

Project Accounting

P100 Accounting for Projects

Training Guide

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Introduction

This course provides a set of lessons that illustrate project accounting processes in a midsize company. The course consists of lessons, each of which provides an overview of the relevant features that have been enabled and the configuration settings that have been specified in the system. Each lesson also provides a story describing a particular user scenario and instructions that guide you through a process in Acumatica ERP. All lessons are independent and can be completed in any order.

In the course, you will learn about the project accounting processes in Acumatica ERP. After you complete the course, you will have an understanding of how to perform the basic operations of creating and billing projects in Acumatica ERP. Also, you will learn how to capture costs and time activities on projects, how to quickly create a new project by using a project template, and how to protect project data from editing. You will also learn how to track purchase orders by project as cost commitments, and how to control changes to the project's budgeted values and commitments.

The course is designed to be completed on Acumatica ERP 2020 R1. For the educational purposes of this course, you will use Acumatica ERP under the trial license, which doesn't require activation and provides all available features. For production, you have to activate the purchased license, and each particular feature may be subject to additional licensing; please consult the Acumatica ERP sales policy for details.

How to Use This Course

This end-user course provides a set of lessons that illustrate project accounting processes in a midsize company. This course must be completed on Acumatica ERP 2020 R1. For this course, you will use a tenant with the *U100* dataset preloaded. (You can find detailed instructions on creating a tenant below.)

What Is in a Guide?

A course guide includes the *Company Story* topic, lessons, concept topics related to these lessons, and any applicable *Additional References* topics. The *Company Story* topic explains the organizational structure of the company preconfigured in the *U100* dataset, as well as the company's business processes and requirements. Concept topics provide general overviews of the processes that are performed in Acumatica ERP and other conceptual information. Each of the lessons of the course is dedicated to a particular user scenario and consists of processing steps that you complete.

What Is in a Lesson?

Each lesson provides a story describing a particular user scenario and an overview of the relevant features that have been enabled in the system; configuration settings that are related to the described scenario are also listed. The lesson provides a brief overview of the process that should be performed to complete the described scenario, and instructions that guide you through the process in Acumatica ERP. At the end of the lesson topics, you can find links to detailed information about the forms used in the lesson.



The lessons are independent and can be completed in any order.

What Are the Documentation Resources?

All the links listed in the *Forms Used* sections of individual lessons refer to the form documentation available on the <https://help.acumatica.com/> website. The *Additional References* topic provides links to Acumatica ERP Help Portal, where you can find additional information on concepts and procedures that are included in this course. Complete documentation, which includes concept topics and form reference topics, is also included in the Acumatica ERP instance, and you can find these topics under the **Help** menu.

How to Create a Tenant with the *U100* Dataset

To add to an existing Acumatica ERP instance a tenant with the *U100* dataset, which is required for the completion of this course, perform the following instructions:

1. Go to <http://acumatica-builds.s3.amazonaws.com/index.html?prefix=builds/>.
2. Open the folder of your Acumatica ERP instance version.
3. In this folder, open the **Snapshots** folder, and download the **u100.zip** file.
4. Launch the Acumatica ERP instance, and sign in.

5. Open the [Tenants](#) (SM203520) form, and click **Add New Record** on the form toolbar.
6. In the **Login Name** box, type the name to be used for the tenant.
7. On the form toolbar, click **Save**.
8. On the **Snapshots** tab, click **Import Snapshot**.
9. In the **Upload Snapshot Package** dialog box, select the **u100.zip** file, which you have downloaded, and click **Upload**.

The system uploads the snapshot to the **Snapshots** tab of the [Tenants](#) form.

10. On the form toolbar, click **Restore Snapshot**.
11. If the **Warning** dialog box appears, click **Yes**.
12. In the **Restore Snapshot** dialog box, make sure that the correct snapshot package is being uploaded, and click **OK**.
13. Sign out of the current tenant.

You are now on the Sign-In page, and you can sign in to the tenant you have just created.

Company Story

This topic explains the organizational structure and operational activity of the company with which you will work during this training.

Company Structure

The SweetLife Fruits & Jams company is a midsize company located in New York City. The company consists of the following branches:

- SweetLife Head Office and Wholesale Center: This branch of the company consists of a jam factory and a large warehouse where the company stores fruit (purchased from wholesale vendors) and the jam it produces. Warehouse workers perform warehouse operations by using barcode scanners or mobile device with barcode scanning support.
- SweetLife Store: This branch has a retail shop with a small warehouse to which the goods to be sold are distributed from the company's main warehouse.
- Service and Equipment Sales Center: This branch is a service center with a small warehouse where juicers are stored. This branch sells juicers, installs juicers, trains customers' employees to operate juicers, and provides juicer servicing.

Operational Activity

The company has been operating starting in the *01-2019* financial period. In November 2019, the company started using Acumatica ERP as an ERP and CRM system and migrated all data of the main office and retail store to Acumatica ERP. Because the company has grown, the equipment center has begun its operations in *01-2020*.

Company Purchases

The company purchases fruits and spices from large fruit vendors for sale and for jam production. For producing jams and packing jams and fruits, the company purchases jars, labels, and paper bags from various vendors. For the internal needs of the main office and store, the company purchases stationery (printing paper, pens, and pencils), computers, and computer accessories from various vendors. The company also purchases juicers for sale from a large juicer vendor and either purchases the installation service for the juicers or provides the installation service on its own, depending on the complexity of the installation.

Company Sales and Services

Each company's branch has its own business processes, as follows:

- SweetLife Head Office and Wholesale Center: In this branch, jams and fruit are sold to wholesale customers, such as restaurants and cafés. The company also conducts home canning training at the customer's location and webinars on the company's website.
- SweetLife Store: In the store, small retail customers purchase fresh fruit, berries, and jams, or pick up the goods they have ordered on the website. Some of the goods listed in the website catalog are not stored in the retail warehouse, such as tropical fruits (which are purchased on demand) and tea (which is drop-shipped from a third-party vendor).

- Service and Equipment Sales Center: This branch sells juicers, provides training on equipment use, and offers equipment installation, including site review and maintenance services.

Lesson 1: Progress Billing

Progress Billing: General Info

If you need to bill customers for the services provided as a part of a project, you can generate invoices based on the information collected in Project Accounting. In Acumatica ERP, the billing procedure is available only for external projects—that is, for projects associated with customers. You can run the billing procedure automatically, manually, or on a schedule.

Lesson Objectives

You will learn how to:

- Update the progress of the project
- Bill the customer with a pro forma invoice
- Create an AR invoice based on the pro forma invoice
- Release the AR invoice with automatic updating of project actuals

Applicable Scenarios

You bill a project with progress billing if you need to bill the customer for the services provided as a part of a fixed-price project.

Billing Procedure

In Acumatica ERP, you perform project billing by using one of the following forms:

- On the [Projects](#) (PM301000) form, you can run billing for the selected project by clicking **Run Project Billing** on the form toolbar. If the project is pending billing, the system creates an invoice with a date that is the same as the **Next Billing Date** of the project. For projects with the *On Demand* billing period, the date of the invoice is the business date.
- On the [Run Project Billing](#) (PM503000) form, you can run billing for multiple projects that are pending billing, depending on the **Invoice Date** selected in the Summary area of the form. (By default, this box contains the business date.) The system creates invoices with a date that is the same as the **Invoice Date**.



The form does not show the projects with the **Next Billing Date**, which is specified on the **Summary** tab of the [Projects](#) form, is later than the **Invoice Date**, which is specified in the Selection area of the form.

On both forms, the progress billing can be performed for only a project that is pending billing—that is, the project has at least one revenue budget line with a nonzero **Pending Invoice Amount** on the **Revenue Budget** tab of the [Projects](#) form, including a negative amount.

The billing procedure in Acumatica ERP is straightforward and depends on the type of a step of the billing rule, which is specified for a project task on the **Tasks** tab of the *Projects* form. For the *Progress Billing* steps of the billing rules of project tasks, the system generates an invoice with the billable project revenue, meaning the revenue budget lines with a nonzero **Pending Invoice Amount** listed on the **Revenue Budget** tab of the *Projects* form.

For the billing process for a project to be run successfully, the project should meet the following criteria:

- All the mandatory settings should be specified for the project and its tasks.
- The project status should be *Active*, *Completed*, or *Suspended*.
- The status of the project tasks should be *Active* or *Completed*, and the billing rule should be specified for these tasks.
- The project should have a provision for billing, such as a billable line of the revenue budget associated with the task for a progress billing, or an unbilled project transaction associated with the task within this billing period for a time and material billing.
- The steps of the billing rule should be applicable to the billing provisions. For example, the billing rule of a task that is supposed to be billed by a revenue budget line should have a *Progress Billing* step.

Billing Rules

For each project task, the billing process is defined by billing rules, which are defined on the *Billing Rules* (PM207000) form. For each billing rule, you can create steps of the following types:

- A single *Progress Billing* step to bill pending invoice amounts
- Multiple *Time and Material* steps to bill transactions by different account groups

In a single billing rule, you can mix these types of billing steps, as well as create separate billing rules for each type of step. A *Progress Billing* step of a billing rule has a variety of settings, including the following:

- Formulas to define the description of the invoice and each invoice line, to make the system compose these descriptions dynamically during the billing process.
- The sources of the sales account and the destination branch for each invoice line.

The billing process uses the originating branch from the project settings on the *Projects* (PM301000) form and the destination branches from the sources according to the billing rules. When an Accounts Receivable invoice is released, the Accounts Receivable account is updated under the originating branch of the invoice, while the revenue amounts are recorded to the destination branches of the invoice lines.

- The invoice group to make the system create separate invoices for particular steps with the similar invoice group during the project billing (either pro forma invoices or Accounts Receivable invoices, depending on the billing workflow of the project).

