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INSIGHT
2014

GC-901: Tips and Techniques: Revenue
and PSR's wrong? Troubleshooting
Costpoint Projects

Presented By:

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Introductions



Cherlyn is a Manager in Watkins Meegan's GovCon group (division of CohnReznick) and has over 20 years of GovCon experience with expertise in overall fiscal management, accounting operations and performance. She has significant experience with Costpoint and has mastered project setup for Fixed Price, Cost Plus, and T&M Contract types. Cherlyn has extensive experience troubleshooting Costpoint project issues related to revenue recognition, billing, and reporting. She has developed several Costpoint project setup tools to increase project computing and reporting accuracy, and has developed a step by step troubleshooting process to resolve revenue computation errors as well as resolve billing and reporting issues.

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Cindy specializes in providing expertise with Costpoint system design, configuration, training, testing and overall Costpoint deployment best practices, as well as implementation project management. She most recently supported the international implementation of Costpoint version 7.1 at a global professional services firm. As WiJiT's Costpoint Practice Director, Cindy directs consulting programs which focus on software implementation services and system redesign, and ensures that her clients fully leverage the capabilities of CP. Cindy has previously served as Deltek's Managing Director of Professional Services, Costpoint Product Director, Costpoint Practice Director, and Director of European Consulting Services.

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Agenda

- Contract Setup Planning
- Costpoint Project Setup Validation Tools
- Project Troubleshooting Steps
- Conclusion
- Questions

Project Setup is important because...

Projects that are setup properly can:

- Save time
- Increase profits
- Help make informed decisions
- Foster happy employees and customers



Contract Setup Planning

- **Work Breakdown Structure**
- **Contract Kickoff Meeting**
- **Contract Action Brief**

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Project Work Breakdown Structure Decisions



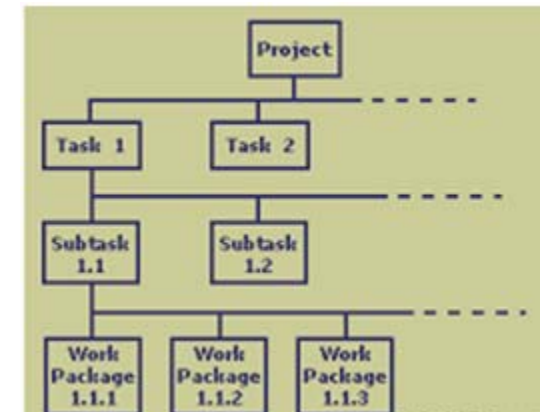
What are your business rules for WBS?

Advantages of a Standardized Structure

- Simplifies decision making process
- Easier for reporting
- Easier for setup

Advantages of a Flexible Structure

- Contains only levels needed
- Tailored to project and PM's needs



Contract Kickoff Meeting

- When and why do we need a kickoff meeting?
- Who should attend?
- What should be accomplished?
- Result - Contract Action Brief



Contract Kickoff Meeting

Items to bring to meeting

- Draft Contract Action Brief (Contracts)
- Contractual documents (Contracts)
- Workforce List (PM)
- Project Charging Level Setup (PM)



Kickoff Meeting Checklist

Top Level Project Info

- Project #
- Project Name
- Contract Type
- Customer
- Project Manager
- Contract POP
- Owning Org
- Division
- Prime or Sub

Enter Levels

- Revenue Level
- Funding Level
- Charging Level

Additional Project Levels

- Project #
- Project Name
- Period of Performance (POP)
- Contract and Funded Value
- Revenue Formula
- Fee Allocation
- Charging Level (if yes, type of Charging Allowed)



Kickoff Meeting Checklist (Con't)

Billing

- Customer Information
- Separate sheet with billing detail
- How invoices are submitted
- Retainage
- Billing Schedule
- Wide Area Workflow requirements
- Supporting Schedules Required
- Invoice Detail beyond funding level
- CLIN and/or ACRN Required
- Travel/ODC limitations
- Indirect rate ceilings

