GovCon365

User Manual

Microsoft Dynamics 365 Business Central

for

Government Contractors

GCX v15

December 2025

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Contents

Note – Setups and processes outlined in this document are subject to change as updates and hotfixes are released.

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Chapter 1 – Application Setup

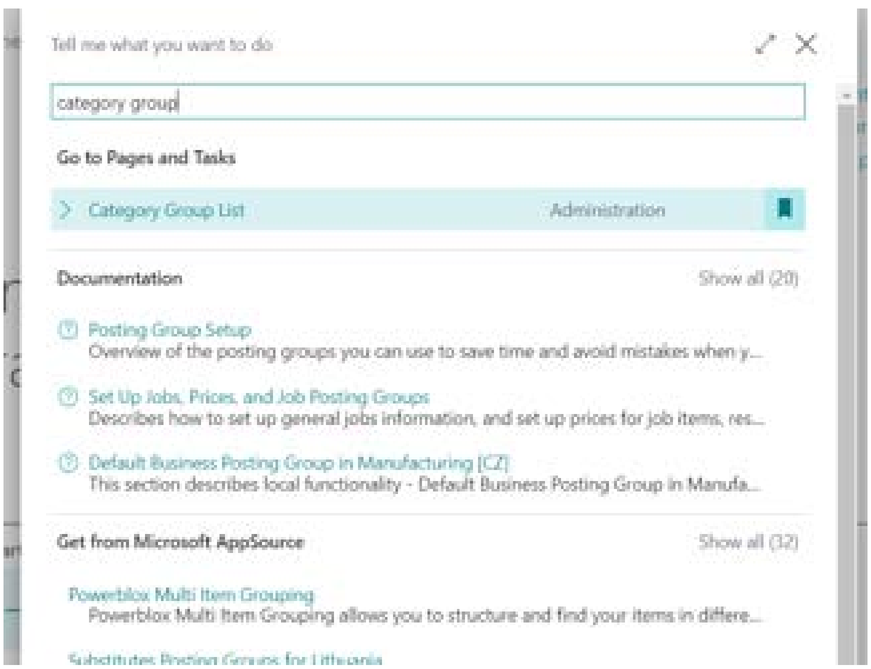
General Setups

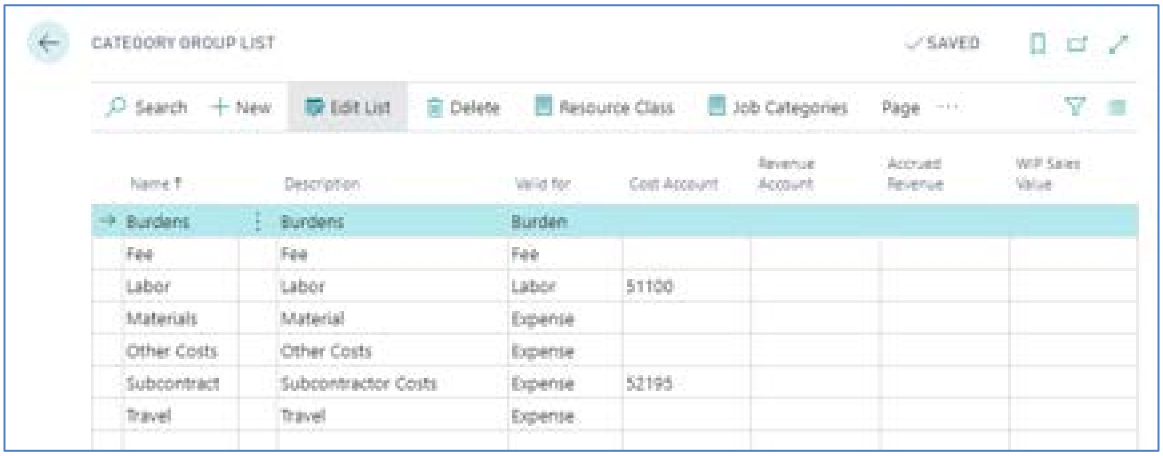
Category Group

The category group is used to group similar cost categories, such as labor, materials and travel expenses. It is also used to setup accounts used when posting to general ledger.
Where Used: Category Group is a field on the job category.

To navigate to the Category Group Setup:

In the top right, click on the lightbulb and search “Category Group”. To keep the Category Group tab on the ribbon, click the bookmark tab to the right of the window.





Name	Description	Valid for	Cost Account	Revenue Account	Accrued Revenue	WIP Sales Value
Burdens	Burdens	Burden				
Fee	Fee	Fee				
Labor	Labor	Labor	51100			
Materials	Material	Expense				
Other Costs	Other Costs	Expense				
Subcontract	Subcontractor Costs	Expense	52195			
Travel	Travel	Expense				

Name: Name the category group.
Description: Description of the category group.
Valid for: Restricts your choices on the screens related to your selection.
Options are:

- **Labor:** Allows postings to time entry.
- **Expense:** Allows postings to expense reports, purchase orders, and purchase invoices.
- **Burden:** Allows postings to indirect costs during allocation.
- **Fee:** Allows postings to sales orders and sales invoices.

Cost Account: Identify the g/l account that the cost for this group should post to.
Revenue Account: Identify the g/l account that the revenue for this group should post to.
Where Used: This is used during invoice posting.
Accrued Revenue: Identify the g/l account that is credited when recognizing revenue.
Note: During the invoice posting process, the revenue accrued is reversed.
WIP Sales Value: Identify the g/l account that is debited when recognizing revenue.
Note: See job posting for more information on how the above g/l accounts post from jobs to general ledger

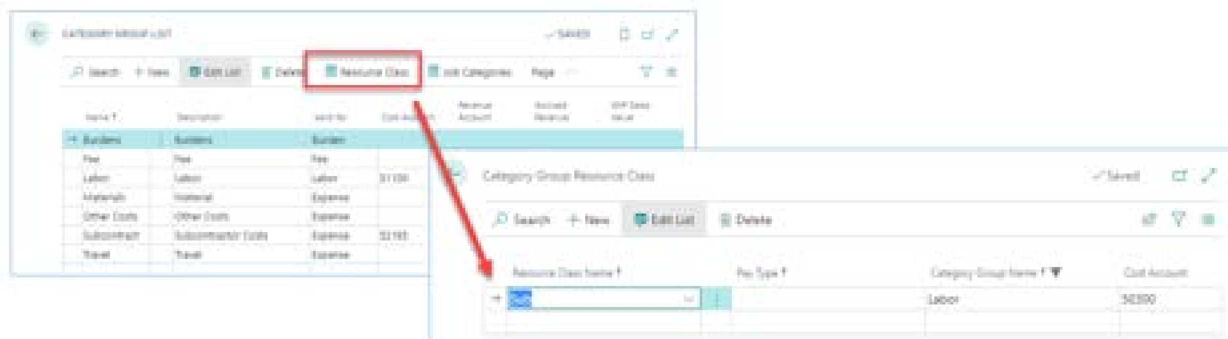
Category Group Resource Class

The category group resource class setup table is used in conjunction with the category group and allows the user to override the g/l account based on a category group and the class code on a resource. This feature may be used to map resources to a client site g/l account or to cover scenarios where it is necessary to map resources to different labor accounts based on full, part-time, or consultant and sub-contractor classification. The setup also allows you to map different g/l accounts based on pay type.

Where Used: This is used when posting labor using the time journal, or subcontract labor using a purchase order.

To navigate to the Category Group Resource Class Setup:

- In the Category Group Listj, Click Resource Class



Resource Class Name: Identify the resource class that you are setting up.
Pay Type: Identify the pay type that you are setting up.
Cost Account: Identify the g/l account to use for the category group, resource class, and pay type selected.

Job Category

The job category setup gives the user the ability to categorize costs across all cost elements by creating a job category and assigning a g/l account to it for the purpose of posting costs to the general ledger. Job categories without a g/l account will use the g/l account on the category group. This allows for scenarios where you may want to track and categorize job costs at a more granular level and yet let these costs post to one g/l account.

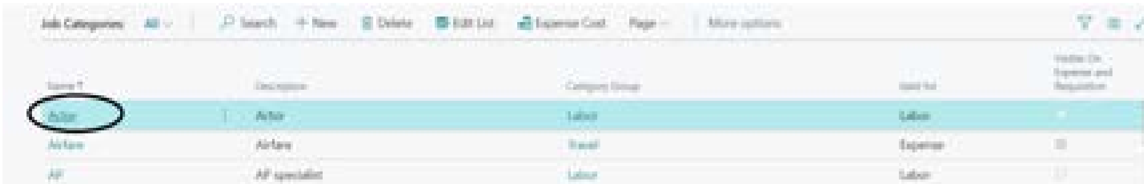
From the Role center Ribbon, select Job Categories.

Name: Identifies a category group using a unique name. This is a required field.
Where Used: Used when you post labor transactions to identify the cost account.
Description: A short description of the job category.
Where Used: The description appears in the resource journal, the Time Journal, or the sales lines.
Category Group: Job categories are assigned to a category group. (Ex. Category group "travel" with "lodging" and "mileage" as job categories.
Valid for: This field defaults from the category group and cannot be changed. Restricts your choices on the screens related to your selection.
Options are:

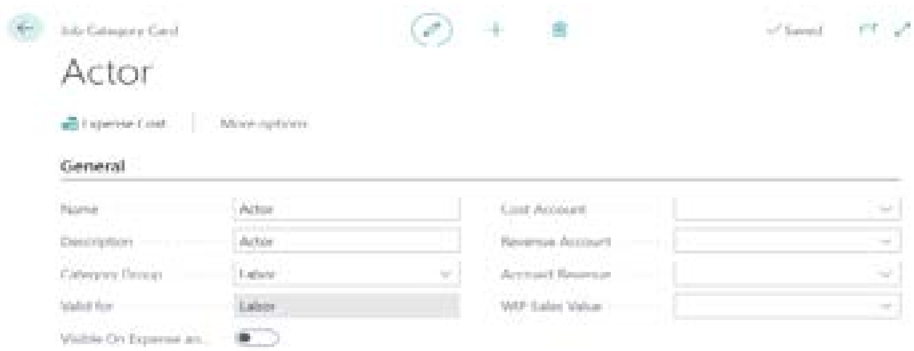
- **Labor:** Allows postings to time entry.
- **Expense:** Allows postings to expense reports, purchase orders, and purchase invoices.
- **Burden:** Allows postings to indirect costs during allocation.
- **Fee:** Allows postings to sales orders and sales invoices.

Cost Account: Assign the g/l account used to post costs to the general ledger.
Revenue Account: Assign the g/l account used to post revenue to the general ledger.
Accrued Revenue: Assign the g/l account used to post accrued revenue to the general ledger.
WIP Sales Value: Assign the g/l account used to post WIP Sales Value to the general ledger.

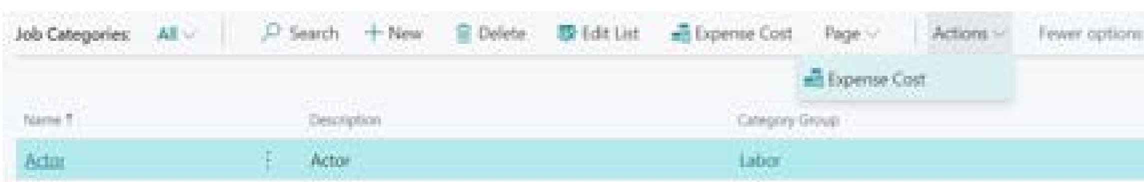
Click the name of the Job Category   All fields setup on the Job Category list page will be prefilled when the job category card is opened.



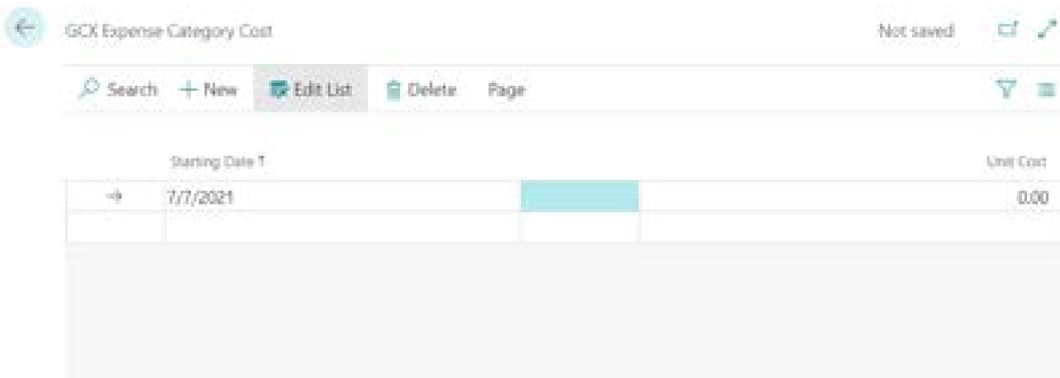
Note: The Job category g/l account may be left blank. The g/l account on the category group will be used instead. This allows for scenarios where you may want to track costs using job categorize job that post to the same g/l account. A typical example where this is desirable is labor categories.
Note: See job posting for more information on how the above g/l accounts post from jobs to general ledger



Expense Cost: This table is used to set up the unit costs for expense job categories.
Highlight an expense job category and select **Expense Cost** in the ribbon of the job category list.



This will open the Expense Category Cost Setup page.

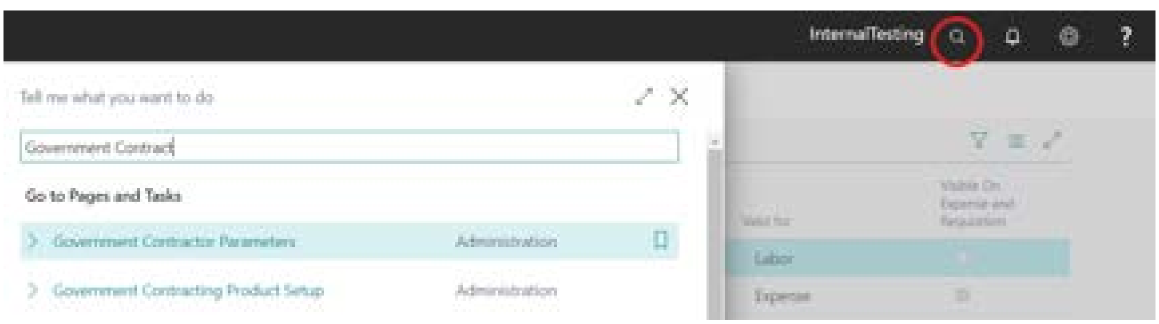


Starting Date: Identify the date that the unit cost will be effective for the job category.
Unit Cost: Identify the Unit Cost amount.

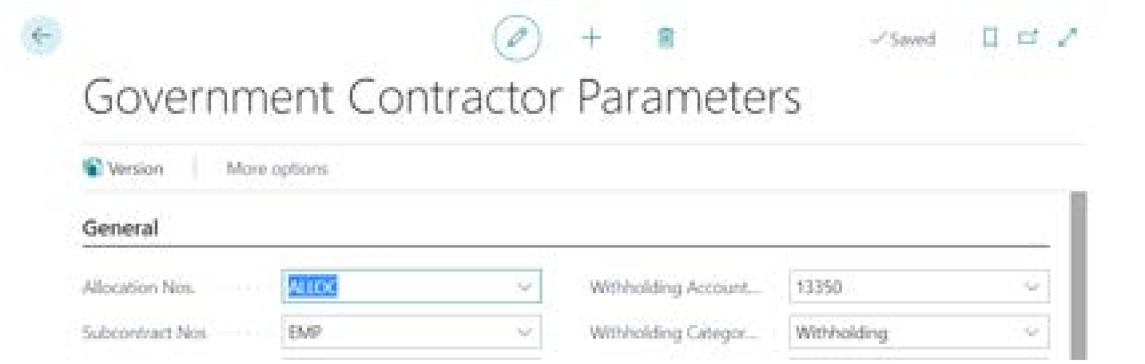
Government Contractor Setup

The government Contractor Parameters setup is used to identify categories for fees, categorize jobs used for benefits tracking, global dimensions, and other overall setups that drive system behavior.

To Navigate to GC Parameters:
In the top right-hand corner, search "Government Contractor Parameters" in the magnifying glass.
Select "Government Contractor Parameters"



See "Gov't Contractor Parameters" card below.



General Tab
Allocation Nos: The number series used for the document number for the allocation routine.
Fee Category: Identify the job category for standard fees.
Award Fee Category: Identify the job category for award fees.
Incentive Fee Category: Identify the job category for incentive fees.
Wages Payable Account No: Identify the g/l account that should be used for wages payable.
Post to Wages Payable in Detail: If selected, the time journal posting will not be summarized.
Withholding Account No: The G/L account used to track withholding.
In Excess Category Name: The job category that will be used to track amounts in excess of funding limits.
Un-Allowable Category Name: The job category that will be used to track unallowable costs. Booking unallowable costs to this category will prevent Job Planning Lines from being created.
Override Blocked Jobs for User: This feature allows the allocation routine to allocate costs even if the job has been blocked for posting.
Override Expiration Date: Set the expiration date for the blocked job override.

Purchasing Tab
Expense Report Advance Account No: The ledger account used when creating purchase orders from expense reports.
P.O. Modification Tracking: If selected, the system will automatically archive PO's in order to maintain a history of changes.
Use Pay When Paid: When running the suggest vendor payment function in the payment journal the system will use this field to verify if payment from the customer has been received before suggesting the voucher for payment.

Pay When Paid Pmt. Method: Identify the payment method code that should be assigned to the vendor card if the vendor should only be paid upon customer payment.
Note: If the purchase order is created prior to the pay when paid payment method code is assigned to the vendor card the purchase order will not be processed as pay when paid.
Delete Purchase Orders: If selected, purchase orders are removed once received and invoiced.
Company Paid Reconcile Account: This ledger account is credited when a charge on an expense report is marked as company paid.

Timesheet Tab
Timesheet Period Name: Identify the default timesheet period.
Compensated Time Used: Identify the job that you will use to update with used comp time.
Compensated Time Earned: Identify the job that you will use to accrue comp time.
Un-Compensated Time: Identify the job that will accrue the hours above the normal hours per pay period and the Comp Time Accrual At project setup selection.
Where Used: These setups are used in the Calculate Comp Time function on the Time Journal.
Rounding: Identify the job that you will use to accrue rounding entries.

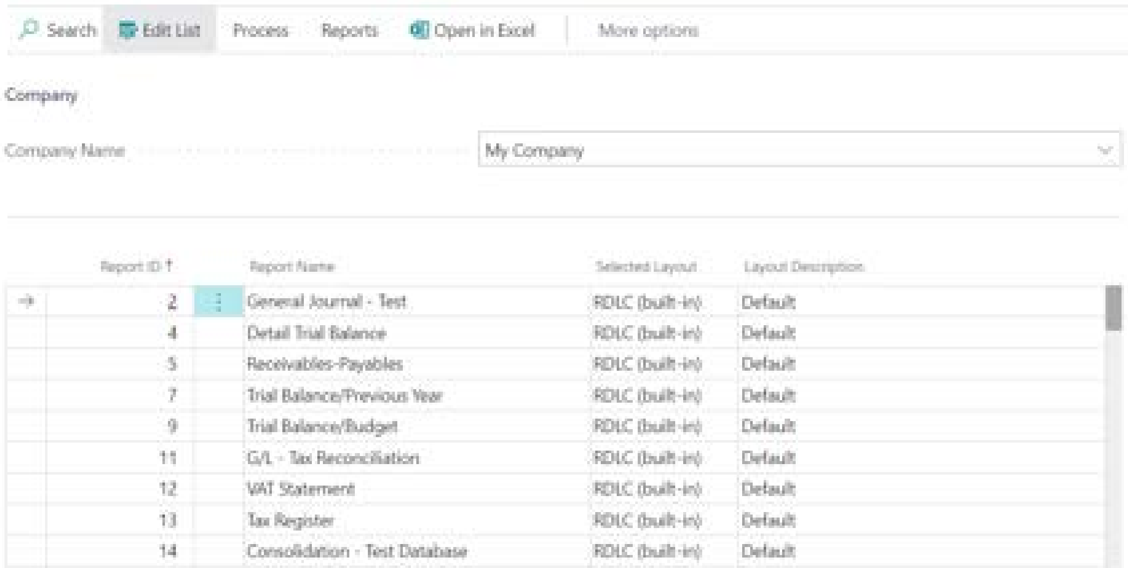
Cost Dimension Priority: The cost dimension on a transaction is determined by this setup.
Options are:
  Job or Resource
Cost Pool Tab
The system uses the following dimension codes to track costs attributable to a department, job, and task. This allows the allocation routine to correctly compute the burdens allocated.
Cost Dimension Code: Identifies the dimension used to track cost. This is typically the department dimension.
Job Dimension Code: Identifies the dimension used to track job costs in the general ledger.
Task Dimension Code: Identifies the dimension used to track job task costs in the general ledger.

Report Layout

The report layout page provides the user with the ability to create and save custom reports.

To navigate to Report Layout: Manual Set up→Report Layout Selection

Name and provide a short description of your report on the report layout list page.

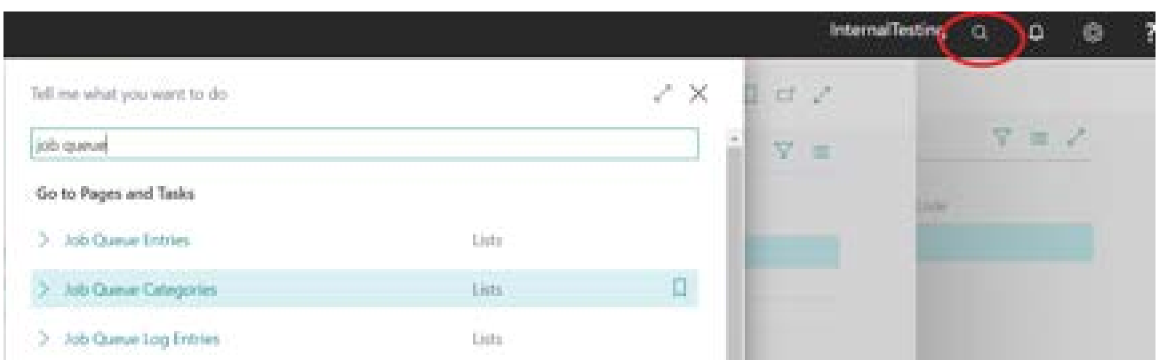


While the report line is selected on the report layout list page select **Actions** in the ribbon, and then **Custom layouts** to customize the report.

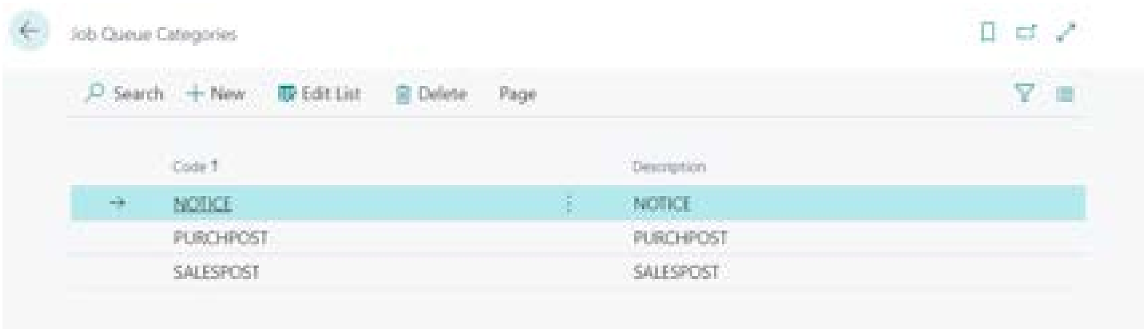
Job Queue Category List

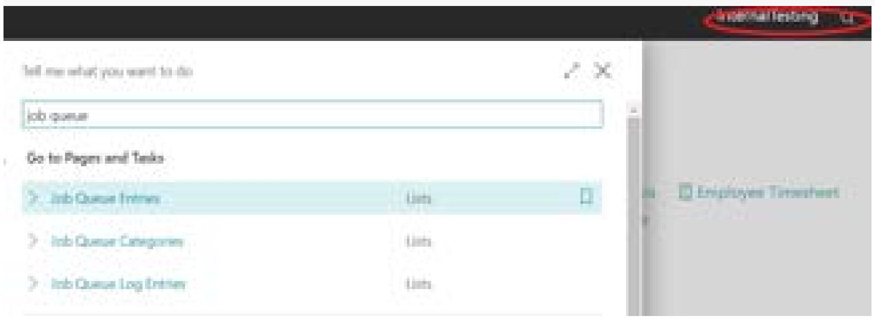
Enter a descriptive code that can be used to group the invoices.
Ex. Project Invoices prepared by different employees can be grouped under a unique Job Queue Category.

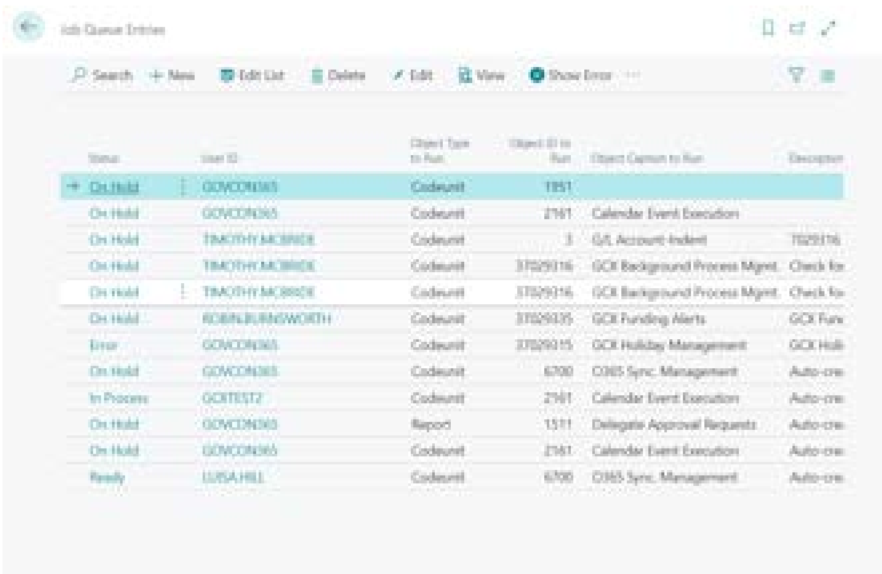
To navigate to the Job Queue Category List:
Navigate to the **Job Que Category** list by clicking into the magnifying glass o the upper right of the screen, and searching for "Job Queue Category".



Code: Enter a code that describes the job queue category.
Description: Enter a short description of the job queue category.







Job Queue

The Job Queue page enables users to schedule and run specific reports and code units. In the GC module it will be used to automate invoice creation.

To navigate to the Job Queue:
Search Job Queue in the hourglass at the top right of the screen.

Code: Enter a code that describes the job queue.
Description: Enter a short description of the job queue.

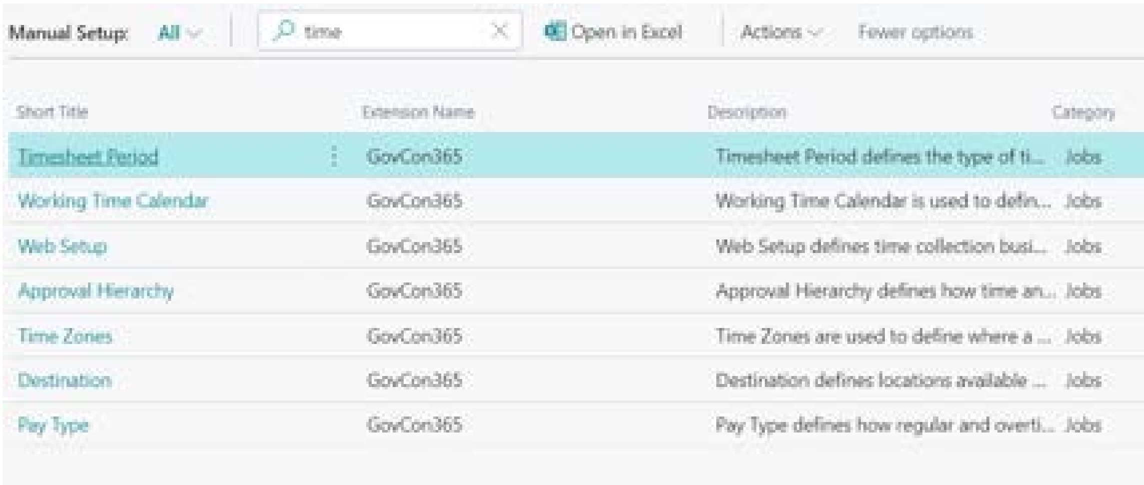
Resource Setups

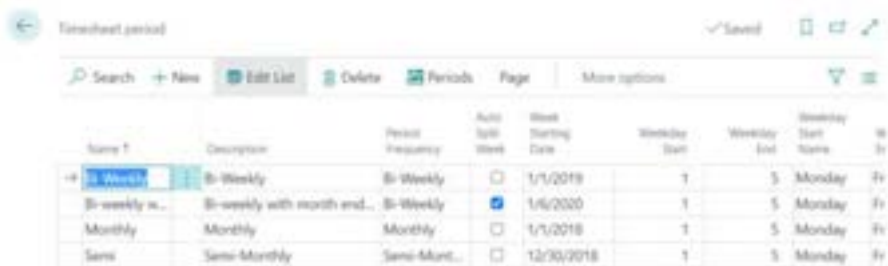
Timesheet Period

Timesheet period is a user configurable feature that gives the user the capability of having multiple timesheet periods and choosing which one to assign to a resource. This allows for scenarios where you may have employees on different pay cycles.

