

Billing Procedures

Part 2

Costpoint Billing Series

Participant Guide

Deltek
University

Billing Procedures Part 2

Costpoint Billing Series

© 2018 Deltek, Inc. All Rights Reserved


COPYRIGHT INFORMATION

Deltek is the leading global provider of enterprise software and information solutions for professional services firms and government contractors. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. 16,000 organizations and 2 million users in over 8 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resources, streamline operations, and deliver more profitable projects.

Deltek.com/education

©December 2018 Deltek, Inc. All rights reserved.

All referenced trademarks are the property of their respective owners.



Course Learning Objectives

By the end of this course, you should be able to:

- » Identify the following:
 - » Purpose of a work force in controlling labor charges against any type of project
 - » Difference between Employee Work Force and Vendor Work Force screens
 - » Time and Material Formulas
 - » Use of Rate Type codes
 - » Function of the Rate Sequence table
 - » Role of the Load Labor Rates process in properly updating a labor transaction record that initially resides in Open Billing Detail
- » Demonstrate how to:
 - » Set up the Project Work Force
 - » Create a T&M format and supporting schedule
 - » Set up PLCs and linking PLCs and PLC Rates to projects
 - » Process a T&M bill

© 2018 Deltek, Inc. All Rights Reserved. 3

Project Work Force

Billing Procedures Part 2

Deltek University



Work Force Definition

Work Force

A collection of employees and/or vendors (subcontractors) who are authorized to charge against a project.

A Top Level Work Force requires that the employees and vendors be designated at the highest level of the project. Accordingly, any lower level project node that allows charging is open to that work force.

Work Force Feature



Projects > Project Setup > Project Master > Manage Project User Flow

The screenshot shows the 'Manage Project User Flow' interface. The 'Charging' section is highlighted with a green box, indicating the following settings:

- Active
- Allow Charging
- Project Work Force Required
- Use Top Level Work Force

- Enable the **Project Work Force Required** checkbox
- If the work force can be designated at the highest level of the project for all lower level elements, enable the **Use Top Level Work Force** checkbox.



Work Force and Project Labor Category

PLC - Project Labor Category

- » Represents a classification code defining the type of work that an employee is performing on a specific job
- » An alphanumeric code consisting of up to six (6) characters
- » This code is more detailed than the General Labor Category which has a stronger correlation to a Human Resources classification

Project Employee Work Force



Projects > Project Setup > Project Labor > Manage Employee Work Force

The **Manage Employee Work Force** screen is where a set of employees who are designated to charge the project is set up.

Employee	Employee Name	Home Organization	Status
DU001	Angela, Kim	G.C.HDQ	Active
DU002	Park, Jason	G.E.102	Inactive
GP000	Pendleton, Axel S	G.C.HDQ	Active
GP001	Borczyk, Vladimir B	G.E.102	Active

Employee #	Employee Name	Home Organization
GP015	Vieramkoski, Gregori T	G.E.100
GP016	Riefferson, Bjorn J	G.E.100
GP017	Fieldings, Winslow E	G.E.102
GP018	Vu, Wei X	G.E.102
GP019	Whitefeather, Wheatley	G.C.HDQ

Project Employee Work Force: Assign PLC to Employee Work Force



Projects > Project Setup > Project Labor > Manage Employee Work Force > Assign PLC to Employee Work Force subtask

Identification > Assign PLC to Employee Work Force

PLCs		Query	Selected Employees		Query
<input checked="" type="checkbox"/>	PLC		<input checked="" type="checkbox"/>	Employee	
	PLC Description	Select		Employee Name	
<input checked="" type="checkbox"/>	G-AQ01	Aquatic Environmentalist 1	<input checked="" type="checkbox"/>	GP015	Vleramkoski, Gregori T
<input checked="" type="checkbox"/>	G-AQ02	Aquatic Environmentalist 2	<input checked="" type="checkbox"/>	GP016	Riefferson, Bjorn J
<input checked="" type="checkbox"/>	G-AQ03	Aquatic Environmentalist 3	<input checked="" type="checkbox"/>	GP017	Fieldings, Winslow E
<input checked="" type="checkbox"/>	G-AQ04	Aquatic Environmentalist 4	<input checked="" type="checkbox"/>	GP018	Vu, Wei X
			<input checked="" type="checkbox"/>	GP019	Whitefeather, Wheatley