T&M Projects

- Confirm PLC codes, rates, dates
- Confirm Project Charging Levels

Subcontractors

- Vendor Consulting Agreements

Action Items





Example Contract Action Brief (CAB)

Project # (2nd Level)	_____	Project Name:	_____
Contract Type	_____	Owning Org:	_____
Prime/Sub:	_____	Division:	_____
Customer:	_____	State Performed:	_____
Project Manager:	_____	PM Phone #	_____
Contracts POC:	_____	Contracts Phone #	#N/A
Prime Contract No.:	_____	Start Date:	_____
Subcontract No.:	_____	End Date:	_____
Purchase Order No.:	_____		
Cost of Money Applied:	_____		
Revenue Level:	_____	Accounting Use Only	
Funding Level:	_____	Export Project:	None
Charging Level:	_____	Account Group:	_____
		Enter Ceiling:	FALSE
		Description	Setup, CAB 0

Summary of Additions, Revisions and Changes: _____

Contract Value:	Prior	This Action	Total
Total:	-	-	-
Cost:	-	-	-
Fee:	-	-	-
Funded Value:	Prior	This Action	Total
Total:	-	-	-
Cost:	-	-	-
Fee:	-	-	-



Example Contract Action Brief (CAB)

Fee Allocation

Labor Fee Percent:	Labor	0.0%	Sub Labor	0.0%
Non-Labor Fee Pct:	Non-Labor	0.0%	Sub Non-Labor	0.0%
Fee Per Hour:	Hours	-	Sub Hours	-

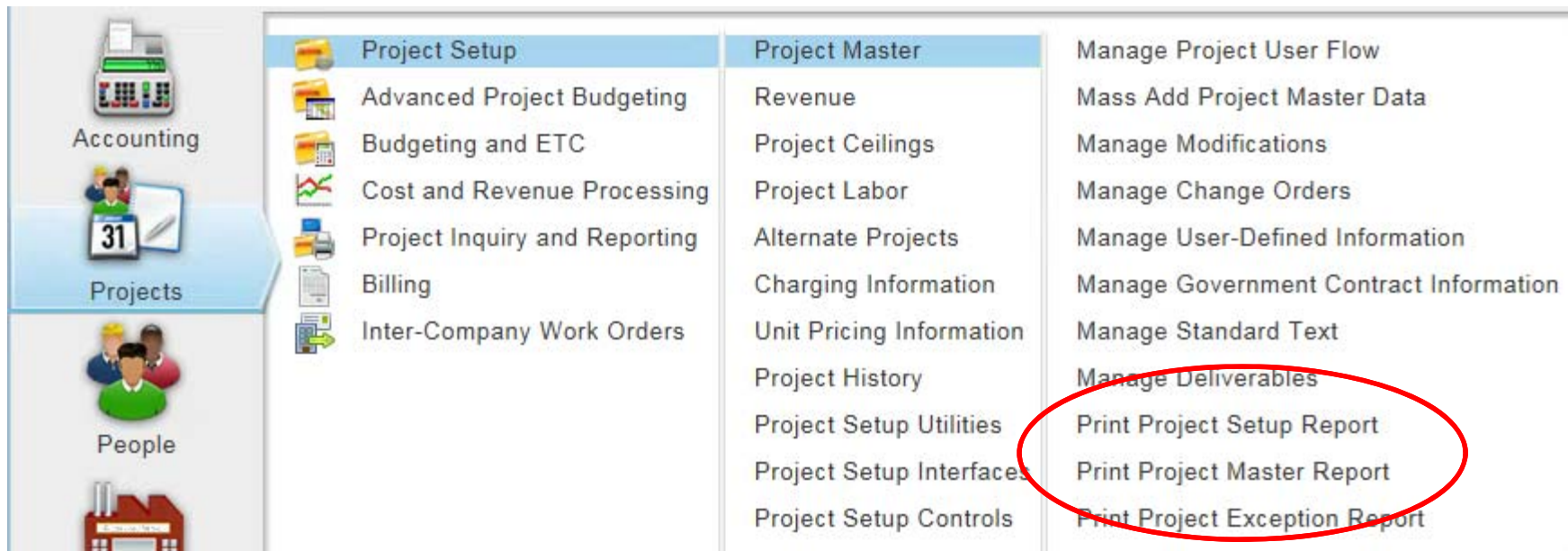
3rd Level Project #	_____		3rd Level Project Name:	_____	
Revenue Level:	_____		Task Start Date:	_____	
Funding Level:	_____		Task End Date:	_____	
Charging Level:	_____				
Contract Value:	Prior		This Action		Total
Total:	_____	-	_____	-	_____
Cost:	_____		_____		_____
Fee:	_____		_____		_____
Funded Value:	Prior		This Action		Total
Total:	_____	-	_____	-	_____
Cost:	_____		_____		_____
Fee:	_____		_____		_____