To navigate to Timesheet Period:

1. Select Manual Set Up from the Role Center page
2. Select Timesheet Period from the list.





Name: Name the timesheet period.
Description: Description of the timesheet period.
Period Frequency: Identify the frequency of the timesheet period.
Options are:

> **Week:** A new period will begin every 7 days.
> **Bi-Weekly:** A new period will begin every 14 days.
> **Semi-Monthly:** There will be two pay periods per month.
> **Monthly:** A new period will begin on the 1st of every month.
> **Fiscal Period:** A new period will begin at the start of the next fiscal period.
> **Other:** The periods will be defined by the user.

Auto Split Week: Auto split week will create a new timesheet if you are on a weekly or bi-weekly cycle and calendar month end comes in the middle of the cycle.
Week Starting Date: Identify the day that your pay period should begin.
Weekday Start: Identify the first working day in the timesheet period. (Ex. 1 - Monday)
Weekday End: Identify the last working day in the timesheet period. (Ex. 5 - Friday)

Weekday Start Name: This will be populated by the system per your weekday start selection.
Weekday End Name: This will be populated by the system per your weekday end selection.
Hours per Pay Period: Enter the number of regular hours in the pay period.
Compensated Time Accrual At: Once this number of hours worked is reached by a salary employee, they will start to accrue compensated time on the subsequent hours worked.

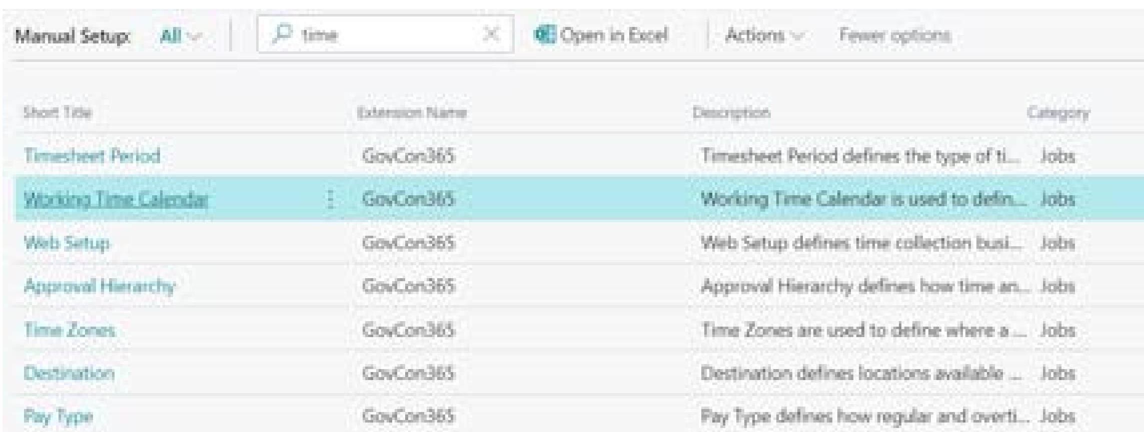
After the structure of your timesheet period has been created the **Periods** function in the ribbon should be used to generate timesheet periods within the established guidelines.

Working Time Calendar

The working time calendar allows you to determine regular working days, weekends, and holidays for a group of users. This calendar will be used to determine when missing time email notifications will be sent.

To navigate to working time calendar:

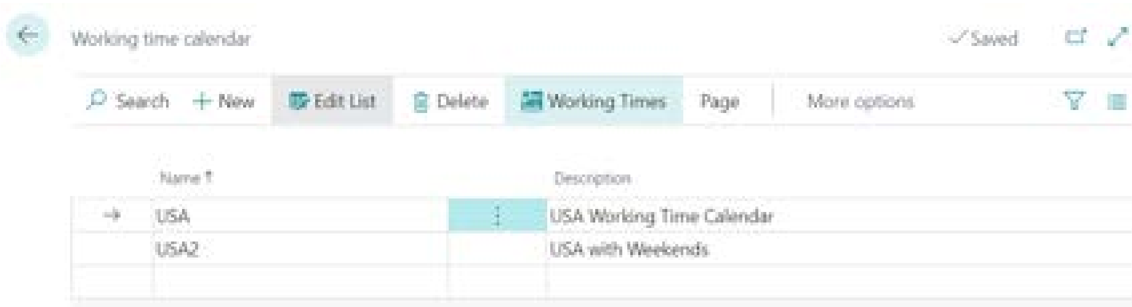
1. Select Manual Set Up from the Role Center page
2. Select Working Time Calendar from the list.



Name: Name the working calendar
Description: Short description of the working calendar

Select **Working Times** in the ribbon to open the working times edit screen.

The working times edit screen is used to create/modify the schedule. A new schedule is populated using the “Create Working Time” function found in the ribbon of this screen.



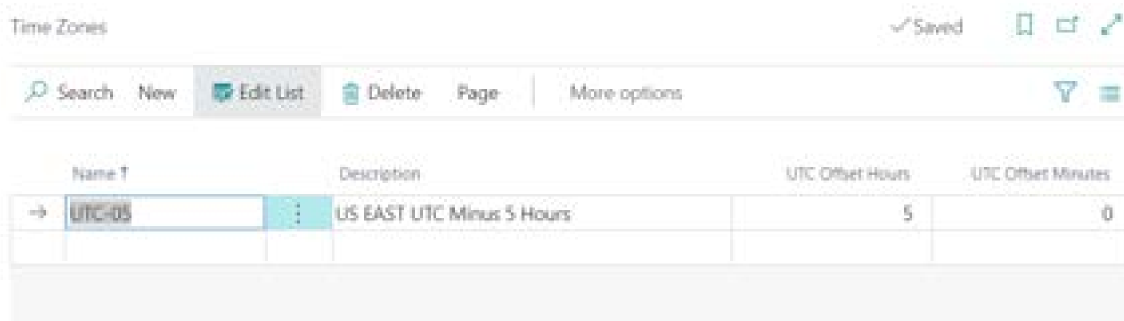
1. Highlight the USA row and click the **Process** icon and then **Working Times** at the top of the page.
2. Click the **Process** icon and then **Create Working Time.**
3. In the next window, select **Monday** as Starting Week Day and then click OK.
4. In the next window, select **Friday** as Ending Week Day and then click OK.
5. Click on **Edit List** at the top of the page.
6. Change the **Control** from Open to **Closed** for holidays showing in the list.

Time Zones

An employee is assigned a time zone. This time zone will be used to provide daily notifications and to determine time in advance rules. The time zones are based off of the positive or negative offset from the Coordinated Universal Time (UTC) designations.

To navigate to time zones:

1. Select Manual Set Up from the Role Center page
2. Select Time Zones from the list.



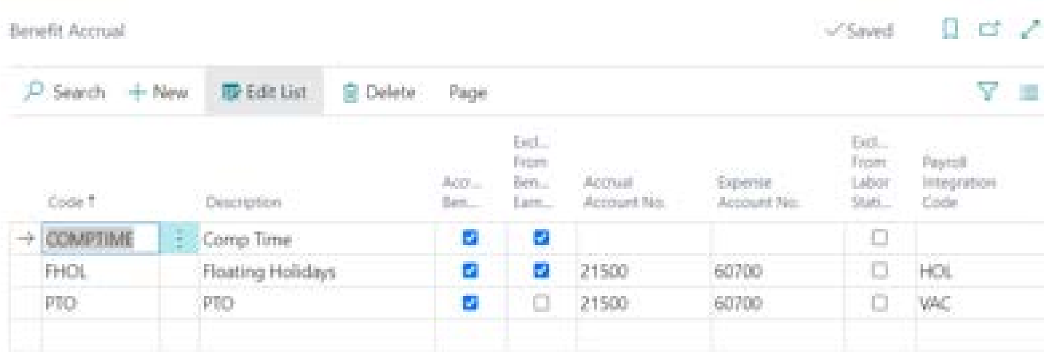
Name: Name the time zone that you are setting up.
Description: Description of the time zone.
UTC Offset Hours: Enter the time zones offset hours from GMT (Greenwich Mean Time).
UTC Offset Minutes: Enter the time zones offset minutes from GMT (Greenwich Mean Time).

Benefit Accrual

The benefit accrual setup is used to setup the attributes of your PTO codes in BC.

Navigate to the time posting group setup:

1. Select Manual Set Up from the Role Center page
2. Select Benefit Accrual from the list



Code: Define the benefit accrual code
Description: The description for the accrual code
Accrues Benefits: Identifies hours associated with this code as earning variable benefits
Exclude From Benefits Earned Calculation: Identifies codes that do not earn benefits
Where Used: This setup is used when the benefit earned calc. method on resource setup is hours worked (e.g. PTO).

Accrual Account No: Identifies the g/l account used to make the accrual entry
Expense Account No: Identifies the g/l account used to expense the cost
Exclude From Labor Statistical: Hours associated with this code are ignored and will not post to the labor statistical accounts selected on resource setup.
Payroll Integration Code: Identifies the code used to get ADP, Pay-Chex, and BC payroll setups.
Where Used: These setups are used when time journal lines are posted. Additional lines are posted to the general ledger.

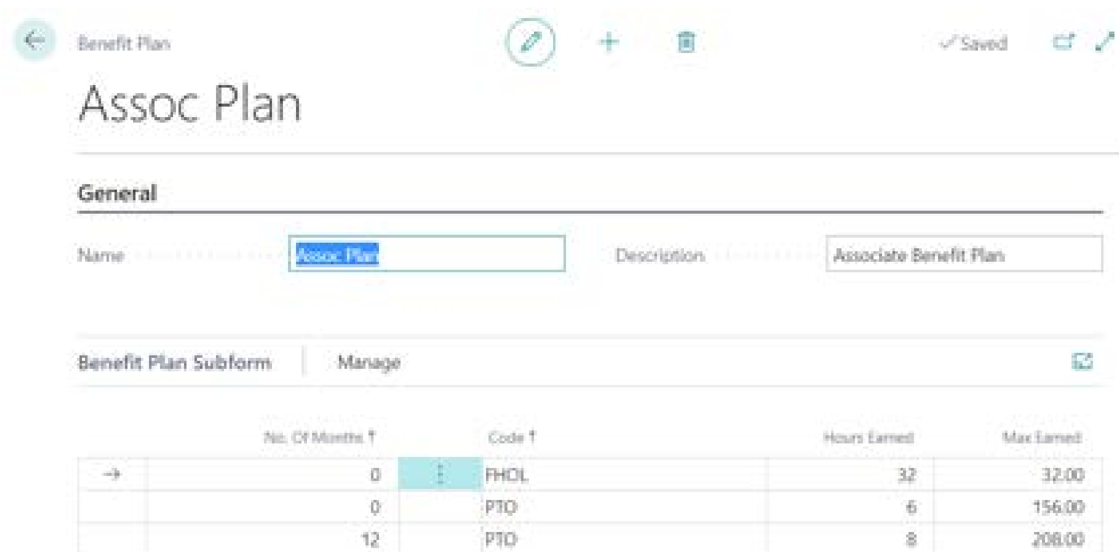
Benefit Plan

The benefit plan describes the benefits that are given to an employee. Benefit plans consist of benefit accrual codes. These codes describe how benefits accrue for a benefit plan.
Note: You assign a plan to an employee on the resource card.
Note: You can have an un-limited number of plans. If an employee has a special plan, you can create a setup specific to the employee.

Navigate to the Benefit Plan Page:

1. Select Manual Set Up from the Role Center page
2. Select Benefit Plan from the list

This will open the Benefit Plan List Page. Name and give a short description of the Benefit Plan you are setting up. Select the line and click **Edit** in the ribbon. The Benefit Plan Card will open.



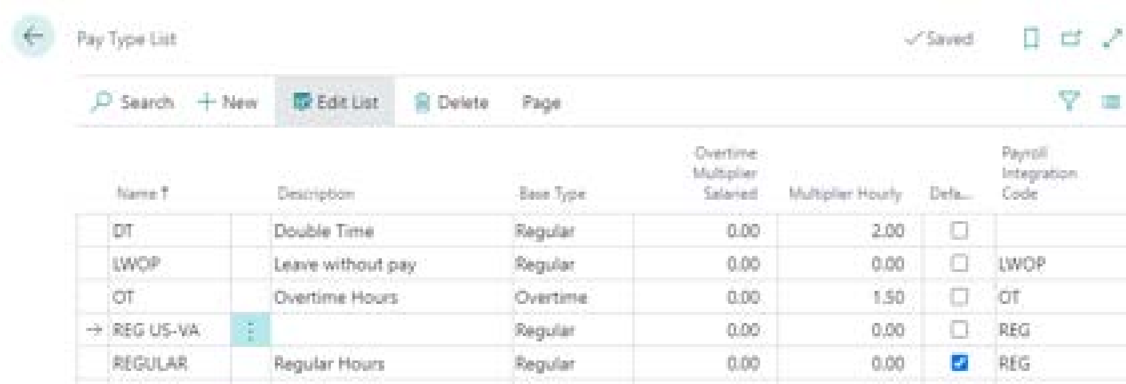
No. of months: This field indicates the number of months that an employee should be employed before they begin accruing hours toward the selected PTO time posting group.
Best Practice: This will be 0 for holiday pay if this is provided to employees from the first day of employment. Holiday pay may need to be manually adjusted each pay period before payroll is processed dependent on if there is a holiday or not.
Code: The benefit accrual code that should be used for this accrual.
Hours Earned: The hours the employee will accrue to the selected benefit accrual per pay period.
Max Earned: The maximum number of hours that an employee can retain in this benefit accrual code.
Note: The max amount includes all hours that have been carried over from a previous year.

Pay Type

The pay type setup allows you to configure multiple pay rules for different overtime and shift time scenarios. It is a user defined table that assigns a multiplier to each pay type code and determines if the code should be considered as regular time when used. This setup will also determine how the system calculates for the effective rate during labor distribution.

To navigate to pay type:

1. Select Manual Set Up from the Role Center page
2. Select Pay Type from the list



Name	Description	Base Type	Overtime Multiplier Salaried	Multiplier Hourly	Defa...	Payroll Integration Code
DT	Double Time	Regular	0.00	2.00	☐	
LWOP	Leave without pay	Regular	0.00	0.00	☐	LWOP
OT	Overtime Hours	Overtime	0.00	1.50	☐	OT
REG US-VA		Regular	0.00	0.00	☐	REG
REGULAR	Regular Hours	Regular	0.00	0.00	☑	REG

Name: Name the pay type.
Description: Describe the pay type.
Base Type: Identify the normal type of pay associated with the pay type.
Options are:

Regular: Hours that should be considered regular pay.

Note: Pay types of base type regular are added to calculate an employee's effective rate for labor distribution.
Overtime: Hours that should be considered overtime pay.

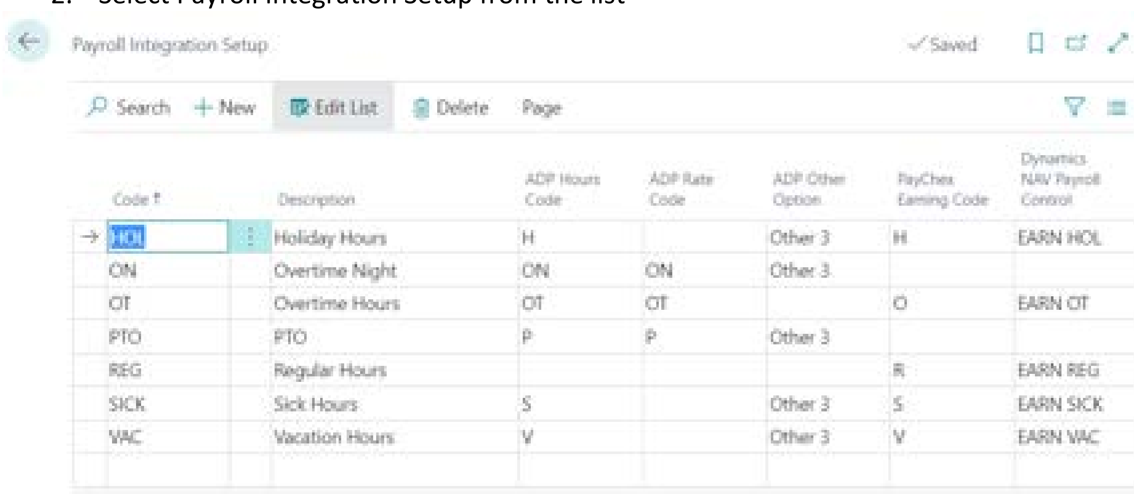
Overtime Multiplier Salaried: This is the field that the system uses for salaried computation. Regardless if the hourly field is populated.
Best Practice: The regular value is 0.
Multiplier Hourly: This is the field that the system uses for Hourly computation. Regardless if the salaried field is populated.
Note: If overtime is setup for salaried employees, overtime is computed by salary divided by hours per pay period (GC setup) x the OT rate.
Default: This is the pay type time entries are defaulted to. Typically, this is a regular pay type.
Payroll Integration Code: Identify the code for ADP, Pay-Chex, and Dynamics BC payroll.

Payroll Integration Setup

The payroll integration setup is used to setup the fields needed for integration with ADP, Paychex, and the Business Central payroll modules.

To Navigate to Payroll Integration Set Up:

1. Select Manual Set Up from the Role Center page
2. Select Payroll Integration Setup from the list



Code ↑	Description	ADP Hours Code	ADP Rate Code	ADP Other Option	PayChex Earning Code	Dynamics NAV Payroll Control
HOL	Holiday Hours	H		Other 3	H	EARN HOL
ON	Overtime Night	ON	ON	Other 3		
OT	Overtime Hours	OT	OT		O	EARN OT
PTO	PTO	P	P	Other 3		
REG	Regular Hours				R	EARN REG
SICK	Sick Hours	S		Other 3	S	EARN SICK
VAC	Vacation Hours	V		Other 3	V	EARN VAC

Code: Define a code for the setup.
Description: A short description of the code.

ADP Hours Code: For companies that use ADP, the hours Code Field Name is used to provide ADP the field names for special time types such as sick time or vacation.
ADP Rate Code: If used in the time journal it will be exported with the timesheet lines.
ADP Other Option:
Options are:

- **Blank**
- **Other 3**
- **Other 4**

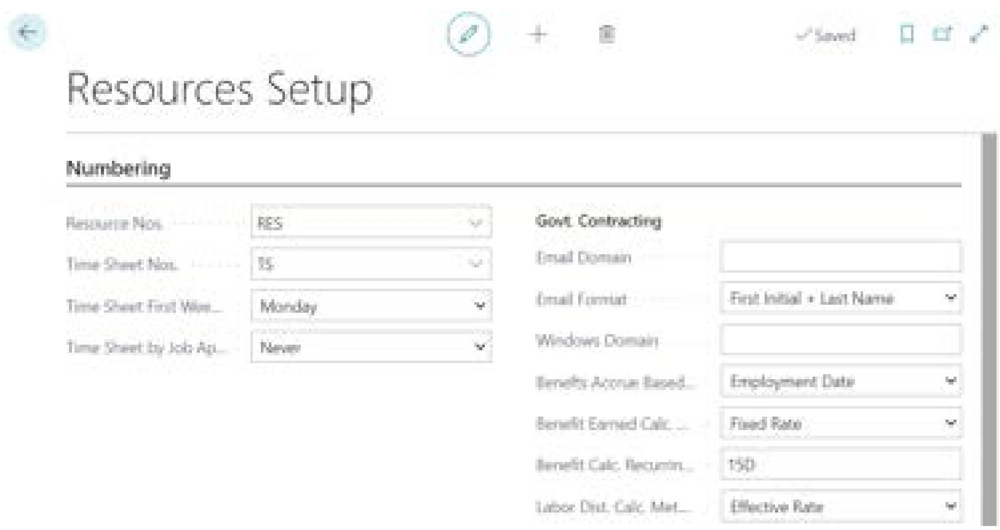
PayChex Earning Code: Mapping to PayChex table
Dynamics Business Central Payroll Control (Used only if using Dynamics Business Centrak Payroll)
Where Used: When copying timesheet hours to the payroll module the defined earnings code will be used.

Resources Setup

The resources setup page identifies global setup options for Time & Expense (T&E) and Business Central to include: email domain selections, default T&E system settings, ADP import/export mapping tables, Rounding, and resource vendor sync setup.

To navigate to Resources setup:

1. Select Manual Set Up from the Role Center page
2. Select Resources Setup from the list



Numbering Tab

Use this tab to specify the default numbering series and other default setups for resources and timesheets.

Resource Nos: Specifies the number series used for new resources. To see the number series that have been set up in the No. Series table. This is a required field.

Email Format

Email Domain: This is the global setup used for company email domain names.

Email Format: When a resource record is created the email address is generated.

The options are:

- **First Initial + Last Name**
- **Last initial + First name**
- **First Name dot Last Name**
- **Last Name dot First Name**

Where Used: The combination of these two fields generates the employee's email address. You can verify this setup via the web tab on the resource card. If the resource card name is modified the email address will not be updated, however, you can edit the email address field directly and do not need to generate a new resource card or project user card.

Windows Domain

When using windows authentication this field has the windows domain name for your organization.

Where Used: When a resource card is created a web user is also created. The login name field on the time and expense resource card will be prefixed with a unique domain name. Business Central does not allow duplicate names.

Note: This field should be left blank when using forms authentication.

Benefit Calculation Setups

Benefit Earned Calc. Method: This selection will be the company default but can be overwritten by a resource level setup.

The options are:

- **Fixed Rate** - Fixed amount of benefit hours are accrued per pay period.
- **Hours Worked** – Benefit is calculated based on the number of hours that are worked.

Benefit Calc. Recurring Frequency: Identifies how often the Benefit balance should be updated. (Ex.1W)

Where Used: These setups are used to populate the lines in the benefit batch when the "Calculate Benefits Accrual" function is run in the Benefit Journal. Last accrual date on the resource card must be entered.

- W = Week
- D = Day
- M = Month

Labor Calculation Setups

Labor Dist. Calc. Method

The options are:

Effective Rate – This option calculates the employee unit cost as (Pay period salary) / (Total regular hours). For hourly employees overtime lines are calculated as (Hourly rate) X (OT multiplier)

Weighted Average – This option calculates the employee unit cost as (Pay period salary) + (Overtime pay) / (Total hours)

Where Used: This setup is used in the labor distribution calculation in the Time Journal.

Labor Statistical Option

The options are:

Cost will post the cost for a department based on standard setups in combination with the timesheet

Hours will post the hours for a department based on standard setups in combination with the timesheet.

Cost home department will always use the department from the resource card.

Hours home department will always use the department from the resource card.

Labor Stat. Account No: G/L account number that should be used for labor distribution.

Labor Stat. Contra Acct. No: G/L account number that should be used for labor distribution contra postings.

Where Used: These setups are used when time journal lines are posted. Additional lines are posted to the general ledger statistical accounts.

ADP Mapping Setup

This section of the window is a mapping table to setup codes that import and export payroll data to ADP.

The fields are as follows:

Company Code – This is the company code assigned in ADP.

Regular Hrs Field Name – This is the name of the field that regular timesheet hours will be entered to. This field is usually called “Regular”.

O/T Hrs Field Name - This is the name of the field that overtime hours will be entered to.

GCXVendor

Defaults for Resource Vendor Record

Create Vendor: This is selected if you want the system to automatically create the vendor record when the resource is created. If selected, the values in this vendor record will be updated with the information populated in the fields following:

Vendor Nos: Supplies the number series that the system will use when generating vendor records. If this field is left blank the system will use the next vendor number from the vendor number series.

Vendor Posting Group: Allows you to identify the payable G/L account associated with the vendor record.

Gen. Bus. Posting Group: Grouping or classification of employee vendor records. This is usually defaulted to “Vendor”.

Where Used: Used for expense report payables to create the vendor record to reduce duplication of data entry. These fields are required for the vendor setup when creating vendor records.

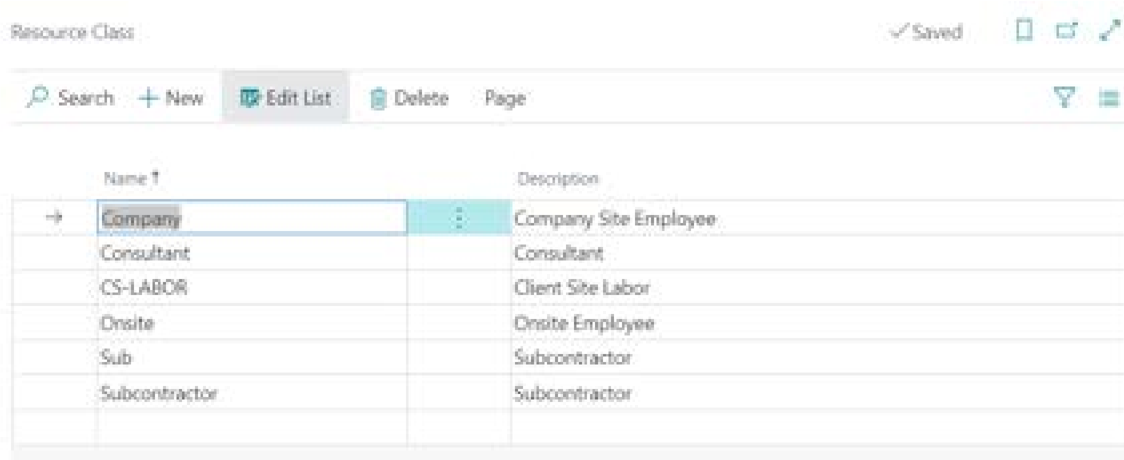
Best Practice: If the company does not have employees or has a low volume of expense reports turn off this feature.

Resource Class

The resource class setup page identifies category classes that the company uses to classify resources and drive general ledger accounts used when labor or wage costs are posted for an employee. Resources can be classified per client site or company site, full time or part time, and subcontractor labor. Unlimited classifications can be established per company requirements.

To navigate to Resource Class setup:

1. Select Manual Set Up from the Role Center page
2. Select Resource Class Setup from the list



Name: Identify the name of the resource class.
Description: Describe the resource class.

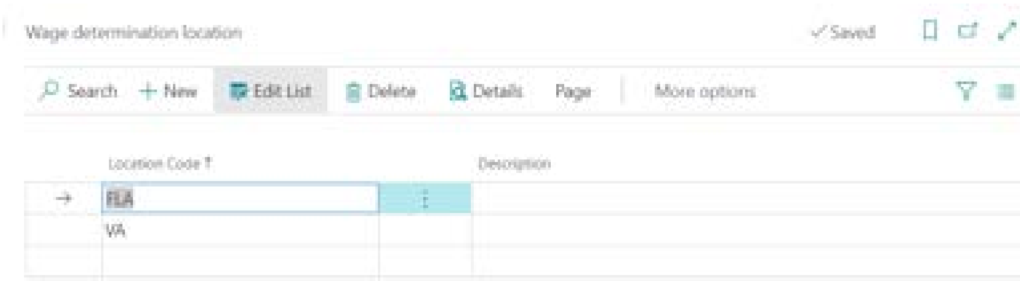
Where Used: Once resource classifications are identified, they are used on the resource card, category group, and job group resource class setups.

