eFAACT User Manual

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1. Getting Started Checklist

Tasks to complete in QuickBooks

Employee Verification (QB Employee Center)

- Social Security Number is required
- A minimum of one payroll item must be assigned with a pay rate
- Each active employee must have the "Use time data to create paycheck" box checked in their payroll setup
- Employee hire date is required

Contract Verification (QB Customer Center)

Direct Labor: A contract is referred to as DIRECT when work is performed for an entity outside of your business. Direct work is commonly reflected on an invoice.

- A QuickBooks customer (level 1) is initial imported as a contract and the first job (level 2) is designated as a charge number. A charge number represents a funding source for the contract.
- If the customer is structured to group multiple contracts, then the contract is represented by the first level job under the customer. The charge number (of funding level) is always the job direct under the contract.
- Each customer's structure is defined in eFAACT Central in the section titled Contract Structure. The Contract level is defined by placing a check in the contract column. The job level under the contract is automatically designated as a charge number. Additional job levels can be added to represent projects and sub tasks. All job levels are recognized by eFAACT.

Indirect Labor: eFAACT requires a QuickBooks customer/job structure for recording hours on Indirect tasks, such as personal leave, Overhead, G&A. All indirect labor is organized under 1 customer.

Example:
Customer: Indirect
Job: Personal Leave
Job: Overhead
Job: G&A

Service Items

Service items represent the services that your business buys and sells. A service item will track work performed by your employees or work done for your business by someone else. A service is performed for a select customer/job, it is not the job itself.

- A minimum of one service item must be defined.
- T&M contracts use the service item price to derive the billing rate.
- A service item represents a labor category and may be shared across contracts. A single default can temporarily be setup if labor categories are not yet defined.

eFAACT Implementation Tasks

These first steps are completed using eFAACT Desktop.

Login to eFAACT Desktop with the initial default login credentials of User Name: admin and Password: admin

If the QuickBooks Subscribe link is visible, then click to submit the initial subscribe which authorizes eFAACT to access the currently open QuickBooks company file.

Run an initial Sync List. The sync list imports QuickBooks information required for the rest of the implementation process.

After initial information is imported from QuickBooks, the eFAACT implementation continues in eFAACT Central.

Login to eFAACT Central (https://efaactcentral.com) using the same initial default login credentials. For "how to" details, review the video and documentation links available in the top right of each eFAACT page.

All Users

For each user enter a username and establish users options. Usernames may be setup individually or jumpstarted using one of the built-in options. After completing the basic setup for one or more users, send each user their unique login credentials with a single click. This step requires the user's email address be available in eFAACT (most commonly imported from QuickBooks). Select/check each user and click the "send credentials" button located above the grid. This step sends an email to each selected person which contains eFAACT login information and time entry tutorial video. Users may reset their passwords the next time they login.

Assign Administrators

An Administrator is a user with access to all eFAACT features and all data. To assign an administrator, simply check the first column next to the user's name. A general recommendation is to assign at least two administrators, providing a backup if someone is unavailable. The initial admin/admin credentials will no longer be available after an eFAACT Administrator is established for your company.

Assign Supervisors

The Assign Supervisor page defines an employee as a supervisor. A supervisor is assigned a group of persons referred to as their direct reports and has authority to approve timecards and expense reports.

Initial Company Settings

Company settings are available from the gear icon located on the left side of the eFAACT Central home page. To get started, assign your company's Pay Frequency and Fiscal Year Begin Date. This information is used to build an initial company calendar that supports leave accruals and an initial processing schedule. If you company is organized with 26 pay periods per year, also select the first pay period start date that falls within the current fiscal year.

Contract Structure and Type

Initial structure and contract information has been imported from QuickBooks, review for each contract. For DIRECT contracts, set the contract level and invoicing level, then assign each charge number a contract type. If all charge numbers are the same contract type, the type may be assigned at the contract level and it will cascade down.

Assign a required INDIRECT contract by setting the contract type to indirect. This contract will track indirect labor hours.

Authorizations

Authorize tasks for each user. The authorized task(s) will be available on the user's timecard for the designated period.

Current Entry Periods

Current entry period defines the period available for entry on a user's timecard and expense entry form. This is commonly synchronized with pay periods.

At this point of the eFAACT implementation, timecards are available for entry and approval followed by sending hours and journal entries to QuickBooks.

2. Print User Manual

Click here to view/print full manual.

3. eFAACT QuickBooks Interface

3.1. Sync Lists

Synchronize List retrieves list information from QuickBooks. This feature requires the user to have QuickBooks authorization to all lists. The import brings in all pertinent QuickBooks information required for the eFAACT implementation process. The sync list process evaluates the QuickBooks lists and reports implementation requirements or suggestions once the synchronization is complete. eFC-eFAACT checkup are organized into critical situations and implementation warnings. The critical situations must be addressed prior to period processing.

3.2. Send Hours

Send hours process populates the QuickBooks timesheets with approved hours for the selected date range. The user box contains a list of users with hours that are approved but have not been sent to QuickBooks. If a TimeCard user adjusts hours hat have been sent to QuickBooks, they are displayed in the lists and eFAACT will update the adjusted hours in QuickBooks including approved "zero" hours that are used to remove hours previously sent but now moved to a new task.
Send Vendor Bill is used to send Subcontractor/Consultant hours to QuickBooks.

eFAACT Company Settings Send SUB/CON hours as bill only and Send SUB/CON hours as bill per contract control how the hours are sent

Checking the company setting *Send SUB/CON hours as bill only* instructs eFAACT to send SUB/CON hours to QuickBooks as a vendor bill only, no timesheets. This setting will control what information is available on the send hours form.

If Checked
- Subcontractor and consultants display only in the send bill section
- Only a bill is sent, no timesheets
- Bill used to create invoices and reflects the billable status

If Unchecked
- Consultants are available to send hours as a timesheet
- Timesheet is used to create invoice and reflects the invoice billing status
- After hours are sent as a timesheet, the SUB/CON is available to request a bill be sent to QuickBooks as well
- Bill is then used for vendor payment (Accounts Payable) and reflects a non-billable status

Checking the company setting *Send SUB/CON hours as bill per contract is checked:*
eFAACT sends a vendor bill for each contract worked.
IF unchecked:
eFAACT sends a single vendor bill for hours worked. A subcontractor's bill details the hours for each consultant.

Resend hours is used to resend hours previously sent to QuickBooks. Ex. If a QB file has been restored and no longer includes the hours previously sent.

The option to *send documentation* is available to import the change reasons and documented works which users may have entered with their time. Checking the send documentation option will import that information to the QuickBooks timesheet description field. If a single task is documented for multiple days, QuickBooks displays each comment on a separate line, this display is controlled by QuickBooks. Please note importing documentation will increase the transfer time and the QuickBooks file size).

3.3. Send Expenses

Approved expense entries are imported to QuickBooks as a vendor bill or credit card transaction.
The eF Send Expense feature organizes each expense report in one QuickBooks vendor bill (item detail) and offsets any credit card charges with an Expense tab entry. Details for the offset entry are recorded as individual credit card charges for easier reconciliation. The account used for the expense offset is set in eF Central-account allocations-expense offset icon. The item description is also prefixed with (cc).

If the eFAACT company preference “reimburse expenses via payroll” is turned ON then a vendor credit is also entered in QuickBooks.

3.4. Journal Entry

The Send Journal Entry feature sends labor related journal entries to QuickBooks. All entries are detailed by employee and job. The journal entry feature is available if eF company setting- Allow payroll journal entry is turned on.

LABOR JOURNAL ENTRY
Labor entry posted for the selected pay period using the pay period end date. If the pay period crosses months, the recommended procedure is to follow this up with the Accrual and Reversal step to adjust labor into the month it was worked.

ACCRUALS and REVERSALS
Posts two journal entries (1) a labor accrual entry and (2) a reversal of the accrual. Labor Accrual/Reversal button writes an accrual JE to Accrue from the beginning of the pay period through the selected Labor Accrual date. Accrual date is also used as the Journal Entry date. The Reversal date will default to labor accrual date plus one day, and is the date used to REVERSE the entries accrued in the previous month. The Labor Accrual date and the Reversal date can be changed to accommodate any business policy such as an irregular "month end".

LEAVE ACCRUALS
Posts a journal entry for leave accrued during the selected pay period. Journal entry is dated using the pay period end date.

Ex. The two accrual JE's together represent the hours worked in the pay period. The first entry is for hours through 8/31 and the second entry is for hours worked 9/1-end of pay period.

Pay Period Selected is 8/26-9/8
Labor Accrual Date set to 8/31
Reversal Date set to 9/1

RESULT
Labor Journal Entry dated 8/31 for hours accrued 8/26-8/31
Reversal Journal Entry dated 9/1 for hours accrued 9/1-9/8

3.5. Period Processing

Period processing imports QuickBooks transactions and prepares them for government contract reporting. This preparation is based on the preferences and options defined for your company. As an example preparation can include adjusting billing rates for salaried employees working overtime/under time on a cost plus contract, burdening transactions based on the contract loading rules, calculating current YTD indirect rates, calculating budget variances, and more based on your company setup.

3.6. Send Invoices

Invoices are sent to QuickBooks with the same invoice number (and prefix) used by eFAACT, the invoice date is the end date for the invoice period. Invoices are written as one line per Item, with each line reflecting a fully burdened amount.

Items

If the Expense Tab is used to enter expenses in QuickBooks (no Item assigned), then each Direct Expense type must be assigned to a placeholder Service Item in eFAACT. This setup allows the QuickBooks invoice interface to write each invoice line which must be identified with a service item. To complete this setup, create Service Items in QuickBooks to represent each Direct Expense type, and assign its expense type using the eF Assign Item form (Send Invoices-Assign Item).

Accounts

If your QuickBooks file has more than one Accounts Receivable account defined, it is necessary to assign either a default A/R account or assign an account per contract invoice level. The default account is used for all invoices if a contract specific account is not defined. To assign an A/R account to each contract, click the Assign A/R Account button available from the Send Invoices form.

If necessary, invoices can be resent to QuickBooks. When resending an invoice, delete the original QuickBooks invoice to avoid duplication. By design, eFAACT does not delete invoices from QuickBooks. An invoice can be marked as not sent in eFAACT Central-Invoice Schedule-second grid-click the pencil icon and uncheck the "sent to QB" for the applicable invoice.

4. Persons

The Persons category contains the following processes:

- All Users
- Administrators
- Supervisors
- Project/Task Managers
- Custom Administrators
- Subcontractors
- Groups

These processes can be used to organize employees into different roles/groups which can grant or restrict access to certain categories/processes

4.1. All Users

All Users

A user is a person that has been assigned eFAACT login credentials. All employees and consultants that have been setup in QuickBooks are eligible to become eFAACT users.
This standard eFAACT table display supports searching for an entry by entering or selecting values in the column filter section. Clicking the pen icon opens the row for update and provides options to cancel or save changes. The Update Multiple Users section is used to update more than one checked row at a time.

Common user ID formats can be set globally and the default approach for passwords is to send the password in an email directly to the person using send user ID/password icon. When ready Select/check each user and click the "send user id/password" button located above the grid. This step sends an email to each selected person which contains eFAACT login information and time entry tutorial video. Users may reset their passwords the next time they login.

Supervisor
A person is assigned to their supervisor in the Direct Reports option of the Supervisor page located on eFAACT Central-Home Screen. However you are able to edit assignments from this form as well.

Default Payroll Item
An employees' available payroll items are controlled by the Employee Setup in QuickBooks (see QuickBooks-Employee Payroll and Compensation Tab). The default payroll item will automatically display when creating an employee's timecard authorizations.

Default Service Item
Service Items are imported from QuickBooks service items. The default service item displays when creating an employee's timecard authorizations.

Holiday Auths
Checking this column for a user will add an one day authorization for each company holiday listed in the company calendar (calendar in upper right corner).

Lockout
All time on this date or prior is restricted from entry or change. This will disable the users timecard as of this date regardless of current entry dates.

Mobile #
Enter users mobile number in their QuickBooks employee/vendor record.

Split Day-(optional)
Allows user to enter split time for a particular day. Hours entered in the 2nd half of the split day are sent to QuickBooks using the next day's date.

Expense Entry (read only field)
Indicates if the user has an expense entry access

Credit Card
Assign company credit card for users that use a company card for expenses. Once a credit card has been assigned, it will be available as a payment option when expenses are entered via eFAACT Expense. eFAACT send expenses organizes each expense report in one QuickBooks vendor bill (item detail) and offsets any credit card charges with an expense tab entry.

Email
As a default the email address is imported from QuickBooks employee/vendor records. Turning on the eFAACT company setting- "eFAACT eMail address overrides QuickBooks" allows you to enter/edit the email address directly in eFAACT Central. This email is used for reminders/notifications sent to the users.

Expected Hrs Per Day and Expected Hrs Per Week
Number of hours each user should work per day and per week-used for reminder notifications

Do Not Remind
User will not be included in reminder notifications

Time Zone
User specific timezone used for time/expense audit trails as well as reminders

Reminder Delivery
Choose to send reminders as text (if both mobile provider and mobile # are setup), email and/or both

Cost Center
Assign employees to their cost center. If only one cost center is established this step is not required. Each employee is assigned to one cost center at a time, this is a DCAA directive. His/her labor is burdened using that cost center's rate structure. Charge number specific cost centers are set in eFAACT Central-Contracts and Funding-Charge Numbers section.

Unique Pay Cycle
Overrides the company setting "pay periods per year" for individual employee(s).

UserType-Read only
Employee or Consultant

Hire Date-Read only
Imported from QuickBooks-used for different calculations ex. accruals

Release date-Read only
Imported from QuickBooks is important to enter in QB before inactivating the user to stop accrual calculations

4.2. Administrators

Administrators

eFAACT Administrators have access to all eFAACT features including eFAACT/QuickBooks Interface features such as Sync Lists, Send Hours, etc. It is a good practice to assign the Administrator role to more than one person, to ensure the admin has a backup.

An administrator may be assigned as an Alternate Supervisor for all supervisors. This feature allows an administrator to complete management action for the timecards and expense reports of all users.

An administrator may also be assigned as a Super User which allows that person to enter/change timecards and expense reports. This feature is designed for exception case scenarios and provides a full audit trial. All activity entered by a super user is tracked and warning reported until the entries are over signed by the employee.

The toggle display option allows the user list to toggle between all users and only those assigned as an administrator.

4.3. Supervisors

Assign Supervisors and Alternate Supervisors

Users with supervisor rights are able to approve time and expenses as well as run user centric time reports for their assigned direct reports. Check the assigned supervisor column to assign a user supervisor rights. Click the direct reports link to assign users to the selected supervisor. The user will then have access to the time and expense approval feature(s) within eFAACT Central.

Checking the assigned SuperUser option allows them to enter time and expense on behalf of a direct report. Ex. If a user is on vacation and payroll is due.

