Deltek Costpoint® 7.1.1

Release Notes: Subcontractor Management – Phase 2 Enhancements

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Contents

Overview

Welcome to the Deltek Costpoint 7.1.1 Release Notes: Subcontractor Management Phase 2 Enhancements. This guide discusses the new enhancements made to Costpoint and Time & Expense.

Deployment Requirement: Because the Subcontractor Management feature utilizes a direct integration between Costpoint and Time & Expense, to use the Subcontractor Management functionality, you must use a shared Costpoint 7.1.1 and Time & Expense 10 deployment model (for example, your Costpoint database and Time & Expense database must be part of a single system).

Patch and System JAR Requirements

These enhancements require cp711_sys_021.jar.

Additionally, the following patches are required for this release:

- PATCH2961
- PATCH3016
- PATCH3027
- PATCH3030
- PATCH3043
- PATCH3050
- PATCH7106

Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application JAR
AC	AP	Manage Purchase Order Vouchers	POMPOVCH	cp711_pompovch_021.jar
PJ	SM	Create Subcontract Invoices	SMPINVC	cp711_smpinvc_004.jar
PJ	SM	Manage Subcontract Invoices	SMMMINVC	cp711_smmminvc_001.jar
PJ	SM	Approve Subcontract Invoices	SMMAINVC	cp711_smmainvc_003.jar
PJ	SM	Print Subcontract Invoices	SMRINVC	cp711_smrinv_004.jar
PJ	SM	Manage Work Assignments	SMMWRK	cp711_smmainvc_004.jar
PJ	SM	Approve Work Assignments	SMPWRKA	cp711_smpwrka_004.jar
MM	PO	Change Purchase Order Type	POPTYPE	cp711_poptype_001.jar

Domain	Module	Application Name	Application ID	Application JAR
MM	PD	Manage Parts	PDMPART	cp711_pdmpart_013.jar
MM	PD	Manage Services	PDMSERV	cp711_pdmserv_002.jar
MM	PD	Manage Goods	PDMGOODS	cp711_pdmgoods_002.jar
MM	PD	Import Items	AOPITEM	cp711_aopitem_009.jar
MM	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_007.jar
MM	PO	Archive Purchase Orders	POPARCH	cp711_poparch_005.jar
MM	PO	Manage Line Charge Types	POMLCHRG	cp711_pomlchrg_001.jar

Costpoint

This section summarizes the changes made in relation with the Subcontractor Management feature within Costpoint.

This Phase 2 release includes the addition of the expense charge to the feature. Previously, Costpoint allowed creation of subcontractor invoices based only on labor hours. Now, you have the ability to create subcontractor invoices based on expense amounts.

In the Materials domain, several applications now include a new drop-down list (**Subcontractor Charge Type**) that allows you to indicate whether the part, service, goods, or miscellaneous line charge type is a labor charge, expense charge, or neither. Costpoint uses this new drop-down list in populating the charge type of the charge lines associated with work assignments.

Also within the Materials domain, you can now change an existing purchase order (PO) to a subcontractor agreement PO through the new screen, Change Purchase Order Type.

In the Accounting and Projects domains, some applications have new subtasks that enable you to enter, edit, and/or view expense information associated with vouchers and subcontractor invoices.

Accounting Domain

Manage Purchase Order Vouchers (POMPOVCH)

The Manage Purchase Order Vouchers screen has new subtasks listed below. You cannot edit these subtasks if the vendor expense information was generated via the auto-created process from Time & Expense or those that were manually entered on the Manage Subcontractor Invoices screen.

- **Vendor Expense Reports** — Use this subtask to enter and/or view summary expense report information about the vendor expense associated with the voucher line.
- **Expense Report Details** — Use this subtask to enter and/or view expense report details associated with the vendor expense report that was referenced.
- **Expense Transaction Details** — Use this subtask to enter transaction details of a particular expense ID within an expense report.

Projects Domain

Create Subcontractor Invoices (SMPINVC)

This application has been modified to also create subcontractor agreement invoices based on expense amounts from Deltek Time Collection. Previously, the application created invoices only based on labor hours from Deltek Time & Expense and hourly rates of resources from work assignments or purchase order (PO) lines.