Wage Determination Location

Wage determination location standards, also known as prevailing wage, can be setup using the wage determination location setup page. This allows the user to establish a minimum hourly rate for employees, based on their location and job category, for compliance per state or federal government regulations.

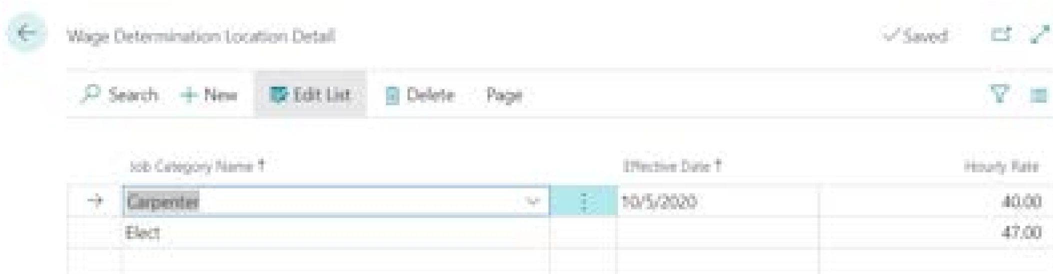
To navigate to Wage Determination Location:

1. Select Manual Set Up from the Role Center page
2. Select Wage Determination Location Setup from the list



Location Code: Identify the location code that you are setting up.
Description: Identify the full description name of the location you are setting up.

Once the location has been identified click the **Actions** tab and **Details** in the ribbon to set up the rates that will be used.



Job Category Name: Identify the job category that you are setting up.
Effective Date: Identify the date that this minimum rate will be effective. This field is optional.
Hourly Rate: Identify the minimum hourly rate per the job category and location.
Where Used: Wage determination location is setup on the resource card.

Job Setups

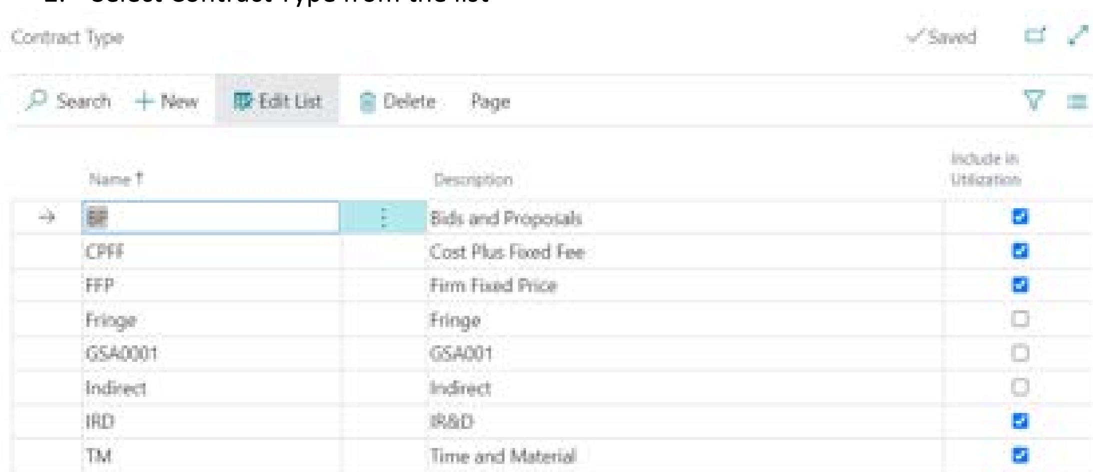
Contract Type

The contract type table is used to create contract types for projects awarded. Tasks created will default to the project's contract type selected.

Note: The contract type will print on reports including the sales invoice.

To navigate to the Contract Type Setup:

1. Select Manual Set Up from the Role Center page
2. Select Contract Type from the list



Name: Name the contract type.
Description: Description of the contract type.
Include in Utilization: Specifies how the system treats time posted against different contract types as productive (utilized) or un-productive time for utilization reports and calculations.

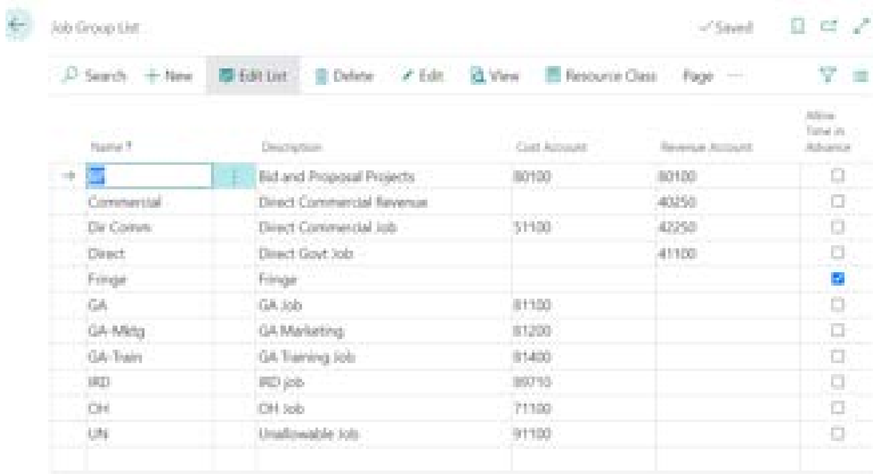
Where Used: Contract type is a field on the job card and the task card.

Job Group

The Job group setup allows you to group jobs for the purpose of revenue recognition and reporting. The job group is also one of the sequences the system evaluates in the job posting process (see job posting).

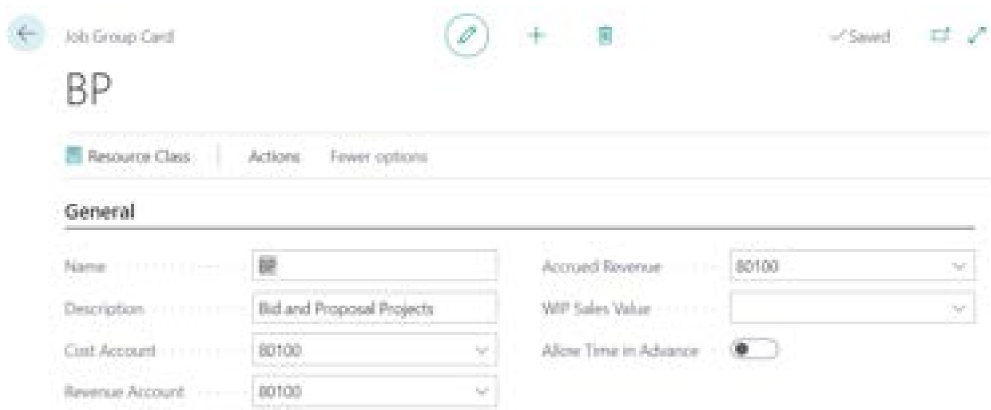
To navigate to the Job Group Setup:

1. Select Manual Set Up from the Role Center page
2. Select Job Group from the list



Name: Name the job group.
Description: Description of the job group.
Where Used: This is used on the job card.
Cost Account: Identify the G/L account that the cost for this group should post to.
Note: The cost account on Job Groups is used to record labor costs for IR&D and B&P projects.
Allow Time in Advance: This allows employees to charge time in advance to jobs in this group.

Select Edit in the ribbon to setup the additional g/l accounts associated to the job group:



Revenue Account: Identify the G/L account that the revenue for this group should post to.
Accrued Revenue: Identify the G/L account that is credited when using when using the revenue recognition routine.
WIP Sales Value: Identify the G/L account debited during the revenue recognition routine.

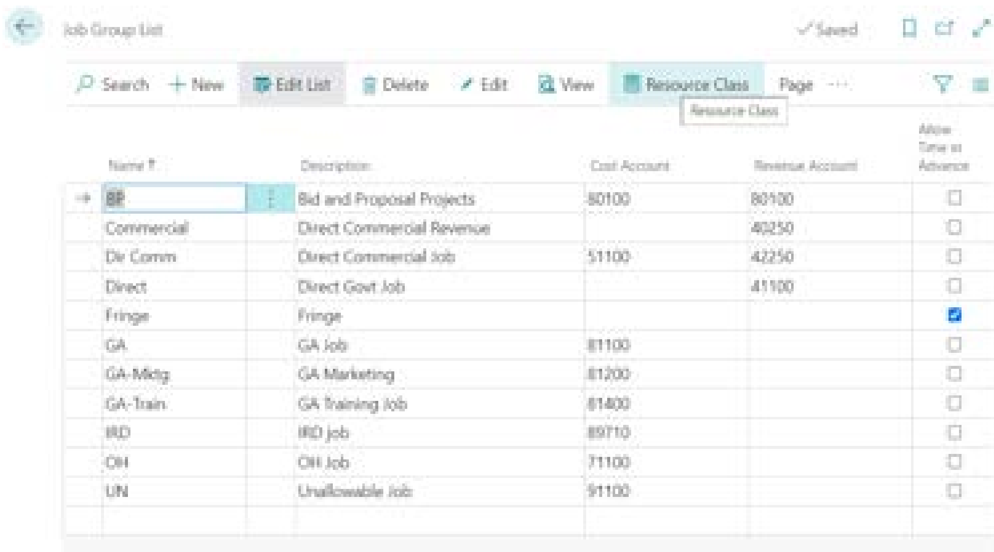
Job Group Resource Class

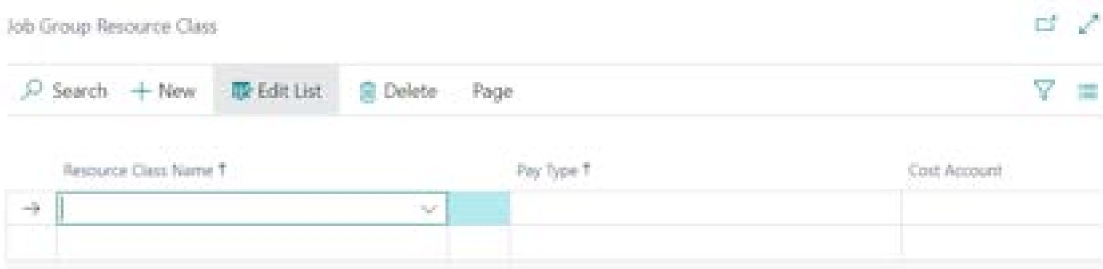
The job group resource class setup table is used in conjunction with the job group and allows the user to override the g/l account based on a job group and the class code on a resource. This feature may be used to map labor to a G/L account based on the job group. For example, B&P labor associated with subcontractors can be posted to the B&P subcontract labor account using the appropriate resource class.

Where Used: This is used when posting labor using the time journal or subcontract labor using a purchase order.

To navigate to the Job Group Resource Class Setup:

1. Select Manual Set Up from the Role Center page
2. Select Job Group from the list
3. On the Job Group List card, select Resource Class form the ribbon.





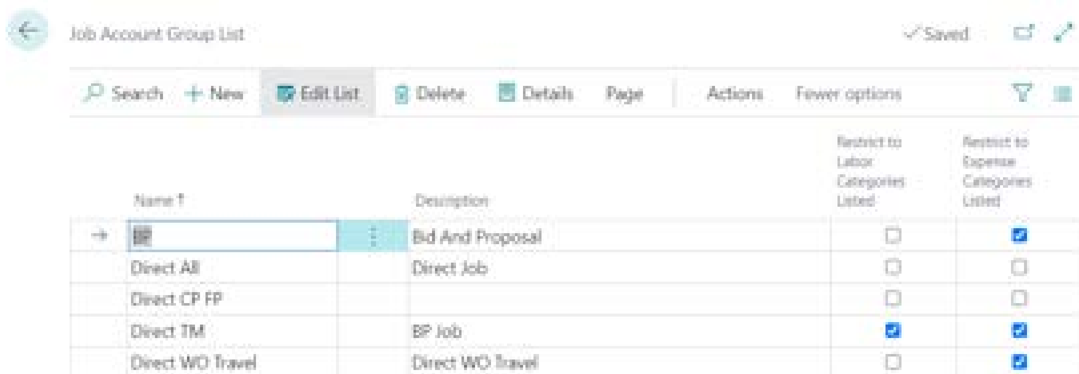
Resource Class Name: Identify the resource class that you are setting up.
Pay Type: Identify the pay type that you are setting up.
Cost Account: Identify the g/l account to use for the job group, resource class, and pay type selected.

Job Account Group

The job account group is used to override the g/l account assigned to a job category. It also allows you to restrict a job to job categories selected. For example, on B&P projects this feature is used to map the job category "Lodging" to the lodging account in the B&P section of your chart of accounts, overriding the direct cost account default setup on the job category.

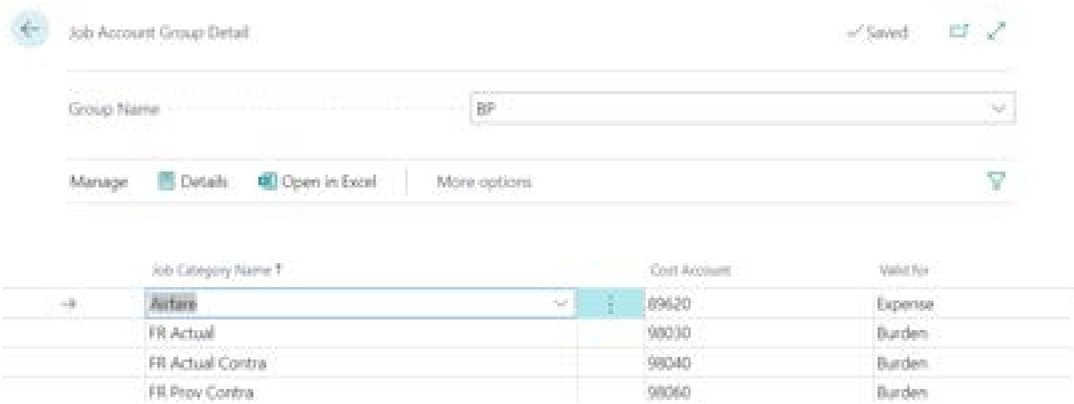
To navigate to the Job Account Group Setup:

1. Select Manual Set Up from the Role Center page
2. Select Job Account Group from the list



Name: Name the job account group.
Description: Description of the job account group.
Restrict to Labor Categories Listed: Restricts postings for the job account group to only the labor categories selected on the job account group detail screen.
Restrict to Expense Categories Listed: Restricts postings for the job account group to only the expense categories selected on the job account group detail screen.

Select Details to open the Job Account Group Detail Setup Screen:



Job Category Name: Identify the job category from the job category list.
Cost Account: Identify the G/L account that the cost for this group should post to.
Valid for: Identify the type of expense
Where Used: This is used on the job card and the task card.
Note: See job posting for more information on how the above g/l accounts post from jobs to general ledger.

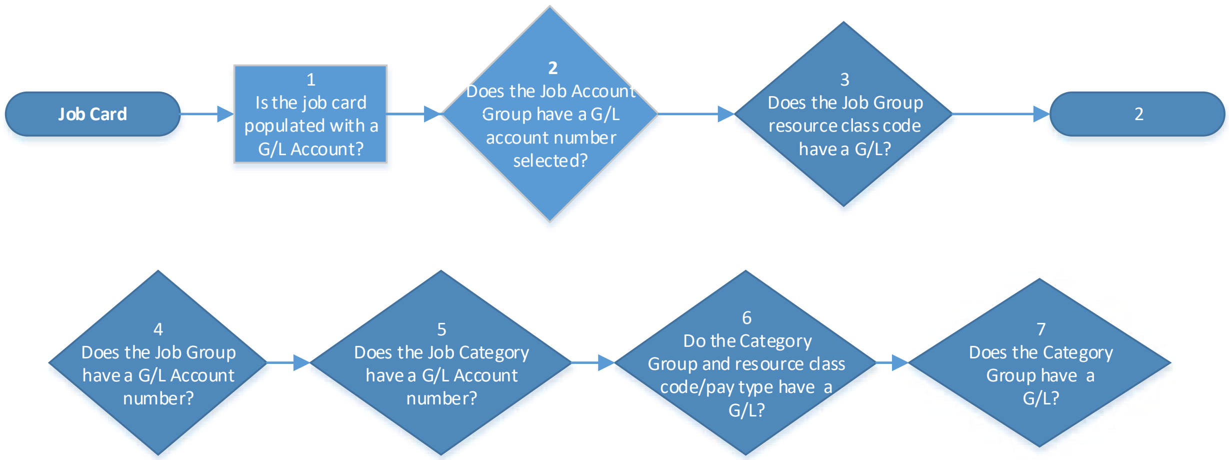
Job Posting

This section describes how the g/l account is selected for each posted transaction (cost and revenue). Each transaction evaluates seven setups in the sequence below to identify a g/l account. The first setup with a g/l account populated is used.

1 – Job – The job card is the first place the system will look for a g/l account selection for postings. G/L selection on the job will override all other g/l selections.
2 – Job account group selected on the job – The job account group can be used to override the g/l account selection on the job category. Ex. Fringe costs for B&P projects.
3 – Job group, resource class code - If there is a resource class code selected the cost account associated will be used.
4 – Job group selected on the job – Groups jobs for revenue recognition and reporting.
5 – Job category – The job category allows the user to categorize job costs within a category group. Ex. Category group (travel) will have (lodging, per diem) as job categories.

6 – Category group, resource class code and pay type – If there is a pay type selection on the resource class table the cost account associated will be used. If pay type is not selected, but a resource class is assigned the cost g/l account assigned to the class code is used.
Ex. Labor charges when an employee is at a client site vs. labor charges when an employee is at the company site should go to different g/l accounts.
7 – Category group – The category group creates groups for common charges. Ex. Travel

When posting cost (labor, expense or burdens) the "cost account" field is used. If a cost account is setup on the job it is used. If one is not supplied on the job, the job account group is searched for a cost account. This continues until a cost account is found.
When posting an invoice the "revenue account" field is used. The same search is performed as with the cost account. There are additional fields for revenue accrual.

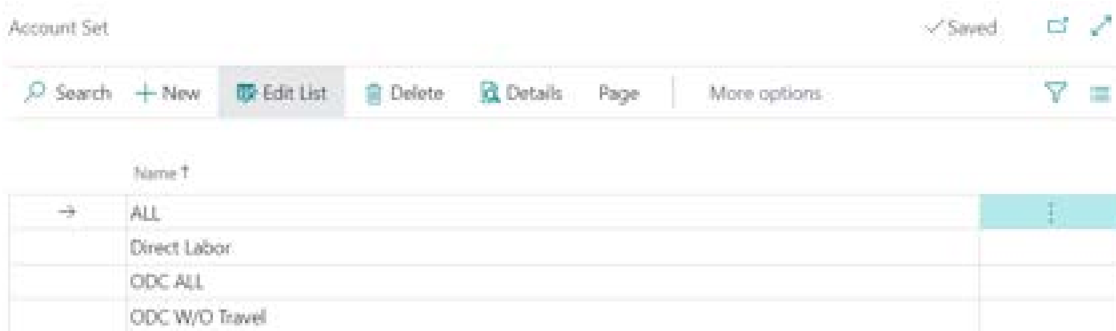


Account Set

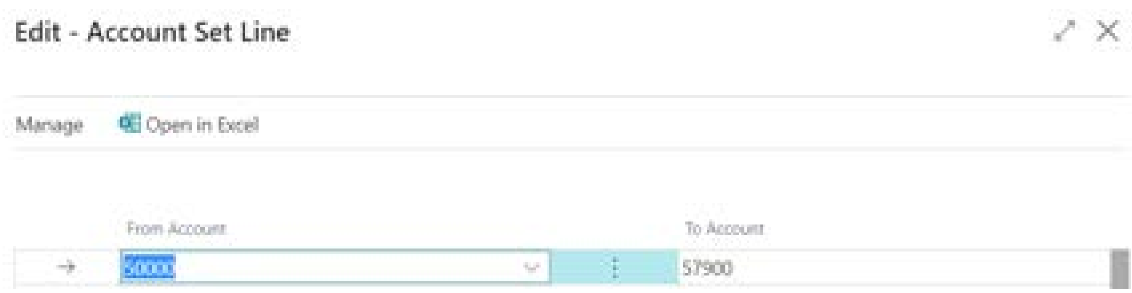
The account set is used to set a range of accounts that is then assigned during allocation setup.

To navigate to account set:

1. Select Manual Set Up from the Role Center page
2. Select Billing Account Set from the list



Name the account set that you are setting up and click Details in the ribbon.



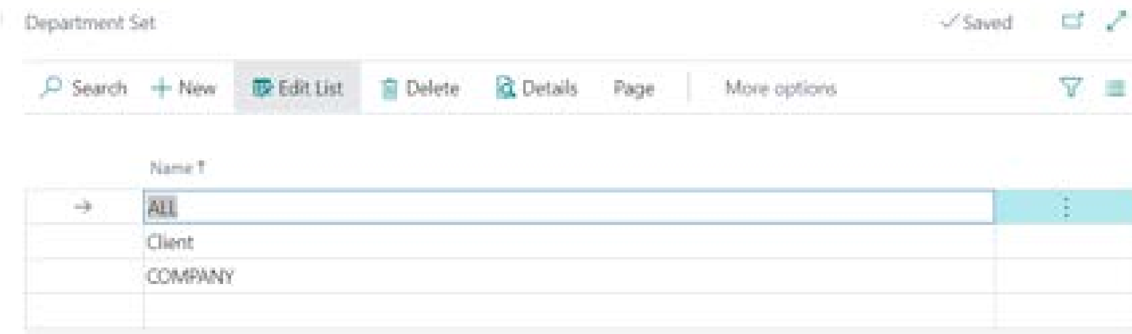
Effective Date: The date that the account set will be effective.
From Account: Identify the starting g/l account number in the account set.
To Account: Identify the ending g/l account number in the account set.
Note: Multiple lines can be used for breaks in the account set.

Department Set

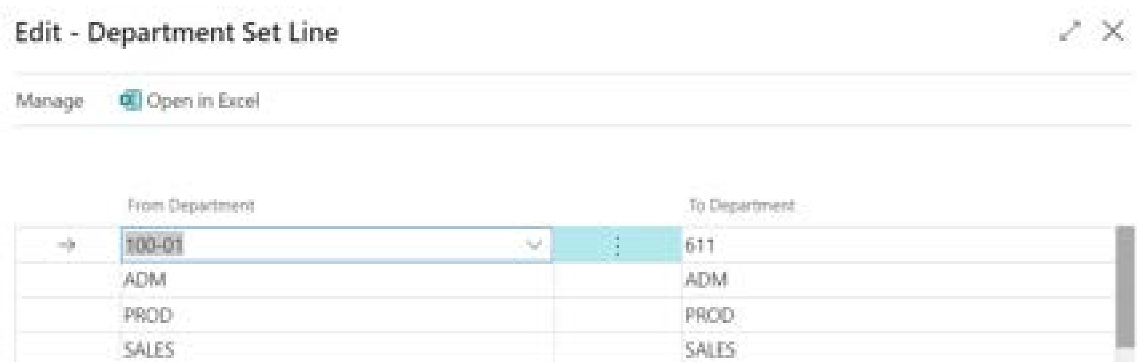
The department set is used to set a range of departments that is then assigned during allocation setup.

To navigate to department set:

1. Select Manual Set Up from the Role Center page
2. Select Billing Department Set from the list



Name the account set that you are setting up and click Details in the ribbon.



From Department: Identify the starting g/l account number in the department set.
To Department: Identify the ending g/l account number in the department set.
Note: Multiple lines can be used for breaks in the department set.

Billing & Revenue Formulas

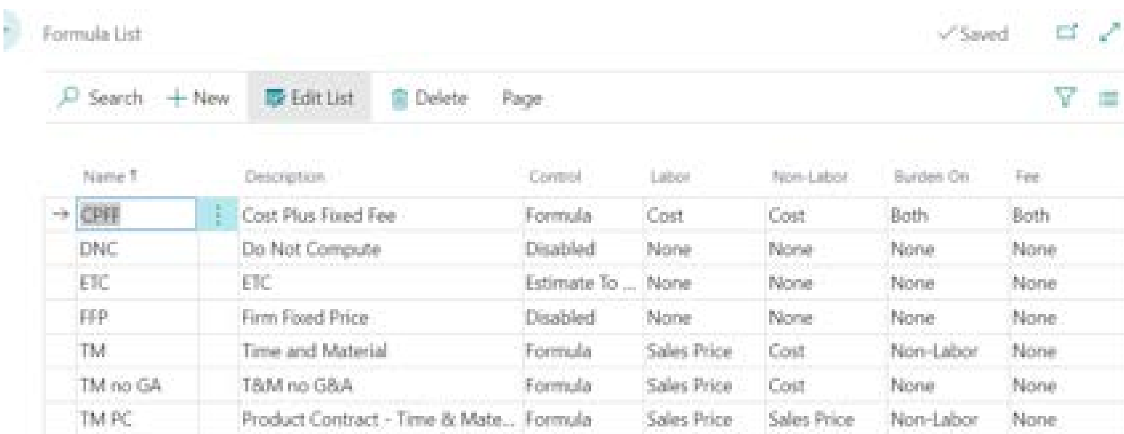
The billing formula allows you to configure the elements that are charged on an invoice. With the billing formula setup you can configure how labor and non-labor is invoiced, if burdens are calculated and if fee is charged on the invoice.

Similar to the billing formula, the revenue formula allows you to configure the elements that are considered in computing revenue. Where in most cases the billing and revenue formula will be the same, the configuration allows for scenarios where the billing might be milestone based yet revenue recognition uses a different formula.

For labor and non-labor you can configure the formula to invoice based on cost or sales price. If sales price is selected the labor category rate will be used. Burden and fee calculations are configurable themselves. See billing pool group and fee percent setup below.

To navigate to the Formula List:

1. Select Manual Set Up from the Role Center page
2. Select Billing & Revenue Formula from the list



Name ↑	Description	Control	Labor	Non-Labor	Burden On	Fee
CPFF	Cost Plus Fixed Fee	Formula	Cost	Cost	Both	Both
DNC	Do Not Compute	Disabled	None	None	None	None
ETC	ETC	Estimate To ...	None	None	None	None
FFP	Firm Fixed Price	Disabled	None	None	None	None
TM	Time and Material	Formula	Sales Price	Cost	Non-Labor	None
TM no GA	T&M no G&A	Formula	Sales Price	Cost	None	None
TM PC	Product Contract - Time & Mate...	Formula	Sales Price	Sales Price	Non-Labor	None

Name: Name the formula.
Description: A short description of the formula.
Control: This field controls what the revenue recognition routine will do with the formula setup. Options are:

> **Disabled:** Revenue recognition will skip this formula if selected.
> **Formula:** The system will use the subsequent fields to create a formula to calculate billings.

Estimate to Complete: Will use the fixed price estimate to complete worksheet from the job card.
Revenue Equals Billing: When used the revenue accruals are not calculated for the job.
Revenue Equals Billing before Withholding: When used the revenue accruals are not calculated for the job before withholding.

Labor: Select how you would like the formula to calculate labor postings.
Options are:

None: This is selected if labor transactions are not invoiced.
Cost: This is selected if labor transactions are invoiced at cost.
Sales Price: This is selected if labor transactions are invoiced at the sales price.

Non-Labor: Select how you would like the formula to calculate non-labor postings.
Options are:

None: This is selected if non-labor postings should not be calculated in the formula.
Cost: This is selected if non-labor should be calculated and invoiced at cost.
Sales Price: This is selected if non-labor should be calculated and invoiced at sales price.

Burden On: Select how you would like the formula to calculate indirect costs.
Options are:

None: This is selected if indirect cost postings should not be calculated.
Labor: This is selected if indirect costs should be calculated for labor postings only.
Non-Labor: This is selected if indirect costs should be calculated for non-labor postings only.
Both: This is selected if indirect costs should be calculated for labor and non-labor postings.

Fee: Select how you would like the formula to calculate fees.
Options are:

None: This is selected if fees should not be calculated.
Labor: This is selected if fees should be calculated for labor postings only.
Non-Labor: This is selected if fees should be calculated for non-labor postings only.
Both: This is selected if fees should be calculated for labor and non-labor postings.
Amount on Hours: This uses the fee amount on hours setup on the job card.
Amount MTD: This will only be used for firm fixed price billing calculations.
Amount YTD: This will only be used for firm fixed price billing calculations.
Amount ITD: This will only be used for firm fixed price billing calculations.

