

Vantagepoint/Vision Virtual User Group

August 16, 2023

PRESENTED BY:

Stambaugh Ness

Meet Your Presenters



Susan Patrick

Director, Client Solutions



Mike Williams

Senior Solutions Advisor

Meeting Moderator: Kayleigh Engle, *Marketing & Business Development*

Upcoming UG Meetings

Virtual

When: September 27, 2023

Time: 2:00 – 3:00PM

Where: At Your Desk

Topic: TBD – Please fill out the survey to get your voice heard!



Pittsburgh

When: October 26, 2023

Time: 9:00 – 11:00AM

Where: Atlantic Engineering

South Central PA

When: TBD

Time: 9:30 – 11:30AM

Where: RLPS Architects

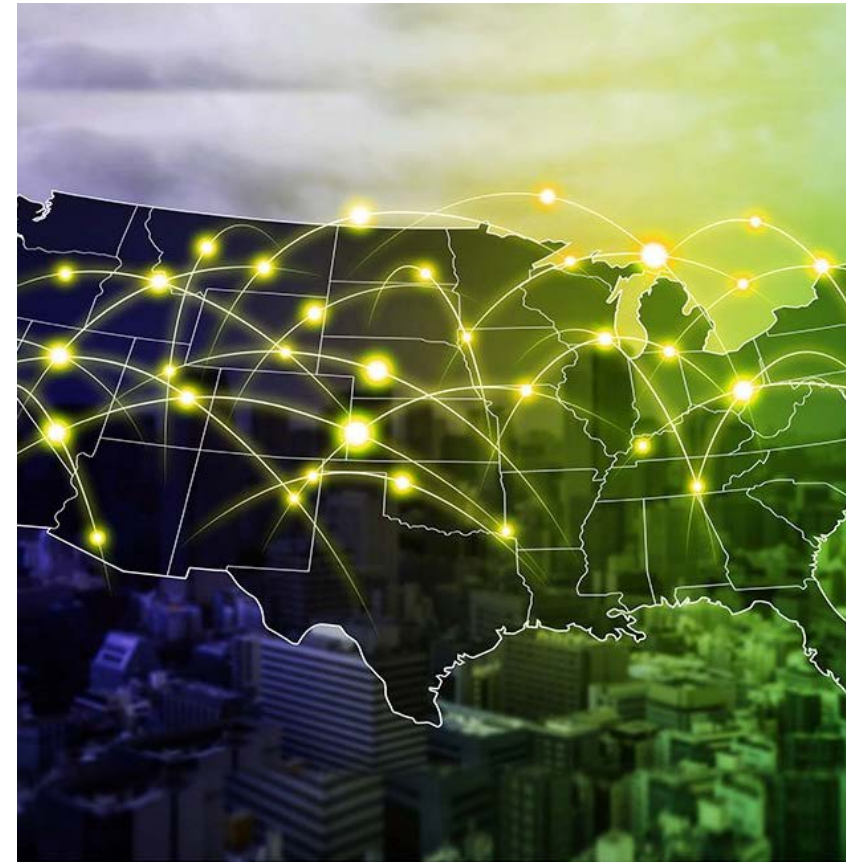
State & Local Tax: Navigating a Multi-State Business

August 22, 2023 | 2:00 p.m. - 3:00 p.m. EDT | At Your Desk, GoToWebinar

With 50 states and numerous local jurisdictions, determining where a company is required to register for applicable taxes and doing business in a state can be a daunting task for companies. The complexity further intensifies with each state having its own unique requirements, leaving businesses at risk of non-compliance. Don't let the expanding nature of your business, whether employees, clients, or both become a liability. Join Karen Poist and Kimberley Tarnakow for their webinar to gain invaluable insights into your registration responsibilities and learn about resources available to help manage and minimize risk.

During this event, we'll help you:

- **Understand the triggers that could create state registration requirements.**
- **Learn the associated registrations with starting or conducting business in other states.**
- **Explore resources available to manage state registration.**



Upskilling: Strategies to Future-Proof Your Workforce

September 12, 2023 | 2:00 p.m. - 3:00 p.m. EDT | At Your Desk, GoToWebinar

In today's rapidly evolving landscape, companies face disruptive forces, from technological advancements to shifting demographic trends, threatening even the strongest workforces. To maintain a competitive edge, upskilling employees has emerged as a crucial component for positioning your workforce for the future. Empowering your team with the right skills is the key to fostering adaptability and driving sustainable growth.

Join us for an engaging webinar featuring workforce expert Kristi Weierbach, where she will lead you through effective upskilling strategies. From identifying skill gaps to understanding the latest trends, fostering a culture of continuous learning, and gauging success, this webinar offers comprehensive insights to revolutionize your approach to employee development.

During this webinar, you will learn:

- **How to perform a skills assessment to identify the strengths and areas for improvement within your workforce.**
- **Effective methods for identifying and prioritizing Talent Priorities and Gaps, ensuring that your organization has the right skills in place to achieve its goals.**
- **Proven techniques for aligning your workforce's needs with future trends in the industry, enabling you to stay ahead of the curve and remain competitive in the evolving business landscape.**



Workforce Sticky Situations – Prevention Before Investigation

September 26, 2023 | 2:00 p.m. - 3:00 p.m. EDT | Virtual Webinar, Hosted by AICC

During this webinar Kristi Weierbach will touch on two areas that are complex issues for Human Resources Professionals:

Abuse of FMLA/ADA/Workers Compensation

Every year millions of employees utilize FMLA, ADA, and Workers Compensation for legitimate and perfectly legal reasons. However, abuse of these benefits is more common than you think. It's essential for companies to fully understand medical benefit abuse prevention and management before it becomes a sticky situation.

