



regoUniversity 2019

SAN DIEGO

# Contract/Vendor Mgmt. | Clarity Role

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# Introductions

- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards



# Agenda

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- Defining Contract and Vendor Management
- Importance of Contract and Vendor Management
- Use Case: Timesheet Validation Against Vendor POs
- Use Case: Contracts Fully Integrated to CA PPM Financials
- Rego Best Practices

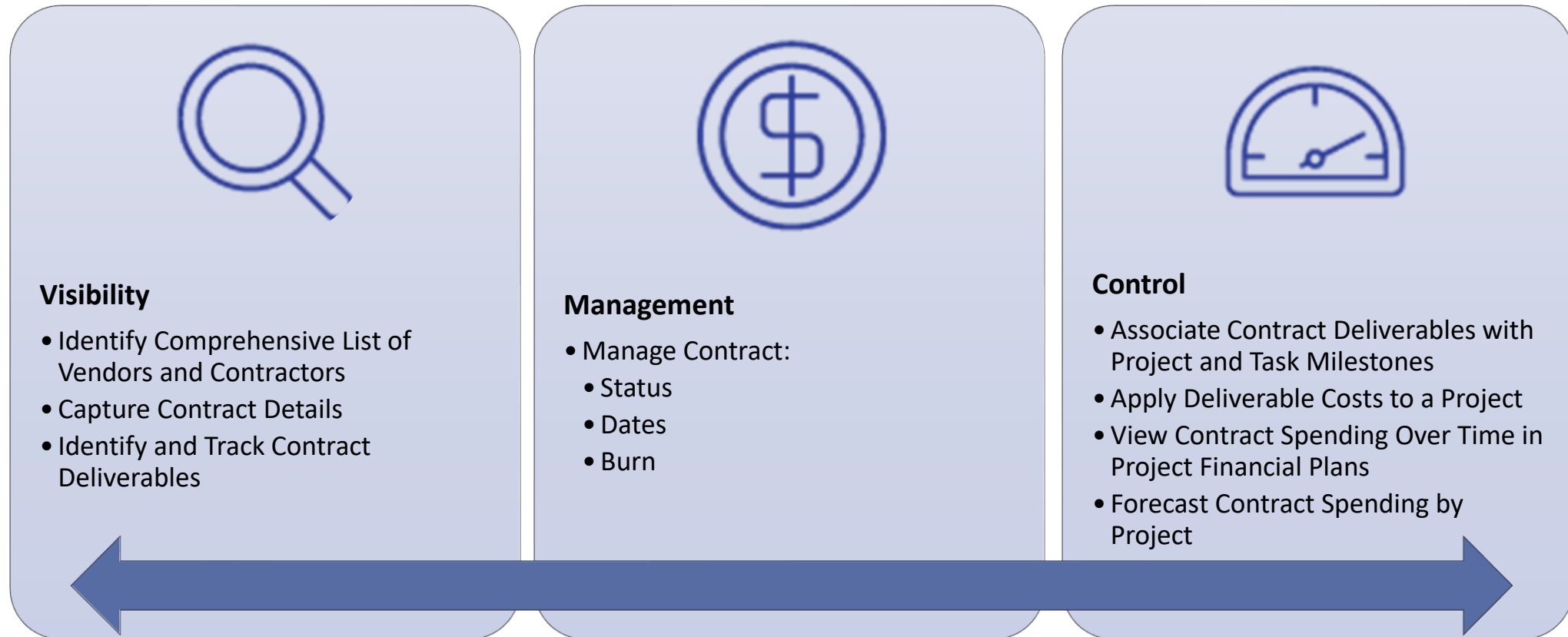
# Open Mic

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- Do you Project Managers own most contracts?
- Are you Contract Closely tied to Projects?

# Defining Contract and Vendor Management

What is Contract Management in the context of Clarity?



# Importance of Contract and Vendor Management

- **Legally Binding**
  - Your company is legally bound by the terms of the contract
  - It's imperative your adhere to the terms
- **Governance**
  - Ability to report on contract compliance
  - Support contract questions
- **Billing / Invoicing Accuracy**
  - Ability to reconcile inbound invoices with work performed
  - Accurately anticipate payments