Where Used: This is used on the job card and the task card.
Note: The amount MTD/YTD/ITD fields require a fee amount setup on the job task card. If the selection is zero on the job task card the invoice will create a negative line for the fees that should be invoiced.

Billing Pool Group

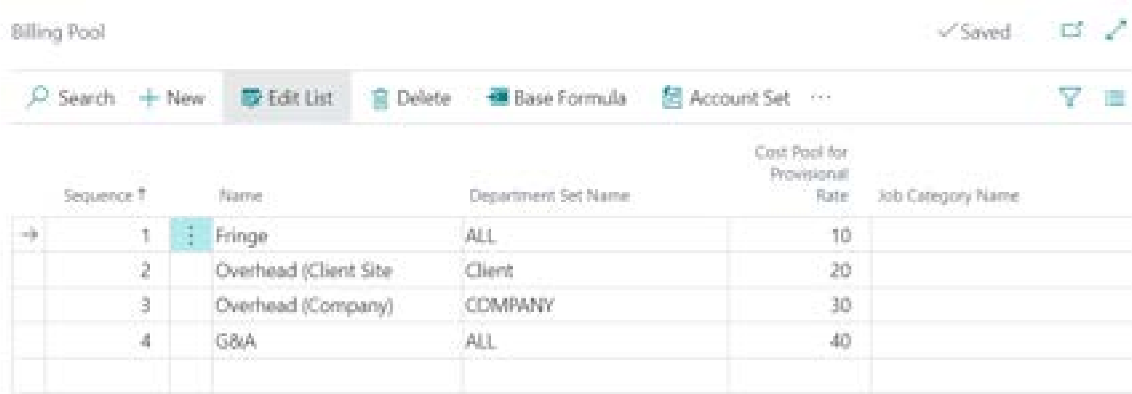
The billing pool group allows you to configure how burdens are calculated for a job. This gives you flexibility to calculate invoice burdens differently for different jobs.

To navigate to the Billing Pool Group Setup:

1. Select Manual Set Up from the Role Center page
2. Select Billing Pool Group from the list

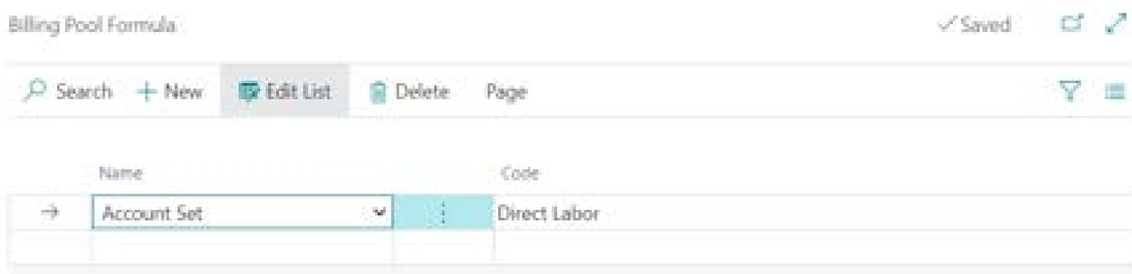
Name: Name the billing pool group.
Description: A description of the billing pool group.
Setup equals cost pool: This is selected if the billing pool setup corresponds to the cost pool indirect calculation. This is an information field only.

Select **Details** to open the billing pool setup screen to setup your pools.



Sequence: The next consecutive pool number available globally will be auto-generated.
Name: Name the indirect cost type that you are setting up.
Department Set Name: Identify the department set that the system should calculate these burdens for.
Cost Pool for Provisional Rate: Identify the cost pool that the system should use to calculate the provisional rate for indirects.
Job Category Name: Identify the job category that the system will use for the entry posted. If this field is left blank, the job category from the cost pool provisional job category will be used.

Select an indirect pool and click **Base Formula** in the ribbon to create the formula that will be used.



Name: This field selection determines if the line is being used to determine the account set or to identify other billing pools costs that should be included in the calculation and the sequence that should be used.

Options are:

Account Set: This is selected when you are defining the account set for the base.

Billing Pool: This is selected when identifying another billing pool that has costs that should be included.

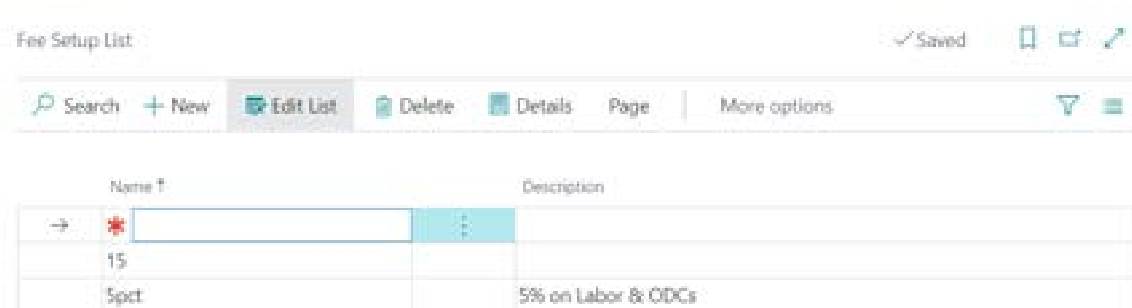
Code: The drop down will be updated per your selection in the name field to display either your account sets or your billing pools.

Fee Percent

The fee percent setup allows you to configure how fee is calculated for an invoice. You can have as many fee percent's as you have g/l accounts.

To navigate to fee percent:

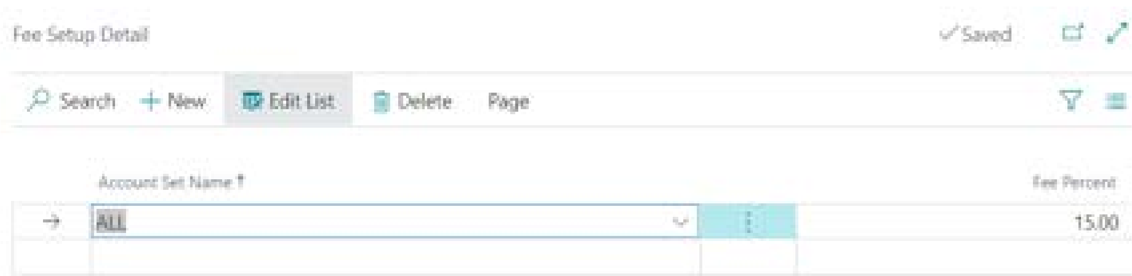
1. Select Manual Set Up from the Role Center page
2. Select Fee Setup from the list



Select New to create a new fee percent:

Name: Name the fee percent.
Description: Description of the fee percent.

While the line is selected select details in the ribbon to open the Fee Setup Detail Screen:



Account Set Name: Identify the account set that should be included in the fee calculation.
Fee Percent: Populate with the percentage that should be used for the fee calculation.
Where Used: This is used on the job card and the task card.

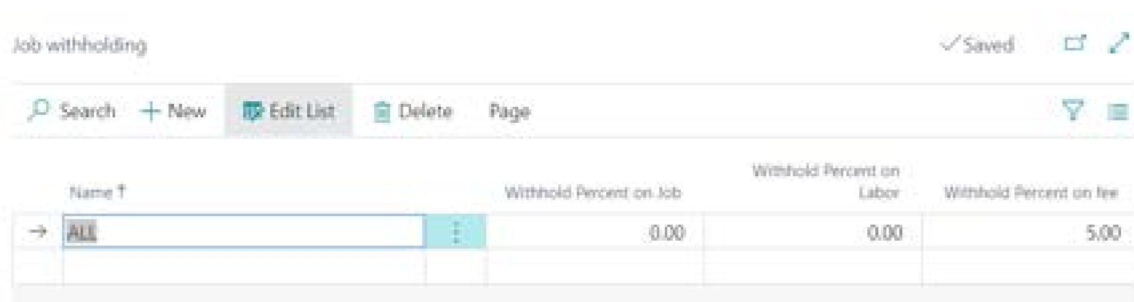
Withholding

The withholding setup table allows you to withhold billing on a specified percentage of revenue for services provided to the government per contract terms. The amount withheld will be displayed on the monthly invoice as a withholding line and subtracted from the final invoice amount.

Upon completion of the contract, the total withholding balance should be billed by manually adding a planning line to the job. Once the line has been created, it should be billed through the invoice proposal functionality.

To navigate to Withholding:

1. Select Manual Set Up from the Role Center page
2. Select Job Withholding from the list



Name: Identify a name for the withholding setup.

Withhold Percent on Job: Identify the percent that should be withheld on billing for a job.

Withhold Percent on Labor: Identify the percent that should be withheld on all labor billings.

Withhold Percent on Fee: Identify the percent that should be withheld on all fee billings.

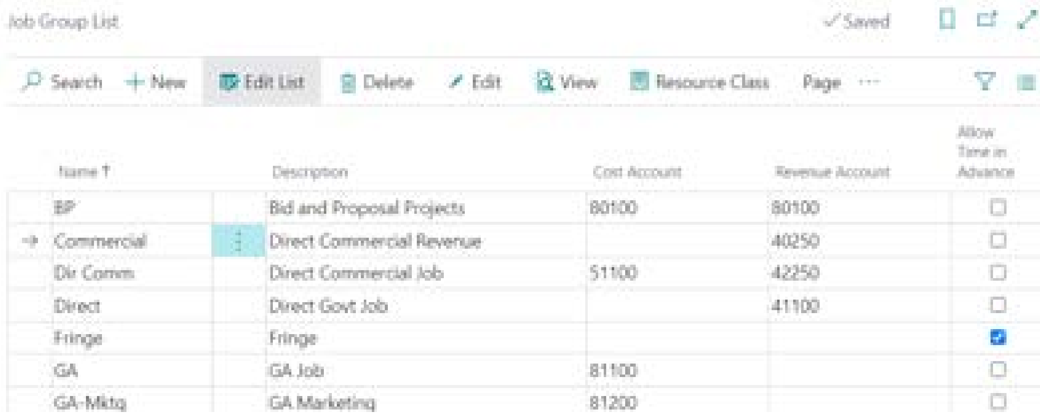
Note: Withholding setups for Job and Labor/Fee are not intended to be used in conjunction. One or the other should be used per contract terms.

Jobs Setup

The Jobs Setup page is used to identify job defaults and number series selections.

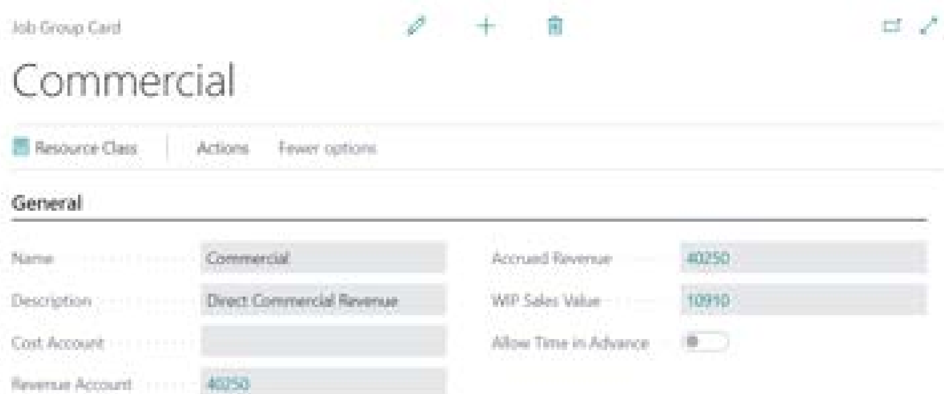
To Navigate to Jobs Setup:

1. Select Manual Set Up from the Role Center page
2. Select Job Group from the list.



Name ↑	Description	Cost Account	Revenue Account	Allow Time in Advance
BP	Bid and Proposal Projects	80100	80100	☐
Commercial	Direct Commercial Revenue		40250	☐
Dir Comm	Direct Commercial Job	51100	42250	☐
Direct	Direct Govt Job		41100	☐
Fringe	Fringe			☑
GA	GA Job	81100		☐
GA-Mktg	GA Marketing	81200		☐

1. Find and click on a Job Group from the Job Group list to select it.
2. On the ribbon, select view to open the Job Group Card.



General Tab
Name: Identify the job name.
Description: A short description of the job category.
Cost Account: Assign the g/l account used to post costs to the general ledger.
Revenue Account: Assign the g/l account used to post revenue to the general ledger.
Accrued Revenue: Assign the g/l account used to post accrued revenue to the general ledger. **WIP Sales Value:** Assign the g/l account used to post WIP Sales Value to the general ledger

Chapter 2 – Resource Card

Resource List

The resource list displays information from the resource cards in a list form for a quick view of resources. Many of the fields in the Resource Card window are also in the Resource List window. If you set up a resource in the Resource List window a resource card will automatically be set up for that resource, however, the resource card is the primary data entry point. The list view should only be used for viewing.

Resource Card

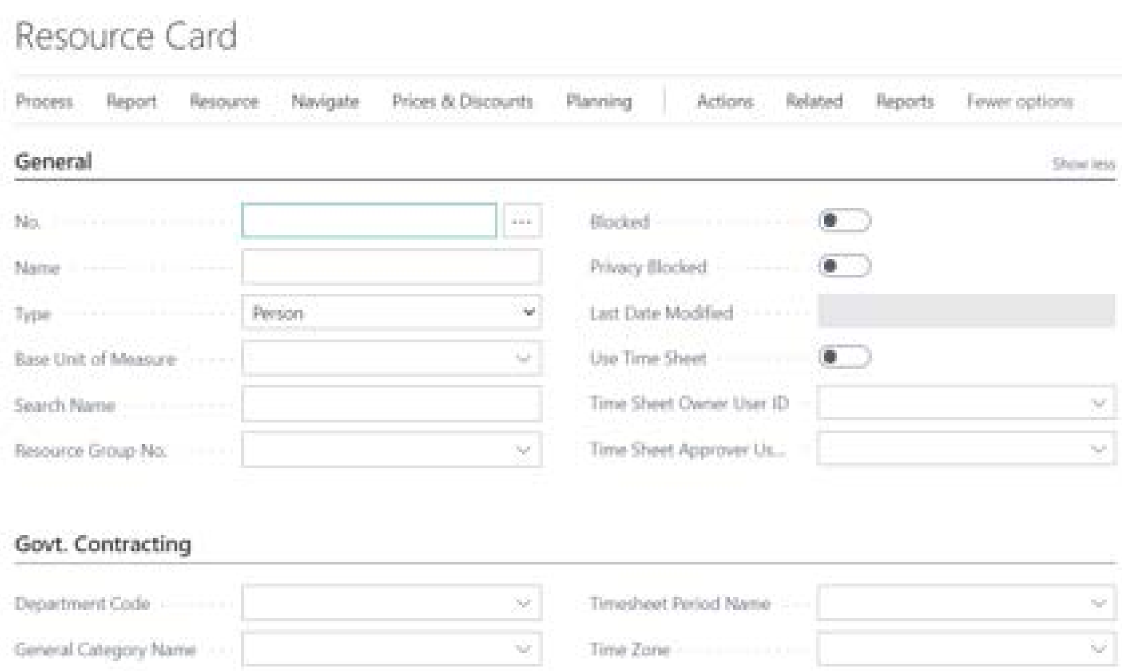
The Resource Card window is used to enter information about resources, such as the resource number, resource name, unit price and cost. There is one card for each resource. Each card contains several tabs with different types of information about the resource. Resources can be employees, machines (manufacturing module) or other company resources such as subcontractors who enter time.

To Navigate to Resources:

1. Select Resources from the Role Center Page at the top left.

To Create a New Resource**:**

1. The **New** icon in the top left of the resources list view is used to open a blank resource card.



2. Fill in the fields on the card to create your resource.

General Tab

No: Specifies a number for the resource. This is a required field. You cannot fill in the other fields in the resource table until you have entered a number in the No. field.

Best Practice: Match the resource number to the payroll system ID. (Emp No.)

You can use one of the following methods:

- If you have set up a default resource number series, press Enter to have this field filled in with the next number in the series.
- If you have set up more than one number series for resources, choose the field and identify the series that you want to use. The field is filled in with the next number in that series.
- If you have not set up a number series for resources, or if the Manual Nos. field is selected for the numbers series, you can enter a number manually.

Best Practice: Subcontractors should have their own unique number series.

Name: Specifies a description of the resource. You can enter a maximum of 30 characters, both numbers and letters. The entry appears on the sales lines or the journal lines when you enter the number or the search name in the Name field.

Best Practice: Be consistent in using first name, last name or vice versa.

Type: Specifies whether the resource is a person or a machine. This is a required field.
Best Practice: This is always set to person in the project accounting module. Machine is only used in the manufacturing module.
Base Unit of Measure: Specifies the base unit that is used to measure the resource. Employees and consultants will always use the base unit of "Hour".
Resource Group No: not used in GovCon
Blocked: This is selected if the resource is blocked for posting. Resources that are not usually posted can be blocked to avoid incorrect postings. The check box is selected if you want to prevent the use or sale of the corresponding resource.
Note: This does not disable WTE access.
Last Date Modified: Specifies the date of the most recent change of information in the Resource Card window. This field is automatically updated.
Use Timesheet: Leave disabled. Not used in GovCon.
Timesheet Owner User ID: Leave blank. Not used in GovCon.
Timesheet User Approver: Leave blank. Not used in GovCon.

Govt. Contracting Tab
Department Code Dimension: The resources department should be selected. This field is used in conjunction with the dimension priority on the GC Parameters table.
Where Used: The department code is used on labor entries, if the priority for the department is by job. If resource department is the priority, then this field will be used on all labor transactions.
General Category Code: Specifies the resource group of the resource. Select "Exempt from Service Contract Act" in the setup if SCA rules are not applicable to the labor category code.
Salaried Employee: This Check box is selected if this is a salary employee.
Subcontractor: This Check box is selected if the resource is a subcontractor so a subcontractor invoice can be created via the Time Journal. This allows non-employees to use T&E.
Consultant: This Check box is selected if the resource is a consultant so a consultant invoice can be created via the Time Journal. This allows non-employees to use T&E.
Supervisor No: Identify the resource supervisor.
Benefit Plan Name: Identify the benefit plan that corresponds with the benefits received by the resource.
Last Benefit Accrual: Populate the starting date for benefit accrual.
Note: This field will be updated by the calculate benefits accrual function on the benefits journal.
ADP/PayChex Employee No: This references the employee ADP/PayChex Employee No.
Web Login Name: This will be pre populated based on your resources setup.
Email: The email address for the resource will be pre populated based on your setup.
Timesheet Period Name: Identify the resources timesheet period. (See Ch. 1 for setup)
Time Zone: Identify the resources time zone. (See Ch. 1 for setup information)

Working Time Calendar: Identify the resources working time calendar. (See Ch. 1 for setup)
Wage Determination Location: This field provides the location list per the SCA setup.
Note: This is equivalent to the Area Wage Determination (AWD) location.
Where Used: The class code is used with the wage determination location to fulfill SCA minimum wage requirements. Business Central will use employee cost from the cost setup on the job card.
Class Code: This field provides the resource occupation class list per the SCA setup.
Note: This is equivalent to the Area Wage Determination (AWD) location.
Daily Overtime: This allows a user to identify the overtime pay type on WTE even if the total hours are less than 40.
Daily Notification Blocked: If selected, the resource and their approver will not receive daily missing time notification emails for this resource, even if the global setting is turned on.
Delegate Entry Resource No: This field is used to designate a person that will enter time or expenses in your absence.
Note: Final submission will still need to be from the resource who owns the timesheet.
Delegate Approval Resource No: This field is used to designate a person that will approve time or expenses you are responsible for approving in your absence.
Vendor No: Specifies the vendor number associated with the resource and used for invoice creation from expense reports.
Where Used:

1. Navigate to Journals from Role Center
2. Select Time Journals

When the create subcontractor invoice function is run, the system creates a purchase invoice. The G/L account it uses comes from the category group resource class.
Best Practice: Use the resource number if possible.

Invoicing Tab

The only field used by GovCon in the Invoicing Tab section is the Gen. Prod. Posting Group. All other fields can be ignored.
Gen. Prod. Posting Group: Identifies the general ledger accounts that are posted to in combination with the general business posting groups when sales or purchase transactions are posted. Choose the field to identify a posting group.
Best Practice: Use default of service.

Personal Data Tab (Optional)
Job Title: Identify the employee job title.
Address: Identifies the address or location of the resource, if applicable.
Address 2: Identifies an additional address or location of the resource, if applicable.
City: Identifies the city of the resource's address.
State/ZIP Code: Identifies the resource's state/zip, if applicable.
Best Practice: Use a standard format for state names so that they have a uniform appearance on printouts.
Country/Region Code: Specifies the resource's post code, if applicable.
Social Security No: Specifies the resource's social security number.
Education: Specifies the training, education, or certification level of the person. You can enter a maximum of 20 characters, both numbers and letters.
Contract Class:
Employment Date: Identifies the employee start date or the date on which the machine was placed in service. Used with PTO calculation.
Seniority Date: Identifies the employee's contract hire date. Used with PTO calculation.
Termination Date: Identifies the employee's last day worked. This field is informational.

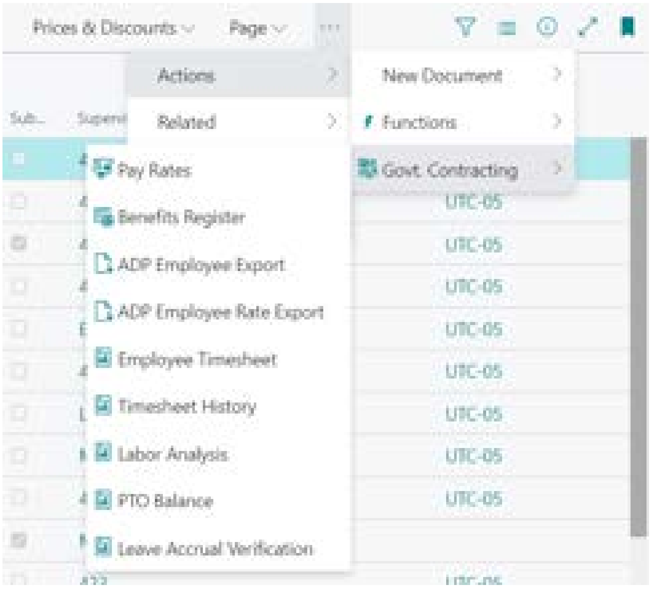
Pay Rates

Pay Rates assign a period salary or hourly rate for a resource based on an effective date.

Departments:

1. from the Role Center page, select Resource à
2. highlight a resource
3. Select Actions, in the ribbon then Govt Contracting.
4. Select Pay rates

The Pay Rates link can be found in the ribbon of any resource card:



The Resource Pay Rates Edit Screen will open:

Effective Date: The date that the labor rates setup will be effective for this resource.
Salaried Pay Cycle Amount: This will be a pay period amount for salary employees.
Hourly Amount: This should be an hourly rate for hourly employees.
Note: Employees starting mid pay period are set to pro-rated salary. Set next pay period to be their salary amount.

Chapter 3 – Job Card

Job Card

A Job Card is created to identify tasks, terms, resources, labor categories, and budget. It can also be used for the creation of quotes, statistics, invoices, costing, and reports related to the project.

General Tab

Job

No: The Job number will be auto-generated based on your No. Series List setup.

Description: Enter a description of the project/contract that you are setting up.

Bill-to Customer No: Identify the Client No. from the customer list.

The following fields will be auto populated with the client information from the customer card when the client no is selected:

Name
Bill-to Address
Bill-to City
State/Zip Code
Bill-to Post Code
Contact No
Bill-to Contact

Project Manager Name: This will be auto populated with the name on the resource card associated to the project manager no selected.

Govt. Contracting Tab

Certification Code: Identify any standard text codes that apply. This will insert the text selected in the description field in the bottom section of the invoice.

Invoice Nos: Identify the default number series for your invoices. This can be customized.

Service Contract Act: This is selected if the SCA minimum wage requirements are applicable and require resource cost setup.

Posting Accounts

Job Group: Identify the job group that the job belongs to.

Job Account Group: Identify the job account group that the job belongs to.

Cost Account: Identify the g/l account to use for the job group, resource class, and pay type selected

Revenue Account: Identify the G/L account that the revenue for this group should post to.

Accrued Revenue: Identify the G/L account that is credited when using when using the revenue recognition routine

Revenue Accrual and Billing

Revenue Recognition Formula: Identify the revenue recognition formula that should be used.

Billing Formula: Identify the billing formula that should be used.

Billing Pool Group: Identify the billing pool group that the job belongs to.

Fee Percent: Identify the fee setup used when calculating an invoice for this job.

Note: Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to labor, non-labor, or both.

Fee Amount: Identify the percentage when calculating an invoice for this job.

Note: Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to amount on hours, amount MTD, amount YTD, and amount ITD.

Withholding Setup Name: Withholding is used when the client (government) wants to hold a percentage of payment at the beginning or at the end of a project. Identify the appropriate job withholding setup for the job, labor, and fee.

Contract

Job Contract Type: Identify the contract type

Primary Contract No: The contract number from the contract card. This will print on the invoice.

Where Used: The contract card has additional information related to the contract that can be entered.

Other Contract No: Secondary contract number. (If applicable)

Office No: Identify the client's contracting office.

Office Name: This field will populate with the name associated with the office no selection.

Paying

Office No: Identify the customer's paying office.

Office Name: This field will populate with the name associated with the office no selection.

Indirect/Fringe

Allow Time in Advance: Enable if the resource is allowed to enter time against the job in advance (i.e. PTO)

Leave Without Pay: Enable if the job is designated as leave without pay

Benefit Accrual Code: Populate with the benefit accrual code associated with the job (i.e. PTO, SICK, Holiday)

Department Code: Populate the department code of the job

Posting Tab

Status: Status of The Project

Job Posting Group: Identify the Job Posting Group that the job belongs to. Typically, the value is "ALL"

All other fields are not applicable to GovCon

Duration Tab
Starting Date: Identify the starting date of the contract.
Ending Date: Identify the ending date of the contract.

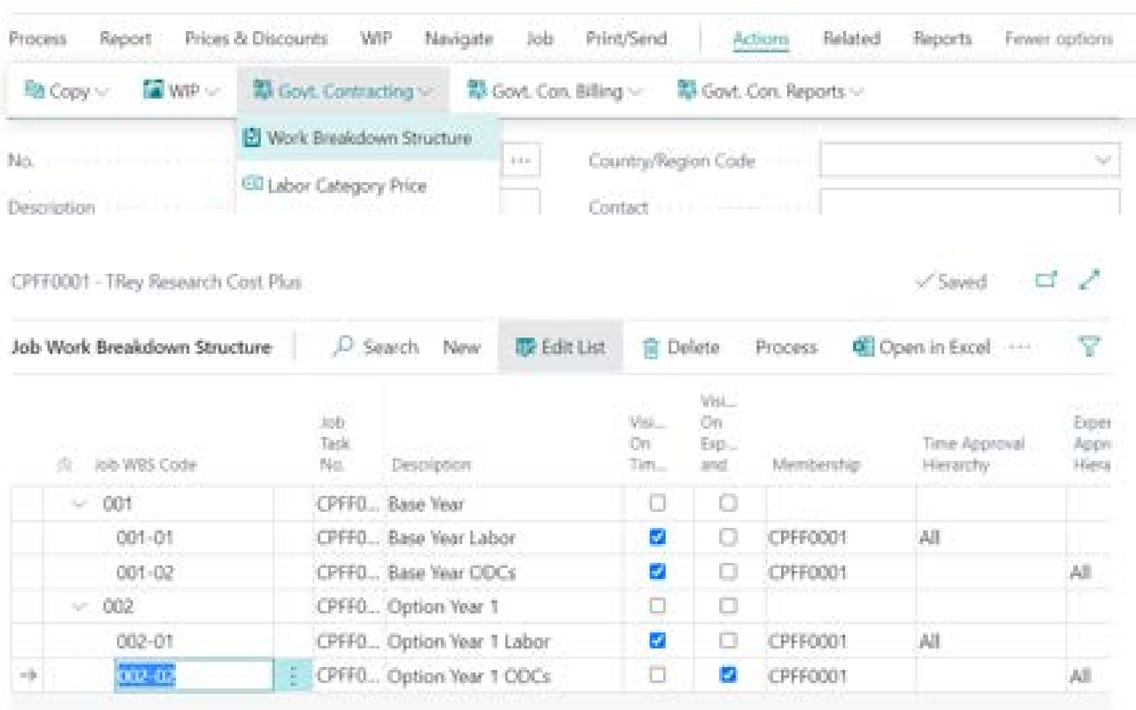
Work Breakdown Structure

A work breakdown structure is created for each job and can be accessed from the job card. The work breakdown structure defines the structure of the tasks and is where cost will be charged.

