

# 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



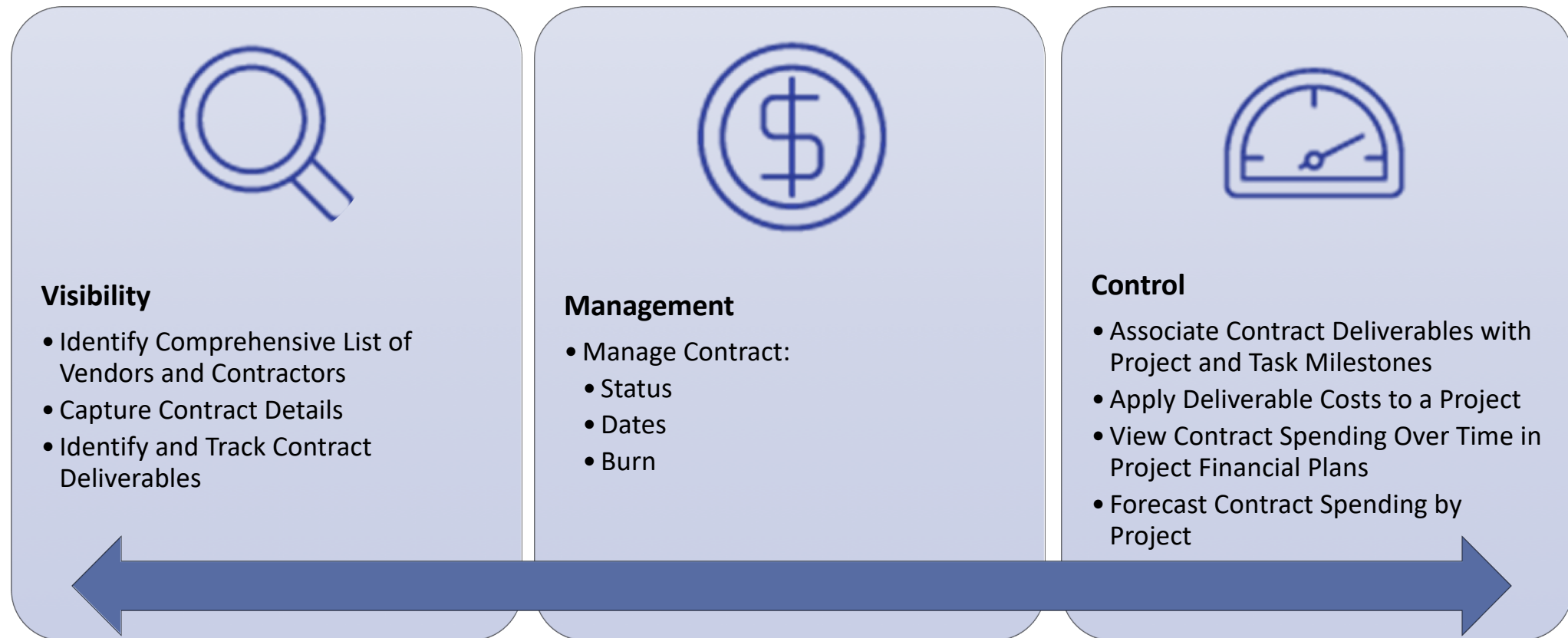
# Agenda

- 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?



# 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

- 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:**

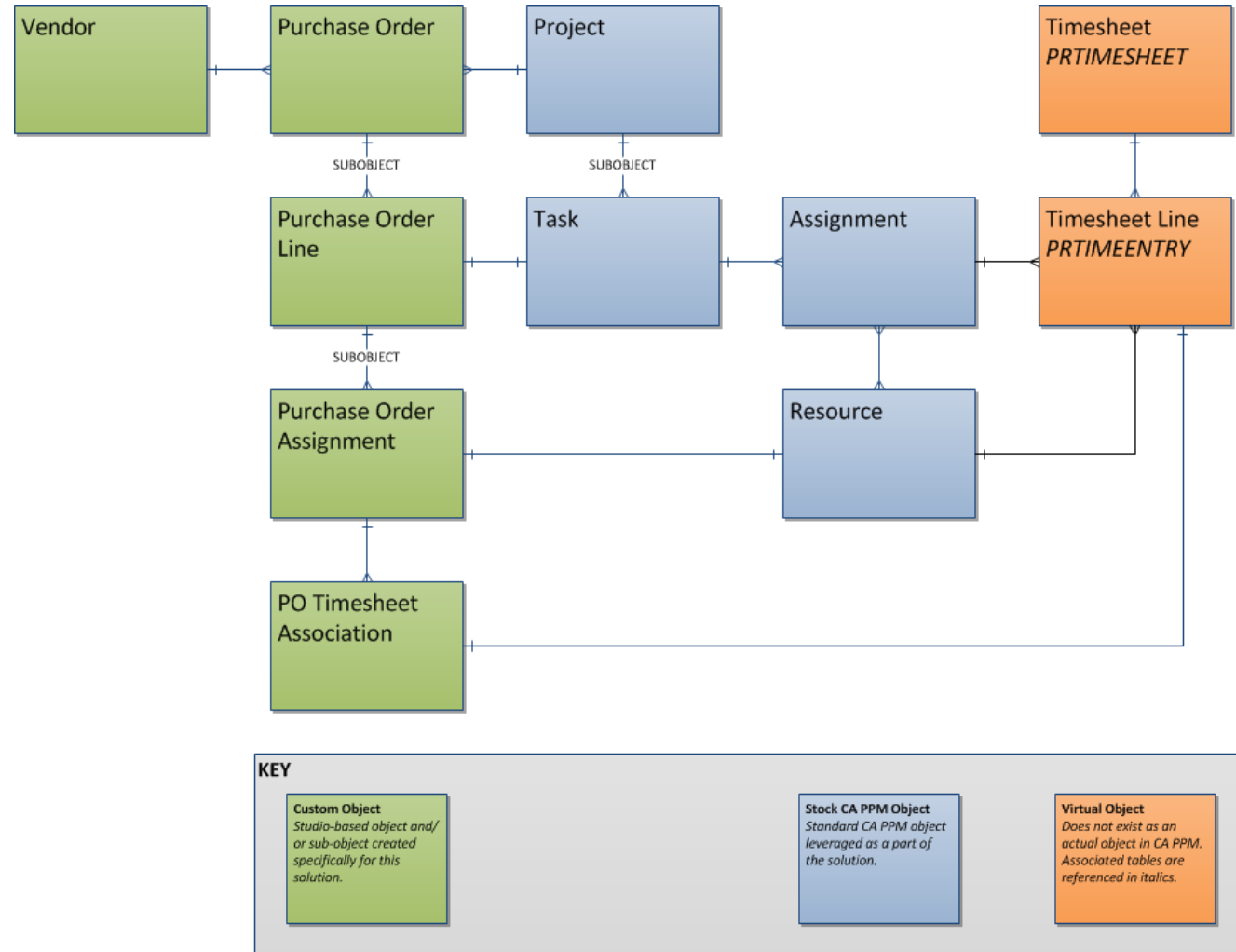
Proactively manage the submitted time of T&M contractors against the approved spend of their purchase orders. CA PPM must ensure that submitted timesheets are accurately mapped to an active PO that has funds remaining before allowing the standard approval and posting process to proceed.