During the billing process, the system groups the billable amounts into invoices by the following:

- The invoice group of the steps of the billing rules to which the project tasks refer
- The customer
- The customer location
- The **Bill Separately** setting of each project task defined on the *Project Tasks* (PM302000) form

Progress Billing

Progress billing is a simple billing workflow for the projects that are gradually billed at a fixed contract amount. Progress billing does not involve project transactions, and the system uses *Progress Billing* steps of billing rules of the project tasks to process this billing. These billing rules are defined on the *Billing Rules* (PM207000) form. The project setup and the billing workflow proceed as follows:

- A user adds a revenue budget line with a **Revised Budgeted Amount** to a project on the **Revenue Budget** tab of the *Projects* (PM301000) form.
- To provide a billable amount (for example, on a monthly basis), the user populates the **Pending Invoice Amount** or **Completed (%)** column on the **Revenue Budget** tab for the revenue budget lines to make the system calculate the **Pending Invoice Amount** as follows:

$$\text{Pending Invoice Amount} = \text{Revised Budgeted Amount} * \left(\frac{\text{Completed (\%)}}{100} \right) - \text{Draft Invoices Amount} - \text{Actual Amount}$$

- The user runs the project billing process to create a pro forma invoice (or an Accounts Receivable invoice, depending on the selected workflow).
- The system creates an invoice with the amounts derived from the **Pending Invoice Amount** column of the **Revenue Budget** tab of the *Projects* (PM301000) form for the revenue budget lines. The system updates the **Draft Invoices Amount** of the revenue budget lines with the **Pending Invoice Amount** and clears the **Pending Invoice Amount**.
- If the system creates a pro forma invoice (depending on the selected workflow), the invoice lines that are produced by the progress billing steps are displayed on the **Progress Billing** tab of the *Pro Forma Invoices* (PM307000) form.



- If a project task uses a billing rule that has no *Progress Billing* step, when the system updates the **Completed (%)** column on the **Revenue Budget** tab of the *Projects* form, the system does not recalculate the **Pending Invoice Amount** column for the revenue budget lines that belong to this task, and the system ignores any pending invoice amount of these lines during the billing process.

- The **Actual Quantity** of the **Revenue Budget** tab of the [Projects](#) (PM301000) is always zero in the revenue budget lines that are billed only by progress billing.

Progress Billing: Process Activity

The following hands-on exercise will walk you through the process of progress billing.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered 20 hours of new-employee training on operating juicers. The project accountant has created a project, and a consultant has provided five hours of the training. The project accountant needs to update the progress of the project and bill the customer. Acting as the project accountant, you need to update the progress on the project and bill the customer.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

On the [Projects](#) (PM301000) form, the *HMBAKERY3* project has been created.

Process Overview

To bill a progress billing project, you first review the applicable billing rule on the [Billing Rules](#) (PM207000) form. You then update the progress of the project on the [Projects](#) (PM301000) form and bill the project, which creates a pro forma invoice. On the [Pro Forma Invoices](#) (PM307000) form, you review this pro forma invoice and release it, which causes the corresponding accounts receivable invoice to be created. You then review this accounts receivable invoice and release it on the [Invoices and Memos](#) (AR301000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1: Reviewing a Billing Rule

To review a billing rule used for progress billing, perform the following instructions:

1. On the *Billing Rules* (PM207000) form, open the *PROGRESS* billing rule. In the left pane, the billing rule has one step, which is selected by default.
2. In the right pane, review the following settings of the step selected in the left pane:
 - **Billing Type:** *Progress Billing*
For a billing rule, it does not make sense to create more than one step of the *Progress Billing* type.
 - **Invoice Description Formula:** `= 'Invoice for ' + [PMProject.ContractCD]`
The system uses this formula to define the description of the invoice created based on the billing rule. The `PMProject.ContractCD` data field stores the project identifier.
 - **Line Description Formula:** `= [PMBudget.Description]`
 - The system uses this formula to define the description of the invoice line created based on the billing step. The `PMBudget.Description` data field stores the description of a project budget line.
 - **Use Sales Account from:** *Account Group*.
The system uses as the sales account the default account of the account group of a revenue budget line of a project.
 - **Create Lines with Zero Amount:** Cleared

You have reviewed the billing rule for progress billing. In the next step, you will bill a project that using this billing rule.

Step 2: Billing the Project

To update the progress of project completion, and bill the project in an amount corresponding to the progress, do the following:

1. On the *Projects* (PM301000) form, open the *HMBAKERY3* project, and do the following:
 - On the **Summary** tab (**Billing and Allocation Settings** section), notice that the *PROGRESS* billing rule has been specified for the project.
 - On the **Tasks** tab, notice that the *PROGRESS* billing rule has been specified for the *TRAINING* project task.
2. On the **Revenue Budget** tab, specify *25.00* as the **Completed (%)** of the revenue budget line. That is, 25% of the project has been completed.

Notice that the system automatically calculates the **Pending Invoice Amount** of the row by using the following formula:

Pending Invoice Amount = Revised Budgeted Amount * Completed (%) / 100 -
(Actual Amount + Draft Invoices Amount)

3. Save your changes to the project, and on the form toolbar, click **Run Project Billing**.

The system creates a pro forma invoice and opens it on the [Pro Forma Invoices](#) (PM307000) form.

4. On the **Progress Billing** tab, review the invoice line, which has been created using the billing rule specified for the project task and based on the revenue budget line of the project that has a nonzero **Pending Invoice Amount** on the **Revenue Budget** tab of the [Projects](#) form.
5. On the [Projects](#) form, open the *HMBAKERY3* project, and on the **Revenue Budget** tab, notice that the **Pending Invoice Amount** has been moved to the **Draft Invoices Amount** for the row (which in this case is the amount on pro forma invoices), and now the **Pending Invoice Amount** is zero.
6. On the **Invoices** tab, click the link in the **Pro Forma Reference Nbr.** column to open the pro forma invoice you have just created.
7. In the Summary area of the [Pro Forma Invoices](#) form, which the system has opened in a pop-up window, clear the **Hold** check box, and on the form toolbar, click **Release** to release the pro forma invoice.

In the Summary area, notice that the system has assigned the *Closed* status to the pro forma invoice. The system has also created the accounts receivable invoice based on the pro forma invoice.

8. On the **Financial Details** tab, click the link in the **AR Ref. Nbr.** box to open the accounts receivable invoice that has been created.
9. On the **Document Details** tab of the [Invoices and Memos](#) (AR301000) form, which the system has opened in a pop-up window, notice that you cannot edit the document details. (You can edit only the corresponding pro forma invoice.)
10. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the accounts receivable invoice.
11. On the **Financial Details** tab, click the link in the **Batch Nbr.** box to open the corresponding batch of general ledger transactions that has been created.
12. On the [Journal Transactions](#) (GL301000) form, which the system has opened in a pop-up window, review the batch of general ledger transactions that correspond to the released accounts receivable invoice.
13. Close the pop-up windows.
14. On the [Project Transaction Details](#) (PM401000) form, in the Summary area, select *HMBAKERY3* as the **Project**, and in the table, review the project transaction that has been created based on the released accounts receivable invoice. Notice that the number of the corresponding batch of general ledger transactions, which you have just reviewed, is shown in the **GL Batch Nbr.** column.

15. On the *Projects* form, open the *HMBAKERY3* project, and do the following:

- On the **Revenue Budget** tab, notice that the **Draft Invoices Amount** has been moved to the **Actual Amount** for the row, and now the **Draft Invoices Amount** is zero (see the following screenshot).
- On the **Balances** tab, review the project balance.

Projects NOTES FILES NOTIFICATIONS TOOLS

← SAVE & CLOSE + K < > I RUN PROJECT BILLING CREATE CHANGE ORDER ACTIONS INQUIRIES

REPORTS

* Project ID: Status: Active Assets: 0.00

Customer: Hold Liabilities: 0.00

Template: Income: 250.00

* Description: Expenses: 0.00

SUMMARY TASKS **REVENUE BUDGET** COST BUDGET BALANCES INVOICES CHANGE ORDERS ACTIVITY HISTORY EMPLOYEES EQUIPMENT

Project Task: Group by Task Pending Invoice Amount Total: 0.00

VIEW TRANSACTIONS All Records

* Project Task	* Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Draft Invoices Amount	Actual Quantity	Actual Amount	Completed (%)	Pending Invoice Amount
> <input type="checkbox"/> TRAINING	REVENUE	A training for employees	20.00	HOUR	50.0000	1,000.00	20.00	1,000.00	0.00	0.00	250.00	25.00	0.00

Figure: The revenue budget of the project

Self-Test Exercise

Bill the customer one more time for 50% of the budgeted amount of the project as you have done in Step 2.

Lesson 2: Time and Material Billing

Time and Material Billing: General Info

In Acumatica ERP, you can bill customers based on costs captured on projects with project transactions. The billing procedure is available only for external projects—that is, for projects associated with customers. You can run the billing procedure automatically, manually, or on a schedule.

Lesson Objectives

You will learn how to:

- Review project transactions that affect the project budget
- Bill the customer with a pro forma invoice
- Create an AR invoice based on the pro forma invoice
- Release the AR invoice with automatic updating of project actuals

Applicable Scenarios

You bill a project with time and material billing if you need to bill the customer based on the project transactions.

Billing Procedure

In Acumatica ERP, you perform time and material billing by using one of the following forms:

- On the [Projects](#) (PM301000) form, you can run billing for the selected project by clicking **Run Project Billing** on the form toolbar. If the project is pending billing, the system creates an invoice with a date that is the same as the **Next Billing Date** of the project. For projects with the *On Demand* billing period, the date of the invoice is the business date.
- On the [Run Project Billing](#) (PM503000) form, you can run billing for multiple projects that are pending billing, depending on the **Invoice Date** selected in the Summary area of the form. (By default, this box contains the business date.) The system creates invoices with a date that is the same as the **Invoice Date**.



The form does not show the projects with the **Next Billing Date**, which is specified on the **Summary** tab of the [Projects](#) form, is later than the **Invoice Date**, which is specified in the Selection area of the form.

On both forms, the time and material billing can be performed for only a project that is pending billing—that is, the project has at least one unbilled transaction that is ready to be billed on the invoice date—that is, the date of the transaction is not later than the invoice date.

The invoice date is the date of the invoice that the system creates during the billing. The invoice date depends on the form where you run billing as follows:

- On the *Projects* form, the invoice date is the **Next Billing Date**, which is specified on the **Summary** tab, for all the projects except those that are billed on demand.
- On the *Projects* form, the invoice date is the business date for all the projects for which the **Billing Period**, which is specified on the **Summary** tab, is *On Demand*.
- On the *Run Project Billing* form, the invoice date is the **Invoice Date**, which is specified in the Selection area of the form.

Whether the system uses or not the transactions with the date is equal to the invoice date depends on the **Billing Cut-off Date** setting on the *Projects Preferences* (PM101000) form as follows:

- *Include Trans. created on billing date*: With this setting, the unbilled transaction is ready to be billed if its date is earlier than or the same as the invoice date.
- *Exclude Trans. created on billing date*: With this setting, the unbilled transaction is ready to be billed if its date is earlier than the invoice date.

