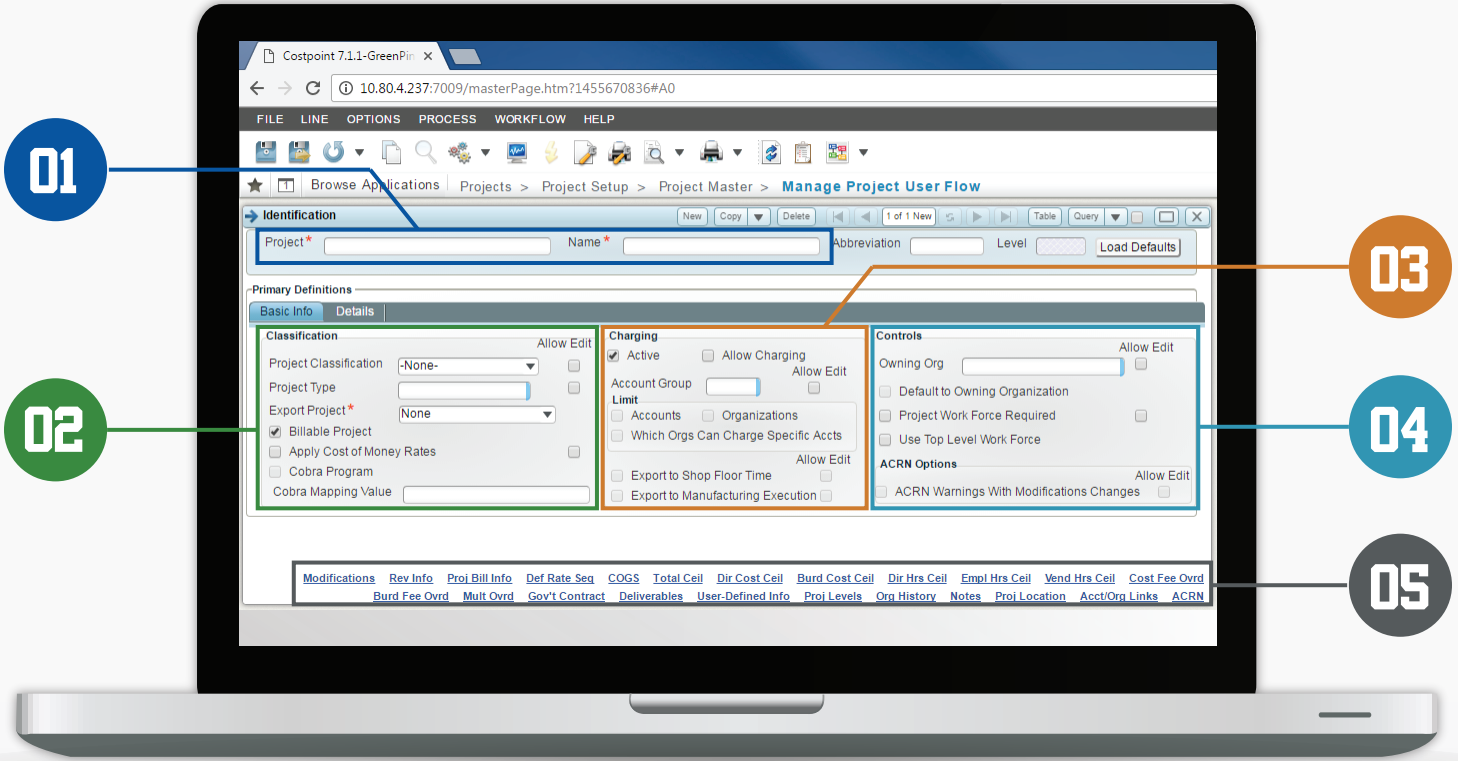# Manage Project User Flow Screen
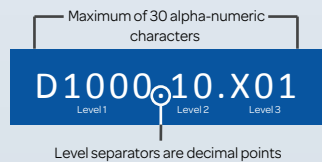
Use the Manage Project User Flow screen to initialize a new project or to change data related to an existing project.

01

02

03

04

05

---

01 Identification

Project/Name ✎

The character length of the top level is specified in Project Settings, and it is fixed globally throughout the database. The length of the lower levels can be tailored to suit the requirements of the project.