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Costpoint Project Setup Validation Tools

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Review and Validate Set Up Data



Two key reports: Which report is best for setup review?

Project Master Report
or
Project Setup Report

Project Master Report



Reporting Options

1. Project Summary

- Project Number and Name by project level

2. Charging Information Report

- Provides all account/org combinations

3. T&M Labor Category Information Report

- Same as T&M Employee Information w/o Employee Name & Number

Project Master Report

Reporting Options (Con't)

4. T&M Employee Information Report

- Employee
- Labor Category
- Rate Type
- Billing Rate
- Discount Percentage
- Starting and Ending Dates

Project Setup Report

Has information not contained in Master Report

- Owning Org default
- Account/Org Limits
- Export Project selection
- Top Level Work Force
- Additional Government Contract Information
- Override Information
- Billing Information

Standard Exception Reports

Projects > Project Setup > Project Master > **Print Project Exception Report**

- Billable Projects missing modification information
- Billable Projects missing billing formula
- Allowable hours with no rate in Labor History
- Billable Hours with no rate in Open Billing Detail
- Billable Projects missing Customer
- Billable Projects missing Revenue Setup Information

Note: These are driven by checking the “Billable Project” checkbox in Manage Project User Flow.

Ways to Control Project Accessibility

The screenshot displays the 'Manage Project User Flow' interface. At the top, the breadcrumb navigation shows 'Projects > Project Setup > Project Master > Manage Project User Flow'. The 'Identification' section contains fields for 'Project *' (32000.0010), 'Name *' (Insight 2014 Costpoint), 'Abbreviation', and 'Level' (2). Below this is the 'Primary Definitions' section, which is divided into three main areas: 'Classification', 'Charging', and 'Controls'. In the 'Classification' area, the 'Export Project *' dropdown is set to 'None' and is circled in red. In the 'Charging' area, the 'Active' checkbox is unchecked and circled in red, and the 'Allow Charging' checkbox is also unchecked and circled in red. The 'Account Group' is set to 'SET' and is also circled in red. The 'Controls' area includes 'Owning Org' (10.10.2) with an 'Allow Edit' checkbox checked, and several other unchecked options like 'Default to Owning Organization', 'Project Work Force Required', and 'Use Top Level Work Force'.

Project Troubleshooting Steps

Why are my project reports wrong?