The billing procedure in Acumatica ERP is straightforward and depends on the type of a step of the billing rule, which is specified for a project task on the **Tasks** tab of the *Projects* form. For the *Time and Material* steps of the billing rules of project tasks, the system selects all the outstanding allocated project transactions and generates an invoice for the customer based on these transactions and according to the billing rule.

For the billing process for a project to be run successfully, the project should meet the following criteria:

- All the mandatory settings should be specified for the project and its tasks.
- The project status should be *Active*, *Completed*, or *Suspended*.
- The status of the project tasks should be *Active* or *Completed*, and the billing rule should be specified for these tasks.
- The project should have a provision for billing, such as a billable line of the revenue budget associated with the task for a progress billing, or an unbilled project transaction associated with the task within this billing period for a time and material billing.
- The steps of the billing rule should be applicable to the billing provisions. For example, the billing rule of a task that is supposed to be billed by a cost budget line should have a *Time and Material* step.

Billing Rules

For each project task, the billing process is defined by billing rules, which are defined on the *Billing Rules* (PM207000) form. For each billing rule, you can create steps of the following types:

- A single *Progress Billing* step to bill pending invoice amounts

- Multiple *Time and Material* steps to bill transactions by different account groups

In a single billing rule, you can mix these types of billing steps, as well as create separate billing rules for each type of step. A *Time and Material* step of a billing rule has a variety of settings, including the following:

- The account group that is used as a filter to select the transactions for billing by the *Time and Material* billing steps. The system selects all the transactions that are due for billing when the billing procedure is run. Normally, you use for billing the same account group or groups that you use for accumulating the unrecognized revenue. By running billing for these account groups, you recognize the revenue.
- Formulas to define the description of the invoice and each invoice line, to make the system compose these descriptions dynamically during the billing process.
- Formulas to calculate the amount and quantity of the invoice lines created by the *Time and Material* billing steps. In these formulas, you can use fields and attributes from such entities as the project, project budget, project task, project transaction, customer, vendor, employee, inventory item, and account group. You can also use different sources of the project rates: those from the rate tables that can be configured on the [Rate Tables](#) (PM206000) form, and those from sales price lists that are defined on the [Sales Prices](#) (AR202000) form.
- The sources of the sales account and the destination branch for each invoice line.

The billing process uses the originating branch from the project settings on the [Projects](#) (PM301000) form and the destination branches from the sources according to the billing rules. When an Accounts Receivable invoice is released, the Accounts Receivable account is updated under the originating branch of the invoice, while the revenue amounts are recorded to the destination branches of the invoice lines.

- The invoice group to make the system create separate invoices for particular steps with the similar invoice group during the project billing (either pro forma invoices or Accounts Receivable invoices, depending on the billing workflow of the project).

During the billing process, the system groups the billable amounts into invoices by the following:

- The invoice group of the steps of the billing rules to which the project tasks refer
- The customer
- The customer location
- The **Bill Separately** setting of each project task defined on the [Project Tasks](#) (PM302000) form
- Non-billable transactions that do not contribute to the amount billed to the customer and that you may decide to include in the invoice.
- Grouping criteria by date, employee, vendor, and inventory item for the invoice lines created by the *Time and Material* billing steps.

Transaction-Based Billing

This billing workflow is provided for projects that are billed based on project transactions. The system uses the *Time and Material* steps of the billing rules of the project tasks to process this billing. A billing rule may have a number of *Time and Material* steps for different account groups of transactions that should be used to determine the invoiced amounts by different formulas. The time and material billing can be executed right after the project transactions that match the selection criteria have been provisioned in the system. The allocation process can be executed before billing, if necessary.

The project setup and billing workflow proceeds as follows:

- The user runs the project billing process to create a pro forma invoice (or an Accounts Receivable invoice, depending on the selected workflow).
- The system creates the invoice based on the unbilled project transactions with amounts calculated by the billing rules of the project tasks.

The system considers in the billing the transactions with a date that is earlier than the billing date and does not consider the transactions with the date that is later than the billing date. The transactions with a date on the billing date are billed if *Include Trans. created on billing date* is selected as the **Billing Cut-off Date** on the [Projects Preferences](#) (PM101000) form.

- If the system creates a pro forma invoice, the invoice lines that are produced by the *Time and Material* billing steps are displayed on the **Time and Material** tab of the [Pro Forma Invoices](#) (PM307000) form.

Time and Material Billing: Process Activity

The following hands-on exercise will walk you through the process of time and material billing.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered a juicer, along with the services of installation and employee training on operating the juicer. The project accountant has created the project. The juicer has been delivered and installed, and a consultant has provided the training. As the project accountant, you need to bill the customer for materials and logged work time.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

On the [Projects](#) (PM301000) form, the *HMBAKERY4* project has been created.

On the [Project Transactions](#) (PM304000) form, the *PM00000007* batch of project transactions related to the project has been created and released.

Process Overview

To bill a time and material project, you first review the applicable billing rule on the [Billing Rules](#) (PM207000) form. You bill the project on the [Projects](#) (PM301000) form, which creates a pro forma invoice. On the [Pro Forma Invoices](#) (PM307000) form, you review this pro forma invoice and release it, which causes the corresponding accounts receivable invoice to be created. You then review this accounts receivable invoice and release it on the [Invoices and Memos](#) (AR301000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1: Billing the Project

To bill the project, do the following:

1. On the [Billing Rules](#) (PM207000) form, open the *TM* billing rule, and review the settings of the rule.

Notice that the billing rule has three steps in the left pane. The billing type of each step is *Time and Material*. Each step is used to process project transactions related to an account group. The invoiced amount is determined by the **Line Amount Formula** formula, which is the same for each step, and calculated as the amount of a project transaction multiplied by 1.25.

2. On the [Project Transaction Details](#) (PM401000) form, in the Summary area, select *HMBAKERY4* as the **Project**, and in the table, review the project transactions. Notice that the **Billed** check box is cleared for the transactions, which means the transactions have not been billed yet.
3. On the [Projects](#) (PM301000) form, open the *HMBAKERY4* project, and do the following:
 - On the **Summary** tab (**Billing and Allocation Settings** section), notice that the *TM* billing rule has been specified for the project.

- On the **Tasks** tab, notice that the *TM* billing rule has been specified for all of the project tasks.
- On the **Cost Budget** tab, review the cost budget of the project. For each cost budget line, do the following:
 1. Click the line.
 2. On the table toolbar, click **View Transactions**.
 3. Review the transactions that correspond to the selected line on the [Project Transaction Details](#) form, which opens in a pop-up window.
 4. Close the pop-up window.

4. On the form toolbar, click **Run Project Billing**.

The system creates a pro forma invoice and opens it on the [Pro Forma Invoices](#) (PM307000) form.

5. On the **Time and Material** tab, review the invoice lines that the system has created, based on the transactions prepared for billing, by using the billing rule specified for the project tasks. For each invoice line, do the following:
- a. Click the line.
 - b. On the table toolbar, click **View Transaction Details**.
 - c. Review the transactions that correspond to the selected line in the **Transaction Details** dialog box, which opens in a pop-up window.
 - d. Close the pop-up window.

Notice that the line with the *INSTALL* inventory item has been created based on two transactions.

6. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the pro forma invoice.

In the Summary area, notice that the system has assigned the *Closed* status to the pro forma invoice. The system has also created the accounts receivable invoice based on the pro forma invoice.

7. On the **Financial Details** tab, click the link in the **AR Ref. Nbr.** box to open the accounts receivable invoice that was created.
8. On the [Invoices and Memos](#) (AR301000), which the system has opened in a pop-up window, notice that you cannot edit the document details. (You can edit only the corresponding pro forma invoice.)
9. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the accounts receivable invoice.

10. On the **Financial Details** tab, click the link in the **Batch Nbr.** box to open the corresponding batch of general ledger transactions that has been created.
11. On the *Journal Transactions* (GL301000) form, which the system has opened in a pop-up window, review the batch of general ledger transactions that correspond to the released accounts receivable invoice.
12. Close the pop-up windows.
13. On the *Project Transaction Details* (PM401000) form, in the Summary area, select *HMBAKERY4* as the **Project**, and in the table, review the project transaction that has been created based on the released accounts receivable invoice. Notice that the number of the corresponding batch of general ledger transactions, which you have just reviewed, is shown in the **GL Batch Nbr.** column. Also notice that the transactions that was used for billing is now marked as billed—that is, the check box in the **Billed** column is selected.
14. On the *Projects* form, open the *HMBAKERY4* project, and do the following:
 - On the **Revenue Budget** tab, notice that the system has automatically created revenue budget lines and filled in the **Actual Amount** for the rows.
 - On the **Balances** tab (see the following screenshot), review the project balances.

Projects NOTES FILES NOTIFICATIONS TOOLS ▾

← SAVE & CLOSE ↺ + 🗑 ⏪ < > ⏩ RUN PROJECT BILLING CREATE CHANGE ORDER

ACTIONS ▾ INQUIRIES ▾ REPORTS ▾ CURRENCY RATES

* Project ID: Status: Active ▾ Assets: 0.00

Customer: Hold Liabilities: 0.00

Template: Income: 3,300.00

* Description: Expenses: 2,640.00

SUMMARY TASKS REVENUE BUDGET COST BUDGET **BALANCES** INVOICES CHANGE ORDERS ACTIVITY HISTORY ⌵

VIEW TRANSACTIONS ⏪ 🗑

Account Group	Description	Original Budgeted Amount	Revised Budgeted Amount	Actual Amount	Performance (%)
Income					
REVENUE	Project Revenue	0.00	0.00	3,300.00	0.00
	Income Totals	0.00	0.00	3,300.00	0.00
Expense					
LABOR	Project Labor	320.00	320.00	320.00	100.00
MATERIAL	Project Material	2,000.00	2,000.00	2,000.00	100.00
SUBCON	Project Subcontract	320.00	320.00	320.00	100.00
	Expense Totals	2,640.00	2,640.00	2,640.00	100.00

Figure: The project balances

Lesson 3: Combined Billing

Combined Billing: Process Activity

The following hands-on exercise will walk you through the process of using a combined billing rule so that you can bill a project as a fixed-price project and as a time and material project.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the Thai Food Restaurant customer has ordered a juicer, along with installation and training of the company's employees on operating the juicer. Both companies have agreed that the customer will be billed in two stages. At the first stage, the customer will pay for 40% of the services, which have a fixed price, and for the juicer. At the second stage (after the project is completed), the customer will pay for the remainder of the project.