# Use Case: Timesheet Validation Against Vendor POs

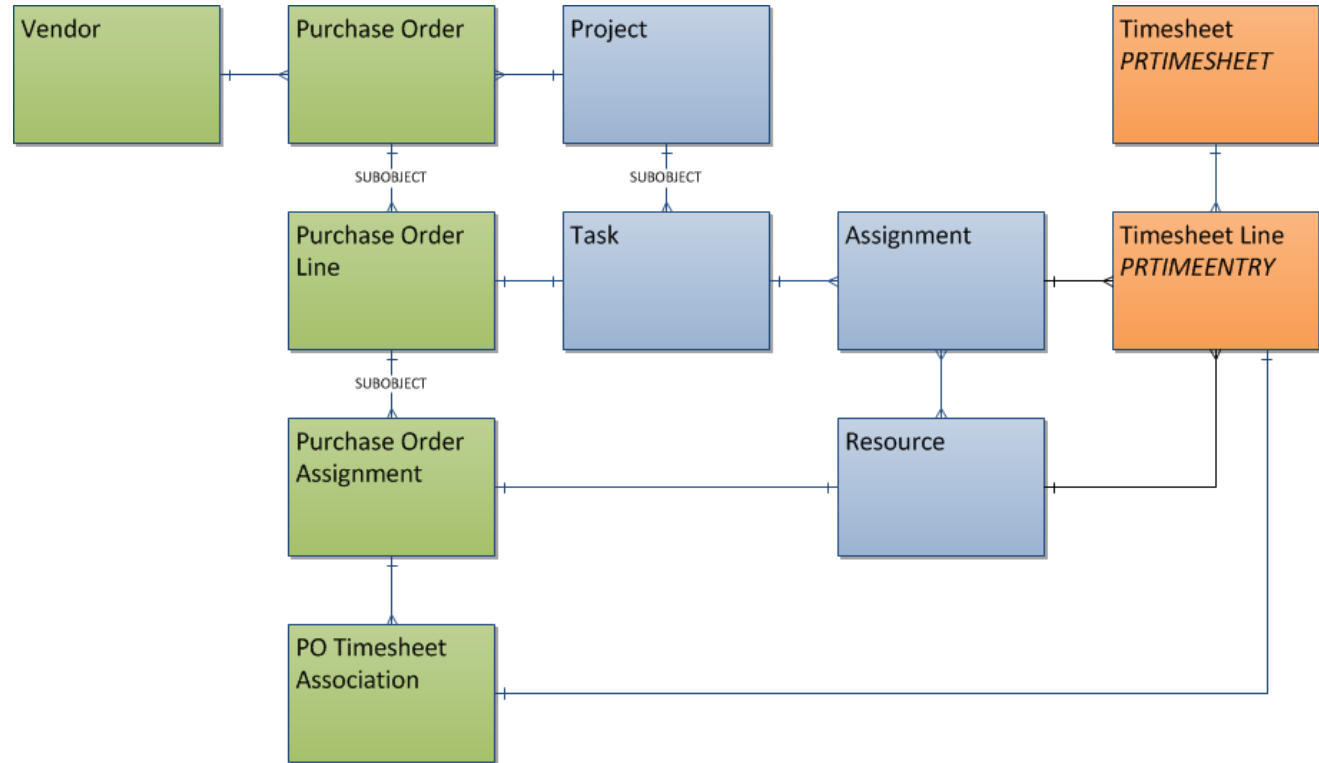
## **Requirement:**

Proactively manage the submitted time of T&M contractors against the approved spend of their purchase orders. Clarity must ensure that submitted timesheets are accurately mapped to an active PO that has funds remaining before allowing the standard approval and posting process to proceed.

# Use Case: Timesheet Validation Against Vendor POs

## Conceptual ERD:

Tie custom vendor and purchase order objects to projects, tasks, and timesheets.



**KEY**

<p><b>Custom Object</b> Studio-based object and/or sub-object created specifically for this solution.</p>	<p><b>Stock CA PPM Object</b> Standard CA PPM object leveraged as a part of the solution.</p>	<p><b>Virtual Object</b> Does not exist as an actual object in CA PPM. Associated tables are referenced in italics.</p>
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# Use Case: Timesheet Validation Against Vendor POs

## PO Line:

Properties Processes Audit

IT Purchase Orders: Test PO for Rego Consulting | IT Purchase Order Line: PPM Deployment (Define) - IT Purchase Order Line Properties

General

<input checked="" type="checkbox"/> Vendor	Rego Consulting Corporation	<input checked="" type="checkbox"/> Project Code	SAP-ID-000
PO Number	TESTPO001	Account Assignment Category	
Line Number	1	Cost Center	
<input checked="" type="checkbox"/> Line Description	PPM Deployment (Define)	GL Account	
Start Date	1/1/2016	Material Group	
End Date	12/29/2017	WBS	
UOM		Enforce Spending Limit	<input checked="" type="checkbox"/>
Quantity	50,000.00	Include in SES Export	<input checked="" type="checkbox"/>
Rate	50.00 USD	Is Capital	<input checked="" type="checkbox"/>
Net Value	2,500,000.00	<input checked="" type="checkbox"/> Line Type	T&M
Conversion Actuals	0.00 USD	<input checked="" type="checkbox"/> Line Status	Open
Funds Consumed	19,600.00		
Balance Remaining	2,480,400.00		
<input checked="" type="checkbox"/> *ID	TESTPOLINE001.1		