Managing Discrimination Investigations

Workplace investigations are often the most challenging and stressful situations for HR professionals. Investigations are time-consuming, complex, and involve what can seem like an overwhelming number of responsibilities. While laws and training have gone a long way to combat discrimination against protected classes, it is still an issue that many organizations face. These discrimination situations can quickly accelerate from 0 to 50, requiring companies to respond and launch an investigation immediately.

Learn best practices to protect your organization from abuse and discrimination investigations.

Registration:

This webinar is available for **FREE** to AICC Members in good standing.



Government Contracting Under the FAR & AASHTO Guides: Everything You Need to Know, and Then Some!

**September 27, 2023 | 10:00 a.m. - 6:00 p.m. EDT 2-Day Event | \$695 Fee |
DoubleTree by Hilton Madison East | Madison, WI 53704**

Every year, firms are held liable for overhead rate errors.

And it's no wonder Federal Acquisition Regulation (FAR) overhead rates are notoriously complex and loaded with tricky nuances. Correctly interpreting and applying the FAR requirements is critically important.

This year's training sessions are updated to include the latest court cases on timekeeping and mergers and acquisitions. Additional discussion includes the 2023 Compensation Matrix and the effect this had on firm overhead.

Learn how to avoid costly errors from *the* authorities on FAR audits. Join SN's FAR experts Tony Machi and Wayne Owens for this 2-day educational event where you'll learn everything you need to know about Government Contracting audits.

Plus, earn 14 CPE credits in Accounting (Governmental).

Topics to Include, but are not limited to:

- **Overview of FAR theory and related rules**
- **What the AASHTO Guide means for your firm**
- **Navigating federal vs state requirements**
- **Roles and responsibilities for your firm vs the state DOT vs sub-contractors**



Deltek **ProjectCon** 2023

The Largest Conference for Project-Based Businesses

OCTOBER 16-18 AT THE GAYLORD PALMS IN ORLANDO, FLORIDA



REGISTER NOW >>

Come see SN
at Projectcon!
We will be at Kiosk #6

[Deltek ProjectCon 2023 | Project Success Starts Here](https://info.Deltek.com/deltekprojectcon)

<https://info.Deltek.com/deltekprojectcon>


Polling Question

Are you going to ProjectCon?

- Yes, I am!
- Yes, and others from our firm are as well
- No, I am not but a colleague is
- No one from our firm is going this year):
- Not sure yet



Today's Topic

SN Upcoming Events & Updates 

Our Main Event:
Labor Reconciliation
Adjusting Salary Job Costs
Reduce T/E Errors & Delays
Undo Posting

Reminder to Fill out Survey!

SURVEY

Polling Question

What software do you use for Accounting?

- Vantagepoint
- Vision
- Ajera
- Quickbooks
- Other



Polling Question

Do you currently reconcile labor in Deltek?

- Yes
- No
- Not Sure



Why Reconcile Labor

- Vantagepoint/Vision post timesheets directly to the general ledger
- As a result, labor costs are posted to the labor direct/indirect expense accounts from the timesheet – not from payroll
- Therefore, the costs posted to your labor accounts should be reconciled to your payroll reports to ensure that amounts processed during payroll tie to the amounts processed through timesheets

Why Reconcile Labor

- If you are using the Adjust Salaried Job Cost (ASJC) feature, it is critical that you reconcile your labor posting tie to your payroll reports to ensure the amounts in your general ledger (and project reporting) tie to your payroll reports
- Additionally, if your payroll is outsourced there is an increased risk of errors and discrepancies due to the disconnect between the two systems
- Verify that the configuration is set properly for your timesheet/pay period structure.

What is Labor Reconciliation

- Labor reconciliation is the process of verifying the labor cost amounts posted to the general ledger for each payroll period reconcile with the amounts calculated by your payroll system/service
- Correcting any discrepancies if needed, until the two amounts reconcile (typically there will be pennies difference due to the calculation process in each system)
- If you are doing cash and accrual accounting, there may be additional steps required for your cash basis financials. If you are on cash basis, please work with your consultant to determine the best approach for your firm.

When Should Labor be Reconciled

- Labor should be reconciled each time you process payroll or when you receive your payroll reports from your payroll provider
- After all timesheets are posted for the pay period (preferably this is done prior to processing payroll especially if you are using the system to export the time to payroll)
- Labor can be reconciled for prior pay periods, but the longer you wait the more difficult and time consuming the process is. This is primarily because there may have been pay rate changes or payroll adjustments, which are more difficult to identify as time passes.

Polling Question

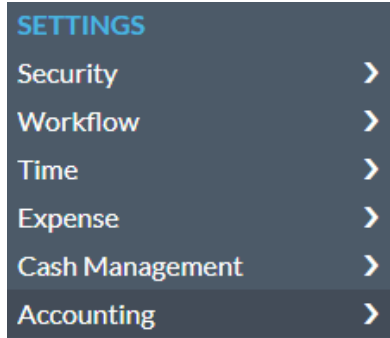
Do you currently run ASJC (adjust salaried job cost) in Deltek?