PLCs Assigned to Employee Work Force

New Copy Delete Form Query

<input checked="" type="checkbox"/>	PLC *	PLC Description	Default PLC	Employee *	Employee Name
<input checked="" type="checkbox"/>	G-AQ01	Aquatic Environmentalist 1	<input checked="" type="checkbox"/>	GP015	Vleramkoski, Gregori T
<input checked="" type="checkbox"/>	G-AQ02	Aquatic Environmentalist 2	<input checked="" type="checkbox"/>	GP016	Riefferson, Bjorn J
<input checked="" type="checkbox"/>	G-AQ04	Aquatic Environmentalist 4	<input checked="" type="checkbox"/>	GP017	Fieldings, Winslow E
<input checked="" type="checkbox"/>	G-AQ03	Aquatic Environmentalist 3	<input checked="" type="checkbox"/>	GP018	Vu, Wei X
<input checked="" type="checkbox"/>	G-AQ03	Aquatic Environmentalist 3	<input checked="" type="checkbox"/>	GP019	Whitefeather, Wheatley

The **Manage Employee Work Force** screen can also be used to designate specific PLCs for anyone who does work on the project.

Project Vendor Work Force

A Project Vendor Work Force is similar in set up to the Project Employee Work Force.

Browse Applications > Projects > Project Setup > Project Labor > Manage Vendor Work Force

Identification

New Copy Delete 1 of 1 Existing Table Query

Project * AQUAA.15.01.01 | AQUAA 15:DO1-TASK1

Assign PLC to Vendor Work Force

Vendors		Query	Selected Vendors		New Copy Delete Query
<input checked="" type="checkbox"/>	Vendor		<input checked="" type="checkbox"/>	Vendor *	
	Vendor Name	Select		Vendor Name	
<input checked="" type="checkbox"/>	C0001	Gregori + Rasputin	<input checked="" type="checkbox"/>	V1006	GS Accounting Partners
<input checked="" type="checkbox"/>	C0002	Greta, Shabecca +Tristan	<input checked="" type="checkbox"/>	V1009	CQE Telemetrics LLC
<input checked="" type="checkbox"/>	C0003	Garrett & Cedrick	<input checked="" type="checkbox"/>	V1011	AZZ Consulting
<input checked="" type="checkbox"/>	C0004	Heppelwaite + Sheridan			
<input checked="" type="checkbox"/>	C0005	Henredon & Clarendon			
<input checked="" type="checkbox"/>	C0006	Ersatz, Emilio& Estevan			

The list of valid records in this table is derived from the Accounts Payable Vendor table

Project Vendor Work Force: Assign PLC to Vendor Work Force



Projects > Project Setup > Project Labor > Manage Vendor Work Force > Assign PLC to Vendor Work Force subtask

Identificatio... Manage Vendor Work Force

Project* AQUAA 15.01.01 | AQUAA 15.D01-TASK1

Identificatio > Assign PLC to Vendor Work Force

PLCs

PLC	PLC Description	Select
G-AQ01	Aquatic Environmentalist 1	<input type="checkbox"/>
G-AQ02	Aquatic Environmentalist 2	<input type="checkbox"/>
G-AQ03	Aquatic Environmentalist 3	<input type="checkbox"/>
G-AQ04	Aquatic Environmentalist 4	<input type="checkbox"/>

Selected Vendors

Vendor	Vendor Name
V1006	GS Accounting Partners
V1009	CQE Telemetrics LLC
V1011	A2Z Consulting

PLCs Assigned to Vendor Work Force

PLC *	PLC Description	Default PLC	Vendor *	Vendor Name
G-AQ01	Aquatic Environmentalist 1	<input checked="" type="checkbox"/>	V1006	GS Accounting Partners
G-AQ04	Aquatic Environmentalist 4	<input checked="" type="checkbox"/>	V1009	CQE Telemetrics LLC
G-AQ02	Aquatic Environmentalist 2	<input checked="" type="checkbox"/>	V1011	A2Z Consulting

Assign PLC to Vendor Work Force

Vendor Name

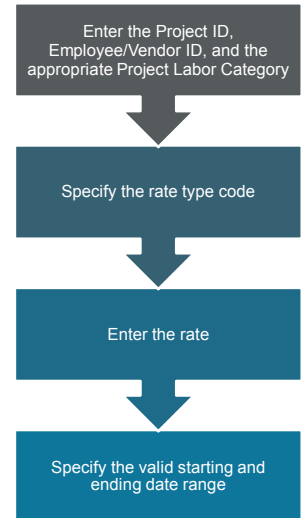
- Accounting Partners
- Telemetrics LLC
- Consulting