The project accountant has created a project. The juicer has been delivered and installed, and a consultant has provided the training. The project accountant needs to update the progress of the project, issue the juicer, and bill the customer for the first stage of the project. You will perform the needed actions in the system, acting as the project accountant.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the [Enable/Disable Features](#) (CS100000) form:

- *Project Accounting*, which provides support for the project accounting functionality
- *Inventory and Order Management* feature, which provides the ability to maintain stock items and create and process sales orders and purchase orders

On the [Projects](#) (PM301000) form, the *TOMYUM2* project has been created.

On the [Billing Rules](#) (PM207000) form, the *COMBINED* billing rule has been created.

Process Overview

To partially bill a project with a combined billing rule, you issue the stock item for the project on the [Issues](#) (IN302000) form. You update the progress of the project on the [Projects](#) (PM301000) form and bill the project. You review the created pro forma invoice and release it on the [Pro Forma Invoices](#) (PM307000) form. On the [Invoices and Memos](#) (AR301000) form, you then review the accounts receivable invoice created based on the pro forma invoice and release the invoice.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1: Issuing a Stock Item for the Project

To directly issue a stock item for the project (the juicer that has been delivered to the customer) and capture the issued cost on the project, do the following:

1. On the *Issues* (IN302000) form, create a new inventory issue with the following settings:
 - **Description:** A juicer for Thai Food Restaurant
 - **Transaction Details** tab:
 - **Inventory ID:** *JUICER15*
 - **Quantity:** 1.00
 - **Reason Code:** *INISSUEPROJ*
 - **Project:** *TOMYUM2*
 - **Project Task:** *PHASE1*
2. Save the inventory issue, and release it.
3. On the **Financial Details** tab, click the link in the **Batch Nbr.** box to open the corresponding batch of general ledger transactions that has been created.
4. On the *Journal Transactions* (GL301000) form, which the system has opened in a pop-up window, review the batch of general ledger transactions that correspond to the released inventory issue.
5. Close the pop-up windows.
6. On the *Projects* (PM301000) form, open the *TOMYUM2* project.
7. On the **Cost Budget** tab, review the cost budget line that was created based on the inventory issue you have released.
8. Click the cost budget line, and on the table toolbar, click **View Transactions**.

9. On the [Project Transaction Details](#) (PM401000) form, which the system opens in a pop-up window, review the list of project transactions that correspond to the selected line.

Step 2: Billing the Project

To update the progress of project completion and bill the project, do the following:

1. On the [Billing Rules](#) (PM207000) form, open the *COMBINED* billing rule. Review each of four steps of the billing rule by clicking the step in the left pane and reviewing the step settings in the right pane.

Notice the billing rule has one step of the *Progress Billing* type and three steps of the *Time and Material* type. Each time and material step is used to process project transactions related to an account group. The invoiced amount of time and material steps is determined by the **Line Amount Formula** formula, which is the same for each step, and calculated as the amount of a project transaction multiplied by 1.25.

2. On the [Projects](#) (PM301000) form, open the *TOMYUM2* project and review the following settings:
 - On the **Summary** tab (**Billing and Allocation Settings** section), notice that *COMBINED* billing rule has been specified for the project.
 - On the **Tasks** tab, notice that *COMBINED* billing rule has been specified for the project tasks.
3. On the **Revenue Budget** tab, specify 40.00 as the **Completed (%)** of each revenue budget line.

Notice that the system automatically calculates the **Pending Invoice Amount** of each row, which is calculated with the following formula: Pending Invoice Amount = Revised Amount * Completed (%) / 100 - (Actual Amount + Draft Invoices Amount)

4. Save your changes to the project.
5. On the form toolbar, click **Run Project Billing**.

The system creates a pro forma invoice and opens it on the [Pro Forma Invoices](#) (PM307000) form.

6. On the **Progress Billing** tab, review the invoice lines, which have been created based on each revenue budget line of the project with a nonzero **Pending Invoice Amount** on the **Revenue Budget** tab of the [Projects](#) form.
7. On the **Time and Material** tab, click the line, and on the table toolbar, click **View Transaction Details** to review the list of project transactions corresponding to the invoice line that were billed according to the billing rule settings.
8. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the pro forma invoice.

Lesson 4: Pro Forma Invoices

Pro Forma Invoices: General Info

Acumatica ERP provides draft (pro forma) invoice capabilities for project billing. A pro forma invoice, which you can view on the [Pro Forma Invoices](#) (PM307000) form, is isolated from the accounts receivable. You can review and modify the billable transactions and amounts of the pro forma invoice before you prepare the accounts receivable invoice that is based on this pro forma invoice. A pro forma invoice can be printed and sent to a customer as many times as is necessary until an agreement is reached.

Once all the necessary changes have been applied to the pro forma invoice, it can be approved and released. When you release the pro forma invoice, the system creates an Accounts Receivable invoice with all the information copied from the pro forma invoice. With this process, you minimize corrections in the Accounts Receivable module.

Lesson Objectives

You will learn how to:

- Enable creating a pro forma invoice for a project
- Create a pro forma invoice
- Print the pro forma invoice
- Send the pro forma invoice as an email
- Approve the pro forma invoice

Applicable Scenarios

You create a pro forma invoice for a project if you need to agree the invoice with the customer. You modify the pro forma invoice as many times as it is necessary until an agreement is reached, and then prepare the AR invoice based on this pro forma invoice.

Creating a Pro Forma Invoice

A pro forma invoice can be created only through the project billing process (and assigned a reference number only automatically). You cannot manually enter new pro forma invoices on the [Pro Forma Invoices](#) (PM307000) form. By default, the system creates a pro forma invoice when you bill a project because the **Create Pro Forma on Billing** check box is initially selected on the **Summary** tab of the [Projects](#) (PM301000) form. To disable the draft invoice workflow for a project, you can clear this check box—that is, to prevent the system from creating a pro forma invoice when you bill the project.

For a pro forma invoice created for a project, the system records to the following tabs of the Pro Forma Invoices form the lines to be billed:

- **Progress Billing:** The system creates these lines by using the *Progress Billing* steps of billing rules; the lines originate from the revenue budget of the project.
- **Time and Material** The system creates these lines by using the *Time and Material* steps of billing rules; the lines originate from the project transactions.

The *Time and Material* steps of billing rules support the aggregation of project transactions by date, employee, vendor, and inventory item. On the **Time and Material** tab of the *Pro Forma Invoices* form, you can select a line and then click **View Transactions Details** on the table toolbar to drill down to the list of project transactions based on which the **Billed Quantity** and **Billed Amount** of the line have been calculated by the formula of the billing rule.

Releasing a Pro Forma Invoice

The release of a pro forma invoice does not generate project transactions or General Ledger transactions directly. When you release the pro forma invoice, the system creates a corresponding Accounts Receivable invoice with all information copied from the pro forma invoice. You can release the pro forma invoices one by one on the *Pro Forma Invoices* (PM307000) form, or you can mass-process pro forma invoices to release them and produce Accounts Receivable invoices on the *Process Pro Forma Invoices* (PM506000) form.

The pro forma invoices of a project can be released according to the following rules:

- The pro forma invoices can be released only one by one, starting from the earliest one, on the **Invoices** tab of the *Projects* (PM301000) form. The only exception is when multiple pro forma invoices segregated by invoice group have been generated during a single iteration of the billing process; in this case, the pro forma invoices can be released in any order.
- A pro forma invoice can be released only after the accounts receivable invoice of the preceding pro forma invoice has been released.

As a result of the release of the Accounts Receivable invoice, the General Ledger transactions are recorded, and the revenue budget of the corresponding project is changed as follows on **Revenue Budget** tab of the *Projects* form:

- The **Actual Quantity** of the corresponding revenue budget line is increased by the line quantity of the released Accounts Receivable invoice if *Task and Item* is the **Revenue Budget Level** of the project; otherwise, the **Actual Quantity** is zero.
- The **Actual Amount** of the corresponding revenue budget line is increased by the line amount of the released Accounts Receivable invoice.
- The **Draft Invoices Amount** of the corresponding revenue budget line is decreased by the line amount of the released Accounts Receivable invoice.

The document details of an unreleased Accounts Receivable document that originates from a pro forma invoice are displayed in read-only mode on the *Invoices and Memos* (AR301000) form. To make a correction to the Accounts Receivable document, you need to delete this document and start over from the pro forma invoice.

On the [Projects](#) form, you can also navigate directly to the [Pro Forma Invoices](#) form by using the **View Pro Forma** menu command and view the pro forma invoice from which the current accounts receivable document originates. This menu command becomes available on the **Inquiries** menu if the invoice being viewed has originated from a pro forma invoice.

Pro Forma Invoices: Process Activity

In this lesson, you will learn about the workflow of the pro forma invoice. You will generate a pro forma invoice, print the invoice, send it by email, and approve the invoice after you receive the customer's approval. After the approval the pro forma invoice will become ready for releasing and you will be able to create the accounts receivable invoice.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered juicers, along with the following services: site review, installation, and employee training on operating the juicers. The project accountant has created a project. The site review has taken place. The juicers have been delivered and installed, and a consultant has provided the training. Also, the project accountant has entered project transactions and updated the progress of the project.

You will bill the customer, print the pro forma invoice, and email the invoice to the customer for approval, acting as the project accountant. You will also approve the pro forma to process the invoice further and release the pro forma invoice. You will then release the associated accounts receivable invoice, acting as the accountant.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

On the [Projects](#) (PM301000) form, the *HMBAKERY5* project has been created.

On the [Project Transactions](#) (PM304000) form, the *PM00000008* batch of project transactions related to the project has been created and released.

On the [Assignment and Approval Maps](#) (EP205500) form, the *Pro Forma Invoice Approval* approval map has been created.