An Alternate Supervisor can be assigned for the purpose of reviewing and approving time and expense in the absence of the selected supervisor. Ex. If Sandy Doall is on vacation and payroll is due then Sandy's assigned alternate supervisor would be able to login and approve time for Sandy's assigned direct reports.

"My Alternates" link shows those users that will be able to approve time on behalf of the selected user and the "Alternate For" link shows the supervisors that the selected user is able to approve time for.

Checking the "Access to Authorizations" column will allow the selected user access to enter, edit and modify time and expense authorizations for their direct reports. Authorizations control what task(s) the user can enter time and expenses towards.

4.4. Project/Task Managers

Project/Task Managers

Project/Task Managers validate time and expenses on the "tasks" they are assigned as a Task Manager where Supervisors "approve" time and expenses for users they are assigned as direct reports.

Project/Task managers are given tasks to manage in eFAACT Central-Project/Task managers. Check the column "assigned project manager" next to the name(s) of the users you would like to "validate" both time and expenses. Then click the "task" link next to each assigned TM to check which tasks they are responsible for.

Then when they login they will have a "validate time" and "validate expense" option on their main eFAACT Central page. This is where they can complete "validation" of time or expenses to the tasks they are assigned prior to supervisor's approval. Task Managers also have access to Contract centric reports in eFAACT Central-Reports

4.5. Custom Administrators

Custom Administrators

Assign Report Administrator
Assigning members to the report admin group updates the report filters to include all users and all contracts. This allows report administrators to run reports like an administrator without access to other administrator features.

A standard eFAACT administrator has control over which reports the users gets access to by setting up a custom web report group within eFC Manage Groups. The custom groups allow flexibility in allowing specific users access to all users and all contracts for one or all reports.

Assign Custom Process Administrator

Assigning members to the custom process admin group updates the users/contracts that members see within their assigned processes that are given to them via custom security groups

For ex. John Second needs access to all users to help on-board employees. Create a custom security group and assign John Second as a member and add the all user as a process to the group. This will then give him access to the all users process.

However since he is not an eFAACT administrator or supervisor he does not have any direct reports to review when opening the form. Therefore set him as a “custom process admin “ to allow him to be an “admin” for his assigned processes so can then edit/review everyone in the all users form.

4.6. Subcontractors

Subcontractors

Group consultants under a subcontractor to organize the subcontractor bills sent to QuickBooks. A "parent"/Subcontractor is a vendor that is not assigned an eF User ID in eFAACT Central-all users.

- Select a vendor the represents the main subcontractor in the 'assigned subcontractor column"
- Click the "consultants" link to choose the consultants that belong to the subcontractor

eFAACT Send Hours will send one subcontractor bill to QuickBooks summarizing each consultant's hours as a line item. If consultants are not grouped under a subcontractor, each consultant hour(s) will be sent to QuickBooks timesheets.

4.7. Groups

Groups

eFAACT Security access, reminder groups and report groups are all created and maintained in Manage Groups. Groups can be added or deleted using the add and delete option.

Maintaining a group is done my first filtering out which group you would like to edit.

User defined security groups are added to provide access to different features and/or web reports. First assign the members of the group then using the group items assignment assign process or web report access that are outside of the standard users role.

The group assignments will provide them the access to the additional processes. If they need to access all users/all contracts within their newly assigned processes, they will also need to be setup as a custom process admin which controls the user and task drop downs and displays within a process.

5. Contracts

5.1. Contract Structure and Type

Contract Structure and Type

The eFAACT customer structure originates from the QuickBooks customer job list. The layout of this page contains only a few columns, although each plays an important role in the eFAACT implementation.

Placing a check in the contract column Identifies that the customer job at that level represents a contract. The row(s) one level below the contract are always tagged as a charge number. A charge number represents a contract's funding bucket. A contract may have an unlimited number of charge numbers/funding buckets. A new charge number line is created by adding a customer job in QuickBooks. See Funding Modifications for maintaining the hours and dollars associated with the contract structure.

Setting the contracts category as government, commercial or indirect, is the first step in organizing the rules that automate budgets, journal entries, invoicing and indirect rate calculations. Even if your initial focus is on time and expense, all information on this page should be filled in.

The next important designation on this form is to define the contract type. Because a contract can consist of multiple contract types, the contract type is ultimately defined for each charge number. To assign the same contract type to all charge numbers, select the contract type at the contract level and eFAACT will assign it to each charge number missing a contract type.

The invoice level is a check mark that identifies the level at which an invoice number is generated. For example, an invoice level set to "contract" instructs eFAACT to generate one invoice for the contract for the selected invoicing period.

5.2. Contracts and Funding

Contracts and Funding

Once the contract structure and contract type are defined (eFAACT Central-Contract Structure and Type), additional contractual details such as contract value, funding, etc...is defined in Contracts and Funding.

By highlighting (clicking) a specific contract row, the associated Charge Numbers for that contract will be displayed. By default, active contracts/charge numbers are displayed. To display inactive Contracts/Charge numbers, use the checkbox option above grid.

Charge Number

eFAACT includes a feature for "rolling" authorizations from one charge number (funding bucket) to another. This option is available in the Charge Number section and is implemented by filling in the Replacement Charge Number. The purpose is to easily move authorizations to new funding when you deem it appropriate. As a result of implementing this feature, the details of the original authorizations are used to create new authorizations for the Replacement Charge Number using the selected Start and End dates. The authorizations for the original charge number (the one being edited) are ended the day BEFORE the start date to ensure no overlap.

Funding Modification

The last grid is strictly for recording Funding Modifications. By modifying the funding modifications, eFAACT will automatically adjust the funding amounts.

5.3. Fee Structure

Fee Structure

Define Fee for Contract/Charge Number
Choose the applicable items from the provided drop downs to add a new fee % or fee amount. Once items are selected/entered choose +Add icon to add the new fee structure.

Once added the fee can be reviewed/edited using the contract/charge numbers with fee defined section.

Fee History
Review fee history for life of contracts

5.4. Contract Burdens

Contract Burdens

Burdens define how contract costs are burdened. The original structure for each contract is based on the standard loading rules for its contract type.
Select contract(s) in the top filter to review/edit what is applied at the charge number level. Simply check or uncheck based on contract rules.

Updates to the contract burdens are effective for all periods processed/reprocessed after the changes are made. Reprocess previously processed periods as necessary after changes.

Contract burdens do not apply to FFP contracts/charge numbers.

5.5. Contract Cumulatives

Contract Cumulatives

The contract cumulative feature allows figures to be entered for invoiced costs experienced prior to processing in eFAACT. While incurred costs may be entered for documentation, the purpose for cumulative figures is to set the starting point for automatic contract-to-date tracking commonly required for government contracts.

The level of granularity entered for contract cumulative figures is based on the reporting requirements of each individual contract. For example, one contract may require contract-to-date reporting by labor category within funding source, while another tracks just by funding source.

Cumulative figures may be entered at any point in time and will NOT be included in current invoicing amounts. Contract cumulative figures are most often entered for the fiscal year end preceding the first eFAACT period processing.

Add new cumulatives using the cumulative worksheet to jump start the entries

1. Download the cumulative data entry worksheet using the build worksheet icon
2. Update the worksheet with cumulative figures in Excel (only requires cumulative period end date to be entered)
3. Save the worksheet
4. Upload the completed Excel worksheet in eFAACT Central-Contract Cumulative-by clicking the Upload

worksheet icon

5. Once reviewed, commit the cumulatives to apply them and rebuild contract summaries.

OR

Add new cumulatives using the drop down options provided in the add cumulatives section.

Review/edit existing cumulatives by turning on edit mode (moving over the toggle in the contract cumulatives section.

Clicking the Upload commit cumulatives icon will commit cumulatives and rebuild contract summaries.

5.6. Rate Ceilings

Rate Ceiling

Assign a rate ceiling when a contract requires costs to be burdened at a rate LOWER than the Negotiated Indirect Rate.

A rate ceiling should reflect the specific indirect rate as instructed in the contract document. Transactions burdened with a contract specific rate ceiling will not be adjusted during an Indirect Rate Adjustment process.

Add Rate Ceiling section is used to add a new rate ceiling.

Rate Ceiling section-(2nd grid) is used to edit/review existing rate ceilings.

5.7. Project Budgets

Project Budgets

Project Budgets are costs and hours independent of their funding source. Project Budgets are designed to reflect a project managers perspective and are a tool for capturing the planned activity and costs for an entire project. Budgets are user defined and reflect the expected amounts for planning purposes. Using the auto calculate amount option will allow eFAACT to calculate the invoiced burden based on the contract definition.

The top grid is the Budget Contract Summary including Variance amounts. Click the pencil icon next to the contract to edit the Budget cycle, level and end date. Changing a budget cycle or level will remove all existing budgets for the selected contract.

The bottom grid is the Budget Detail for the selected date range.

The +Add Budget icon is used to enter in a new budget for the selected contract (top grid contract selection controls add tasks in pop up). The +Add will be disabled if the contract budget end date has expired (end date is maintained in top grid per contract).

Click pencil icon to edit existing budget in details section. Using the "auto-calculate amount" checkbox on edit will calculate the invoiced burden based on the contract definition.

The + Jumpstart budget is used to create a line for each active authorization for the selected contract. Once the line is added to budget detail, use the pencil icon to enter additional information/values.

Check/Uncheck the different "show" options to control your budget detail display used for review/edits.

6. Indirect Rate Support

6.1. Indirect Jobs

Indirect Jobs

eFAACT requires a QuickBooks customer/job structure for recording hours worked on Indirect jobs such as PTO, Overhead, G&A. All indirect labor is organized under one customer.

Create a customer in QuickBooks with at least one job for tracking your indirect labor.
For Ex.
Customer: Indirect
Job: PTO
Job: Overhead
Job: G&A

Set the Labor Type for each indirect job. Fringe Time (jobs allocated as Fringe Labor) such as PTO and Holiday can be entered in advance.

Accrue Leave column- check the indirect job(s) whose hours are tracked primarily to monitor the number of employee's accrued leave hours which have been used.

Sick column-check the indirect job(s) whose taken hours should be deducted from sick available

Holiday column-indicates which indirect job(s) should be used by the system when creating individual holiday authorizations.

Leave request-indicates which indirect job(s) should be used by the system when creating individual leave request authorizations.

LWOP-indicates which indirect job(s) will represent LWOP.

Leave Payout-indicates which indirect job(s) are for leave payout. Checking a job as leave payout will allow a user to enter more than 24 hours in one day to this task. Hours entered to this task will also be deducted from available vacation/PTO.

Cost Center Override- Indirect jobs may be assigned a cost center override. When hours are entered to these jobs their labor will be assigned the overriding cost center rather than the employees assigned cc.

6.2. GL Account Allocations

GL Account Allocations

Account allocation rules define how expenses are allocated to an expense type and optionally a cost center. eFAACT applies these account allocations when calculating indirect rates and generating invoices for government contracts. Account allocation rules associate each general ledger account, imported QuickBooks to one expense categories. We recommend consulting your eF Advisor or your DCAA knowledgeable accountant to review the purpose of each account

and their allocations. Account allocations are integral to the DCAA indirect rate calculations.

An account starts out in eFAACT as 'unallocated'. An Account Allocation identifies what type of cost each account represents, and eF uses that information to organize cost pools and bases for your indirect rates. All active QuickBooks general ledger accounts must be allocated in eFAACT prior to beginning eF Period Processing.

Payroll earnings accounts should be allocated to their associated labor type, for example the payroll account that tracks direct labor should be assigned the “Direct Labor” expense type, overhead labor to the “Overhead Labor” expense type and so on. The accounts allocated as a type of labor determine which accounts are used for the payroll journal entries sent to QuickBooks. The eFAACT period processing schedule supports contract invoicing independent of the payroll period, therefore eFAACT calculates labor costs by evaluating the charge number labor type and using the employee timecard hours and their period specific pay rate.

To update multiple accounts at once, select/check the accounts, assign a type and cost center then click the update icon above the account allocation grid.

Account Posting Type-Setup the account to be used when sending the various transactions back to QuickBooks. Ex. accounts to be used to send expense reports and or journal entries back to QuickBooks.

Assign Accounts Receivable by Contract
If your QuickBooks file has more than one Accounts Receivable Account, it is necessary to assign either a default A/R account or assign an account per contract invoice level. The default account is used for all invoices if a contract specific account is not defined.

Facility Allocation
Facility expenses default as allocation by labor costs. Click square footage or head count to change the default allocation. For square footage enter the square footage measurement for the office space utilized by each cost center.

6.3. Indirect Rates/Cost Centers

Indirect Rates and Cost Centers

Provisional indirect rates are indirect rates which are approved by DCAA or submitted and pending approval.
To add an indirect rate:

1. Click the plus sign on the first empty row.
2. Select the type of rate (i.e. G&A, Overhead…)
3. Enter the rate as a percent
4. Click the green check-mark to save the rate. This will also add an empty line for additional rates.

Complete the following steps to update an indirect rate that will be used during future period processing or re-processing. These steps adjust the indirect rate going forward but do NOT generate a rate adjustment invoice. See Adjust Full Fiscal Year for calculating a fiscal year rate adjustment.

1. Click the pen icon to open the line for editing
2. Enter the new rate
3. Click the green check-mark to save the rate.

A Cost Center defines a set of DCAA provisional rates and consists of a G&A rate and optionally an overhead rate, fringe rate and handling rate. The initial/default cost center represents the first set of indirect rates entered.

When multiple overhead rates are entered, an additional cost center will automatically be created for each indirect rate grouping (i.e. G&A with OH1 and G&A with OH2). Assign a meaningful name to each cost center to make reporting more user friendly.

When multiple overhead and fringe rates are entered, an option is displayed to establish additional cost centers. Group indirect rates into these cost centers according to your business model. Consult your government contract cost accountant or eFAACT Advisor for assistance in tailoring cost centers to your business requirements.

When more than one cost center is established, use the All Users page to assign employees to their respective cost center. To burden cost plus charges with a specific cost center (overriding the employee cost center), see Contracts and Funding which allows a cost center to be assigned to all activity for a charge number.

See Account Allocations for details on how to allocate expense costs to a cost center.

6.4. Indirect Rate History Review

Indirect Rate History

Indirect rate history is a read only display of the indirect rates in effect when each period was processed. Select the fiscal year to review the indirect rates in effect for that year. If your organization is setup with multiple cost centers, the assigned indirect rates will display grouped under each cost center.

Check the box titled "Display row only when a rate has changed " to display only the periods when at least one indirect rate was changed.

6.5. Indirect Rate Planning

Indirect Rate Planning is used to calculate an organization's DCAA proposed provisional rates.

After budgets are entered, provisional rates are calculated using the same rules and allocations defined for period processing.

Indirect Rate Planning is an optional step and may be used for DCAA annual provisional rate submission. The provisional rates applied during period processing are those Indirect rates entered on the Indirect Rates/Cost Center form.