Maximum of 30 alpha-numeric characters

D1000.10.X01

Level 1   Level 2   Level 3

Level separators are decimal points

02 Classification

Project Classification ▾

Direct	The most common project classification for any billable project where costs are expensed to the Income Statement.
Indirect	Used for indirect efforts such as overhead and general & administrative.
Common Inventory	Used exclusively with an Inventory Project that contains parts that are incremented and decremented in the system. (Requires use of the Materials-Inventory Module.)
Work in Process	Used for direct billable projects where costs are capitalized on the Balance Sheet. This classification is critical in order to obtain a WIP Project Status Report from the system.
Inter-Co Multi	Used for indirect projects associated with the Multi-Job Cost Allocation mechanism.
Inter-Company	Used exclusively in conjunction with the special add on module known as Intercompany Work Orders (IWO).
Bid & Proposal	Used for indirect projects where costs are collected for a specific endeavor, but not billed to the governmental agency.
IR&D	Used for internal research and development projects.

*If entering a lower level node, the default value of the classification from the top level of the project is displayed. If the Allow Edit check box at the top level is checked, you can override the classification.

Project Type ▾

This lookup field displays the user-defined list for types of projects. Types are extremely useful in stratifying projects in standard project reporting. To configure user-defined project types, use the Manage Project Types screen.

👆 Projects > Project Setup > Project Setup Controls > Manage Project Types

*If entering a lower level node, the default value of the project type from the top level of the project is displayed. If the Allow Edit check box at the top level is checked, you can override this field.

Export Project ▾

None	This project node should not be written to the interface file.
Time Collection Project	This project node will only be utilized for the Time component.
Expense Project	This project node will only be utilized for the Expense component.
Time & Expense Project	This project node will be utilized for both the Time and Expense components.

03 Charging

Project Account Group or PAG is a listing of General Ledger Accounts that can be charged to a specific project node. It is mandatory that the associated GL Account for any transaction charged to the project node is a member of the PAG.

Account Group 🔍

Use the Account Group field to assign a Project Account Group to a project.

You can create different sets of accounts that can be assigned to different types of projects. Use the Manage Project Account Groups screen to create and manage PAGs.

👆 Projects > Project Setup > Project Setup Controls > Manage Project Account Groups

*If entering a lower level node, the PAG indicated in the top level of the project is displayed. If the Allow Edit check box at the top level is checked, you can override the Account Group field.

04 Controls

Owning Org 🔍

If you selected the Owning Organization option either in the Default Revenue Posting By group box on the Configure Project Settings screen or on the Revenue Details subtask, all revenue and profit, as well as billed and unbilled receivables, attributable to the project, belong to that organization.

To indicate whether to post revenue to the Owning Organization or the Performing Organization, access the Rev Info subtask.

👆 Projects > Project Setup > Project Master > Manage Project User Flow > Rev Info subtask

*If entering a lower level node, the Owning Org indicated in the top level of the project is displayed. If the Allow Edit check box at the top level is checked, you can override the Owning Org field.

05 Subtasks

The 23 subtasks at the bottom of the screen are links to other applications where you will enter critical information associated with the project.