Process Overview

You bill the project on the [Projects](#) (PM301000) form. You review the created pro forma invoice and print it on the [Pro Forma Invoices](#) (PM307000) form. You then email the invoice, approve it, and release it on the same form. On the [Invoices and Memos](#) (AR301000) form, you review the accounts receivable invoice created based on the pro forma invoice and release the invoice.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.
3. On the [Enable/Disable Features](#) (CS100000) form, do the following:
 - a. On the form toolbar, click **Modify**.
 - b. In the *Monitoring & Automation* group of features, select the **Approval Workflow** check box to enable the *Approval Workflow* feature, which provides the support of approval maps for the automatic assignment of various documents to particular employees for approval.
 - c. On the form toolbar, click **Enable**.
4. On the [Projects Preferences](#) (PM101000) form, on the **General Settings** tab (**General Settings** section), select *Detailed* in the **Revenue Budget Update** box, and save your changes to the project accounting preferences.

Step 1: Working with a Pro Forma Invoice

To bill a project and work with the pro forma invoice in various ways, do the following:

1. On the [Projects Preferences](#) (PM101000) form, on the **General Settings** tab (**General Settings** section), notice that the *Pro Forma Invoice Approval* approval map is selected as the **Pro Forma Approval Map**.
2. On the [Assignment and Approval Maps](#) (EP205500) form, open the *Pro Forma Invoice Approval* approval map. Notice that according to the conditions specified in the approval map, the map is applied to pro forma invoices whose total is greater than \$10,000.00.
3. On the [Projects](#) (PM301000) form, open the *HMBAKERY5* project, and do the following:
 - On the **Summary** tab (**Billing and Allocation Settings** section), notice that the **Create Pro Forma on Billing** check box is selected.
 - On the **Revenue Budget** tab, review the revenue budget lines. Notice that the **Pending Invoice Amount** of revenue budget lines is nonzero.
 - On the **Cost Budget** tab, review the cost budget of the project. For each cost budget line, do the following:
 1. Click the line.

2. On the table toolbar, click **View Transactions**.
 3. Review the transactions that correspond to the selected line on the [Project Transaction Details](#) (PM401000) form, which opens in a pop-up window.
 4. Close the pop-up window.
4. On the form toolbar, click **Run Project Billing**.
The system creates a pro forma invoice and opens it on the [Pro Forma Invoices](#) (PM307000) form.
 5. On the **Progress Billing** tab, review the invoice lines that has been created based on the revenue budget lines of the project that have a nonzero **Pending Invoice Amount** on the **Revenue Budget** tab of the [Projects](#) form.
 6. On the **Time and Material** tab, review the invoice lines that have been created based on the transactions prepared for billing. For each line, do the following:
 - Click the line.
 - On the table toolbar, click **View Transaction Details**.
 - Review the transactions that correspond to the selected line in the **Transaction Details** dialog box, which opens in a pop-up window.
 - Close the pop-up window.
 7. On the form toolbar, click **Reports > Print Pro Forma Invoice** to generate the printable version of the pro forma invoice. The system navigates to the [Pro Forma Invoice](#) (PM642000) report, which is defined for the project on the **Mailing Settings** tab of the [Projects](#) form, and opens the printable version of the invoice.
 8. Go back to the [Pro Forma Invoices](#) form, open the invoice, and on the form toolbar, click **Actions > Email Pro Forma Invoice** to send the invoice as an email to the customer.

The system creates an email by using the notification template defined for the project on the **Mailing Settings** tab of the [Projects](#) form, attaches the printed report, and sends the email to the customer by using the email address specified on the **Address Details** tab of the [Pro Forma Invoices](#) form, which is populated from the corresponding project from the **Bill-To** section on the **Summary** tab of the [Projects](#) form.



You can review the created email on the **Outgoing Emails** tab of the [All Emails](#) (CO409070) form.

9. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Save** to save the pro forma invoice.

The system assigns the *Pending Approval* status to the pro forma invoice because the invoice total is greater than 10,000.00, which indicates that the invoice should be approved by the manager according to the approval map specified for pro forma invoices.

10. On the **Approval Details** tab, review the approval information. Pam Brawner has been assigned as the approver of the invoice.

You are currently signed in as Pam Brawner, so you can approve the invoice.

11. On the form toolbar, click **Actions > Approve** to approve the pro forma invoice.

The system assigns the *Open* status to the pro forma invoice, as shown in the following screenshot.

Pro Forma Invoices ☆ NOTES ACTIVITIES (1) FILES NOTIFICATIONS TOOLS ▾

← SAVE & CLOSE ↶ ↷ K < > > RELEASE ACTIONS ▾ REPORTS ▾

Reference Nbr: 000007	Project: HMBAKERY5 - Juicers with the installatio	Progress Billing Total: 2,700.00
Status: Open	Customer: HMBAKERY - HM's Bakery & Cafe	Time and Material Total: 7,750.00
<input type="checkbox"/> Hold		Tax Total: 0.00
* Invoice Date: 2/1/2019		Invoice Total: 10,450.00
* Post Period: 02-2019		
Description: Invoice for HMBAKERY5		

PROGRESS BILLING TIME AND MATERIAL TAX DETAILS FINANCIAL DETAILS APPROVAL DETAILS ADDRESS DETAILS

Branch	Project Task	Inventory ID	Description	Revised Budgeted Amount	Previously Invoiced	Total Completed (%)	Amount to Invoice	Current Invoiced (%)	Tax Category	Sales Account
SWEETEQUIP	PHASE1	SITEREVIEW	Site review	200.00	0.00	100.00	200.00	100.00	EXEMPT	40000
SWEETEQUIP	PHASE2	INSTALL	Installation of equipment ...	300.00	0.00	100.00	300.00	100.00	EXEMPT	40000
SWEETEQUIP	PHASE3	INSTALL	Installation of equipment ...	400.00	0.00	100.00	400.00	100.00	EXEMPT	40000
SWEETEQUIP	PHASE4	INSTALL	Installation of equipment ...	600.00	0.00	100.00	600.00	100.00	EXEMPT	40000
SWEETEQUIP	PHASE5	TRAINING	Training on juicer usage (...)	1,200.00	0.00	100.00	1,200.00	100.00	EXEMPT	40000

Figure: The approved pro forma invoice

12. On the form toolbar, click **Release** to release the pro forma invoice.

The system creates the accounts receivable invoice based on the pro forma invoice and assigns the *Closed* status to the pro forma invoice.

13. On the **Financial Details** tab, click the link in the **AR Ref. Nbr.** box to open the accounts receivable invoice that was created.

14. In the Summary area of the *Invoices and Memos* form (AR301000), which the system has opened in a pop-up window, clear the **Hold** check box, and on the form toolbar, click **Release** to release the accounts receivable invoice.

Lesson 5: Project Reports

Project Reports: Process Activity

In this lesson, you will review project balances by using Acumatica ERP reports and forms.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered juicers, along with the following services: site review, installation, and employee training on operating the juicers. The project accountant has created the corresponding project. The juicers have been delivered and installed, and a consultant has provided the training. The project accountant has entered project transactions and partially billed the customer. Acting as the project accountant, you now need to review the project balances.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

On the [Projects](#) (PM301000) form, the *HMBAKERY6* project has been created.

On the [Purchase Orders](#) (PO301000) form, the *000020* and *000021* purchase orders (which are related to the project) have been created and billed.

On the [Project Transactions](#) (PM304000) form, the *PM00000009*, *PM00000010*, and *PM00000011* batches of project transactions related to the project have been created and released.

Project transactions related to the *PHASE1*, *PHASE2*, and *PHASE4* tasks of the project have been billed—that is, a pro forma invoice and the corresponding accounts receivable invoice have been created and released on the [Pro Forma Invoices](#) (PM307000) form and the [Invoices and Memos](#) (AR301000) form, respectively. Also, on the [Pro Forma Invoices](#) form, a pro forma invoice for project transactions related to the *PHASE3* task has been created.

Process Overview

You review project budgets and balances on the [Projects](#) (PM301000) form. From this form, you can navigate to the [Project Balance](#) (PM621000) report to view the project balances in a ready-to-print format. On the [Project Transaction Details](#) (PM401000) form, you review project transactions. On the [Budget Summary by Account Group](#) (PMPV0010) form, you review project balances broken down by account group.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.
3. On the [Projects Preferences](#) (PM101000) form, on the **General Settings** tab (**General Settings** section), select the **Internal Cost Commitment Tracking** check box, and save your changes to the project accounting preferences. This shows the committed values of the budget, which you will need during the process of the budget review.

Step 1: Reviewing the Project Balances

To review project reports, do the following:

1. On the [Projects](#) (PM301000) form, open the *HMBAKERY6* project.
2. On the **Revenue Budget** tab, review revenue budget lines. Pay attention to the values in the **Actual Amount** and **Draft Invoices Amount** columns.
3. For each revenue budget line with a nonzero **Actual Amount**, do the following to review the list of project transactions that correspond to the line:
 - a. Click the line.
 - b. On the table toolbar, click **View Transactions**.
 - c. Review the list of project transactions corresponding to the revenue budget line on the [Project Transaction Details](#) (PM401000) form, which the system opens in a pop-up window.
 - d. Close the pop-up window with the form.
4. On the **Cost Budget** tab, review cost budget lines and the values in the **Actual Amount** and **Original Committed Amount** columns.
5. For each cost budget line with a nonzero **Actual Amount**, do the following to review the list of project transactions that correspond to the line:
 - a. Click the line.
 - b. On the table toolbar, click **View Transactions**.
 - c. Review the list of corresponding project transactions on the [Project Transaction Details](#) form, which the system opens in a pop-up window.

d. Close the pop-up window form.

Notice that multiple project transactions correspond to the cost budget line with the *PHASE4* project task and the *TRAINING* inventory item.

6. For each cost budget line with a nonzero **Original Committed Amount**, do the following to review the list of commitments that correspond to the line:
 - a. Click the line.
 - b. On the table toolbar, click **View Commitment Details**.
 - c. Review the list of corresponding commitments on the [Commitments](#) (PM306000) form, which the system opens in a pop-up window.
 - d. Close the pop-up window with the form.

Notice that two commitments correspond to the cost budget line with the *PHASE2* project task and the *INSTALL* inventory item.

7. In the table selection area, select the *PHASE1* project task in the **Project Task** box. In the table, review how the system lists only the cost budget lines for the selected task.



If you were to click **Add Row** on the table toolbar when a project task is selected in the **Project Task** box in the table selection area, the system would automatically fill in the project task of the newly created line with the selected task.