7. Time/Expense Setup

7.1. Current Entry Periods

Current Entry Periods

Current Entry Periods establish the time period displayed on the employees' online TimeCards. It is recommended that TimeCard work dates are set to coincide with your payroll period. They may be set to a date range up to 45 days.

To set the work dates for a group of employees:
Select the working period start and end dates. Click Select all check-box or individually check the employees to be assigned this date range.

To set the work dates for a single employee:
On the employee row, select the working period start and end dates. Click outside of row to save change.

Maintaining Web Entry Dates: Once initial dates are established- time entry dates can be advanced to the next period using the prompt at the end of send hours or by checking the eFAACT company Preference "advance web entry dates after verified approval". When this preference is checked it permits users web entry dates to automatically advance to next pay period after all expected hours have been approved.

7.2. Authorizations

Authorizations

Authorizations control which task(s) are available for time and expense entries per user.

Use the add authorizations section to add new task(s) to users timecard, expense entry form or both. To add a new authorization turn on add mode toggle and choose the authorization criteria using the drop downs. Once finished click the + Add "X" Auths icon to add the newly selected authorizations. If trying to add an authorization but the add option does not populate, the authorization already exists and will display in the second grid.

The authorizations feature is designed to quickly support adding authorizations from a variety of perspectives, whether its a user with multiple tasks or a task with multiple users. Here is an example:

Authorize persons to enter time for a task that will have many people working on it and providing a variety of services.

1. Open and check add mode
2. Select the Auth Type for Time
3. Select User(s)
4. Select Task(s)
5. Review the new auth preview
6. Click +Add Auths button to create the new authorizations
7. Uncheck Add Mode

In the main authorization grid:

1. Under the column header, filter the task(s)
2. Repeat the following as needed for each service item applicable to the task
3. Filter users that are performing a particular service (labor category)
4. Click the checkbox header box which selects all the displayed rows
5. Click the multi-update icon
6. Select service item

7. Click Apply

Add Authorization Components
Auth type-Controls whether task is available for time entry only, expense entry only or both.
Users-List of active users
Tasks-List of active tasks
Service Item-List of active service items pulled in from QuickBooks
Show SI on Timecard-If checked the Service item will display in the user's timecard for the authorization. This is important if a user has more than one authorization to same task with 2 different Service items.
Show PI on Timecard-If checked the Payroll item will display in the user's timecard for the authorization. This is important if a user has more than one authorization to same task with 2 different payroll items. Ex. Overtime PI.
Start and End Date controls when a user is authorized to use the task. If the user no longer sees the task for time and expense entry make sure the end date has not yet expired. Update the authorization end date to reactivate.

Maintaining Authorizations
Check the "include past authorizations beginning with" check-box to see those that expired within the selected year. Ex. If an authorization ended on 12/31/2021 and it needed to be updated to use in 2022 then check the include past auth checkbox and change the year to 2021. This will show all authorizations that were active in 2021 forward. Then update the end date to be a current date to extend the authorization.

Authorization components can be edited individually by clicking the pencil icon on the applicable row or edit more than one at a time using the "multi-update" option that is activated by checking one or more rows. Please note "add mode" must be turned off before completing an update to an existing authorization.

A duplicate authorization is not allowed therefore, when you "copy" an existing authorization (select check-box for a row and choose copy) the start and end date are set outside the range of the original authorization. If the copied authorization requires the same time period, then the payroll item and/or the service item must be changed to make it unique prior to updating the date range.

Delete option available for authorizations that have not yet been used for time/expense entry.

The labor category is represented by the service items imported from QuickBooks. Service Items contain the billing information for Time and Material contracts and are used to categorize labor hours and costs for all contract types.

The Payroll items available for an employee's authorization correspond to the payroll items assigned to them in QuickBooks. If a payroll item is not available for an employee, go to the QuickBooks employee setup form and add the payroll item and pay rate to the employee's list.

Planned Hours vs. worked hours are for the life of the authorization. Planned hours = expected number of hours needed to complete the task and hours worked keeps track of number of hours entered towards the authorization.

Premium Column indicates if the authorization is designated to allow premium pay. The Premium pay feature allows a standard rate to be independently applied to an employees pay based on the number of hours worked for a specified period of time.

Description-Enter the work authorization URL in the Auth Description column. When that column contains a value that begins with http/https, a double click on the task name on eFC timecard will jump to the work authorization url.

7.3. Service Items (LCATS)

Service Items

eFAACT keeps an audit trail of the service items prices in effect for each period processed in eFAACT. The following steps outline how to apply a QuickBooks Service Item price change to one or more periods already processed in eFAACT.

1. Ensure a Sync Lists has been run since the service item price change in QuickBooks. This step imports the current service item price.
2. In eFAACT Central open the Service Item page and sync the service item rate for the impacted period(s)
    a. In top section, select the service item that has had a price change
    b. In the history section, select the date range for the period requiring the latest price change
    c. Click "Sync Service Item Rates" button
    d. Leave the default set to "Sync with Current Rates"
    e. Select the period to be updated.
    f. Click OK
    g. Repeat to update the price on additional periods.
3. The processing schedule will display a "history changed" status message to identify periods that require reprocessing from Step 2.

7.4. Reminders

Reminders

Reminders can be configured to send a reminder text and/or email on a pre-scheduled basis to users that need to enter time and/or to supervisors that need to approve time and or expenses.

Use the +Add Reminder pop up to customize the reminder.

Reminder Type-

Missing Hours-reminder is sent if missing hours for the time period (daily, weekly, etc...)
Verify Time Signature-reminder is sent if user has not yet signed time/expenses (only applies if company setting-require button click to sign timecard is checked)
Management Missing Time-reminder sent to supervisors if direct reports are missing time
Management Verify Signatures-reminder sent to supervisors that have pending approvals
Missing Day-reminder sent to users if they have not entered any time in the applicable date range.

eFAACT Central-All Users reminders section includes user specific settings that impact reminder execution.

Expected Hrs Per Day and Week are set per user to determine if the user should get a reminder. Ex. Missing hour reminder is setup to send at end of each business day to notify users that have not entered their expected number of hours per day. Jane Doe's expected number of hours per day is set to 6, therefore as long as she has 6 hours entered for that day before the reminder runs she will not receive the reminder notification. The defaults are set to 8 hours per day and 40 hours per week.

Do Not Remind-checking this column for a user will exclude them from the reminder notifications regardless of their status.

Reminder Delivery controls whether a text (requires mobile # and mobile provider be setup per user) and/or an email is sent to users for reminder notifications.

Supervisors receive reminders for their direct reports. If the supervisor is assigned as Alternate for another supervisor they will receive those reminders as well. For a quick review of your supervisor and alternate setup, review report 910 - Supervisor Direct Reports.

Alternate supervisors can be adjusted in one of two ways:

1. Select the person and clicking the "Alternate For" link and uncheck the supervisors on the right-hand section of the page.
2. Select a Supervisor and click the "My Alternates" link and uncheck the alternates for that supervisor.

7.5. Expense Report Items

Expense Report Items

List of "other charge items" imported from QuickBooks. Entry of direct expenses is available to users after an Other Charge Item is associated with a direct account and lists are synchronized. Entry of indirect expenses is available to authorized users after an Other Charge Item is associated with an indirect account and lists are synchronized.

As a guide for ensuring proper recording of expense reports, eFAACT matches up a user's selected task with the appropriate expense item that has been marked available for expense entry. For example, when user selects a direct task then only direct expense items are displayed. For indirect tasks this match up is more detailed, therefore a G&A task will display only expense items associated with a G&A account.

7.6. Contract Classes

Contract Classes

This feature allows classes to be organized by contract (click classes link next to each contract to assign by checking the applicable classes in right hand grid). After classes are assigned, the TimeCard work documentation classification list will include only the classes assigned to the contract that covers the task being documented. To activate the class list display for documenting TimeCard entries, turn on the eF company preference "Work documented includes classify option".

When sending hours to QuickBooks, eFAACT will send the class with its associated hours. eFAACT does not use this class for any calculations. Class tracking requires use of select eFAACT and QuickBooks company preferences.

Class related QuickBooks company preferences:
QuickBooks "Use class tracking" in QuickBooks (QB > Edit > Preferences > Company Preferences > Accounting > Use class tracking)

QuickBooks "Assign one class per earnings item" (QB > Edit > Preferences > Company Preferences > Payroll & expenses > job costing, class and item tracking for paycheck expenses set to "earnings item")

Class related eFAACT Company Preference(s):

- Use class to categorize authorizations
- Work documented includes classify option
- Work documented send hours individually

7.7. Vendor Setup

Vendor Setup

The vendor setup page is used to:

1. Match an "employee" vendor with an employee to allow sending expense reports to QuickBooks as a vendor bill.

- In QuickBooks create a vendor for each employee that will be entering expenses in eFAACT Central.
  QuickBooks Desktop allows customization of which vendors are imported by assigning the vendor type of eF_expense)
- Run a sync list to bring over new vendor record.
- In eFAACT Central-Vendor Setup-link the employee to the QB vendor record by selecting the employee in the expense user drop down for the matching QB vendor.

2. Grant a consultant access to enter time and expenses in eFAACT Central.
   - The "is consultant" indicates they are a QuickBooks vendor that is assigned user credentials in eFAACT Central-all users.
     QuickBooks Desktop allows customization of which vendors are imported by assigning the vendor type of eF_timecard or eF_expense)
   - Checking consultant user time allows that consultant access to enter time in eFAACT Central.
   - Checking the expense entry for the consultant allows the consultant to enter expenses in eFAACT Central.

7.8. Merge

The “Merge” process is controlled by an eFAACT company setting “allow merge option” and only displayed to administrators. When this is turned ON, eF admins will have the ability to merge tasks and/or service items within eFAACT. The Merge action requires careful consideration as it merges time and expense entries only. If the task or service item was included in period processing, that information, ie. Invoice detail, is not merged.

8. TimeCards

8.1. Time Entry

Time entry

Weekly Summary is first grid which displays a summary of timecard activity during the current entry period and works as a timecard navigator. Click the weekly column header to jump the timecard display to that week's detail.

Timecard entry rows are available for a person's authorized tasks. Your personal credentials are used to save and sign hours as they are entered.

If your company prefers for time to not automatically get signed upon entry an eFAACT company setting "Require button click to sign timecard" can be enabled. When turned on a Sign Week and Sign Period icon will appear above the timecard. The user will need to manually sign time before it can be approved.

To scroll through the available weekly timecards, click the next and previous arrows or click a date range on a weekly summary column header.

The filter box in the Task column header reduces your timecard display to include only those tasks containing the text entered in the box. Clearing the filter returns to the full timecard display of all authorized tasks.

Re-order task(s) option allows you to customize the order of tasks on the timecard. It defaults to alphabetical order but are able to move most used tasks to the top.

Documentation section displays documentation (text or attachment) for the current entry period. Double click a time cell to add documentation. An Add'l Doc link will display if the Doc Hours is less than the hours entered; Click link to add an additional line for documentation.

Available Hours- If Max Hours is specified on the User's Authorization, Available Hours is Max Hours minus the number of Hours Worked for this authorization

8.2. Time Super User

Time Super User

An authorized super user may enter and sign hours for their assigned employees. eFAACT maintains an audit trail log containing who entered time for the user and when it was entered.

When the user logs in, the time entered by a super user on their behalf is prominently displayed with super user status colors. The user has the option to:
Accept the time by "oversigning it" or change the time by entering a reason for the change followed by signing the time.

Super User permissions can be given to Administrators or Supervisors by checking the "assigned super user" column in the eFAACT Central-Administrators or Supervisors forms.

8.3. Time Validation

Time Validation

Project/Task Managers validate time and expenses on the "tasks" they are assigned as a Task Manager where Supervisors "approve" time and expenses for users they are assigned as direct reports.

Project/Task managers are given tasks to manage in eFAACT Central-Project/Task managers. Check the column "assigned project manager" next to the name(s) of the users you would like to "validate" both time and expenses. Then click the "task" link next to each assigned TM to check which tasks they are responsible for.

Then when they login they will have a "validate time" and "validate expense" option on their main eFAACT Central page. This is where they can complete "validation" of time or expenses to the tasks they are assigned prior to supervisor's approval. Task Managers also have access to Contract centric reports in eFAACT Central-Reports.

Validation is an optional step in the approval process. To require task validation to be completed prior to supervisor approval, turn on the company setting "Require task manager validation".

8.4. Time Approval

Time Approval

Supervisors are able to approve, disapprove or undo previous approvals for their assigned direct reports by using the applicable tabs (approve, disapprove and Undo approval).

Approve Tab

The Approval Period date range controls the action of the multi-select approval/disapproval/undo approval. It defaults to current user entry dates. Update the date range to approve time outside of current entry dates and/or to limit approval for a smaller period of time.

Check the "include disapproved time" (defaults to No) to act on time that has been disapproved as well. Ex. Hours for 6/23 have been disapproved, the user needs to make changes but you want to go ahead and approve all other hours in the date range, in this scenario leave the box Unchecked. If the hours were disapproved by mistake then check the option to include disapproved time and the disapproved hours within the period will also be approved as well.

Direct Report Status Grid defaults to your personal direct reports as a supervisor. If you are an alternate supervisor and would like to see all users, UNcheck the "show my direct reports only" filter above direct report grid to refresh users. To view a users timecard, click the users name in the direct report grid to populate their weekly summary/timesheet and review documentation.

Weekly view headers are links that will automatically jump you to the selected week for review. Arrow tabs are also available to move forward/backwards.

Double click single cell within users timecard to perform a single cell management action.

Lock and Unlock timecards-Uses the selected approval period to restrict users' from entering/changing time on and prior to the date range. This can be set for all users or individual users. Lock dates per individual can also be set in eFAACT Central-all users.

Disapprove Tab
Disapproving time changes the status of the time for full date range or single cell depending on supervisor action. Once time is disapproved an email is sent to the user notifying them (requires email be setup in eFAACT Central-all users). The user then has the option to change disapproved time and it is then resubmitted for supervisor action.

Undo Approval Tab

Should a user need to change previously approved time, the supervisor must first UNapprove the time. Supervisor can UNapprove a selected date range of time for selected user(s) or undo approval on a particular time entry by double clicking the cell.

8.5. Overtime

Overtime

Report 149 – Overtime Hours outlines all employees with overtime hours and can be filter for daily or weekly overtime. The following overtime approach is outlined for non-exempt employees that are paid for overtime hours. When exempt salaried employees work overtime their hourly pay rate is reduced to reconcile to their paycheck which is not impacted by overtime.

A timecard authorization is the key component for authorizing and managing paid overtime (non-exempt employees). An overtime authorization identifies the person, their task where overtime is allowed and the overtime payroll item (which defines the pay rate). Planned hours may also be filled on the authorization as a guide for the hours available for overtime.

The recommended approach for tracking employee overtime is to setup a second authorization for the same task using an overtime payroll item. When creating an overtime authorization check the "Display Payroll Item (PI)I" option which includes the "payroll item display" text on the user's timecard task display.