- Yes
- No
- Not Sure
- What is ASJC?



Adjust Salaried Job Cost

- The Adjust Salaried Job Cost (ASJC) feature allows you to calculate an effective rate for salaried employees based on their salary divided by their hours in a timesheet/pay period. This effective rate reflects the actual cost of the employee's labor and thereby provides true payroll costing to your projects for salaried employees.
- Adjust Salaried Job Cost is found in Vantagepoint under Settings > Accounting > Labor Options
- Job Cost Frequency is the frequency at which you want to adjust job cost amounts for salaried employees. This usually matches your payroll frequency.
 - Monthly = 12 pay periods, Semi-monthly = 24 pay periods, Bi-weekly = 26 pay periods, Weekly = 52 pay periods
 - (note we typically see firms align their timesheet periods with the payroll/job cost frequency to assist with this process)
- Include Overtime Hours in Calculation captures overtime separately from regular hours on timesheets and overtime hours are included in ASJC calculations.
- When Allow Job Cost Rates to Be Salaries is set to Yes, you must enter a max hourly rate. This is the maximum hourly rate to use when you enter hourly job cost rates on the Accounting tab of the Employees hub. If an hourly job cost rate exceeds the maximum hourly rate entered here, you receive a warning that the rate may not be appropriate for the job cost type. This field ensures that a salary is not entered with an hourly type.

A screenshot of a web form titled "Job Costing Options". It contains three main sections: 1. "Job Cost Frequency" with a dropdown menu currently set to "Semi-monthly". 2. "Allow Job Cost Rates to Be Salaries" with radio buttons for "Yes" (selected) and "No". 3. "Include Overtime Hours in Job Cost Calculation" with radio buttons for "Yes" and "No" (selected). To the right of these is a "Maximum Hourly Rate" field with a text input containing "500.0000".

Adjust Salaried Job Cost

- Select the job cost type for the employee. The options are Hourly and Salary.
 - The job cost type is used with the entries in the Cost Rate, Overtime Percent, and Overtime - 2 Percent fields in this section and the employee's timesheet entries to calculate the employee's job cost rate for the hours charged to a project.
- If you select Hourly in this field, enter the employee's hourly rate in the Rate field. If you select Salary in this field, enter the employee's salary in the Cost Rate field.
- The Cost Rate for salaried employees should be the pay for the pay period (or job cost frequency)
- The Cost Rate should be the true raw cost salaried cost of the employee, not the burdened rate.

Annie Long
Cohen and Associates
Last modified 4/19/2023 10:44 am by Dyrmi Bost

ACCOUNTING PAYROLL FILES & LINKS EXPERIENCE TIME & EXPENSE ACTIVITIES

Approved for Use in Processing ⓘ

Job Cost

Labor Type	Job Cost Type ⓘ	Annual Salary * ⓘ
Employee	Salary	75,000.00
Cost Rate ⓘ	Cost Overtime Percent	Cost Overtime - 2 Percent
3,125.0000	100.00	0.00

$$\text{Salary} / \text{Payroll Frequency} = \text{Cost Rate}$$
$$\$75,000 / 24 \text{ (semi-monthly pay)} = \$3,125$$

Adjust Salaried Job Cost

- ASJC Advantages:
 - Encourages employees to enter all time worked
 - Provides true payroll costing
 - Some government contracts require you to invoice at the effective rate
 - You can reconcile your job cost to your general ledger
- ASJC Disadvantages
 - Causes job cost rates to fluctuate from period to period
 - Causes variances in project budget vs actual (if budgeting by cost)
 - May have inaccurate interim report data for labor (i.e. until the labor is posted and the ASJC is run the labor will show at the normal hourly pay rate)

How to Reconcile Labor to Payroll

Steps for reconciling labor for payroll and using adjust salaried job cost feature.....

Posting Timesheets

- Make sure you are in the period in which you want to post the timesheet
- Verify that all necessary pay rate adjustments have been made on the accounting tab in the employee info center (time record costs are captured/updated when the timesheets are posted)
 - This includes if you have hourly team members that are now to be salary and visa versa
- Post all timesheets for each timesheet period that makes up your payroll period (if you do weekly timesheets and bi-weekly payroll you will have two timesheets periods in each payroll period)

Running ASJC

- Make sure you are in the period in which you posted the timesheet
- In the ASJC screen select the timesheet posting(s) for the pay period. If you have multiple postings for the same timesheet period you can select them all at once. Make sure they are all postings for the same timesheet period ending date that align with your pay/job cost frequency.
- You can click on the Check button to review the amounts before they are processed. Only salaried employees will appear in this screen.
- Click the Process button
- You can run ASJC again if corrections are made to employee salary amount

