



**Deltek.**

# Preparing the Projects at Year-End

Costpoint Year-End Series

Activity Guide

# Copyright Information

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## Scenario 1: Copy Pool and Pool Rates

ABC Company is preparing for its new fiscal year, 2063, and needs to prepare pool data for this new year. Your task is to create new pools for Fiscal Year 2063 and to make sure they are ready for processing in the new year.

Copy Pool and Pool Rates																													
Step	Action	Notes																											
1	<p>Login into Costpoint:</p> <p>User Id: <b>CPADMIN</b></p> <p>Password: <b>learning</b></p>																												
2	<p>Go to the <b>Cost and Revenue Processing Utilities &gt; Copy Pools</b> screen and <b>enter</b> the following:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Source</u></th> <th style="text-align: center;"><u>Destination</u></th> </tr> </thead> <tbody> <tr> <td>Allocation Group:</td> <td style="text-align: center;"><b>1</b></td> <td style="text-align: center;"><b>1</b></td> </tr> <tr> <td>Fiscal Year:</td> <td style="text-align: center;"><b>2062</b></td> <td style="text-align: center;"><b>2063</b></td> </tr> <tr> <td>Pool = <b>ALL</b></td> <td></td> <td></td> </tr> <tr> <td>Data to be Copied:</td> <td></td> <td></td> </tr> <tr> <td>Pool Base Data = <b>Checked</b></td> <td></td> <td></td> </tr> <tr> <td>Pool Cost Data = <b>Checked</b></td> <td></td> <td></td> </tr> <tr> <td>Pool Rates Data = <b>Checked</b></td> <td></td> <td></td> </tr> <tr> <td>Service Center Data = <b>Checked</b></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Select</b> the <b>Action Menu/Gears</b> to copy the data.</p> <p><b>Close</b> the screen when complete.</p>		<u>Source</u>	<u>Destination</u>	Allocation Group:	<b>1</b>	<b>1</b>	Fiscal Year:	<b>2062</b>	<b>2063</b>	Pool = <b>ALL</b>			Data to be Copied:			Pool Base Data = <b>Checked</b>			Pool Cost Data = <b>Checked</b>			Pool Rates Data = <b>Checked</b>			Service Center Data = <b>Checked</b>			
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3	<p>Now, to prepare the pool rates for the new fiscal year:</p> <p>Go to <b>Manage Cost Pools</b> screen and <b>Query</b> on the Fiscal Year = <b>2063</b>.</p> <p>Highlight <b>Pool 10</b> and change to <b>Form View</b>.</p> <p>Select the <b>Pool Rates</b> subtask.</p> <p><b>Order</b> the <b>Periods</b> in <b>Ascending Order</b> by putting your mouse on the <i>Period Column</i>, <i>Right click</i>, select <i>Sort Ascending</i>.</p>																												

## Copy Pool and Pool Rates

Step	Action	Notes
4	<p>Change the <b>Pd Actual</b> and <b>YTD Actual</b> column amounts to <b>zero</b>. <b>Save</b> your changes.</p> <p>*This is done to make sure actuals reflect the new year actual rates rather than the prior year's actual rates.</p>	
5	<p><b>Repeat <u>Step 4</u></b> for Pools <b>20, 30,</b> and <b>50</b>. <b>Remember to Save your changes.</b></p>	
6	<p>This activity is now complete.</p>	

## Scenario 2: Build Rate Application Table

Now that the pools for FY 2063 have been created, the underlying table used to allocate indirect costs to projects needs to be updated.

Your task to accomplish this is to run the Build Rate Application Table process for FY 2063.

Build Rate Application Table		
Step	Action	Notes
1	Go to the <b>Build Rate Application Table</b> screen and <b>enter</b> the following: Fiscal Year = <b>2063</b>	
2	Select the <b>Pools</b> subtask on the bottom right and view the pools that are part of the FY 2063.	
3	Use the <b>dropdown</b> on the <i>Action Menu (Gears)</i> and select <b>Build Rate Application Table</b> to run the process.	
4	Once complete, <b>Close</b> the screen.	
5	This activity is now complete.	

## Scenario 3: Manage Burden Cost Ceilings

In preparation for the new FY 2063, the Manage Burden Cost Ceilings screen needs to be configured to limit Direct Travel burden costs to 5% for the G&A pool (Pool 50) on project A0027.00.10.001. This applies to both revenue and billing.

Your task is to configure this information for the following Direct Travel accounts:

- 51-120-10 Airfare
- 51-120-20 Auto Rental
- 51-120-30 Lodging
- 51-120-40 Meals
- 51-120-50 Mileage
- 51-120-60 Other

Manage Burden Cost Ceilings		
Step	Action	Notes
1	Go to the <b>Manage Burden Cost Ceilings</b> screen and <b>enter</b> the following: Project = <b>A0027.00.10.001</b> Fiscal Year = <b>2063</b>	
2	Go to the <b>Burden Cost Ceiling Detail</b> section and <b>enter</b> the following: Account = <b>51-120-10</b> Pool = <b>50</b> Rate Ceiling = <b>5%</b> Ceiling Method = <b>Ceiling</b> Apply to R/B/A = <b>All</b> Hit <b>New</b> line or <b>Tab</b> to go the next line and repeat the above steps for the following <b>5 accounts</b> : <b>51-120-20</b> <b>51-120-30</b> <b>51-120-40</b> <b>51-120-50</b> <b>51-120-60</b>	
3	Select <b>Save</b> or <b>Save/Continue</b> to save your newly entered information.	
4	Once complete, <b>Close</b> the screen.	
5	This activity is now complete.	

## Scenario 4: Manage Burden Fee Overrides

In preparation for the new fiscal year, the contract for project A0027.00.10.001 stipulates that the fee on the Overhead East pool (Pool 20) is to be 6% for both revenue and billing purposes.

Your task is to configure the Manage Burden Fee Overrides screen to accommodate this stipulation.

Manage Burden Fee Overrides		
Step	Action	Notes
1	Go to the <b>Manage Burden Fee Overrides</b> screen and <b>enter</b> the following: Project = <b>A0027.00.10.001</b>	
2	Hit the <b>New</b> button and <b>enter</b> the following: Fiscal Year = <b>2063</b> Pool = <b>20</b> Fee Percent = <b>6%</b> Apply to R/B/A = <b>All</b> Select <b>Save</b> or <b>Save/Continue</b> to save the entered data.	
3	Once complete, <b>Close</b> the screen.	
4	This activity is now complete.	