Demonstration

» Manage Employee Workforce

Employee Specific Rates

 Projects > Project Setup > Project Labor > Link PLC Rates to Employee/Vendor



Work Force Transactions

 Accounting > Accounts Payable > Voucher Processing > Manage Accounts Payable Vouchers > Vendor Labor subtask

Sub Line*	Vendor Employee	GLC*	PLC	Hours*	Amount	VAT Recovery Amt	Effective Billing Date	Vendor Employee Name	PLC Desc
1	C1-03	SUBCON	G-ACCT	10.00	10,000.00	10000	02/29/2020	Barry Harlock	Accountant 1

Work Force transaction validation occurs in the timesheet module in addition to the **Vendor Labor** subtask of **Accounts Payable Vouchers**.

A/P Voucher Detail

Vendor Labor Subtask

Quick Review: Project Workforce

True or False?

- » Work Force functionality is mandatory for time-and-material-based projects.
- » Work Force functionality can work without making an association between an employee and a Project Labor Category.
- » A project with three lower level project nodes can be configured to have three separate and unique work forces.



Time & Material Billing

Billing Procedures Part 2



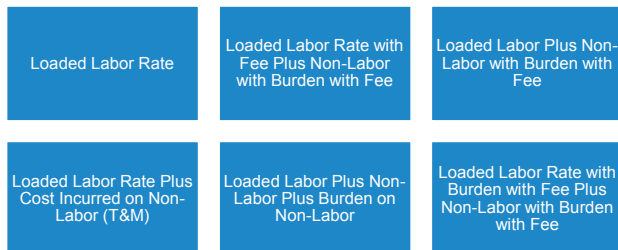
Time & Material Billing

- » Includes a diverse collection of formulas
- » Encompasses all billing methodologies that require labor (time) to be billed out on an hourly basis
- » Billing rate may be set based on a rate schedule or correlated to an employee's hourly rate
- » Other costs such as travel expenses may be billed to a client or a markup percentage could be applied

Time & Material Formulas

There are nine T&M-based formulas in Costpoint — six are loaded labor and three are multiplier-based.

Loaded labor uses a billing rate that is already marked up.



Multipliers apply a factor against an employee's individual pay rate.





Loaded Labor Formulas

FORMULA	Labor (Time)			Non-Labor (Materials)		
	@Bill Rate	+Fee	+Burden	@Cost	+Fee	+Burden
Loaded Labor Rate	•					
Loaded Labor Rate + Cost Incurred on Non-Labor (T&M)	•			•		
Loaded Labor + Burden on Non-Labor	•			•		•
Loaded Labor + Non-Labor with Burden with Fee	•			•	•	•
Loaded Labor Rate with Fee + Non-Labor with Burden with Fee	•	•		•	•	•
Loaded Labor Rate with Burden with Fee + Non-Labor with Burden with Fee	•	•	•	•	•	•

Time and Material Billing Format

The first step in the Time & Material process is to **create a billing format that will become the foundation for all billings.**



Projects > Billing > Billing Formats > Manage Generic Billing Formats

- » **Header Tab** – Used to set which information is printed on the invoice heading
- » **Hours Tab** – Used to set how much detail is printed on the hours-based portion of a bill, and how that information is sorted, summarized, and subtotaed
- » **Display Options** – Used to set which column information is printed on unit billings
- » **Footer Tab** – Used to set what information is printed at the bottom of the bill



Manage Supporting Schedule Formats

Projects > Billing > Billing Formats > Manage Supporting Schedule Formats



Demonstration

- » Create a T&M Billing Format
- » Supporting Schedule Format



Project Labor Categories

- » The PLC is the foundational structural element for the proper functioning of the Time & Material billing.
- » It defines the type of work being performed, and it is specifically correlated to the contract.
- » It is always associated with a billing rate when the billing formula is either loaded labor or rate schedule.



Demonstration

- » Setting up PLCs
- » Linking PLCs to projects
- » Linking PLC rates to projects



Rate Type Matrix

- » There are five possible rate type codes that can be used on the PLC rate screen.
- » The default is always **B** for the designation of an actual billing rate.