To designate the payroll item display text, open the Payroll Items page, select the overtime payroll item and enter text, i.e. "OT" in the payroll item display column.

Instruct users to enter their time to the applicable overtime authorization(s) based on criteria established in your overtime business policy. Overtime is clearly identified on the timecard line so both the person and their supervisor have a clear delineation of the overtime hours when entering or approving a timecard.

The payroll journal entries sent to QuickBooks are calculated using the employee pay rate assigned to the time authorization's payroll item. The result is overtime hours calculated using the employee's specific overtime pay rate.

8.6. TimeCard Checkup

TimeCard Checkup

A list of notifications of reminders or areas that need attention to complete timecard implementation.

8.7. Task Timer

Task Timer

The task timer creates a time card entry by tracking time from when a user starts the timer to when the timer is stopped.

How to start a timer:

1. Select a task by clicking on the check-box.
2. Click the "Start Timer" button.

While the timer is active, you will not be able to enter time via the Time Entry page.

To view how long a timer has been active, click on the "View calculated time" button.

How to stop a timer:

1. Click on the "Stop Timer" button.

The "Current Day Timer Activity" table displays the history of timers completed for the current day.

9. Expense Reports

Expense web is a component of eFAACT Central available to authorized users. Entry of direct and indirect expenses is controlled by the eF administrator using the QuickBooks Other Charge Items. Entry of direct expenses is available to users after an Other Charge Item is associated with a direct account and lists are synchronized. Entry of indirect expenses is available to authorized users after an Other Charge Item is associated with an indirect account and lists are synchronized.

As a guide for ensuring proper recording of expense reports, eFAACT matches up a user's selected task with the appropriate expense item, for example when a user selects a direct task then only direct expense items are displayed. For indirect tasks this match up is more detailed, therefore a G&A task will display only expense items associated with a G&A account.
Expense web calculates per diem rates based on detailed location information and includes travel mileage rate for all travel types listed in GSA.gov. The source for vehicle mileage and per diem rates is GSA Travel Management (http://www.GSA.gov) .

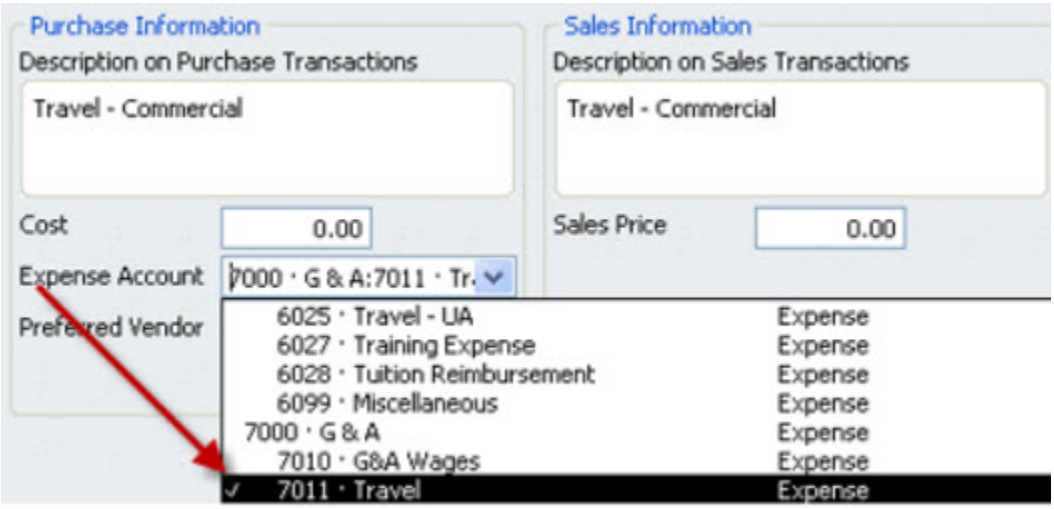
Expense Setup:
In QuickBooks:

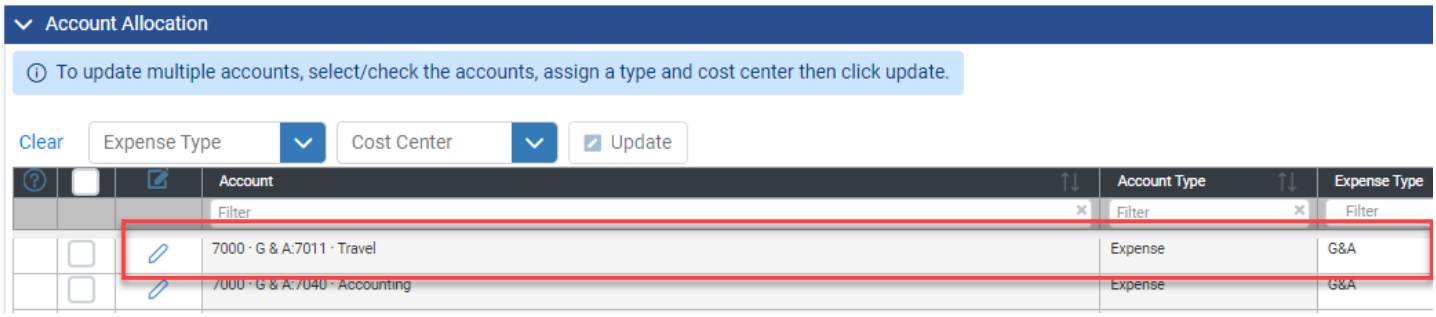
1. Create a vendor for each Expense Web user. QuickBooks requires a bill be entered for a vendor (not an employee), therefore a vendor must be created for each user requiring access to Expense Web.

2. Assign the expense web vendor a Vendor Type of "ef_Expense" for QuickBooks Desktop. QuickBooks Online users open Vendor detail and set the value of the "other" field to ef_vendor.

3. In eFAACTCentral.com-expense users/consultants form check the QuickBooks Vendor as "expense entry" then choose the matching employee using the "expense user" drop down.

4. Create an Other Charge Item in QuickBooks Desktop or "non-inventory item" in QuickBooks Online for each expense type to be entered via eF Expense Entry. An Other Charge Item/QBO Non Inventory item is designated as direct or indirect (G&A, OH…) based on its designated expense or COGS account. For example, when an item is assigned an account allocated in eFAACT as Direct Travel, then this item is available only to a direct job; an item assigned to an account that allocated as G&A is available only to a G&A job.
Travel features such as Per Diem and Mileage are available when the Other Charge Item is associated with a Travel account. Travel accounts are an account allocated as Direct Travel, or an account allocated as G&A or Overhead AND the account name includes one of the following phrases "Per Diem", "Travel", or "Lodging".
See below ex. of an other charge item in QB with a proper expense account that is then allocated in eFAACT Central-GL Account Allocations.





5. After vendors and other charge items are setup in QuickBooks, run an eFAACT Sync Lists.

6. In eFAACT Central-all users assign a company credit card for all users that use a company credit card for expenses. Once a credit card has been assigned the assigned card(s) will display as a payment option when expenses are entered via eFAACT Central.

7. eFAACT send expenses organizes each expense report in one QuickBooks vendor bill (item detail) and offsets any credit card charges with an expense tab entry. In eFAACT Central-GL Account Allocations-Account posting type section, select the expense reimbursement account you want to be used for the offsetting expense tab entry.
After an employee is setup with a QuickBooks vendor and at least one other charge item is created for expense web, the Expense entry menu option will be available on the user's eFAACT Central home screen.

The eF expense form walks the user through entering an expense report, prompting for the necessary information. Expense entry for a specific task is available only after the eF administrator allows access by creating the appropriate QuickBooks other charge item.

Each expense report must be approved by their supervisor before it is eligible to be sent to QuickBooks.

9.1. Expense Entry

Expense Entry

Use the add expense report pop up to enter in a new expense report or double click on existing report to edit/add to existing report using pop up.

Purpose of the expense.
List of Tasks authorized to user for expense entry. (controlled by eFAACT -authorizations-authorization type)
Expense Items-controlled by other charge items with same allocation as the selected task.

Expenses can be entered for Per Diem, Mileage Reimbursement or standard Receipt.

Per Diem-linked to GSA.gov for M&IE and/or Lodging Reimbursements. Lodging expense reports require receipt information.

Once a per diem (M&IE) expense line has been entered, the main expense entry screen will display the summary/details of the entered expenses, clicking on the PD Breakout "full or partial" link in each expense line, will allow the user to uncheck any meals and/or incidentals that may have been provided for them during that travel date, to exclude from per diem reimbursement.

For example Sandy attended a conference and lunch was included at the conference.
Sandy would enter/save the per diem expense for that travel date/location
Once saved click on the expense line "PD Breakout" column, to receive a popup that will include the breakdown per travel date of the expense line.
Sandyd would Uncheck the "lunch" for that date and save that change. The reimbursable amount will be reduced by the amount of calculated per diem for Lunch for that date/location using the GSA.gov per diem rates.

Mileage Reimbursement-linked to GSA.gov

9.2. Expense Super User

Expense Super User

An authorized super user may enter and sign expenses for their assigned employees. eFAACT maintains an audit trail log containing who entered expenses for the user and when it was entered.

When the user logs in, the expenses entered by a super user on their behalf is prominently displayed with super user status colors and includes an "oversign" option. The user has the option to: Accept the expense by "oversigning it" or have the option to edit the unapproved expense report.

Super User permissions can be given to Administrators or Supervisors by checking the "assigned super user" column in the eFAACT Central-Administrators or Supervisors forms.

9.3. Expense Validation

Expense Validation

Project/Task Managers validate time and expenses on the "tasks" they are assigned as a Task Manager where Supervisors "approve" time and expenses for users they are assigned as direct reports.

Project/Task managers are given tasks to manage in eFAACT Central-Project/Task managers. Check the column "assigned project manager" next to the name(s) of the users you would like to "validate" both time and expenses. Then click the "task" link next to each assigned TM to check which tasks they are responsible for.

Then when they login they will have a "validate time" and "validate expense" option on their main eFAACT Central page. This is where they can complete "validation" of time or expenses to the tasks they are assigned prior to supervisor's approval. Task Managers also have access to Contract centric reports in eFAACT Central-Reports.

Validation is an optional step in the approval process. To require task validation to be completed prior to supervisor approval, turn on the company setting "Require task manager validation".

Expense validation includes the option to validate, unvalidate or disapprove expense report(s) for the selected user.

Click on the expense report # in grid to review the expense detail and receipt(s). Check the checkbox beside one or more expense reports to enable to validation options. Disapproving an expense report will provide a prompt to enter in a reason why the expense is being disapproved. The user will receive an email letting them know that their expense report was disapproved and why.

9.4. Expense Approval

Expense Approval

Expense approval includes the option to approve, unapprove or disapprove expense report(s) for the selected user.

The Approval Period date range controls the action of the multi-select approve/unapprove/disapprove. It defaults to current user entry dates. Update the date range to approve expenses outside of current entry dates and/or to limit approval for a smaller period of time.

Click on the expense report # in grid to review the expense detail and receipt(s). Check the checkbox beside one or more expense reports to enable to approval options. Disapproving an expense report will provide a prompt to enter in a reason why the expense is being disapproved. The user will receive an email letting them know that their expense report was disapproved and why.

9.5. Travel Request

Travel Request

Travel Requests are designed to get anticipated expenses approved prior to purchase or expenditure. The same options as expense entry are available so can pre-calculate anticipated per diems based on travel dates/locations prior to trip.

Once a request is approved by the supervisor it can be converted into a standard expense report for reimbursement/billing.

9.6. Travel Request Approved

Travel Request Approval

Travel Request Approval is same process as standard expense approval.

Once a travel request is approved by a supervisor it can be converted into a expense report for reimbursement/billing.

If a travel request is disapproved the user will receive an email letting them know it was disapproved and why using the comment entered by the supervisor.

9.7. Expense Report Checkup

Expense Report Checkup

A list of notifications of reminders or areas that need attention to complete expense implementation.

10. Employee Leave

10.1. Leave Accruals

Leave Accruals

This feature displays the hours and cost of employee accrued leave. eFAACT calculates each employee's accrued leave at the end of each pay period.

The top grid is the current leave summary and used to accrual settings such as carryover, accrual period and accrual value.

The bottom detail grid displays hours and costs by pay period and for exception cases are available to be overridden. To manually adjust an employee's fringe accrual select the date range you would like to review and the employee accrual information will display for you to click pencil icon to adjust using the override columns.

The purpose for eFAACT accruals is for timecard display (if turned on) and indirect rate calculations. Therefore overrides will impact indirect rates.

Max Available-monitors leave balances continuously so that user does not accrue more than their max value.

If eFAACT Company Setting "Display leave accruals on TimeCard" is checked eFC users will see their available hours on their time entry form. The following are options for controlling the Leave amounts displayed on a TimeCard.

Option A: Amounts taken directly from QuickBooks vacation and sick employee payroll information in QB. This option requires the eFAACT Company Setting- "Display Intuit leave information on TimeCard" to also be checked.

Option B: Amounts calculated at end of each pay period based on accrual settings.

10.2. Leave Request

Leave Request

The Leave Request feature provides a flow for organizing the communications that go along with scheduling leave. When a leave request is entered, the person’s supervisor is notified; and in the same manner when the supervisor approves or disapproves the leave, the requestor is notified.

How to activate the leave request feature:

- Login as an eFAACT Administrator.
- Turn on the eF company setting- "Activate leave request feature".
- Open Indirect Contracts and under the Leave Request column check the box to designate an indirect task as "leave request".
- Open Payroll Items and find the payroll items to be designated for Leave. Assign those payroll items a Fringe labor type and check the box under the Leave column to designate the payroll item for leave.
- In QuickBooks, assign a “leave request” payroll item to each employee that will be allowed to request leave.

How to enter a leave request:

1. Open Leave Requests
2. Double click on a calendar date, complete the requested information and click submit. Your supervisor will be notified about your request via email.
3. If the leave request is approved by a supervisor, a Timecard authorization is created for the requestor which allows time entry for the requested time period.

The Leave Request feature may be implemented for “communication only” and in that scenario the notifications are emailed between the requestor and their supervisor but Timecard authorizations are NOT automatically created.

To implement the “communication only” feature:

1. Open Company Settings
2. Search the Type column for Leave Request
3. Uncheck the setting title “"Create Authorization for Approved Leave Request"

Prior to activating the Leave Request feature, end any active authorizations for the “Leave request” tasks. This step is only for customers that have previously implemented open “leave” timecard authorization, i.e. available any day of the year.

1. Open Authorizations, located under Time and Expense Setup.
2. In the Filter box over the Task column, select the Leave/PTO tasks
3. Check all or select the authorizations to be ended (replaced by the Leave Request feature).
4. Click the Multi Update button and select an appropriate End Date.

10.3. Leave Request Approval

Leave Request Approval

Once a user submits a leave request, the supervisor will receive an email notifying them that a direct report has requested leave.