8. In the table selection area, select the **Group by Task** check box. The system clears the **Project Task** box in the table selection area, and in the table, groups the cost budget lines by task. Review the grouped lines and the total values.
9. On the **Balances** tab, do the following to review the project budget broken down by account groups:
 - For each account group, do the following:
 1. Click the line.
 2. On the table toolbar, click **View Transactions**.
 3. Review the list of corresponding project transactions on the [Project Transaction Details](#) form, which the system opens in a pop-up window.
 4. Close the pop-up window with the form.
 - Perform the following instructions for the line with *SUBCON* account group:
 1. Click the line.
 2. On the table toolbar, click **View Commitment Details**.
 3. Review the list of corresponding commitments on the [Commitments](#) form, which the system opens in a pop-up window.

4. Close the pop-up window with the form.

10. On the form toolbar, click **Reports > Print Project Balance**.

The system navigates to the *Project Balance* (PM621000) report, which is a ready-to-print version of the project balances. The printed form lists the project budget broken down by project tasks and account groups.

11. On the *Project Transaction Details* form, in the Selection area, select *HMBAKERY6* as the **Project** and review the project transaction related to the project. Notice that you can also filter the transactions by account group, project task, inventory item, the range of dates, employee, account, related accounts receivable document, and transaction identifier.

12. On the *Budget Summary by Account Group* (PMPV0010) form, which is a pivot table, review balances of the *HMBAKERY6* project broken down by account group.

Lesson 6: Entering Project Transactions Manually

Entering Project Transactions Manually: General Info

Project accounting is integrated with the following functional areas of Acumatica ERP:

- General ledger
- Accounts receivable
- Accounts payable
- Inventory management
- Order management
- Time and expenses

With this integration, information about transactions related to projects can seamlessly flow into project accounting and be available for tracking budget, costs, and revenue of projects.

Lesson Objectives

You will learn how to:

- Make the system create a project transaction based on a GL transaction
- Create a project transaction
- Create a project transaction without posting to general ledger

Applicable Scenarios

You enter project transactions manually if you need to track project actuals without documents that originate in other Acumatica ERP modules.

Non-Project Code

The non-project code, which is specified on the [Projects Preferences](#) (PM101000) form, is the code that you can use to indicate that specific transactions are not associated with any project. By default, this code is *X*, but you can specify a different non-project code.

Once you enable the *Project Accounting* feature, you must specify **Project** and **Task** values when you enter transactions on data entry forms of Acumatica ERP. If you do not want to associate a particular transaction with any project, you select the non-project code as the **Project**. With this code selected, no information will be transferred to project accounting and no project balances will be updated.

Integration with General Ledger

In general ledger, you can directly enter transactions related to specific project tasks. By using account groups that are mapped to general ledger accounts on the [Account Groups \(PM201000\)](#) form, you will be able to view the transactions that are generated in other functional areas of Acumatica ERP and eventually posted to general ledger.

When you process a project transaction, the expense account of the corresponding inventory item is updated. This also affects the account group to which this expense account is mapped, as illustrated in the diagram below.

Integration of Project Accounting and General Ledger

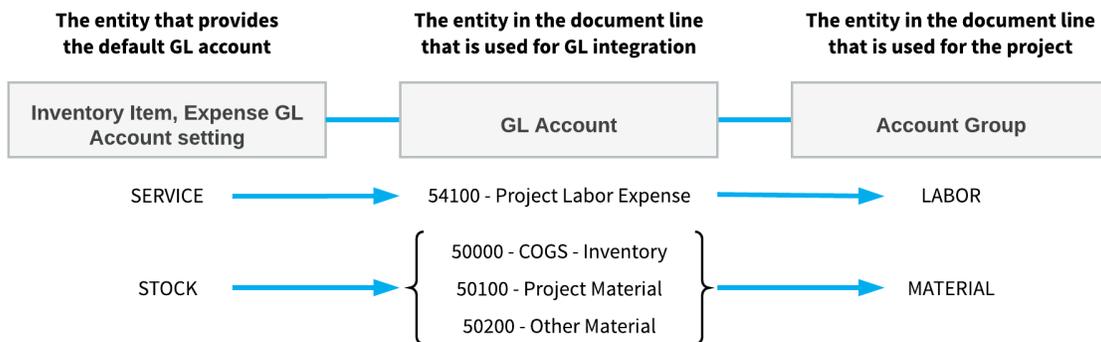


Figure: Integration of project accounting and general ledger

The diagram below illustrates the interaction of project accounting with other functional areas of Acumatica ERP.

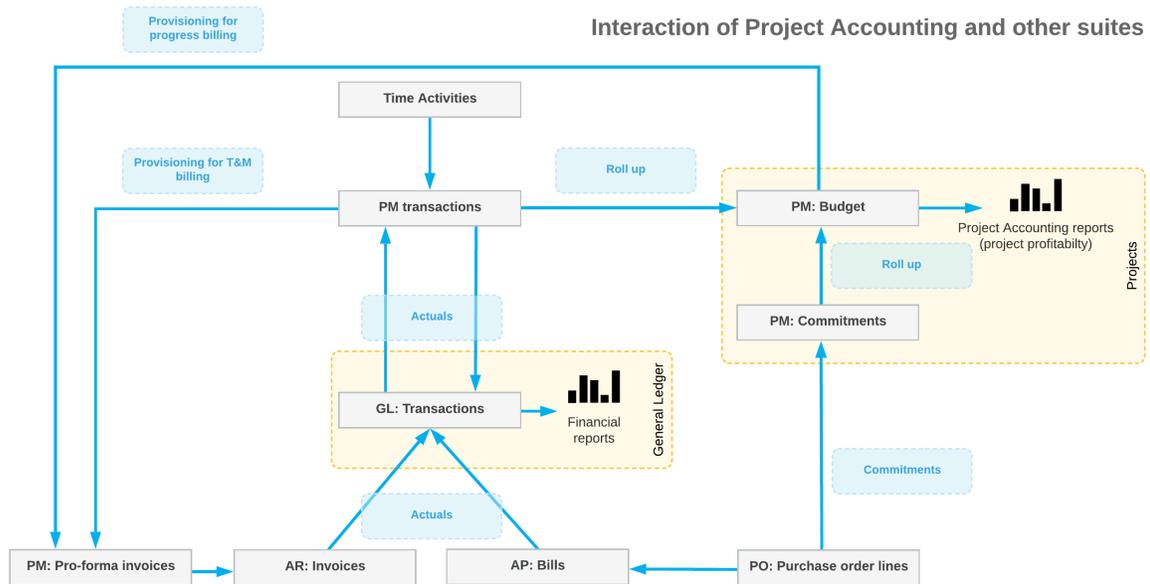


Figure: The interaction of the Project Accounting and other Acumatica ERP suites

Entering Project Transactions Manually: Process Activity

The following hands-on exercise will walk you through the process of creating project transactions.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the Thai Food Restaurant customer has ordered training on how to use a previously bought juicer. The project accountant has created a project for this training, and the training has taken place. The project accountant then needs to enter the general ledger transactions to directly capture the costs involved with delivering this training. You will perform the needed actions in the system, acting as the project accountant.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to provide support for the project accounting functionality.

On the [Projects](#) (PM301000) form, the *TOMYUM1* project has been created.

Process Overview

On the [Journal Transactions](#) (GL301000) form, you create a batch of general ledger transactions. On the [Project Transactions](#) (PM304000) form, you create a batch of project transactions.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1: Creating General Ledger Transactions

To create a batch of general ledger transactions, do the following:

1. On the [Journal Transactions](#) (GL301000) form, create a new batch of general ledger transactions.
2. Add the first row, which represents your expenses for the project, and specify the following settings:
 - **Account:** *54100 - Project Labor Expense*
 - **Project:** *TOMYUM1*
 - **Project Task:** *PHASE1*
 - **Debit Amount:** *320.00*
 - **Transaction Description:** *8 hours of training for the customer's employee*
3. Add the second row, which represents non-project expenses, and specify the following settings:
 - **Account:** *81000 - Other Expense*
 - **Project:** *X*
 - **Debit Amount:** *50.00*
 - **Credit Amount:** *Cleared*
 - **Transaction Description:** *Travel expenses*

4. Add the third row, which balances the batch of transactions, and specify the following settings:
 - **Account:** *23015 - Accrued Expenses*
 - **Project:** *X*
 - **Credit Amount:** *370.00*
5. Clear the **Hold** check box in the Summary area, and click **Release** on the form toolbar to release the batch of transactions.

When you release the batch of general ledger transactions, for the general ledger transaction with the specified project and project task, the system creates the corresponding project transaction. The account of the general ledger transaction is mapped to the account group of the created project transaction.

6. On the [Project Transaction Details](#) (PM401000) form, in the Summary area, select *TOMYUM1* as the **Project** and review the project transaction that has been created based on the released time activities. Notice the following:
 - The system has created only one project transaction, because only one corresponding general ledger transaction has the specified project and project task. The corresponding batch of general ledger transactions is shown in the **GL Batch Nbr.** column.
 - The **Debit Account Group** of the project transaction is *LABOR*.
 - The **Debit Account** is *54100*—that is, the *54100 - Project Labor Expense* account.
7. On the [Projects](#) (PM301000) form, open the *TOMYUM1* project.
8. On the **Cost Budget** tab, review the cost budget line, which was created based on the batch of general ledger transactions you have just released. Notice that the **Account Group** of the budget line is *LABOR*.
9. Click the cost budget line, and on the table toolbar, click **View Transactions** to review the project transaction that correspond to the selected line.
10. On the [Project Transaction Details](#) form, which the system opens in a pop-up window, notice that the project transaction is the transaction that you reviewed in Step 1.6.
11. Close the pop-up window with the form.
12. On the [Account Groups](#) (PM201000) form, open the *LABOR* account group, and on the **Accounts** tab, notice that the *54100 - Project Labor Expense* account is mapped to the account group.

Step 2: Creating Project Transactions Without Posting to GL

To create a project transaction that does not affect the general ledger, do the following:

1. On the [Project Transactions](#) (PM304000) form, create a new project transaction.

2. In the Summary area, enter A 4-hour training session as the **Description**.

3. Add a new line with the following settings:

- **Project:** *TOMYUM1*
- **Project Task:** *PHASE2*
- **Account Group:** *LABOR*
- **Inventory ID:** *TRAINING*
- **Quantity:** 4.00
- **Amount:** 160.00

You leave the **Debit Account** and **Credit Account** columns empty to not create the corresponding general ledger transaction.

4. Save your changes to the project transaction, and release it.

Notice that no corresponding general ledger transaction has been created and the **GL Batch Nbr.** column is empty, as shown in the following screenshot.

