non-editable fields display the sum of **Cost**, **Fee**, and **Total** funded values respectively for all modifications for the selected project.

Notes

This field displays user-supplied notes regarding the modification entered. These notes will be stored and will be available for reporting purposes.

Award Fee

Click this button to open a subtask where you can enter information on award fees including award fee description, award fee period, contract award fee amount, and funded award fee amount. This data will be used in the Compute Revenue process.

Unit Info

Click this button to open a subtask where you can enter information on units, including the number of units required for delivery, the estimated cost and price per unit and in total, and the average price per unit.

Table Information

This screen updates the following table:

PROJ_MOD

GOVERNMENT CONTRACT INFO

Use this screen to enter information specific to government contracts. For commercial contracts, you should enter at least the **Incurred Cost Submission Code**, if you require this code for all projects, per your selection in the Project Settings screen (**Projects » Project Setup » Controls**). Certain processes within the system rely heavily upon the data entered here, and completion of this screen is required for all government contracts.

Since most government contracts are consistent in cascading key provisions throughout the entire project, regardless of the project level, the **Allow Edit** check box is applicable to almost every field on this screen. It is likely that no edit will be allowed for any project entered except for the top-level project. This means that you will probably enter data on this screen only once, at the top-level of a given project. For all lower project levels, you need only to save that same data (rather than re-enter it.) When you enter a record in this screen, the information saves to all lower levels of the project tree.

Use this screen as part of the project initialization, particularly if the project is the result of a government contract.

Project

Enter, or use to select, a valid project for which to enter data. This is a required field.

Project Name

This non-editable field displays a description of the project selected. This is a required field.

Funding Source

Enter a funding source if the project entered is a top-level. This funding source can be a government agency, a client, or any type of source you want to define.

If the project entered is not a top-level, the default value of the funding source from the top-level project will be displayed. If you select the **Allow Edit** check box at the top-level, you can enter any funding source. However, if the **Allow Edit** check box is not selected, you cannot change the default top-level funding source.

Allow Edit

These check boxes are displayed at all levels of a project and control the ability to change the selection of certain key information about the project. At the top-level of a project, you can specify whether the information entered at that level (the top) must be the same at all lower levels, or if it can be changed anywhere in the project structure. The default value of **Allow Edit** is empty.

If you select the **Allow Edit** check box at the top-level, information shown next to the check box can be changed at any level in the project structure. The choice made at the top level will be the default, but changes are allowed. You can also set the **Allow Edit** check box to empty at lower project levels. This restricts edits at all lower levels.

If you do not select the **Allow Edit** check box at the top-level, information shown next to the check box cannot be changed at any other level in the project structure. This is a required field.

In most cases, you will probably select these check boxes only at the top level of a project. If you do this, you need to enter data in this screen only once, at the top level, and the information saves to all lower levels of the project tree. You do not need to re-enter data at the lower levels. You can still retrieve a lower-level record and edit the fields, if necessary, if the **Allow Edit** check box is selected.

Contract Officer

Enter the name for the government contracting officer responsible for this project, or enter another contact name you want to store.

Admin. Officer

Enter the name for the government administration officer responsible for this project, or enter another contact name you want to store.

Procurement Officer

Enter the name for the government procurement officer responsible for this project, or enter another contact name you want to store.

Contractor Rep

Enter the name of the contractor representative from your company who is the contact for this project.

Cont Rep Title

Enter the title of the contractor representative from your company who is the contact for this project.

Contract Year

From (Month/Day)

Enter the month and day on which the contract started if the project entered is a top-level.

If the project ID entered is not a top-level, the default value from the top-level project will be displayed. If you select the **Allow Edit** check box at the top-level, you can make an entry in any **From (Month/Day)** field. However, if the **Allow Edit** check box is cleared, you cannot change the default top-level **From (Month/Day)** date.

To (Month/Day)

Enter the month and day on which the contract ends if the project entered is a top-level. This data will allow for user-designed reporting by contract year.

If the project entered is not a top-level, the default value from the top-level project will be displayed. If you select the **Allow Edit** check box at the top-level, you can make an entry in any **To (Month/Day)** field. However, if the **Allow Edit** check box is cleared, you cannot change the default top-level **To (Month/Day)** date.

DPAS Purchasing Rating

Enter the Defense Priorities and Allocation System (DPAS) rating for the project if the project entered is a top-level. This data is used by Costpoint Purchasing and should be entered only if it is applicable.

If the project entered is not a top-level, the default value of the DPAS rating from the top-level project will be displayed. If you selected the **Allow Edit** check box at the top-level, you can make an entry in any **DPAS Purchasing Rating** field. However, if you did not select the **Allow Edit** check box, you cannot change the default top-level DPAS rating.