The Leave Request approval form contains a calendar for a visual review of all requested/disapproved/approved requests. The tabs above each grid control the calendar display to filter out pending request vs. disapproved requests vs. approved requests.

To act on a request use the right hand side grid to check an individual or multiple requests and enable the management actions.

Once the leave request has been approved by a supervisor it automatically creates an authorization for the user for the impacted time period. It is important to end any existing active PTO/vacation authorizations (eF Navigator-authorizations-update end date to at least one day prior to activating Leave request feature) prior to enabling the leave request feature.

You also have the option to use the Leave request feature for communication only:
To do this UNcheck the eFAACT Company Preference "Create Authorization for Approved Leave Request". This will allow you to submit and approve leave requests as above but eFAACT will NOT automatically create the individual authorization for the approved leave request.

10.4. PTO Policy

PTO Policy

The eFAACT PTO Policy feature organizes and tracks PTO policies setup for your organization. A policy is defined for a

group of individuals and consists of a title and one or more “years of service” tiers. Employees are assigned to a policy and advance through each tier of that policy as their years of service increase.

For example, the following is a basic PTO Policy setup that supports two PTO policies, one for standard employees and one for executives.

- ☑ Add a first policy titled “Standard PTO”
- ☑ Add one or more criteria/tiers for the “Standard PTO” policy. For example 0 – 2 years of service, every paycheck 4.62 hours ; 2 – 5 years of service, every paycheck 5 hours…
- ☑ Add a second policy titled “Executive PTO”
- ☑ Add one or more criteria/tiers for the “Executive PTO” policy. For example 0 – 5 years of service, every paycheck 6 hours ; 5 - 10 years of service, every paycheck 8 hours…

After your policies are setup with their “years of service” tiers, the next step is to assign employees to a policy. Use the multi update feature to quickly assign many employees to a policy.

eFAACT automatically progresses the employee through their policy tiers when their years of service reaches a new milestone. Milestones are based on either their hire date or their QB adjusted service date. When an employee moves to a new tier within the policy, their accrual values are updated to match that tier.

Each PTO policy outlines the policy’s standard tier structure. The eFAACT Central-manage accrued leave feature is available to override accrual values for a specific employee and period.

11. Contract Invoicing

11.1. Invoice Schedules

Invoice Schedules

Setting up a contract's invoice cycle establishes its invoice schedule. Each contract invoice schedule is integrated into a single processing schedule which reflects all pertinent dates.

To setup contract invoice schedules, begin by opening Invoice Schedules which is located in the section titled "Contract Invoicing"

1. In the Contract section locate the contract. In the column filter, optionally enter part of the contract name to help locate the contract.
2. Click the pen icon to edit the contract.
3. Select the invoice cycle appropriate for the contract. The cycle are listed by number of weeks per year.
4. Select the invoice day which is the date the invoice will generate.
5. Assign the cycle effective date to indicate when the invoicing cycle should begin.
6. Once an invoice cycle is saved, the schedule is available for review in the second section titled Contract Schedule.
7. In the Contract Schedule section, the scheduled dates can be adjusted by changing the end date. eFAACT will adjust the subsequent schedule dates to keep the schedule contiguous. In addition, this step will adjust the main processing schedule if this change requires a new processing date.

During period processing, the processing schedule includes all contract schedule dates, as well as pay periods. When a period is selected for processing, scheduled contracts are automatically selected for invoicing. Unchecking the contract will skip that period and invoicing will pick up with the next scheduled period.

11.2. Invoice Format

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

Show/Hide Indirect Rates

	Current Period		Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

Invoice Disclaimer This is to certify that the services required by the subcontract during this period have been performed and that the above invoice is correct and just and that payment has not been received.

Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2 ← **Account Classification**

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

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Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Invoice Prefix

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	Hours	Amount	Hours	Amount
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	Rate	Hours	Amount	Hours	Amount	G&A	Burdened	Total
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		9.00	1,080.00	16.00	1,705.00	0.00	1,705.00	1,705.00
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		0.00	0.00	0.00	4,999.00	999.80	5,998.80	5,998.80
TOTAL Delivery Order 1		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80
Total		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80

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Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: **0409TM-02:Delivery Order 1** POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

Funding and Balance

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

Current Period			Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

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POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: **0409TM-02:Delivery Order 1** POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED: $550,000.00
Funding Spent To Date: $7,703.80
Funding Balance: $542,296.20
Funding Percent Spent: 1.40%

CONTRACT VALUE: $1,989,000.00
Value Spent To Date: $9,794.78
Balance: $1,979,295.22
Value Percent Spent: 1.76%

Contract Balance

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	Hours	Amount	Hours	Amount
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	Rate	Hours	Amount	Hours	Amount	G&A	Burdened	Total
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		9.00	1,080.00	16.00	1,705.00	0.00	1,705.00	1,705.00
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		0.00	0.00	0.00	4,999.00	999.80	5,998.80	5,998.80
TOTAL Delivery Order 1		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80
Total		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80

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POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: **0409TM-02:Delivery Order 1** POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
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Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

Cost Type Summary

	Current Period		Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

Invoice Disclaimer This is to certify that the services required by the subcontract during this period have been performed and that the above invoice is correct and just and that payment has not been received.

Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Burden Rows

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

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Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

Current Period			Cumulative	
Cost Type	Hours	Amount	Hours	Amount
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	Rate	Hours	Amount	Hours	Amount	G&A	Burdened	Total
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		9.00	1,080.00	16.00	1,705.00	0.00	1,705.00	1,705.00
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		0.00	0.00	0.00	4,999.00	999.80	5,998.80	5,998.80
TOTAL Delivery Order 1		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80
Total		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80

Detail View

Invoice Disclaimer This is to certify that the services required by the subcontract during this period have been performed and that the above invoice is correct and just and that payment has not been received.

Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	Hours	Amount	Hours	Amount
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	Rate	Hours	Amount	Hours	Amount	G&A	Burdened	Total
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		9.00	1,080.00	16.00	1,705.00	0.00	1,705.00	1,705.00
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		0.00	0.00	0.00	4,999.00	999.80	5,998.80	5,998.80
TOTAL Delivery Order 1		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80
Total		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80

Labor Rates

Invoice Disclaimer This is to certify that the services required by the subcontract during this period have been performed and that the above invoice is correct and just and that payment has not been received.

Authorized Signature

Invoice Nbr: CF_2
Invoice Period: 1/1/2021 - 1/31/2021

Bill To:
DOD Contract-0109CF-01
124 DOD St
Richmond, VA 23229

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0109CF-01
POP: 1/1/2016- 7/30/2022

CHARGE NUMBER: 0109CF-01:Task Order 001 POP: 5/1/2020 - 5/30/2022
Classification:

FUNDING AUTHORIZED:	$105,000.00	**CONTRACT VALUE:**	$750,000.00
Funding Spent To Date:	$32,971.48	**Value Spent To Date:**	$41,266.99
Funding Balance:	$72,028.52	**Balance:**	$708,733.01
Funding Percent Spent:	31.40%	**Value Percent Spent:**	33.92%

Current Period			Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	187.00	13,933.12	187.00	13,933.12
Direct Travel	0.00	5,692.60	0.00	5,692.60
SUBTOTAL: BEFORE BURDENED	187.00	19,625.72	187.00	19,625.72
Overhead	0.00	3,483.28	0.00	3,483.28
G&A	0.00	5,777.25	0.00	5,777.25
SUBTOTAL: BEFORE FEE	187.00	28,886.25	187.00	28,886.25
Fee	0.00	2,085.23	0.00	2,085.23
Award Fee/Adjustment	0.00	2,000.00	0.00	2,000.00
TOTAL	187.00	32,971.48	187.00	32,971.48

Show Burdens

Invoice Nbr: CF_2	Current Period 01/01/21 - 01/31/21							Cumulative Total						
Description	**Hours**	**Amount**	**Overhead**	**G&A**	**Burdened**	**Fee**	**Total**	**Hours**	**Amount**	**Overhead**	**G&A**	**Burdened**	**Fee**	**Total**
Task Order 001														
DIRECT LABOR														
002. FR	94.00	3,251.14	812.78	1,015.98	5,079.90	345.43	5,425.33	94.00	3,251.14	812.78	1,015.98	5,079.90	345.43	5,425.33
• Sams Best	14.00	700.00	175.00	218.75	1,093.75	74.38	1,168.13	14.00	700.00	175.00	218.75	1,093.75	74.38	1,168.13
• Susie Sure	80.00	2,551.14	637.78	797.23	3,986.15	271.06	4,257.21	80.00	2,551.14	637.78	797.23	3,986.15	271.06	4,257.21
Administrative Assistant	5.00	1,874.99	468.75	585.93	2,929.67	199.22	3,128.89	5.00	1,874.99	468.75	585.93	2,929.67	199.22	3,128.89
• Jane Founders	5.00	1,874.99	468.75	585.93	2,929.67	199.22	3,128.89	5.00	1,874.99	468.75	585.93	2,929.67	199.22	3,128.89
CEO	46.00	1,058.00	264.50	330.63	1,653.13	112.41	1,765.54	46.00	1,058.00	264.50	330.63	1,653.13	112.41	1,765.54
• Sandy Doall	46.00	1,058.00	264.50	330.63	1,653.13	112.41	1,765.54	46.00	1,058.00	264.50	330.63	1,653.13	112.41	1,765.54
Consolidated CF01	34.00	7,565.00	1,891.25	2,364.06	11,820.31	803.78	12,624.09	34.00	7,565.00	1,891.25	2,364.06	11,820.31	803.78	12,624.09
• Albert Knowsit	4.00	6,875.00	1,718.75	2,148.44	10,742.19	730.47	11,472.66	4.00	6,875.00	1,718.75	2,148.44	10,742.19	730.47	11,472.66
• Sandy Doall	30.00	690.00	172.50	215.63	1,078.13	73.31	1,151.44	30.00	690.00	172.50	215.63	1,078.13	73.31	1,151.44
Sr. Scientist	8.00	184.00	46.00	57.50	287.50	19.55	307.05	8.00	184.00	46.00	57.50	287.50	19.55	307.05
• Sandy Doall	8.00	184.00	46.00	57.50	287.50	19.55	307.05	8.00	184.00	46.00	57.50	287.50	19.55	307.05
Total Direct Labor	**187.00**	**13,933.12**	**3,483.28**	**4,354.10**	**21,770.51**	**1,480.39**	**23,250.90**	**187.00**	**13,933.12**	**3,483.28**	**4,354.10**	**21,770.51**	**1,480.39**	**23,250.90**
TOTAL Task Order 001	**187.00**	**13,933.12**	**3,483.28**	**4,354.10**	**21,770.51**	**1,480.39**	**23,250.90**	**187.00**	**13,933.12**	**3,483.28**	**4,354.10**	**21,770.51**	**1,480.39**	**23,250.90**
Total	**187.00**	**13,933.12**	**3,483.28**	**4,354.10**	**21,770.51**	**1,480.39**	**23,250.90**	**187.00**	**13,933.12**	**3,483.28**	**4,354.10**	**21,770.51**	**1,480.39**	**23,250.90**

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Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: **0409TM-02:Delivery Order 1** POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Current Period Only

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

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Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123 ← **Taxpayer ID**

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

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Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

Remit To

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: **0409TM-02:Delivery Order 1** POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	**Hours**	**Amount**	**Hours**	**Amount**
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	**Rate**	**Hours**	**Amount**	**Hours**	**Amount**	**G&A**	**Burdened**	**Total**
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		**9.00**	**1,080.00**	**16.00**	**1,705.00**	**0.00**	**1,705.00**	**1,705.00**
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		**0.00**	**0.00**	**0.00**	**4,999.00**	**999.80**	**5,998.80**	**5,998.80**
TOTAL Delivery Order 1		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**
Total		**9.00**	**1,080.00**	**16.00**	**6,704.00**	**999.80**	**7,703.80**	**7,703.80**

Invoice Disclaimer This is to certify that the services required by the subcontract during this period have been performed and that the above invoice is correct and just and that payment has not been received.

Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Bill To

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

FUNDING AUTHORIZED:	$550,000.00	**CONTRACT VALUE:**	$1,989,000.00
Funding Spent To Date:	$7,703.80	**Value Spent To Date:**	$9,704.78
Funding Balance:	$542,296.20	**Balance:**	$1,979,295.22
Funding Percent Spent:	1.40%	**Value Percent Spent:**	1.76%

INDIRECT RATES	Overhead Rate	G&A Rate
Default Cost Center	75.00%	20.00%

	Current Period		Cumulative	
Cost Type	Hours	Amount	Hours	Amount
Direct Labor	9.00	1,080.00	16.00	1,705.00
Direct Travel	0.00	0.00	0.00	4,999.00
SUBTOTAL: BEFORE BURDENED	9.00	1,080.00	16.00	6,704.00
G&A	0.00	0.00	0.00	999.80
SUBTOTAL: BEFORE FEE	9.00	1,080.00	16.00	7,703.80
TOTAL	9.00	1,080.00	16.00	7,703.80

Invoice Nbr: TM04094		Current Period 02/01/21 - 02/28/21		Cumulative Total				
Description	Rate	Hours	Amount	Hours	Amount	G&A	Burdened	Total
Delivery Order 1								
DIRECT LABOR								
002. FR	12.50	0.00	0.00	2.00	25.00	0.00	25.00	25.00
Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		9.00	1,080.00	16.00	1,705.00	0.00	1,705.00	1,705.00
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
Travel - Government	0.00	0.00	0.00	0.00	4,444.00	888.80	5,332.80	5,332.80
Total Direct Travel		0.00	0.00	0.00	4,999.00	999.80	5,998.80	5,998.80
TOTAL Delivery Order 1		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80
Total		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80

Invoice Disclaimer This is to certify that the services required by the subcontract during this period have been performed and that the above invoice is correct and just and that payment has not been received.

Authorized Signature

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
Prime Contract Nbr: 0409-USA
CHARGE NUMBER: 0409TM-02:Delivery Order 1 POP: 4/1/2020 - 5/2/2030
Classification: az190-993452001-Z2

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Authorized Signature ← Signature

Follow below steps to remove the signature line all together for a specific contract:

1. In eFAACT Central-Invoice Format-Choose a Contract
2. Open "invoice footer options" and click the + icon to add a new option
3. In the pop up, Choose "Signature line", Name it "no signature line" and in the Text type <none>
4. Click confirm to save new footer option
5. In top "invoice setup" grid-click the pencil icon next to the contract to open up the editable

fields
6. Click the Show Footer link
7. Scroll to right and choose the "no signature line" in the drop down
8. Click the green check in front of row to save changes.