The logic for expense amounts invoicing is fairly similar to that for labor amounts, with some differences. PO lines will be differentiated as labor, expense, or other, depending on the value of a new column associated with the PO line item or miscellaneous line charge type. Thus, they will be in separate invoice lines since labor and expense will be in different PO lines. In addition, if the detailed expense row has a different sales/value-added tax code, it will be added as a separate invoice line.

Expense amounts loaded in the staging table (SUBC_EXP_LN) are linked to work assignment and purchase order lines via a combination of PO ID, PO release, PO line, work assignment ID, work assignment charge line number, and vendor employee ID. Costpoint looks at the business rules for the work assignment when determining what amounts of the expense get charged to regular accounts as opposed to unallowable accounts. If the **Allow Charges Outside Work Assignment Period of Performance** and **Allow Charges Over Charge Line/Vendor Employee Amount** options on the Business Rules tab of the Manage Work Assignments screen are not selected, any amounts that are outside of the period of performance or beyond the ceiling amounts will be charged to unallowable accounts.

An approved amount of 0 (zero) means there is no ceiling:

- If the amount in WA_CHG_LN_RESOURCE is 0 (no ceiling at vendor employee level), Costpoint uses the amount in WA_CHG_LN.TRN_AMT (work assignment charge line) to determine the ceiling.
- If the amount in WA_CHG_LN.TRN_AMT (work assignment charge line) is also 0, Costpoint sums up all the work assignment charge line amounts for that PO line (sum of WA_CHG_LN.TRN_AMT for matching PO line) and uses that as the ceiling amount.

Any time an invoice line is charged to an unallowable account, the flags will be updated to indicate the reason for it. The creation process will insert/update tables and columns as necessary. All records in the staging table (SUBC_EXP_LN) will be considered eligible for invoicing. Ineligible expenses will be filtered out in Time & Expense before populating the staging tables.

As part of this enhancement, the **Timesheet Line Date** group box is now **Timesheet Line/Expense Report Date**. The **Start** and **End** fields in this group box now allow you to enter expense report start and end dates. When creating invoices based on expense amounts, Costpoint looks at the export report date parameter, in addition to the purchase order/release, vendor, project, and work assignment, in determining records to be invoiced. For a given expense report date, Costpoint selects all expense detail rows that are associated with that report date, whether or not the actual expense detail date falls within the report date range.

One other change on this screen is the renaming of the **Timesheet Cell Date** option to **Timesheet Date** (in the **Effective Billing Date** drop-down list). Only the label has changed; the functionality remains the same.

Manage Subcontractor Invoices (SMMMINVC)

You can now use this application to review expense invoices or make limited changes to expense invoices that are not yet approved. You can also use this application to enter new expense invoices manually or via web services.

Invoice amounts for new subcontractor invoices will be used at face value and charged to the project/account/organization provided. Costpoint will not determine regular versus unallowable amounts.

Manage Subcontractor Invoices has the following new subtasks:

- **Vendor Expense Reports** — Use this subtask to enter and/or view summary expense report information for subcontractor invoice lines.
- **Expense Report Details** — This is a subtask of Vendor Expense Reports. Use this subtask to enter and/or view expense report details, such as the expense type and date, associated with the vendor expense report.
- **Expense Transaction Details** — This is a subtask of Expense Report Details. Use this subtask to enter and/or view the expense charge type, project, organization, account, and charge risk associated with the transaction.

You cannot edit these new subtasks for vendor expense information that was auto-created via the Create Subcontractor Invoices process.

Approve Subcontractor Invoices (SMMAINVC)

The following new subtasks are available in this application. These are similar to the new subtasks added to Manage Subcontractor Invoices except that they are non-editable in Approve Subcontractor Invoices:

- **Vendor Expense Reports** — Use this subtask to view summary expense report information for subcontractor invoice lines.
- **Expense Report Details** — This is a subtask of Vendor Expense Reports. Use this subtask to view expense report details, such as the expense type and date, associated with the vendor expense report.
- **Expense Transaction Details** — This is a subtask of Expense Report Details. Use this subtask to view the expense charge type, project, organization, account, and charge risk associated with the transaction.

Print Subcontractor Invoices (SMRINVC)

You can now include detail information on expenses when printing subcontractor invoices. The following check boxes are now available in the **Show Detail Information** group box of this screen, which are enabled and selected by default if the **Print Detail Invoices (PO Line Level)** check box is selected:

- **Show Expense Report Date** — Keep this check box selected to print the expense report date for the transactions included on the subcontractor invoice.
- **Show Expense Type** — Keep this check box selected to print the expense type for the transactions included on the subcontractor invoice.
- **Show Expense Date** — Keep this check box selected to print the date the expense was incurred for the transactions included on the subcontractor invoice.

