Deltek Costpoint® Budgeting & Planning

Getting Started Guide

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Overview

Deltek Costpoint Budgeting & Planning is a Web-based budget and cost reporting application that provides business intelligence and comprehensive project and operations fiscal performance management tools. Effective management requires collaboration and cooperation among all members of the project management community within the government contractor organization. Costpoint Budgeting & Planning provides the substance of that collaboration.

Collaboration depends upon the management tradition and authority structure that have been established within the organization, both of which can be evolving over time. Costpoint Budgeting & Planning users are either part of that authority structure or they are acting in direct support of its participating members. Therefore each Costpoint Budgeting & Planning user must have an established role that reflects legitimate management authority.

This Getting Started guide is designed to give you a high-level overview of the functionality in Costpoint Budgeting & Planning and is not intended to be a substitute for formal training.

If you have not yet installed Deltek Costpoint Budgeting & Planning, please refer to your installation instructions.

If You Need Assistance

If you need assistance installing, implementing, or using Costpoint Budgeting & Planning, Deltek makes a wealth of information and expertise readily available to you.

QuickStart Package Service

Deltek Consulting offers a QuickStart Package Service that is designed to get you up and running efficiently with Deltek Costpoint Budgeting & Planning. When you purchase the package, you'll get a cost-effective, remote delivery with project management, project kickoff, technical assessment, and installation and implementation in a single server instance.

Our consultants will lead you through the deployment process from start to finish using tested tips and techniques that are based on our knowledge of the product and experience assisting project-based businesses. The end result is an enhanced solution that enables you to take advantage of your new capabilities quickly.

Contact your Deltek salesperson, account manager, or reseller to discuss your specific needs and how our QuickStart Package Service can help you begin leveraging the benefits of Deltek Costpoint Budgeting & Planning.

For more information, go to www.deltek.com/costpoint, or email us at info@deltek.com.

Customer Services

For over 20 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Customer Care Connect Web portal
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Find out more about these and other services from the Customer Care Connect site.

Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web portal for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options you have at the Customer Care Connect site:

- Download the latest versions of your Deltek products
- Search Deltek's knowledge base

- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Display or download product information, such as release notes, user guides, technical information, and white papers
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Use Quick Chat to submit a question to a Customer Care analyst online
- Subscribe to Deltek communications about your Deltek products and services
- Receive alerts of new Deltek releases and hot fixes

If you need assistance using the Customer Care Connect site, the online help available on the site provides answers for most questions

Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to https://support.deltek.com.
2. Enter your Customer Care Connect **Username** and **Password**.
3. Click **Log In.**

If you do not have a username and password for the Customer Care Connect site, contact your firm's Costpoint Budgeting & Planning Administrator.

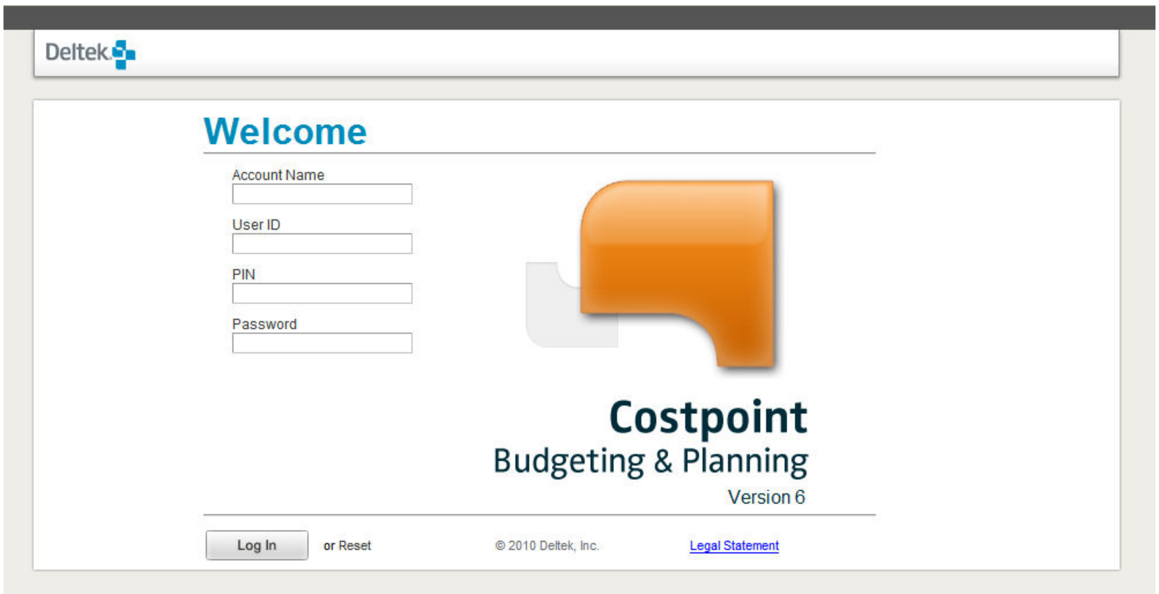
If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

Log On to Deltek Costpoint Budgeting & Planning

To log on to Deltek Costpoint Budgeting & Planning, complete the following steps:

1. Launch the application by clicking the Costpoint Budgeting & Planning icon located on your desktop or provided URL.

   The Deltek Costpoint Budgeting & Planning logon screen displays.



2. Enter the following information:
   - **Account Name**
   - **User ID**
   - **PIN**
   - **Password**
3. Click **Log In**. The Costpoint Budgeting & Planning navigation screen displays.

Navigation Screen

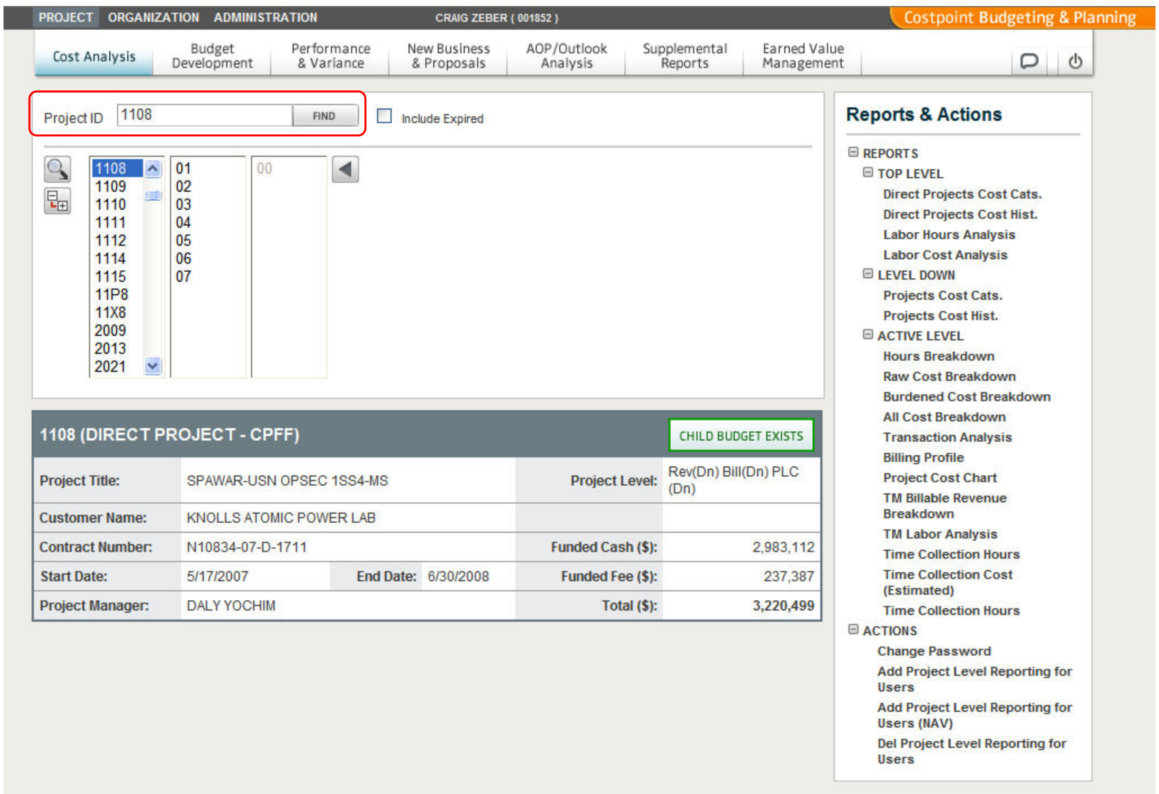
The navigation screen contains links to the various features in Costpoint Budgeting & Planning. It provides a way for you to interact with the application, (also known as input), and a way for the application to provide feedback, (also known as output).

The navigation screen offers access to data and tools, depending on the management context of the user. For project managers, it provides access to contract and project costs and other details as well as budget proposal and earned value management support tools.

To navigate in Costpoint Budgeting & Planning, complete the following steps:

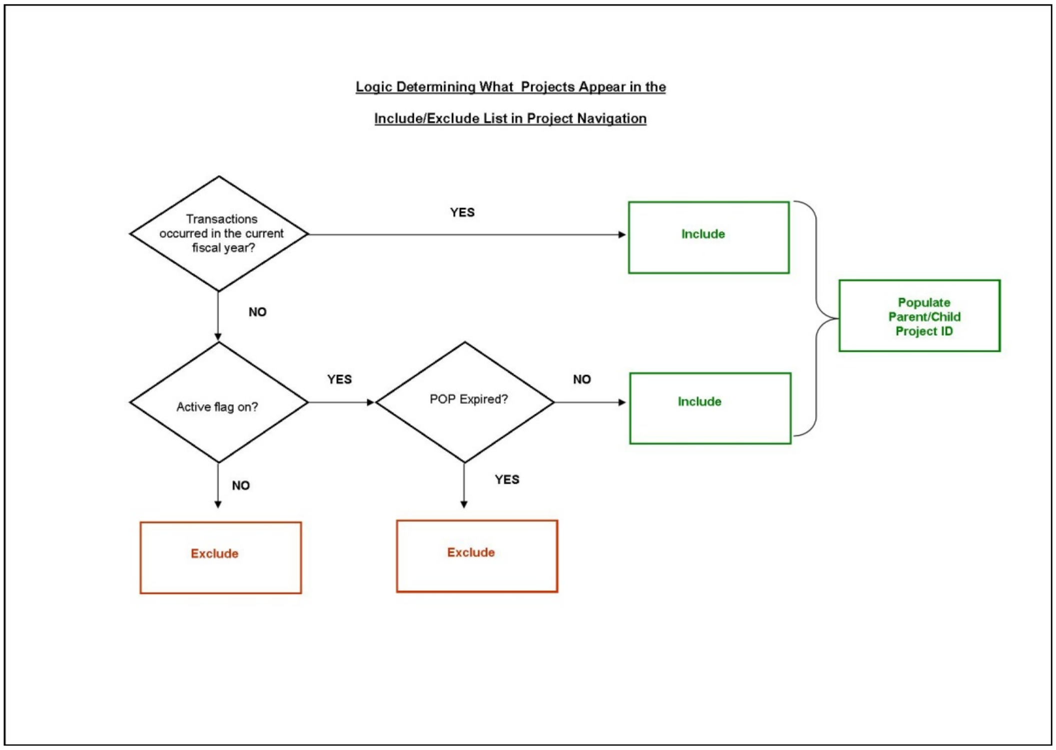
1. On the navigation screen, enter the **Project ID** directly into the project ID text box and click **Find.**

   Costpoint Budgeting & Planning navigates to the project number entered and shows that structure in the **Project Navigation** list boxes.

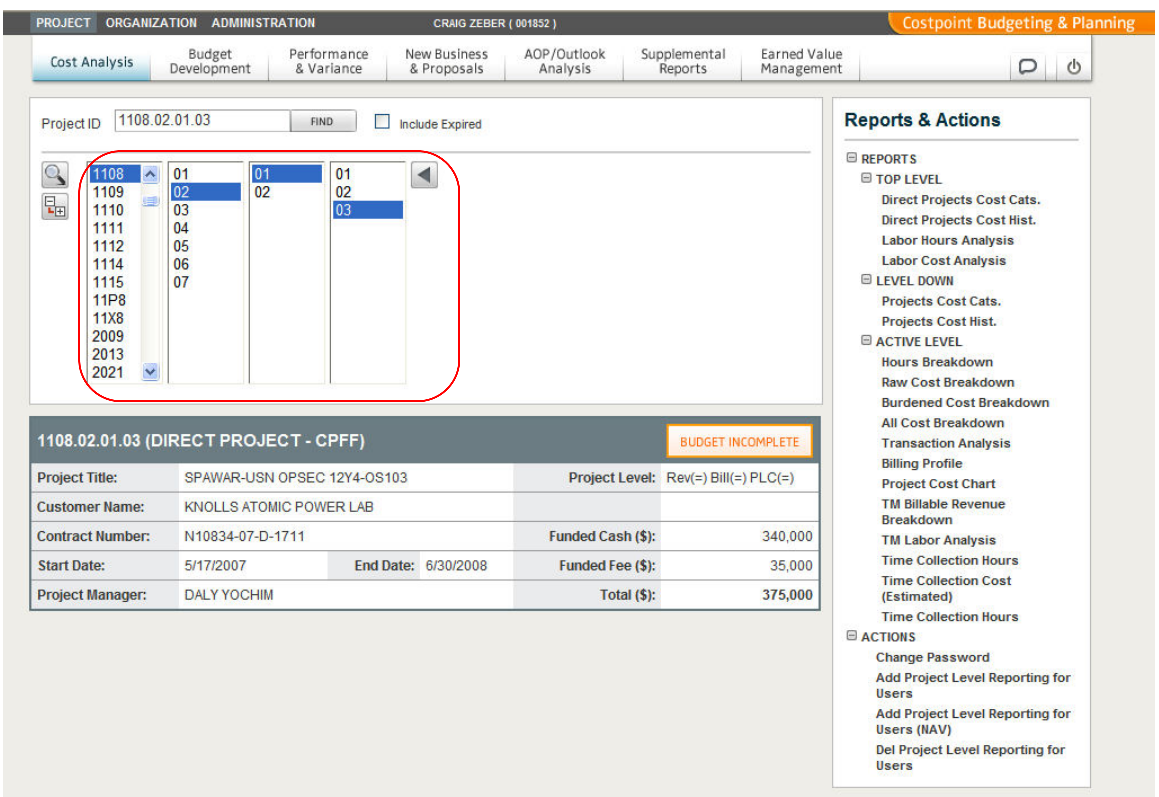


2. Or, click directly in the **Project Navigation** list boxes to find projects.

   - Select the top-level project ID and Costpoint Budgeting & Planning displays the lower levels of the project structure, from left to right, in list boxes that show project segment IDs.
   - As you select a segment ID, Costpoint Budgeting & Planning adds all lower level segment IDs as far down as the structure goes.
   - **Include Expired** option instructs Costpoint Budgeting & Planning to include or exclude projects in the **Project Navigation** fields based on the following criteria.



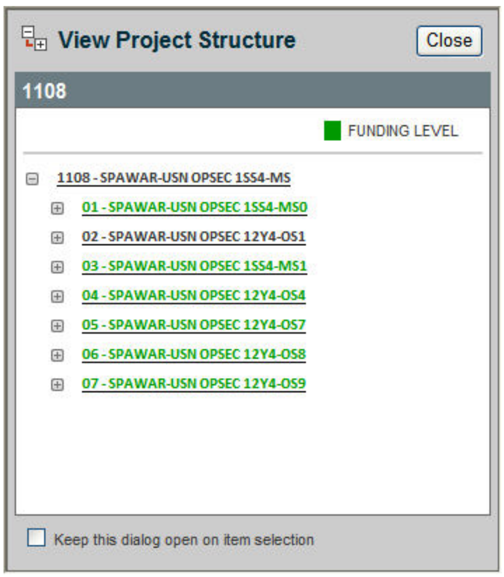
- The project ID segments that are selected in the **Project Navigation** fields will determine the content of the level down and active level reports.



3. Click the Back Up button to navigate back to a higher level in the list box.

4. After selecting a project at the top level, click the Project Structure button to open a tree that lists all lower level project IDs, including titles.

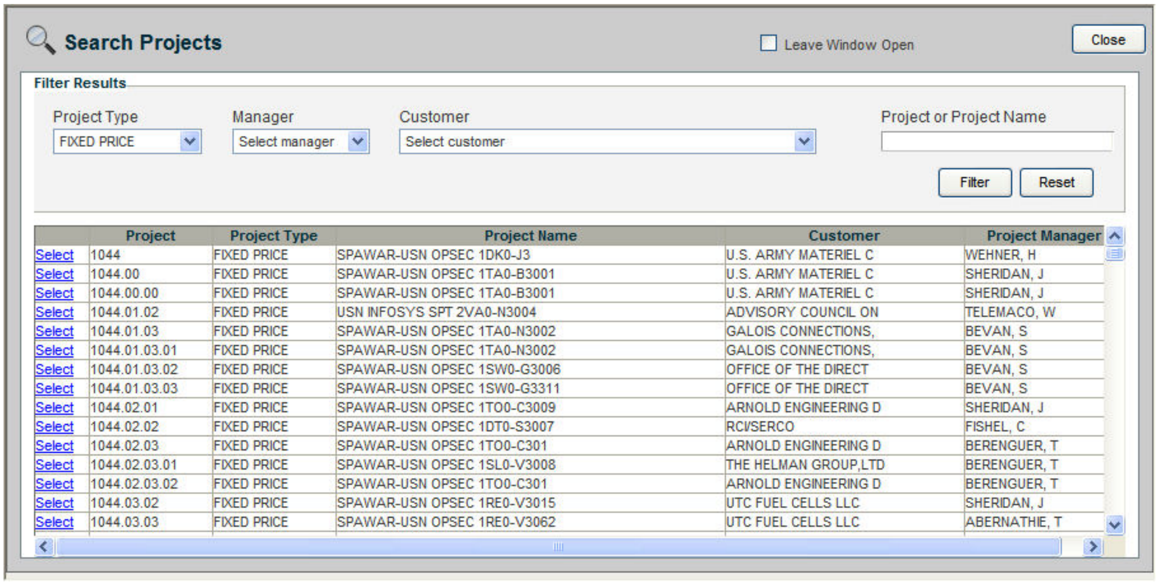
   - As you select segment IDs in the tree list, they are highlighted in the **Project Navigation** list boxes from left to right.
   - The left-to-right combination of selected project ID segments in the list boxes defines the term **Active Level**.
   - Click the plus icons ⊞ to expand the menu.
   - Click the **Leave Tree Open** check box to leave the tree navigation open as project IDs are selected.
   - Click any line in the tree and the selection is automatically reflected in the **Project Navigation** list boxes.



5. Click the magnifying glass to display the **Search Projects** screen.

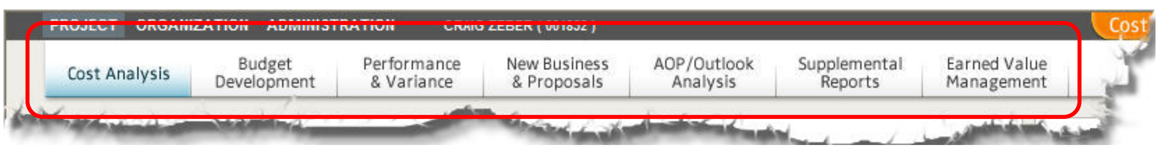
   - **Search Project** is another way to navigate to a particular project.
   - Filter the list by selecting **Project Type, Manager**, and/or **Customer**.
   - Enter a portion of the Project Name or number in the **Project or Project Name** field and click **Filter** to filter the list.