ASJC Before and After

Employee	Name												
Date	Project UDF Caption	Phase UDF Values	Task	Labor Category	Activity Code	Reg Hours	Ovt Hours	Ovt2 Hours	Reg Amount	Ovt Amount	Ovt-2 Amount	Amount	Billing Extension
00179	Long, Annie												
8/1/2016	000048292	101		Project Manager	000	8.00			288.48			288.48	1,160.00
	AL - Example Comment												
8/2/2016	000048292	101		Project Manager	000	8.00			288.48			288.48	1,160.00
	AL - Example Comment												
8/3/2016	000048292	101		Project Manager	000	8.00			288.48			288.48	1,160.00
	AL - Example Comment												
8/4/2016	000048292	101		Project Manager	000	10.00			360.60			360.60	1,450.00
	AL - Example Comment												
8/5/2016	000048292	101		Project Manager	000	10.00			360.60			360.60	1,450.00
	AL - Example Comment												
8/8/2016	000048292	101		Project Manager	000	10.00			360.60			360.60	1,450.00
	AL - Example Comment												
8/9/2016	000048292	101		Project Manager	000	8.00			288.48			288.48	1,160.00
	AL - Example Comment												
8/10/2016	000048292	101		Project Manager	000	8.00			288.48			288.48	1,160.00
	AL - Example Comment												
8/11/2016	000048292	101		Project Manager	000	10.00			360.60			360.60	1,450.00
	AL - Example Comment												
8/12/2016	000048292	101		Project Manager	000	10.00			360.60			360.60	1,450.00
	AL - Example Comment												
				Employee Totals		90.00			3,245.40			3,245.40	13,050.00
				Final Totals		90.00			3,245.40			3,245.40	13,050.00

Labor Posting Log Before ASJC

ASJC Before and After

Employee	Name												
Date	Project	Phase	Task	Labor	Activity	Reg	Ovt	Ovt2	Reg	Ovt	Ovt-2	Amount	Billing
	UDF Caption	UDF Values		Category	Code	Hours	Hours	Hours	Amount	Amount	Amount		Extension
00179	Long, Annie												
8/1/2016	000048292	101		Project Manager	000	8.00			277.76			277.76	1,160.00
8/2/2016	AL - Example Comment 000048292	101		Project Manager	000	8.00			277.76			277.76	1,160.00
8/3/2016	AL - Example Comment 000048292	101		Project Manager	000	8.00			277.76			277.76	1,160.00
8/4/2016	AL - Example Comment 000048292	101		Project Manager	000	10.00			347.40			347.40	1,450.00
8/5/2016	AL - Example Comment 000048292	101		Project Manager	000	10.00			347.20			347.20	1,450.00
8/8/2016	AL - Example Comment 000048292	101		Project Manager	000	10.00			347.20			347.20	1,450.00
8/9/2016	AL - Example Comment 000048292	101		Project Manager	000	8.00			277.76			277.76	1,160.00
8/10/2016	AL - Example Comment 000048292	101		Project Manager	000	8.00			277.76			277.76	1,160.00
8/11/2016	AL - Example Comment 000048292	101		Project Manager	000	10.00			347.20			347.20	1,450.00
8/12/2016	AL - Example Comment 000048292	101		Project Manager	000	10.00			347.20			347.20	1,450.00
	AL - Example Comment												
				Employee Totals		90.00			3,125.00			3,125.00	13,050.00
				Final Totals		90.00			3,125.00			3,125.00	13,050.00

Labor Posting Log After ASJC

Printing Report & Reconciling

- Create a Reconciliation favorite report from the Employee Labor Detail report (see next slide for suggestions)
- Print the Reconciliation report for the Pay Period and compare the total amounts for the cost (and hours if needed) for each employee to their gross wages on your Payroll report
- Remember to deduct any amount from gross wages on your payroll report that are not derived from time (i.e. bonuses, auto allowance, etc.)
- The total cost amount should tie to the gross wage amount for each employee. There may be pennies difference due to how each system calculates the total.
- Shortcut – You can compare the final total of the cost amount column to the total gross payroll amount on your payroll report (deducting any non-timesheet related amounts). If the totals are within pennies, then you may not need to reconcile each employee.

Printing Reporting & Reconciling (Vantagepoint)

← Reporting

Employee Labor Detail Run Copy Options From... Save Other Actions ▾

This report has unsaved changes.

Records
Annie Long ▾ Create Activity

COLUMNS & GROUPS **OPTIONS** CHART LAYOUT

▼ Detail Options

Level of Detail
Project ▾

Project Lookup
▾

Select Intercompany Transactions Only Consolidate Phases Consolidate Tasks

▼ Time Frame Options

Time Frame
Date Range ▾

Starting **Ending**

▼ Reporting Amounts

Report At
Cost ▾ **Report In**
Project Currency ▾

Employee Labor Detail Tuesday, August 15, 2023 10:51:50 AM

Cohen and Associates 2016-08-01 through 2016-08-12

	Regular Hours	Total Ovt Hrs	Total Hours	Regular Amount	Total Ovt Amt	Total Amount
Employee Number: 00179 Long, Annie	90.00		90.00	3,125.00		3,125.00
Project: 000048292 VUGM - ASJC	90.00		90.00	3,125.00		3,125.00
	90.00		90.00	3,125.00		3,125.00
Final Totals	90.00		90.00	3,125.00		3,125.00

After ASJC

Printing Reporting & Reconciling (Vision)

Select Date and enter your Pay Period beginning and ending dates

Select to Consolidate Phases

Select to summarize transactions by Project

Select to Report at Cost

Select to Print Final Totals

Select to Print Labor Amounts

Sort by employee and Insert a line between employees

Select the fields shown with a checkmark

Employee Labor Detail

Friday, September 04, 2009 4:29:30 AM

Apple & Bartlett, PC 11/1/2005 through 11/16/2005

	Regular Hours	Total Ovt Hrs	Total Hours	Regular Amount	Total Ovt Amt	Total Amount
Employee Number: 00001 Apple, William						
Project: 000002.00 Vacation						
Project: 2003005.00 Adelphi Research Lab	12.00		12.00	334.44		334.44
Total for 00001	110.00		110.00	3,065.56		3,065.56
Employee Number: 00003 Cohen, Grace						
Project: 2002019.00 FenwayPark Wall Seating						
	110.00		110.00	1,400.00		1,400.00
Final Totals	232.00		232.00	4,800.00		4,800.00

v6.1.300 (ADRRP) - Billing "Transaction is a result of a billing transfer or labor adjustment" Page 1 of 1