Within the **Show Detail Information** group box, the **Show Timesheet Hours Date** check box is now labeled as **Show Timesheet Line Date**.

Another new check box on this screen is **Group By PO Line on Summary Invoice**. Keep this check box selected to group the summary invoice report by PO line.

Manage Work Assignments (SMMWRK)

Costpoint now uses the new **Subcontractor Charge Type** drop-down list added to the Manage Line Charge Types, Manage Parts, Manage Services, and Manage Goods screens in populating the **Charge Type** field on the Charges subtask of Manage Work Assignments when users are loading or manually entering the charge lines. The **Charge Type** option labels have been changed to match the labels in the new drop-down list, as follows:

- **Time Collection Charge** is now **Labor**.
- **Expense Charge** is now **Expense**.
- **None** is now **Other**.

Lookup labels and codes have been modified to reflect this change.

The application now implements the following logic for all types of charge lines:

- Vendor employees are not required for all types of charge lines.

- If the user enters vendor employee lines, these can be for zero amounts/hours for a charge line that has values greater than zero amounts/hours.
- General and project labor categories are not required for vendor employees.
- Vendor employee amounts/hours do not need to add to the charge line amounts/hours if none of the vendor employee lines have amounts/hours greater than zero. Otherwise, the amounts/hours on the Vendor Employees subtask must sum to the charge line.

Approve Work Assignments (SMPWRKA)

Validation of vendor employee amounts/hours against charge line amounts/hours has been updated for labor and expense lines. Similar to Manage Work Assignments, this application checks that if none of the vendor employee lines have amounts/hours greater than zero, vendor employee amounts/hours do not need to add to the charge line amounts/hours.

Materials Domain

Change Purchase Order Type (POPTYPE)

Use this new screen (**Materials » Purchasing » Purchasing Utilities » Change Purchase Order Type**) to change an existing PO to a subcontractor agreement PO.

This is allowed only for existing PO types of “Purchase Order” and “Blanket Order.” Changing the PO type of a blanket order will also automatically change the PO type on all releases associated with it.

Change of PO type will occur regardless of PO status, or whether receipts/vouchers have been created. PO change order history files will also be updated automatically.

A changed PO will have a PO type of “Subcontractor Agreement,” while a changed blanket order PO will have a PO type of “Subcontractor Agreement Blanket” and associated “Blanket Release” POs will have a PO type of “Subcontractor Agreement Release.”

The new screen has the following validations/conditions:

- If the buyer on a PO being converted is not authorized for a PO type of Subcontractor Agreement or Subcontractor Agreement Blanket, an error occurs.
- If the buyer on any of the existing blanket releases is not authorized for a PO type of Subcontractor Agreement Release, a warning is displayed. You can choose to continue or stop and correct the problem before continuing.
- If there are standard texts (header or line) that are not defined for use with PO type of Subcontractor Agreement, Subcontractor Agreement Blanket, or Subcontractor Agreement Release, an error occurs.
- Costpoint does not validate for a subcontractor agreement vendor in Manage Purchase Orders. Thus, there will be no validation upon conversion either.
- After the PO type has been changed, you cannot use this screen to change the PO type back to its original PO type.

Manage Parts (PDMPART)

This screen has a new **Subcontractor Charge Type** drop-down list to indicate whether the part is labor, expense, or neither, when using it in work assignment lines. The options for this list are **Labor** (L), **Expense** (E), and **Other** (O). The default value is loaded into the work assignment charge line that is created from a PO line of a subcontractor agreement type of purchase order (in

Manage Work Assignments). When you create a new record, this field defaults to **Other**, but you can change it, if necessary. Changes will only apply to new work assignment charge lines.

Existing records will have a **Subcontractor Charge Type** of **Other**.

Manage Services (PDMSERV)

This screen has a new **Subcontractor Charge Type** drop-down list to indicate whether the service is labor, expense, or neither, when using it in work assignment lines. The options for this list are **Labor** (L), **Expense** (E), and **Other** (O). The default value is loaded into the work assignment charge line that is created from a PO line of a subcontractor agreement type of purchase order (in Manage Work Assignments). When you create a new record, this field defaults to **Other**, but you can change it, if necessary. Changes will only apply to new work assignment charge lines.