Invoice Nbr: TM04094
Invoice Period: 2/1/2021 - 2/28/2021

Bill To:
NASA Contract
1 NASA One Road
Houston, TX

Remit To:
GC Inc (1015)
123 New Success Lane
Anywhere, AL 35806

EIN: 55-1234123

CONTRACT: 0409TM-02
POP: 1/1/2016- 9/16/2028
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Senior Scientist	120.00	9.00	1,080.00	14.00	1,680.00	0.00	1,680.00	1,680.00
Total Direct Labor		9.00	1,080.00	16.00	1,705.00	0.00	1,705.00	1,705.00
DIRECT TRAVEL								
Airfare	0.00	0.00	0.00	0.00	555.00	111.00	666.00	666.00
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Total		9.00	1,080.00	16.00	6,704.00	999.80	7,703.80	7,703.80

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Disclaimer

Authorized Signature

11.3. Invoice Register

Invoice Register

Invoice Register displays all invoices generated for the filtered parameters. Filter parameters include date range, contract/CN or invoice number.

This is a read only review form that can be easily downloaded to Excel as well.

11.4. Invoice Date Range

Invoice Date Range

Invoice Date Range is used to combine consecutive periods into one invoice.

Ex. Invoice #1 is for 1/1-1/31/2022 and Invoice #2 is for 2/1-2/28/2022.

To combine the two invoices into one, click the pencil icon to open up editable fields and update the end date on the 1/31/2022 Invoice end to be 2/28/2022 and both will be combined to one invoice.

11.5. Invoice Numbers

Invoice Numbers

The purpose of invoice numbers is to physically change the number of an existing invoice. Ex. update invoice number from a #1 to a #2. The entered number value has to be unique. If trying to combine back to back invoices into one invoice use the Invoice date range to adjust invoice dates.

11.6. Fixed Price Entry

Fixed Price Entry

Fixed price invoice amounts are entered on the Fixed Price Entry page which is located under Contract Invoicing. In preparation for fixed price entries, assign a fixed price place holder account and a fixed price posting item. A QuickBooks invoice requires each line be posted with an item, for this reason setup of a fixed price item and its associated fixed price account are required prior to sending invoices to QuickBooks. See Account Allocations for details.

If a contract has been assigned an invoice schedule, the scheduled invoice dates are displayed and only the amount is entered. The schedule amount can be entered on an individual row or applied to a group of rows. To include an amount on multiple rows, check each row and enter the amount in the “update multiple amounts” section.

If the contract does not follow an invoice schedule, select the invoice date followed by the amount to be invoiced.

After a period has been processed, the fixed price entry rows will be updated to reflect the invoice number and amount invoiced. On this page the invoice number and amount are for reference only.

To change a fixed price invoice amount, filter by contract or scroll to the row for the contract and date requiring the adjustment. To complete the update, change the value in the Scheduled Amount column. If the adjusted entry has already been invoiced, the processing schedule will automatically be updated to display a “changed” status message to identify periods that require reprocessing from Step 2 in order to complete the change.

To remove a fixed price invoice, click the red trash can icon located at the end of the row. If the deleted entry has been invoiced, the processing schedule will automatically be updated to display a “changed” status message to identify periods that require reprocessing from Step 2 in order to complete the removal.

11.7. Defer Billing

Defer Billing

Defer Billing allows an eFAACT admin to defer the billing of an incurred cost into a future period. The incurred costs are still reported based on the date the charge was incurred (ex. work date). Individual transactions can deferred and billed in a different period by updating the transactions "bill date" to get included in a future invoice period.

1. Use the top filters to narrow down the transaction display. Select Contract, charge number(s) and incurred date range.
2. Click "review" to see all transactions that meet that criteria.
3. Edit an individual "bill date" using the pencil icon on the row to enable to editable bill date field
4. OR check each row that bill date needs updating and enter the desired bill date along with notes above the grid and use the update icon to update the bill date for all selected transaction rows.

11.8. 332 Invoice Report

332 Invoice Report

The layout of the 332 Invoice Report has been enhanced to always report the total invoice amount at the cost type level. Cost type totaling coincides with page one of the eF Navigator invoice and provides a consistent level for revenue reconciliation. Invoices posted to QuickBooks will summarize at this same cost type level.

Invoice supporting details are an optional display and available to report at a variety of levels. Totals calculated for detail displays may report a slight rounding difference due to the varying levels of summation.

Click the export button to send invoices to Microsoft Excel. eFAACT creates an Excel tab for each invoice and labels them with the contract and invoice number.

Sample 332 Invoice Report

12. Payroll Support

12.1. Payroll Items

Payroll Items

Payroll items originate and are assigned to employees in QuickBooks. The payroll item becomes an important component of timecard authorizations.

Each authorization (eFC-authorizations) has the option to "show PI". This is determine whether or not the payroll item is displayed on the users timesheet.

The payroll item display controls how a payroll item is displayed on an employees TimeCard. This option is used primarily to distinguish an employee authorization if he/she receives varying compensation for the same task. An example of this situation would be an employee is paid an overtime pay rate for overtime hours. The TimeCard authorization for the overtime is setup using an overtime payroll item (OT rate) instead of the employee's standard payroll item (separate authorization). In order to distinguish the overtime task authorization, in this example the overtime payroll item would be marked to display "OT".

Make sure the payroll item labor types are set for each payroll item. Ex. Set all PTO/vacation to Fringe Labor. Once set to Fringe Labor the applicable fringe payroll item(s) can also be checked to indicate if they should be used when creating leave request, sick and/or Holiday authorizations.

Clicking on an individual payroll item will populate the second grid for a quick review of users that are assigned the selected payroll item.

12.2. Payroll Export

Payroll Export

The payroll export settings is used to customize the csv file needed to send to third party payroll vendors for hours and optionally expenses entered in eFAACT. To implement, setup the Pay codes these codes are provided by your third party payroll company.

Once codes are set, using the second grid assign company payroll items to the custom third party codes. The same pay code can be assigned to more than one payroll item, doing this will summarize the hours entered to that payroll item into a total for that paycode per user.

The File format area allows customization of the fields that are included in the export file and it what order they are displayed. The export fields are set fields pulled in from QuickBooks employee/vendor records. The description and column header are update-able and the check-box determines if they are included in the third party payroll export csv file. The hamburger icon to the left is used to drag fields around to resort them.

Once the setup is complete pick the date range of your pay period (must be a pay period start and pay period end). Then choose whether or not you want the break down to be by row or by column. Retrieve the file to see a preview prior to exporting the file to a csv.

Once you choose export it will download a CSV file that can then be sent to your third party payroll vendor. Please note if you have a unique situation that is currently not included as a default option in the csv the file could always be

tweaked using Excel prior to sending off to payroll provider.

12.3. Employee Pay History

Employee Pay History

The employee pay history provides information on what employee pay rate was used for each payroll item for each pay period.

Use the filters to narrow down to one or more pay periods for review and action.

The Sync pay history section allows you to sync payrates with what is currently in QuickBooks or with what the pay rate was in QuickBooks during selected pay period. To do this choose one of the options and the employee to enable the "sync icon"

The update employee pay history section includes the option to update more than one payroll item at a time.

To update:

- Select employee and payroll item(s) in the grid below, for salary employees only one item selection is required.
- Enter the pay rate change
- Click update icon

Or you can individually update within the payrate history grid using the pencil icon.

If the changes impacts a period that was previously processed then reprocessing steps 2 and 3 will need to be completed to pick up the payrate change.

12.4. Premium Pay

Premium Pay

The premium pay feature allows a standard rate to be independently applied to an employees pay based on the number of hours worked for a specified period of time.

Each authorization has the option to be checked as a "premium" authorization (check the premium column per applicable authorization). The "premium checked authorizations" are what will be available for selection in the premium pay task drop down filter.

Edit the existing premium pay using the pencil icon on the applicable row in the grid.

Or check the premium pay authorization from the grid to add a new premium pay for a different date range.

The premium task option is the task that will receive the premium amount. Typically it is the same task as the original authorization (default if nothing is chosen) but can differ in some situations for a specific premium pay funding designation.

12.5. Payroll Items using QuickBooks Online

Adding Payroll Items in eFAACT Central if using QuickBooks Online Interface

If using the QuickBooks Online Interface payroll items are created in eFAACT Central-Payroll Items. To add a new payroll item click the + icon in the first row. Fill in the requested information using the drop downs.

The payroll item display controls how a payroll item is displayed on an employees TimeCard. This option is used primarily to distinguish an employee authorization if he/she receives varying compensation for the same task. An example of this situation would be an employee is paid an overtime pay rate for overtime hours. The TimeCard authorization for the overtime is setup using an overtime payroll item (OT rate) instead of the employee's standard payroll item (separate authorization). In order to distinguish the overtime task authorization, in this example the overtime payroll item would be marked to display "OT".

Make sure the payroll item labor types are set for each payroll item. Ex. Set all PTO/vacation to Fringe Labor. Once set to Fringe Labor the applicable fringe payroll item(s) can also be checked to indicate if they should be used when creating leave request, sick and/or Holiday authorizations.

Clicking on an individual payroll item will populate the second grid for a quick review of users that are assigned the selected payroll item.

Once payroll items have been added they are assigned to employees in eFAACT Central-Employee Payroll Item.

12.6. Assign Employee Payroll Item if using QBO

Add and Assign Employee Payroll Item for use with QuickBooks Online

This form is used to assign applicable payroll items/rates to employees.

Follow steps below to add payroll items/rates to each employee:

1. Using the top filters, Select employee(s), payroll item type(s) and (payroll item(s)
2. Choose "Add" to add them to the grid.
3. Once added to the grid, update the rate for each employee (only allowed one salary $ at a time)
4. Save the changes using the Save icon

12.7. GovConPayEmployeeImport

GovConPay Employee Import

Securely import employees directly from GovConPay (requires an independent partner subscription with GovCon Pay). GovConPay is the only outsourced Payroll and HR Solution provider dedicated exclusively to serving government contractors across the US.

12.8. GovConPay Send Payroll

GovConPay Send Payroll

Securely send payroll to GovConPay (requires an independent partner subscription with GovCon Pay). GovConPay is the only outsourced Payroll and HR Solution provider dedicated exclusively to serving government contractors across the US.

To implement, setup the Pay codes these codes are provided by your GovConPay in eFAACT Central-Payroll setup using the + icon to add new and the pencil icon to edit existing.

Once codes are set, using the second grid assign company payroll items to the custom third party codes. The same pay

code can be assigned to more than one payroll item, doing this will summarize the hours entered to that payroll item into a total for that paycode per user.

Once the setup is complete click the view icon on the he date range of your pay period to review and send payroll directly to GovConPay.

Status updates and warnings are returned directly from GovConPay for each pay period. Submit an eFAACT HelpDesk ticket or contract GovConPay support directly for assistance with problems sending payroll.

13. Reconciliation Support

13.1. Period Reprocessing

Period Reprocessing

Period Reprocessing provides the option to re-process periods without the Step 1 initial import for QuickBooks.
Step 1 is the import from QuickBooks which is required the first time run a period but only required in re-processing if something has changed in QuickBooks. This step requires a connection to QuickBooks and can not be completed from eFAACT Central.

Step 2 performs all labor and expense calculations and identifies which contracts are invoiced for the selected period(s). The default contract selection is based on the contract's invoice cycle which establishes the invoice schedule. Contracts without an invoice cycle will display if they have billable cost in the selected period. Detail cost and revenue reports are available for review after this step.

Step 3 finalizes the period to build the invoices and contract cumulative summaries. This is the final required step.

Period processing options are listed at the far right of the page. The boxes start out as checked which ensures re-processing will recognize the settings in place when the period was previously processed. When re-processing due to any of the scenarios listed below, uncheck the appropriate setting to instruct eFAACT to use the current setting value.

- A change in a contract's invoice level,
- A change to an employee's cost center, or
- A change to indirect rates

13.2. Manual Adjustment

Manual Adjustment

The manual adjustment feature is designed to handle exception case transactions. Manual adjustment transactions are tracked in eFAACT in the same manner as a standard QuickBooks transaction. However, information entered in the manual adjustment form is NOT synchronized with QuickBooks and therefore should be used with caution.

An example of a manual adjustment scenario: Funding source has been spent so a portion of charges must be transferred to another funding source. Charges remain in their original state, eFAACT tracks the transfer and automatically includes it in all detail and summary reporting.

The filter section lets you narrow down your display to review existing MA's. Use the direct/indirect filter to switch over if need to review/enter MA for an indirect contract.

The Add Adjustment section is used to enter in a new manual adjustment by entering the date of the MA, select the contract, task and cost center. The other fields are optional depending on the level of detail needed. Click the +MA icon to add it. It will get added to the MA grid. Click the pencil icon to edit the manual adjustment. If prefer enter in the hours and choose the "auto calculate amount" and/or auto calculate burdens before clicking the green check mark to save the entry. Should you need to delete a manual adjustment scroll to the right and click the delete key.

The MA will get picked up when the period that includes the MA date is processed. If entering the MA after a period has been processed then reprocess the impacted period completing only steps 2 and 3 of period processing.

13.3. Labor Reconciliation

Labor Reconciliation

Reconciliation of timecards, processed labor and optionally Intuit payroll has been combined, allowing customers to reconcile labor in one place before or after a period is processed.

14. Company

14.1. System Job Log

System Job Log

System job log is an audit trail of system jobs such as period processing.

14.2. eFAACT Checkup

eFAACT Checkup

eFAACT checkup is a one place review of all validation messages.

14.3. eMail Log

eMail Log

eMail Log is for review of all system generated emails. This includes and audit trail of reminders and login credential resets sent.

14.4. Company Settings

Company Settings

Company Settings are company-wide standards used by eFAACT. The settings "filter" can be used to type in a keyword in what you are looking for to help narrow down the options displayed.

<u>Company</u>
2fa response code length: minimum length of 2FA response
Allow legacy password reset: Removes send credentials option from all users and instead displayed an editable password column for admins to reset a password manually.
Cage Code: Government assigned cage code.
Company Name: Company name must match the QuickBooks company name. The initial value is retrieved from QuickBooks during the first import of lists.
External Company ID: Identifies a company when eFAACT creates file exports for external payroll applications such as ADP payeXpert
FY Begin Date: Enter the date which represents the start of your company fiscal year.
FY End Date (automatic when FY begin date is changed)
Leave Taken by FY when PP crossing FY
Minimum Password Length: set length required for a user password.
Pay Periods Per Year: Used in various calculations (EBR for salaried employees) and to determine entry dates
Pay Period Start of initial full pay period: used in calculating pay periods
Show eFAACT Message: Determines if system messages display on login of eFAACT Central
TaxPayer ID: Enter the Company Employer Identification Number (EIN)
Timecard display available hours: show
Use two factor authentication (2FA): requires 2FA for login
Use two factor authentication (2FA) for Admins only: requires 2FA for login for admins only

Contracts

Allow managers access to cost/amount: allows task managers to see costs on contract specific reports
Require task manager validation: Requires time to be validated by task manager before approval.
Send email to eF admins for costs and dates: send cost limitation and contract end date warnings to admins
Send email to Task Managers for Cost and Dates: send cost limitation and contract end date warnings to task managers

Expense Reports

Exp Report completion before entry dates are adjusted: Check the box to require all expense reports to be sent to QuickBooks before eFAACT will automatically increment the Entry Dates.
Expense reports reimbursed via payroll: If turned on, eF writes an expense line that credits the "employee advance account", resulting in a $0 bill.
Require expense receipt description: Requires user to enter a "description" for each receipt on an expense report
Require purpose on expense: Requires user to enter a purpose for each expense entry.