6. Click **Select** next to the project you want to see.



7. Click **Reset** to remove the filter.
8. Click **Leave Window Open** if you want the search grid to remain open after you have selected a project.
9. Click the **Module** with which you want to work.

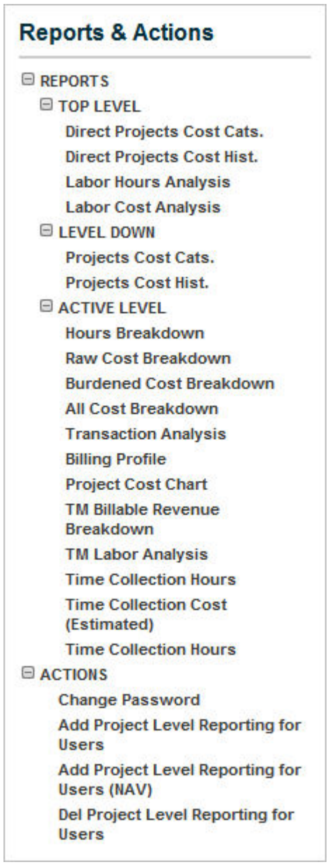
   The module you click determines what options appear in the **Reports & Actions** menu.



10. Click the Management Context you want to use: Project, Organization, or Administrative.

- The context filters the information seen.
  - The **Project** manager's context emphasizes the project period-of-performance, the resources necessary to complete its tasks, available funds, costs and revenues.
  - The **Organization** manager's context emphasizes the accounting fiscal years. It integrates revenue and direct costs from an organization's projects, along with its associated overhead costs (including allocations), to establish profitability.
  - The **Administrative** context emphasizes the setup and modification of both project and organization management authority and responsibility as it relates to Costpoint Budgeting & Planning users.

11. Select a report in Reports & Actions menu.



The information displayed depends on the Management Context and/or Module selected.

- A brief description appears as your cursor hovers over a report name.

- Each report is labeled with a code (for example, **C.P.L.1)**.

- The first letter refers to the **Module** you are in (in the above example, **Cost Analysis)**.
- The second letter refers to the **Management Context** you selected (in the above example, **Project Manager)**.
- The third letter refers to the level of the report (in the above example, **Level Down** summarizes project information one level below the active level).
  - **A** = Active Level
  - **C** = Cost Performance Report
  - **I** = Input (set up, input, audit, and approve)
  - **M** = Maintenance
  - **S** = Status (reviewing status of forecast process)
  - **T** = Top Level (summarizing component information in WBS or OBS below)
  - **U** = Upload (for importing data from another source)
  - **L** = Level Down
- The number refers to the sequence ID of the report.

12. Click a report or action to open it.
    - The report code, level (Top Lvl., Lvl. Down, Active Lvl.), and title are printed at the top of the report when it opens.
    - To export the report to **Excel**, click the **Excel** icon.
    - To print the report, click the printer icon.
    - To close the report, click the blue **Close** button.

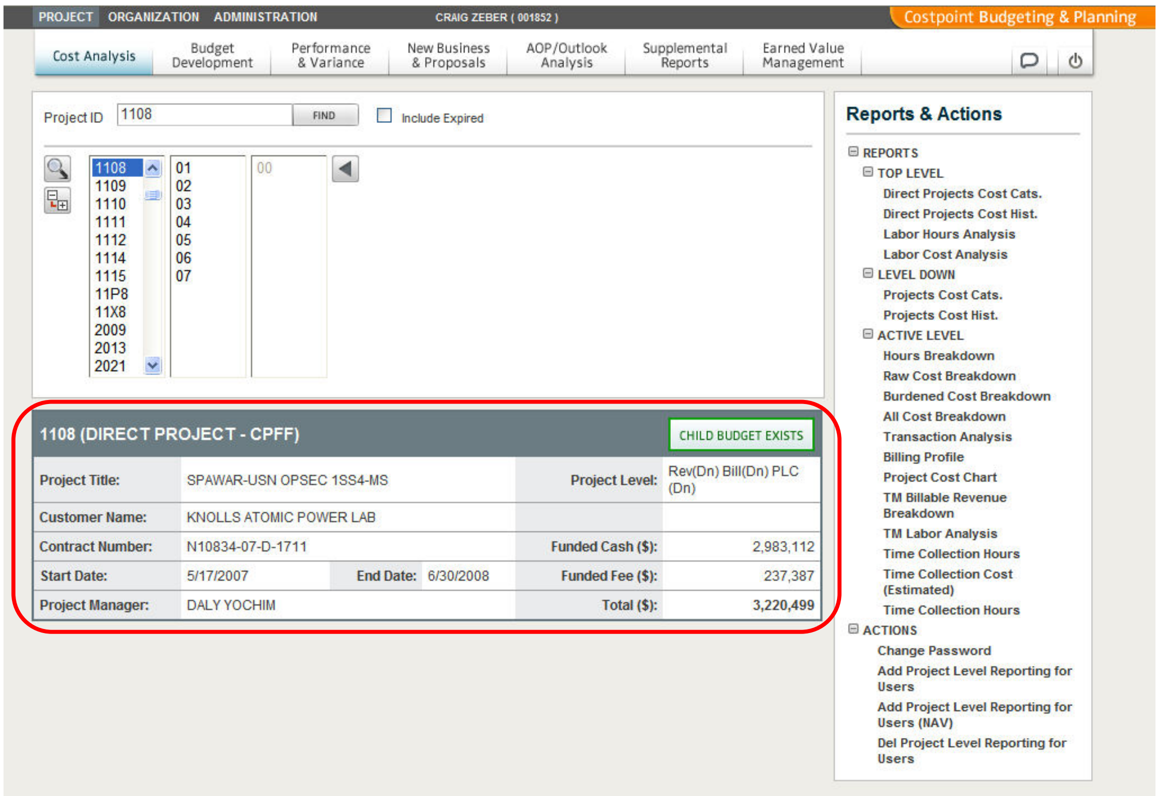
C.P.T.1_Top Lvl. - Direct Projects Cost Cats.

Export .xls | Print | Close

Proj ID#	Project Title	Start	End	Project Mgr.	Funding	Remaining	ITD Cost	Commit	Labor	Mtls.	Sbks.
1008	SPAWAR-USN OPSEC 1ZA0-H1			MORRISSEY, W	962,088	460,654	501,434	3,888	500,925	0	0
1010	SPAWAR-USN OPSEC 1FC2-N1	09/30/2006	05/02/2008	ABERNATHIE, T	199,774	40,040	159,734	766	152,474	714	0
1011	SPAWAR-USN OPSEC 1RN2-U1	09/19/2002	09/15/2008	BEALL, P	22,005,337	3,861,389	18,143,948	724,241	2,945,491	8,310,565	6,355,509
1012	NO-New Operations 6CB2-P1	10/07/2004	03/31/2008	FISHEL, C	349,894	135,563	214,331	0	214,192	0	0
1014	SPAWAR-USN OPSEC 1AT0-S2	01/16/2003	03/31/2008	ABERNATHIE, T	3,364,730	1,427,879	1,936,851	2,932	1,886,948	0	0
1021	SPAWAR-USN OPSEC 1AO1-T2	06/13/2005	08/01/2008	DAGRES, M	812,052	344,760	467,292	4,464	394,624	0	0
1044	* SPAWAR-USN OPSEC 1DK0-J3	01/13/1999	09/30/2008	WEHNER, H	7,528,817	2,639,487	4,889,330	106,105	3,669,657	43,704	656,929
1066	SPAWAR-USN OPSEC 1RD4-C3	09/23/1999	09/30/2006	DAGRES, M	1,574,955	803,368	771,587	0	758,810	3,138	0
1067	SPAWAR-USN OPSEC 1CL4-S3	09/22/1999	09/30/2009	KELLERT, M	4,079,833	2,193,710	1,886,123	183,639	1,559,956	7,501	248,196
1072	SPAWAR-USN OPSEC 1AS4-G3	04/22/2001	12/05/2008	ROCKER, R	14,349,131	5,907,571	8,441,560	132,261	4,571,047	58,778	2,934,771

13. The **Contract/Project Information** field gives pertinent information about the contract or project highlighted in **Project Navigation**.
    - Project name
    - Budget information
    - Project Title
    - Customer Name
    - Contract Number

- Start and End Dates
- Project Manager
- Funded Cash
- Funded Fee
- Total



- It also lets you know if a budget exists at each level of the project segment.

User Management Settings

Managing user settings in Costpoint Budgeting & Planning is intuitive and straight forward, which makes supervising and maintaining your community of Costpoint Budgeting & Planning user's quick and easy. They are primarily designed to help establish and manage the roles of Costpoint Budgeting & Planning users over time.

Everyone who uses Costpoint Budgeting & Planning has established roles. Because the role of each user is unique and is tied to the projects and/or organizations for which that user has management responsibilities, Costpoint Budgeting & Planning requires a named seat license for each person.

User management settings provide methods for linking project and/or organizations to each user. User settings can also be set to limit access to specific Costpoint Budgeting & Planning functionality by allowing items included in the Reports & Actions menu to be turned on or off on a user-by-user basis.

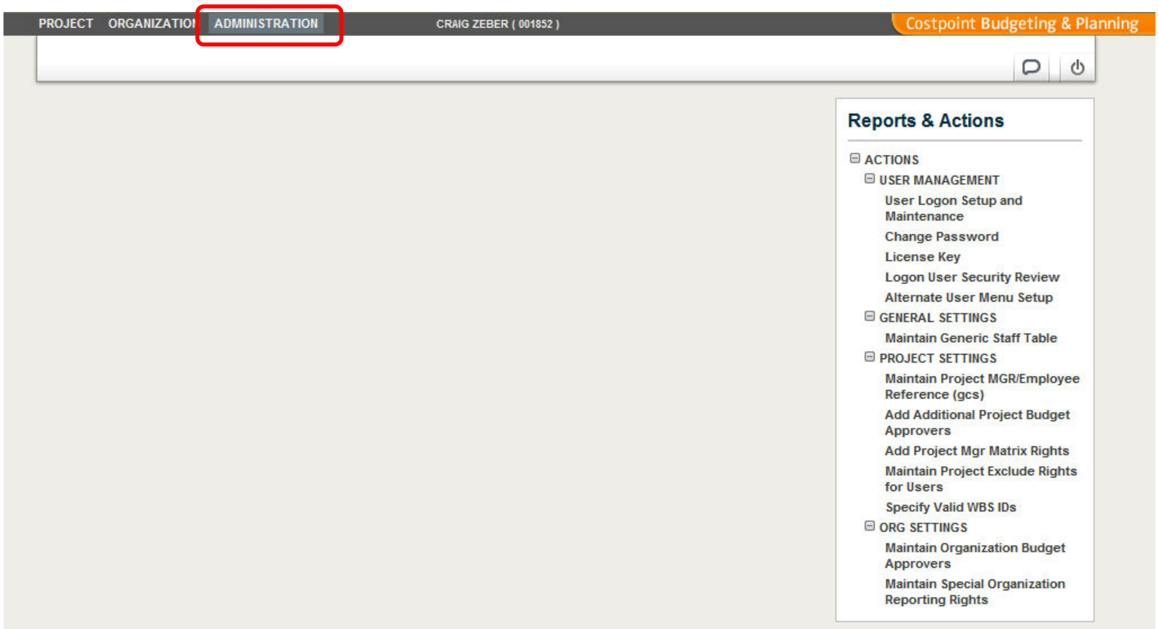
User management settings also include functions that expose user security settings, the history of changes to user settings, and the log of a user's Costpoint Budgeting & Planning usage. You can also create general messages to all users and assist users when a Costpoint Budgeting & Planning error page is encountered.

Managing User Logon Setup and Maintenance

To manage user logon setup and maintenance, complete the following steps:

1. Launch Costpoint Budgeting & Planning.
2. On the Management Context toolbar, click **Administration**.

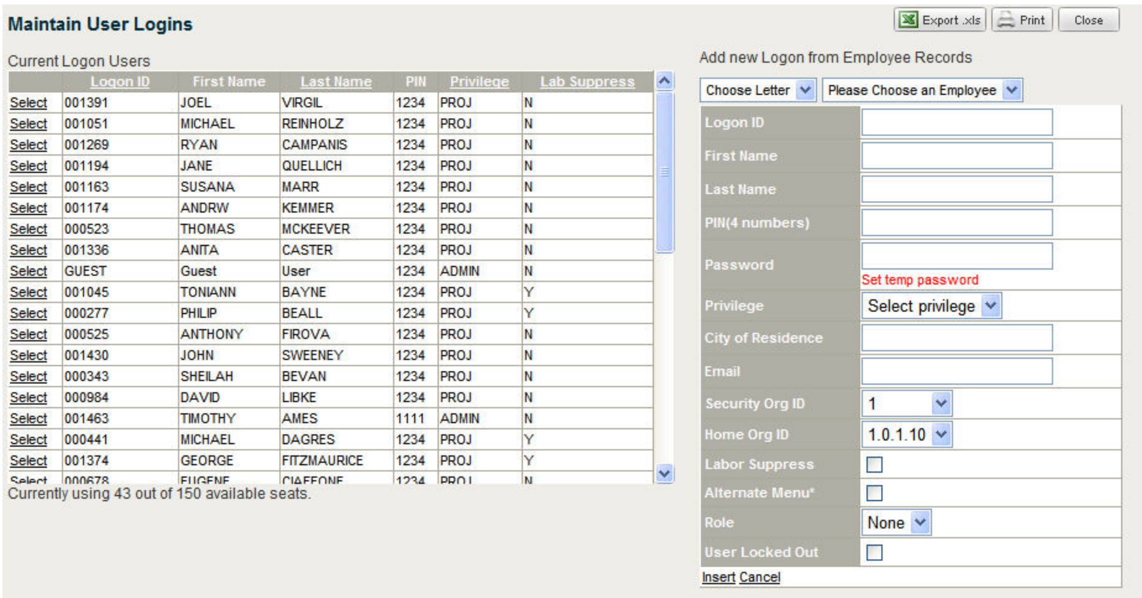
   The **Administrator** screen displays.



Hover your cursor over a name in the Reports & Actions menu for a brief description. Each item in the menu is labeled with a code (for example, **M.A.U.4**).

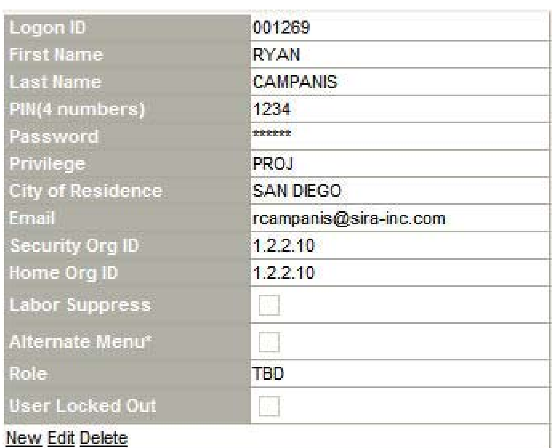
3. Click **User Logon Setup and Maintenance**.

   The Maintain User Logins screen displays.



Clicking a column name in the **Current Logon Users** table sorts the table based on that column.

4. Click **Select** to edit or delete the information for a specific user. The fields on the right populate with the user's current information.



5. Click **Edit** to change any of the information in the fields.

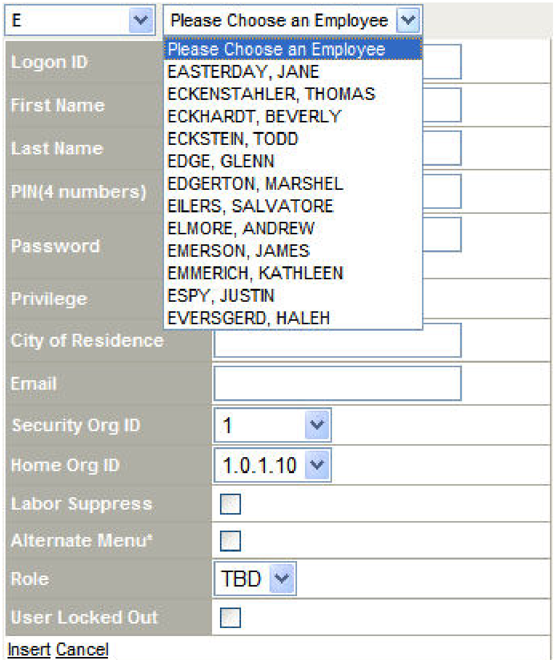
   - **Logon ID** — This field allows you to change the user's logon ID.
   - **First /Last Name** — This field allows you to make name corrections.

- **PIN/4 numbers** — The PIN is four numbers and is a required field. It is randomly generated by Costpoint Budgeting & Planning, but can be changed.
- **Password** — This field allows you to assign a temporary password, if needed.
  - If you don't touch this field, the password created by the current Costpoint Budgeting & Planning user remains.
  - If users log in using a temporary password, they are redirected to a page where they are asked to create a new password.
  - If a password has expired (an additional logon requirement you can request), users are asked to create a new password.
  - Permanent passwords are encrypted and stored in your Costpoint Budgeting & Planning database.
  - If users forget the passwords they create, you must assign them a temporary password before they can login and create a new password.
- **Privilege** — Use the drop-down list to assign one of the following levels of access to the user:
  - **ADMIN** — The user has access to everything.
  - **ORG —** The user has access to all Org and Project Manager information.
  - **PROJ** — The user has no access to Costpoint Budgeting & Planning Admin information.
- **City of Residence** — This field allows you to change the city of residence.
- **Email** — This field allows you to change the email address.
- **Security Org ID** — This drop-down menu lists the org structure you use. The level you choose here gives the user access to that level and any children below that level.

  All users populate Costpoint Budgeting & Planning with the same access levels that are defined in your accounting system.
- **Home Org ID** — This field reflects the organization to which the user's costs resolve.
- **Labor Suppress** — Select this check box if you want to make some labor analysis reports inaccessible to the user and if you do not want the user to be able to back into the hourly rates of resources.
- **Alternate Menu** — Select this check box to restrict what reports and actions to which the user has access.
- **Role** — This field enables you to create a customizable rights setup so that when assigned a role, the user has all the rights of that role, subject to the user's org security.
- **User Locked Out** — Select this check box if you want to block a user from accessing Costpoint Budgeting & Planning.

6. Click **Update** when the changes are complete.
7. Click the drop-down list in **Add new Logon from Employee Records** to add a new employee.
   - You can select a letter of the alphabet from the drop-down list on the left to filter the employee list.

- If you want to add someone **not** from employee records, begin typing in the fields with the necessary information.



8. Click **Insert** when you have filled in the fields.

> To add additional password and logon requirements, contact the Deltek support team. Options include:
>
> - Password requires at least 1 alpha character.
> - Password has a minimum length.
> - Password requires at least 1 number.
> - Password requires at least 1 upper case character.
> - Password requires at least 1 non-alphanumeric character (!@#$%^&*).
> - Password expires after a certain period of time.
> - User is unable to logon after a certain number of failed attempts.
> - History of passwords created is compiled, which prevents users from reusing the same password.