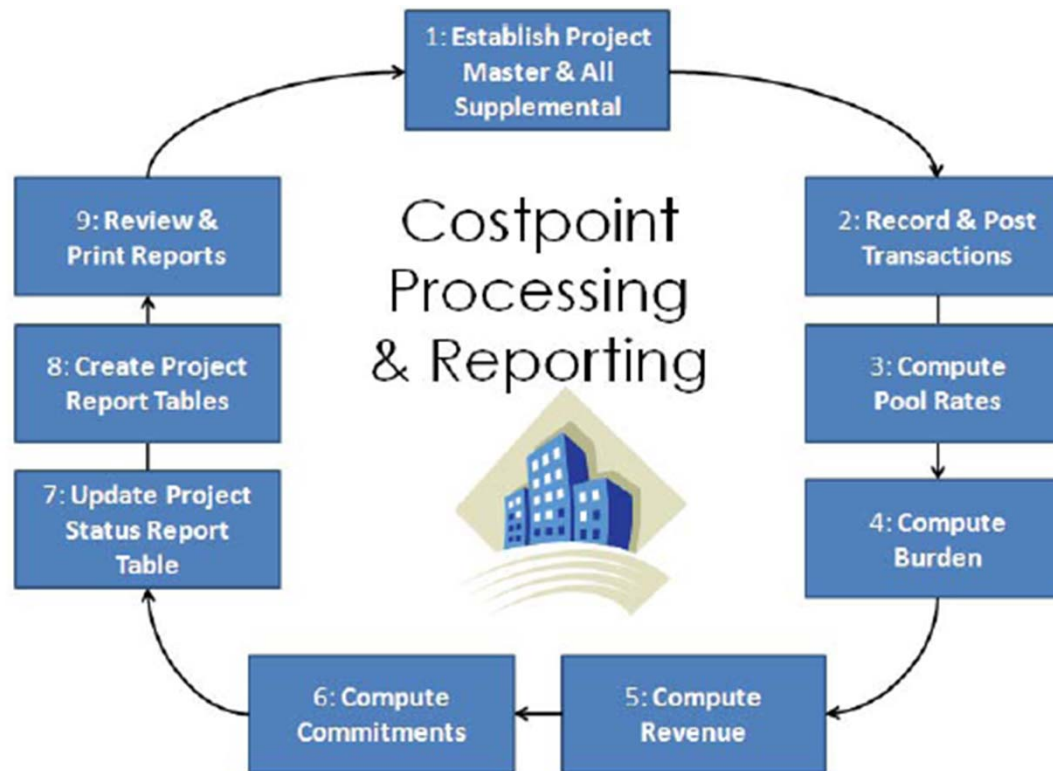
Why is my revenue off?

Why are my T&M's not computing properly?

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The Most Common Problem!

Did you remember to Compute Burden and Update Report Tables??



Excerpt from Deltek University Projects Processing and Reporting class material.

Next, Check your Manage Revenue Information Screen

★ 3 Browse Applications Projects > Project Setup > Revenue > **Manage Revenue Information**

Identification New Copy Delete 1 of 1 Existing Table Query

Project 32000.0010 Insight 2014 Costpoint

Revenue Details

Revenue Formula LLRCINLB Loaded Labor Plus Non-labor Plus Burden on Non-labor Fiscal Year

Calculate Revenue on Units Discount Method -None-
 Allow Revenue to Exceed Value
 By How Much ? 20,000.00

Post Revenue to the Owning Organization Performing Organization Goal Multiplier
 Labor 1.0000 Non-Labor 1.0000

Revenue Adjustments New Copy Delete Form Query Award Fee Revenue Adjustments

<input type="checkbox"/>	Fiscal Year *	Period *	Subperiod *	Revenue Adjustment Amount *	Award Fee Adjustment Amount	Description *
<input checked="" type="checkbox"/>	2014	1	1	5,000.00		Adjust revenue for project example

Next Stop – Revenue Worksheet

Projects > Project Inquiry and Reporting > Project Reports/Inquiries > [Print Revenue Worksheet](#)

Use for:

- Funding Issues
- Ceiling Issues
- Override Issues
- Fee Issues

Missing Ceiling?

Project:	10300.020	Value		Funded	
Project Name:	Phase 1 Proto Type	Cost:	4,000,000.00	80,000.00	
Owning Organization:	10	Fee:	1,000,000.00	20,000.00	
Project Type:	ENGINEERING	Total:	5,000,000.00	100,000.00	
Project Classification:	DIRECT PROJECT	Award Fee:	0.00	0.00	
Project Manager:	Applegate, Richard S	Period of Performance:	03/05/09	To 12/31/16	
Revenue Formula:	Cost Plus Fee On Cost	Status:	Active		
Labor Fee Pct.:	10.0000				