Code	Employee's Pay Rate				Bill Rate		Pay Rate/Bill Rate Correlation
	Year 1	Year 2	Multiplier	Ceiling	Year 1	Year 2	
A Actual	\$40.00	\$50.00	2x	N/A	\$80.00	\$100.00	Directly
B Billing	\$40.00	\$50.00	N/A	N/A	\$79.95	\$79.95	None
C Ceiling	\$40.00	\$50.00	2x	\$95.00	\$80.00	\$95.00	Directly But Capped
S Standard	\$40.00	\$50.00	N/A	N/A	\$40.00	\$50.00	No Dilution
T Transaction	\$40.00	\$50.00	N/A	N/A	€160.00	€160.00	Indirect

Billing Formula Applicability

- » Codes **A**, **C**, and **S** all deal directly with how an employee's actual hourly rate are used in the computation of the billing rate.
- » **S** is a variation of **A** in that the codes are only different when a salaried employee works more than 40 hours in a standard work week. **S** will apply the standard rate as opposed to the diluted effective rate.
- » **C** applies a multiplier factor just like **A** and **S**, but it caps out the multiplication to a ceiling rate.

Code	Formula
B	Loaded Labor
A, C, S	Rate Schedule – Multiplier
T	All Formulas. Applies to Multicurrency Billings.



Billing Formula Applicability

A

Browse Applications > Projects > Billing > Billing Master > Manage Project Billing Information

Identification: Project: AADAM.2 | AADAM Delivery Order II

Proj Bill Info: Setup Information | 1443 Info | Other Info | Global Withholding | Billing Currency Contract Values

Billing Formula

Labor Cost Times Multiplier Plus Non-Labor Times Multiplier (Cost)

Labor Multiplier: 5.0000 | Non-Labor Multiplier: 1.0000

Retainage: Basis for Calculation: Total Bill Amt

Withhold On: Each

Percentage: 0.00%

Maximum Amount: Functional Currency: 0.00 | Billing Currency: 0.00

B

Browse Applications > Projects > Billing > Billing Master > Manage Project Billing Information

Identification: Project: AADAM.2 | AADAM Delivery Order II

Proj Bill Info: Setup Information | 1443 Info | Other Info | Global Withholding | Billing Currency Contract Values

Billing Formula

Labor Cost times Multiplier plus Non-labor times Multiplier (Hours)

Labor Multiplier: 1.0000 | Non-Labor Multiplier: 1.0000

Retainage: Basis for Calculation: Total Bill Amt

Withhold On: Each

Percentage: 0.00%

Maximum Amount: Functional Currency: 25,000.00 | Billing Currency: 0.00

Rate Sequence Table Rules

- » Set up of this table is mandatory for any project with a loaded labor or rate sequence formula.
- » Always define the setup at the lowest transaction level of every project node.
- » Use this table to point to the rate table where the billing rates were defined.
- » Point to the appropriate level of the source project where the rates are stored.

Rate Sequence Table Rules



Projects > Project Setup > Project Master > Manage Project User Flow > Def Rate Seq subtask

Browse Applications > Projects > Project Setup > Project Master > Manage Project User Flow

Manage Project User Flow

Load Defaults

Project *	Project Name *	Project Abbreviation	Level	Project Classification	Project Class Allow Edit	Project Type	Project Type Allow Edit
AADAM.1.02	T&M CLIN II		3	DIRECT Project	<input type="checkbox"/>	G-DEFENSE	<input type="checkbox"/>

Modifications Rev Info Proj Bill Info **Def Rate Seq** COGS Total Ceil Dir Cost Ceil Burd Cost Ceil Dir Hrs Ceil Empl Hrs Ceil Vend Hrs Ceil Cost Fee Ovr Burd Fee Ovr Mult Ovr Gov't Contract Deliverables User-Defined Info Proj Levels Org History Notes Proj Location Acct/Org Links

Identification > Def Rate Seq

Sequence *	Rate Table *	Rate Table Description	Source Project
1	PEC	Project/Employee PLC Rates	AADAM.1.02
2	PVC	Project/Vendor PLC Rates	AADAM.1.02
3	PC	Project PLC Rates	AADAM
4	C	Project Labor Categories	

Define Rate Sequences



Projects > Project Setup > Revenue > Manage Rate Sequence Orders

The system will always reference sequence number 1 first. If it is unable to find the appropriate project-PLC combination, it will subsequently reference any other lines defined in this table.

Browse Applications > Projects > Project Setup > Revenue > Manage Rate Sequence Orders

Identification

Project * AADAM.1.02 T&M CLIN II

Rate Sequence Details

Sequence *	Rate Table *	Rate Table Description	Source Project
1	PEC	Project/Employee PLC Rates	AADAM.1.02
2	PVC	Project/Vendor PLC Rates	AADAM.1.02
3	PC	Project PLC Rates	AADAM
4	C	Project Labor Categories	

The Lookup provides a view of the four possible rate tables.