9. Click the **Excel** icon to export the user logon information.
10. Click **Close** to close the screen.

Setting Up an Alternate Menu

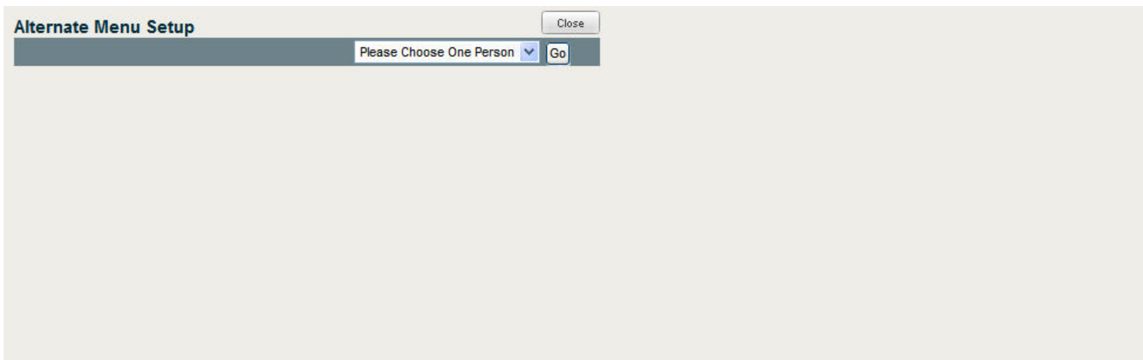
Use the alternate menu setup to define what a user sees and has access to in the **Reports & Actions** menu.

You can use the Alternate Menu Setup screen to define access for those user's who have the **Alternate Menu** check box selected in the User Logon Setup and Maintenance screen.

To set up an alternate menu, complete the following steps:

1. From the Reports & Actions menu, click **Alternate User Menu Setup**.

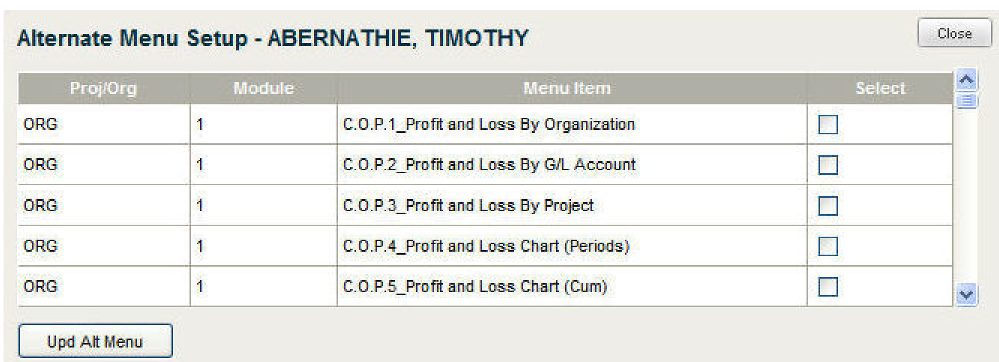
   The Alternate Menu Setup screen displays.



2. Select a user's name from the drop-down list, and click **Go**.

> Only those users that have the Alternate Menu check box selected on the User Logon and Maintenance screen appear in the drop-down list.

3. Define the restrictions for the user by selecting or clearing the appropriate check boxes.



- Select the reports to which the user will have access.
- All the reports and actions available in Costpoint Budgeting & Planning are listed, including **Earned Value Management** reports.
- If you are restricting a user's rights, the changes will be reflected after the nightly refresh of the database.
- If you are increasing a user's rights, those changes will take effect immediately.

- If you clear the **Alternate Menu** check box for the user on the User Logon Setup and Maintenance screen, you **do not** need to return to this setup and change the selections.

4. Click **Upd Alt Menu** when finished.
5. Click **Close** to close the screen.

Changing Your Password

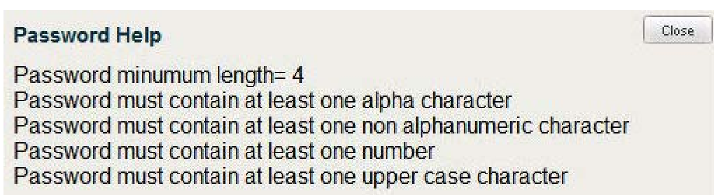
To change your password, complete the following steps:

1. From Reports & Actions menu, click **Change Password**.

   The Change Password screen displays.

2. Click **Help** to see the minimum requirements for creating a password.

> The information displayed here depends on the requirements you have asked Deltek to configure for your company.



3. Type the new password in the **Password** field.
4. Verify the new password in the **Verify Password** field.
5. Click **Submit** to save the change.
6. Click **Close** to close the dialog box.

General Settings

This section discusses how to maintain all the general settings that are available in Costpoint Budgeting & Planning. Many of these options can be left in the default settings that existed upon initial install of the product, but in the event you may want to change some things, the information in this section will help.

During the installation and subsequent data validation process of Costpoint Budgeting & Planning, there are numerous settings and general configuration switches that must be adjusted to optimize the interaction with your unique accounting system installation and operating circumstances. The general settings you have access to are a subset of Costpoint Budgeting & Planning's general settings, and in some cases, you may be directed by Costpoint Budgeting & Planning technical support staff to modify them.

Global generic staff is considered a configurable general setting because it is an integral component of both Costpoint Budgeting & Planning's project and organization budgeting processes. You should load a generic staff list that reflects the labor categories and associated hourly cost and billing rates used by the organization contracts/proposal shop.

Why General Settings Are Important

These general settings and processes are important due to their pervasive impact on data within the Costpoint Budgeting & Planning database.

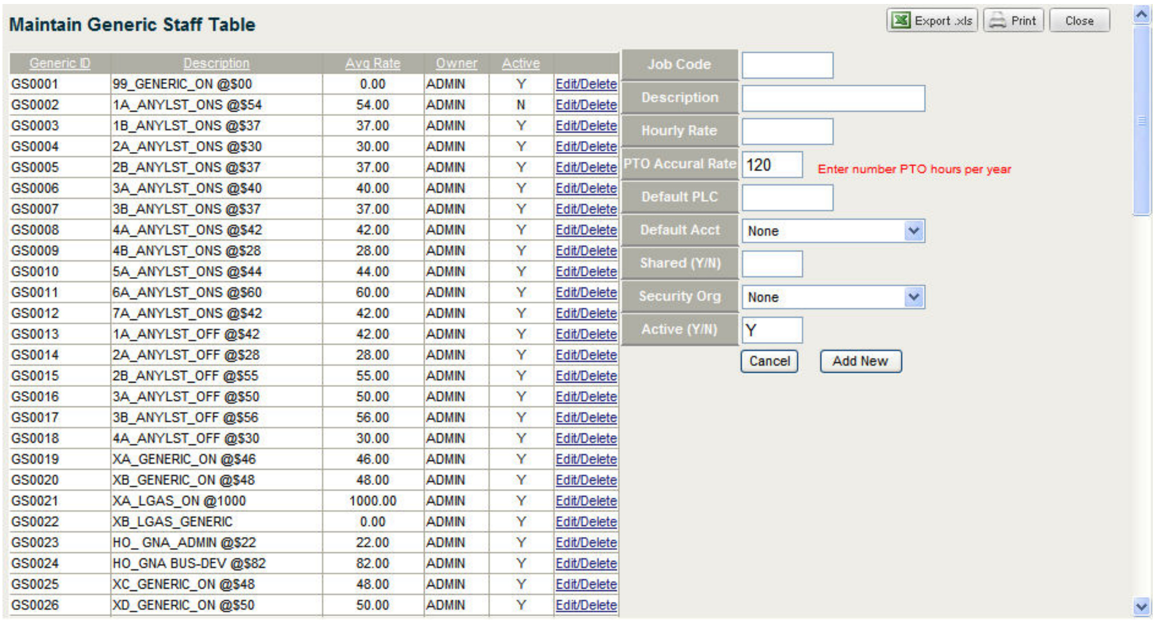
Maintain Generic Staff Table

The Maintain Generic Staff Table report allows you to establish generic job categories that are useful for assigning people that you don't already have on staff. It also enables you to reflect future growth in the company. It is important to populate this report before Costpoint Budgeting & Planning users begin creating budgets.

To maintain the Generic Staff Table, complete the following steps:

1. From the Reports & Actions menu, click **Maintain Generic Staff Table** (M.A.M.2).

   The Maintain Generic Staff Table screen displays.



2. Click **Edit/Delete** in the row where you want to make a change. The data for that row populates the fields to the right.

- Generic Staff are assigned a General Ledger ID in your accounting system, and Costpoint Budgeting & Planning grabs that data for this table.
- The **Job Code** field is not editable.
- The **PTO Accural Rate** represents the number of PTO hours per year.

> The default equates to two weeks of vacation (80 hours) plus one week of sick leave (40 hours), which equals 120 hours.

3. Take the following actions:
   - **Shared** — Input a **Y** or **N** to share the generic staff. (Use a capital Y or N.)
     - Sharing instructs Costpoint Budgeting & Planning to allow this entry to appear in any drop-down lists where appropriate.

- **Security Org** — Select the level for this entry from the drop-down list.
  - The generic staff will be able to access anything at and below the level you choose.
  - If you have designated that this generic staff be shared, Costpoint Budgeting & Planning allows it to be shared according to the security level you designate.
- **Active** — Input a **Y** or **N** to designate if the generic staff is active or not.

4. Click **Update** to update and save the data.

> Costpoint Budgeting & Planning informs you if the update was successful by displaying a message below the fields.

5. Enter a **Job Code, Description** and **Hourly Rate** (required fields) for any new generic staff you want to create.
6. Click **Add New** to add that staff to the **Generic Staff Table**.

   The new entry appears at the end of the list.
7. Click the **Excel** icon to export the table data.
8. Click **Close** to close the table.

> - You cannot delete a generic staff if it has been used in a budget.
> - Set the **Active** flag to **N(**o) if you no longer want to use it.
> - If you create a generic staff and save it, you cannot go back and edit it.
> - You have to create a new one and set the Active flag to **N** for the incorrect entry.

9. If you try to edit or delete a generic staff that is in use, you receive the following message:

   Generic staff selected is currently in use. You can only edit inactive flag.
10. If you try to edit or delete a generic staff that you did not create, you receive the following message:

    You are not the Owner – View Only.

Project-Specific Settings

These settings determine how Costpoint Budgeting & Planning's project budget tools function and who can access that functionality. They also allow fine tuning of the basic security settings for user access to project budgeting and reporting functions. Additionally, accounting system-specified alternative project structures can be referenced so that they can be reflected in Costpoint Budgeting & Planning's project navigation structure.

Costpoint Budgeting & Planning users, with a focus on the Project Management context, are linked to the project manager authority structure established in your accounting system. However, this authority structure does not reflect a work flow process for originating and approving project budgets and estimates-to-complete. These settings can be established in Costpoint Budgeting & Planning with the Add Additional Project Budget Approvers screen. In addition, Project Manager Matrix Rights allows project managers to access staff resources for budgeting purposes that are not included in their security organization.

If you have an alternative project structure established in your accounting system, Costpoint Budgeting & Planning allows this structure to be mapped into its project navigation structure. You may have multiple alternate project structures established for reporting purposes.

If more than one structure includes the same lowest level project task ID, then only one structure should be selected for mapping into Costpoint Budgeting & Planning. The Specify Valid WBS IDs is used for this purpose.

Why Project-Specific Settings Are Important

These settings determine how project budgeting tools work and who can access these tools. Establishing and managing project budgets are a critical part of establishing a cooperative, collaborative process of project financial accountability. This ultimately can impact your company's ability to ensure that projects are executed within available funds in a method that preserves profitability.

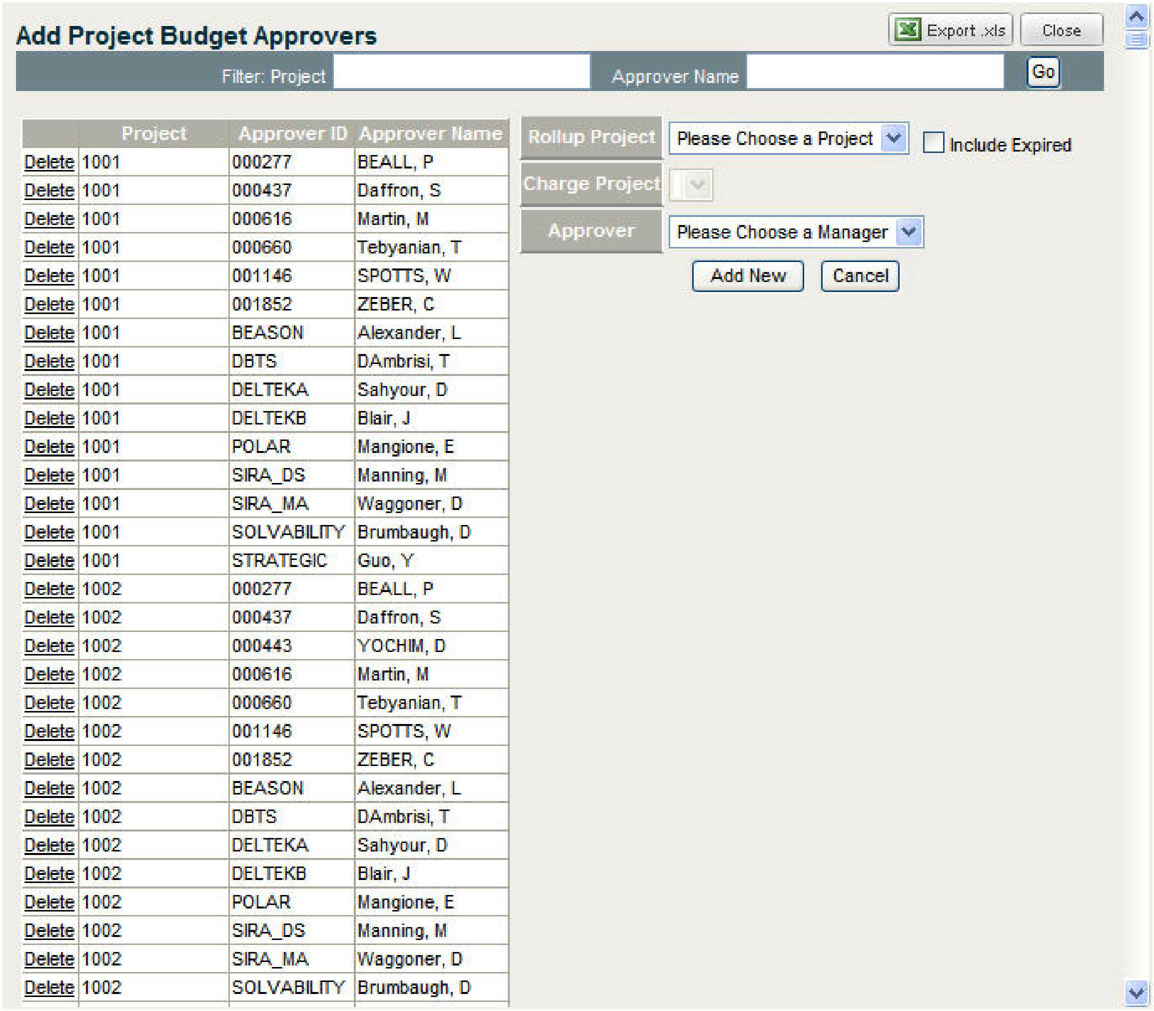
Add Additional Project Budget Approvers

Costpoint Budgeting & Planning assigns the highest level project manager as a budget approver. Approval authority must be created in the Costpoint Budgeting & Planning database for managers assigned at roll-up levels. It is up to you to determine the appropriate management authority structure that will underlie the budget creation and workflow process. Approval is necessary to establish a frozen budget (a requirement of the Estimate-at-Complete process) and is critical to fulfilling Earned Value Management (EVM) requirements, if they exist.

To add additional project budget approvers, complete the following steps:

1. From the Reports & Actions menu, click **Add Additional Project Budget Approvers** (M.A.P.8).

   The Add Project Budget Approvers screen displays.



2. In the drop-down list for **Rollup Project**, select the top level project ID associated with the project budget approver you are creating.

   The following parameters determine what appears in the drop-down list:

   - The project's org ID is equal to the user's security org.
   - The active flag for the project is set to Yes.
   - The project's end date has not expired.
   - The project is a rollup.

3. In the **Charge Project** drop-down list, select a task, if desired.
4. In the **Approver** drop-down list, select a logon user ID.

5. Click **Add New**.

   A message displays to confirm the addition.

6. Click **Delete** next to an approver's name that you would like to delete.

   Costpoint Budgeting & Planning then lets you know the approver was deleted successfully.

7. Use the **Filter** fields at the top of the screen to filter the list by project and/or approver.
8. Click **Excel** to export the list of approvers.
9. Click **Close** to exit the screen.

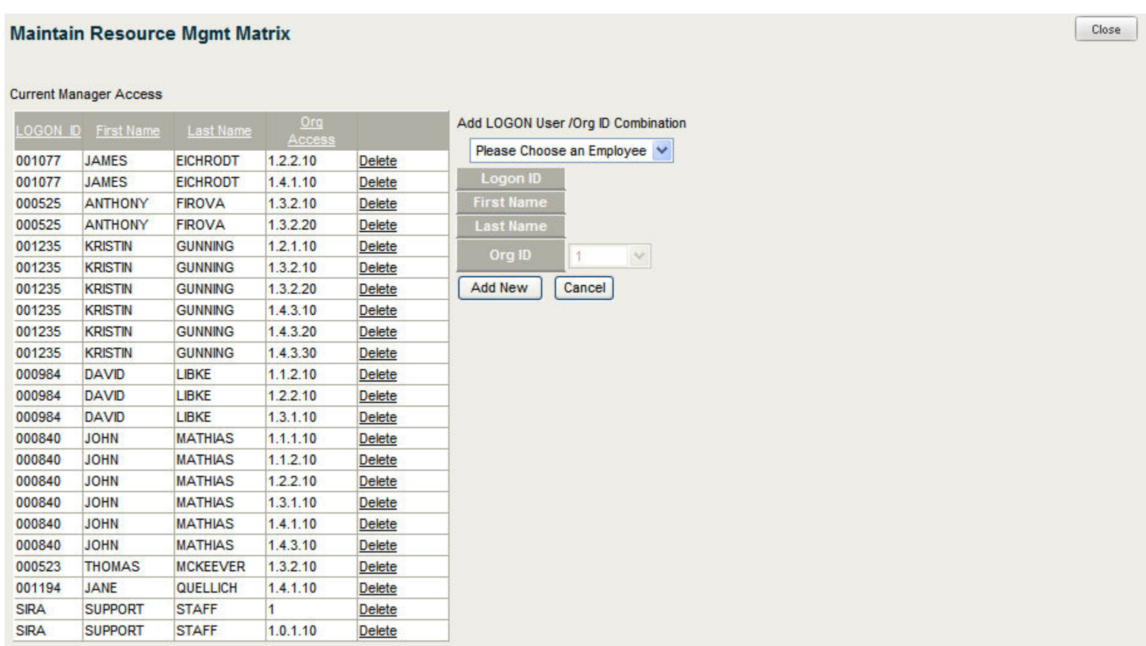
Add Project Mgr Matrix Rights

The Project Mgr Matrix function affects which employees appear in the budget employee drop-down list, allowing managers to budget employees outside their security org.

To add project manager matrix rights, complete the following steps:

1. From the Reports & Actions menu, click **Add Project Mgr Matrix Rights** (M.A.P.9).

   The Maintain Resource Mgmt Matrix screen displays.



