**regoUniversity 2018**

# Contract / Vendor Mgmt | CA PPM Role

Your Guides: Josh Childers and Wes McCoubrie

# Introductions

- Take 5 Minutes

- Turn to a Person Near You

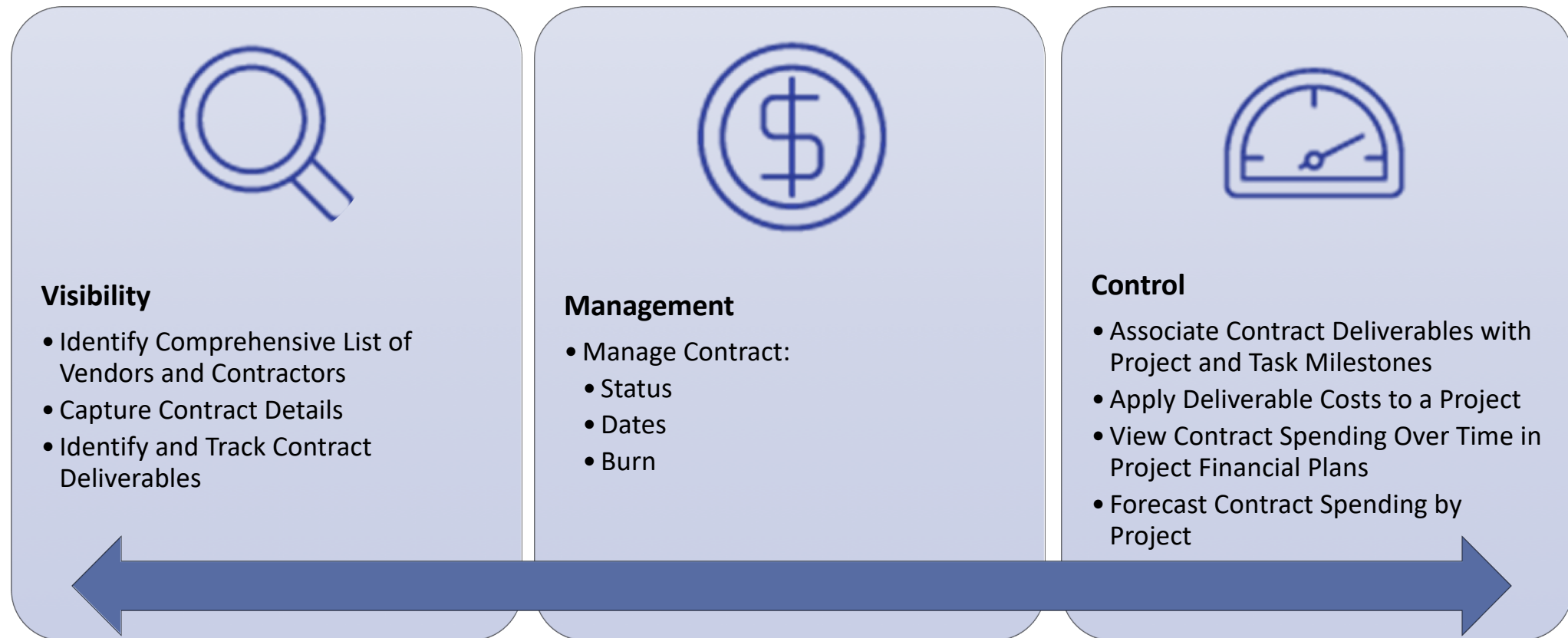- Introduce Yourself

- Business Cards

# Agenda

- 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

# Defining Contract and Vendor Management

## What is Contract Management in the context of CA PPM?

**Visibility**

- Identify Comprehensive List of Vendors and Contractors
- Capture Contract Details
- Identify and Track Contract Deliverables

**Management**

- Manage Contract:
  - Status
  - Dates
  - Burn

**Control**

- Associate Contract Deliverables with Project and Task Milestones
- Apply Deliverable Costs to a Project
- View Contract Spending Over Time in Project Financial Plans
- Forecast Contract Spending by Project

# 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

# Initial Cap For Each Word In Headline

- Body copy (26 pt)
  - Body copy (24 pt)
    - Body copy (20 pt)

- Font should be no larger than 26 pt

- If you have questions about color schemes, fonts, or the template please contact Steve Winchester