Existing records will have a **Subcontractor Charge Type** of **Other**.

Manage Goods (PDMGOODS)

This screen has a new **Subcontractor Charge Type** drop-down list to indicate whether the goods is labor, expense, or neither, when using it in work assignment lines. The options for this list are **Labor** (L), **Expense** (E), and **Other** (O). The default value is loaded into the work assignment charge line that is created from a PO line of a subcontractor agreement type of purchase order (in Manage Work Assignments). When you create a new record, this field defaults to **Other**, but you can change it, if necessary. Changes will only apply to new work assignment charge lines.

Existing records will have a **Subcontractor Charge Type** of **Other**.

Import Items (AOPITEM)

Subcontractor charge code has been added in the following input files:

- Item Line Layout
- Part Line Layout
- Part 2 Line Layout

If the subcontractor charge code is not provided in the input file, the option defaults to **Other**.

Create Purchase Order Change Orders (POMCHNG)

Logic has been added to copy the value of PO_HDR.PO_TYPE_CHNG_DTT from PO_HDR to PO_HDR_CHNG when a change order is created, and screen option to **Save Existing Change Order to History File** is selected.

Archive Purchase Orders (POPARCH)

This screen has the following changes:

- Logic has been added to copy the value of PO_HDR.PO_TYPE_CHNG_DTT from PO_HDR to PO_HDR_HS when a purchase order is archived.
- Logic has been added to exclude purchase orders with PO type of Subcontractor Agreement (A), Subcontractor Agreement Blanket (K), or Subcontractor Agreement Release (L) from being archived, even if they fall within the range of purchase orders selected on the screen. In addition, no validation message displays when screen selection range for Purchase Order is not “One.”

- If screen selection range for Purchase Order = One, an error occurs if the PO entered has a PO type of Subcontractor Agreement (A), Subcontractor Agreement Blanket (K), or Subcontractor Agreement Release (L).

Manage Line Charge Types (POMLCHRG)

This screen has a new **Subcontractor Charge Type** drop-down list to indicate whether the miscellaneous charge is labor, expense, or neither, when using it in work assignment lines. The options for this list are **Labor** (L), **Expense** (E), and **Other** (O). The default value is loaded into the work assignment charge line that is created from a PO line of a subcontractor agreement type of purchase order (in Manage Work Assignments). When you create a new record, this field defaults to **Other**, but you can change it, if necessary. Changes will only apply to new work assignment charge lines.

Existing records will have a **Subcontractor Charge Type** of **Other**.

Time & Expense

This section includes summaries of changes made in relation with the Subcontractor Management feature within Time & Expense. For Phase 2, all the features under Expense are new, and Default Security Roles is new to Configuration. Additionally, throughout Time & Expense, the term “Employee” was replaced with “Resource.”

Time

Manage Timesheet Classes

A **Subcontractor** check box was added to the Export section of the **Time & Expense » Time » Timesheet Controls » Manage Timesheet Classes** screen. Select this check box to indicate that the timesheet class is for subcontractors.

Timesheet Charge Lookup

To support subcontractor time entry, a **Work Assignment ID** charge lookup field was added to the **Time & Expense » Time » Timesheets » Manage Timesheet** screen. The Charge Lookup displays only the work assignment set up in Costpoint. The charge can also be saved as a Favorite, and therefore, can also Auto Load on subcontractor timesheets.

Charge Lookup and Charge Favorites were updated to include subcontractor work assignments.

Approve Subcontractor Timesheet Charges

The **Time & Expense » Time » Timesheets » Approve Timesheet Charges** screen now includes a **Charge Option** drop-down list. Select **Work Assignment** to approve or reject subcontractor charges. Additionally, you can filter results by the following:

- Work Assignment ID
- Work Assignment Charge Line
- PO ID
- PO Release No
- Po Line No

Export Subcontractor Timesheets

A **Subcontractor Export** check box was added to the **Time & Expense » Time » Timesheet Interfaces » Export Timesheets** screen.

When selected, this check box differentiates subcontractor timesheets from the timesheets of regular employees. Additionally, all other screen options are disabled, because only the subcontractor data displays. When processing of the export is finished, the data is exported to Costpoint, where the prime contractor can create a subcontractor invoice. If left unchecked, only employee timesheets will be exported.