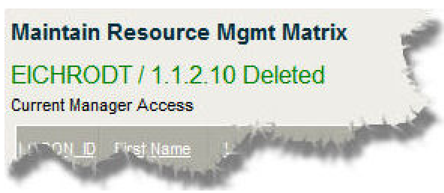
LOGON ID	First Name	Last Name	Org Access	
001077	JAMES	EICHRODT	1.2.2.10	Delete
001077	JAMES	EICHRODT	1.4.1.10	Delete
000525	ANTHONY	FIROVA	1.3.2.10	Delete
000525	ANTHONY	FIROVA	1.3.2.20	Delete
001235	KRISTIN	GUNNING	1.2.1.10	Delete
001235	KRISTIN	GUNNING	1.3.2.10	Delete
001235	KRISTIN	GUNNING	1.3.2.20	Delete
001235	KRISTIN	GUNNING	1.4.3.10	Delete
001235	KRISTIN	GUNNING	1.4.3.20	Delete
001235	KRISTIN	GUNNING	1.4.3.30	Delete
000984	DAVID	LIBKE	1.1.2.10	Delete
000984	DAVID	LIBKE	1.2.2.10	Delete
000984	DAVID	LIBKE	1.3.1.10	Delete
000840	JOHN	MATHIAS	1.1.1.10	Delete
000840	JOHN	MATHIAS	1.1.2.10	Delete
000840	JOHN	MATHIAS	1.2.2.10	Delete
000840	JOHN	MATHIAS	1.3.1.10	Delete
000840	JOHN	MATHIAS	1.4.1.10	Delete
000840	JOHN	MATHIAS	1.4.3.10	Delete
000523	THOMAS	MCKEEVER	1.3.2.10	Delete
001194	JANE	QUELLICH	1.4.1.10	Delete
SIRA	SUPPORT	STAFF	1	Delete
SIRA	SUPPORT	STAFF	1.0.1.10	Delete

2. Click the column headers in the **Current Manager Access** table to sort the information differently.
3. Click **Delete** next to the name you would like to delete.

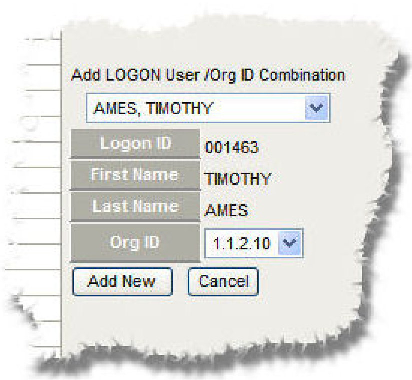
The data populates the fields on the right where you click **Delete** again.

4. Click **Delete** on the right to complete the deletion.

   Costpoint Budgeting & Planning lets you know the deletion was successful.



5. To access org employees other than your own, take the following actions:
   - Select a name from the drop-down list. The manager's information displays in the fields.
   - Select the **Org ID** you want the manager to have access to.



6. Click **Add New**.

   Costpoint Budgeting & Planning lets you know the change was successful.
7. Click **Close** to close the dialog box.

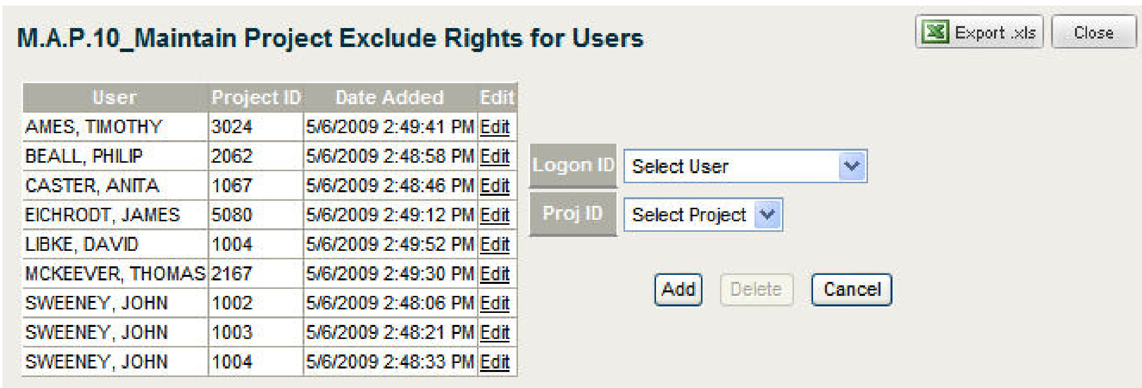
Maintain Project Exclude Rights for Users

You can use the Maintain Project Exclude Rights for Users screen to exclude an employee from accessing certain project IDs.

To maintain project exclude rights for users, complete the following steps:

1. From the Reports & Actions menu, click **Maintain Project Exclude Rights for Users** (M.A.P.10).

   The Maintain Project Exclude Rights for Users screen displays.



2. Click **Edit**, and then click **Delete** to delete a user and allow them to have access to a particular project ID.

3. To not allow a user to have access to a particular project ID structure, take the following actions:
   - **Logon ID** — Select a user from the drop-down list.
   - **Proj ID** — Select the project you do not want the user to see.
   - Click **Add**.
4. Click **Excel** to export this list.
5. Click **Close** to close the screen.

Organization-Specific Settings

Some of these settings determine how Costpoint Budgeting & Planning's organization budget tools function and who can access that functionality. They also allow the fine tuning of the basic security settings for user access to organization budgeting and reporting functions. Additionally, these settings allow the processing of mass changes applied to organization budget assumptions through global automated change processes, as opposed to individual organization inputs.

Costpoint Budgeting & Planning users, with a focus on the Organization Management Context, are linked to an organization manager authority structure that must be created since it is not recorded in your accounting system. This enables you to set up a work flow process for originating and approving organization budgets and outlooks or re-forecasts. These settings can be established with the Maintain Organization Budget Approvers function.

Included in other org specific settings are functions to manage the accounts that are included in the budget template for each organization and other factors that determine how costs and revenues are calculated by the organization budget tool.

Why Organization-Specific Settings Are Important

These settings determine how organization budgeting tools work and who can access these tools. Establishing and managing organization budgets are a critical part of establishing a cooperative, collaborative process of organization financial accountability. This ultimately can impact your company's ability to ensure that indirect expenses are properly absorbed through the billing process to maximize profitability.

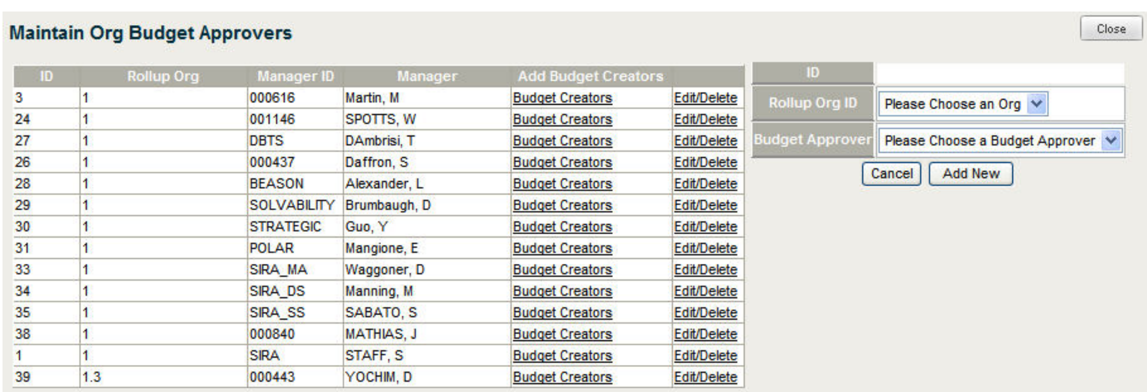
Maintain Organization Budget Approvers

Since most accounting systems do not have detailed records of an Org./OBS management authority structure, use Maintain Organization Budget Approvers to record those details in the database to support the budgeting process.

To maintain organization budget approvers, complete the following steps:

1. From the Reports & Actions menu, click **Maintain Organization Budget Approvers** (M.A.O.3).

   The Maintain Org Budget Approvers screen displays.



Maintain Org Budget Approvers

Close

ID	Rollup Org	Manager ID	Manager	Add Budget Creators	
3	1	000616	Martin, M	Budget Creators	Edit/Delete
24	1	001146	SPOTTS, W	Budget Creators	Edit/Delete
27	1	DBTS	DAmbrisi, T	Budget Creators	Edit/Delete
26	1	000437	Daffron, S	Budget Creators	Edit/Delete
28	1	BEASON	Alexander, L	Budget Creators	Edit/Delete
29	1	SOLVABILITY	Brumbaugh, D	Budget Creators	Edit/Delete
30	1	STRATEGIC	Guo, Y	Budget Creators	Edit/Delete
31	1	POLAR	Mangione, E	Budget Creators	Edit/Delete
33	1	SIRA_MA	Waggoner, D	Budget Creators	Edit/Delete
34	1	SIRA_DS	Manning, M	Budget Creators	Edit/Delete
35	1	SIRA_SS	SABATO, S	Budget Creators	Edit/Delete
38	1	000840	MATHIAS, J	Budget Creators	Edit/Delete
1	1	SIRA	STAFF, S	Budget Creators	Edit/Delete
39	1.3	000443	YOCHIM, D	Budget Creators	Edit/Delete

ID	
Rollup Org ID	Please Choose an Org
Budget Approver	Please Choose a Budget Approver

Cancel Add New

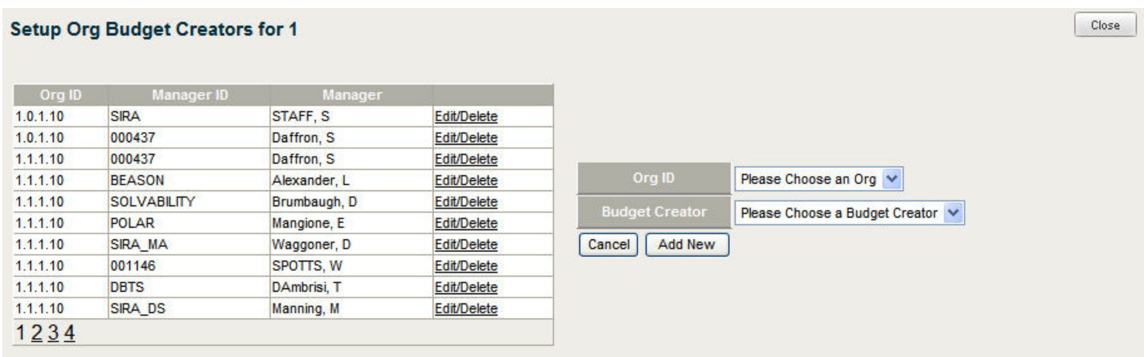
The current **Org Budget Approvers** are listed in the table. The employee's **ID** is listed in the first column, and the top level **Org Rollup** level that they are allowed to approve is listed in the second column.

2. To change any of the information in the list, take the following actions:
    - Click **Edit/Delete** for the user you want to update. The user's information displays in the fields to the right.
    - Select a new **Rollup Org ID** and/or **Budget Approver** from the drop-down lists.
    - Click **Update**.

    Costpoint Budgeting & Planning lets you know the change was made.
3. To add a new budget approver, take the following actions:
    - Select the **Rollup Org ID** from the drop-down list.
    - Select a name from the **Budget Approver** drop-down list.
    - Click **Add New**.

    Costpoint Budgeting & Planning lets you know the list has been updated.
4. To create multiple budget creators at a time for a particular Org level, click the **Budget Creators** link in the table opposite the appropriate **Rollup Org level**.

    The Setup Org Budget Creators screen displays.



5. Take the following actions:
    - **Org ID** — Select the org ID from the drop-down list.
    - **Budget Creator** — Select a name from the drop-down list.
6. Click **Add New**.

    The name is added to the field on the left.

Maintain Special Organization Reporting Rights

Every employee is given a **Security Org ID** in the User Logon Setup and Maintenance screen. You use Maintain Special Organization Reporting Rights to assign access to another org level to employees on a temporary basis, which impacts both the Org context and the Proj context.

- In the Org context, you will be able to run reports against the added Org.
- In the Proj context, you will be able to run reports against any project that belongs to that added Org.

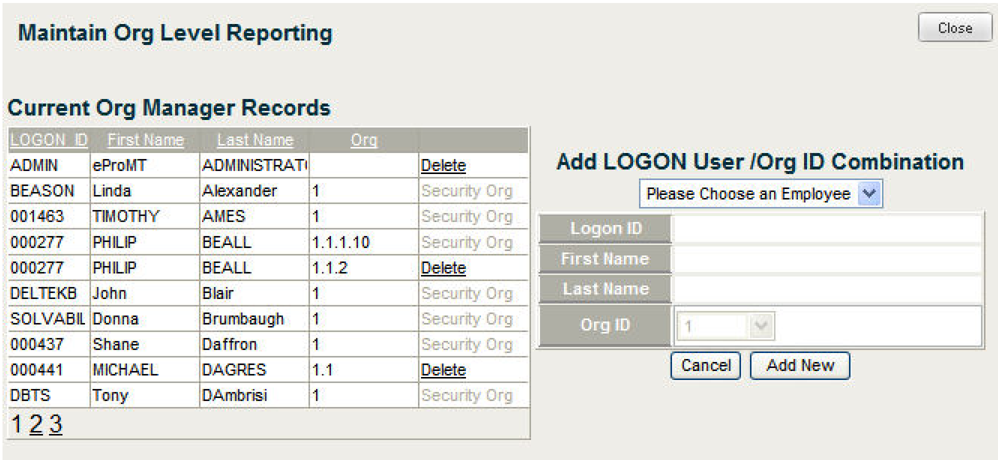
This functionality does **not** grant the user rights to see employees in that Org in the employee drop-down list in the budget tool.

Access can later be deleted.

To maintain special organization reporting rights, complete the following steps:

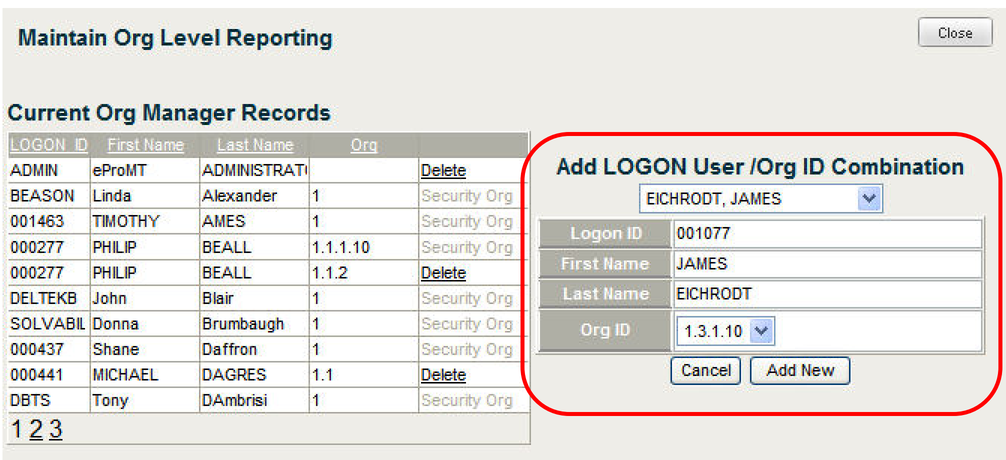
1. From the Reports & Actions menu, click **Maintain Special Organization Reporting Rights** (M.A.O.7).

   The Maintain Org Level Reporting screen displays.

   The **Current Org Manager Records** are listed on the left.

2. To add a **Logon User/Org ID**, select an employee name from the drop-down list.
3. The fields below the name you select populates with current data.

4. Select the **Org ID** level you would like to give access to, and click **Add New**.

   Costpoint Budgeting & Planning lets you know the change was successful.

5. Employees who are assigned an org level here can be deleted at any time by clicking **Delete** for the appropriate employee.
6. Click **Close** to close the dialog box.

Dynamic Project Status Reports

The most commonly used report by government contractors is a dynamic document in Costpoint Budgeting & Planning. It provides access to project cost information so that you are able to locate resource expenditures up and down the project structure, which exposes raw and burdened cost as well as revenue, over time.

Costpoint Budgeting & Planning Project Status report enable you to access a summary of a project's financial status and drill down into the details of both expended direct labor and non-labor resources. Details of indirect costs by associated indirect pool expense category are also provided.

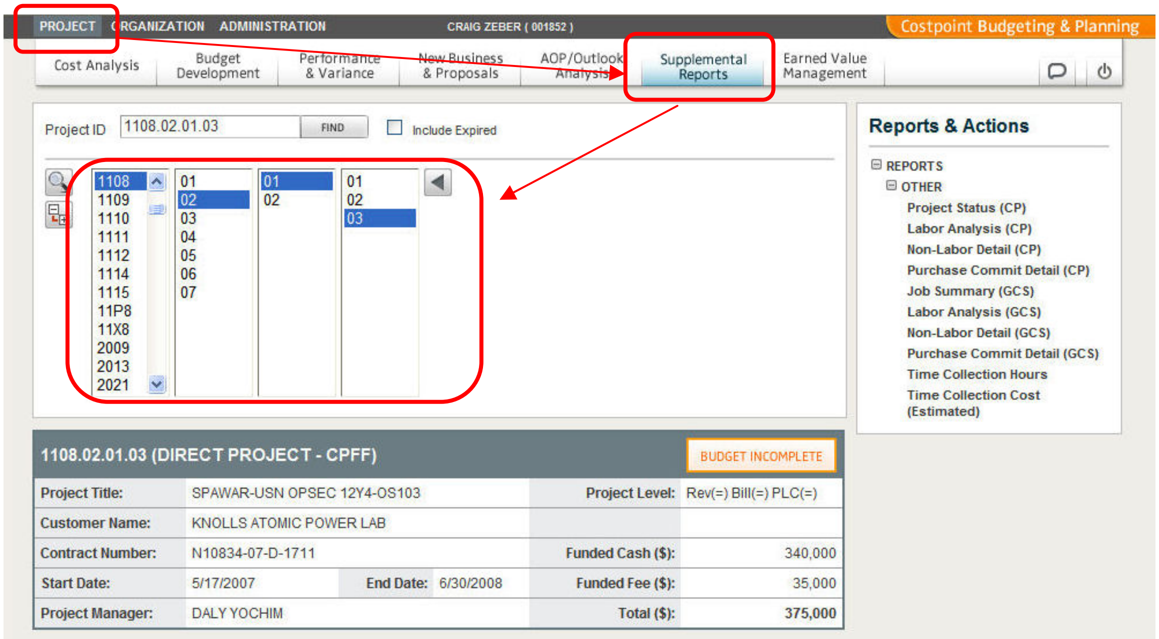
In addition to these project costs, the report also includes general contract information, such as the period-of-performance, funding, billed amounts, and project manager.

This report format provides a snapshot of cost history for any given project that exposes the specific staff and vendor resources that have been deployed over time to accomplish a project's associated tasks and deliverables.

If a project budget exists, the report includes an assessment of performance using the budget as the standard. Indirect related costs are summarized by associated indirect expense pool category.