Identifying Discrepancies

- Determine which employees have discrepancies
- Determine what is causing the discrepancies
- What might cause the amounts to be different?
 - Incorrect pay rate/salary amount in Vantagepoint
 - Total hours may differ either because they were reported/transferred to the payroll provider incorrectly
 - Allocation between regular time and overtime may be different between Vantagepoint and the payroll report
 - Employees hired/terminated in the middle of the pay period
 - Missing/Unposted timesheets
 - Delayed payment of overtime
 - Overpayment/Underpayment from previous payroll
 - Picking up more than time related wages from payroll report (i.e. auto allowances) when reconciling

Corrections

- The goal is to have each employee's total cost amount reconciled to their gross payroll on the payroll report
- Corrections should be made in the appropriate accounting period to adjust for any discrepancies
- If there are discrepancies that will be corrected in a future pay period, I recommend printing your reconciliation reports for each pay period and documenting the discrepancies so that they can be compared to the next payroll report
- Most adjustments needed for salaried employees can be taken care of easily and ASJC can be re-run if needed
- Adjustments needed for hourly employees typically need to be corrected by using transaction center timesheets or labor adjustments

Final Verification

- Re-run the labor reconciliation report and compare to the payroll report
- Ensure all discrepancies have been corrected or accounted for
- Save the final report

Recording Payroll (Outside Payroll)

- Outside Payroll
 - Enter a Cash disbursement to record the payment of payroll
 - The total amount of gross wages (excluding amounts for non-time-related pay) should be entered to the Salaries Payable account or Job Cost Variance account depending on what you're using
 - Other amounts that may be in gross wages should be entered directly to the appropriate expense account (i.e. auto allowance)
 - Record all amounts for taxes/deductions to the appropriate accounts (all credit amounts will need to be entered as negative amounts)

Recording Payroll (Deltek Payroll)

- Payroll Module
 - The gross wages amount should post to the Salaries Payable (or Job Cost Variance) account. If not, payroll configuration may need to be modified.
 - If you are using Salaries Payable, once the Payroll transaction has been posted, print the balance sheet and verify the salaries payable account amount. The salaries payable account balance should represent any/all payroll amounts that have not yet been paid.
 - You can adjust for the pennies difference each pay period, monthly, quarterly, and if not then annually

Not Using ASJC

- If you are not using the Adjust Salaried Job Cost feature it is still a good practice to reconcile labor, although it can be more of a challenge
- Since the payroll entry will be posting to the job cost variance indirect expense account, in total your labor will reconcile, however the amounts posting to the direct/indirect labor accounts and projects may be incorrect. This can be caused by incorrect pay rates and/or incorrect amount posting to the job cost variance account from the payroll entry
- The reconciliation process will vary and depends on how your timesheet/pay periods are configured and your process

Why Reconcile Labor

- Vantagepoint posts timesheets directly to the general ledger
- As a result, labor costs are posted to the labor direct/indirect expense accounts from the timesheet – not from payroll
- Therefore, the costs posted to your labor accounts should be reconciled to your payroll reports to ensure that amounts processed during payroll tie to the amounts processed through timesheets

Reduce Time / Expense Errors & Delays

Reduce Time/Expense Errors & Delays

- Wrong Project / Phase / Task
- Wrong Labor Code
- Wrong Labor Category
- Empty Labor Category
- Incorrect allocation between Reg & OT hours
- Entered in the wrong timesheet period
- Didn't attach a receipt
- Incorrect mileage rate

Reduce Time/Expense Errors & Delays

- Empty timesheet
- Incomplete timesheet
- Forgot to submit
- Can't find receipts
- Waiting for approvals
- No Comments (not a delay but worth mentioning)

Reduce Time/Expense Errors & Delays

- Missing and/or incorrect billings
- No billing rate and/or incorrect billing rate
- Missing additional service charges
- Over/underpaying employees
- Incorrect expense reimbursement amounts
- No backup for invoices or audits
- Invoicing Delays
- Increase billing transfers
- Payroll delays

Reduce Time/Expense Errors & Delays

- Missing and/or incorrect billings
- No billing rate and/or incorrect billing rate
- Missing additional service charges
- Over/underpaying employees
- Incorrect expense reimbursement amounts
- No backup for invoices or audits
- Invoicing Delays
- Increase billing transfers
- Payroll delays

Tips for Reducing T&E Errors

- Meaningful project names
 - “Ravens Stadium Renovation” instead of “State of MD WO#1234”
- Phases/Tasks in logical order
 - Schematic Design
 - Design Development
 - Construction Documents
 - Bidding/Negotiation
 - Construction Admin
 - Bidding/Negotiation
 - Construction Admin
 - Construction Documents
 - Design Development
 - Schematic Design
- Meaningful Phase/Task Names
 - “Schematic Design” instead of “25% Completion”

Tips for Reducing T&E Errors

- Make projects inactive when completed to restrict time/expense entry
- Make phases/tasks inactive when completed or not yet started
- Leverage API/SN Customs to validate overtime/holiday/PTO
- Define timesheet special categories

Options

Changes in settings will take effect the next time a user logs in.