Category/Acct	Description	Rate	Total Hours/Cost	Less Hours/Cost Over Ceiling	Allowable Hours/Cost	Fee	Fee On Hours	Revenue
AEROEN	Aerospace Engineer	0.0000	607.10	607.10	0.00			0.00
CONSSR	Consultant Senior	0.0000	121.00	121.00	0.00			0.00
ENGSR	Engineer Senior	0.0000	47.50	47.50	0.00			0.00
Total Direct Labor			775.60	775.60	0.00			0.00
50-100	Direct Labor		37,154.92	0.00	37,154.92	3,715.49	0.00	40,870.41
51-120	Direct Travel		4,666.21	0.00	4,666.21	466.62	0.00	5,132.83
52-400	Subcontractors		153,863.46	0.00	153,863.46	15,386.35	0.00	169,249.81
52-410	Consultants		3,588.71	0.00	3,588.71	358.87	0.00	3,947.58
53-560	Other Direct Costs		136,904.18	0.00	136,904.18	13,690.42	0.00	150,594.60
Total Direct Costs			336,177.48	0.00	336,177.48	33,617.75	0.00	369,795.23
	300 Corp Site Overhead		31,007.11	0.00	31,007.11	3,100.71	0.00	34,107.82
	370 Mat'l Hd'g & Subcontracts		7,385.45	0.00	7,385.45	738.55	0.00	8,124.00
	500 General & Administrative		35,956.03	0.00	35,956.03	3,595.61	0.00	39,551.64
Total Indirect Costs			74,348.59	0.00	74,348.59	7,434.87	0.00	81,783.46
Total Cost			410,526.07	0.00	410,526.07	41,052.62	0.00	451,578.69
Revenue Adjustment								0.00
Unit Revenue								0.00
Other Fee								0.00
Redistributed Revenue								0.00
Retroactive Revenue								0.00
Subtotal Revenue								451,578.69
Less: Cost in Excess								0.00
Less: Total in Excess								0.00
Less: Fee in Excess of Value								0.00
Less: Discount Amount								0.00
Total Revenue								451,578.69

Manage Total Ceilings

★ 7 Browse Applications Projects > Project Setup > Project Ceilings < **Manage Total Ceilings**

<input type="checkbox"/>	Project	Project Name	Funding Info Total Ceiling Code	Funding Info Cost Ceiling Code	Funding Info Fee Ceiling Code	Funding Info Total	Funding Info Fee%	Funding Info Costs	Funding Info Fee
	10300	Simulator - Cost Plus	N	N	N	600,000.00	20.81%	496,666.67	103,333.33
	10300.010	Professional Services	N	N	N	500,000.00	20.00%	416,666.67	83,333.33
	10300.010.01	Project Management	N	N	N	0.00		0.00	0.00
	10300.010.02	Consulting	N	N	N	0.00		0.00	0.00
	10300.020	Phase 1 Proto Type	A	A	A	100,000.00	25.00%	80,000.00	20,000.00
	10300.020.01	Engineering	N	N	N	0.00		0.00	0.00
	10300.020.02	Requirements Analysis	N	N	N	0.00		0.00	0.00
	10300.020.03	Design	N	N	N	0.00		0.00	0.00
	10300.020.04	Development	N	N	N	0.00		0.00	0.00
	10300.030	Phase II Production	N	N	N	0.00		0.00	0.00
	10300.030.01	Production	N	N	N	0.00		0.00	0.00
	10300.030.02	Compliance	N	N	N	0.00		0.00	0.00

Total Ceilings

Funding Info

		Total			
Total	<input type="text" value="A"/>	<input type="text" value="100,000.00"/>	Fee%	<input type="text" value="25.00%"/>	
Cost	<input type="text" value="A"/>		Costs	<input type="text" value="80,000.00"/>	
Fee	<input type="text" value="A"/>		Fee	<input type="text" value="20,000.00"/>	
			Award Fee	<input type="text" value="0.00"/>	

Revenue Worksheet with Ceilings

Project: 10300.020		Value		Funded	
Project Name:	Phase 1 Proto Type	Cost:	4,000,000.00		80,000.00
Owning Organization:	10	Fee:	1,000,000.00		20,000.00
Project Type:	ENGINEERING	Total:	5,000,000.00		100,000.00
Project Classification:	DIRECT PROJECT	Award Fee:	0.00		0.00
Project Manager:	Applegate, Richard S	Period of Performance:		03/05/09	To 12/31/16
Revenue Formula:	Cost Plus Fee On Cost	Status:		Active	
Labor Fee Pct.:	10.0000				