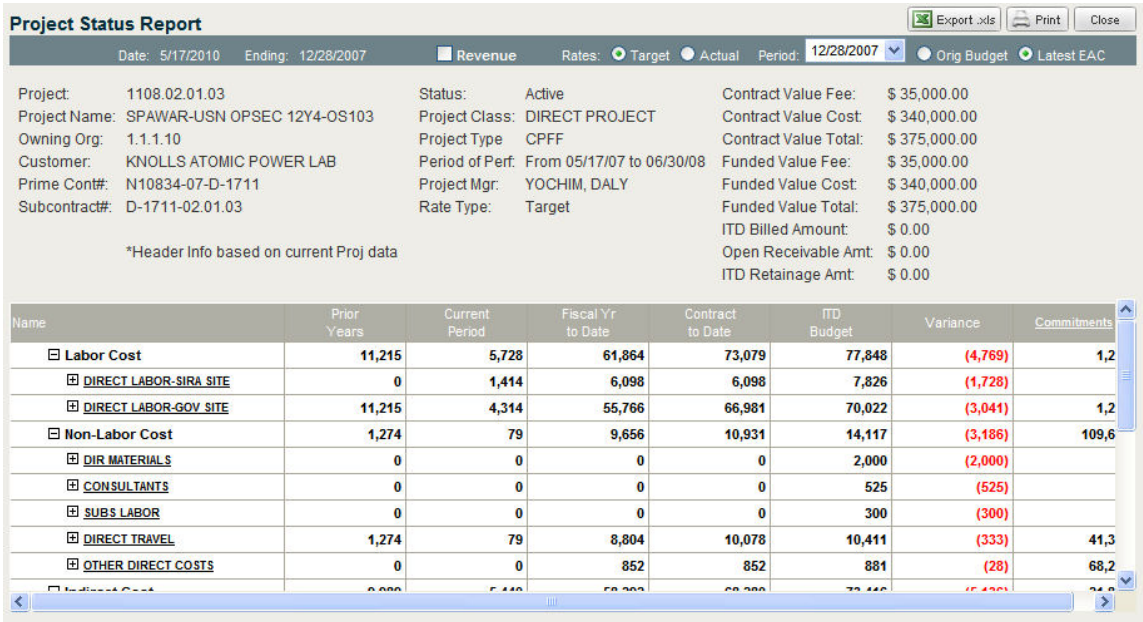
To access a project status report, complete the following steps:

1. For the Management Context, click **Projects**, and then click the **Supplemental Reports** module.
2. Navigate to the lowest level of the project ID in the **Project Navigation** field.



3. From the Reports & Actions menu, click **Project Status (CP)**.

   The Project Status Report screen displays.



4. The report header has the following information:

   - **Revenue** — Select this check box to display revenue as a line item in the report.
   - **Target** — Click this option to display the costs as target costs, which is the default.
   - **Actual** — Click this option to display the actual costs.
   - **Period Ending** — Select a date for the report from this drop-down list.
   - Accounting details that include:
     - Contract Fee
     - Contract Cost
     - Contract Total
     - Funded Fee
     - Funded Cost
     - Funded Total
     - ITD Billed Amount
     - Open Receivables Amount
     - ITD Retainage Amount
   - The table in the report displays the project costs.

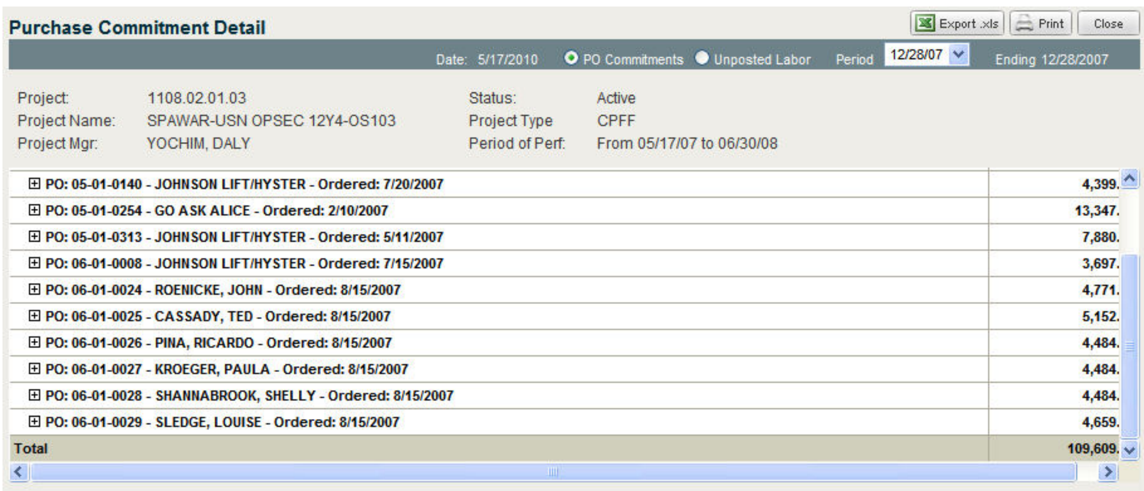
   > The budget columns default to the latest Estimate at Completion (EAC), if one exists, or the project budget.

- All indirect costs are calculated based on the selection of **Target** or **Actual** in the report header.

> The content of the report re-renders each time a new choice is made in the report header options.

5. Click the + icons to expand the information in the report.
6. Click the **Commitment** header to drill down and audit commitment details.

   The Purchase Commitment Detail screen displays.

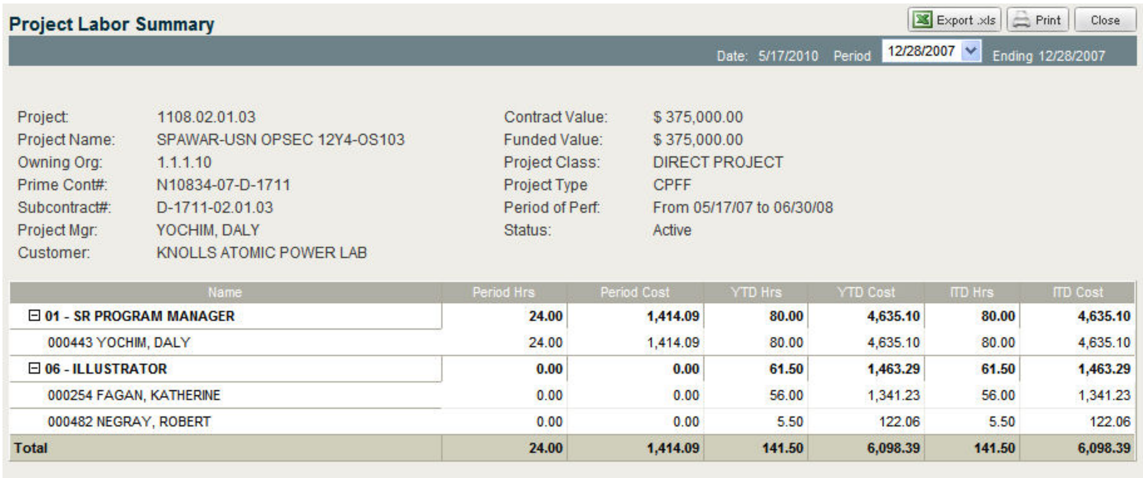


- Select options in the **Purchase Commitment Detail** header:
  - **PO Commitments** — Click this option to display the purchase order commitments.
  - **Unposted Labor** — Click this option to see a listing of unposted time sheets.
  - **Period Ending** — Select a date from the drop-down list.

> Notice the other report header information: **Project number**, **Project Name**, **Project Manager**, **Status**, **Project Type**, and **Period of Performance**.

7. On the Project Status Report, click any **Labor Cost** description that is underlined to audit details of expended resources.

   The Project Labor Summary screen displays.



Project Labor Summary

Export .xls | Print | Close

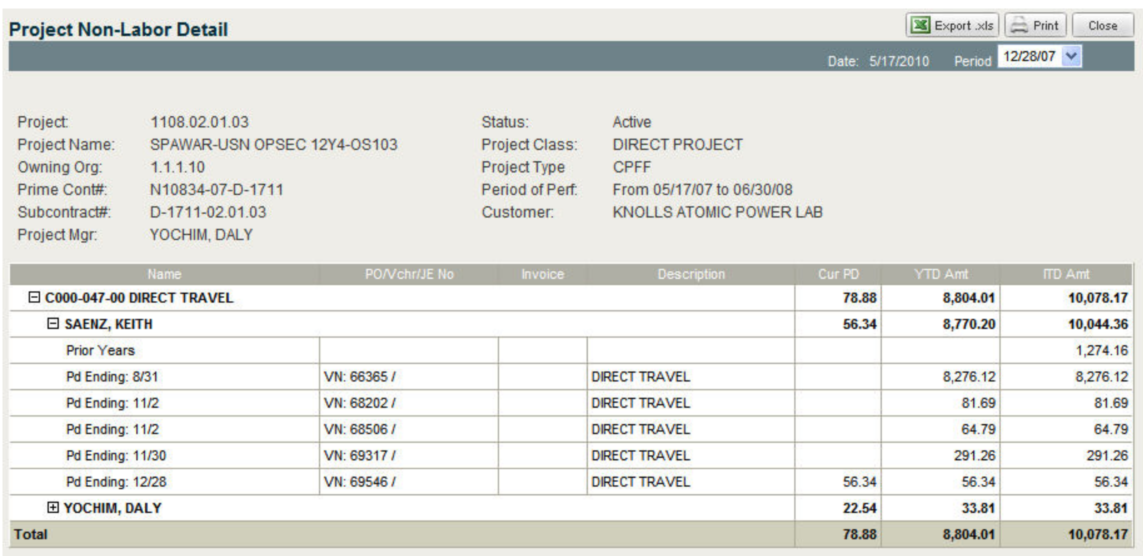
Date: 5/17/2010 Period 12/28/2007 Ending 12/28/2007

Project:	1108.02.01.03	Contract Value:	$ 375,000.00
Project Name:	SPAWAR-USN OPSEC 12Y4-OS103	Funded Value:	$ 375,000.00
Owning Org:	1.1.1.10	Project Class:	DIRECT PROJECT
Prime Cont#:	N10834-07-D-1711	Project Type	CPFF
Subcontract#:	D-1711-02.01.03	Period of Perf:	From 05/17/07 to 06/30/08
Project Mgr:	YOCHIM, DALY	Status:	Active
Customer:	KNOLLS ATOMIC POWER LAB		

Name	Period Hrs	Period Cost	YTD Hrs	YTD Cost	ITD Hrs	ITD Cost
⊟ **01 - SR PROGRAM MANAGER**	**24.00**	**1,414.09**	**80.00**	**4,635.10**	**80.00**	**4,635.10**
000443 YOCHIM, DALY	24.00	1,414.09	80.00	4,635.10	80.00	4,635.10
⊟ **06 - ILLUSTRATOR**	**0.00**	**0.00**	**61.50**	**1,463.29**	**61.50**	**1,463.29**
000254 FAGAN, KATHERINE	0.00	0.00	56.00	1,341.23	56.00	1,341.23
000482 NEGRAY, ROBERT	0.00	0.00	5.50	122.06	5.50	122.06
Total	**24.00**	**1,414.09**	**141.50**	**6,098.39**	**141.50**	**6,098.39**

8. On the Project Status Report screen, click any **Non-Labor Cost** description that is underlined to audit details of expended resources.

   The Project Non-Labor Detail screen displays.



Project Non-Labor Detail

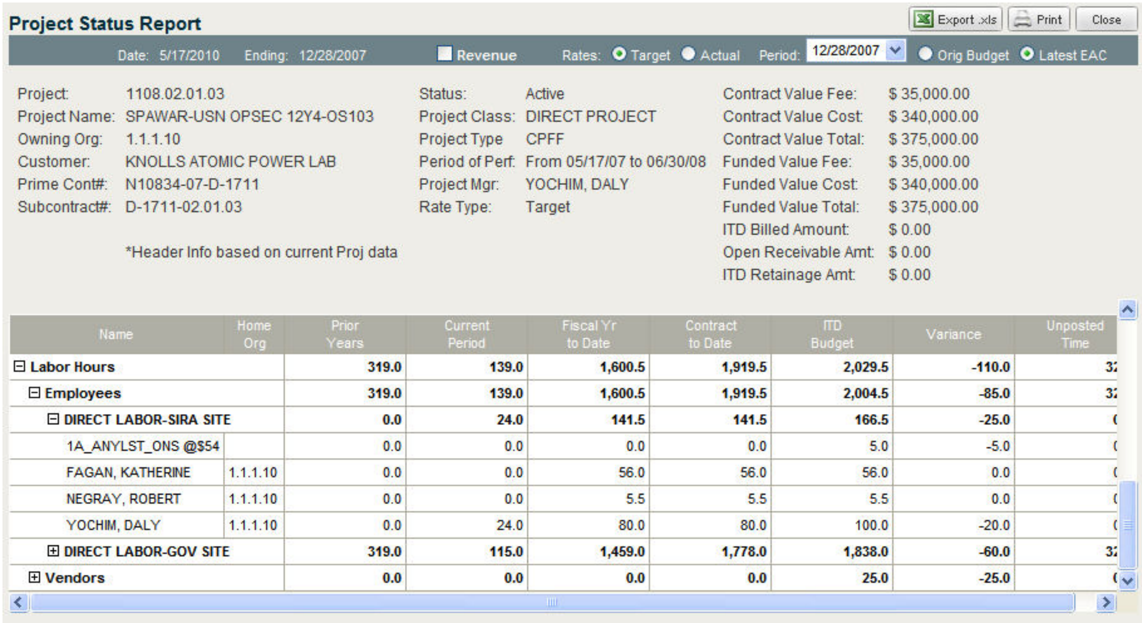
Export .xls | Print | Close

Date: 5/17/2010 Period 12/28/07

Project:	1108.02.01.03	Status:	Active
Project Name:	SPAWAR-USN OPSEC 12Y4-OS103	Project Class:	DIRECT PROJECT
Owning Org:	1.1.1.10	Project Type	CPFF
Prime Cont#:	N10834-07-D-1711	Period of Perf:	From 05/17/07 to 06/30/08
Subcontract#:	D-1711-02.01.03	Customer:	KNOLLS ATOMIC POWER LAB
Project Mgr:	YOCHIM, DALY		

Name	PO/Vchr/JE No	Invoice	Description	Cur PD	YTD Amt	ITD Amt
⊟ **C000-047-00 DIRECT TRAVEL**				**78.88**	**8,804.01**	**10,078.17**
⊟ **SAENZ, KEITH**				**56.34**	**8,770.20**	**10,044.36**
Prior Years						1,274.16
Pd Ending: 8/31	VN: 66365 /		DIRECT TRAVEL		8,276.12	8,276.12
Pd Ending: 11/2	VN: 68202 /		DIRECT TRAVEL		81.69	81.69
Pd Ending: 11/2	VN: 68506 /		DIRECT TRAVEL		64.79	64.79
Pd Ending: 11/30	VN: 69317 /		DIRECT TRAVEL		291.26	291.26
Pd Ending: 12/28	VN: 69546 /		DIRECT TRAVEL	56.34	56.34	56.34
⊞ **YOCHIM, DALY**				**22.54**	**33.81**	**33.81**
Total				**78.88**	**8,804.01**	**10,078.17**

9. Click the + icon in the **Labor Hours** section to expose the details of hours consumed on a project by a labor resource; **Employees** and **Vendors**.



Project Status Report

Export .xls | Print | Close

Date: 5/17/2010 Ending: 12/28/2007 Revenue Rates: Target Actual Period: 12/28/2007 Orig Budget Latest EAC

Project:	1108.02.01.03	Status:	Active	Contract Value Fee:	$ 35,000.00
Project Name:	SPAWAR-USN OPSEC 12Y4-OS103	Project Class:	DIRECT PROJECT	Contract Value Cost:	$ 340,000.00
Owning Org:	1.1.1.10	Project Type	CPFF	Contract Value Total:	$ 375,000.00
Customer:	KNOLLS ATOMIC POWER LAB	Period of Perf:	From 05/17/07 to 06/30/08	Funded Value Fee:	$ 35,000.00
Prime Cont#:	N10834-07-D-1711	Project Mgr:	YOCHIM, DALY	Funded Value Cost:	$ 340,000.00
Subcontract#:	D-1711-02.01.03	Rate Type:	Target	Funded Value Total:	$ 375,000.00
				ITD Billed Amount:	$ 0.00
	*Header Info based on current Proj data			Open Receivable Amt:	$ 0.00
				ITD Retainage Amt:	$ 0.00

Name	Home Org	Prior Years	Current Period	Fiscal Yr to Date	Contract to Date	ITD Budget	Variance	Unposted Time
⊟ **Labor Hours**		**319.0**	**139.0**	**1,600.5**	**1,919.5**	**2,029.5**	**-110.0**	**3**
⊟ **Employees**		**319.0**	**139.0**	**1,600.5**	**1,919.5**	**2,004.5**	**-85.0**	**3**
⊟ **DIRECT LABOR-SIRA SITE**		**0.0**	**24.0**	**141.5**	**141.5**	**166.5**	**-25.0**	**(**
1A_ANYLST_ONS @$54		0.0	0.0	0.0	0.0	5.0	-5.0	(
FAGAN, KATHERINE	1.1.1.10	0.0	0.0	56.0	56.0	56.0	0.0	(
NEGRAY, ROBERT	1.1.1.10	0.0	0.0	5.5	5.5	5.5	0.0	(
YOCHIM, DALY	1.1.1.10	0.0	24.0	80.0	80.0	100.0	-20.0	(
⊞ **DIRECT LABOR-GOV SITE**		**319.0**	**115.0**	**1,459.0**	**1,778.0**	**1,838.0**	**-60.0**	**3**
⊞ **Vendors**		**0.0**	**0.0**	**0.0**	**0.0**	**25.0**	**-25.0**	**(**

Cost Reporting & Analysis

Although the Project Summary Report (PSR) is a valuable tool for analyzing project resource expenditures, it has limited value to project managers. There is a need to know the exact cost impact of adding or removing a resource from the project, and the PSR does not provide this information because it separates all indirect cost from individual staff and vendor resources. It does not provide visibility to fully burdened individual resource costs.

Additionally, the PSR is a snapshot presentation of consumed project resources associated with a specific accounting period and/or sub-period. It does not provide visibility to the trends of various resources consumed by the project over time that would reveal whether a staff or vendor resource has been used more or less by a specific project task over time.

Making decisions regarding turning on or off a project resource, substituting staff for vendor resources, or vice-a-versa can depend upon visibility to the fully burdened costs of resources over time.

Dynamic links provide access to additional project cost information using a hunt and drill approach. They allow Costpoint Budgeting & Planning users to locate resource expenditures up and down the project structure with many report presentations. The active level cost reports deploy drill down capabilities to detailed expenditures by resource over the entire period of performance.

As a project manager, you have been established as an authority over what must be accomplished on behalf of the customer, who will be participating in the effort, and what funds will be consumed during the process. This information, along with an understanding of the project task hierarchy, allows you to go right to the source of performance problems and provide the details necessary to prescribe any corrective actions.

To create top level cost reports, complete the following steps:

1. On the Management Context toolbar, click **Projects**, and then click the **Cost Analysis** module.
2. In the Reports & Actions menu, click **Direct Projects Cost Cats** (C.P.T.1).

   The Direct Projects Cost Cats screen displays the project's fully burdened cost broken out by raw cost elements.

C.P.T.1_Top Lvl. - Direct Projects Cost Cats.