Resource Activity Reporting

The Drill-Down and Additional Detail Column options in **Time & Expense » Time » Timesheet Reports/Inquiries » Print Resource Activity Report** were updated to include the following:

- Work Assignment

- Line No
- PO ID

Charge Activity

The Drill-Down and Additional Detail Column options in **Time & Expense » Time » Timesheet Reports/Inquiries » Print Charge Activity Report** were updated to include the following:

- Work Assignment
- Line No
- PO ID

Expense

Manage Expense Class

A **Subcontractor** check box was added to the Subcontractor Options section of the **Time & Expense » Expense » Expense Controls » Manage Expense Classes** screen. Select this check box to indicate that the expense class is for subcontractors. When this check box is selected, the following business rules are enforced:

- Advances are not allowed.
- Expense Report Types cannot be added if they require an expense authorization.

Manage Expense Report Types

If an expense report type is linked to a subcontractor expense class, all fields related to expense authorization are disabled on the **Time & Expense » Expense » Expense Controls » Manage Expense Report Types** screen.

Expense Report Charge Lookup

To support subcontractor expense entry, Default Charge Lookup in **Time & Expense » Expense » Expense Reports » Manage Expense Report** includes work assignment and purchase order information as follows:

- Work Assignment ID
- Line
- Description
- PO ID
- PO Line
- PO Release No

When setting up subcontractor charges in **Time & Expense » Expense » Expense Controls » Manage Expense Charge Types**, select **Charge** from the **Source** drop-down menu for UDT01, UDT02, and UDT09, if you want to source from the work assignment in Costpoint.

Expense Report Charge Distribution Schedule

The Charge Distribution schedule in **Time & Expense » Expense » Expense Reports » Manage Expense Report** screen was updated to display only work assignment and purchase order information as follows:

- Work Assignment ID
- Line
- Description
- PO ID
- PO Line
- PO Release No

Expense Report Allocations

Charge Allocations in **Time & Expense » Expense » Expense Reports » Manage Expense Report** screen was updated to display work assignment and purchase order information as follows:

- Work Assignment ID
- Line
- Description
- PO ID
- PO Line
- PO Release No

Exclusion of Subcontractors from Compute Commitments

The **Time & Expense » Expense » Expense Interfaces » Compute Commitments** screen was updated to exclude subcontractor resources, because these commitments are already reflected in Costpoint purchase orders.

Export Expense Reports

A **Subcontractor Export** check box was added to the **Time & Expense » Expense » Expense Interfaces » Export ERs/Advances** screen. Selecting this check box enables prime contractors to export approved subcontractor expense reports to Costpoint. If left unchecked, only employee expense reports will be exported.

Configuration

Default Security Roles

A **Subcontractor Security Role** field was added to the General Options tab of the **Time & Expense » Configuration » General Controls » Configure General Settings** screen.

This option provides a more restrictive default role for subcontractor resources who are added or imported into Time & Expense.

When importing resources, if a security role is not provided for a new resource, the Subcontractor Security Role is applied by default of the resource is classified as a subcontractor.

Manage Resource Information

The settings in **Time & Expense » Configuration » Resources » Manage Resource Information** were updated as follows:

- **Subcontractor** was added to the **Resource Type** drop-down list.
- A **Costpoint Vendor** section was added, which includes two new fields:
  - Costpoint Vendor Employee ID
  - Costpoint Vendor Email

When setting up subcontractor resources, you should also note the following:

- The **Login ID** should match **T&E Employee ID** field of the Manage Vendor Employees screen in Costpoint, since this is used as the connection between Costpoint and Time & Expense.
- It is important to complete the **Hire Date** and **Email** fields.
- From the **Resource Type** drop-down list, select **Subcontractor**.
- On the History subtask, enter the Effective date, and select the timesheet class, timesheet schedule, and expense class that are being used for subcontractors.
- On the Access subtask, grant access to the Time and Expense modules.
- After you save the record, you must click **Create User Account** to create the new login user record in the Manage Users application within Costpoint, where you can complete initialization of the User ID.

Appendix: For Additional Information

Customer Care Connect Site

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

The following are some of the many options that the Customer Care Connect site provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Access Cloud specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Use Quick Chat to submit a question to a Customer Care analyst online

For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

Access Customer Care Connect

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

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

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

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