DU

Project Account Group

Use this screen extensively during system initialization or when account groups are defined. Follow the steps below to create a new PAG.
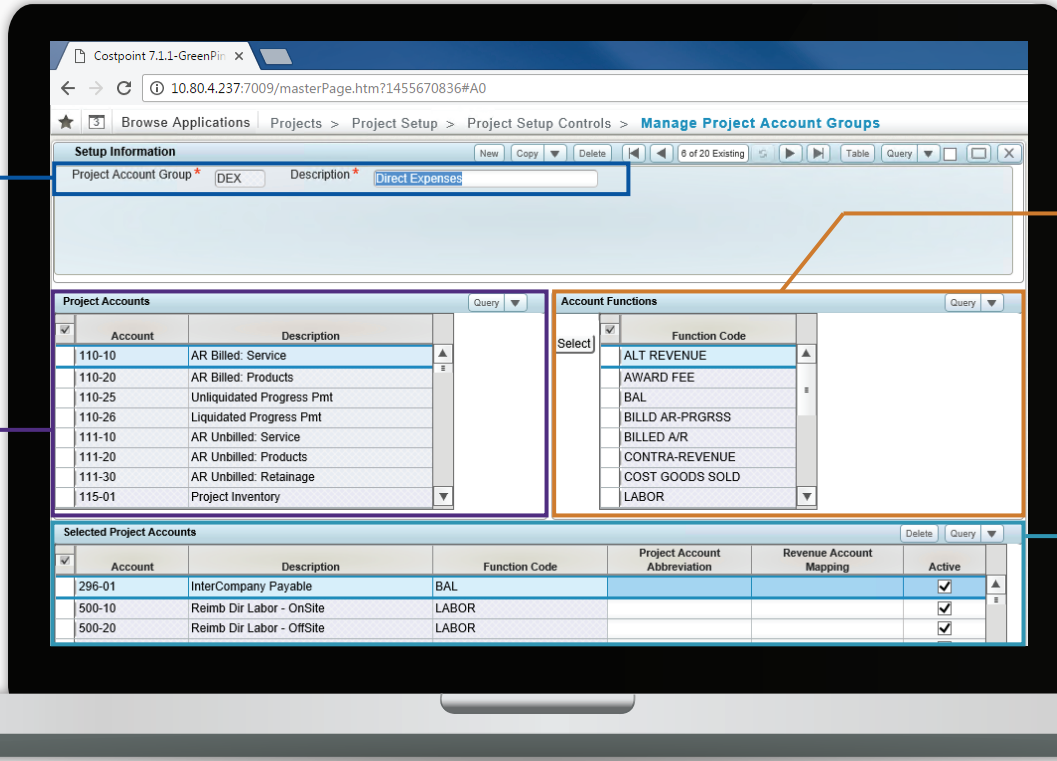
STEP 01
Enter a three character identifier and description.

STEP 02
Select the GL account/s in the Project Accounts section.

STEP 03
Select the Function Code to be associated to the highlighted GL Account/s, and then click Select.

STEP 04
The GL account is now be added to the PAG, click the Save icon.

Costpoint 7.1.1-GreenPin
10.80.4.237:7009/masterPage.htm?1455670836#A0
Browse Applications > Projects > Project Setup > Project Setup Controls > **Manage Project Account Groups**

Setup Information — New | Copy | Delete | 6 of 20 Existing | Table | Query

Project Account Group * DEX   Description * Direct Expenses

Project Accounts — Query

Account	Description
110-10	AR Billed: Service
110-20	AR Billed: Products
110-25	Unliquidated Progress Pmt
110-26	Liquidated Progress Pmt
111-10	AR Unbilled: Service
111-20	AR Unbilled: Products
111-30	AR Unbilled: Retainage
115-01	Project Inventory

Account Functions — Query

Function Code
ALT REVENUE
AWARD FEE
BAL
BILLD AR-PRGRSS
BILLED A/R
CONTRA-REVENUE
COST GOODS SOLD
LABOR

Selected Project Accounts — Delete | Query

Account	Description	Function Code	Project Account Abbreviation	Revenue Account Mapping	Active
296-01	InterCompany Payable	BAL			✔
500-10	Reimb Dir Labor - OnSite	LABOR			✔
500-20	Reimb Dir Labor - OffSite	LABOR			✔

---

03 Function Codes

Function codes determine where the line item will display on the Project Status Report. Below is a list of all 19 function codes and their description.