To Navigate to Jobs: Departments→Project Accounting→General→Jobs

1. Select Job from the Role Center Ribbon
2. Select A Job
3. From the job card ribbon, select Actions, and then Work breakdown structure under the Government Contracting Tab

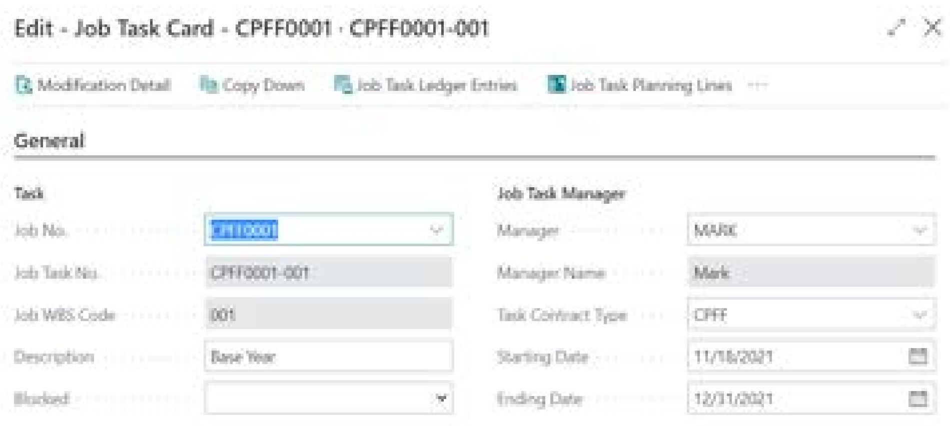
Open a job card and the Work Breakdown Structure link can be found in the ribbon:



Job WBS Code: Enter the WBS code for the task you are setting up.
Job Task No: The system will create the job task number and populate this field.
Description: Enter a description of the task.
Visible on Timesheet: Resources assigned to this job will have this task available on timesheets to charge applicable labor.
Visible on Expense and Requisition: Resources assigned to this job will have this task available on expense reports and requisitions in order to charge/request for applicable direct expenses.
Membership: Identify the membership group for this task for time and expense entry.
Time Approval Hierarchy: Identify the timesheet approval hierarchy for this task.
Expense Approval Hierarchy: Identify the expense approval hierarchy for this task.
Requisition Approval Hierarchy: Identify the requisition approval hierarchy for this task.
Time Approval Starts With: Identify the timesheet approval level that is responsible for approving this task. Some tasks may skip lower levels of approval per the nature of the task.
Expense Approval Starts With: Identify the expense level that is responsible for approving this task. Some tasks may skip lower levels of approval per the nature of the task.
Requisition Approval Starts With: Identify the requisition level that is responsible for approving this task. Some tasks may skip lower levels of approval per the nature of the task.
Contract Amount: This field will display the contract amount setup in the system.
Funded Amount: This field will display the funded amount setup in the system.

Job Task Card

Select a line in the Work Breakdown Structure and select **Task Detail** in the ribbon. This will open the Job Task Card. The setups on the task card are used to calculate invoices, revenue, and labor. Additional task specific overrides are also setup here.



General Tab

Job Task

Job No: The job number will be pre-populated.

Job Task No: The job task number will be pre-populated from the WBS setup.

Job WBS Code: The job WBS code will be pre-populated from the WBS setup.

Description: The description will be pre-populated from the WBS setup.

Blocked: Posted transactions only or all modifications will be blocked to this task.

Options are:

- **Posting –** Block posted transactions only.
- **All –** Block all modifications.

Job Task

Manager: The resource number of the project manager assigned to the task.

Manager Name: This will be auto populated with the name on the resource card associated to the manager no selected.

Task Contract Type: Identify the contract type for the task if different from the job.

Starting Date: Identify the starting date of the task.

Ending Date: Identify the ending date of the task.

Posting Tab

Department Code Dimension: The resources department should be selected. This field is used in conjunction with the dimension priority on the GC Parameters table.

Where Used: The department code is used on labor entries, if the priority for the department is by job. If the job department is the priority, then this field will be used on all labor transactions.

Revenue Recognition and Billing

Revenue Recognition Formula: Identify the revenue recognition formula that should be used.
Billing Formula: Identify the billing formula that should be used.
Billing Pool Group: Identify the billing pool group that the job belongs to.
Fee Percent: Identify the fee setup used when calculating an invoice for this task.
Note: Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to labor, non-labor, or both.
Fee Amount: Identify the percentage when calculating an invoice for this task.
Note: Typically used for cost plus type projects. This field is used if the fee column in the billing formula is set to amount on hours, amount MTD, amount YTD, and amount ITD.
Note: Setups from the task are always used. The corresponding fields on the job are defaulted to the task upon creation but may be changed.

Contract Tab

Contracting

Other Contract No: The task contract number. (If applicable)

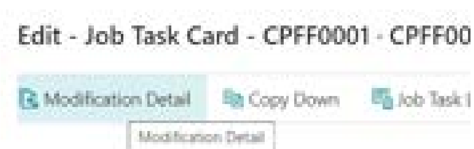
Job Task

Contract Amount: This will be pre-populated from your modification detail setup.
Funded Amount: This will be pre-populated from your modification detail setup. Business Central will not allow job billings to exceed funding amount.
Funded Fee Amount: This will be pre-populated from your modification detail setup.
Note: More information on the Modification Detail setup can be found below.

Modification Detail

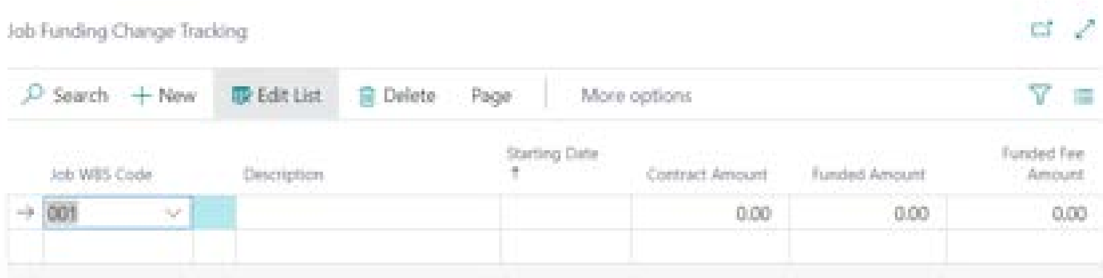
Modification Detail is used to set up your project's funding by task order.

This can be found via the Work Breakdown Structure link in the ribbon of the job card:



Identify the task you are setting up and click Modification Detail in the ribbon of the task card:

This will open the Job Funding Change Tracking Screen:



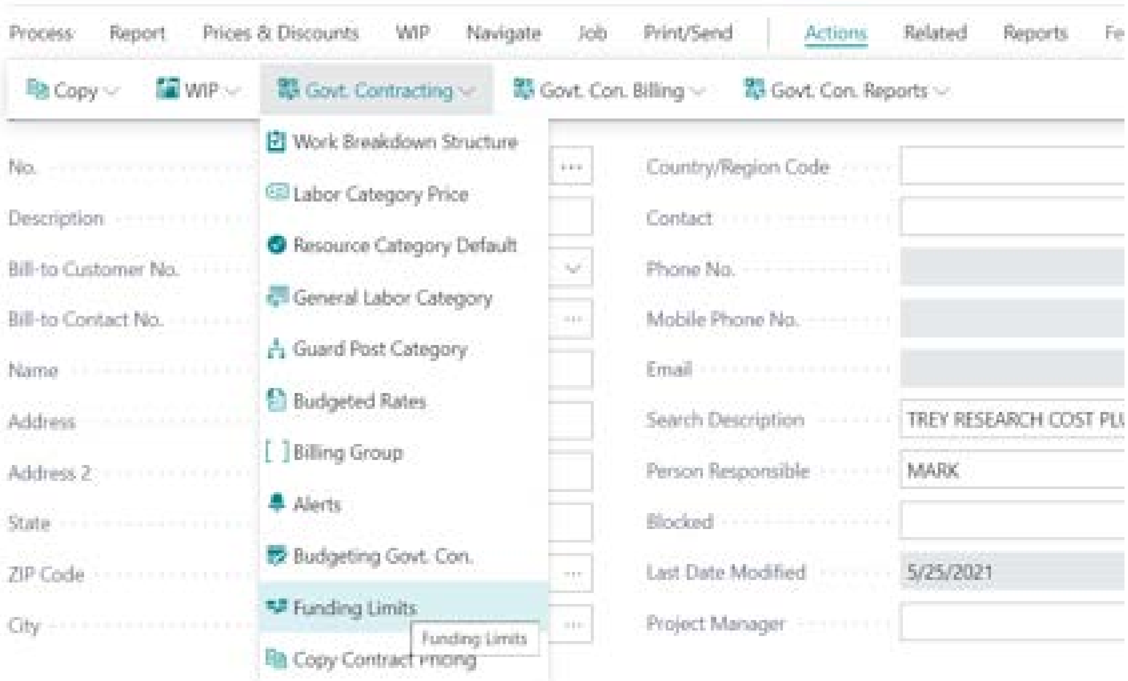
Job WBS Code: The Job WBS Code will be auto-generated but can be modified.
Description: Describe the task.
Starting Date: Identify the effective date of the funding change.
Contract Amount: The total contract amount allocated for this task.
Funded Amount: The amount that has been funded for this task.
Funded Fee Amount: The fee amount that has been funded for this task.
Note: When zeroing out funding amounts go to the Funding Limit screen and delete the zero amount line.

Funding Limits

Funding Limits define the maximum amount that can be invoiced. Limits can be defined at the project, task, job category, or the category group level. This allows the user to setup limits for a specific labor category or burden category like G&A. Conditions for type, category group, job category, or resource can also be selected.
Note: Modification detail creates funding limit lines for fee and task level funding amounts.

The funding limits function can be found in the ribbon of any job card:

1. Select Job from the Role Center Ribbon
2. Select A Job
3. From the job card ribbon, select Actions, and then Funding Limits structure under the Government Contracting Tab



Job No: Identify the job that you are establishing funding for.
Job WBS Code: Identify the task that you are establishing funding for.
Type: Identify the type of funding.
Options are:

- **Labor**
- **Expense**
- **Burden**
- **Fee**
- **All**

Category Group Name: Identify the category group that you are establishing funding for.
Job Category Name: Identify the job category that you are establishing funding for.
Resource No: Identify the resource that you are establishing funding for.
Funding Limit Amount: Identify the funding limit amount.

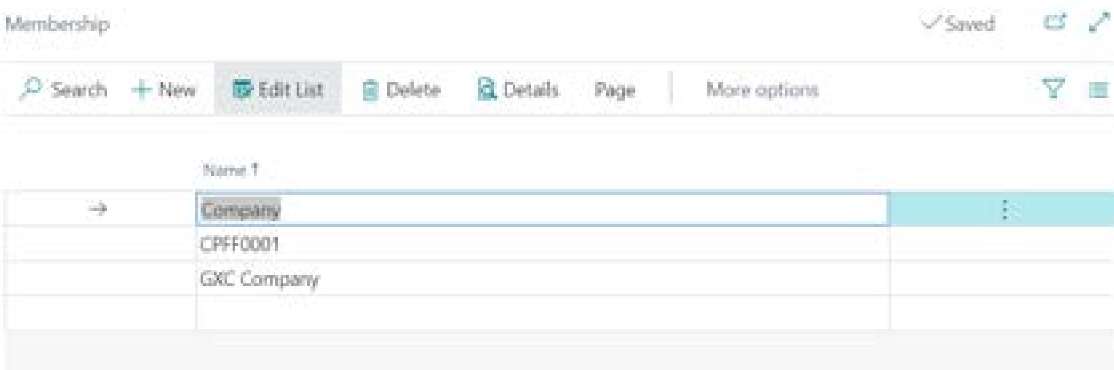
Change Tracking: This link opens to the Job Funding Change Tracking Screen. See Modification Detail for more information.

Membership

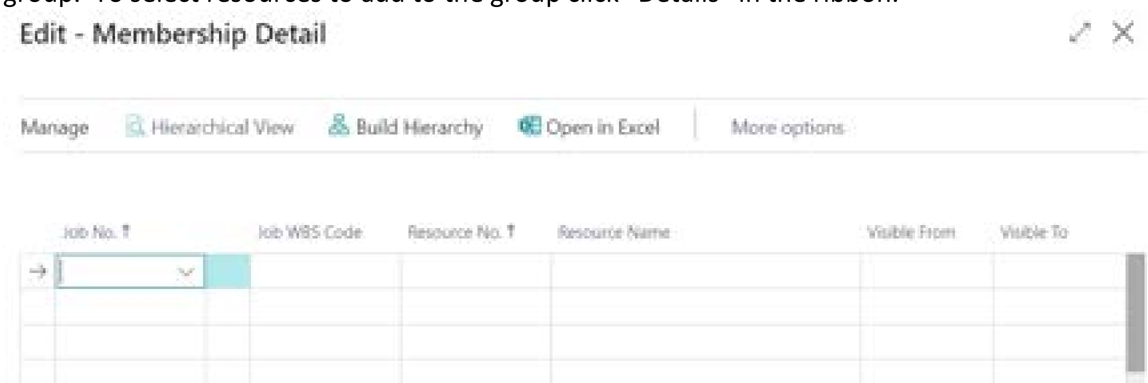
Membership is the assignment of resources to projects for time and expense entry. This can be setup differently for different tasks on the same job. Once created, the membership hierarchy can be leveraged against multiple jobs, or used for one job only.

To navigate to Membership Setup:

1. From the Role Center page, navigate to Manual Setup
2. Select Membership. Find and click on Membership.



Select “New” to create a new membership group. This will insert a blank line so you can name your group. To select resources to add to the group click “Details” in the ribbon.



Job No: Identify the job that you are setting up membership for.

Job WBS Code: Identify the task that you are setting up membership for.
Resource No: Add a resource to give them access to the task in time and expense entry.
Resource Name: Displays the resource name associated with the resource number selected.
Visible From: Identify the date that this task should be available to the resource selected.
Visible To: Identify the date that this task should no longer be available to the resource selected.

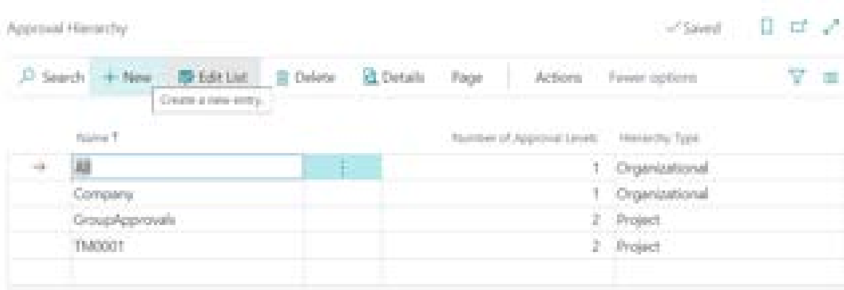
Approval Hierarchy

The approval hierarchy setup allows the user to configure different approvers for different tasks, even within the same job. This can be setup differently for time, expense and requisitions. Once created, the approval hierarchy can be leveraged against multiple jobs. You can use the same hierarchy but change the number of approvers and levels that need to be met per job/task.

To navigate to approval hierarchy:

1. From the Role Center page, navigate to Manual Setup
2. Select Approval Hierarchy from the list

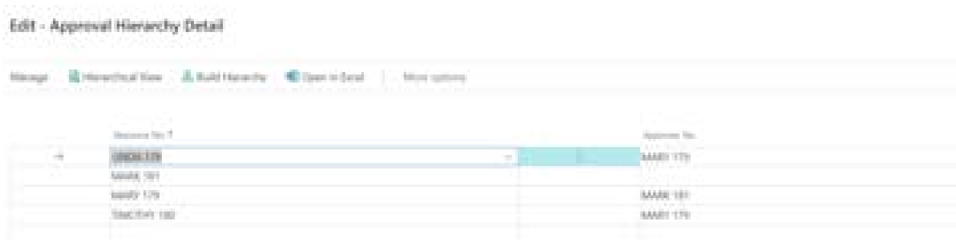
This will open the approval hierarchy list. Select "New" to add a new group.



Name: Name the approval hierarchy that you are setting up.
Number of Approval Levels: Identify the number of approval levels in the hierarchy needed.
Hierarchy Type: Determines how the system looks for approvers.
Options are:

> **Organizational:** All employees in the organization can be selected.
> Note: This is used for indirect charges that need to be approved by the employee supervisor.
> **Project:** The system will look at the membership and hierarchy selections on the WBS table of the job card.
> Note: This is used for direct charges to a project. Approval should go through the project manager.

Select the group that you are setting up and click Details in the ribbon to open the approval hierarchy edit page. This screen assigns approvers to resources and assign a level in hierarchy.
Note: 0 is the highest level and does not require an approval.



Resource No: Identify the resource that you are setting up approval for.
Approver No: Identify an approver for the resource.
Level in hierarchy: This column will populate when the build hierarchy function is run.

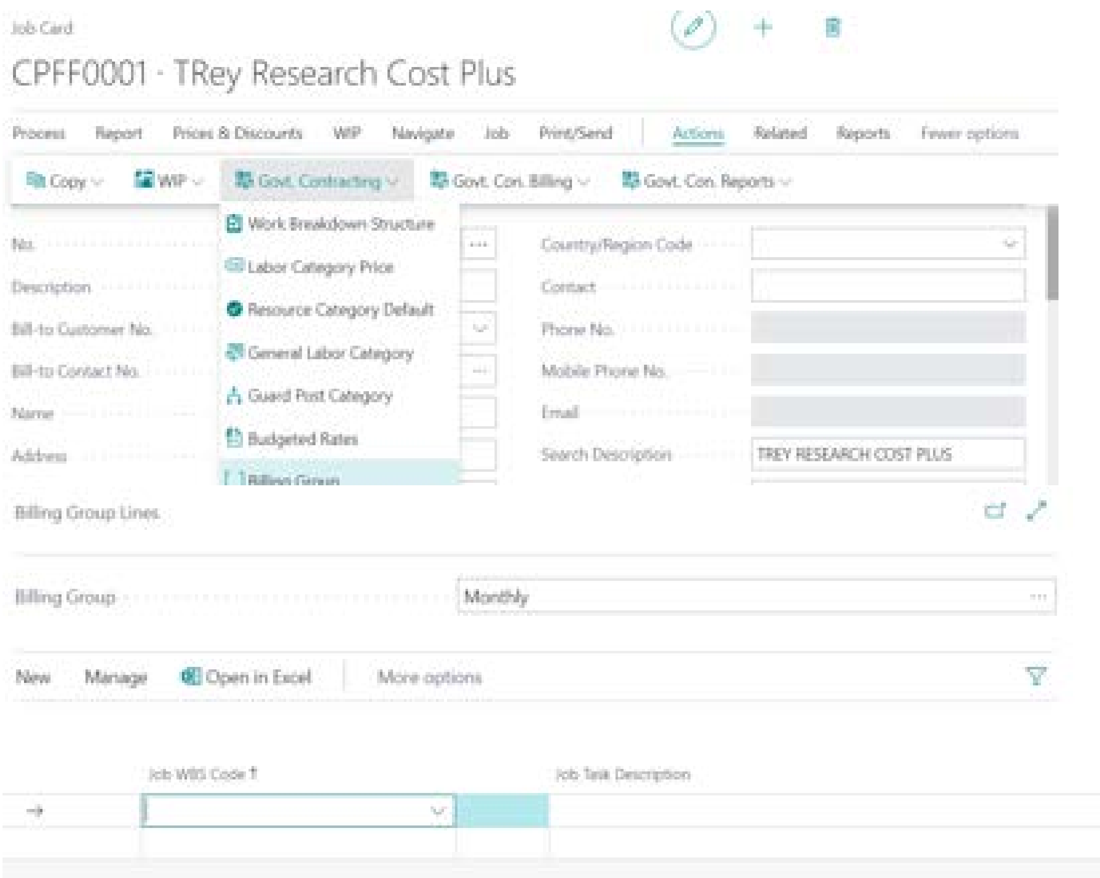
Build Hierarchy: This function assigns a level in hierarchy for a resource using the approver selections in the table. The hierarchical view structure is also updated when this is run.
Note: The resource at the highest level must have a line inserted with a blank approver.

Billing Group

Billing groups allow you to define tasks that should be invoiced together. The setup is saved and can be re used to create invoices.

To Navigate to Billing Group:

1. From the role center, select Job
2. Select a Job from the List
3. In the Job card ribbon, Select Actions then Govt. Contracting, then Billing group.



Job WBS Code: Identify the Job WBS Code that you would like to add to the billing group.
Job Task Description: This will be populated per your WBS Code selection on the Job WBS List.
Range: A range of WBS codes can be entered here. When the Add Range function is run in the ribbon the billing group screen will be updated with all the tasks in that range.
Where Used: This is used during sales invoice creation.

Chapter 4 – Labor Processing

Resource Card

See the Resource Card chapter for more information on resource labor related setups.

Benefit Accrual

See the Application Setup chapter for more information on benefit accrual labor related setups.

Government Contractor Parameters

See the Application Setup chapter for more information on government contractor parameters labor related setups.

Pay Rates

See the Resource Card chapter for more information on how to set up pay rates.

Job Category

See the Application Setup chapter for more information on how to setup a Job Category.

Time Journal

The Time Journal is used to import employee timesheets and process labor into BC. Timesheet lines are imported, comp time and labor distribution functions are run, and unit cost will be calculated per employee. A review of the journal for each employee calculation is then performed to ensure that wages have been distributed correctly before posting.

Processing Labor

Navigate to the Time Journal:

1. From the Role Center, navigate to Time Journals

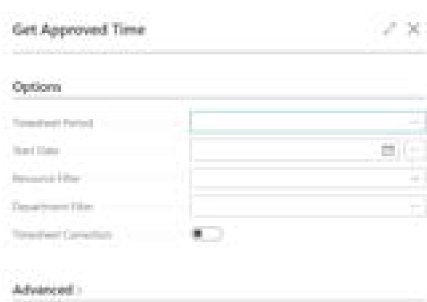
Missing Time Report

The Missing Time report alerts the user if any employees have timesheets that have not been started, not submitted, or are Submitted and waiting on approval. The report will also alert the user if any employees have not entered any time on a day that his part of the employee’s Timesheet Period Start and End, as defined on the resource card. This report should be run and verified before timesheets are imported.

Import Timesheet

Select the icon for Import Timesheet on the ribbon. This will bring in the timesheet lines that are submitted and approved for a given timesheet period.

The following filter options are provided for bringing in time. The default batch will be populated with the approved timesheet lines within the filter selection.



Timesheet Period: Identify the timesheet period that you are processing.

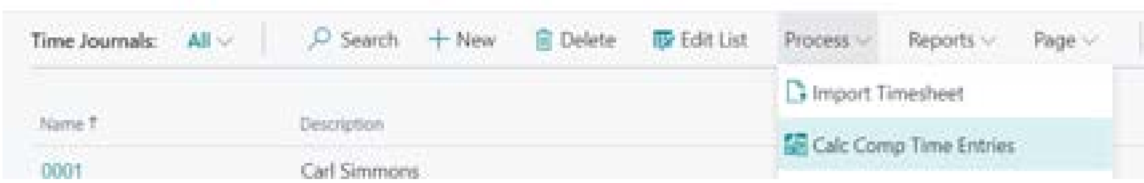
Best Practice: Process timesheets with one timesheet period before importing timesheets for the next timesheet period.
Start Date: This field will be populated based on your timesheet period selection and setup.
Resource Filter: This filter is for the Resource Number.
Note: Use the | or .. filter expression to include multiple resource numbers. (See page XX for list of all filter expressions)
Department Filter: This filter is for the Department Dimension Value on the resource.
Timesheet Correction: This is selected if you want to import corrected timesheets.

A separate batch will display for each timesheet. Select the batch line you are processing and click “Edit Journal” in the ribbon to view the timesheet lines submitted.

Calculate Compensated Time (Optional)

Compensated time is an optional benefit that an employer can offer to their salaried employees. This allows salary employees to begin accruing any hours worked over a pre-determined global accrual selection so they can be used at a later time. Companies can use the Comp Time function to record Standard Time Accounting practices, as opposed to the default of Total Time Accounting/Effective Rate calculation.

To use Calculate Compensated Time select the Calc. Comp Time Entries function from the ribbon of the Time Journal.
Note: See Calculate Compensated Time Setup section.



Compensated Time Accrued At: Identify the number of hours an employee must work before they start to accrue comp time.
Hours in Pay cycle: Adjust this number to the number of hours in the pay cycle you are processing.
Note**:** The system will default the number of hours in the pay period from the timesheet period. If this is an auto-split week scenario the hours in the pay cycle will be prorated.
Note: The Time Journal will populate with up to two negative line entries. A negative line for the amount accrued using the Comp Time Earned job and a negative line for the uncompensated time if applicable.
Note: This is a global setting NOT by employee.

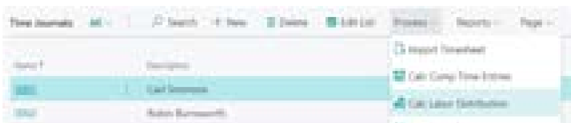
Calculate Labor Distribution

This function will distribute employee's salary across the total number of hours worked and be applied to each line on their timesheet.

Note: Labor distribution is calculated per the Labor Dist. Calc. Method selection. (See Resources Setup for more detail)

Journals→Time Journal→Edit Journal

Select the Calc. Labor Distribution icon in the ribbon of the employee time journal.



The cost and price columns in the Time Journal will be updated accordingly. Verify that they are being populated accurately. Total cost for a salary employee should be equal to their pay amount on the resource card.

Leave without Pay (LWOP): You may use LWOP hour entries to reverse hour entries by inserting a new line to reduce the net pay by the hours not worked.

Rounding: A rounding entry will be created when the employee salary is not distributed evenly over the hours worked.

Note: See to job card chapter for more detail.

Common Errors:

Unit Cost: If this field does not populate, verify the quantity of hours column is populated and that the resource has a rate entered.

Unit Price: If this field does not populate, verify that the Labor Category Code is populated on the job setup.

Unit Price: If this field does not populate as expected, verify the SCA flag and resource prices on the job.

ADP Export Hours Only

Creates a file that is used to export hour data to ADP. Enter the Batch ID that you use in ADP.

Best Practice: Batch ID should be 001.

ADP Export Hours and Earnings

Creates a file that is used to export hour and dollar data to ADP. Enter the Batch ID that you use in ADP.

Note: For more detail review the "ADP Export File for an hourly and salary employee" testing scenario.

PayChex Export

Creates a file that is used to export hour and dollar data to PayChex.

Create Sub Cont. Invoice

This function is used when subcontractors enter time using the Business Central WTE system. This time must be processed through the purchasing module in order for it to appear as expenses against the job. The G/L account it uses comes from the Job Category Resource Class. The resource card must have the correct class code setup.

Note: This function will create one purchase invoice per sub-contractor across all batches.

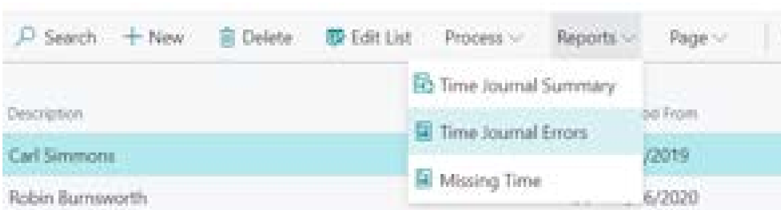
Time Journal Errors Report

The Time Journal Errors report alerts the user of any errors that will prevent any time journal lines from posting. It will also identify errors that will not be caught by posting validation such as if any lines do not have a unit cost, or whether lines charged to a T&M job are missing a unit price. This report should be run and verified before the time journal is posted.