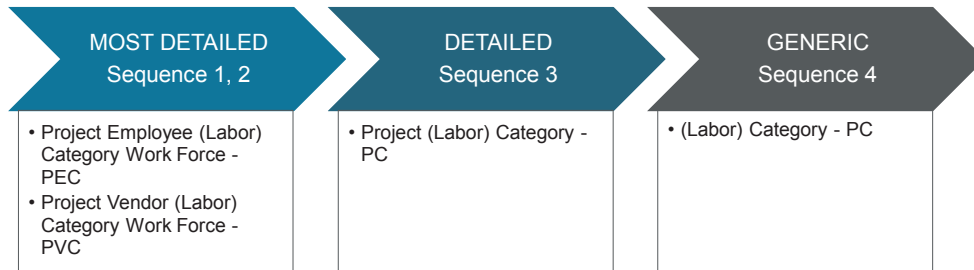
Lookup

Bill Code	Bill Rate Table Desc
C	Project Labor Categories
PC	Project PLC Rates
PEC	Project/Employee PLC Rates
PVC	Project/Vendor PLC Rates

Select Cancel



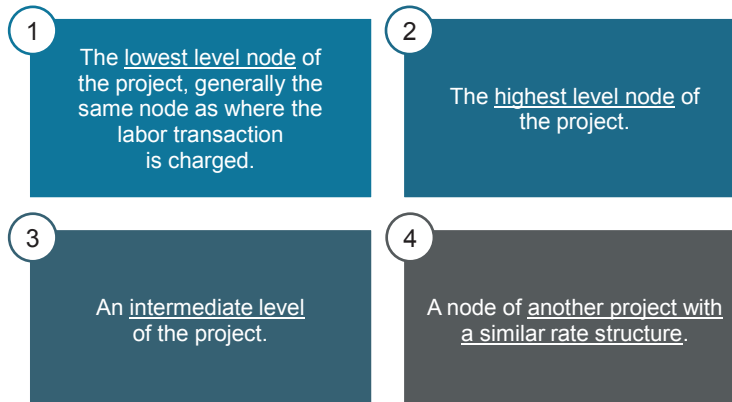
Possible Rate Tables



Rate Table	Description of Rate Table
PEC	Employee – Project Specific Billing Rates
PVC	Subcontractor/Vendor – Project Specific Billing Rates
PC	Project Specific Rates
C	Database Wide Rates

Source Project

Types of record that may serve as a Source Project





Source Project

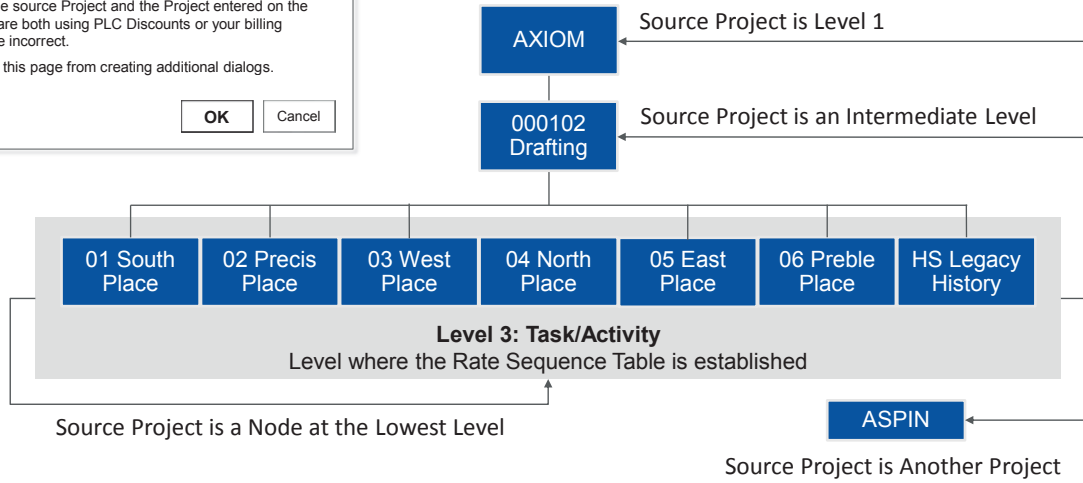
ashapp156vs:7009 says:

The source project is not the same as the Project entered on the main form. If you are using discounts, please make sure that the source Project and the Project entered on the main form are both using PLC Discounts or your billing rates will be incorrect.