Agency ID

Enter the agency ID if the project entered is a top-level number. If the project entered is not a top-level, the default value of the agency ID from the top-level project will be displayed. If you selected the **Allow Edit** check box at the top-level, you can make an entry in any **Agency ID** field. However, if you did not select the **Allow Edit** check box, you cannot change the default top-level agency ID.

Incurred Cost Submission Code

Use this drop-down list to select the applicable incurred cost submission code if the project entered is a top-level project. Valid options are:

- B&P

- COMM

- COST

- FIXD

- FLEX

- IR&D

- T&M

- TM/F

If the project entered is not top-level, the default value of the code from the top-level project will be displayed. If you selected the **Allow Edit** check box at the top-level, you can select any code. However, if you did not select the **Allow Edit** check box, you cannot change the default top-level code.

The drop-down list displays the categories of projects contained on Schedule H of the Incurred Cost Submission. If the **Require Incurred Cost Submission Code for All Projects** check box on the Project Settings screen (**Projects » Project Setup » Controls**) is selected, this field is required for all projects. All projects, including those other than government contracts, must be shown on the Incurred Cost Submission.

If the **Require Incurred Cost Submission Code for All Projects** check box is not selected, this field is not required.

CAS Covered

Select this check box if Cost Accounting Standards (CAS) are applicable to the project selected.

Select this check box if the project entered is a top-level. If the project entered is not a top-level, the default value of the selection from the top-level project will display. If you selected the **Allow Edit** check box at the top-level, you can make any selection. However, if you did not select the **Allow Edit** check box, you cannot change the default top-level selection.

Include in Aggregate Volume

If you select this check box, this project will be included in the aggregate volume funding computation. The volume of business is based on total funded value by customer. The system determines which projects have the **Include in Aggregate Volume** check box selected in this screen and then retrieves projects with the same customer from the PROJ table. Then it sums the total amount funded for that customer to determine what aggregate volume of business must be used to determine the discount percentage that needs to apply. The default for this check box is empty.

You can include any project in the funding computation even if the project does not use discount methods in the Project Billing Info screen (**Projects » Billing » Billing Master**) or the Basic Revenue Info screen (**Projects » Project Setup » Revenue Setup**).

If your discount method is **Aggregate Volume by Customer** or **Aggregate Volume by Customer w/Burden**, the Calculate Billings screen (**Projects » Billing » Calculate Billings**) and the Compute Revenue screen (**Projects » Cost and Revenue Processing » Revenue Processing**) compute discounts based on aggregate volume using the discount percentage from the Maintain Customer Volume Discounts screen (**Projects » Billing » Billing Master**). If your discount method is **Aggregate Volume by Project** or **Aggregate Volume by Project**

w/Burden, they use the discount percentage from the Maintain Project Volume Discounts screen (**Projects » Billing » Billing Master**).

Select the **Allow Edit** check box to enable edits of this flag at this project's lower level tasks.

Wage Determination

Use PLC for Wage Determination

Select this check box to use the project PLC code for wage determination reporting. If you do not select this check box, the GLC will be used for any wage determination reporting instead. The default is empty. You can set up wage determination information in Costpoint Labor.

Telephone Nos.

Click this button to record the telephone and fax numbers for the administration officer and the contractor representative.

Statement of Work

Click this button to enter a brief statement of work for this project.

Table Information

This screen updates the following table:

PROJ_GOVT_CONTR

USER-DEFINED INFO

Use this screen to enter data in the user-defined fields for a given project. The labels that appear for each type of user-defined field are first set up in the Project User-Defined Labels screen (**Projects » Project Setup » Controls**).

The information entered on this screen is optional and can be set up at any time.

Project

Enter, or use 🔍 to select, a valid project for which to enter data. This is a required field. The project name displays to the right of this field.

Data Type

This non-editable field displays the data type that was defined in the Project User-Defined Labels screen (**Projects » Project Setup » Controls**). The options are: **D** (Date), **N** (Numeric), and **T** (Text).

Labels

This non-editable field displays the labels created for this project in the Project User-Defined Labels screen (**Projects » Project Setup » Controls**).

Values

The values, if any, selected for this label are displayed in this column.

Costpoint Validation Field

This column displays the Costpoint field that is the source for acceptable entries into this row.

Validated Text

This column displays a **Y** (Yes) if special text items were created for this row in the Validated Text subtask of the Project User-Defined Labels screen (**Projects » Project Setup » Controls**).

These items will be available in 🔍. An **N** (No) in this column indicates no special items were created for this row.

Required

This column displays a **Y** (Yes) if this item is required for each project and an **N** (No) if this item is not required for each project.

Table Information

This screen updates the following table:

GENL_UDEF

USER-DEFINED INFO

Use this screen to enter data in the user-defined fields for a given project. The labels that appear for each type of user-defined field are first set up in the Project User-Defined Labels screen (**Projects » Project Setup » Controls**).

The information entered on this screen is optional and can be set up at any time.