Save

Cohen and Associates

Employee Signature Required [ⓘ]
 Yes No

Entering Overtime [ⓘ]
 Yes No

Require Comments [ⓘ]
 Yes No

Time Entered In [ⓘ]
Quarter

Enable Start/End Time [ⓘ]
 Yes No

Advanced Time Options

Treat Inactive Projects as Dormant
 Yes No

Enable Unit Entry
 Yes No

Post Units With Timesheet
 Yes No

Check Hours Against Expected
None

Auto Populate From Plan Assignments
 Yes No

Hours Allowed To Exceed For Absence Requests [ⓘ]
999

Display on time entry

Activity Code
Number

Labor Category
Name

Time Categories

Changes in settings will take effect the next time a user logs in.

Save

Cohen and Associates

Time Group [ⓘ]
[All Groups]

Actions

Time Categories [ⓘ]

CATEGORY	DESCRIPTION	SORT ORDER	PROJECT METHOD	SINGLE PROJECT	PROJECT QUERY	PHASE METHOD	SINGLE PHASE	PHASE QUERY	TASK METHOD
1	PTO/Holiday	1	Single Project	02VAC0100		Single Phase			Single Task
2	Personal	2	Single Project	02SIC0100		Single Phase			Single Task
3	Overhead	3	Single Project	CBGENOH00		Single Phase	AD		Single Task

+ Add Category

Tips for Reducing T&E Errors

- Employee Hub
 - Consider Requiring Labor Category field
 - Check hours against expected

The screenshot displays the profile of Keith Carpenter, AIA, at Cohen and Associates. The profile is viewed from the 'TIME & EXPENSE' tab. Key details include:

- Employee Number:** 00100
- Status:** Active
- Supervisor:** Grace Cohen, AIA
- Contact Information:** kcarpenter@conhen.com (email), 717-840-1010 (work phone)
- Available To:** CRM Users, Accounting Users
- Firm:** (checkbox unchecked)

The 'TIME & EXPENSE' settings are as follows:

- Group:** Department 1
- Timesheet Group:** Department 1
- Timesheet Administration Level:** Staff
- Expense Group:** Corporate/Industrial
- Expense Administration Level:** Staff
- Default Activity Code:** (empty)
- Service:** 00/General
- Staff:** A/Architect
- Allow Employee to Change Activity Code in Timesheet
- Timesheet Options:**
 - Check Hours Entered Against Expected (Warning if Either Over or Under)
 - Allow Employee to Charge Units in Timesheet

Tips for Reducing T&E Errors

- Project Hub
 - Timesheet Budget Validation
 - Bill by Default
 - Require Comments

The screenshot shows a web interface for configuring a project. The project name is 'Bleeker St. Bridge' with ID 'US1621600 > 101 Phase 1 > 001 Task 1'. The 'ACCOUNTING' tab is active, showing settings for 'Charge Type' (Regular), 'Project Billing Type' (None), 'Billing Client' (A24, Los Angeles, CA), 'Time Entry' (Require Comments for Hours), 'Budget Validation' (Type of Validation: Warning, Budgeted Source: Project Planning, Budgeted Level: Employee Only), 'Expense' (Unit Table: CONCRETE TESTING, Billable Message: None), and 'Bill by Default' (Yes). There are also checkboxes for 'Approved for Use in Processing', 'Apply Timesheet Approval Condition', 'Check Project Plan Start and End Dates', 'Check Project Plan Planned Hours', and 'Apply Expense Approval Condition'.

Tips for Reducing T&E Errors

- Timesheet Settings
 - Timesheet settings to consider
 - Treat inactive as dormant
 - Require comments
 - Auto populate with resource planning assignments

The screenshot displays the 'Options' configuration page for 'Cohen and Associates'. The page is organized into several sections:

- Employee Signature Required:** Radio buttons for 'Yes' and 'No' (selected).
- Time Entered in:** A dropdown menu set to 'Quarter'.
- Entering Overtime:** Radio buttons for 'Yes' and 'No' (selected).
- Enable Start/End Time:** Radio buttons for 'Yes' and 'No' (selected).
- Require Comments:** Radio buttons for 'Yes' and 'No' (selected).
- Advanced Time Options:**
 - Treat Inactive Projects as Dormant:** Radio buttons for 'Yes' and 'No' (selected).
 - Check Hours Against Expected:** A dropdown menu set to 'None'.
 - Enable Unit Entry:** Radio buttons for 'Yes' and 'No' (selected).
 - Auto Populate From Plan Assignments:** Radio buttons for 'Yes' and 'No' (selected).
 - Post Units With Timesheet:** Radio buttons for 'Yes' and 'No' (selected).
 - Hours Allowed to Exceed For Absence Requests:** A text input field containing '999'.
- Display on time entry:**
 - Activity Code:** A dropdown menu set to 'Number'.
 - Labor Category:** A dropdown menu set to 'Name'.
- User Defined Field:** A table with columns for 'ACTIVE', 'FIELD TYPE', 'CAPTION', 'REQUIRED', and 'FIELD SETTINGS'.