# 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?

# 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.  CA PPM 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.
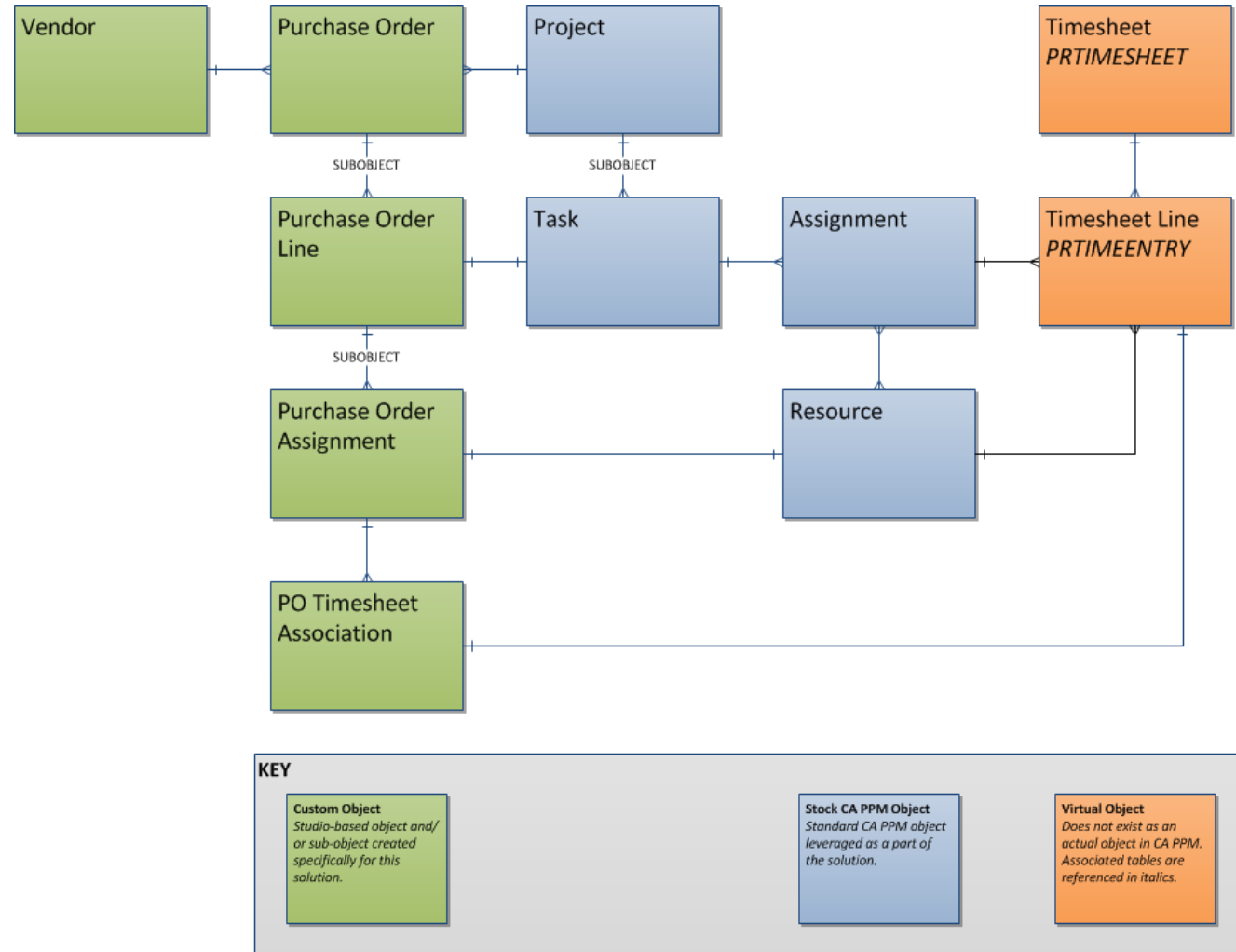
# Use Case: Timesheet Validation Against Vendor POs

**PO Line:**

# Use Case: Timesheet Validation Against Vendor POs

**Status Portlets:**

# Use Case: Contracts Tied to Financials and Assignments

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

# Create Deliverables

# Associate Task and Setup ETC's

# Process Transactions

# Cost Plan by Contract

| | Contract | Actual Cost | Cost Variance | | Amounts By Period | | |
|---|---|---|---|---|---|---|---|
| | | | | | Jan 1, 2017-Dec 31, 2017 | Jan 1, 2018-Dec 31, 2018 | Jan 1, 2019-Dec 31, 2019 |
| ☐ | Test 1 | 11,000.00 | (11,000.00) | Cost<br>Actual Cost<br>Cost Variance | 0<br>0 | 11,000<br>(11,000) | 0<br>0 |
| **Cost** | | | | | | | |
| **Actual Cost** | | 11,000.00 | | | 0 | 11,000 | 0 |
| **Cost Variance** | | | (11,000.00) | | 0 | (11,000) | 0 |

**Filter: None** ▾

# 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 | |
| Totals | | | | | | | | 175,000 | 22,000 | 11,000 | 30,250 | (19,250) | | | 22,000 | |

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# 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=0B3g50f6pqUnwLS1JLUEtOFVDMVU

# Questions?

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# Thank You For Attending regoUniversity

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