Indirect Rate Support

Burden Non-Employee DRL with Fringe: Option to burden Non employee Direct Labor with Fringe.
Overhead applied to Fringe (3-tier only): When not checked, overhead will be loaded to Direct Labor only. When checked, overhead will be loaded to Direct Labor plus Fringe
Overtime/Undertime Adjustment: This option is available to adjust the Base Rate for salaried employees if they work overtime (undertime). When checked, this feature automatically lowers the employee rate if their working hours exceed the actual work hours in the pay period. An employee is considered to have worked overtime if hours worked exceeds the expected working hours for the pay period. The "expected working hours", "expected" number is determined by counting the number of normal working days (Monday-Friday) during the pay period and multiplying by 8.
An employee Base Rate is automatically increased when his/her hours worked is less than the expected working hours in the pay period.
When checked = Salaried employee base rate is lowered if overtime hours are worked.
When not checked = Salaried employee standard base rate is applied for all hours. May require "payroll additional item" entry to balance payroll and invoicing figures.
Rate Adj: Do not adjust Fee Only entries: Do not adjust Fee only entires when completing a rate adjustment.
Rate Tier (3 indicates negotiated fringe rate): 2 Tier/3 Tier) A 2-Tier rate structure is used when Indirect rate structure is negotiated with the fringe rate incorporated within the Overhead rate. A 3 Tier rate structure results in tracking and loading costs with separate Fringe and Overhead rates.
Update QB Accrued Leave from PTO Policy: Update QuickBooks when employee's accrual policy setting is adjusted in eFAACT.
Use Class as Allocation Override: Class may optionally be assigned to a Cost Center. If this assignment is made (using the Cost Center form), imported transactions that have this class assigned in QuickBooks, will be allocated to the associated cost center. When checked, This allocation overrides the cost center set in the account allocation, and is recommended for use under the direction of an eFAACT Advisor.

Invoice Controls

Fixed Price contract labor is sent as billable: When checked, eFAACT Web hours and expenses charged to a fixed price contract will be marked billable.
Fixed Price invoice created from QB Stmt Charge: When checked, eFAACT period processing recognizes QuickBooks Statement Charges entered for a fixed price contract. The Statement Charge is processed based on it's Bill Date. See QuickBooks help for additional information pertaining to the Statement Charge feature.
Include Line Item and Funding Source on Invoice: applicable to charge number level invoicing) When checked, invoices will display the value in these 2 items as Line Item | Funding Source
Lag days for recognizing past transactions: Number of days to go back for costs not invoiced.
Send $0 T&M hours as not billable: When checked, the Send Hours process will automatically change hours associated with a $0 service item price to Not Billable.

Project Budgets

Auto Calculate Burdens: auto calculates burdens when entering in new budgets

TimeCard Reminder/Status

eFAACT eMail address overrides QuickBooks: if checked enter the email in manually in eFAACT Central-all users (will not pull email from QB)

Reminders include expense reports: if turned on "status" reminders will include expense reports as well (unsigned or unapproved)
Reminders(on/off): turn on/off execution of reminders

TimeCards
Activate Leave Request feature: eave Request feature allows employees to request leave and once approved by the supervisor an authorization is automatically created for the requested dates. Email alerts are sent to notify employee and supervisor when leave is requested and (dis)approved.
Advance web entry dates after verified approval: When checked, Permits users web entry dates to automatically advance to next pay period after all expected hours have been approved.
Allow payroll journal entry: activates payroll journal entry feature
Allow split day: Includes option to assign a split day in all users
Create Authorization for Approved Leave Request: system will create a date specific authorization for all approved leave request
Decimal places allowed for time values: Time Entry allows up to 2 decimal places when recording time, ie. 3.25 hours. This can be restricted to either 0 or 1 decimal place.
Display Intuit leave accruals on timecard: eFAACT will display leave accrual information from QuickBooks and NOT amounts calculated during period processing. Option intended for those running with Intuit payroll or maintain QuickBooks employee leave information.
Display leave accruals on TimeCard: eFAACT will display leave accrual information on timecards
eFAACT Web URL: Overrides the eFAACT User Reference Manual; Allows a company the ability to provide users an online document that displays company specific policies and procedures from eFAACT
Lag DAYS after pay period end: Enter the standard number of days between the end of a pay period end and the date your payroll processing is completed. The “lag days” entered here is used to determine the “as of” date when displaying QuickBooks accrual figures on a user’s eF TimeCard.
Lag HOURS after work date: Enter the standard number of hours between the end of work date and the time hours should be entered for the previous day. The “lag hours” entered here is used to determine the reminders and audit reports ex. eF WEb 102-User TimeCard Audit Report has the option to run the report for hours entered or modified after work date with lag.
Lock TimeCards - Set Date: Specify the date to prevent Time Card users from entering/changing time on this date and previous dates.
Lock TimeCards - Supervisor: Allow Supervisors to lock out time entry/change for their direct reports in time approval
Require button click to sign timecard: adds a signature icon to timecard and a user will need to manually sign before time can be approved
Reset TimeCard leave/sick display each FY: If checked display is reset each FY.
Send SUB/CON hours as Bill Only: The default setting for this company setting is unchecked. Checking the box instructs eFAACT to send sub/con hours to QuickBooks as a vendor bill only, no timesheets. This setting controls what information is available on the Send Hours form.
Send Sub/Con hours as bill per contract: When checked eFAACT creates a separate QuickBooks vendor bill per contract worked.
Show weekly summary tasks, even if no hours: shows all tasks in the timecard weekly summary (defaults to only show tasks with time entered against them)
TimeCard signature requires policy acceptance: When checked, all Time Card users are required to complete an online timesheet signature. By entering his/her password and accepting the Signature Policy, the user is certifying that his/her time entry is in accordance with company policies and procedures
TimeCard text introducing leave balance: This is the text that will display if using option to "display accruals on Timecard" ex. Personal Leave
Use Class to categorize authorizations: When checked class may optionally be assigned to a timecard authorization.
Work documented includes classify option: When checked users can choose a class in time documentation
Work documented send hours individually: Send separate time records (separate line on QB timesheet) for each work documented notes if “send documentation” selected during send hours.

15. Reports

The eFAACT Reports are available based on the users role.

Administrators have access to all reports and the reports include data for all contracts and all users.

Supervisors have access to user centric reports for their direct reports and if assigned the direct reports of the supervisors that they are an alternate for (100 series). Supervisors are assigned using eFAACT Central-Supervisors.

Task managers have access to task centric reports for the task that they are assigned as "task manager". Task managers are assigned in eFAACT Central-project/task managers.

Or you can provide specific reports to specific users via a custom security group using eFAACT Central-Groups.

For members of a custom report group to have access to all users and all contracts in the report, assign them as a report administrator. This is done in eFAACT Central-Custom Administrators-report admin. This allows users to run their assigned reports for all users and all contracts without giving them full admin rights.

16. API Access

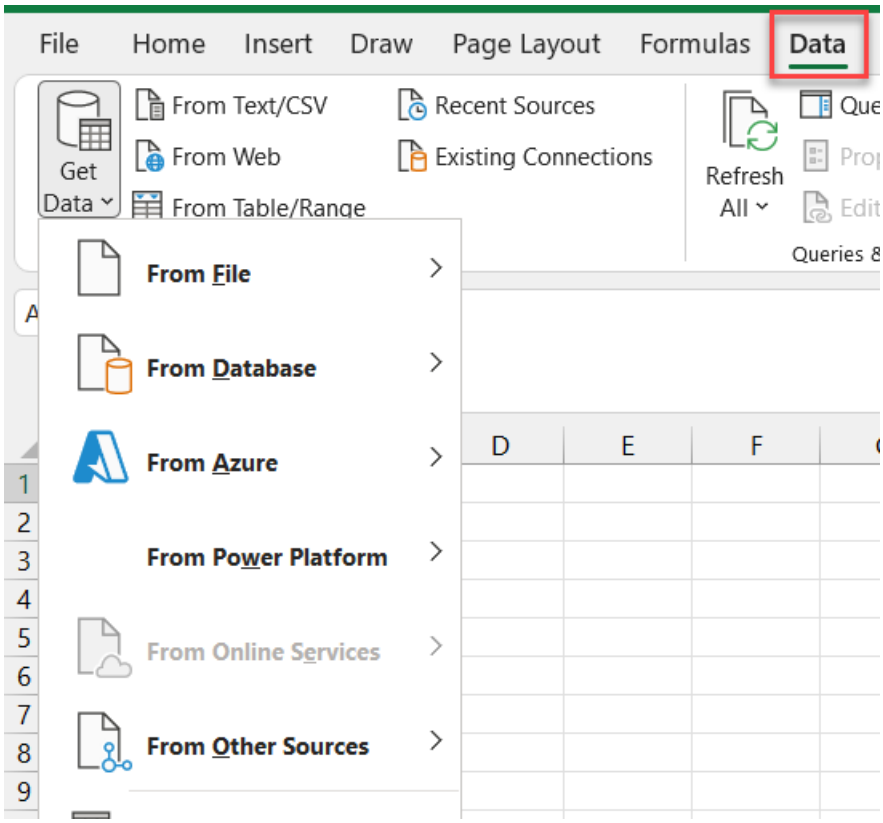
The eFAACT Customer API provides secure external access to designated areas of your eFAACT database and requires an a similar to a password and should be kept confidential.

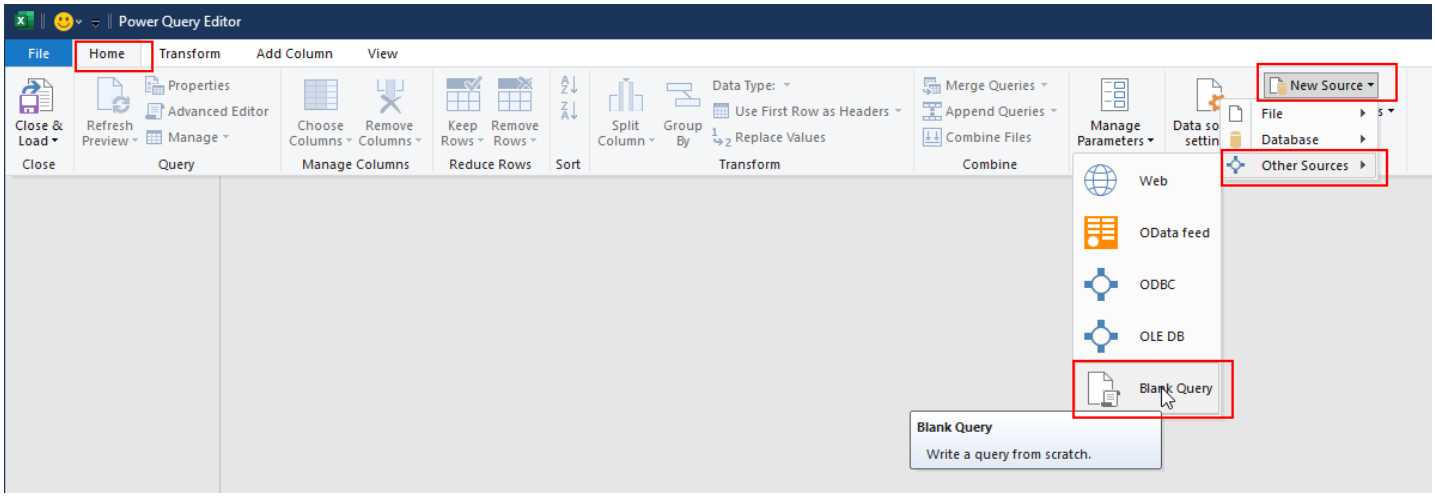
To activate your api_key, entered the key in eFAACT Company Settings under “api_key”. To deactivate (stopping access t

The following table shows views currently available to customers. Additional API views may be requested via the eFAACT Each API call currently requires passing a StartDate and EndDate.

VIEW NAME	DESCRIPTION
Timedetail	This view is focused on time detail and contains detailed daily time entries for employee a consultant timecard activity entered during the provided date range.
Labordetail	This view focuses on labor detail and contains daily records for all employee and consultar activity that has been processed by eFAACT during the provided date range. Labor detail from time detail in that it includes incurred costs and invoice amounts with burdens.
Fundingstatus	This view focuses on the status of contract funding and delivers the status of contract func of the provided end date. Funding details include a monthly burn rate for both hours and similar to eFAACT report 301.
Serviceitemhistory	This view delivers the history for service items in effect during period processing. History service item price and cost for the provided date range, similar to the History section of th Service Item page.
Userlist	This view delivers select user information as displayed on the All Users page.
Taskmanagerlist	This view returns a list of task managers with their assigned tasks.
Employeeleave	This view focuses on employee leave both accrued and taken for the provided date range, to the Manage Leave History section of Leave Accruals page.
Payrollexport	This view delivers payroll data for the selected date range. The payroll data is presented i format setup for the eFAACT third party payroll export. Adjustments to the payroll export will be reflected in this view as well.
EmployeeLeaveRequest	This view delivers leave request submitted for the requested date range.