# 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:

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:

<div> <div>Status by Vendor</div> <div>Status by Vendor &amp; Project</div> <div>Status by Vendor, Project &amp; Resource</div> <div>Invalid PO Timesheets</div> </div>									
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	Project Name	Vendor Name	4300019428	3	Unknown			68,000	68,000
PRJ000902	Project Name	Vendor Name	4300019428	4	Unknown			10,200	10,200
PRJ000902	Project Name	Vendor Name	4300019982	1	Unknown			96,000	34,987.31
PRJ000902	Project Name	Vendor Name	4300019982	2	Unknown			14,400	0
PRJ000902	Project Name	Vendor Name	4300019982	3	Unknown			59,800	1,218.19
PRJ000902	Project Name	Vendor Name	4300019982	4	Unknown			0.01	0
PRJ000902	Project Name	Vendor Name	4300019982	7	Unknown			34,320	12,526.75
PRJ000902	Project Name	Vendor Name	4300019982	8	Unknown			5,148	0
PRJ000902	Project Name	Vendor Name	4300019982	15	Unknown			25,600	3,261.6
PRJ000902	Project Name	Vendor Name	4300019982	16	Unknown			2,560	0
PRJ000902	Project Name	Vendor Name	4300019982	24	Unknown			12,800	0
PRJ000902	Project Name	Vendor Name	4300020116	1	Unknown			70,200	61,220.96
PRJ000902	Project Name	Vendor Name	4300020116	2	Unknown			0.01	0
PRJ000902	Project Name	Vendor Name	4300020116	5	Unknown			0.01	0
PRJ000902	Project Name	Vendor Name	4300020116	6	Unknown			0.01	0
PRJ000902	Project Name	Vendor Name	4300020116	11	Unknown			37,440	320
PRJ000902	Project Name	Vendor Name	4300020116	12	Unknown			2,620	0
PRJ000902	Project Name	Vendor Name	4300020219	1	Unknown			84,600	84,600
PRJ000902	Project Name	Vendor Name	4300020303	1	Unknown			168,960	166,560
PRJ000902	Project Name	Vendor Name	4300020303	2	Unknown			15,000	790.68

# Use Case: Contracts Tied to Financials and Assignments<sup>12</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

Documents

Choose File

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	System Design		
* Total Cost	15,000		
* Deliverable Status	Open		
<div>Available Costs -26,250</div> <div>Applied Actuals 11,000</div> <div>Applied Forecasts 30,250</div>			
* Transaction Resource	Gillespie, Mike		
Due Date			
Delivered Date			
Accepted Date			



# 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

### Contract Association

Contract Deliverable

System Design

Deliverable Status

Open

Vendor Name

Outsource Vendor

Contract

Test 1

PO Number










ABC1

### 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>						0.00	275.00	275.00	25.00	50.00	40.00	40.00	40.00	40.00	40.00

# Process Transactions

General


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


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

# Cost Plan by Contract

+ Filter: None ▾							
<input type="checkbox"/>	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
<input type="checkbox"/>	Test 1	11,000.00	(11,000.00)	Cost Actual Cost Cost Variance	0 0	11,000 (11,000)	0 0
Cost							
Actual Cost		11,000.00			0	11,000	0
Cost Variance			(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	
Totals								175,000	22,000	11,000	30,250	(19,250)			22,000	



# 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?
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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=0B3g50f6pqUnwLS1JLUtOFVDMVU>

# Questions?



*rego*University 2018

Let Rego be your guide.

# Thank You For Attending regoUniversity

## Instructions for PMI credits

- Access your account at 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!  
Don't forget to fill out the class survey.



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