Corrections to Labor

Navigate to the Time Journal:

1. From the Role Center Page Select Journals and click on Time Journal



Importing Timesheet Corrections and Reversing Prior Timesheets

Correction timesheets which have been submitted and approved are brought into the Job Time Journal by running the "Import Timesheet" function and placing a checkmark next to "Correction Timesheet." Once the correction lines are in the Job Time Journal, run the labor distribution from the ribbon of the Job Time Journal in order to calculate unit cost and price. Afterwards, individually open each correction batch and run the "Reverse Timesheet" function in order to back out the original timesheet by creating negative line entries. After "Reverse Timesheet" is run for each batch, post the Correction entries.

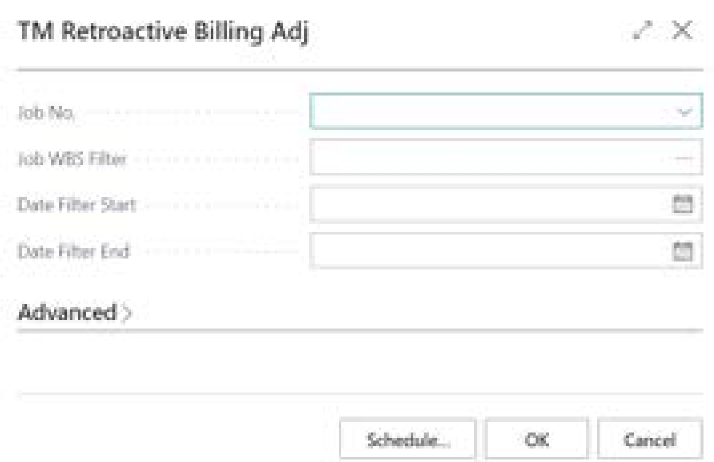
Note: Corrections post in the current time period.

TM Retro Billing Adjustment

This is used for T&M projects that have timesheets that were processed in a prior pay period using an old rate and are now approved for a retroactive rate increase. Upon approval, this function can be run to create adjustment journal entries for the difference. Once the entries are posted a new invoice can be generated to bill the additional amount.

The filtering options are:

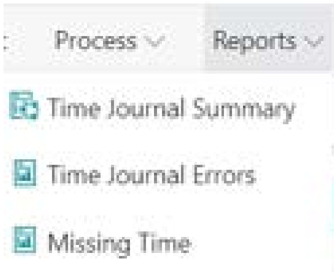
Job No.
Job WBS Filter
Date Filter Start
Date Filter End



Note: Make sure the new Labor Category rate is updated on the Job Card. Resource Price and Resource Labor Category links in the ribbon should be updated with the new code, rate, and starting date.

Verification

The Time Journal has links to reports that will assist with verification to help prevent errors from being posted.



Time Journal Summary

The Time Journal Summary report provides a summary view of the employee timesheets. The information is summarized in four different ways to include: Employee Summary, Project Summary, Time Posting Group Summary, and G/L Account Summary. When generated, the report is displayed in a Print Preview format that allows the user to print or save in various file formats.

Time Journal Errors

The Time Journal Errors report displays any common setup or data errors that may affect posting or labor distribution. These errors should be corrected before timesheet lines are posted.

Common Errors: No cost, no price, or blocked task code.

Missing Time

The Missing Time report is used prior to the import of your timesheet lines. All time must be submitted and approved before the Import Timesheet function is run.

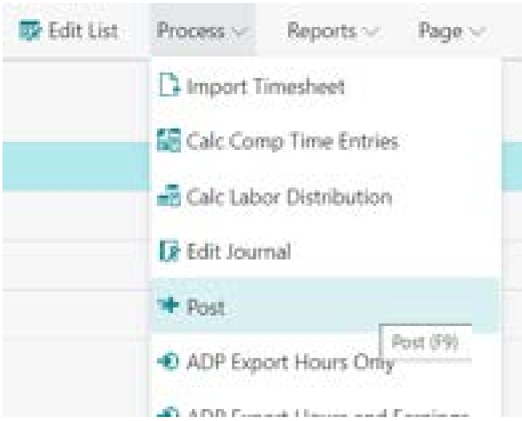
Options are:

Time Starting Date: Identify the first day of the time period
Ending Date: Identify the Last day of the time period
The purpose of the next two fields are for DCAA auditor requests for a floor check of entered time.
Floor Check Date: Identify the date that you are checking for completed timesheets
Run Report for: Missing hours OR Waiting Approval

Posting

Once all processing and verification has been completed the timesheet lines can be posted.

The Post link is located under Process of the ribbon of the Time Journal



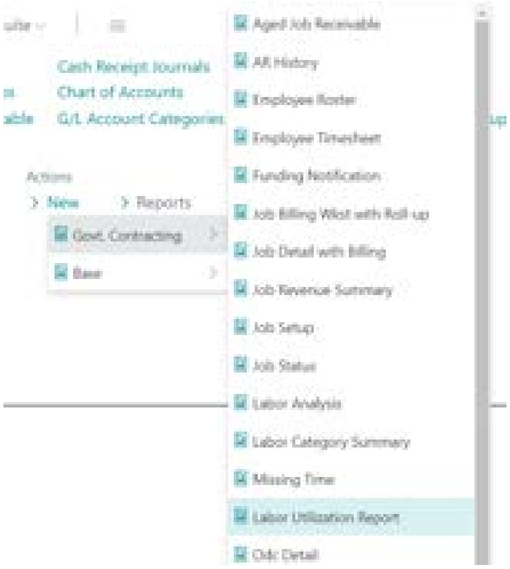
The system will prompt with the message asking the user if they are ready to post. Click Yes and your timesheet lines will be posted to the general ledger, the job ledger, and the resource ledger.

Labor Reports

The following labor reports provide an analysis on labor transactions and utilization.

To navigate to the labor Reports:

1. On the Role Center Page, select Reports, then Gov’t Contracting.
2. Scroll down and Select the desired Labor Report



Labor Utilization

Report Type: Identify the labor utilization report you would like to view.

Options are:

> **Utilization By Employee:** This report displays unposted & posted labor entry amounts/utilization percentages for the current period (selected on the report selection page using the posting date filter) and YTD utilization for posted time.
> **Summary By Category:** This report displays current/YTD posted labor entries, utilization percentage, budgeted amounts, and variance percentages by labor category.
> **Utilization Trend:** This report displays the labor utilization percentage by employee and by month.

Starting Period: Identify the starting period for your report.
Ending Period: Identify the ending period for your report.
Summary Only: This will summarize the report.
Resource No. Filter: Filter for specific resources.
Labor Category Filter: Filter for specific labor categories.

Labor Analysis

Trend: This allows you to choose to view this report by week or by month.
Column Info. To Print: Choose how you would like the report measured.
Options are:

- **Hours, Cost, Spent, Billed**

Period: Identify the accounting period for your report.
Starting Date: Identify the starting date for your report. Defaults from period selected.
Ending Date: Identify the ending date for your report. Defaults from period selected.
Job Group Filter: This allows you to filter the report by Job Group.
Department Filter Resource: This allows you to filter the report by department.
Include Un-posted Time: If selected, un-posted time will display on the report.
Group By
Layout: Choose your report layout.
Options are:

- **Individual by Job:** Provides a summary of hours sorted by each employee and then project by period.
- **Job by Individual:** Provides a summary of hours sorted by each project and then employee by period.
- **Job Task by Individual:** Provides a summary of hours sorted by each task and then employee by period.
- **Department by Individual:** Provides a summary hours sorted by each department and then employee by period.

Columns 1-5: The report columns can be displayed on the report in any order based on your column selections 1-5. Note: A selection in the layout field will populate related columns. They can then be modified per the user's needs.
Options are:

- **Resource**
- **Job Contract Type**
- **Job**
- **Job Task**
- **Resource Department**

Timesheet History

This report provides a summary of direct hours by employee sorted by pay type.
Print Transaction Detail: If selected, the employee daily timesheet line details will display.
Print Transaction Summary: This will roll the hours up to the project and then employee.
Project Filter: Filter the report for a specific project.
Wbs Filter: When a project filter is selected you can also select a WBS filter for the report.
Labor Posting Group Filter: Filter the report for a specific labor posting group.
Hide Cost: Will hide cost from this report.
Note: DCAA will request this report to show labor distribution for employees.

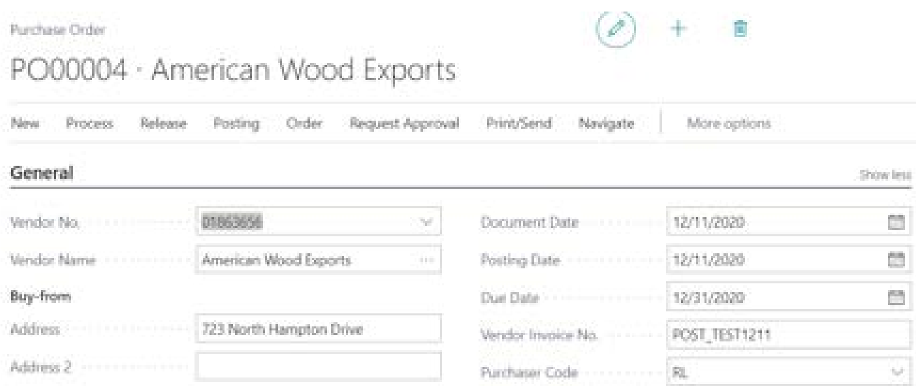
Chapter 5 – Purchasing

Purchase Orders

Purchase Orders are used to quote, order, receive, and invoice orders. This includes purchase orders for subcontractor labor.

To navigate to Purchase Orders:

1. From Role Center ribbon, select Purchase Orders.



General Tab

No: Create the purchase order no. by tabbing through the field by referencing the no. series setup.
Buy-from Vendor No: Identify the Vendor No. from the vendor list.
Buy-from Contact No: This field is not normally used. Requires additional setups in the marketing module. The contact name text field is used on the vendor card instead.

The following fields will be auto populated with the vendor information from the vendor card when the vendor no is selected:

Buy-from Vendor Name
Buy-from City
Buy-from State/Zip Code

Posting Description: This field will pre-populate and references the purchase order number.
Posting Date: This is the transaction date. It is updated before receiving and before invoicing.
Order Date: The date that the order is placed with the vendor.

Document Date: The date on the vendor invoice.
Where Used: This date is used to calculate the invoice due date.
Vendor Invoice No: Identify the vendor invoice number.
Requisition No: Populated by web requisitions.
Status: The status of the purchase order is displayed.
Options are:

- **Open**
- **Released**
- **Pending Approval**
- **Pending Prepayment**

Lines

Type: Identify the type of transaction you are posting.
Options are:

- **G/L Account**
- **Item**
- **Fixed Asset**
- **Charge (Item)**

No: The G/L account number will be populated and displayed here after job category and resource has been selected on the line. Tab through this field.
Job No: Identify the Job number.
Note: The selection here will determine the list that displays in the Job WBS Code field.
Job WBS Code: Identify the task number.
Job Category Name: Identify the category name.
Subcontract No: Identify the subcontractor number. (If applicable)
Resource No: Identify the resource number.
Timesheet Date: Identify the date that the expense occurred.
Description: The description will pre populate based on your Job Category selection.
Quantity: Identify the quantity.
Unit of Measure: Identify the unit of measure. (Ex. Hour)
Direct Unit Cost Excl. VAT: Identify the unit cost without tax.
Line Amount Excl. VAT: This number will be calculated and populated from your quantity and unit cost entries.
Qty. to Receive: Identify the quantity that you are receiving.
Qty. to Invoice: Identify the quantity that you are invoicing.
Department Code Dimension: The dimension code will pre-populate from the job card selected.
Quantity Received: This field will display the total quantity that has been received.
Quantity Invoiced: This field will display the total quantity that has been invoiced.

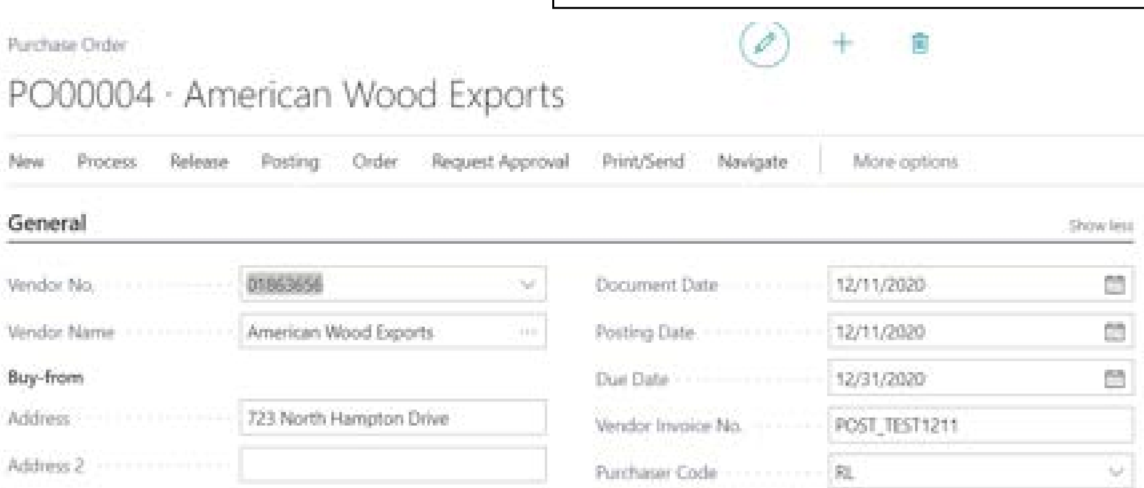
Invoicing

Pay-to Vendor No: Identify the Vendor No. from the vendor list.
The following fields will be auto populated with the vendor information from the vendor card when the vendor no is selected:

- **Pay-to Name**
- **Pay-to City**
- **State/Zip Code**

IRS 1099 Code: This is defaulted from the vendor card.
Department Code Dimension: This defaults from the vendor card. The account payable entry created will use the dimension code selected in this field.
Payment Terms Code: This defaults the payment terms from the vendor.
Due Date: Due date is calculated using the payment terms code and the document date selections.
Buyer Code: Populated by the web requisition.

Post: When the items are received the post function can be used to record that it has been received and an invoice can be created. These functions can be done independently or at the same time.
Note: The Qty. to Receive and Qty. to Invoice columns should be updated on the lines before running the function.



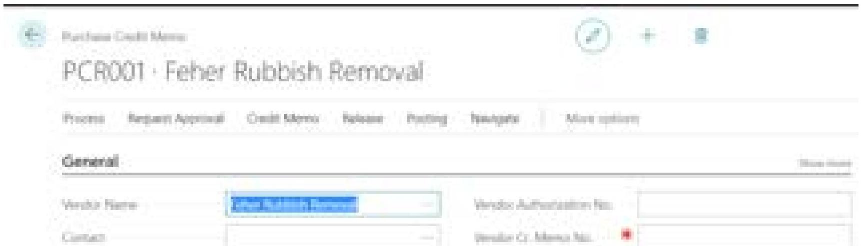
Purchase Credit Memos

Purchase credit memos are used to provide a credit back to a vendor on a posted purchase order.

To navigate to Purchase Credit Memo:

1. From the Role Center ribbon, select Purchase Credit Memo's.

This will bring you to the purchase credit memo list. Select New in the ribbon to open a new purchase credit memo card.



The fields on the purchase credit memo are the same as the purchase order. See the purchase order section for a description of the fields.

Chapter 6 – Billing

Job Card

See the Job Card chapter for more information on how to set up a job.

Billing Group

See the Job Card chapter for more information on how to set up a billing group.

Billing Formula

See the Application Setup chapter for more information on how to set up a billing Formula.

Invoicing

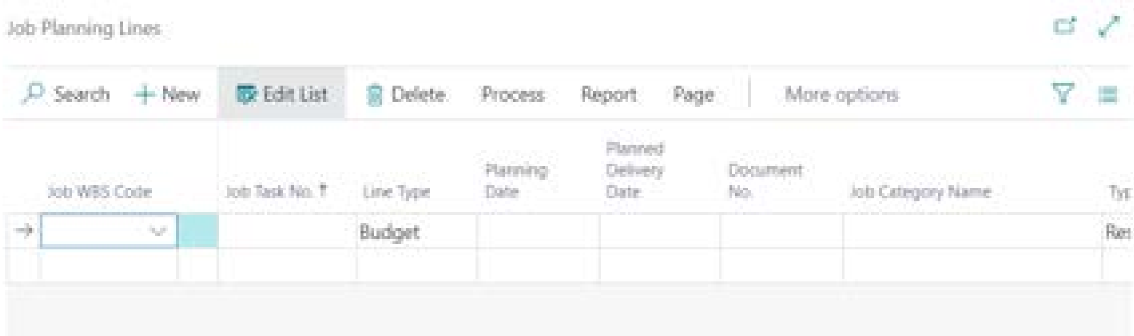
Create Planning Lines

Job planning lines are used to plan and invoice job expenses. As expenses are incurred, the system will create planning lines automatically for T&M and cost plus jobs.

Planning line and invoice creation for Firm Fixed price type contracts is a manual process. The system will need to be told when to create them and what they should be. The planning lines will then be populated and waiting for verification when the planning line table is opened.

To navigate to the job planning lines table:

1. From the role center, navigate to Job
2. Select a job
3. On the Job Card Ribbon, select Navigate and then Job Planning Lines



Job WBS Code: Identify the related task.
Job No: Identify the job that the task is related to. This field will default from the job selected.
Line Type: Specifies the type of planning line
Planning Date: This is the date the transaction/expense was incurred.

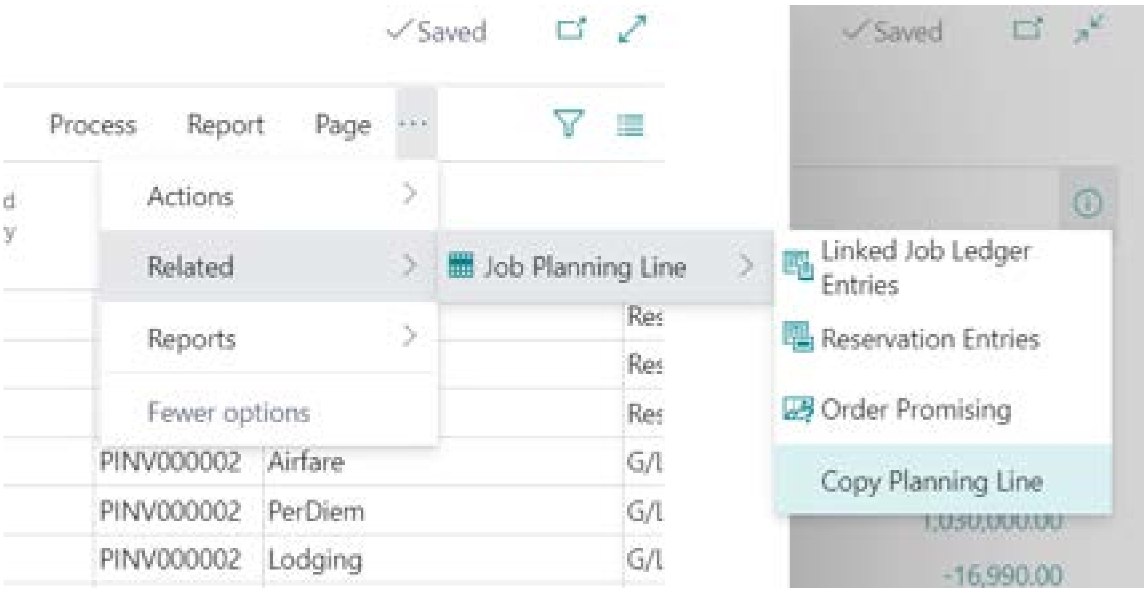
Planned Delivery Date: Specifies the date that is planned to deliver the item connected to the job planning line. For a resource, the planned delivery date is the date that the resource performs services with respect to the job.
Document No: The document number from the expense transaction.
Job Category Name: Identify the job category.
Type: Identify the type of cost being billed.
Options are:

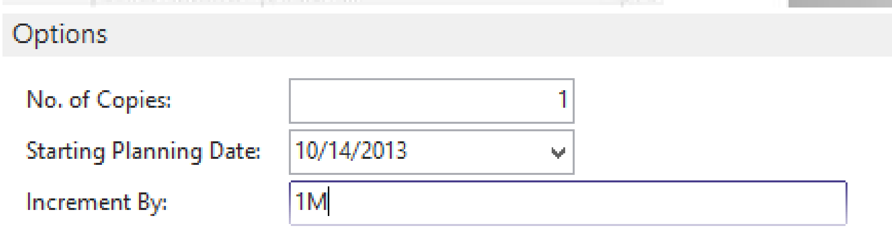
- **Resource:** Used for labor billing.
- **Item:** Used for item billing. Not normally used for government contracting.
- **G/L Account:** Used to invoice non-labor, burdens, and fee.
- **Text:** Used to print additional verbiage on the invoice.

No: The no. field will open to the corresponding list to your type selection.
Description: Enter a description.
Quantity: Enter the quantity.
Unit Price: Enter the price.
Line Amount: The system will calculate the line amount from the quantity and unit price entered.
Qty. to Transfer to Journal: Specifies the quantity you want to transfer to the job journal. Its default value is calculated as quantity minus the quantity that has already been posted, if the Apply Usage Link check box has been selected. .
Qty. Invoiced: This field will update after you transfer your lines to the invoice.
Invoiced Amount (L$): The total amount of the items invoiced.
Pay Type: Enter the pay type.
Vendor No: Identify the vendor.
Ignore for Billing: This should be checked when the item has not been used yet and cannot be invoiced to the client this period. This line will be saved and can be invoiced at a later time by unchecking.

Copy Planning Lines

The copy planning line function is used to create recurring planning lines for firm fixed price billings for future periods. The link is in the ribbon on the Navigate tab of the planning line table.



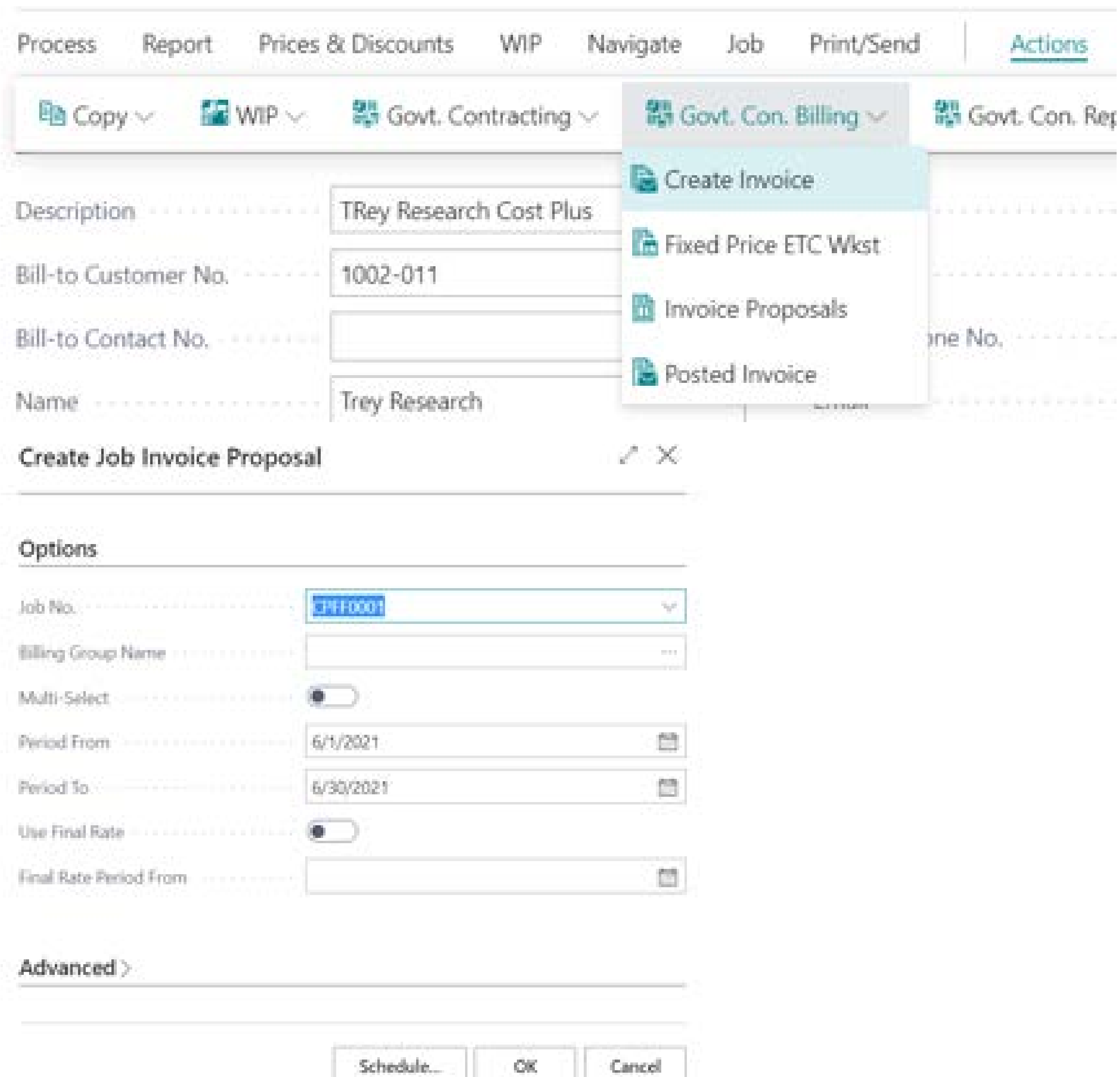


No of Copies: The number of times the line will be copied.
Starting Planning Date: The date that will be used for the first line inserted. The date of the subsequent lines will be adjusted by the selection in the increment by field.
Increment By: Identify a date formula for the system to use for multiple line creation.

Create, Post, and Print Invoices

The create invoice function is found in the ribbon of the job.

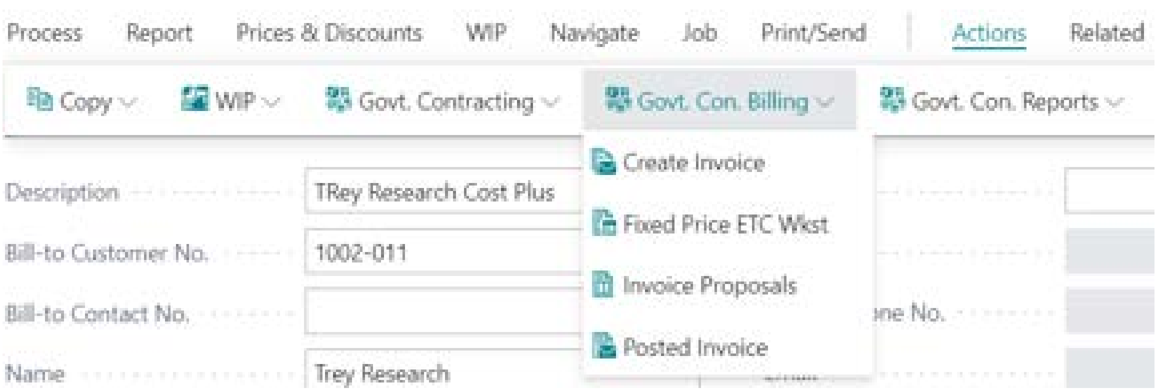
Note: Invoicing is a manual process for FFP contracts. The system will need to be told when to create invoices.



Job No: Identify the job that you are invoicing. This field will default from the job selected.
Billing Group Name: Identify the billing group that you are creating an invoice for. It should be noted that when multiple billing groups exist, the Task, Funding and Contract type information will display from the Task Card of the first task in the billing group.
Multi-Select: This is used when generating multiple invoices for the same job. The multi-select field on the billing group table must be selected.
Period From: The starting date of the billing period you are invoicing.
Note: Prior period lines not invoiced will be included. Use ignore for billing to exclude from the current invoice.
Period To: The ending date of the billing period you are invoicing.

Invoice Proposals

Once the invoice has been created you can view the proposed invoices from the invoice proposals function on the ribbon of the job card to verify the information before posting and printing.



Select **Invoice Proposals** to open a list of proposed invoices. Select an invoice and click Edit.

This will open the proposed sales invoice page for review, edits, posting, and printing.
Note: Preview mode is used to preview the invoice before posting. Do not print from this screen as it will print text on the invoice indicating that it is the preview version.