[eFAACT Customer API Introduction Video for steps]





Update the "INSERT COMPANY API KEY" with your company specific API key then paste the following into the fx (functior

The highlighted text (beginning with the ?) varies for each type of api call. For additional views, submit an eFAACT HelpD

= Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=labor
API KEY"]]))

= Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=fundi
COMPANY API KEY"]]))

= Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=time
API KEY"]]))

= Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=empl
COMPANY API KEY"]]))

= Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=servi
COMPANY API KEY"]]))

= Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=userl
KEY"]]))

=Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=taskm
COMPANY API KEY>"]]))

=Json.Document(Web.Contents("https://mvcservices.efaactcentral.com/efaactcentral/api/Customerapi?Viewname=empl
COMPANY API KEY>"]]))

Or review the eFAACT API Sample Code Snippets

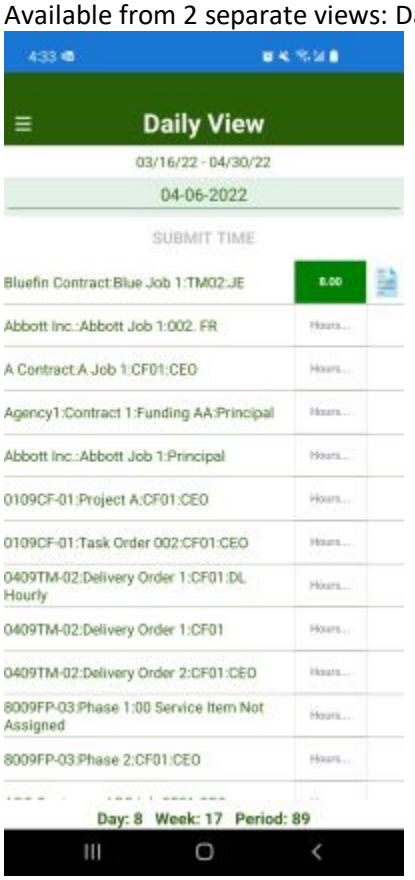
17. eFAACT Mobile (Android & iOS)

eFAACT Mobile

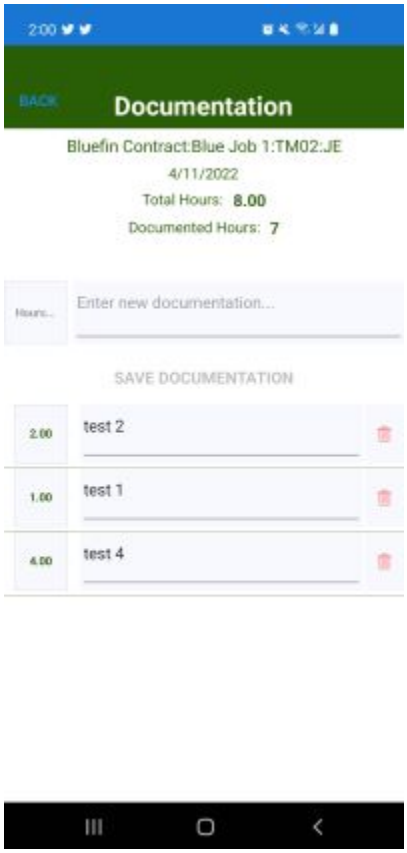
Available from Google Playstore and Apple iTunes.

eFAACT Mobile provides time entry, documentation, time approval and expense report entries. The app delivers employee signature and a series of comprehensive time audit trails which are the steps expected of a government contractor complying with government regulations. Hours and expense reports entered integrate with the eFAACT System to provide government contractors with total time accounting.

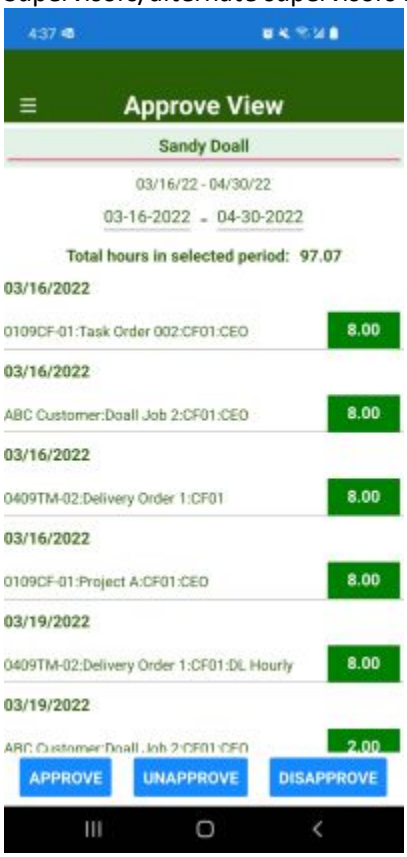
Time Entry:
Available from 2 separate views: Daily and Task



Time Documentation:
Available after the submit of hours via the documentation icon next to the time entry.



Time Approval:
Supervisors/alternate supervisors have ability to review & approve time.



TimeCard Timer:
eF Mobile "daily view" includes a built in "timer" to keep track of time spent on a task for the current day. Using Daily View (current day) double click a task to start the timer then when finished double click the task name again to stop the timer which will in return insert the time entry for that task. A user is then able to start the timer on a new task or start the time again on the same task and it will sum the timer entries for the day.

Expense Report Entry:

eF Mobile includes the option to enter Per Diem, Mileage, and Receipt type expense reports. Receipts may be uploaded from your mobile device gallery or taken directly with your mobile device camera. This feature requires permission for eF Mobile access to mobile device gallery and camera within the app settings.

Adding a new expense report:

1) Press the "New Expense Report" button at the top right.

2) On the general tab, fill in the available fields.
- Report Date
- Report Purpose
- Task
- Item

Per diem:

1) Press the per diem tab.

2) Fill in the available fields.
- Travel Start
- Travel End
- Travel Locale
- Type
    - If the type includes Lodging a receipt is required.
    - If the travel dates are both the same day, then the Lodging types will not be available.
    - The types available will vary based on Travel Locale.
        - If the Travel Locale is Domestic:
            - Lodging
            - M&IE
            - Lodging and M&IE
        - If the Travel Locale is Foreign
            - Lodging
            - M&IE
            - Lodging and M&IE

- If the Travel Locale is Oconus
    - Lodging
    - Local Meal Rate
    - Proportional Meal Rate
    - Local Incidental
- Trip Leg
- Location (Fields will vary based on Travel Locale)
    - If the Travel Locale is Domestic:
        - Postal Code
        - State
        - City
        - Destination
    - If the Travel Locale is Foreign
        - Country
        - Location
        - Destination
    - If the Travel Locale is Oconus
        - Area
        - Location
        - Destination

- Receipt
    - Payment Method
    - Tax
    - Total
    - Description
    - Image
        - Attach from photos saved on a phone
        - Take an image

3) Press the "Save" button.

Mileage:

1) Press the mileage tab.

2) Fill in the available fields.
- Travel Start
- Travel End
- Travel Mode
- Mileage
- Postal Code (From location)
- State (From location)
- City (From location)
- Postal Code (To location)
- State (To location)
- City (To location)

3) Press the "Save" button.

Receipt:

1) Press the receipt tab.

2) Fill in the available fields.
- Payment Method
- Tax
- Total

- Description
- Image
    - Attach from photos saved on a phone
    - Take an image

3) Press the "Save" button.

Updating an expense report:

1) Press the expense report to get the list of options.

2) Press the "View Line(s)" option.

3) Press the expense report line that needs to be updated to get the list of options.

4) Press the "Update" option.

5) Update any fields on the general tab that need to be updated.

6) Update any fields on the 2nd tab available (could be per diem, mileage or receipt).

7) Press the "Save" button (on the 2nd tab available).

Add a receipt to an existing expense report line:

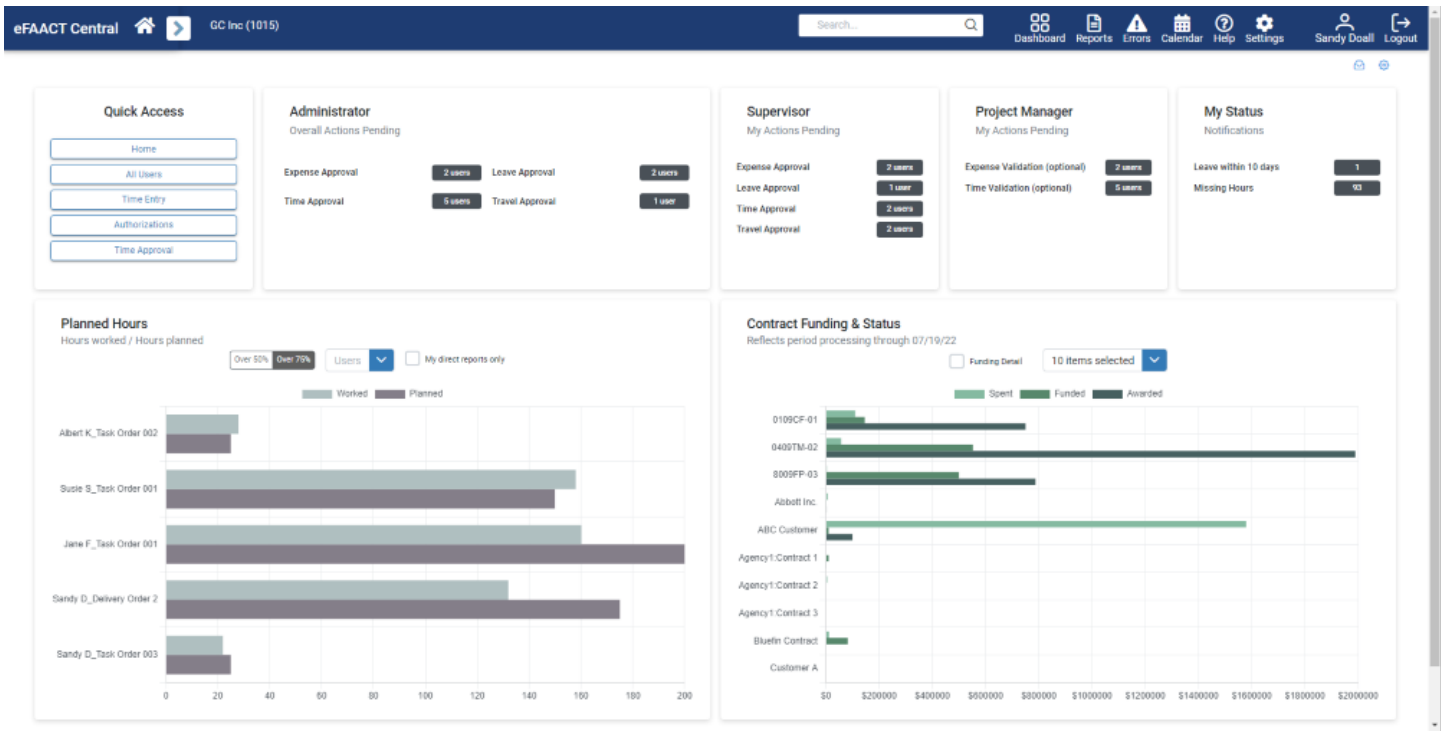
Add an expense report line to an existing expense report:

Help Desk:
https://admin.myefaactweb.com/helpdesk/home.aspx

18. Dashboard

eFAACT Central Dashboard

The eFAACT Dashboard presents a visual snapshot of important information. Each block on the dashboard will simplify management tasks. Some will identify outstanding actions and take you directly to the page to get the job done, others contain charts and graphs to assist in managing contracts and employees.



Administrator Dashboard-Includes Pending Actions for the entire company for Time, Expense and Leave.
Time Approval and unsigned time review and warn if any users have pending approval in their current user entry dates.
Expense approval and travel request approval action pending looks for any unapproved expense reports back to number of days set in "Lag days for recognizing past transactions" company setting (default is 90 days back)
Unsigned Time is only displayed in your company requires physical signature of time (defaults to signed upon submit) and users still have time in "saved" status in current user entry dates
Leave Approval-Number of users that have submitted a leave request and it is still pending approval
Leave within 10 days-Number of users that have leave request that will take place in next 10 days

Supervisor Dashboard-Includes Pending Actions for your direct reports for Time, Expense and Leave.

Project Manager Dashboard-Includes Pending Actions for your tasks that you manage as a PM for current entry period.

My Status Dashboard-Your personal time and leave status for current entry period.

Planned Hours Grid
Quick Snapshot of authorizations where worked hours are approaching planned hours.
Choose to see authorizations where worked hours are over 50% or 75% of planned hours

Contract Funding & Status Grid
Snapshot of awarded/funding vs. spent. Option to see all that have any % spent, over 50% spent or over 75% spent.
Choose a specific contract in the drop down to see CN detail

19. Getting started with our helpdesk

Steps for getting started:

1. Click on the activate button in your activation email.
2. Create a password.
3. Log in by going to our helpdesk and entering your username(email) and the password you created.

Once you are logged in, You will see options to view all of your tickets or create a new ticket.

To create a new ticket:

Click on the "Submit a ticket" button and then proceed to fill in the required fields.

To add to an already existing ticket:

1. Click on the "Tickets" or "View all tickets" button
2. Click on the ticket you wish to add to
3. Click where it says "Click here to add comment"
4. Add your comment/attachment
5. Click the "Reply" button

20. Comp Time

COMP Time

Notes:

- Comp time processing is available to hourly employees and salary employees with proper hourly payroll items assigned.
- Comp time hours will be included in rate calculations and invoicing as they are accrued.
- Comp time hours taken are "unallowable" and will NOT be included in rate calculations and invoicing.

In QuickBooks®

1. Create two HOURLY payroll items
    a. CompTimeAccrued
    b. CompTimeTaken
1. Add CompTimeAccrued to the employee using their regular pay rate. When an employee works on a task using this payroll item, hours are recorded and the contract will be charged.
2. Add CompTimeTaken to the employee using a zero $ pay rate. When an employee works on a task using this payroll item, hours are recorded and the contract will NOT be charged.
3. Create a charge number for Comp Time Taken. Employee will enter hours to this charge number when taking their comp time.

In eFAACT

1. Contract Setup: Allocate the charge number for Comp Time Taken to an Indirect task with a labor type of "Unallowable".
2. TimeCard Authorization: To accrue comp time, authorize employee to a task using the CompTimeAccrued payroll item. Hours will be entered to this task as they are worked. Salary OT recognizes salaried payroll items.
3. TimeCard Authorization: To take comp time, authorize employee to a task using the CompTimeTaken payroll item. They will enter comp hours as they are taken.
4. Payroll Items: Set the display field for CompTimeAccrued and CompTimeTaken to a display that will easily distinguish TimeCard authorizations setup for this purpose (i.e. ACT for Accrue Comp Time, and TCT for Take Comp Time.

In QuickBooks®

1. Enter a payroll deduction for all hours using the CompTimeAccrued payroll item. Accrued hours are invoiced but NOT paid.
2. Enter a payroll addition for all hours using the CompTimeTaken payroll item. All comp time must be taken by end of year for the annual incurred cost submission to match with payroll.

Comp Time Example:

Brian is going to work extra comp time hours this period, and his hourly rate is $50.

- Brian has been authorized to accrue Comp Time when working on TaskOne.
- For the pay period, Brian enters 80 hours to TaskOne and 10 hours to ACT TaskOne (where ACT is payroll item display for the Accrue Comp)
- Before processing payroll, enter payroll deduction for the comp time accrued (10 hours * $50 = **$500)**
- The full 90 hours are invoiced with this period.

Later, Brian takes his comp time:

- Brian has been authorized to the "Take Comp Time" charge number.
- For this pay period Brian enters 70 hours to TaskOne and 10 hours to the "Take Comp Time" charge number (TCT TaskOne with $0 payroll item).
    - Before processing payroll, a payroll addition is entered for the 10 hours charged to the "Take Comp Time" charge number, which is 10 hours * $50 = **$500**
    - The 70 hours are invoiced this period (for all contract types other than Fixed Price).

21. eFAACT Central Login

Login Credentials

All eFAACT users may change their own password by

1. Click the gear icon located in the left menu bar
2. Select My Settings
3. Change the value for the Password setting

If a user forgets their password, they can request a reset directly from the eFAACT Login page by clicking the Forgot Password link. This action uses email to send the new password and thus requires an email address for each person.

An eFAACT Administrator may reset a person's password from the All Users page by checking the box in front of the user's name and clicking the Send User ID / Password button.