Category/Acct	Description	Rate	Total Hours/Cost	Less Hours/Cost Over Ceiling	Allowable Hours/Cost	Fee	Fee On Hours	Revenue
AEROEN	Aerospace Engineer	0.0000	607.10	607.10	0.00			0.00
CONSSR	Consultant Senior	0.0000	121.00	121.00	0.00			0.00
ENGSR	Engineer Senior	0.0000	47.50	47.50	0.00			0.00
Total Direct Labor			775.60	775.60	0.00			0.00
50-100	Direct Labor		37,154.92	0.00	37,154.92	3,715.49	0.00	40,870.41
51-120	Direct Travel		4,666.21	0.00	4,666.21	466.62	0.00	5,132.83
52-400	Subcontractors		153,863.46	0.00	153,863.46	15,386.35	0.00	169,249.81
52-410	Consultants		3,588.71	0.00	3,588.71	358.87	0.00	3,947.58
53-560	Other Direct Costs		136,904.18	0.00	136,904.18	13,690.42	0.00	150,594.60
Total Direct Costs			336,177.48	0.00	336,177.48	33,617.75	0.00	369,795.23
	300 Corp Site Overhead		31,007.11	0.00	31,007.11	3,100.71	0.00	34,107.82
	370 Mat'l Hdlg & Subcontracts		7,385.45	0.00	7,385.45	738.55	0.00	8,124.00
	500 General & Administrative		35,956.03	0.00	35,956.03	3,595.61	0.00	39,551.64
Total Indirect Costs			74,348.59	0.00	74,348.59	7,434.87	0.00	81,783.46
Total Cost			410,526.07	0.00	410,526.07	41,052.62	0.00	451,578.69
Revenue Adjustment								0.00
Unit Revenue								0.00
Other Fee								0.00
Redistributed Revenue								0.00
Retroactive Revenue								0.00
Subtotal Revenue			451,578.69					0.00
Less: Cost in Excess								330,526.07
Less: Total in Excess								0.00
Less: Fee in Excess of Value								21,052.62
Less: Discount Amount								0.00
Total Revenue			100,000.00					

Cost Fee Override

Project:	10300.020	Value		Funded	
Project Name:	Phase 1 Proto Type	Cost:	4,000,000.00		75,000.00
Owning Organization:	10	Fee:	1,000,000.00		25,000.00
Project Type:	ENGINEERING	Total:	5,000,000.00		100,000.00
Project Classification:	DIRECT PROJECT	Award Fee:	0.00		0.00
Project Manager:	Applegate, Richard S	Period of Performance:	03/05/09	To	12/31/16
Revenue Formula:	Cost Plus Fee On Cost	Status:	Active		
Labor Fee Pct.:	10.0000				

Category/Acct	Description	Rate	Total Hours/Cost	Less Hours/Cost Over Ceiling	Allowable Hours/Cost	Fee	Fee On Hours	Revenue
AEROEN	Aerospace Engineer	0.0000	607.10	607.10	0.00			0.00
CONSSR	Consultant Senior	0.0000	121.00	121.00	0.00			0.00
ENGSR	Engineer Senior	0.0000	47.50	47.50	0.00			0.00
Total Direct Labor			775.60	775.60	0.00			0.00
50-100-10	DIR: Corp Site Dir Lbr		37,154.92	0.00	37,154.92	3,715.49	0.00	40,870.41
51-120-10	Direct Airfare		4,666.21	0.00	4,666.21	466.62	0.00	5,132.83
52-400-10	Subs-Labor		153,863.46	0.00	153,863.46	0.00	0.00	153,863.46
52-410-10	Consultants-Labor		3,588.71	0.00	3,588.71	358.87	0.00	3,947.58
53-560-10	Supplies		136,904.18	0.00	136,904.18	13,690.42	0.00	150,594.60
Total Direct Costs			336,177.48	0.00	336,177.48	18,231.40	0.00	354,408.88
	300 Corp Site Overhead		31,007.11	0.00	31,007.11	3,100.71	0.00	34,107.82
	370 Mat'l Hdng & Subcontracts		7,385.45	0.00	7,385.45	0.00	0.00	7,385.45
	500 General & Administrative		35,956.03	0.00	35,956.03	2,056.97	0.00	38,013.00
Total Indirect Costs			74,348.59	0.00	74,348.59	5,157.68	0.00	79,506.27
Total Cost			410,526.07	0.00	410,526.07	23,389.08	0.00	433,915.15