Save Save And Return Return

= Required \* = Unique

# Use Case: Timesheet Validation Against Vendor POs

## Status Portlets:

[Status by Vendor](#)
[Status by Vendor & Project](#)
[Status by Vendor, Project & Resource](#)
[Invalid PO Timesheets](#)

PO Financial Status Portlets: Status by Vendor, Project & Resource

PO Financial Status by Vendor Project Resource

Project Code	Project Name	Vendor Name	PO Number	PO Line Number	PO Line Type	PO Owner	Resource Name	Net Value	Consumed
PRJ000902	...	...	4300019428	3	Unknown			68,000	68,000
PRJ000902	...	...	4300019428	4	Unknown			10,200	10,200
PRJ000902	...	...	4300019982	1	Unknown			96,000	34,987.31
PRJ000902	...	...	4300019982	2	Unknown			14,400	0
PRJ000902	...	...	4300019982	3	Unknown			59,800	1,218.19
PRJ000902	...	...	4300019982	4	Unknown			0.01	0
PRJ000902	...	...	4300019982	7	Unknown			34,320	12,526.75
PRJ000902	...	...	4300019982	8	Unknown			5,148	0
PRJ000902	...	...	4300019982	15	Unknown			25,600	3,261.6
PRJ000902	...	...	4300019982	16	Unknown			2,560	0
PRJ000902	...	...	4300019982	24	Unknown			12,800	0
PRJ000902	...	...	4300020116	1	Unknown			70,200	61,220.96
PRJ000902	...	...	4300020116	2	Unknown			0.01	0
PRJ000902	...	...	4300020116	5	Unknown			0.01	0
PRJ000902	...	...	4300020116	6	Unknown			0.01	0
PRJ000902	...	...	4300020116	11	Unknown			37,440	320
PRJ000902	...	...	4300020116	12	Unknown			2,620	0
PRJ000902	...	...	4300020219	1	Unknown			84,600	84,600
PRJ000902	...	...	4300020303	1	Unknown			168,960	166,560
PRJ000902	...	...	4300020303	2	Unknown			15,000	790.68

Page 1 of 329
 Displaying 1 - 20 of 6572

# Use Case: Contracts Tied to Financials and Assignments <sup>11</sup>

1. Create Contracts
2. Assign Projects to Contracts
3. Create Deliverables (contract line items)
4. Assign a resource for the transaction
5. Associate a task with a deliverable
6. Setup ETC's
7. Process Transactions

# Create Contracts and Authorize Projects

Contracts: Test 1 - General - Properties

**General**

**Name** Test 1

**Active**

**Type** Master

**Vendor** Outsource Vendor

**PO Number** ABC1

**Master Contract** N/A

**Authorized Projects**

MKG Test1
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**Documents**  no file selected

**Comments**

**Start Date**

**End Date**

**Contract Amount** 95,000.00

**Total Deliverable Amount** 15,000.00

**Available Costs** 4,000.00

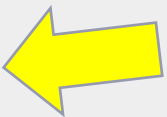
**Applied Actuals** 11,000.00

**Applied Forecasts** 0.00

**Available Costs Including Children** 0.00

**Applied Actuals Including Children** 0.00

**Applied Forecasts Including Children** 0.00



# Create Deliverables

Contracts: Test 1 | Contract Deliverables: System Design - General - Properties

**General**

\* Name

\* Total Cost

\* Deliverable Status

\* Transaction Resource

Due Date

Delivered Date

Accepted Date

Available Costs -26,250

Applied Actuals 11,000

Applied Forecasts 30,250

# Associate Task and Setup ETC's

**General**

Name: System Review

ID: 00000049

Start: 1/1/2018

Finish: 2/16/2018

Milestone:

Key Task:

Status: Not Started

% Complete: 0.00%

Guidelines:

Charge Code: Expense

Must Start On:

Must Finish On:

Start No Earlier Than:

Start No Later Than:

Finish No Earlier Than:

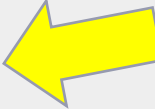
Finish No Later Than:

Exclude from Autoscheduling:

Stage:

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**Contract Association**

Contract Deliverable: System Design 

Deliverable Status: Open

Vendor Name: Outsource Vendor

Contract: Test 1

PO Number: ABC1

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**Assignments**

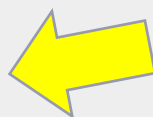
	Resource	Role	Loading Pattern	Start	Finish	Actuals	ETC	EAC	ETC By Period						
									1/1/18	1/8/18	1/15/18	1/22/18	1/29/18	2/5/18	2/12/18
<input type="checkbox"/>	Gillespie, Mike		Uniform	1/1/18	2/16/18	0.00	275.00	275.00	25.00	50.00	40.00	40.00	40.00	40.00	40.00
<b>Total</b>						<b>0.00</b>	<b>275.00</b>	<b>275.00</b>	<b>25.00</b>	<b>50.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>

# Process Transactions

**General**

<input type="checkbox"/> <input type="checkbox"/> Name	Monthly services	Status	Processed
<input type="checkbox"/> <input type="checkbox"/> Transaction Date	1/3/2018	Error Information	
<input type="checkbox"/> <input type="checkbox"/> Task to Apply Cost Against			
<input type="checkbox"/> <input type="checkbox"/> Quantity	20		
<input type="checkbox"/> <input type="checkbox"/> Process	<input checked="" type="checkbox"/>		

( You MUST check this box and save to process the transaction )



# Cost Plan by Contract

+ Filter: None ▾					Amounts By Period		
<input type="checkbox"/>	Contract	Actual Cost	Cost Variance		Jan 1, 2017-Dec 31, 2017	Jan 1, 2018-Dec 31, 2018	Jan 1, 2019-Dec 31, 2019
<input type="checkbox"/>	Test 1	11,000.00	(11,000.00)	Cost Actual Cost Cost Variance	0 0	11,000 (11,000)	0 0
<b>Cost</b>							
<b>Actual Cost</b>		11,000.00			0	11,000	0
<b>Cost Variance</b>			(11,000.00)		0	(11,000)	0





# Portlets

+ Contracts with Children															
Contract / Project	Contract Type	Active	Vendor Name	Start	End	Deliverables Amount	Available Costs	Applied Actuals	Applied Forecasts	Available Costs with Children	Applied Actuals with Children	Applied Forecasts with Children	Project Charge Name	Transaction Date	Transaction Cost
- Test 1	Master	✓	Outsource Vendor			15,000	(26,250)	11,000	30,250	(19,250)	11,000	30,250			
MKG Test1		✓											This is the charge for the project	1/2/18	11,000
- Sub of Test	Maintenance Renewal	✓	Outsource Vendor			7,000	7,000	0	0	0	0	0			

+ Contract and Deliverables																
Name	Active	Start	End	PO Number	Vendor	Type	Master	Contract Amount	Deliverables Amount	Contract Applied Actuals	Contract Applied Forecast	Contract Available Costs	Deliverable Name	Deliverable Status	Deliverable Total Cost	Deliverable Due Date
Sub of Test	✓			AB111	Outsource Vendor	Maintenance Renewal	Test 1	80,000	7,000	0	0	7,000	Review Maintenance	Open	7,000	
Test 1	✓			ABC1	Outsource Vendor	Master		95,000	15,000	11,000	30,250	(26,250)	System Design	Open	15,000	
<b>Totals</b>								<b>175,000</b>	<b>22,000</b>	<b>11,000</b>	<b>30,250</b>	<b>(19,250)</b>			<b>22,000</b>	

# Open Mic

- What is Contract Management to you?
  - T&E
  - Fixed Bid
  - Vendor Management Department
- Where do you track your contracts?
- Who manages your contracts?
- Does your company incorporate a formal Contract Management Processes?
  - Quality Checks
  - Audit mechanisms
  - What's your involvement?

# Best Practices

- Connecting vendors and contracts to project financials is critical.
- Limit the ability to manage vendors and contracts to a select group of resources.
- Create a custom vendor object rather than leveraging the out-of-the-box attribute.
- Process is essential. You need a process in place before you automate or track anything in CA PPM.
- Full demo of Integrated Contract Management:  
<https://drive.google.com/open?id=0B3g50f6pqUnwLS1JLUeT0FVDMVU>

# Questions?



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Let Rego be your guide.

# Thank You For Attending regoUniversity

## Instructions for PMI credits

- Access your account at [pmi.org](http://pmi.org)
- Click on **Certifications**
- Click on **Maintain My Certification**
- Click on **Visit CCR's** button under the **Report PDU's**
- Click on **Report PDU's**
- Click on **Course or Training**
- Class Name = **regoUniversity**
- Course Number = **Session Number**
- Date Started = **Today's Date**
- Date Completed = **Today's Date**
- Hours Completed = **1 PDU per hour of class time**
- Training classes = **Technical**
- Click on **I agree** and **Submit**



Let us know how we can improve!  
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