Project

Enter, or use to select, a valid project for which to enter data. This is a required field. The project name displays to the right of this field.

Data Type

This non-editable field displays the data type that was defined in the Project User-Defined Labels screen (**Projects » Project Setup » Controls**). The options are: **D** (Date), **N** (Numeric), and **T** (Text).

Labels

This non-editable field displays the labels created for this project in the Project User-Defined Labels screen (**Projects » Project Setup » Controls**).

Values

The values, if any, selected for this label are displayed in this column.

Costpoint Validation Field

This column displays the Costpoint field that is the source for acceptable entries into this row.

Validated Text

This column displays a **Y** (Yes) if special text items were created for this row in the Validated Text subtask of the Project User-Defined Labels screen (**Projects » Project Setup » Controls**).

These items will be available in . An **N** (No) in this column indicates no special items were created for this row.

Required

This column displays a **Y** (Yes) if this item is required for each project and an **N** (No) if this item is not required for each project.

Table Information

This screen updates the following table:

GENL_UDEF

PROJECT BILLING INFO

Use this screen to specify the project billing formula, the level at which the billing will be calculated, the level at which supporting schedules can be printed, and which billing format to use for a specific project.

You should set up Project Billing Info screen (**Projects » Billing » Billing Master** or **Projects » Project Setup » Revenue Setup**) for the following:

- Any project that should have billings calculated for it;

- Any project that requires supporting schedules based on units, cost, or hours transactions; and

- Any project for which the bills will be manually entered through the Edit Project Product Bills, Edit Customer Product Bills, or Edit Manual Bills screens (all in **Projects » Billing » Edit Billings**).

All transaction journal posting programs will check for the existence of the project in this table and for a billing formula that is based on transactions. If the project is found in this table with a transaction-based billing formula, the posting program will select it and all of its lower levels for posting to the Open Billing Detail table. All transaction-based bills use information in the Open Billing Detail table to calculate bills.

Use this screen's subtasks to enter additional information regarding the billing detail levels, government form 1443s (progress payment bills), cash basis billing, and other miscellaneous information.

Set up this screen for any project that requires transaction-based billings, for any project that requires supporting schedules based on units, cost, or hours transactions, or for any project that you will manually enter in the Edit Project Product Bills, Edit Customer Product Bills, or Edit Manual Bills screens (all in **Projects » Billing » Edit Billings**).

Set up this screen before posting any transactions for the project. If you do not, you must manually enter information into the Open Billing Detail table, or use the Update Open Billing Detail screen (**Projects » Billing » Utilities**) to populate the table for Costpoint to calculate a complete billing.

If you have already created manual billings, you must enter the summary information in the Maintain Billing History screen (**Projects » Billing » Billing History**) so that the calculation programs will have amounts previously billed-to-date. If you need to calculate retroactive billings, you also need to update the Maintain Closed Billing Detail screen (**Projects » Billing » Billing History**).

Before calculating any retroactive billings, run reports to ensure that the Billing History matches the Closed Billing Detail, or the retroactive billings computed may be incorrect. Refer to the special topics section for more information on calculating billings and on retroactive billings. Billing Special Topic BL-1, "Billing Flowcharts," contains a flowchart of the billing calculation process.

Project

Enter, or use ![icon] to select, a valid project for which billings must be calculated, or for which billings will be manually entered into Costpoint. The non-editable field to the right displays the project name.

Think carefully about your project number before you enter it. The project number you enter here will establish the top level of the billing. Also consider the billing formula, retainage requirements, and formats. If you want all of these to be consistent for the entire project tree, you should establish project billing at level one of the project. However, if some of the projects' tasks have unique billing requirements, consider billing at lower levels of the project tree.

Generally, you should perform this type of analysis when you are establishing the project structure. All transactions entered at the billing level defined here and below will be included on an invoice when bills are calculated. Any transactions that are entered above the level established here will not be included on the invoice when bills are calculated.

Functional Currency

This non-editable field displays the functional currency of your company.

Formula

Use this drop-down list to select the billing formula that applies to this project. This billing formula is used to calculate the bill for the project. Refer to Billing Special Topic BL-3, "Calculate Billings," for information on how each of the different formulas calculates bills.

There are two types of billings; transaction-based and manual. A transaction-based billing formula is generally based on the transactions that have been charged to the project. The Open Billing Detail table stores the transactional data that is used in the computation of the invoice. This data remains in the Open Billing Detail table until you post the bill. A manual billing is one that does not rely on transactions that have been posted to the project.

If you select a loaded labor type of billing formula, billing rates will be an integral part of the billing calculation. For more information on billing rates, see the documentation for the Project PLC Rates screen (**Projects » Project Setup » Project Labor**).