Invoice Printing Options

When an invoice is opened, several printing options are made available by selecting “Print GC Invoice” from the ribbon.

Group By: Determines how items are grouped on the invoice:

- "Category Group" displays items by Category Group, but will not segregate employee and subcontractor / consultant labor.
- "Category Group + Labor Type" will segregate employee and subcontractor / consultant labor.
- "Cost / Fee" places all cost items at the top of the invoice, and all fee items below it.

Summarize: Allows you to either summarize labor costs by Resource or Labor Category.

Inception To Date: Select if you want Inception To Date billings to appear on the invoice.

Roll-Up: Select to specify the WBS level to roll the billings up.

Subtotal By Task: Select if subtotal is to display by task.

Print Contract Line Item: Select if CLIN needs to print on invoice.

Print Company Address: Displays the company address in the invoice header.

Print Pmt Office Address: Displays the payment office address in the invoice header.

Show Billing Period: Displays the Billing Period in the invoice header.

Show Period of Performance: Displays the Period of Performance on the invoice header.

Show Cert Lines: Displays the certification code lines on the bottom of the invoice.

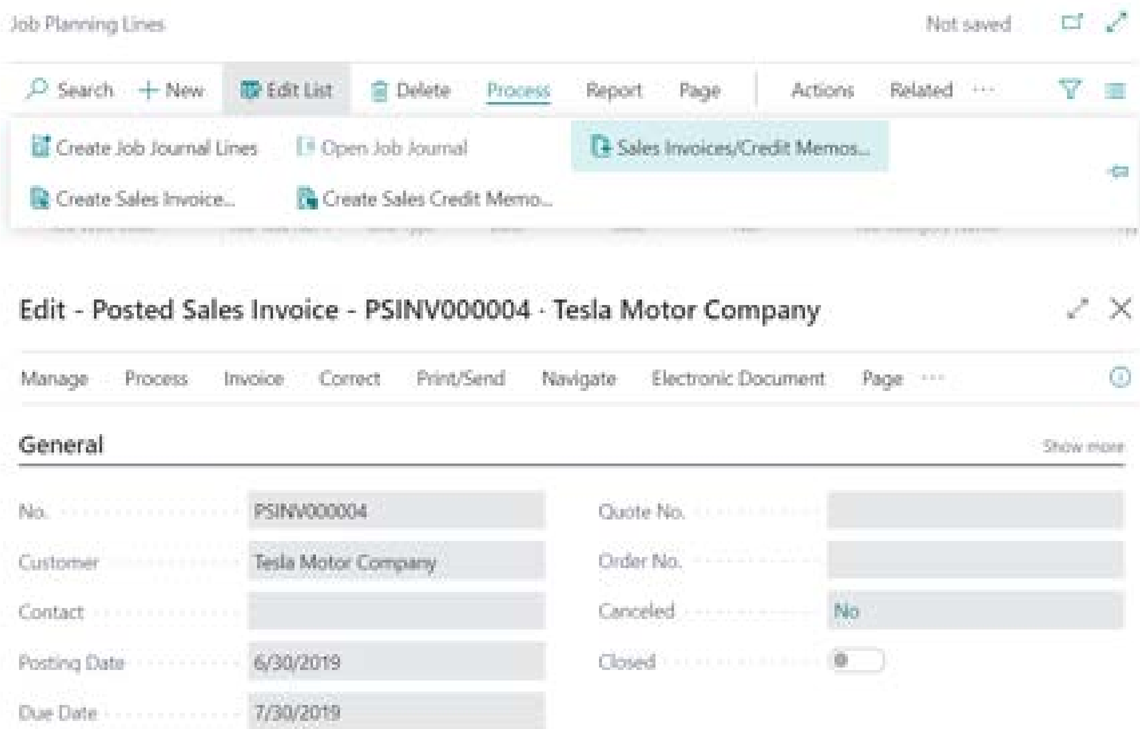
Document Type: "Posted Invoice" should be selected.

Document No: The invoice number to be displayed should be selected.

Credit Memos

Credit memos can be created using the Create Sales Credit Memo function in the ribbon of the job planning line table.

To navigate to Credit Memos: Departments→Project Accounting→General→Jobs→Open a job card→Job planning Lines→Create Sales Credit Memo



Create New Credit Memo: This field will be checked by default. Uncheck if appending only.
Posting Date: The date the transaction will be recorded in the general ledger.
Applies-to Invoice No: Identify the invoice to reverse.
Append to Credit Memo No: Will add lines to an existing credit memo.
Cr. Memo Posting Date: Identify the date that you are posting the credit memo.

Chapter 7 – Cost Allocation

Allocation functionality is used to move indirect costs to intermediate pools and finally to projects. This functionality is very flexible, designed to meet demanding requirements of growing companies. The allocation setup drives cost allocations and billing of indirect costs. The monthly allocation process does not impact billing of cost plus projects. The allocate costs routine can use provisional or final rates and is found in the periodic activity menu.

Allocation setup involves creating a line (called a pool) for each group of costs (Ex. Overhead) and defining the G/L account range for such costs. A pool must also have a range of G/L accounts that the cost is related to (base). (Ex. The base for fringe would be labor g/l accounts.)

When defining a pool, there are three setups that are required.

1. Define the G/L account range(s) that represent the Pool and Base.
2. Define the department(s) that belong to the pool.
3. Calculate the actual rate and distribute cost from the pool to the job.

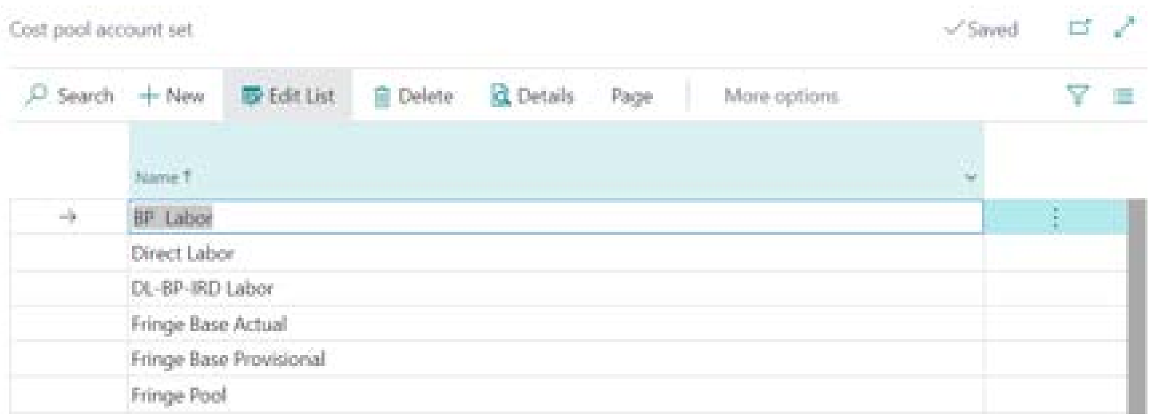
Account Setups

Cost Pool Account Set

The cost pool account set defines a range of accounts for the base & pool. (Step 1 above)

To navigate to cost pool account set:

1. From the Role Center ribbon, navigate to Manual Setup.
2. Select Cost Pool Account Set from the list.

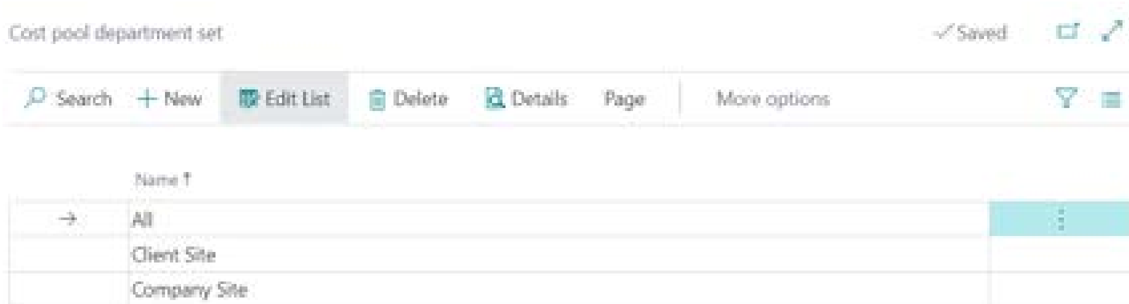


Cost Pool Department Set

The cost pool department set assigns a range of departments when defining the pool & base. The department range further restricts the costs that are part of the pool calculation.

To navigate to cost pool department set:

1. From the Role Center ribbon, select Manual set up.
2. Select Cost Pool Department Set from the list.



Name the cost pool account set that you are setting up and click Details in the ribbon.

![XTIVIA logo]

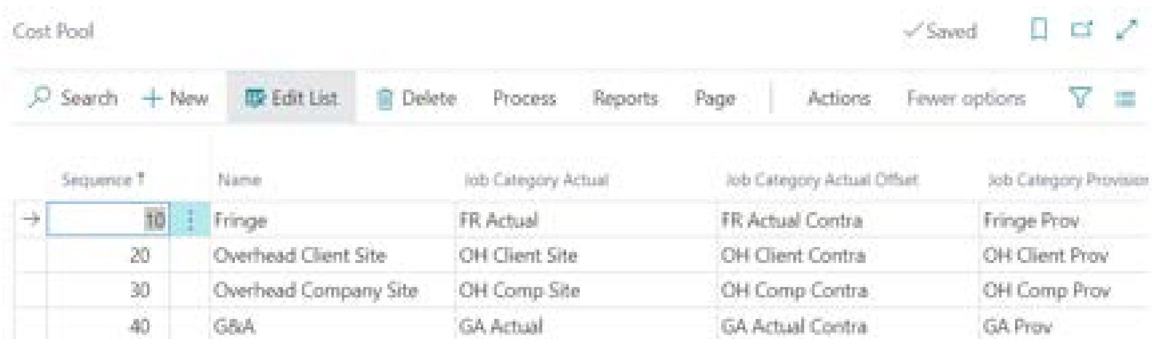
From Department: Identify the starting department for the cost pool department set.
To Department: Identify the ending department for the cost pool department set.
Note: Multiple lines can be used for breaks in the cost pool department set.

Pool Setups

The Cost Pool Setup table is used to define the various cost pools and the sequence for allocating cost. This table also defines which pools will allocate to projects.

To navigate to cost pool:

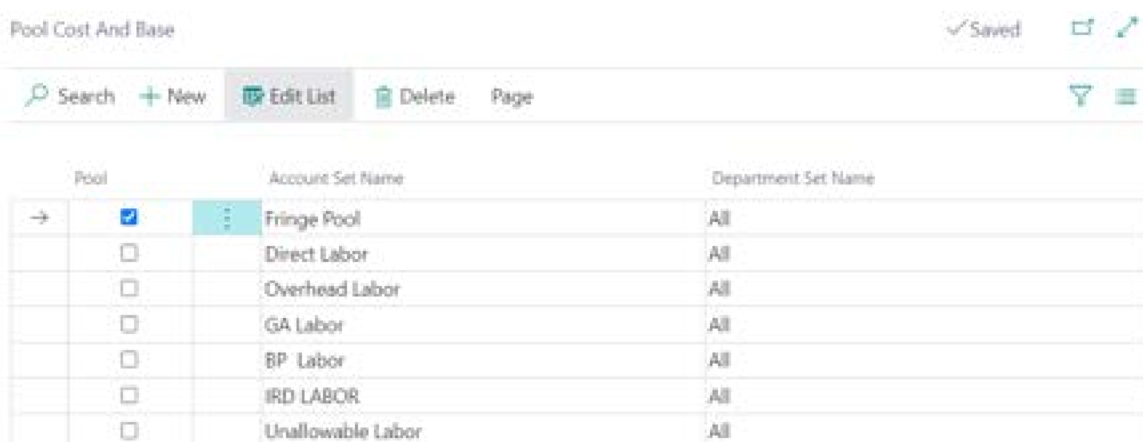
1. From the Role Center page ribbon, select Manual Setup.
2. Select Cost Pool from the list.



Sequence: This field provides the order in which cost pools will generate allocations.
Name: This field is used to identify the type of indirect cost you are setting up.
Job Category Actual: Identifies the account used to allocate actual cost to jobs per job category.
Job Category Actual Offset: Identifies the account number used to record the contra amount for actual cost to jobs. This ensures the allocation has a zero impact on net income per job category.

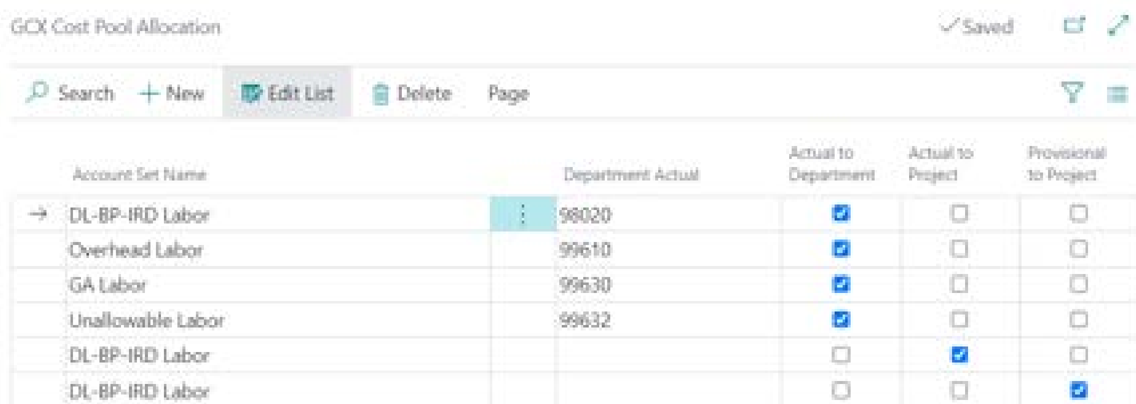
Job Category Provisional: This field is used to identify the account number used to allocate provisional cost to jobs per job category.
Job Category Provisional Offset: This field is used to identify the default account number used to record the contra amount for provisional cost to jobs per job category.
Department Set Name: Identify the department set that defines the base departments.
Department Actual: This field is used to identify the account that cost is distributed to. When setting up the distribution (See Allocation) you can override the G/L account. For a fringe pool, you would select the G/L account in the direct account range. This is where the fringe to direct distribution goes. Same would be true for G&A and Overhead.
Department Actual Offset: This field is used to identify the contra account used when cost is distributed to departments. For example, the contra for a fringe pool would be an account directly below the last fringe account.
Note: The cost account group of the job category can be overridden here for Fringe & OH for B&P/IR&D projects.

The following functions can be found in the ribbon of the cost pool setup screen.
Pool Cost & Base: The pool cost and base table is used to define how the indirect rate will be calculated. The denominator is often called the base in Government Contractor terminology.



Pool: Check this column to indicate that this row is the numerator in the “Pool Cost & Base” setup screen.
Account Set Name: This field is used to define the account set that defines the base or pool G/L accounts.
Department Set Name: This field is used to define the department set that defines the departments in the pool.

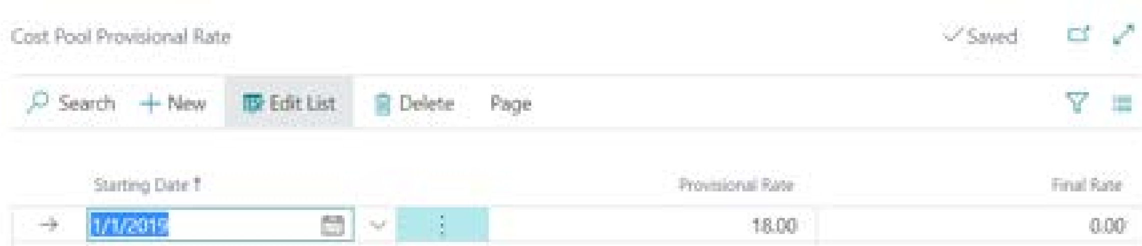
Allocation: The allocation setup table is used to define the distribution of cost to various pools and ultimately to projects. It is extremely important that the range of account in the allocation setup match the accounts in the base denominator of the "Pool Cost & Base" Setup.


GCX Cost Pool Allocation ✓Saved

Search | New | Edit List | Delete | Page

Account Set Name	Department Actual	Actual to Department	Actual to Project	Provisional to Project
DL-BP-IRD Labor	98020	☑	☐	☐
Overhead Labor	99610	☑	☐	☐
GA Labor	99630	☑	☐	☐
Unallowable Labor	99632	☑	☐	☐
DL-BP-IRD Labor		☐	☑	☐
DL-BP-IRD Labor		☐	☐	☑

Account Set Name: This field is used to identify the pool account set from the base.
Note: Both actual & provisional rate based calculations are done and posted to the project and general ledger.
Department Actual: This field is used to override the department actual account selected on the cost pool setup.
Actual to Department: When selected, the distribution uses actual rates and is allocated to the departments in the pool.
Actual to Project: The cost will be allocated to the project using the actual rate.
Note: If actual to department and actual to project are both set up the allocation will be run through the department before being allocated to the project.
Provisional to Project: If selected, the cost will be allocated to the project using the provisional rate.
Provisional Rate: The cost pool provisional rate table is used to identify the provisional rate and the final rate that should be used in the cost pool calculation.

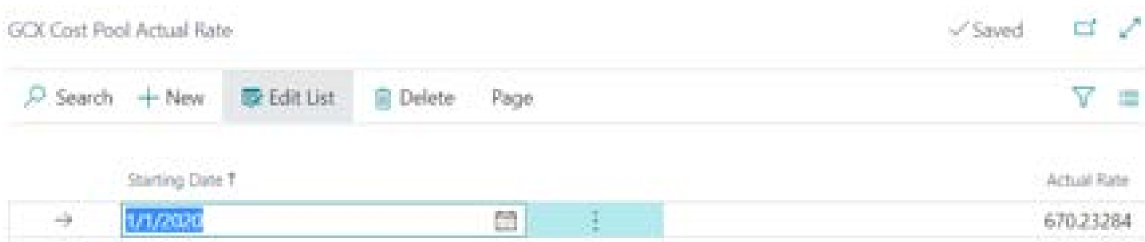

Cost Pool Provisional Rate ✓Saved

Search | New | Edit List | Delete | Page

Starting Date ↑	Provisional Rate	Final Rate
1/1/2015	18.00	0.00

Starting Date: Identify the date that the rates are effective and should begin being used for cost pool calculations.
Provisional Rate: Identify the provisional rate percentage.
Where Used: The provisional rate will be used for billing pool calculations.
Final Rate: Identify the final rate percentage.

Actual Rate: The cost pool actual rate table displays the rate calculated and is updated each time allocations are run.



Starting Date: This field identifies the effective date of the actual rate.
Actual Rate: This field identifies the actual rate that should be used on the starting date selected.

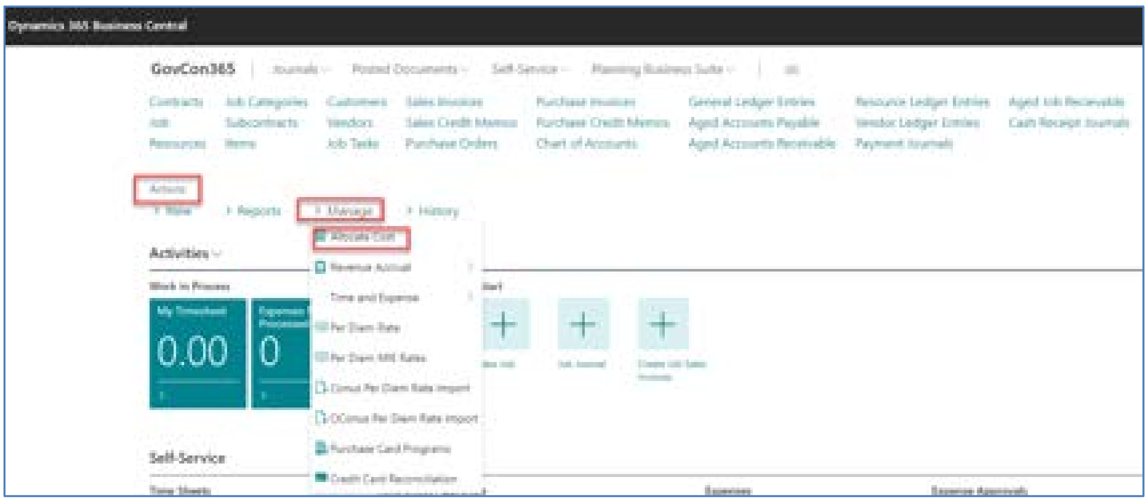
Copy Pool: The copy pool function is used for original setup to efficiently create multiple pools that have similar pool structure.

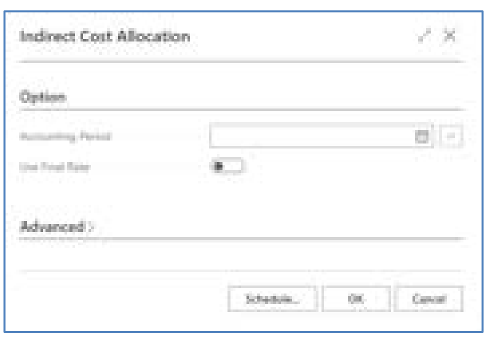
Allocate Indirect Costs

The allocate indirect costs function should be run once a month in order to allocate costs to the projects. Indirect allocations are calculated fiscal year-to-date. If the indirect allocations are not run in previous months, then a year-to-date true up will be posted in the current month. You can always go back and rerun the allocations in previous months in order to correct the current period.

To navigate to Allocate Cost:

- On the Home Page under Actions, click Manage → Allocate Cost





Accounting Period: Identify the accounting period that you are allocating costs for.
Use Final Rate: If selected, the final rate will be used for the calculation.

Chapter 8 – Revenue Recognition

Revenue recognition is the process of accruing revenue at the month end and reversing the accrual upon invoice posting. When accruing revenue, the G/L account used is "Accrued Revenue" the offset is unbilled (WIP Sales Account). Fixed price projects can recognize revenue using the estimate to complete worksheet.

The following two periodic activity routines are used to recognize revenue.

1. Calculate Revenue Accrual
2. Post Revenue Accrual

These routines will post a debit to your WIP Sales Value account (Unbilled receivable account on the balance sheet) and credit accrued revenue.

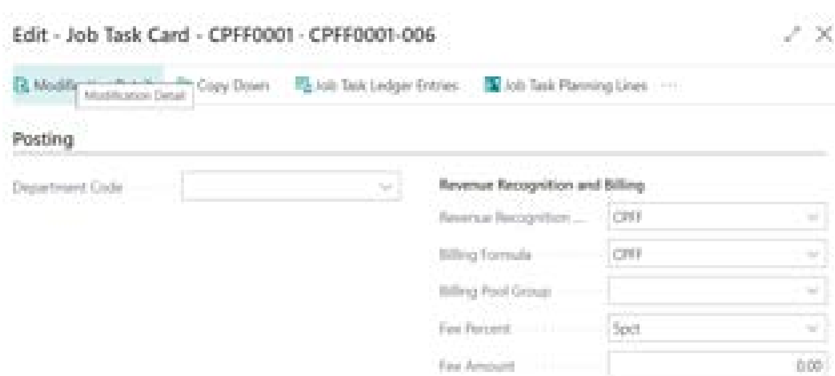
Note: The G/L selection process for postings is explained in detail in the **Job Posting** Section of the user manual.

Revenue Recognition Setups

The setup fields for revenue recognition calculations are found on the job card and the task card.

Note: See the **Job Card** chapter for additional information on the fields.

1. From the Role Center, select Jobs
2. Open a job card
3. Select Work Breakdown Structure from the ribbon.
4. From the ribbon, select Actions, New Document, and click Task Detail



The revenue recognition formula selections must be populated on the task card. If the formula selection is made on the job card before the creation of the tasks, the selections will be defaulted on the task card from the job card. If the tasks are created prior to the selection on the job card, the task selections will be blank. After task creation the job card selections are only there for reference and do not affect revenue recognition calculations or task card selections.

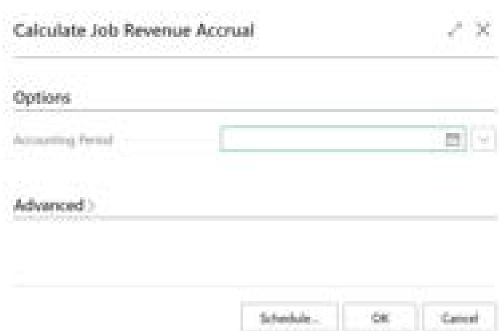
Best Practice: If revenue recognition calculations should not be performed on the job leave the field selection blank or create a DNC revenue formula for "Do Not Calculate". Set the control field to "disabled".

Periodic Activities

Calculate Revenue Accrual

This function will calculate the revenue accrual and used with the review and post revenue accrual function. (Step 1 above)

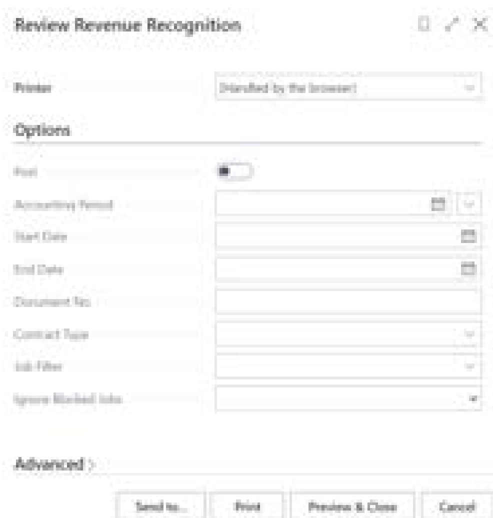
1. From the Role Center page, click on the search button and search for Calculate Revenue Accrual.



Select the Accounting Period and click OK to run the calculation.

Review and Post Revenue Accrual

1. From the Role Center select the search button
2. Search for Review Revenue Recognition



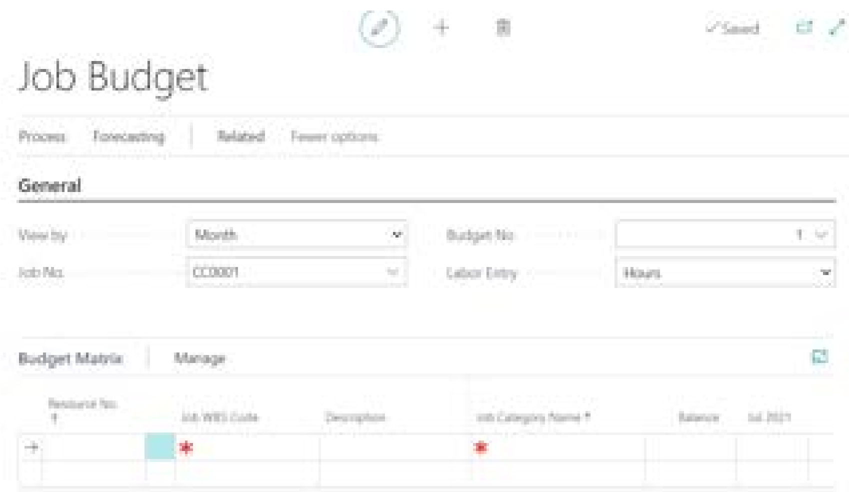
This function should be run at least two times. The first time should be a preview of the calculations without the **Post** checkbox selected. Once the calculations have been reviewed and the user is ready to post, the function should be run a second time with the checkbox for **Post** selected. (Step 2 above)
Best Practice: Fixed price revenue recognition use the estimate to complete method.

Chapter 9 – Job Budgeting & Forecasting

The budgeting and forecasting function is used to budget costs and calculate revenue related to a direct project. It is also used to calculate costs related to non-direct projects. For example, when planning a forecast of fringe costs, you can create a budget that calculates your health insurance costs that can then be allocated to a fringe project. This will give you a total fringe cost for forecasting purposes.

The Budget & Forecasting link can be found in the ribbon of any job card:

1. From the Role Center, Select Jobs
2. Open a job card
3. On the ribbon, select Govt. Contracting Billing, and then Budgeting



General Tab

View by: Identify the increment of time that you creating a budget for.

Options are:

- **Day**
- **Week**
- **Month**
- **Quarter**
- **Year**
- **Accounting Period**

Job No: Identify the job number that you creating a budget for.

Budget No: Identify the budget number.

Note: Job Budget No. 1 is the baseline budget.

Labor Entry: Identify how you would like labor to display.