Prevent this page from creating additional dialogs.

OK

Cancel



Source Project



Projects > Project Setup > Revenue > Manage Rate Sequence Orders

The source project is mandatory for all rate tables with the exception of the global rate table – Code C

Browse Applications > Projects > Project Setup > Revenue > Manage Rate Sequence Orders

Identification: Project * AADAM.1.02 | T&M CLIN II

Rate Sequence Details

Sequence *	Rate Table *	Rate Table Description	Source Project
1	PEC	Project/Employee PLC Rates	AADAM.1.02
2	PVC	Project/Vendor PLC Rates	AADAM.1.02
3	PC	Project PLC Rates	AADAM
4	C	Project Labor Categories	



Source Project

- » Options for the designation of a Source Project:
 - » No Designated 'Source Project': For global rates, a source is NOT required since the billing rates apply to all projects.
 - » Level 1 of the Project: Defining the rates at level 1 is based on the assumption that the rates apply to all lower level nodes of the project.
 - » An intermediate or lower level of the project: Defining the rates at some lower level assumes that billing rates may vary based on the structural elements such as CLIN or delivery order.
- » A Dummy Project: This methodology works well for a family of projects using the same billing rate methodology such as a common GSA Schedule or in an environment based on using multipliers and rate code A.

Multiplier-based Time and Material Billing

The screenshot displays the 'Manage Project Billing Information' window for project 'D1787.07 - Trinagulation Matrix VII'. The 'Billing Formula' section is highlighted with a green box, showing the following configuration:

- Billing Formula: Labor Cost Times Multiplier Plus Non-Labor Times Multiplier (Cost)
- Labor Multiplier: 1.0000
- Non-Labor Multiplier: 1.0000
- Final Billing Completed:
- Include Labor Multiplier in Billing Rate:

A callout box points to the Labor Multiplier field, stating: "Actual incurred costs will be marked up by a factor".

Other visible settings include:

- Format: Generic Billing Format (COST+)
- Government 1035 Format Information: Print Cost Plus or Fixed Price Format
- Roll Up Accounts to Level: 1
- Supporting Schedule Format: (SCHED1)
- Retainage: Basis for Calculation (-None-), Withhold On (-None-), Percentage (0.00%), Functional Currency, Billing Currency (0.00)

Employee Pricing Matrix

ID	Name	PLC	Hourly Rate	Billing @ 2X	Ceiling
00006	Sinclair	ARC-JR	\$ 45.00	\$ 90.00	Not Applicable
00002	Checzyzinski	ARC-DR	\$ 57.50	\$115.00	Not Applicable
00003	Szieskoski	ARC-SR	\$ 75.00	\$150.00	Not Applicable
00005	Preswick	ARC-MG	\$110.00	\$220.00	\$200.00

(C) Ceiling Code

- Acts as a not to exceed rate when the multiplier is applied against the hourly rate

(S) Standard Code

- Acts to counteract the dilution of the hourly rate in instances where the employee's effective hourly rate is lower
- This traditionally occurs for salaried employees who record all hours worked although they are only compensated for their standard work week hours.

(T) Transaction Code

- Refers to the transactional currency

Define Rate Sequence

Billing Number: AADMM-3
Invoice Number: 00000000000435

Bill To:
 United Aerospace Defense Agency
 1000 Boulevard of the Mynths
 Attn: Accounts Receivable
 Suite 12-000
 Portage Au Prairie, MN 51789-0012

Customer Number: UASA
Prime Contract Number: TFR-00908-001
Subcontractor Number: Advanced Aerospace
Customer PO Number: Defense Air Matrix
Project Number: AADMM-1
Project Name: AADMM Delivery Order 1
Project Period of Perf.: 01/02/2014 to 12/31/2022
Project Manager: Szieskoski, Christian A
Terms: NET 10
Due Date: 04/10/2015

Remit To:
 Royal Bank Of Scotland
 Attn: Lock Box Processing Centre
 Suite 32000
 12000 Lagimodiere Promenade
 Halifax, NS B64 6T4
 CAN

Contract Value		Funded Value	
Cost:	1,000,000.00		500,000.00
Fee:	0.00		0.00
Total:	1,000,000.00		500,000.00

Cumulative Amount Billed: 215,166.35

Billing Period From: 03/01/2015 **Billing Currency:** USD
To: 02/21/2015

	Current Hours	Rate	Current Amount	Cumulative Hours	Cumulative Amount
P-ASP AADMM AstroPhysicist Pendelton, Axel S	0.00	350.0000	0.00	150.00	52,500.00
P-LEN AADMM Logistics Engineer Borczyk, Vladimir B	0.00	175.0000	0.00	110.00	19,250.00
Checzyzinski, Cozy C	0.00	175.0000	0.00	40.00	7,000.00

Identification > Def Rate Seq

Sequence *	Rate Table *	Rate Table Description	Source Project
1	PC	Project PLC Rates	AADAM

The Rate Sequence must be established at the charging level of the project in order for the **Load Labor Rates** process to properly price out the labor.