The following is a list of the available billing formulas:

- **Cost Incurred Plus Fee On Cost** - This is a transaction-based formula that summarizes the costs incurred by a project and applies burden and fee to those costs. When you calculate bills, the system uses the transactions in the Open Billing Detail table to calculate the invoice. Costpoint calculates the burden using the provisional rates in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**). The fee is calculated by applying the fee percent entered in this screen to the total of the costs and burden.

- **Cost Incurred Plus Fee On Hours** - This is a transaction-based formula that summarizes the costs incurred by a project and applies burden and fee to those costs. When you calculate bills, the system uses the transactions in the Open Billing Detail table to calculate the invoice. The burden is calculated using the provisional rates in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and**

Revenue Processing » Cost Pool Setup). The system calculates the fee by summarizing the hours incurred in the Maintain Open Billing Detail screen (**Projects » Billing » Prepare Billings**) and applying the fee per hour entered in this screen.

- **Enter Bill Manually** - Use this formula if you will be using the Edit Project Product Bills, Edit Manual Bills, or Edit Milestone/Percent Complete Bills screens (all in **Projects » Billing » Edit Billings**) to enter your billings. You must set up a record in this screen so that the system will recognize the project as billable. The system cannot calculate the invoice automatically if you use this formula. If you need to use the Pay When Paid functionality, you should select the **Manual Bills with Unbilled Detail** formula.

- **LLR W/Fee Plus Non-Labor W/Burden W/Fee** - Use this formula to bill hours incurred times a billable rate with a fee on that amount plus non-labor costs and fee on non-labor costs. This is a transaction-based formula. The hours incurred, associated billing rates, and non-labor costs are taken from the Open Billing Detail table. You can set up billing rates in the screens in the Project Labor menu. You must run the Load Labor Rates screen (**Projects » Cost and Revenue Processing » Revenue Processing** or **Projects » Billing » Prepare Billings**) before the bill will calculate properly. The fee percents are taken from the **Labor Fee Percent** and **Non-Labor Fee Percent** fields in this screen. (These fields will display below the **Formula** drop-down list when you select this billing formula.) The system calculates the burden on the non-labor amount by multiplying the non-labor costs by the provisional billing rates. The provisional rate can be found in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**).

- **Labor Cost Times Multiplier Plus Non-Labor Times Multiplier (Cost)** - Use this formula to bill costs incurred times a multiplier. This is a transaction-based formula. The Labor and Non-labor cost amounts are taken from the Open Billing Detail table. The system multiplies the cost amounts by the **Labor Multiplier** and **Non-Labor Multiplier** entered in this screen. (These fields will display below the **Formula** drop-down list when you select this billing formula.)

- **Labor Cost times Multiplier Plus Non-Labor times Multiplier (Hours)** - Use this formula to have a multiplier-based billing computed at actual labor rates. This is a transaction-based billing. It is different from the **Labor Cost Times Multiplier Plus Non-Labor Times Multiplier (Cost)** formula because it computes using actual hourly rates. The system calculates the actual hourly rate by dividing the labor cost by the hours incurred. The system inserts this rate into Open Billing Detail when you run the Load Labor Rates utility. It then multiplies this rate by the multiplier in this screen and then by the number of hours in Open Billing Detail. The purpose of this formula is to show a multiplier billing with an hours-based format. The non-labor costs are multiplied by the non-labor multiplier.

- **Loaded Labor Plus Non-labor Plus Burden On Non-labor** - Use this formula to bill hours incurred times a billable rate and burdened non-labor costs. This is a transaction-based billing. The hours incurred, non-labor costs, and the billing rate are stored in the Open Billing Detail table. The provisional burden rate is stored in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**).

- **Loaded Labor Plus Non-labor W/Burden W/Fee** - Use this formula to bill hours incurred times a billable rate and burdened non-labor costs with a fixed fee. This is a transaction-based billing. The hours incurred, non-labor costs, and the billing rate will be stored in the Open Billing Detail table. The provisional burden rate will be stored in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**). You will enter the fee that will be applied to the non-labor costs in this screen.

- **Loaded Labor Rate** - Use this formula to bill hours incurred times a billable rate. This is a transaction-based billing. The hours incurred and the billing rate are stored in the Open Billing Detail table. No non-labor costs are billed and no fee or burden is applied when you use this formula.

- **Loaded Labor Rate Plus Cost Incurred On Non-labor (T&M)** - Use this formula to bill hours incurred times a billable rate and non-labor costs at actual. This is a transaction-based billing. The hours incurred, non-labor costs, and the billing rate used in the calculation are stored in the Open Billing Detail table. This formula is a standard Time and Materials billing.

- **Loaded Labor w/Burden w/Fee Plus Non-labor w/Burden W/Fee** - Use this formula to bill hours incurred times a billable rate with fee and burden, and non-labor costs with fee and burden. This is a transaction-based billing. The hours incurred, non-labor costs, and the billing rate used in the calculation are stored in the Open Billing Detail table. The provisional burden rate is stored in the Pool Rates subtask of the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**). Enter the fee used in the calculation in this screen.