Function Code	Description
Labor	All primary labor GL Accounts.
Unallowable Labor	For revenue bearing projects, GL Accounts associated with labor where revenue and billings are precluded.
Non-Labor	Associated with all primary non-labor accounts.
Unallowable Non-Labor	For revenue bearing projects, GL Accounts associated with non-labor where revenue and billings are precluded.
Billed AR	The primary posting account for all billings.
Unbilled General	The mandatory clearing account for all billing postings (the credit) and all revenue postings (the debit).
Unbilled Retainage	An optional account for projects where a portion of billings are held back to contract completion.
Revenue	The primary revenue bearing account of the PAG.
ALT Revenue	An optional function code when the requirement is to have revenue postings to multiple accounts within a single project.
Contra Revenue	A frequently omitted function code. A must function code used when the owning org of the project changes and revenue is recorded by Owning Organization.
Award Fee	A code that enables award fee as a separate line on the Project Status Report.
WIP Function Codes (FC 11-12)	The 2 special function codes that hold the transferred costs from the Balance Sheet to the Income Statement.
Cost of Goods Sold	This function code stores the capitalized expense that is moved from the Balance Sheet to the Income Statement.
WIP Transfer Out	The Balance Sheet account associated with this function code holds the CONTRA amount against the Gross value of the Work in Process to arrive at the Net WIP.
Billed AR-Progress	The primary posting account for all progress payment billings.
Progress-Liquidated	The liquidated or cashed in value of the progress payment.
Progress-Un-liquidated	The non-liquidates or unused portion for projects with progress payment billings.
BAL	This function code is only associated with project related accounts that should not pass from the General Ledger to the Project Ledger. Typically, these accounts might include Fixed Assets accounts in addition to the Accrued Vacation account.
UNITS	Converts a normal project required GL acct to a statistical account. Normally, statistical accounts are used in the Billing module to capture unit based transactions (# of copies).

⚠️ ## Common Mistakes with PAGs

- Do not delete a GL Account from an active PAG.
- Do not change a project's PAG.
- Exercise caution regarding the assignment of function codes to member accounts of the PAG.

Costpoint Wildcards

Another level of validation can occur by creating a subset of the PAG.
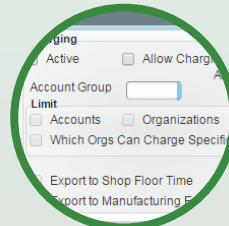
Projects > Project Setup > Project Master > Manage Project User Flow

In order for the system to recognize the subset, the user must check the Limit Accounts/Organizations checkbox in Manage Project User Flow screen.

When the PAWs and POWs are properly configured, the account lookup will only display those member accounts of the PAG that meet the wildcard criteria.

Costpoint Wildcard Scenario

The % wildcard denotes any character, any length, while the _ wildcard indicates any single character.

The PAW and POW approach facilitates limited charging.

Character	Meaning
%	All
%123	Ends with 123
123%	Begins with 123
%123%	Contains 123
1_3	Begins with 1 and ends with 3; 3 characters long

Projects > Project Setup > Charging Information > Link Projects/Accounts

-or-

Projects > Project Setup > Charging Information > Link Projects/Organizations

Link Projects/Accounts

Project Wildcard String *	Account Wildcard String *	Project Count	Account Count	Possible Combinations
ALLYX%	5%	200	96	19200
ASPIN%	500%	176		
ASPIN%	503-10	176		
ASPIN%	505%	176		
ASPIN%	508%	176		
ASPIN%	UNT%	176		
AZURE%	91%	27		
AZURE%	92%	27		
AZURE%	93%	27		
D1000%	505%	9		
FINAN%	8%	9		
GADMN%	8%	12		
GOVER%	7%	5		

In this example, only GL Accounts that begins with 5 can be charged to allnodes of the project.

DU

Owning VS Performing

A fundamental decision must be made regarding the recognition of revenue by either the Owning or Performing Org.

Owning Org
The owning entity of the project managing the overall effort.

Performing Org
The performing entities who contributed resources to the endeavor.

The Owning Model: The owning org of the project is credited for all revenues regardless of the origin of the resources.

This model states that the entity responsible for managing the effort and working to win the contract should be entitled to all revenues.
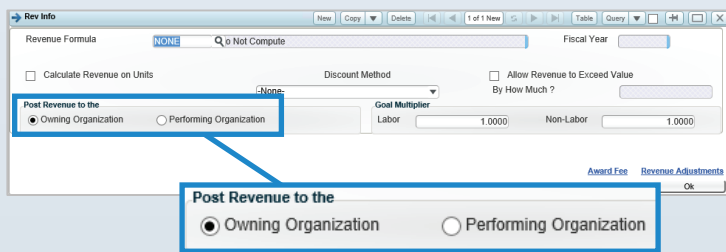
The Performing Model: One in which revenue is shared by all entities contributing resources to the effort.