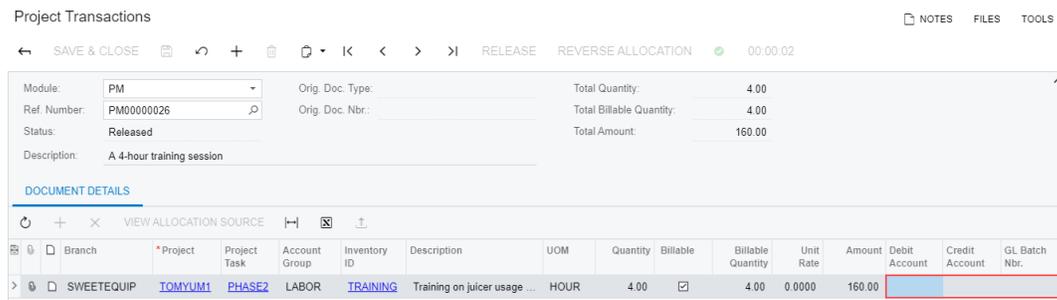


Figure: The project transaction that produces no GL transaction

5. On the *Projects* (PM301000) form, open the *TOMYUM1* project.
6. On the **Cost Budget** tab, notice that a new cost budget line with the *PHASE2* project task has appeared.
7. Click the cost budget line, and on the table toolbar, click **View Transactions** to review the project transaction that correspond to the selected line.
8. On the *Project Transaction Details* (PM401000) form, which the system opens in a pop-up window, notice that the corresponding project transaction is the transaction that you created and released in this step.

Lesson 7: Project Costs

Project Costs: General Info

In Acumatica ERP, a user can track the budgeted costs of a project and update the actual amounts of the project costs with documents such as AP bills or purchase orders.

Lesson Objectives

You will learn how to process an AP bill with lines that refer to a project, which affects the project budget.

Applicable Scenarios

You create AP bills of purchase orders related to a project if you want to update the cost budget of the project with the services and materials purchased for the project.

Project Expense Tracking

To accurately record and track project expenses, you can post expenses associated with the project using purchase orders or AP bills. On release of such a document, the system updates the cost budget lines of the project with the amounts of the document lines using project budget key attributes—project task, account group, and optionally inventory item or cost code.

Project Costs: Process Activity

The following hands-on exercise will walk you through the process of capturing project costs by means of an accounts payable bill received from a subcontractor.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered a juicer, along with the services of installation and employee training on operating the juicer. The project accountant has created the project. The juicer has been delivered and installed, and a consultant has provided the training. As the project accountant, you need to bill the customer for materials and logged work time.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

On the [Projects](#) (PM301000) form, the *HMBAKERY2* project has been created.

Process Overview

To capture costs on a project by processing an AP bill, you create the bill on the [Bills and Adjustments](#) (AP301000) form, specifying the project and project task in the bill; you then release the bill. Then you review the project balances on the [Projects](#) (PM301000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1: Creating a Bill for the Project

To create an accounts payable bill for the project, do the following:

1. On the [Non-Stock Items](#) (IN202000) form, open the *INSTALL* item, which is the item defined in the system associated with the installation service being billed, and review some of its settings as follows:
 - a. On the **GL Accounts** tab, notice that the **Expense Account** is *54200 - Project Subcontract Expense*.
 - b. On the **General Settings** tab, right of the **Posting Class** box, click the **Edit** button to review the settings of the posting class.
 - c. On the **Posting Settings** tab of the [Posting Classes](#) (IN206000) form, which the system opens in a pop-up window with the posting class selected, notice that the **Use COGS/Expense Account from** settings is *Inventory Item*.
 - d. Close the pop-up window.
2. On the [Account Groups](#) (PM201000) form, open the *SUBCON* account group. On the **Accounts** tab, notice that the *54200 - Project Subcontract Expense* account, which is the expense account of the *INSTALL* item, is mapped to the account group.
3. On the [Projects](#) (PM301000) form, open the *HMBAKERY2* project, and review its settings as follows:
 - On the **Tasks** tab, review project tasks, so that you can identify the task that the AP bill is associated with. Pay attention to the project task identifiers.

- On the **Cost Budget** tab, review the cost budget of the project. Notice that the actual amounts are equal to zero because costs have not been captured yet for the project. Also notice that *SUBCON* is the account group of the lines with the *INSTALL* inventory item.
4. On the [Bills and Adjustments](#) (AP301000) form, create a bill, and select the *SQUEEZO* vendor in the Summary area.
 5. On the **Document Details** tab, click **Add Row** on the table toolbar, and add a row with the following settings:
 6. On the form, create a bill with the following settings:
 - **Inventory ID:** *INSTALL*
 - **Quantity:** 4.00
 - **Project:** *HMBAKERY2*
 - **Project Task:** *PHASE1*

Notice that the system has selected *54200 - Project Subcontract Expense* as the **Account** of the bill line, because this is the expense account of the selected item.
 7. In the Summary area, clear the **Hold** check box; on the form toolbar, click **Release** to release the bill.
 8. On the **Financial Details** tab, click the link in the **Batch Nbr.** box (and notice this number) to open the batch of general ledger transactions that was created on release of the bill.
 9. On the [Journal Transactions](#) (GL301000) form, which the system has opened in a pop-up window, review the general ledger transactions that correspond to the released bill.
 10. Close the pop-up window.
 11. On the [Project Transaction Details](#) (PM401000) form, in the Summary area, select *HMBAKERY2* as the **Project**, and review the project transaction that has been created based on the released accounts payable bill. In the **GL Batch Nbr.** column, notice the number of the corresponding batch of general ledger transactions, which is the batch you have just reviewed.
 12. On the [Projects](#) form, open the *HMBAKERY2* project. Review the cost budget on the **Cost Budget** tab, and notice how the released bill has affected the **Actual Quantity** and **Actual Amount** of the corresponding budget line, as shown in the following screenshot.

Projects NOTES FILES NOTIFICATIONS TOOLS

← SAVE & CLOSE ↶ + ↷ K < > >| RUN PROJECT BILLING CREATE CHANGE ORDER

ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

* Project ID: Status: Active Assets: 0.00

Customer: Hold Liabilities: 0.00

Template: Income: 0.00

* Description: Expenses: 320.00

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES INVOICES CHANGE ORDERS ACTIVITY HISTORY

Project Task: Group by Task

VIEW TRANSACTIONS All Records

	Project Task	Inventory ID	Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Actual Quantity	Actual Amount
>	PHASE1	JUICER15	MATERIAL	Commerci...	1.00	PIECE	2,000.0000	2,200.00	1.00	2,200.00	0.00	0.00
	PHASE1	INSTALL	SUBCON	Installatio...	4.00	HOUR	80.0000	320.00	4.00	320.00	4.00	320.00
	PHASE2	JUICER15	MATERIAL	Commerci...	1.00	PIECE	2,000.0000	2,200.00	1.00	2,200.00	0.00	0.00
	PHASE2	INSTALL	SUBCON	Installatio...	4.00	HOUR	80.0000	320.00	4.00	320.00	0.00	0.00

Figure: The updated actual quantity and amount

Self-Test Exercise

Create one more bill from the subcontractor, who has spent 3 hours to install and set up one more juicer for the customer within the *PHASE2* task of the project.

Lesson 8: Time and Activity Tracking

Project Time Tracking: General Info

In Acumatica ERP, you can enable a feature that gives employees the ability to report the time that they spend on each time activity.

Acumatica ERP also provides the time card functionality. A time card is a weekly report on the time an employee has spent on each activity. By using the [Employee Time Card](#) (EP305000) form, employees can enter new time cards or view, edit, or release existing time cards.

Lesson Objectives

You will learn how to:

- Configure labor cost rates
- Specify an approver for a project task
- Enter employee time cards
- Approve and release time cards

Applicable Scenarios

You create a time card if you need to report on the time you have spent on some activities, including activities within projects.

Enabling Time Reporting

To enable time reporting for activities, you need to enable the *Time Reporting on Activity* feature on the [Enable/Disable Features](#) (CS100000) form, which makes the **Track Time** check box available on the [Activity](#) (CR306010) form. This check box, when selected, enables a group of elements on the same form which you can use to report the total time spent on the activity. Also, by using this group of elements, you can mark the activity as billable and specify the information required for billing—that is, the amount of billable time and the earning type of the activity (for details, see [Case Billing](#)).

If you want the **Track Time** check box to be selected by default for activities of certain types, you need to select the corresponding check boxes in the **Track Time** column on the [Activity Types](#) (CR102000) form.

Using Earning Types

In Acumatica ERP, you have to specify an earning type for each billable activity; the earning type determines how the system calculates the cost of employee labor.

The system recognizes two classes of earning types: those defining standard working hours and those defining overtime. On the [Earning Types](#) (EP102000) form, where you can add

new earning types and adjust the available ones, you can also specify whether an earning type defines standard working hours or overtime by clearing or selecting the **Overtime** check box, respectively. On the same form, you can update the multiplier value for any overtime earning type—the system multiplies the employee rate by the multiplier value when calculating the cost of employee labor. For standard working hours, the multiplier is always 1.

By default, the following earning types are available in the system:

- *Regular Hours (RG)*: Standard working hours whose cost is calculated based on the standard employee rate.
- *Overtime (OT)*: Overtime working hours whose cost is calculated by multiplying the standard rate by the value of the overtime multiplier.
- *Public Holidays (HL)*: Non-working hours of public holidays, which are non-billable. You can use this earning type to indicate that certain days included in the time card are public holidays when no work is done.
- *Vacations (VL)*: Non-working hours of vacations, which are also non-billable. You can use this earning type to indicate that the employee is not working due to vacation.

Enabling Time Cards

Time cards are available in Acumatica ERP only if the *Advanced Financials* check box is selected on the [Enable/Disable Features](#) (CS100000) form.

By default, employees are not required to fill in time cards. However, if time cards are mandatory in your company, you can make them required on a per-employee basis by selecting the **Time Card is Required** check box on the [Employees](#) (EP203000) form.

Time cards are always generated successively, which means that you cannot generate a successive time card for a particular week if no time card has been generated for the preceding week.



Suppose that the latest time card was generated for an employee a considerable time ago, and now you want to resume the generation of time cards for this employee, but you don't need any time cards for the intervening time interval. To generate multiple empty time cards for the intervening time interval, you can select the employee on the [Employees](#) (EP203000) form and then, on the **Employment History** tab, click **Generate Time Cards** on the table toolbar.