- **Manual Bills with Unbilled Detail** - Use this formula if you will be entering bills in the Edit Project Product Bills, Edit Manual Bills, or Edit Milestone/Percent Complete Bills screens (all in **Projects »**

Billing » Edit Billings) but wish to use the Pay When Paid functionality. The Pay When Paid functionality restricts payment to subcontractors or consultants until you have billed your customer and have been paid. The Pay When Paid functionality will not work for fixed-price billings unless you select this formula. If you use this formula, the system populates the Open Billing Detail table when you post transactions. Once the bill is posted, the transactions are moved to a transaction history table where they can be flagged as paid or unpaid. No automatic billing calculations are available with this formula.

- **Progress Payment** - Use this formula to bill using Government Form 1443. If you select this formula, the calculated bill will be in the Edit Progress Payment Billings screen (**Projects » Billing » Edit Billings**) and you can print the bill from the Print Progress Payment Bills screen (**Projects » Billing » Print Billings**). This is a transaction-based bill. It will use data from the Maintain Open Billing Detail screen (**Projects » Billing » Prepare Billings**). See Billing Special Topic BL-6, "Progress Payment Bills," for more information.

- **Rate Schedule Times Multiplier Plus Non-Labor Cost Times Multiplier** - Use this formula to bill hours using a variety of billing rates types. With this formula, you must use PLCs with all labor transactions. This is a transaction-based formula. You can set up each PLC to use rate types of "**A**," "**B**," or "**C**." This formula effectively allows the labor portion of the billing to be calculated according to who or what group of employees is charging it. The **Include Labor Multiplier in Billing Rate** check box is available with this formula. Select this check box to allow the labor multiplier to be calculated in addition to the billing rate. The non-labor section is always computed using a multiplier.

- **Unit Price Transactions Only** - Use this billing formula to bill unit transactions only. Selecting this formula will prevent transactions that are posted from Accounts Payable, Journal Entries, and Labor Distribution from populating the Open Billing Detail table. If you select this formula, Open Billing Detail will be populated only if you select the **Post To Billings** check box in the Enter Unit Usage screen (**Projects » Billing » Units Usage**). See Billing Special Topic BL-5, "Units," for more information on billing units. You should also use this formula if you wish to produce only scheduled bills.

Billing Calculation Values (Billing Parameter 1 & 2)

These fields are located directly below the **Formula** drop-down list and will be disabled unless the selected billing formula requires additional information, such as a fee percentage, fee per hour, or multiplier rate. Enter the fee or rate for the billing formula here.

The titles of these fields will change, depending on the billing formula chosen in the **Formula** drop-down list.

Include Labor Multiplier in Billing Rate

This check box is enabled only for billing rates that use a multiplier. If you select this check box, the rate you have entered in this group box as a labor multiplier will be included in the hourly billing rate. This check box is available only if you select **Labor Cost times Multiplier Plus Non-Labor Times Multiplier (Hours)** or **Rate Schedule Times Multiplier Plus Non-Labor Cost Times Multiplier** in the **Formula** drop-down list.

Retainage

Use the fields in this group box to specify how retainage amounts, or retainage withholding amounts, will be calculated for this project's billings.

Basis For Calculation

Use the drop-down list to select the basis for the system-calculated retainage. It can be based on the fee amount, the total bill amount, or the T&M labor portion of the billing. Select **None** if you do not want retainage for this project's billings.

Withhold On

Use this drop-down list to calculate the retainage withholding for each billing or as a final amount. Valid options are:

- Each

- Final Based On Contract Value

- Final Based On Funded Value

If you select either **Final Based On Funded Value** or **Final Based on Contract Value**, Costpoint calculates the bill and then applies the billing amount to retainage, once the amount billed exceeds the contract value less the retainage amount (retainage amount = retainage percentage multiplied by the contract value). The retainage

amount is posted to the account in the project's account group that has a function code of **Unbilled - Retain** in the Project Account Groups screen (**Projects » Project Setup » Controls**).

If you select **Final Based on Funded Value** or **Final Based on Contract Value**, you must designate a fee ceiling of "**B**" (Billings) or "**A**" (Both Revenue and Billings) in the **Value Info** group box of the Project Total Ceilings screen (**Projects » Project Setup » Project Ceilings**). Without the billing ceilings, the system cannot calculate retainage on a "Final Amount" basis.

The system will not calculate the retainage on a final bill if the retainage is based on the T&M labor portion of the billing.

Percentage

If the system has been set up to calculate retainage amounts, enter the percentage to use for retainage amount calculations.

Maximum Amount

Enter the maximum amount, or ceiling, of the retainage that can be withheld.

Controls

In this group box, you will select parameters for the computation and processing of the bills for this project. The options selected here apply only to this project.