Billable Value

Browse Applications > Projects > Project Setup > Project Master > Manage Project User Flow

Project* AADAM.2 Name* AADAM Delivery Order II Abbreviation Level 2 Load Defaults

Primary Definitions

Basic Info Details

Classification: DIRECT Project (Allow Edit) Charging: Active (checked) Allow Charging (unchecked) Controls: Owing Org: G.A.201 (Allow Edit)

Project Type: G-DEFENSE Account Group: MRA (Allow Edit) Limit: (checked) Default to Owing Organization (unchecked)

Export Project*: None (checked) Billable Project (checked) Apply Cost of Money Rates (unchecked) Cobra Program (unchecked) Cobra Mapping Value: (empty)

Which Orgs Can Charge Specific Accts (unchecked) Export to Shop Floor Time (unchecked) Export to Manufacturing Execution (unchecked) Export Project Work Force to Talent (unchecked)

Project Work Force Required (checked) Use Top Level Work Force (checked) Apply Salary Cap (unchecked) Salary Cap Code: (empty) ACRN Options (unchecked) ACRN Warnings With Modifications Changes (unchecked)

Identifications > Rev Info

Revenue Formula: CPFC Cost Plus Fee On Cost Fiscal Year: (empty)

Labor Fee Pct: 5.0000 Non-Labor Fee Pct: 5.0000 Calculate Revenue on Units (unchecked) Discount Method: -None- Allow Revenue to Exceed Value (unchecked) By How Much?: 0.00

Post Revenue to the: Owing Organization (selected) Performing Organization (unchecked) Goal Multiplier: Labor: 1.0000 Non-Labor: 1.0000

Identifications > Rev Info > Revenue Adjustments

Fiscal Year*	Period*	Subperiod*	Revenue Adjustment Amount*	Award Fee Adjustment Amount	Description*
2015	1	1	20,000.00	0.00	Per Spreadsheet Schedule
2015	2	1	12,000.00	0.00	Per Spreadsheet Schedule
2016	1	1	-32,000.00	0.00	Reverse out Revenue adjustments

Time & Material Processing

Billing Procedures Part 2

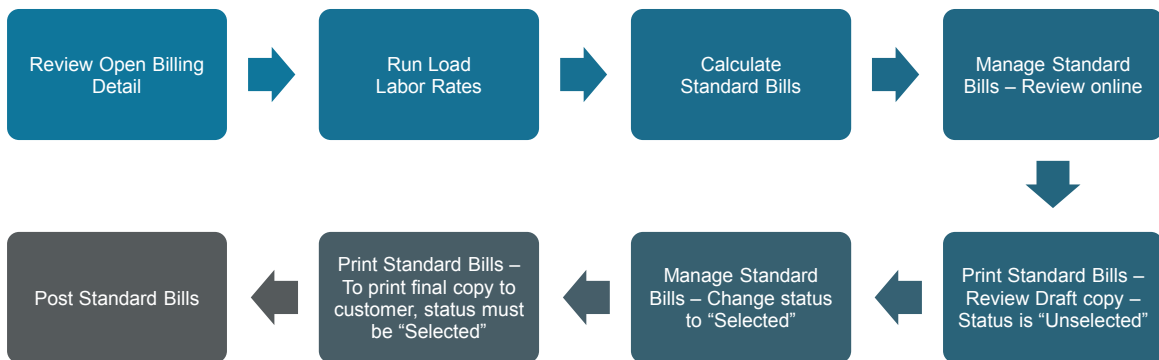


Time & Material Process Flow

Initiating Transactions

- » The billing process begins with transactions.
- » Generally, the bulk of these transactions contributing to a time and materials invoice are timesheet and accounts payable vouchers.