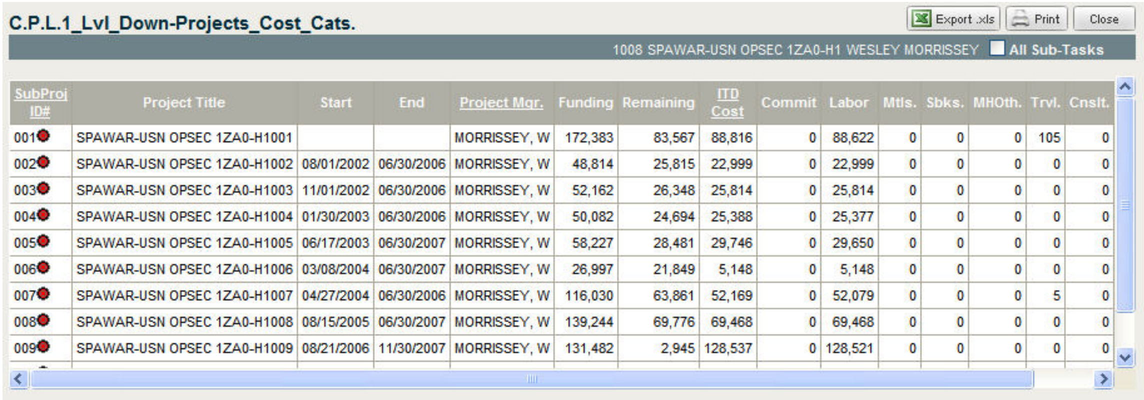
Export .xls | Print | Close

Proj ID#	Project Title	Start	End	Project Mgr.	Funding	Remaining	ITD Cost	Commit	Labor	Mtls.	Sbks.
1008	SPAWAR-USN OPSEC 1ZA0-H1			MORRISSEY, W	962,088	460,654	501,434	3,888	500,925	0	0
1010	SPAWAR-USN OPSEC 1FC2-N1	09/30/2006	05/02/2008	ABERNATHIE, T	199,774	40,040	159,734	766	152,474	714	0
1011	SPAWAR-USN OPSEC 1RN2-U1	09/19/2002	09/15/2008	BEALL, P	22,005,337	3,861,389	18,143,948	724,241	2,945,491	8,310,565	6,355,509
1012	NO-New Operations 6CB2-P1	10/07/2004	03/31/2008	FISHEL, C	349,894	135,563	214,331	0	214,192	0	0
1014	SPAWAR-USN OPSEC 1AT0-S2	01/16/2003	03/31/2008	ABERNATHIE, T	3,364,730	1,427,879	1,936,851	2,932	1,886,948	0	0
1021	SPAWAR-USN OPSEC 1AO1-T2	06/13/2005	08/01/2008	DAGRES, M	812,052	344,760	467,292	4,464	394,624	0	0
1044	* SPAWAR-USN OPSEC 1DK0-J3	01/13/1999	09/30/2008	WEHNER, H	7,528,817	2,639,487	4,889,330	106,105	3,669,657	43,704	656,929
1066	SPAWAR-USN OPSEC 1RD4-C3	09/23/1999	09/30/2006	DAGRES, M	1,574,955	803,368	771,587	0	758,810	3,138	0
1067	SPAWAR-USN OPSEC 1CL4-S3	09/22/1999	09/30/2009	KELLERT, M	4,079,833	2,193,710	1,886,123	183,639	1,559,956	7,501	248,196
1072	SPAWAR-USN OPSEC 1AS4-G3	04/22/2001	12/05/2008	ROCKER, R	14,349,131	5,907,571	8,441,560	132,261	4,571,047	58,778	2,934,771

Click an underlined header in the report to sort the information based on that header.

3. Click a project number in the first column of the report to see a level down cost history by category.

   For example, if you click **1008** in the top level report, the following screen displays.


C.P.L.1_Lvl_Down-Projects_Cost_Cats.

Export .xls | Print | Close

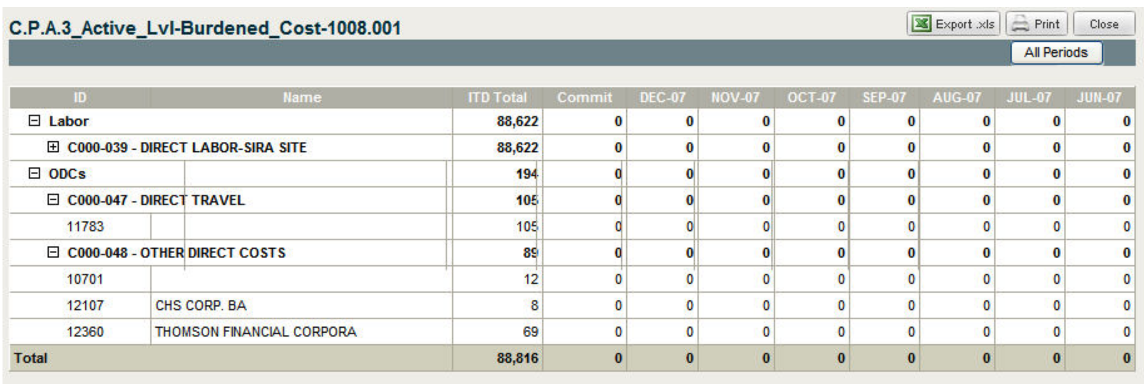
1008 SPAWAR-USN OPSEC 1ZA0-H1 WESLEY MORRISSEY | All Sub-Tasks

SubProj ID#	Project Title	Start	End	Project Mgr.	Funding	Remaining	ITD Cost	Commit	Labor	Mtls.	Sbks.	MHOth.	Trvl.	Cnslt.
001	SPAWAR-USN OPSEC 1ZA0-H1001			MORRISSEY, W	172,383	83,567	88,816	0	88,622	0	0	0	105	0
002	SPAWAR-USN OPSEC 1ZA0-H1002	08/01/2002	06/30/2006	MORRISSEY, W	48,814	25,815	22,999	0	22,999	0	0	0	0	0
003	SPAWAR-USN OPSEC 1ZA0-H1003	11/01/2002	06/30/2006	MORRISSEY, W	52,162	26,348	25,814	0	25,814	0	0	0	0	0
004	SPAWAR-USN OPSEC 1ZA0-H1004	01/30/2003	06/30/2006	MORRISSEY, W	50,082	24,694	25,388	0	25,377	0	0	0	0	0
005	SPAWAR-USN OPSEC 1ZA0-H1005	06/17/2003	06/30/2007	MORRISSEY, W	58,227	28,481	29,746	0	29,650	0	0	0	0	0
006	SPAWAR-USN OPSEC 1ZA0-H1006	03/08/2004	06/30/2007	MORRISSEY, W	26,997	21,849	5,148	0	5,148	0	0	0	0	0
007	SPAWAR-USN OPSEC 1ZA0-H1007	04/27/2004	06/30/2006	MORRISSEY, W	116,030	63,861	52,169	0	52,079	0	0	0	5	0
008	SPAWAR-USN OPSEC 1ZA0-H1008	08/15/2005	06/30/2007	MORRISSEY, W	139,244	69,776	69,468	0	69,468	0	0	0	0	0
009	SPAWAR-USN OPSEC 1ZA0-H1009	08/21/2006	11/30/2007	MORRISSEY, W	131,482	2,945	128,537	0	128,521	0	0	0	0	0

Click next to a project number in the top level report to create a report showing the burdened cost at the top level only.

4. Click next to a **Subproject ID** number in the level down report to see an **Active Level** burdened cost report for that particular subproject at that level.

   For example, if you click for 001, the following screen displays.


C.P.A.3_Active_Lvl-Burdened_Cost-1008.001

Export .xls | Print | Close

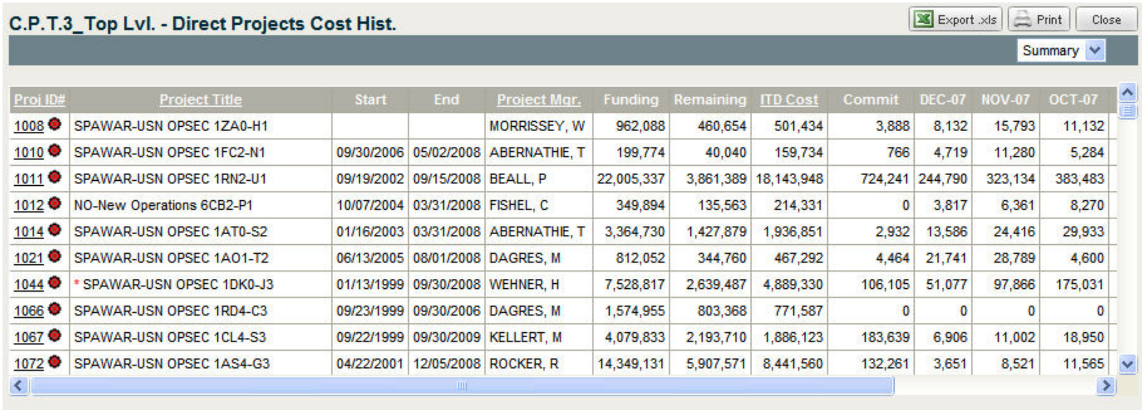
All Periods

ID	Name	ITD Total	Commit	DEC-07	NOV-07	OCT-07	SEP-07	AUG-07	JUL-07	JUN-07
⊟ Labor		88,622	0	0	0	0	0	0	0	0
⊞ C000-039 - DIRECT LABOR-SIRA SITE		88,622	0	0	0	0	0	0	0	0
⊟ ODCs		194	0	0	0	0	0	0	0	0
⊟ C000-047 - DIRECT TRAVEL		105	0	0	0	0	0	0	0	0
11783		105	0	0	0	0	0	0	0	0
⊟ C000-048 - OTHER DIRECT COSTS		89	0	0	0	0	0	0	0	0
10701		12	0	0	0	0	0	0	0	0
12107	CHS CORP. BA	8	0	0	0	0	0	0	0	0
12360	THOMSON FINANCIAL CORPORA	69	0	0	0	0	0	0	0	0
Total		88,816	0	0	0	0	0	0	0	0

Click the + icons to drill down even further.

5. Click **Close** to close the reports.
6. From the Reports & Actions menu, select **Direct Projects Cost Hist.** (C.P.T.3).

The Direct Projects Cost Hist. screen displays the project's fully burdened cost by the periods of performance established for the project.



C.P.T.3_Top Lvl. - Direct Projects Cost Hist.

Export .xls | Print | Close

Summary

Proj ID#	Project Title	Start	End	Project Mgr.	Funding	Remaining	ITD Cost	Commit	DEC-07	NOV-07	OCT-07
1008	SPAWAR-USN OPSEC 1ZA0-H1			MORRISSEY, W	962,088	460,654	501,434	3,888	8,132	15,793	11,132
1010	SPAWAR-USN OPSEC 1FC2-N1	09/30/2006	05/02/2008	ABERNATHIE, T	199,774	40,040	159,734	766	4,719	11,280	5,284
1011	SPAWAR-USN OPSEC 1RN2-U1	09/19/2002	09/15/2008	BEALL, P	22,005,337	3,861,389	18,143,948	724,241	244,790	323,134	383,483
1012	NO-New Operations 6CB2-P1	10/07/2004	03/31/2008	FISHEL, C	349,894	135,563	214,331	0	3,817	6,361	8,270
1014	SPAWAR-USN OPSEC 1AT0-S2	01/16/2003	03/31/2008	ABERNATHIE, T	3,364,730	1,427,879	1,936,851	2,932	13,586	24,416	29,933
1021	SPAWAR-USN OPSEC 1AO1-T2	06/13/2005	08/01/2008	DAGRES, M	812,052	344,760	467,292	4,464	21,741	28,789	4,600
1044	* SPAWAR-USN OPSEC 1DK0-J3	01/13/1999	09/30/2008	WEHNER, H	7,528,817	2,639,487	4,889,330	106,105	51,077	97,866	175,031
1066	SPAWAR-USN OPSEC 1RD4-C3	09/23/1999	09/30/2006	DAGRES, M	1,574,955	803,368	771,587	0	0	0	0
1067	SPAWAR-USN OPSEC 1CL4-S3	09/22/1999	09/30/2009	KELLERT, M	4,079,833	2,193,710	1,886,123	183,639	6,906	11,002	18,950
1072	SPAWAR-USN OPSEC 1AS4-G3	04/22/2001	12/05/2008	ROCKER, R	14,349,131	5,907,571	8,441,560	132,261	3,651	8,521	11,565

Click an underlined header in the report to sort the information based on that header.

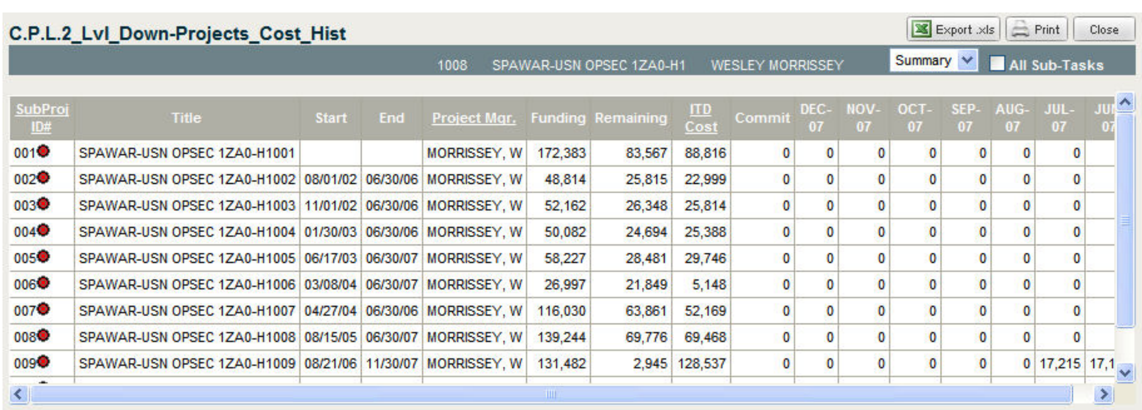
7. Select a cost category from the drop-down menu at the top right of the report. The report regenerates to display the fully burdened cost for the chosen category for all top level projects.

   The choices are:

   - Summary — Summary of all the cost categories
   - StfHrs — Staff hours
   - Mtls — Material expenses
   - Sbks — Subcontractor expenses
   - MHOth — Material handling and other expenses
   - Trvl — Travel expenses
   - Cnslt — Consultant fees
   - ODCOth — Other direct costs

8. Click a project number in the first column of the report to see a level down cost history.

   For example, if you click **1008**, the following screen displays.



C.P.L.2_Lvl_Down-Projects_Cost_Hist

Export .xls | Print | Close

1008 SPAWAR-USN OPSEC 1ZA0-H1 WESLEY MORRISSEY | Summary | All Sub-Tasks

SubProj ID#	Title	Start	End	Project Mgr.	Funding	Remaining	ITD Cost	Commit	DEC-07	NOV-07	OCT-07	SEP-07	AUG-07	JUL-07	JU 07
001	SPAWAR-USN OPSEC 1ZA0-H1001			MORRISSEY, W	172,383	83,567	88,816	0	0	0	0	0	0	0	
002	SPAWAR-USN OPSEC 1ZA0-H1002	08/01/02	06/30/06	MORRISSEY, W	48,814	25,815	22,999	0	0	0	0	0	0	0	
003	SPAWAR-USN OPSEC 1ZA0-H1003	11/01/02	06/30/06	MORRISSEY, W	52,162	26,348	25,814	0	0	0	0	0	0	0	
004	SPAWAR-USN OPSEC 1ZA0-H1004	01/30/03	06/30/06	MORRISSEY, W	50,082	24,694	25,388	0	0	0	0	0	0	0	
005	SPAWAR-USN OPSEC 1ZA0-H1005	06/17/03	06/30/07	MORRISSEY, W	58,227	28,481	29,746	0	0	0	0	0	0	0	
006	SPAWAR-USN OPSEC 1ZA0-H1006	03/08/04	06/30/07	MORRISSEY, W	26,997	21,849	5,148	0	0	0	0	0	0	0	
007	SPAWAR-USN OPSEC 1ZA0-H1007	04/27/04	06/30/06	MORRISSEY, W	116,030	63,861	52,169	0	0	0	0	0	0	0	
008	SPAWAR-USN OPSEC 1ZA0-H1008	08/15/05	06/30/07	MORRISSEY, W	139,244	69,776	69,468	0	0	0	0	0	0	0	
009	SPAWAR-USN OPSEC 1ZA0-H1009	08/21/06	11/30/07	MORRISSEY, W	131,482	2,945	128,537	0	0	0	0	0	0	17,215	17,1

Click next to a project number in the top level report to create a report showing the burdened cost at the top level only.

9. Click next to a **Subproject ID** number to see an active level burdened cost report for that particular subproject.

   For example, if you click for 001, the following screen displays.

C.P.A.3_Active_Lvl-Burdened_Cost-1008.001

Export .xls | Print | Close

All Periods

ID	Name	ITD Total	Commit	DEC-07	NOV-07	OCT-07	SEP-07	AUG-07	JUL-07	JUN-07
⊟ Labor		88,622	0	0	0	0	0	0	0	0
⊞ C000-039 - DIRECT LABOR-SIRA SITE		88,622	0	0	0	0	0	0	0	0
⊟ ODCs		194	0	0	0	0	0	0	0	0
⊟ C000-047 - DIRECT TRAVEL		105	0	0	0	0	0	0	0	0
11783		105	0	0	0	0	0	0	0	0
⊟ C000-048 - OTHER DIRECT COSTS		89	0	0	0	0	0	0	0	0
10701		12	0	0	0	0	0	0	0	0
12107	CHS CORP. BA	8	0	0	0	0	0	0	0	0
12360	THOMSON FINANCIAL CORPORA	69	0	0	0	0	0	0	0	0
Total		88,816	0	0	0	0	0	0	0	0

Click the + icons to drill down even further.

Project Manager Administrative Options

As a project manager, you have been established as an authority over what must be accomplished on behalf of the customer, who will be participating in the effort, and what funds will be consumed during the process.

It is up to you to make sure that your authority as a Costpoint Budgeting & Planning user is not compromised. Changing your password on a regular basis can contribute greatly to limiting unauthorized access to the details of your project's cost and performance.

When it is necessary to share your authority as a project manager with other trusted support staff, Costpoint Budgeting & Planning provides a method to manage the sharing process. Through this process you are able to assign access to your projects to other Costpoint Budgeting & Planning users whose user security settings do not already establish authority.