Allow Transactions To Be Partially Billed

Use this check box to regulate the billing of partial transactions. If you select this check box, partial transaction billing will be allowed. If you do not select this check box, no partial transactions will be allowed. Partial transactions may exist due to a direct cost ceiling or on-hold amounts. For example, if you post a transaction to Open Billing Detail for $1000 and $400 is put on hold, a partial transaction exists in that record. The $600 that is not on hold will be included in the bill only if this check box is selected. Also, if a direct cost ceiling of $200 is put on an account and the only transaction posted to that account is for $1000, the $200 under the cost ceiling will be included in the bill only if this check box is selected. This is because the $200 is part of the whole transaction of $1000. If you do not select this check box, the entire $1000 will be omitted from the billing.

If items have been partially billed, they will appear more than once on supporting schedules (once for each partial billing). To avoid confusion, remind customers of this possible duplication.

Allow User to Edit Bills

If you select this check box, you can use the Edit Standard Bills screen (**Projects » Billing » Edit Billings**) to edit bills generated by Costpoint. By doing so, you can alter some of the amounts that Costpoint has calculated for the billings. When you post the bills, these amounts are posted to history for future reference. If you do not select this check box, you cannot edit bills for this project in the Edit Standard Bills screen.

The best method of changing incorrect amounts on an invoice is to make the correction using the same source as the original transaction. For example, if an incorrect PLC is used on a project, you can correct it using a correcting timesheet. The Adjustments in Open Billing Detail utility (**Projects » Billing » Prepare Billings**) also provides an efficient way to correct a billing. Changing the bill in the Edit Standard Bills screen will cause a discrepancy between the bill and the source transactions.

Bill Cost Incurred on Cash Basis

If you select this check box, the system will bill items from Costpoint Accounts Payable only if they have been paid. Transactions from Labor, Journal Entries, or Units Usage will be billed automatically regardless of their payment status. Please note that you must flag accounts as cash basis accounts in the Maintain Billing Accounts screen (**Projects » Billing » Controls**) before you can select this check box to bill on a cash basis. You can also set up cash basis accounts by project in the Cash Basis subtask of this screen. After posting transactions to the project, you must run the Update Cash Basis Information screen (**Projects » Billing » Prepare Billings**) before a cash basis bill can be calculated.

This check box is also used by the Calculate Progress Payment Billings screen (**Projects » Billing » Calculate Billings**) to determine whether the bill should be calculated as a "small" or "large business." Select this check box to compute the bill as a "large business" and use a cash basis billing. Leave this check box empty to compute the bill as a "small business" and do **not** use a cash basis billing. Your company's designation as a small business is determined by the federal government.

Allow User to Adjust Transactions in Open Billing Detail

Use this check box to control the use of the Adjustments in Open Billing Detail screen (**Projects » Billing » Prepare Billings**). If you select this check box, users can transfer, write off, or put transactions on hold using the

Adjustments in Open Billing Detail utility. Journal entries can be automatically created to record the adjustments. Do not select this check box if you want users to use original entry sources to make corrections to billings.

Customer Terms

Enter, or use 🔍 to select, a terms code for this project. You can set up terms in the Customer Terms screen (**Accounting » Accounts Receivable » Customer Controls**).

Billing Cycle

If the **Use Billing Cycles** check box is selected and a default cycle is entered in the Billing Settings screen (**Projects » Billing » Controls**), the default cycle will display in this field. You can enter a code or override the default code by selecting another valid billing cycle code. The system will use this code when you calculate, edit, print, and post bills. If you are not using billing cycles, this field is unavailable. You can set up billing cycles in the Billing Cycle screen (**Projects » Billing » Controls**). If the **Use Billing Cycles** check box is selected in the Billing Settings screen, this is a required field.

Remittance Address

Enter, or use 🔍 to select, a remittance address code for this project. This remittance address will be printed on the top of the invoice. You can enter remittance addresses in the Remittance Addresses screen (**Projects » Billing » Controls**). This is a required field.

Billing User Group

If you selected the **Assign Bills to User Groups** check box in the Billing Settings screen (**Projects » Billing » Controls**), enter, or use 🔍 to select, a valid user group code. The system will use this code when you calculate, edit, print, and post bills. If you are not using billing user groups, this field is unavailable. If you selected the **Assign Bills to User Groups** check box in the Billing Settings screen, this field is required. You can set up user groups in the Billing User Groups screen (**Projects » Billing » Controls**).

Income State

Enter, or use 🔍 to select, the state code that should be identified with the project for tax purposes. You can enter state codes in the Maintain States and Provinces screen (**Others » System Administration » System Codes**).

Format

Use the options in this group box to select the billing format for this project.

Generic Billing Format

Select this option to use one of your user-defined generic billing formats. In the blank field to the right, enter the generic billing format code that you want to use to determine what the billing format will look like for this bill. You can set up these formats in the Generic Billing Formats screen (**Projects » Billing » Formats**).