Steps to Processing Time & Material Bill

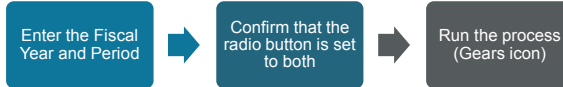




Load Labor Rates



Projects > Billing > Standard Bills Processing > Load Labor Rates



Load Labor Rate Process

What does this process do?

- » Relies exclusively on the proper set up of the Rate Sequence Table
- » This process initially references every transaction in Open Billing Detail, and it searches for a corresponding transaction project ID in the Rate Sequence Table.
- » In the Rate Sequence Table, it finds the pointer to the appropriate billing rate table and source project. Finally, the effective bill date is matched against the date ranges in the billing table.
- » Subsequently, a billing rate and rate type code are populated in the Open Billing Detail record.

Open Billing Detail



Projects > Billing > Standard Bill Processing > Manage Open Billing Detail

How do I know that it worked?

Management Applications > Projects > Billing > Standard Bill Adjustments > Manage Open Billing Detail

Manage Open Billing Detail [New] [Copy] [Delete] [8 of 30 Existing] [Table] [Query]

Identification
Project* AADAM.1.01 | T&M CLIN I

Billing Detail **Labor** Units Other

ID Type Employee
Employee GP006 Vendor Vendor Employee
Name Haddington, Parker T
GLC G-ENJR | Engineer Junior
PLC P-SEN | AADAM Senior Engineer

Billing Rate 200.0000 Rate Type Billing

Timesheet Date 01/25/2020
Effective Bill Date 01/25/2020

Exchange Rates Cash Basis

Calculate Standard Bills



Projects > Billing > Standard Bill Processing > Calculate Standard Bills

Management Applications > Projects > Billing > Standard Bills Processing > Calculate Standard Bills

Identification
Parameter ID* Description*

Options Withholding Release

Selection Ranges

Option	Fiscal Year*	Period*	Subpd*	Ending Date	End
Accounting Period	One	2020		01/31/2020	
Projects	All				
Bill Groups	All				
Billing Cycles	All				

Options

Calculate

- Billings
- Bilable Value on Open Transactions
- Bilable Value on Unbilled Transactions

Invoice Date* 01/31/20

Include

- Current Activity Only
- Transactions with Zero Bill Rate
- Transactions with Zero Cost Amount
- Transactions with Zero Units Quantity
- Projects with "Final Billing Completed" checked

Processing Options

- Auto-Release On-Hold Items
- Create Zero Retainage and Over-Ceiling Rows
- Create Zero Fee Rows
- Create Zero Discount Rows
- Create Zero Withholding Row
- Create Zero Withholding Release Row

Consolidated Standard/Retro Billing Options

Select Retroactive Bill Calculation Type

- None
- Indirect costs

Indirect Costs Retroactive Billing Options

Include Current Fiscal Year
Include One Prior Fiscal Year
Include Multiple Prior Fiscal Years (see "Retro Billing Indirect Costs Fiscal Years" subtask)

Percentage to Release Calculation Help

Manage Standard Bills



Projects > Billing > Standard Bill Processing > Manage Standard Bills

Review the bill in Manage Standard Bills, then change the status of the bill to **Selected**, once the **Draft** copy is verified. Take note of the Invoice Number.

Print Standard Bills



Projects > Billing > Standard Bill Processing > Print Standard Bills

Enter the Project and Invoice number to print the bill. Note: The **Include Unselected Invoices** is not selected.

Post Standard Bills




Projects > Billing > Standard Bills Processing > Post Standard Bills

Access the Post Standard Bills screen to post the bill.

Demonstration

» T&M Bill Processing



Recap

To summarize, here are the topics we have discussed:

- » Purpose of a work force in controlling labor charges against any type of project
- » Difference between Employee Work Force and Vendor Work Force screens
- » Project Work Force setup steps
- » PLC setup and linking PLCs and PLC Rates to projects
- » Time and Material Formulas
- » Use of Rate Type codes
- » Function of the Rate Sequence table
- » Role of the Load Labor Rates process in properly updating a labor transaction record that initially resides in Open Billing Detail
- » T&M format and supporting schedule
- » T&M bill processing

© 2018 Deltek, Inc. All Rights Reserved. 51

Thank you for attending this course



Send comments and feedback to
DeltekUniversity@deltek.com

Deltek University © 2018 Deltek, Inc. All Rights Reserved. 52

Deltek is the leading global provider of enterprise software and information solutions for professional services firms and government contractors. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. 16,000 organizations and 2 million users in over 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resources, streamline operations, and deliver more profitable projects.

deltek.com/university