Revenue Recognition

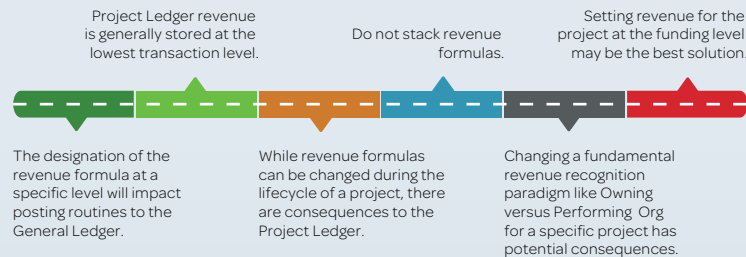## Post Revenue to the Owning or Performing Org

To indicate whether to post revenue to the Owning Organization or the Performing Organization, go to the Manage Project User Flow screen and then access the Rev Info subtask.

Projects > Project Setup > Project Master > Manage Project User Flow > Rev Info subtask

Post Revenue to the
○ Owning Organization   ○ Performing Organization

Fields in the Revenue Information Screen

Use the Revenue Details subtask to select a revenue formula, a posting method, and goal multipliers. The subtask also contains a table where you can enter revenue adjustments.

Key Fields	Description
Revenue Formula	Choose 1 of 30 formulas.
Allow Revenue to Exceed Value	This checkbox as an override mechanism on the Total Ceilings screen. If used, it looks at the Project Settings screen to determine whether the global setting is set to either override contract or funding value.
By How Much?	This is the designated dollar amount that will be added to the Total Ceiling screen amount to yield the acceptable revenue.
Post Revenue to...	This control impacts the posting routine for the General Ledger.
Revenue Adjustment	The lower unlabeled portion of the screen is used to adjust the system generated revenue computation.
Award Fee	Use this subtask to select the accrual method to record the award fee.

Revenue Formulas

Enter, or click to select, the revenue formula. You must select revenue formulas on the Revenue Formulas subtask of the Configure Project Settings screen before you can select them from the Revenue Info screen.

Each formula listed produces a separate calculation and all formulas are independent from the type of project specified on the Basic Info tab.

ⓘ Access the Costpoint Help for a full explanation of all 30 revenue formulas.

Revenue Rules of the Road

Here are a few guidelines in setting up Revenue Information.

Project Ledger revenue is generally stored at the lowest transaction level.

Do not stack revenue formulas.

Setting revenue for the project at the funding level may be the best solution.

The designation of the revenue formula at a specific level will impact posting routines to the General Ledger.

While revenue formulas can be changed during the lifecycle of a project, there are consequences to the Project Ledger.

Changing a fundamental revenue recognition paradigm like Owning versus Performing Org for a specific project has potential consequences.

Ceiling & Override screens

Ceiling act as a maximum value or cap that cannot be exceeded.

An override is as an exception rate that ignores the Manage Project User Flow screen and applies a unique rate to the designated criteria.

Accessible through the main menu or as subtasks on the Manage Project User Flow screen.

Overall, there are a total of 9 special subtasks specifically associated with the definition of project related ceilings and overrides.

Each of these ceilings and/or overrides can apply on a total contract. The most critical component of setup relates to the positioning of these controls. In fact, ceilings and overrides can be defined at multiple levels of a project; that is, stacking is allowed.

Subtask	Description
Total Ceil	A contract wide limit.
Dir Cost Ceil	A limit on specific accounts.
Burd Cost Ceil	A limit on indirect burden.
Dir Hrs Ceil	A limit on hours by PLC.
Empl Hrs Ceil	A limit on hours by employee and PLC.
Vend Hrs Ceil	A limit on hours by vendor-subcontractor and PLC.
Cost Fee Ovrd	A fee exception by account.
Burd Fee Ovrd	A fee exception by indirect pool and account.
Mult Ovrd	A markup exception by account.

The Ultimate Override

Projects > Project Setup > Project Setup Controls > Configure Project Settings

Use the Allow Revenue To Exceed group box to select the method by which you wish to recognize any excess revenue.

DU