Govt 1443 Billing Format

Select this option to use the Government 1443 (progress payment) billing format. You will usually select this format when the billing formula is "Progress Payment."

Govt 1035 Billing Format

Select this option to print a standard Form 1035 bill for this project. 1035 bills use the account number to determine how to group costs for billing purposes. Pools are displayed separately.

Government 1035 Format Information

Use the options in this group box to determine the level at which to roll up the account and whether the billing format is T&M or Cost Plus.

Print Cost Plus or Fixed Price Format

Select this option to print a Cost Plus 1035 billing format.

Print Using T&M Format

Select this option to print a T&M billing format.

Roll Up Accounts To Level _____

Enter the account level at which to roll up the costs for printing purposes. This field is required if you selected **Government 1035 format**.

Supporting Schedule Format

Enter the supporting schedule format code, if any, for the detail supporting schedules you want to print for this project's billings. You can set up these user-defined formats in the Supporting Schedule Formats screen (**Projects » Billing » Formats**).

Last Bill Number

If you selected the **Enable Project Specific Bill Numbering** check box in the Billing Settings screen (**Projects » Billing » Controls**), enter the last bill number used by this project. This is an alphanumeric field. When the next bill is calculated, this number is incremented by one. You should end the last bill number entered here with at least three numeric characters so that the system will have at least 999 bill numbers to use. Refer to the documentation for the **Last Company Wide Invoice No** field in the Billing Settings screen for more information on how Costpoint increments bill numbers.

Detail Lvls

Click this button to open the Supporting Schedule Headers (Detail Bills) subtask and to set up lower level or "detail" bills.

1443 Info

Click this button to open the 1443 Info subtask and enter additional information if the bill type is a government 1443 (progress payment).

Other Info

Click this button to open the Other Info subtask to enter information such as the bill heading, the option to limit billing transactions based on period of performance, pay when paid options, and inventory billing options. Use this subtask to select the currency for this project's invoices.

Changing the billing currency for a project that has previous billings will result in incorrect cumulative billing figures. Use the Update Billing Currency Amounts toolkit in the Miscellaneous Toolkits screen (**Projects » Billing » Utilities**) to update the transaction currency in the Billing History tables.

Cash Basis

Click this button to open the Cash Basis subtask and identify which accounts are subject to cash basis billings. You can also set up cash basis accounts on a company-wide basis in the Maintain Billing Accounts screen (**Projects » Billing » Controls**). Do not set up an account in both places.

Schedule

Click this button to open the Billings From Schedule subtask and enter billing lines and amounts that will display on standard bills, depending on your pre-determined schedule.

Customer(s)

Click this button to open the Customer(s) subtask where you can assign a percentage of project responsibility to customers. This information is required. The customer will default into this subtask if the customer has been set up with a "D" bill code in the Maintain Customer screen (**Accounting » Accounts Receivable » Customer Info**). If the customer information appears as a default, you must still use this subtask to verify the customer before you can save the record. If no default information appears, you must enter a customer code.

Table Information

Changes to this screen update the PROJ_BILL_INFO and PROJ_INVC

PROJECT BURDEN COST CEILINGS

Use this screen to impose a ceiling rate for project/account/pool combinations, which are used in the revenue and billing computations. This ceiling rate becomes the "not-to-exceed" rate for the project. Additionally, you can specify an override rate or a fixed rate to be used for reporting purposes only.

You must add a new record for each project/fiscal year combination at the beginning of each fiscal year. Indirect cost pools are unique by fiscal year and, as a result, require new ceilings/overrides at the beginning of each fiscal year. Failure to add these records results in inaccurate revenue and billing calculations.

Initialize this screen before computing burden cost and before calculating billing or revenue. You should have already set up the following screens: Project Account Groups (**Projects » Project Setup » Controls**), Basic Info screen (**Projects » Project Setup » Project Master**), Cost Pool Setup menu in Cost and Revenue Processing, Basic Revenue Info screen (**Projects » Project Setup » Revenue Setup**), and Project Billing Info screen (**Projects » Billing » Billing Master** or **Projects » Project Setup » Revenue Setup**).

Additional maintenance of this screen is required only when you begin a new fiscal year, when a ceiling changes, or when a new ceiling must be added.

Project

Enter, or use to select, a valid project for which you want to enter burden cost ceilings or overrides. This is a required field.

If you do not set a project to **Active** in the Basic Info screen (**Projects » Project Setup » Project Master**), or if a project does not allow charging, you can still enter it in this field.

However, inactive projects or those projects that do not allow charging will not be available in .

If you have not set up revenue information for a project, you can still enter the project in this field. However, the system will display the following warning: "Project information has not been set up in the Basic Revenue Info screen."

