CP-99: Some Things Old, Some Things New

Paul Whiteman, Partner, Lexell Blue
Susan Pucciano, Partner, Lexell Blue
Agenda

• Introductions
• Costpoint User Interface
• New/Under-Utilized Features – Core CP/Labor/Leave
• Contracts/Subcontract Management
• Procurement
• Sales Orders
• New Workflow Functionality
• Budgeting & Planning Tips
Introductions - Lexell Blue

• Lexell Blue, LLC, founded in 2013, headquartered in Northern Virginia
• Comprised of four partners and a team of over 30 consultants with extensive experience with the Deltek GovCon suite of products
• Costpoint consulting services
  • CP / TESS Implementations including Project Manufacturing
  • Data Migration and Restructures
  • M&A Integration and Divestitures
  • Costpoint Health Check / Process Review
  • Web Services, Extensibility & Interfaces
  • Cognos Report Development
  • Costpoint Training
Introductions - Speakers

Paul Whiteman
Partner
Experience:
• 10 years at Deltek
• Over 18 years of Costpoint / GovCon experience
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Susan Pucciano
Partner
Experience:
• 22 years at Deltek
• Over 30 years of Costpoint / GovCon experience
Contact Info:
• SusanPucciano@LexellBlue.com
• 703-608-9483
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User Interface Profiles

Did you know?
You can configure screen layout that all users can leverage?
User Interface Profiles

Create User Interface Profiles and link to Users/User Groups

Enable User ability to change UI Profiles
User Interface Profiles

Change the column order and width

Show/Hide Fields and Tabs/Subtasks
Reporting Tips

• Use reorg for alternate reporting to minimize impacting org structure when business changes
• Use Alt Proj reporting to group IDIQs that are individual top-level projects
• Labor location on employee record (and timesheet) to assist with tax revenue reporting, completing employee-related surveys, etc.
• GLCs to track bid categories
Leave Processing Tips

- Print Employee Leave Report
- Leave Balance by Leave Type

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Employee Leave Report

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Leave Code</th>
<th>Hire Dt</th>
<th>Beginning Balance</th>
<th>Accrual Rate</th>
<th>Estimated Accrual</th>
<th>YTD Accrual</th>
<th>YTD Used</th>
<th>Current Balance</th>
<th>Beg Bal Deferred</th>
<th>Beg Bal Lost</th>
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Leave Processing Tips

- View Leave History - Detailed view of Leave accrued and taken

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>HIOL</th>
<th>Accrued Hours</th>
<th>3.33</th>
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AP: Email EFT notifications

- Automatically notify vendors of payments
- Configure Check/EFT email settings

<table>
<thead>
<tr>
<th>EFT Email Settings</th>
<th>Value</th>
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<tbody>
<tr>
<td>FROM Email Address</td>
<td><a href="mailto:info@lexellblue.com">info@lexellblue.com</a></td>
</tr>
<tr>
<td>Email SUBJECT Text</td>
<td>AP Payment Advice Notification</td>
</tr>
<tr>
<td>Email HEADER Text</td>
<td>Please find payment advice information for your invoice below</td>
</tr>
<tr>
<td>Email FOOTER Text</td>
<td>Please let us know if you have any questions</td>
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</tbody>
</table>
AP: Email EFT notifications

• Manage Vendors – EFT info subtask: Email EFT Advice
  - EFT Active
  - Print EFT Advice
  - Email EFT Advice

• Print/Void Checks – Print/Email EFT Advice

• Email is sent during the “Update Tables...” process
AP: Email EFT notifications

• The Email EFT flag has been added to the vendor address record format for Import Vendors
• When setting up a new company, the Email EFT setting is inherited from the parent company (enabled Y/N)
• If an advice that was emailed is voided, the void notification will also be emailed to the vendor
Reverse Failed Posting

- A user had a failed posting and is now locking that screen
- Now a new utility to reverse that failed posting
The Contracts module supports management of non-financial Contract/Subcontract data.
Contracts Management - SubK Management

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Contracts Management - SubK Management

Manage Subcontract

Link to PO
Subcontracts in Costpoint - Explained

Contracts: Subcontracts
- Subcontract data management
- FAR Clauses / Provisions
- Supplier Ratings

Materials: Purchase Order
- Subcontract funding management
- PO Commitments Reporting
- Invoice matching

Projects: Subcontract Management
- Work Assignments
- Subcontractor Time Entry via Deltek Time Collection

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Supplier Portal

- Manage Supplier communications
- Supplier visibility and dashboards
PO Line Delivery Schedule

Break out PO line in staggered delivery schedule
Sales Order Invoicing

• A lot more than just FFP / Units Delivery invoicing
• Deferred Revenue / Amortization Schedules
• Liquidations from Progress Payment (1443)
• Recurring Invoices based on Billing Cycles
• Ready for use / accept
• Drop-shipment invoicing
• FFP Services
• DD250 PS / Invoicing
Did you know?
Can break out Sales Order COGS by Cost Element
New Workflow

Multi-level approvals with sequential and concurrent Conditions and/or Updates throughout approval
Approval Roles
Approval Delegation
Escalation capabilities
Rejection capabilities
Email notification with link to approval screen
Approval workflow history visible

Custom Approval Workflow can be setup on any screen

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Budgeting & Planning Tips

• Use Excel templates to build your budgets and copy/paste to load
• Remember to refresh when adding new projects, orgs, accounts, employees if entering budgets immediately
• Leveraging New Business Budgets for proposals is a great feature
  • Once awarded, convert to a Project Budget
Budgeting & Planning Reporting

- B&P comes with lots of built-in reports, in addition to CER

<table>
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<tr>
<th>Accounting</th>
<th>Budget/EAC Processing</th>
<th>Direct Project Cost Categories (CPT1, BPT1, PPT1)</th>
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<td>Top Level (All Projects) Reports</td>
<td>Direct Project Cost (CPT3, BPT3, PPT3)</td>
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<tr>
<td>New Business Budgeting</td>
<td>Level Down Reports</td>
<td>Labor Hours Analysis (CPT5, BPT5, PPT5)</td>
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<td>Project Budgeting</td>
<td>Active Level Reports</td>
<td>Labor Cost Analysis (CPT6, BPT6, PPT6)</td>
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<td>Resource Planning</td>
<td>Supplemental Reports</td>
<td>Budget/EAC Status (APT1)</td>
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<td>Administration</td>
<td>Controls and Utilities</td>
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<table>
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<tr>
<th>Accounting</th>
<th>Budget/Outlook Processing</th>
<th>Profit and Loss by Organization (COP1, BOP1, POP1)</th>
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<td>Profit and Loss by Account (COP2, BOP2, POP2)</td>
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<td>Profit and Loss Reports</td>
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<td>Controls and Utilities</td>
<td>Transaction Analysis (COT1)</td>
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Come Visit us in the Expo Hall

Questions?

- PaulWhiteman@LexellBlue.com
- SusanPucciano@LexellBlue.com
Next Steps

1. Complete the session survey in the mobile app.
2. Utilize the Post-Event Toolkit to share what you’ve learned.
3. You can download Continuing Education credit information from your certificate hub link. The link is in the mobile app and will be emailed to you after the conference.

Downloading Presentations?

- Available presentation PDFs are in the Insight Attendee Portal (Schedule Builder) and in the mobile app.
- Online and mobile app access to this year’s presentations expires on March 1, 2020.