ACTIVE	FIELD TYPE	CAPTION	REQUIRED	FIELD SETTINGS
<input type="checkbox"/>	Numeric		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Memo	HWOT Comments	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dropdown	Testing	<input type="checkbox"/>	<input type="checkbox"/>
- Detailed Timesheet Report Options:**
 - Include Client Name:** Radio buttons for 'Yes' and 'No' (selected).
 - Include Comments:** Radio buttons for 'Yes' and 'No' (selected).
 - HTML Formatting:** Radio buttons for 'Yes' and 'No' (selected).

Tips for Reducing T&E Errors

- Timesheets
 - Hide or expose the Labor Category field in timesheets
 - Close past / future timesheet periods
 - Discourage copying of timesheets
 - Discourage “Automatically defaulting to current period” for timesheets
 - Open the next timesheet period on the first day of the timesheet period
 - Enable approvals

Time Periods ⓘ		
START DATE ^	END DATE	STATUS
6/11/2023	6/17/2023	Open
6/18/2023	6/24/2023	Open
6/25/2023	7/1/2023	Open
7/2/2023	7/8/2023	Open
7/9/2023	7/15/2023	Open
7/16/2023	7/22/2023	Open
7/23/2023	7/29/2023	Closed

Tips for Reducing T&E Errors

- Expense Reports
 - Have clear expense report category naming
 - Separate expense reports for out-of-pocket expenses vs credit card expenses
 - Don't allow employees to edit "B" (bill) checkbox on expense reports
 - Update mileage rate timely and properly

← Main Menu

EXPENSE

- Summary
- Options
- Expense Groups
- Expense Categories
- Payments
- Expense Approvals
- Alerts

Cohen and Associates

Require Categories Yes No

Categories for All Expense Groups

CATEGORY	EXPENSE REPORT DETAIL TYPE	REIMBURSABLE ACCOUNT	DIRECT ACCOUNT	OVERHEAD ACCOUNT	PROMOTIONAL ACCOUNT	BILL BY DEFAULT	BILLABLE MESSAGE
Meals	Business Meals	521.00 - Travel,Meals & Lodging	621.00 - Travel,Meals & Lodging	766.00 - Meals	766.00 - Meals	<input type="checkbox"/>	No Messaj
Credit Card Expenses	General	529.00 - Vehicle Mileage (Company)	629.00 - Misc Direct Expenses	749.00 - Other Office Expenses	749.00 - Other Office Expenses	<input checked="" type="checkbox"/>	Warning
Telephone	General	524.00 - Long Distance Telephone	624.00 - Long Distance Telephone	744.00 - Telephone	744.00 - Telephone	<input checked="" type="checkbox"/>	Warning
Airfare	General	521.00 - Travel,Meals & Lodging	621.00 - Travel,Meals & Lodging	764.00 - Travel	764.00 - Travel	<input checked="" type="checkbox"/>	Warning
Per Diem	General	521.00 - Travel,Meals & Lodging	621.00 - Travel,Meals & Lodging	766.00 - Meals	766.00 - Meals	<input checked="" type="checkbox"/>	Warning

+ Add Expense Category

Tips for Reducing T&E Errors

- Expense Reports
 - Use approval workflow to enforce company policy
 - expense approval workflow can be set to error if receipt is not attached

The screenshot displays the Deltek Vantagepoint interface. On the left is a navigation menu with options like 'MY STUFF', 'Dashboards', 'Timesheet', 'Calendar', 'Expense Report', 'Self Service', 'Approval Center', 'Reporting', 'HUBS', 'Activities', 'Applicants', and 'Boilerplates'. The main area shows an 'Expense Reports' page with a search bar and a list of reports. One report is highlighted: 'Training in Chicago' dated 11/4/2019 by JoAnne Smith. Below this is a table of expense lines:

LINE	DATE	CATEGORY	DESCRIPTION	COMPANY PAID	CURRENCY CODE	AMOUNT	PAYMENT EXCHANGE RATE	PAYMENT AMOUNT	EXCHANGE OVERRIDE
1	11/4/2019	Meals-Project Re		<input type="checkbox"/>	USD	684.00		684.00	None
2				<input type="checkbox"/>	USD				None

On the right side, the 'Approvals Configuration' window is open, showing the 'Expenses with receipts' workflow. A 'Validate Error Conditions' dialog box is overlaid on top, showing the following configuration:

Column	Operator	Value	AND/OR
Supporting Document Attached	equals	No	AND
ekDetail.Amount	greater than	25.00	AND
ekDetail.Mile	less than	1	

A callout box at the bottom of the dialog states: 'Condition = missing document, amount greater than 25 and not mileage'.

Tips for Reducing T&E Errors

- Expense Reports
 - Document expense report process
 - How often
 - How many
 - Name and date policies
 - When to submit
 - Require fields
 - Hide fields
 - Add help text or buttons

Tips for Reducing T&E Errors

- Avoid Delays
 - Enable credit card reconciliation feature
 - Credit card charges can be entered more timely
 - Would be included in the expense report approval process too

The screenshot displays an 'Expense Report' interface for user J. Bartlett, covering the period 7/31/19 to 7/31/2019. The report is currently 'In Progress'. It includes a 'Currency Override' section set to USD and a table of expenses. A right-hand panel titled 'Credit Card Charges' shows a 'Credit Card Transaction' table with columns for DATE, BALANCE, MERCHANT DESCRIPTION, and CONFIRM MATCH. The table lists two transactions: one for 4/12/2017 at Legal Seafood (230.00) and another for 4/20/2017 at Hyatt Regency (450.00), with a total of 680.00. An 'Add to Expense Report' button is visible at the bottom of the credit card section.