The field to the right of the project displays the project description from the Basic Info screen.

Fiscal Year

Enter, or use the drop-down list to select, the fiscal year to which the ceiling or override rate is applicable.

You can select a fiscal year only if you have defined it with a status of **O** (Open) in the Fiscal Years screen (**Accounting » General Ledger » Controls**). This is a required field.

Project Burden Cost Ceilings

Account

Enter, or use to select, an account number for which you want to enter a ceiling or override. This column can display any of the account numbers at any level (including summary levels) contained in the Account Group for the project, exclusive of the accounts that have a function code of **Revenue**, **Billed**, or **Unbilled-General**.

If you do not select an account as part of the pool base in the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**), the system will display the following warning: "This account is not in the base of the pool specified."

Burden cost ceilings can be imposed on an account at any level, including the summary level.

Account Name

This non-editable field displays the name of the account selected. Account names are defined in the Maintain Accounts screen (**Accounting » General Ledger » Accounts**).

Pool

Enter, or use to select, the pool number to which the ceiling or override rate is applicable. All pool numbers entered must have already been set up in the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**) for the appropriate fiscal year, with the allocation group number equal to one.

If you have not set up the allocation group number and fiscal year/pool number, the system will display the following warning: "The combination of Allocation Group No., Fiscal Year, and Pool Number must exist in the Cost Pools screen."

This is a required field.

Pool Name

This non-editable field displays the name of the pool selected. You can define pool names in the Cost Pools screen (**Projects » Cost and Revenue Processing » Cost Pool Setup**).

Rate Ceiling

Enter the ceiling or override value. Ceilings can be positive or zero. If the cost pool is hours-based, the rate displays as a currency amount followed by **Amt/Hr** in the **Rate Format** field. If the cost pool is cost-based, the rate displays as a whole number followed by **%** in the **Rate Format** field.

Rate Format

This field displays the type of number in the **Rate Ceiling** field. If the pool is hours-based, this field displays **Amt/Hr**, and if the pool is cost-based, it displays **%**.

COM Ceiling

Enter a COM ceiling or override value. You can enter COM ceilings only if you selected the **Apply Cost of Money Rates** check box in the Maintain Project Master screen (**Projects » Project Setup » Project Master**) or the Basic Info screen (**Projects » Project Setup » Project Master**). If the cost pool is hours-based, the rate displays as a currency amount followed by **Amt/Hr** in the **Rate Format** field. If the cost pool is cost-based, the rate displays as a whole number followed by **%** in the **Rate Format** field.

Rate Format

This field displays the type of number in the **Rate Ceiling** field. If the pool is hours-based, this field displays **Amt/Hr**, and if the pool is cost-based, it displays **%**.

C/O/F

Enter a code to specify whether the rate entered is a ceiling, an override, or a fixed rate. Available codes are **C** (Ceiling), **O** (Override), or **F** (Fixed Rate).

A **C** (Ceiling) code acts as a "not-to-exceed" rate. In revenue computations, it prevents revenue from being recognized on the burden above a specified rate. The indirect cost amount is not affected by the ceiling rate. In reports such as the Project Status Report, the actual or target burden still appears as though there was no ceiling. However, the revenue amount will have been reduced by the revenue lost from the burden over the ceiling. In billing computations, if the ceiling rate is lower than the provisional rate, the ceiling rate is used for burdening. Otherwise, the provisional rate is used.

An **O** (Override) is an alternate rate used in recalculating target and provisional burden only. In revenue computations, an override rate is ignored for calculations involving actual rates. For revenue computations involving target rates, the incurred burden cost amount is replaced by the override rate amount. This burden amount can be seen on reports such as the Project Status Report. This burden override amount would then be used in the revenue calculation. For billing computations, the burden override amount will replace the provisional rate amount on the bills.

An **F** (Fixed) rate is similar to an override rate in that a specified rate will be used on revenue and billing computations. The difference between the two is that fixed rates do not change the burden amounts for cost computations like the override rates. You can use a specified burden rate for revenue computations without changing your costs. Fixed rates work the same way as override rates for billing computations. The Fixed rate is applied only when you are using target or provisional rates. This type of ceiling is often used when the rate for revenue and billing is lower than the target or provisional rate.

Apply to RBA

Enter the code that determines whether the ceiling percent applies to the **Revenue**, **Billing**, or **Both** computations. Available codes include the following: **R** (Revenue), **B** (Billings), "A" (Both Revenue and Billings), or **N** (Neither Revenue nor Billings).

Any rows that display an **Apply to RBA** code will be saved. Rows that have a "0.00" Ceiling Percent entered and no **Apply to RBA** code will not be saved. To place a ceiling on a particular account, you must enter both the **Rate Ceiling** (and/ or **COM Ceiling**) and the **Apply to RBA** code.

Table Information

Changes to this screen update the CEIL_BURDEN_CST table.