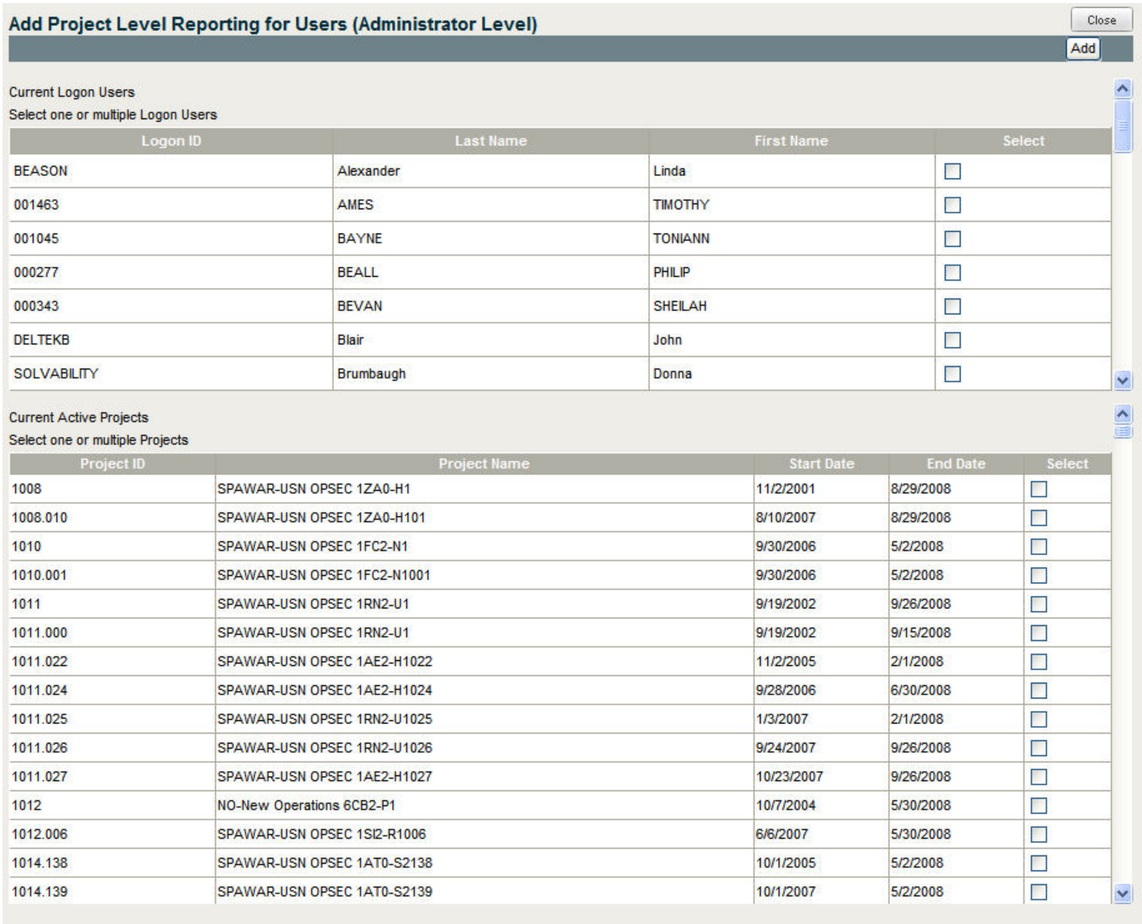
Managing projects requires cooperation and collaboration with other staff. Your accounting system may not reflect these necessary relationships. Costpoint Budgeting & Planning allows you to establish and manage these relationships so that you can take full advantage of the teamwork that you deem appropriate.

Adding Project Level Users

To share access with other users on multiple projects, complete the following steps:

1. On the Management Context toolbar, click **Project**, and then click **Cost Analysis**.
2. From the Reports & Actions menu, click **Add Project Level Reporting for Users** (C.P.M.2).

   The Add Project Level Reporting for Users (Administrator Level) screen displays.


Add Project Level Reporting for Users (Administrator Level)

Close

Add

Current Logon Users

Select one or multiple Logon Users

Logon ID	Last Name	First Name	Select
BEASON	Alexander	Linda	☐
001463	AMES	TIMOTHY	☐
001045	BAYNE	TONIANN	☐
000277	BEALL	PHILIP	☐
000343	BEVAN	SHEILAH	☐
DELTEKB	Blair	John	☐
SOLVABILITY	Brumbaugh	Donna	☐

Current Active Projects

Select one or multiple Projects

Project ID	Project Name	Start Date	End Date	Select
1008	SPAWAR-USN OPSEC 1ZA0-H1	11/2/2001	8/29/2008	☐
1008.010	SPAWAR-USN OPSEC 1ZA0-H101	8/10/2007	8/29/2008	☐
1010	SPAWAR-USN OPSEC 1FC2-N1	9/30/2006	5/2/2008	☐
1010.001	SPAWAR-USN OPSEC 1FC2-N1001	9/30/2006	5/2/2008	☐
1011	SPAWAR-USN OPSEC 1RN2-U1	9/19/2002	9/26/2008	☐
1011.000	SPAWAR-USN OPSEC 1RN2-U1	9/19/2002	9/15/2008	☐
1011.022	SPAWAR-USN OPSEC 1AE2-H1022	11/2/2005	2/1/2008	☐
1011.024	SPAWAR-USN OPSEC 1AE2-H1024	9/28/2006	6/30/2008	☐
1011.025	SPAWAR-USN OPSEC 1RN2-U1025	1/3/2007	2/1/2008	☐
1011.026	SPAWAR-USN OPSEC 1RN2-U1026	9/24/2007	9/26/2008	☐
1011.027	SPAWAR-USN OPSEC 1AE2-H1027	10/23/2007	9/26/2008	☐
1012	NO-New Operations 6CB2-P1	10/7/2004	5/30/2008	☐
1012.006	SPAWAR-USN OPSEC 1SI2-R1006	6/6/2007	5/30/2008	☐
1014.138	SPAWAR-USN OPSEC 1AT0-S2138	10/1/2005	5/2/2008	☐
1014.139	SPAWAR-USN OPSEC 1AT0-S2139	10/1/2007	5/2/2008	☐

3. In the Current Logon Users list, select the check boxes in the **Select** column for the users who are going to be allowed access to your projects.
4. In the Current Active Projects list, select the projects to which users are going to have access.
5. Click **Add**, and then click **Close** to close the window.

Adding Project Level Users Using Navigation

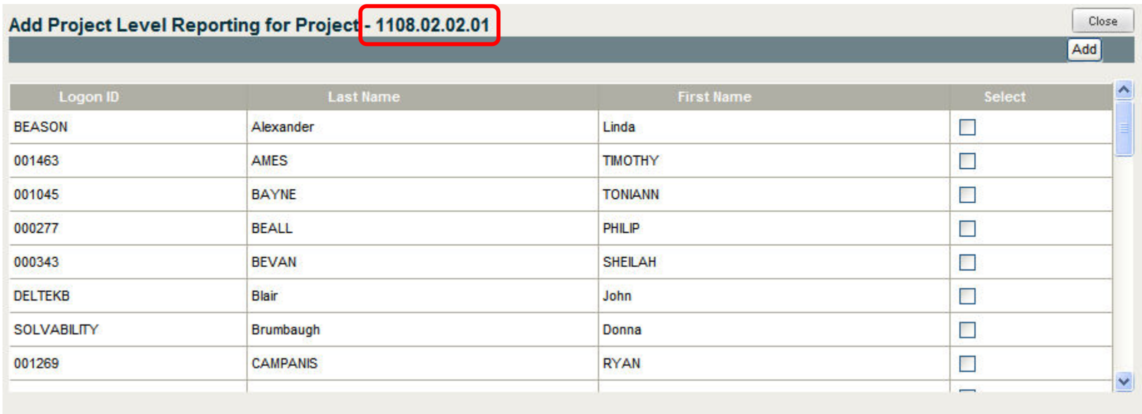
To share access with one or more users on a specific project, complete the following steps:

1. In the **Project Navigation** list boxes, select the project level that you would like to give another Costpoint Budgeting & Planning user access to.
2. From the Reports & Actions menu, click **Add Project Level Reporting for Costpoint Budgeting & Planning Users (NAV)** (C.P.M.3) to open it.

> **C.P.M.3** and **C.P.M.2** are identical actions, but use different approaches. **C.P.M.3** requires you to select the project first.

The Add Project Level Reporting for Project screen displays.

The project you selected in the Project Navigation list boxes displays at the top of the screen.


Add Project Level Reporting for Project - 1108.02.02.01

Logon ID	Last Name	First Name	Select
BEASON	Alexander	Linda	☐
001463	AMES	TIMOTHY	☐
001045	BAYNE	TONIANN	☐
000277	BEALL	PHILIP	☐
000343	BEVAN	SHEILAH	☐
DELTEKB	Blair	John	☐
SOLVABILITY	Brumbaugh	Donna	☐
001269	CAMPANIS	RYAN	☐

3. Select the check boxes in the **Select** column for the users who are going to be allowed access to the specified project.
4. Click **Add** when finished selecting users**,** and then click **Close** to close the window.

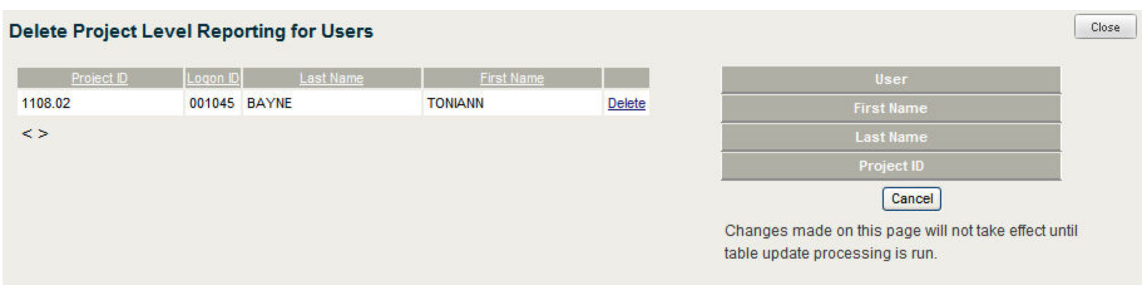
Deleting Project Level Users

You use this action to take away access rights to projects. Deleting users will not take effect until the following day—after your Costpoint Budgeting & Planning data has been updated.

To remove shared access for specific Costpoint Budgeting & Planning users, complete the following steps:

1. From the Reports & Actions menu, click **Del Project Level Reporting for Costpoint Budgeting & Planning Users** (C.P.M.4).

   The Delete Project Level Reporting for Users screen displays.


Delete Project Level Reporting for Users

Project ID	Logon ID	Last Name	First Name	
1108.02	001045	BAYNE	TONIANN	Delete

2. Click **Delete** next to each user you want like to remove from having access to your projects.
   - When you click **Delete**, Costpoint Budgeting & Planning lets you know the action was successful.
   - You must delete users one at a time.
   - Click **Cancel** to cancel the delete action.

> Changes made on this screen will not take effect until table update processing is run.

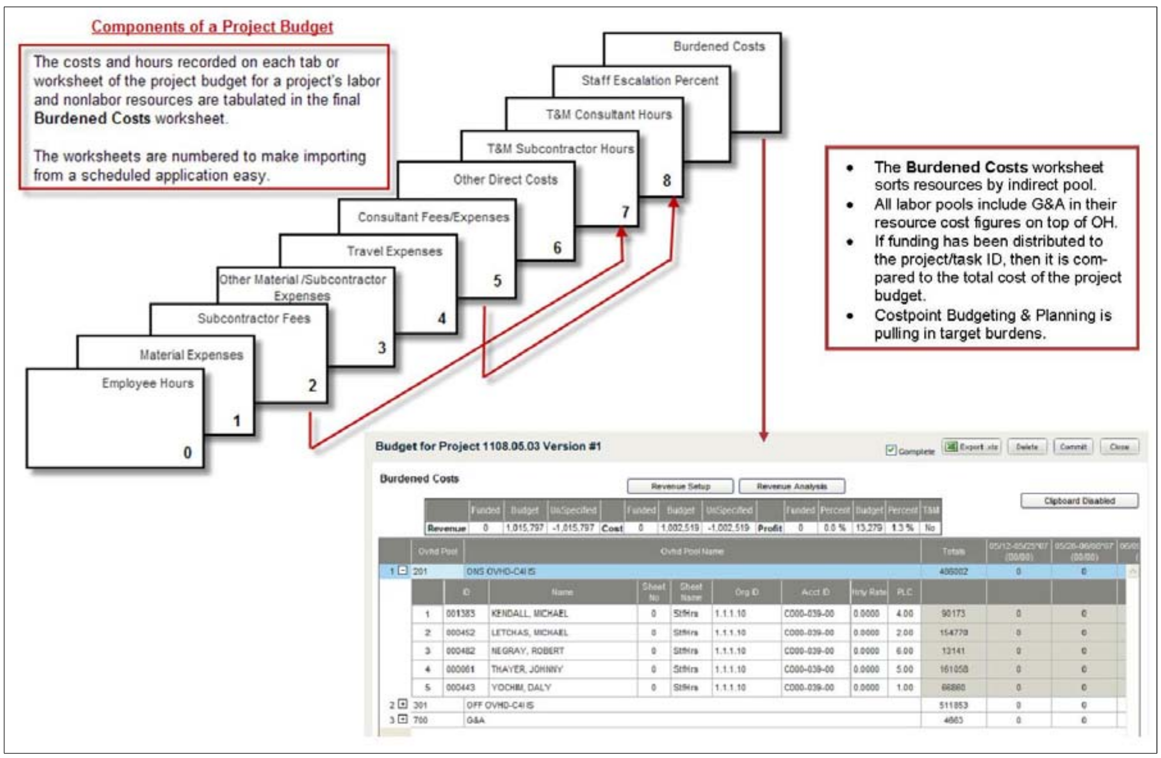
3. Click **Close** to close the window.

Project Budget Tool

Costpoint Budgeting & Planning's project budget tool provides an iterative automated process with methods a project manager can use to estimate the burdened costs of work to be done for a customer. The tool emulates an Excel workbook with tabs for the various burden cost pool categories of staff and vendor specified resources that are to be consumed during project execution.

Each tab includes automated methods for accessing staff, vendor accounts, and other information necessary for developing resource allocations. Hourly rates, burden factors, project period of performance, and available funding are all considered by the tool as per specifications taken from the accounting system. You can load all expected resource allocations and then go through an iterative adjustment process until the burden cost is aligned with funding constraints.

The project budget tool can help project managers establish expectations of performance that reflect funding constraints and help minimize the possibility of cost overruns. For T&M contracts, it can help establish a mix of staff and/or vendor labor resources that meet profit guidelines. The cause of performance deficiencies can be determined by comparing budget versus actual cost. Then corrective actions can be properly determined.

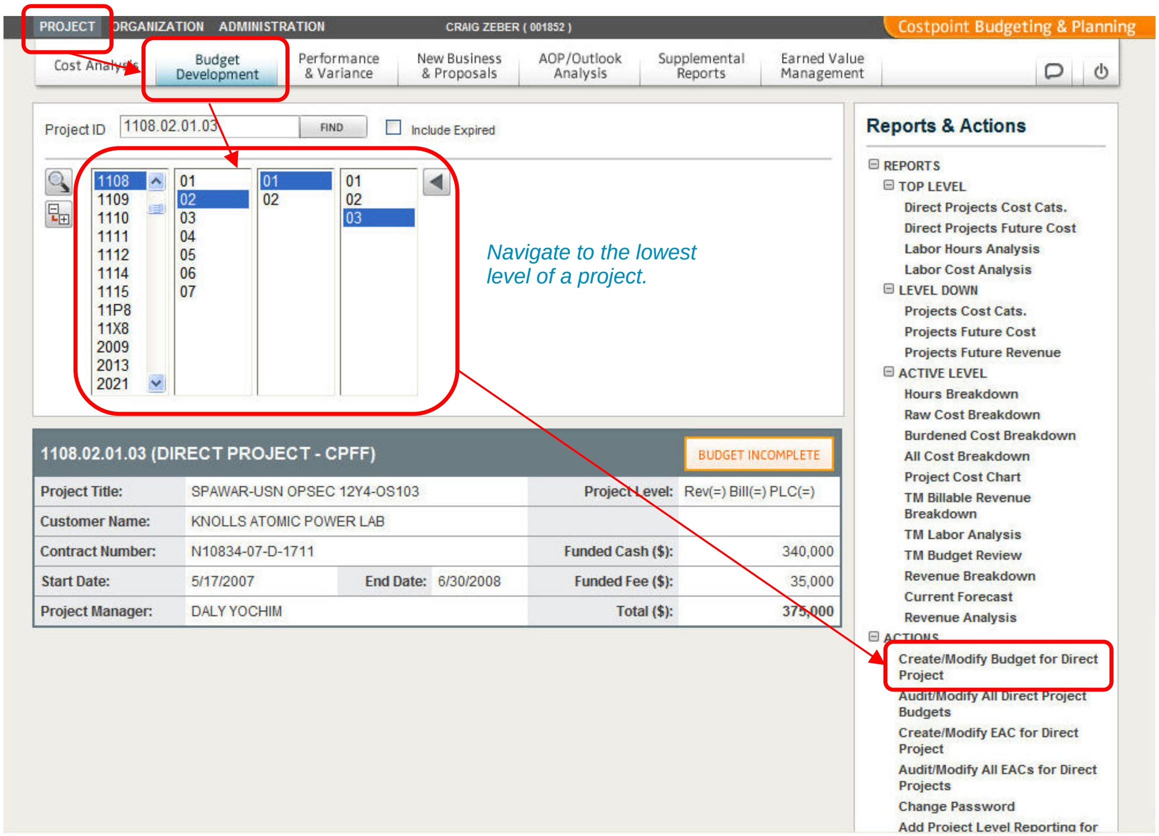


To create a budget, complete the following steps:

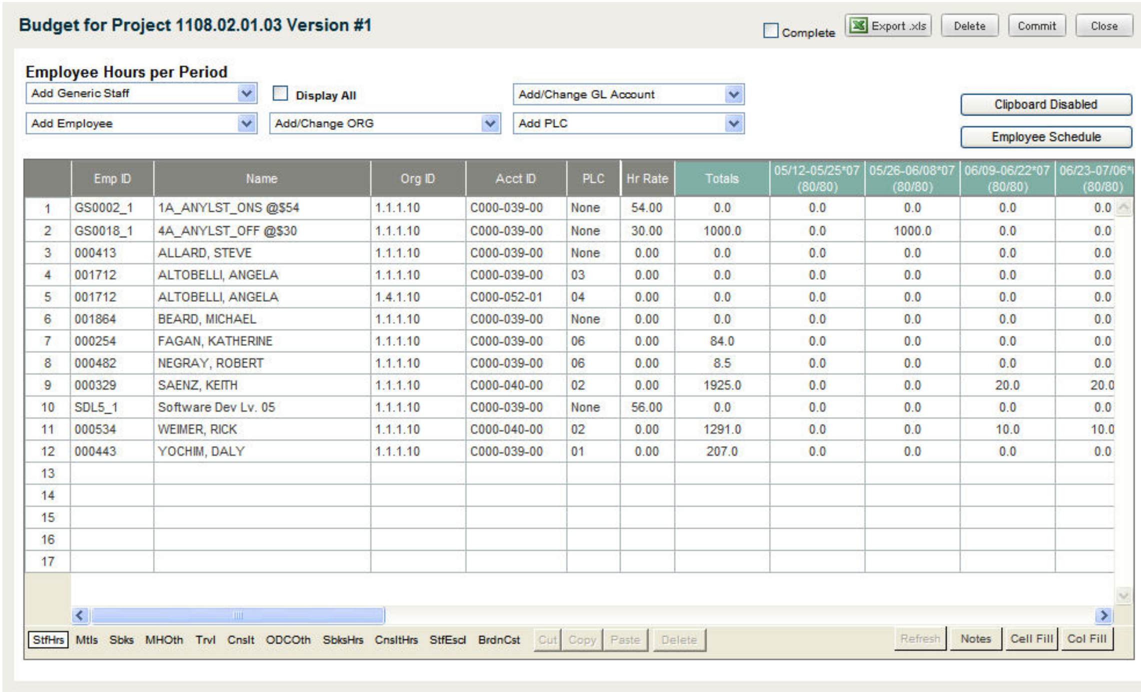
1. On the Management Context menu bar, click **Project**, and then click **Budget Development** as the Module.
2. Select a project using the **Project Navigation** list boxes.
    - Budgets should not be created at a rollup level that is higher than the revenue (Funding) level.