DATE	CATEGORY	DESCRIPTION	DETAIL	COMPANY	CURRENCY	AMOUNT	PAYMENT	PROJECT
7/1/2019	Mileage - [All Groups]	From home to client to office	<input checked="" type="checkbox"/>		USD	25.00	25.00	020525806
4/15/2017	Airfare - [All Groups]		<input checked="" type="checkbox"/>		USD	650.00	650.00	US1621600
			<input type="checkbox"/>		USD	0.00	0.00	

DATE	BALANCE	MERCHANT DESCRIPTION	CONFIRM MATCH
4/12/2017	230.00	Legal Seafood	<input type="checkbox"/>
4/20/2017	450.00	Hyatt Regency	<input type="checkbox"/>
	680.00		

Tips for Reducing T&E Errors

- Avoid Delays
 - Use the floorcheck feature
 - Run it daily
 - Email the employee and supervisor

Floor Check

Company: Cohen and Associates | Time Period: 2/1-2/15/2022 | Time Frame: By Timesheet Period

Send Notification | Send Email | Open Timesheet | Print Detailed Timesheet | Print Summarized Timesheet

TIMESHEET STATUS	TIME GROUP	EMPLOYEE NAME	EXPECTED HOURS	HOURS ENTERED	LAST SAVED
In Progress	Department 1	Adam Forgan	88.00	13.00	8/1/2023 11:51 am
In Progress	Department 1	Dymi Bost	88.00	8.00	12/13/2022 12:52 pm
In Progress	Department 1	Louis Carr	88.00	0.00	7/22/2022 02:04 pm
In Progress	Department 1	Virginia Weber	88.00	0.00	7/22/2022 02:04 pm
Missing	Department 1	Andrew Stephens	88.00	0.00	
Missing	Department 1	Annie Long	88.00	0.00	
Missing	Department 1	Arthur Snyder	88.00	0.00	

Timesheet Status Totals: 4 In Progress, 18 Missing

Close

You did WHAT?!

The possible hazards and repercussions of using Undo posting



Undo Posting

- Undo Posting Should Be Your Last Resort! And ONLY after serious consideration of the possible adverse effects of doing so.
- It is generally recommended to correct entries through Transaction Entry instead of Unposting.
- If the **Undo Posting** utility is used, users need to be VERY careful when using this utility.

Stambaugh Ness does not recommend using undo posting. As indicated in bullet #1, you need to seriously consider all potential negative ramifications.



Undo Posting – Disclaimer!!!

- The following list is NOT all-inclusive but highlights some areas of concern to be considered.
- These are just a few of the high-level issues caused by undo posting; obviously, there are many more not outlined here. No matter what the issue is there is always an appropriate method to correct

Undo Posting – Timesheets

- If the timesheet hours were transferred through Interactive Billing, re **posting** the timesheet correctly nets the cost on the project to zero but leaves the hours stranded because the positive hours are now in Interactive Billing on the original project again.
- If timesheet hours were already billed, they are part of the invoice that went to the client. When you repost the Timesheet, the hours will appear in Interactive Billing again. This could potentially lead to double billing of the time.

Undo Posting – Timesheets

- If the time was already paid through payroll, the hours will appear in payroll again on the next payroll run, potentially leading to duplicate payment of the hours.
- If Adjust Salaried Job Cost was run, it will need to be redone and any changes to cost rates will need to be taken into consideration.

Undo Posting – Accounts Payable

- The unpost utility will unpost the voucher but you need to verify that the voucher has not been paid, billed or previously reversed.
- If the expense was transferred through Interactive Billing, re **posting** the voucher correctly nets the cost on the project to zero but leaves the expense stranded because the positive voucher is now in Interactive Billing on the original project again.
- If expenses were already billed, they would remain part of the accepted invoice that went to the client. When you repost the expense, it would show in Interactive Billing again. This could potentially lead to double billing of the expense.

Undo Posting – Cash & AP Disbursements, Journal Entries & Units

- If the expense was already billed through Interactive Billing, transfers would be stranded records because we would have a transfer **posting** but not the original expense from the unposted voucher.
- If expenses were already billed, they would remain part of the accepted invoice that went to the client but when you repost the expense, it would show in billing again possibly leading to double billing of the expense.
- The effect of undo posting will have negative consequences to a reconciled cash account.

Undo Posting – Payment/Employee Payment Processing

- The unpost will unpost checks. If any of these checks have been voided, and the payment is unposted, you will see a voucher and a void on the AP report (basically double the outstanding voucher balance).

Undo Posting – Other Areas

- Payroll - If you void a payroll check and undo the payroll check run, the time hours and pay hours will now be duplicated
- Revenue Generation: Many of the issues addressed may have a negative impact on Revenue Generation
- Labor Cross Charge: Many of the issues addressed may have a negative impact on Labor Cross Charge
- Intercompany Billing: Multi Company clients need to pay particular attention when unposting any files that may have already been processed in Intercompany Billing.

Questions?




Contact

Susan Patrick

Director, Client Solutions

 spatrick@stambaughness.com

 (717) 220-5612



**Stambaugh
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Thank You!

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