Options are:

- **Hours**
- **Price Amount:** Hours x Unit Price (Billing Rate)

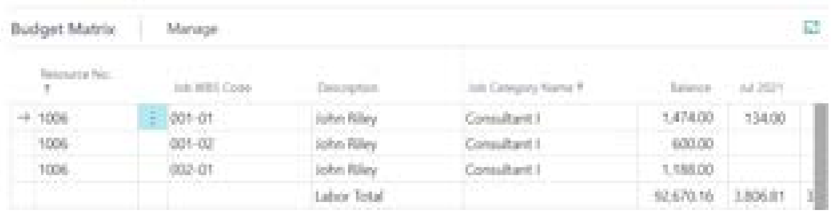
Budget Matrix

The budget matrix is used for budget creation. Lines are added to the matrix using the **Add Resource** and **Add Other** functions in the ribbon. The **Description** and **Job Category Name** fields in the lines will be prepopulated per the resource card selection and setup. The rest of the fields on the lines are blank and should be updated to create the budget.

Note: When viewing values on the job budget matrix page, the values are displaying the price value associated with the budget entry and not the cost value.

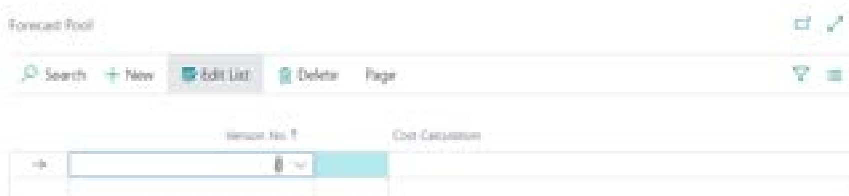
Add Resource

Lines are added to the Budget Matrix by filling in the information in the lines



Forecast Pool

This table is used to select the billing group that will be used to calculate indirect costs to be allocated to direct job budgets.
Note: A billing group that matches the company's cost pool structure must be setup along with having the setup equals cost pools field marked yes.



Re-Calculate Totals

This function is used to re-calculate totals in the budget matrix if there have been changes to the number inputted.
Note: This function will allocate indirect costs based on the provisional rates and will allocate indirects related to revenue/billing based on the Job Billing Group assigned to the job card.

Billing Pool Formula & Group

See the Application Setup chapter for more information.

Chapter 10 – Timesheets

Additional Setup

See the Application Setup chapter for more information on the following:

Benefit Accrual Setup

The benefit accrual setup is used to collect sick and vacation time.
Two setups are needed:

1. Benefit Accrual Code
2. Job creation for the benefit

Timesheet Period

Time Zones

Working Time Calendar

See the Job Card chapter for more information on the following:

Membership

Approval

Reports

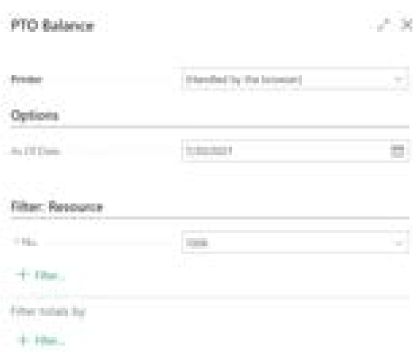
The resource card displays two reports that give a summary of PTO hours earned and used.

To navigate to resources:

1. From the Role Center page select Resources
2. Open a resource card and the report links are displayed in the ribbon.

PTO Balance Report

The PTO Balance Report displays the breakdown of PTO hours a resource has earned and used per work week for the year within your “As of Date” selection.



The filter options are as follows:
As of Date: The report results will be filtered as of the date selected here for the year of the selection only.

Leave Accrual Verification

The Leave Accrual Verification report displays a summary of PTO hours earned and used for each resource. The report displays PTO Hours and Accrual Amounts per resource. The amount is calculated as Accrual Hours multiplied by Standard Hourly Rate for employee. Standard hourly rate is calculated as Employee Gross Wages in a timesheet period divided by the resource's timesheet hours in that pay period. This report should be periodically reconciled with the PTO Register, which calculates based on posted PTO accrual dollars.

The filter options are as follows:
As of Date: The report results will be filtered as of the date selected here for the year of the selection only.

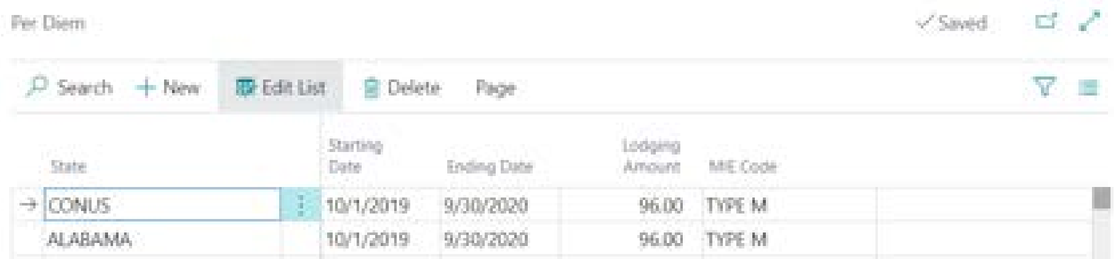
Per Diem Setup

A Per Diem is a specific amount of money that an employee can use and be reimbursed per day, to cover living and traveling expenses in connection with work. Base Per Diem Rates are established by the DOD (Department of Defense) and GSA (General Services Administration) for government workers. These are used as guidelines for the majority of government contractors but may be adjusted per company policy.

The Per Diem Rate Table will be updated by your per diem rate imports but can be adjusted in the per diem rate table. Additional lines can also be added if required by contracts or company policy.

Navigate to the Per Diem Rate Table:

1. From the Role Center, search for "Per Diem"
2. Select Per Diem Rate from the list



Line No: Enter the line no. for the per diem rate.
State: Populate the state abbreviation (two letter code) that this per diem rate is effective for.
Primary Destination: Populate the city that is per diem rate is effective for.
County: Populate the county that this per diem rate is effective for.
Starting Date: Identify the date that this rate should be made available.
Ending Date: Identify the date that this rate should no longer be made available.
Lodging Amount: Populate with the per diem lodging amount for this location.
MIE Code: This field maps to the meals and incidental expenses code/per diem amount for this location.

Per Diem Rate Imports

Per Diem Rates can be downloaded from the GSA or DOD websites. Conus rates are usually updated every fiscal year, effective October 1 each year. Oconus rates are updated monthly. Business Central will need to be updated with the new rates via the per diem rate import function.
Note: See appendix B and C for more information on creating the import files.
Navigate to the Conus Per Diem Rate Import:

1. From the Role Center, search for “Per Diem”
2. Select Conus Per Diem Rate Import from the list

Navigate to the Oconus Per Diem Rate Import:

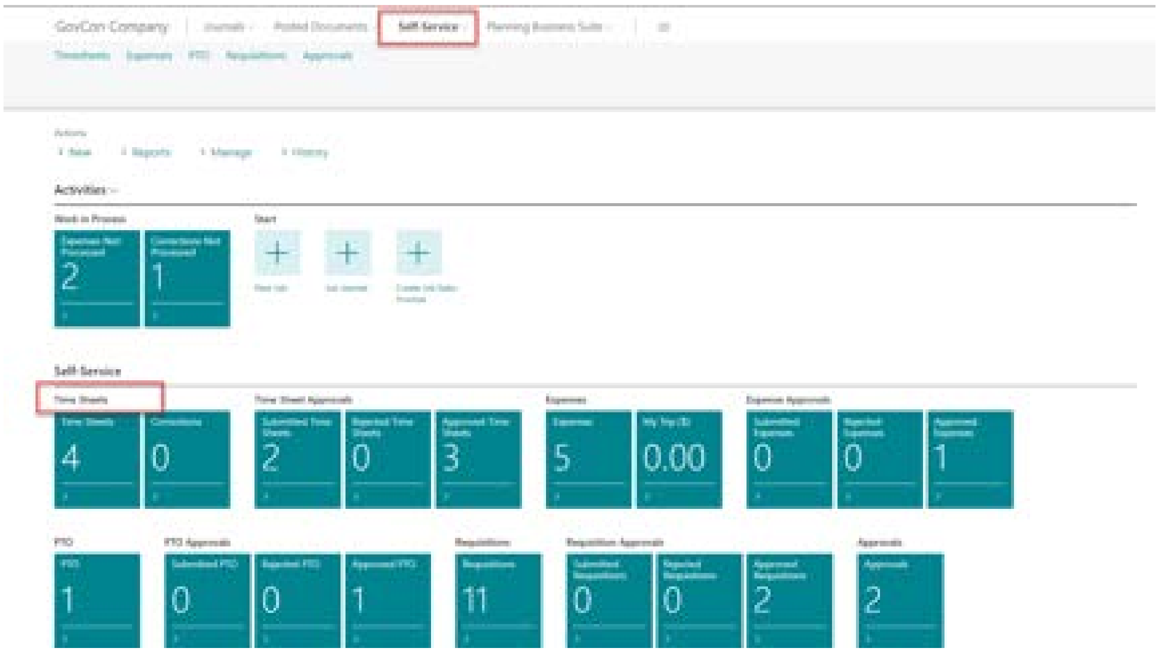
1. From the Role Center, search for “Per Diem”
2. Select Oconus Per Diem Rate Import from the list

Work Breakdown Structure

See the Job Card Chapter for more information on the Work Breakdown Structure and setup.

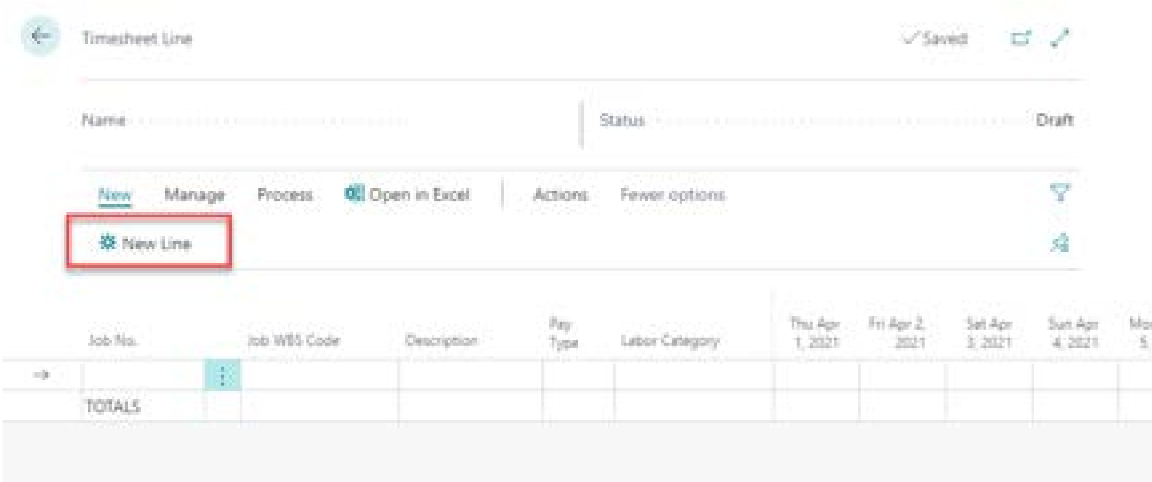
Timesheet Entry

Timesheets are accessed through Self-Service. Either click on Self-Service located in the ribbon or click on the Time Sheets tile on the Home Page.



Click **New** to select your timesheet period. The timesheet entry screen will open with the timesheet lines for the period selected.

Click **New Line** in the ribbon to start time entry for the period


Timesheet Line
Saved
Name
Status
Draft
New
Manage
Process
Open in Excel
Actions
Fewer options
New Line
Job No.
Job WBS Code
Description
Pay Type
Labor Category
Thu Apr 1, 2021
Fri Apr 2, 2021
Sat Apr 3, 2021
Sun Apr 4, 2021
TOTALS

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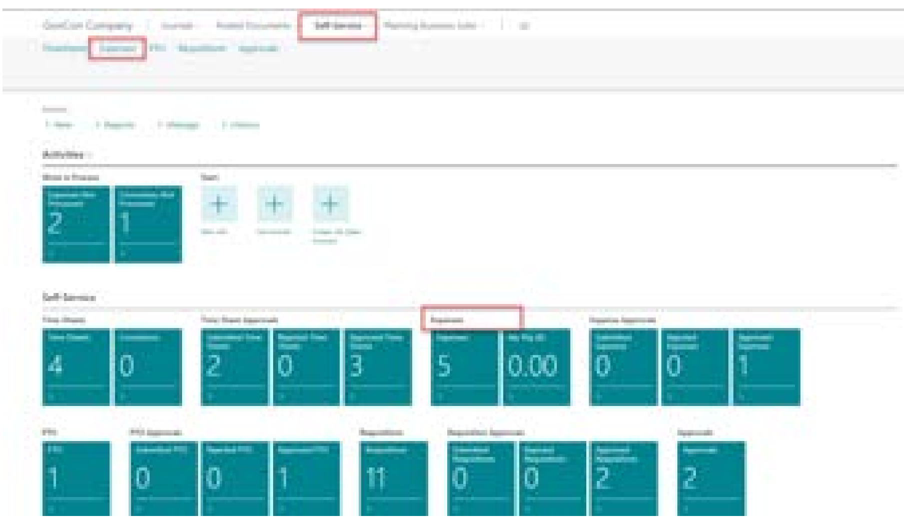
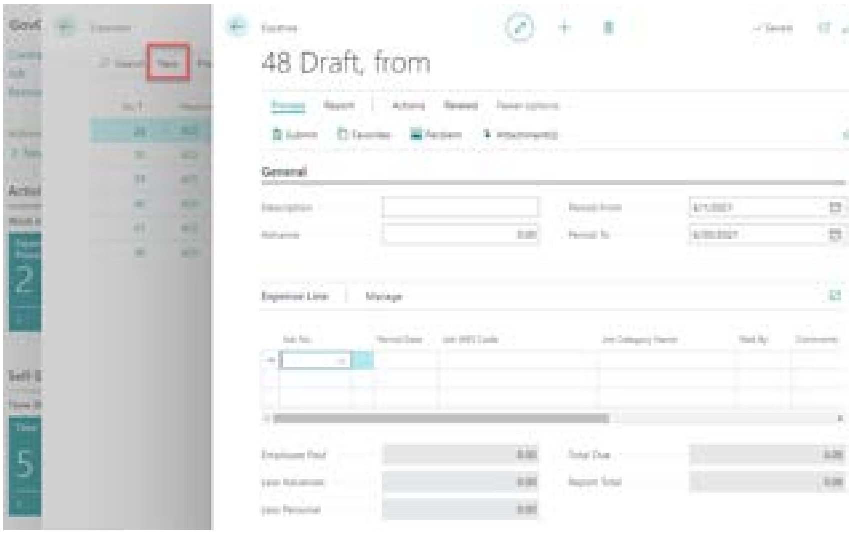
Chapter 11 – Expense Reports

Expense Entry

Expenses are accessed through Self-Service. Either click on Self-Service located in the ribbon or click on the Expenses tile on the Home Page.



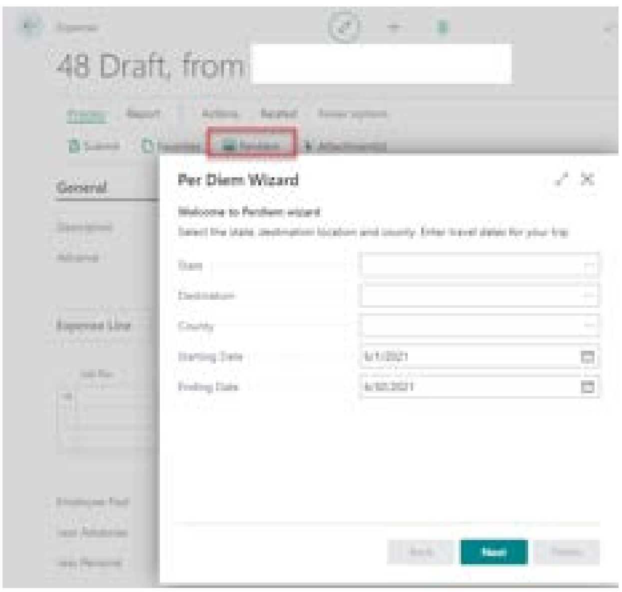
Click **New** in the ribbon and begin entering the expense report.


48 Draft, from
General

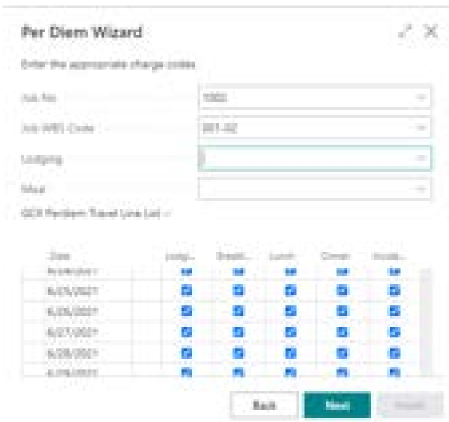
Per Diem Entry

The most recent CONUS and OCONUS Per Diem rates can be maintained in your production database (see section on Per Diem Set-Up). T&E allows you to automatically enter Per Diem Lines via the Per Diem Wizard. To access, select “Per Diem” from the ribbon of the Expense Report page. This will open the Per Diem Wizard.

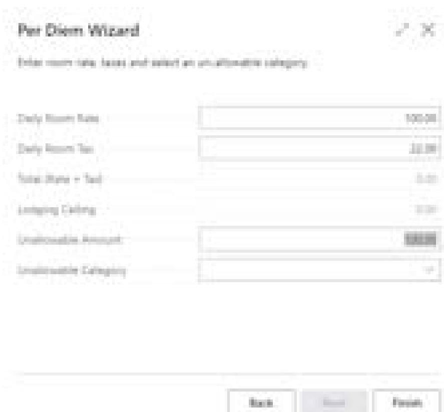
The Per Diem wizard will prompt you to select State (or Country), Destination, and County. Afterwards select “Next” in order to move to the next phase of the wizard.



The starting and ending dates of travel will be restricted to the starting and ending dates specified on the expense report. You will be prompted to select the Job and WBS Codes pertinent to the travel. You will also need to select which expense codes to route the lodging and MI&E portions of per diem to. Select “Next” when all fields have been filled out.



You will be prompted to uncheck meals and lodgings not taken. For example, because complimentary meals were provided during travel, the federal government often requires that claimed MI&E is adjusted accordingly. MI&E lines will automatically adjust to 75% of claimed cost on the final day of travel based on the start/end dates of the expense report, so that does not need to be specified here. If the last day of the expense report is also the last day of travel, it is also advisable to uncheck the final day of lodging. Click “Next” when done.



On the final page of the Per Diem Wizard, you will be required to enter actual lodging cost incurred under the “Daily Room Rate” field and your lodging tax in the Lodging Tax field. The “Lodging Ceiling” field will populate with the maximum per diem rate for the dates / location of travel. The Unallowable

Amount will populate with the difference between the Daily Room Rate and the Lodging Ceiling, if the Room Rate exceeds the ceiling. If an Unallowable Amount exists, you will be required to specify which expense category the amount goes to. Click "Finish" when done.

Edit Header

This function allows you to edit the header information for your expense report. This includes the start and end date of the report, description, and advance.

Expense Report

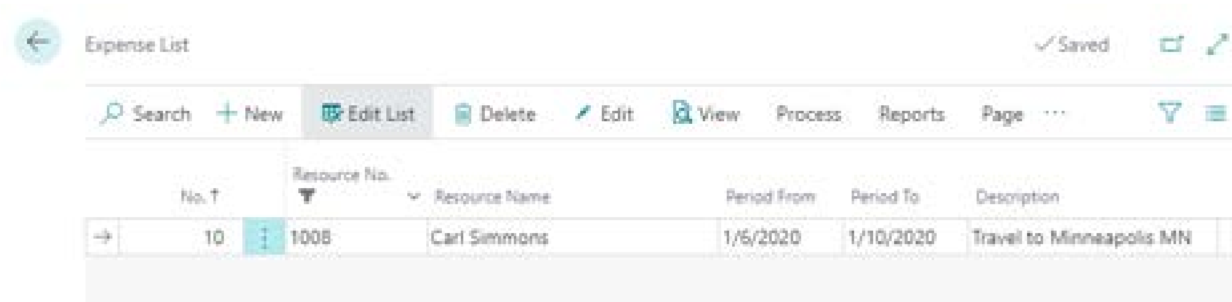
This selection will display a printable PDF view of the expense report. All Per Diem lines for a particular location will be summarized together on the report.

Expense Reports

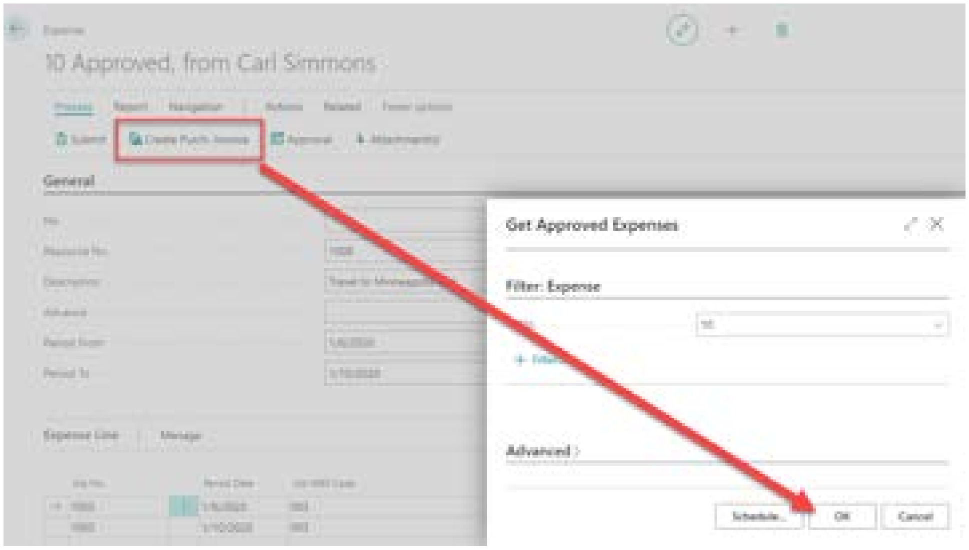
Once an expense report is submitted via T&E an expense report line will be created in the Expense Report table with the approval status "Submitted". When the expense report is approved or rejected in WTE the column will be updated to "Approved" or "Rejected".

To navigate to the Expense Admin

Best Practice: BC user can set filters to view expense reports that are ready for processing.



Once an expense report has been submitted and approved a purchase invoice can be created using the "Create Purchase Invoice" function in the ribbon when you have an expense report open and approved. This function will create an unposted invoice AP entry. The AP entry will then need to be posted and follow the normal AP invoice processing procedures.



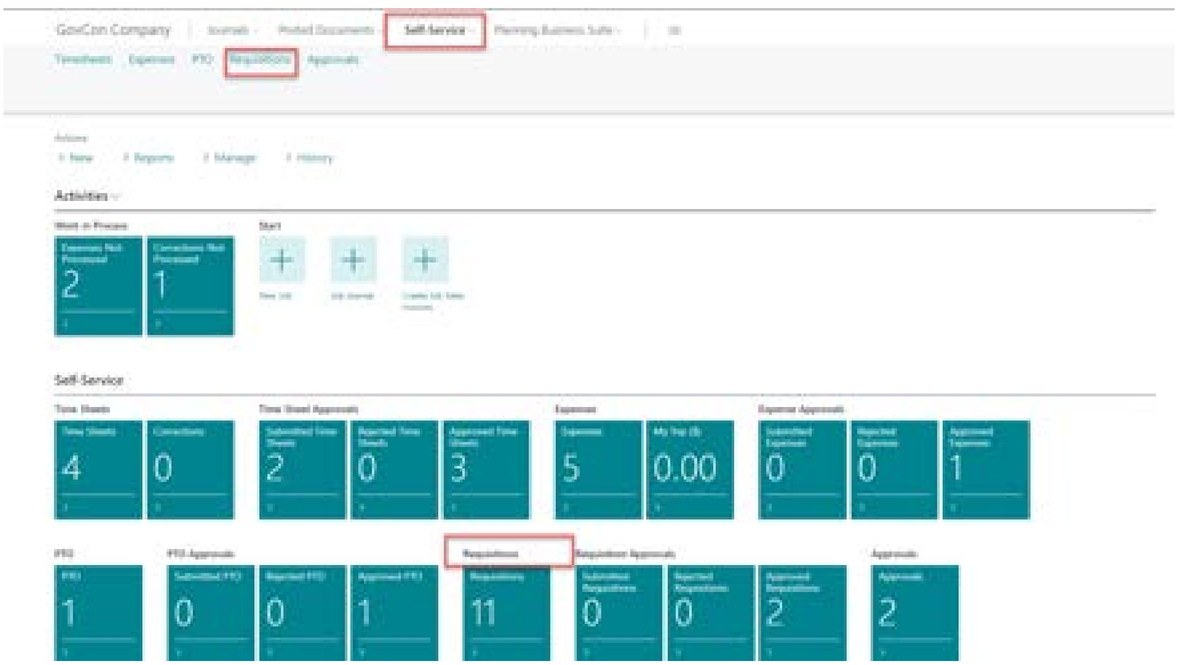
Once the purchase order is created the "PO No" field will be updated with the purchase invoice number on the expense report page and the status will be updated to transferred.

Approvals

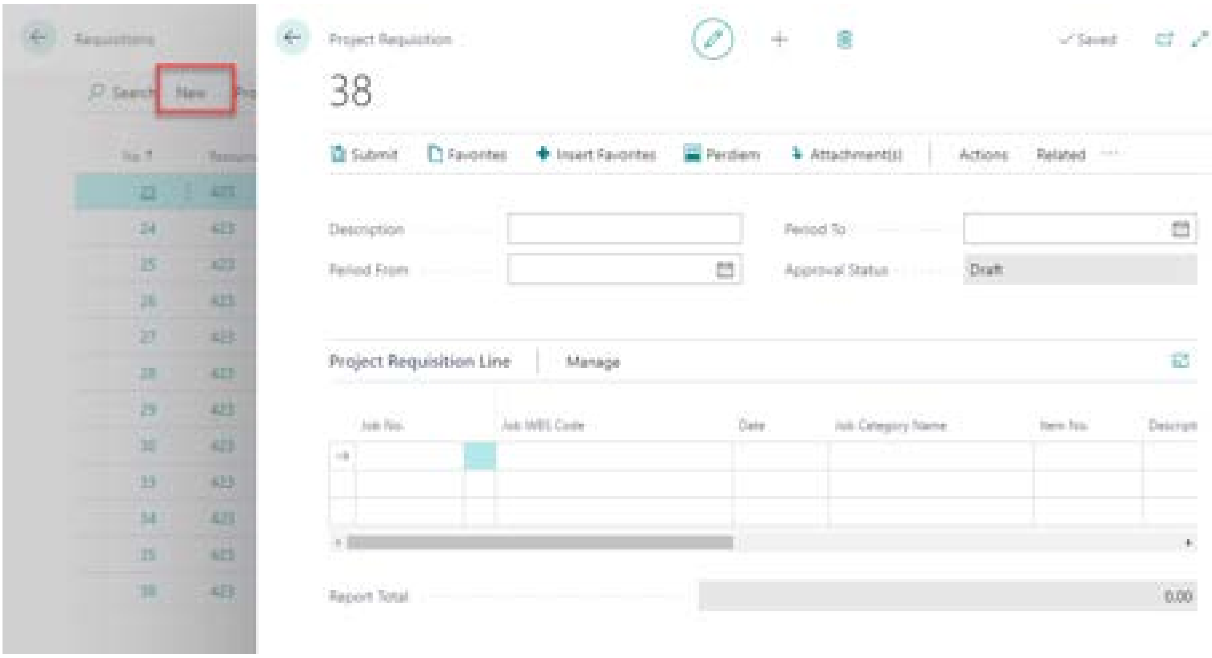
More information on approvals can be found in the timesheet chapter.

Chapter 12 – Requisitions

Requisitions are accessed through Self-Service. Either click on Self-Service located in the ribbon or click on the Requisitions tile on the Home Page.



Click **New** and enter the requisition information.



Edit Header

This function allows you to edit the header information for your requisition report. This includes the start date, end date, and description.

Approvals

More information on approvals can be found in the timesheet chapter.