- If a budget is created at a rollup level, then lower level budgets are not allowed unless the rollup level budget and all related EACs are first deleted.

3. From the Reports & Actions menu, click **Create/Modify Budget for a Direct Project** (B.P.I.1).



The following screen displays.



4. Select a tab at the bottom of the screen to open a worksheet and begin inputting data.

- The worksheets are defined as follows:
  - **StfHrs (Staff Hours)** — On this worksheet input labor hour resources to be expended that account for the entire period-of-performance for the project or task ID.
  - **Mtls (Materials)** — Record the raw cost of vendor materials on this worksheet.
  - **Sbks (Subcontractors)** — Record the raw cost of subcontractor work on this worksheet.
  - **MHOth (Material Handling and Other Costs)** — Specify miscellaneous material handling related costs on this worksheet.
  - **Trvl (Travel)** — Record the raw cost of staff and vendor travel here.
  - **Cnslt (Consultants)** — Record the raw cost of consultant effort on this worksheet.
  - **ODCOth (Other Direct Costs)** — Specify miscellaneous other direct costs that will be burdened with G&A on this worksheet.

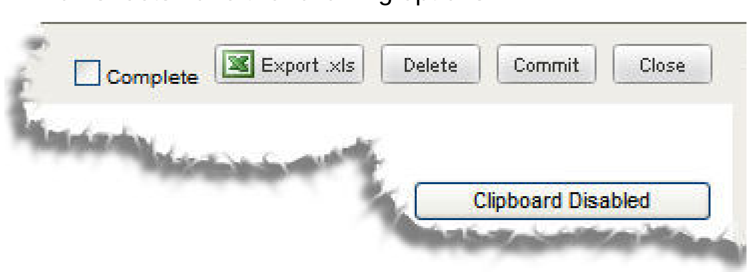
- **SbksHrs (Subcontractor Hours)** — This worksheet is like the subcontractors (**Sbks**) worksheet, but hours and raw hourly rates are specified.
- **ConsltHrs (Consultant Hours)** — This worksheet is like the consultant (**Conslt**) worksheet, but hours and raw hourly rates are specified.
- **Stfescl (Staff Escalations)** — This worksheet is where you can change the percent of escalation of staff salaries.
- **BrdnCst (Burdened Cost)** — This worksheet has project information regarding revenue, cost, and profit.

During the Costpoint Budgeting & Planning installation and data validation process, the general ledger accounts associated with the various categories of direct labor, along with those accounts that keep track of travel- and vendor-related project resources, are assigned to these tabs so that the overhead, G&A, and material handling burdens can be properly related to each individual staff and vendor resource.

5. Use the options available on each worksheet to **Cut, Copy, Paste, Delete**, and replicate cell entries within the matrix of resources.

- **Cut** — Removes data to the clipboard.
- **Copy** — Copies data from the clipboard.
- **Paste** — Pastes data from the clipboard.
- **Delete** — Allows one row at a time to be deleted.
- **Refresh** — Click to save any changes.
  - Moving from tab to tab causes an automatic refresh and data is saved.
  - When **Refresh** is grayed out, no changes have been detected by the system.
- **Notes —** Record assumptions or other information here that relates to that particular worksheet.
- **Cell Fill** — Use this feature to copy information from one cell to multiple cells.
- **Col Fill** — Use this feature to copy information from one column to multiple columns.

All worksheets have the following options:

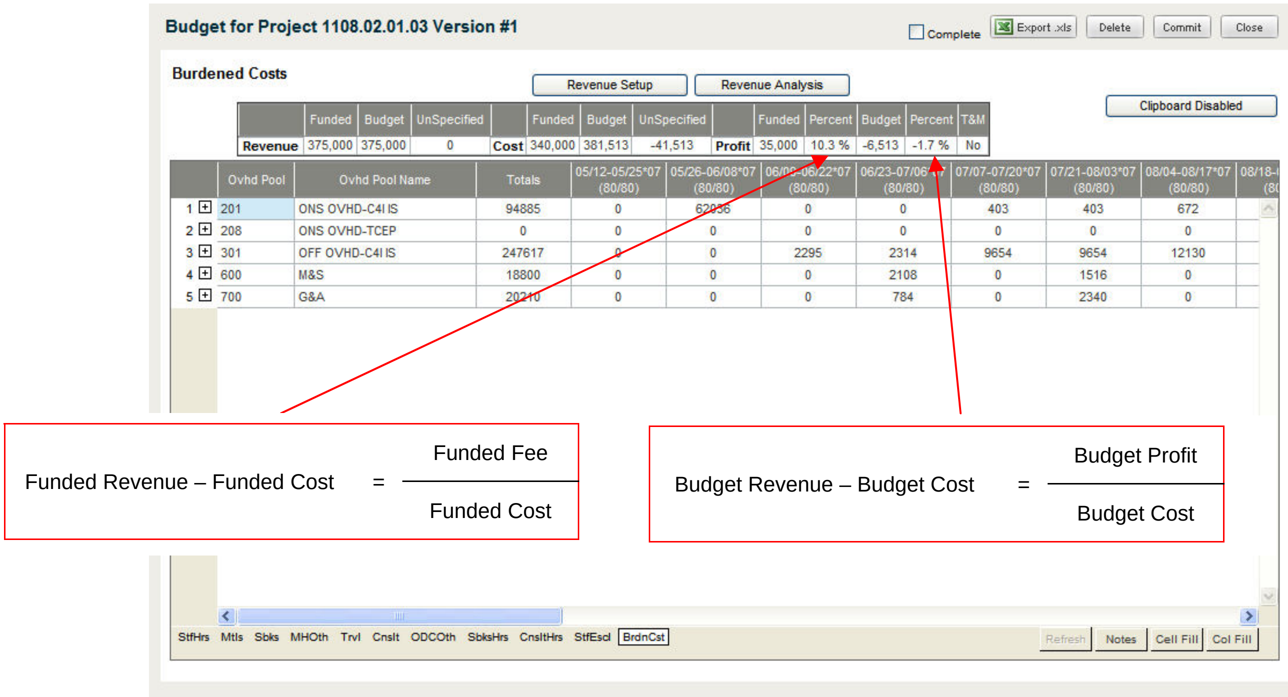


- Select the **Complete** check box to move the budget to the next step in the process.

    - When **Complete** is selected, it lets project budget approvers know that the creator of the budget has completed the budget development process.
    - It can then be approved by project managers in **Audit/Modify All Direct Project Budgets** (B.P.I.2).
  - **Excel —** Click this button to export the data from the worksheet into Excel.
    - Once in Excel, highlight the data rows you want to manipulate and change the format from **Custom** to **General** to successfully import the data back into Costpoint Budgeting & Planning.
    - The dark column headers on each worksheet in the project budget tool designate unique data that Costpoint Budgeting & Planning does not allow you to change.
  - **Delete** — Click this button to clear the worksheet, delete the working copy of the budget from the Audit/Modify (B.P.I.2) grid, and close the budget tool.
    - Clicking this will **not** delete any previously saved data, but will only clear the working storage area that holds the changes you are in the process of developing.
  - **Commit** — Click this button to save the latest data input.
    - Clicking this saves the contents of the working storage area to the budget data stores that are used for reporting purposes. It will then clear out the working storage for the project/task you are working on, and close the project budget tool.
    - Once committed, budget data appears in reports.
    - Once committed and approved, an EAC can be created.
  - **Close** — Click this button to close the project budget tool and leave the contents for the project/task you are working on undisturbed for further fine tuning.
  - **Clipboard Disabled** — Click this button to toggle between enabling or disabling the use of the clipboard where you can collect and paste multiple items.

> The clipboard must be enabled to copy into and out of Excel and Costpoint Budgeting & Planning.

6. Input data on the desired worksheets.
7. Click the **BrdnCst** tab to open the **Burdened Costs** worksheet.
  - The worksheet shows fully burdened costs by resource sorted by overhead pool.
    - If any resources resolve to an overhead pool labeled 0, then the account/org. combination is absent from the pool/base setup in the accounting system.
    - Once the resources have resolved to the correct overhead pools, the burdened costs tab will resolve every staff or vendor resource specified in each of the other tabs in the budget tool to its appropriate pool showing its fully burdened cost.
  - All labor pools include G&A in their resource cost figures.
  - If funding has been distributed to the project/task ID, then it is compared to the total cost of the project budget.



- The worksheet has information clearly labeled at the top.
  - **Revenue** — Funded, Budget, and Unspecified
  - **Cost** — Funded, Budget, and Unspecified
  - **Profit** — Funded, Percent, Budget, Percent, and T&M

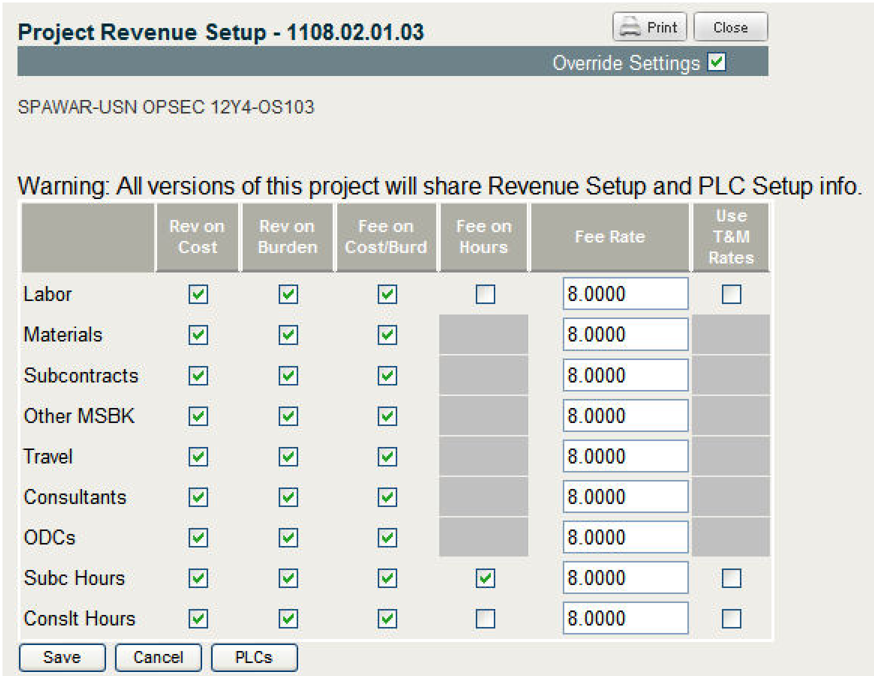
> Click the + icons on the left to expand the information in the worksheet.

8. Click the **Revenue Setup** button to see how the project revenue is calculated.

   This information is brought into Costpoint Budgeting & Planning from the accounting system's billing/revenue setup details, but it can be changed here by selecting the **Override Settings** check box. If the check box is cleared, the information becomes read only.

   The following warning message appears at the top of the setup window :

   Warning: All versions of this project will share the same Revenue Setup and PLC Setup info.



9. Click **Save** so that revenue is included in the **Commit** process.

   You will see a **Save complete** message.

10. Click the printer icon to print the **Revenue Setup**.

11. When finished with the **BrdnCst** worksheet, click **Commit** to save the latest data input or click **Complete** and **Commit** to move the budget to the next step in the process—Budget Approval.

    - When you open a committed budget (complete or incomplete), Costpoint Budgeting & Planning makes a copy of the committed budget in the working tables, keeping the previously committed version in the permanent or reporting tables.
    - If you click **Close** to close the project budget tool, the working copy of the budget will not be deleted from the working tables, and it remains listed in the audit/modify grid as a working copy.
    - If you click **Delete** instead of **Close**, the project budget tool will close, delete the working table copy, and the working copy will not appear in the audit/modify grid.
    - If you make changes to a working copy of a budget and recommit it (it can be complete or incomplete), the project budget tool will close, delete the working table copy, and the working copy will not appear in the audit/modify grid.
    - If you approve a committed, complete budget and try to create a new one for that same project, you have to do one of the following:
        - Delete the approved version
        - Unapprove the approved version
        - Create a new version of the approved budget
    - Further training is available that covers approving budgets, creating EACs, creating and managing proposals, creating and managing non-backlog budgets, and importing structured proposals and budgets.

Budget Reports

Budget reports are essential audit tools that assist you in establishing performance metrics for the larger, higher profile programs and others as appropriate. Participation is likely with a project budgeting and approval workflow process in place. Auditing performance against these metrics is a vital part of establishing accountability and ensuring that corrective actions, when necessary, are successful.

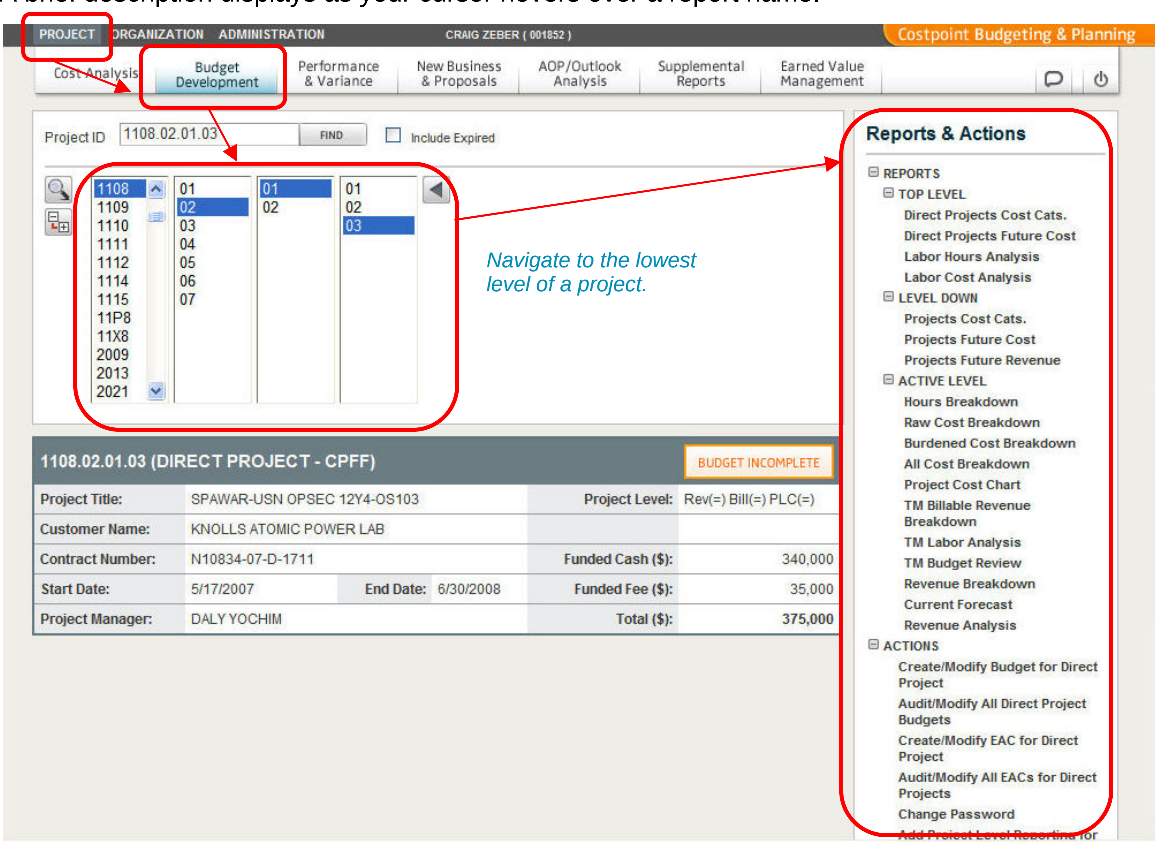
If you are familiar with reporting in the Cost Analysis Module and if budget details have been developed, they can be found and reported quickly and easily.

To access budget reports, complete the following steps:

1. On the Management Context menu bar, click **Project**, and then click **Budget Development** as the Module.
2. Select a project using the **Project Navigation** list boxes.

   Navigate to the lowest level of a project.
3. Select a report in from the Reports & Actions menu.

   A brief description displays as your cursor hovers over a report name.

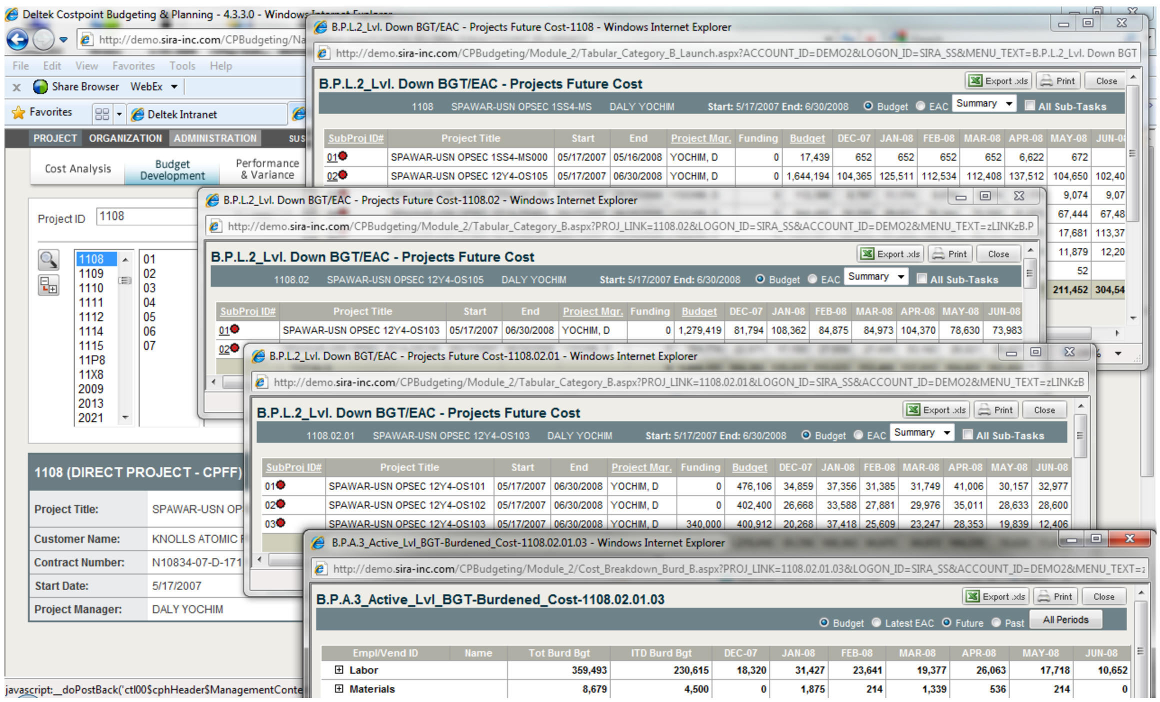


- Each report has an associated code, as do all the modules in Costpoint Budgeting & Planning.
  - The first letter refers to the **Module** you are in.
  - The second letter refers to the **Management Context** you selected.

- The third letter refers to the level or type of report/action.
- The number refers to the sequence ID of the report.

4. Click a title to open a report.

- The report code, level, and title are printed at the top of the report when it opens.
- If you have a project with a multi-level structure, you can drill all the way down to the lowest roll-up level by just clicking the project segment link in each report.
- Drill down to 1108.02.01 to expose its children at the lowest level.
- At any level in the drill-down process, you can click the red dot to see the details of burdened cost by staff and vendor resource over time.



- To export the report to Excel, click the **Excel** icon.
- To print the report, click the printer icon.
- To close the report, click the **Close** button.