Revenue Adjustment	0.00
Unit Revenue	0.00
Other Fee	0.00
Redistributed Revenue	0.00

★ 1 Browse Applications Projects > Project Setup > Project Ceilings > **Manage Cost Fee Overrides**

		335,526.07
<input checked="" type="checkbox"/>	Project *	Project Name
	10300	Simulator - Cost Plus

Cost Fee Override Details New Copy ▾

<input checked="" type="checkbox"/>	Account *	Account Name	Fee Percent	Fee on Hours	Apply to R/B/A *
	52-400-10	Subs-Labor	0.000000%	0.0000	All

Ceiling and Override Tips

****Ceilings and Overrides have different rules regarding project level****

Ceiling Tip

“At or Below” rule applies. Must be at or below the processing level where the billing and revenue formulas are set. CP starts at lowest level for ceilings; recognizes ceiling at that level then goes to next level, imposes ceiling at that level and goes to the next level until it reaches revenue formula level. CP does not recognize ceilings above the revenue level. Ceiling “A” at lower level than funding – will zero revenue.

Override Tip

You can set fee overrides at a higher level than the revenue formula. For example, you can set up the fee override on travel for this project at the top level of the project, even if the revenue formula exists at a lower level. When overrides exist at multiple project levels, Costpoint looks for the closest override at the same project level or higher in the project tree.



Troubleshooting T&M Projects

Make sure that processing was performed in the proper sequence:

- 1. Load Rates for Revenue & Billing
- 2. Compute Revenue
- 3. Update PSR's
- 4. Create Project Report Tables





Troubleshooting T&M Projects

Did you put bill rates in Costpoint?

Do you know which Bill Rates table you used?

- There are 4 possible tables
 - Project PLC Rates (PC) – Most common
 - Project/Employee PLC Rates (PEC)
 - Project/Vendor PLC Rates (PVC)
 - Project Labor Categories (C)





Troubleshooting T&M Projects

****Most common T&M set up error****

Did you set up your T&M Rate Sequence?

Projects > Project Setup > Revenue > **Manage Rate Sequence Orders**

Identification				
Project * ZWZ01.0001.100 Wandas first task				
Rate Sequence Details				
<input checked="" type="checkbox"/>	Sequence *	Rate Table *	Rate Table Description	Source Project
<input type="checkbox"/>	1	PC	Project PLC Rates	ZWZ01.0001.100
<input type="checkbox"/>	2	PEC	Project/Employee PLC Rates	ZWZ01.0001.100
<input type="checkbox"/>	3	PVC	Project/Vendor PLC Rates	ZWZ01.0001.100
<input type="checkbox"/>	4	C	Project Labor Categories	

- Make sure the Manage Rate Sequence Order record is for the CHARGING level of the project
- Must have at least 1 line in this table
- Make sure the Source Project has the rates

Troubleshooting T&M Projects

Year End Tip

T&M revenue formulas are computed on a year-to-date basis only. If hour ceilings were exceeded in a prior year, Costpoint will not **release** the over ceiling hours and recognize T&M revenue in the current year. A revenue adjustment needs to be entered to recognize the previous over ceiling amount that is now allowable.

Conclusion

- If you setup your project right, you can save time, save money, make informed decisions, and keep your employees and customers happy!



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Questions?

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Stop by our Booth to look for hidden treasure!

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