Accessing Time Activities

On the [Activities](#) (EP404300) form, you can review all existing activities or invoke the [Activity](#) (CR306010) form the creating a new one. On the [Activity](#) form, you can create, view, or adjust an activity of any types specified on the [Activity Types](#) (CR102000) form.

You can open the [Activity](#) form through various forms that have the tab with the related activities. For example, on the table toolbar of the **Activity History** tab of the [Projects](#) (PM301000) form, you can click **Add Activity** to open the [Activity](#) form and add an activity to the selected project.

Accessing Time Cards

On the [Employee Time Card](#) (EP305000) form, you can create, view, or adjust any of the following time cards:

- Your time cards
- Time cards of the employees for whom you are an appointed delegate
- Time cards of the employees who report to you
- Time cards assigned to you for approval
- Time cards of employees in the workgroups at lower levels in the company tree than your workgroup

On the [Approvals](#) (EP503010) form, you can access the following time cards:

- Those assigned to you
- Those assigned to other users in your workgroup
- Those escalated from users in workgroups at a lower level in the company tree but in your workgroup's node

Processing Time Cards

As a rule, each time card passes through several stages, which might include preparation, approval, and release. The processing stage of a time card is indicated by its status.

Preparing Time Cards

When preparing a time card, an employee reports work time by creating separate detail records for the following types of activities:

- Those associated with different projects or project tasks
- Those related to different earning types
- Those that are billable and those that are non-billable

Creating Labor Cost Rates

On the [Labor Cost Rates](#) (PM209900) form, you can view and edit the existing labor cost rates. Labor costs can be specified at particular detail levels—that is, for particular entities or groups of entities. You can create labor cost rates of the following types and detail levels:

- *Labor Item*: The labor item
- *Employee*: The employee and optionally the labor item
- *Project*: The project and optionally any of the following: the project task, the employee, and the labor item

- *Union Wage*: The union local and labor item
- *Prevailing Wage*: The project and labor item



You can view, edit, and create labor cost rates of the *Union Wage* and *Prevailing Wage* types if the *Construction* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

For each labor cost rate, you specify the effective date. If there are multiple labor cost rates with the same settings, the system uses the rate with the actual effective date—that is, with the most recent effective date that precedes the current date. You can also create a labor cost rate with the same settings as an existing labor cost rate but with an effective date later than the latest effective date of the existing labor cost rate.

When you specify the rate for a line with a selected labor item, you specify the rate for the base unit of measure (UOM) of the labor item.

For example, suppose that you have the *TRAINING* labor item, whose base UOM is *UNIT*. According to the conversion rules specified on the [Units of Measure](#) (CS203100) form, one unit equals four hours. On the [Labor Cost Rates](#) form, when you add a labor cost rate with an employee and the *TRAINING* labor item, you should specify the hourly rate for the base UOM, which is *UNIT*, even if the unit consists of four hours. When the employee enters a time card on the [Employee Time Card](#) (EP305000) form and select in a time activity the *TRAINING* labor item, the time is reported in hours even though the base UOM of the selected item is not an hour. When the time card with the corresponding time activities is released, the system generates a project transaction with the *TRAINING* labor item in the base UOM of the item. If the employee has reported eight hours, the transaction contains two *TRAINING* units.



- On the [Labor Cost Rates](#) (PM209900) form, when you create a labor cost rate with a labor item with a base UOM that is not an hour, make sure that you enter the hourly rate for the base UOM of the labor item so that the system calculates the correct amount when a time activity with this labor item is released.
- The base UOM of the labor item should be convertible into minutes so that the system can convert the base UOM to a minute and vice versa. That is, there should be the conversion rules from a minute to the base UOM on the [Units of Measure](#) (CS203100) form.

Retrieving Labor Cost Rates

When you create a time card on the [Employee Time Card](#) (EP305000) form, for each line, you select the employee, project, project task, labor item, date, union local, certified job, and worker compensation code.



The **Certified Job**, **Union Local**, and **WCC Code** columns are shown on the **Summary** and **Details** tabs of the [Employee Time Card](#) form if the *Construction* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

The system automatically selects the **Certified Job** check box in the time card line if for the corresponding project, the **Certified Job** check box is selected in the **Project Properties**

section on the **Summary** tab of the *Projects* (PM301000) form. You can clear this check box if it has been selected or select it manually, if needed.

The system automatically populates the **Union Local** column in the time card line by using the settings of the employee and the project as follows:

- If the employee has a **Union Local ID** specified in the **Employee Settings** section on the **General Info** tab of the *Employees* (EP203000) form and the project has no union local specified on the **Union Locals** tab of the of the *Projects* form, the system inserts the union local of the employee into the column.
- If the employee has a **Union Local ID** specified in the **Employee Settings** section on the **General Info** tab of the *Employees* form and this union local is one of the union locals of the project specified on the **Union Locals** tab of the of the *Projects* form, the system inserts the union local of the employee into the column.
- If the employee has a **Union Local ID** specified in the **Employee Settings** section on the **General Info** tab of the *Employees* form and this union local is not one of the union locals of the project specified on the **Union Locals** tab of the of the *Projects* form, the system leaves the **Union Local** column blank.
- If the employee has no **Union Local ID** specified in the **Employee Settings** section on the **General Info** tab of the *Employees* form, the system leaves the **Union Local** column blank.

In the time card, you can clear a **Union Local** value that has been selected or select a union local manually, if needed.

For each time card line, the system retrieves the cost rate for the specified employee, project, project task, labor item, date, union local, and certified job as follows:

1. Among labor cost rates of the *Project*, *Employee*, and *Labor Item* rate types, the system selects the most specific existing labor cost rate that matches all the settings specified in the time card line. The following list shows the sets of settings of the labor cost rate, from the most specific to the least specific:
 - The *Project* rate type, project, project task, employee, labor item, and effective date
 - The *Project* rate type, project, project task, employee, and effective date
 - The *Project* rate type, project, project task, labor item, and effective date
 - The *Project* rate type, project, project task, and effective date
 - The *Project* rate type, project, employee, labor item, and effective date
 - The *Project* rate type, project, employee, and effective date
 - The *Project* rate type, project, labor item, and effective date
 - The *Project* rate type, project, and effective date
 - The *Employee* rate type, employee, labor item, and effective date

- The *Employee* rate type, employee, and effective date
 - The *Labor Item* rate type, labor item, and effective date
2. For the time card line, if the **Certified Job** check box is selected and a **Union Local** is specified, the system selects the *Union Wage* and *Prevailing Wage* rate types that match the settings specified in the time card line. Then the system compares the most specific labor cost rate that has been found in the previous step with the selected labor cost rates of the *Union Wage* and *Prevailing Wage* rate types. Based on the comparison, the system selects the higher labor cost rate.

Assigning Time Cards for Approval

Depending on the company policy, time cards may need to be approved by authorized employees before they can be released. The time card approval functionality is available if the *Approval Workflow* feature is enabled on the [Enable/Disable Features](#) (CS100000) form.

Time cards are assigned for approval automatically according to the assignment rules that are included in the assignment map, which you create on the [Assignment and Approval Maps](#) (EP205500) form. To apply these rules, you need to specify the created map as the time card approval map by using the [Time and Expenses Preferences](#) (EP101000) form; if no assignment map has been specified there or if a time card meets none of the specified map's conditions, the time card automatically becomes approved.

The system assigns a time card for approval when the time card is completed and the employee changes its status from *On Hold* to *Open*. For more information, see [Managing Assignment and Approval Maps](#).

Approving Time Cards

A time card cannot be released until it has been approved (if approval is required). If you are an approver, you can approve time cards in bulk by using the [Approvals](#) (EP503010) form, or you can approve time cards one at a time by using the [Employee Time Card](#) (EP305000) form.



If the *Time Reporting on Activity* feature is enabled on the [Enable/Disable Features](#) form, you cannot release a time card unless all the activities included in the time card have been approved (if required).

Approving Activities

A time activity can be associated with a project task that has an approver specified. If this is the case, the time activity must be approved before it can be released for billing. Either the project task approver or the project manager can approve the time activity.

You can use the [Approve Time Activities](#) (EP507010) form to approve activities that require your approval. If you use time cards, you can approve time activities in groups by approving time card summaries on the [Approve Time Activity Summaries](#) (EP507030) form.

When the activities are released, the system tracks costs for specific customers, cases, contracts, or projects and generates the corresponding project transactions or customer invoices.

Using Corrective Time Cards

If a released time card doesn't reflect the actual time that the employee spent on activities during the week (for example, if the employee reported 40 hours instead of actual 45 hours), the employee can create a corrective time card by opening the released time card on the [Employee Time Card](#) (EP305000) and clicking **Actions** > **Correct** on the form toolbar.

The data from the original time card is copied to the corrective time card, which has *Correction* in the **Type** box and the reference number of the original time card in the **Orig. Reg. Nbr.** read-only box. The employee can adjust the data of the corrective time card as needed before submitting it for approval (if required). After that, the original time card, because it has been replaced by the corrective time card, is no longer available on the [Employee Time Cards](#) (EP406000) inquiry form.

When the corrective time card is released, new transactions are generated for only the difference in the reported hours on this card as compared to the original time card.

A released corrective time card can also be corrected.



You can correct equipment time cards in a similar way by using the [Equipment Time Card](#) (EP308000) form.

Combining Time Cards and Time Activities

In Acumatica ERP, an employee can report working hours by using time cards in combination with time activities. The reported data from a time activity instantly becomes available in one of the employee's time cards. On the [Employee Time Card](#) form, the employee can view details of all time activities associated with a particular time card.

A time card can be approved only if all the activities associated with the time card have been approved. When the time card is released, the associated activities are released automatically. An activity cannot be released on its own if it is associated with a time card.

A project transaction may be created during time card release if any of the activities included in the time card is associated with a project. (Alternatively, the same project transaction may be generated if the activity is associated with a billable case, and the case is billed directly to the customer before the time card is released. For details about direct case billing, see [Case Billing](#).) Such transactions can be used for tracking the project costs. (For more information about project cost tracking, see [Project Budgets](#).)

Using Equipment Time Cards

By using the [Equipment Time Card](#) (EP308000) form, employees can enter equipment time cards or update existing ones, which gives them the ability to report the time they spend using particular equipment. The processing of equipment time cards is similar to the processing of employee time cards, including the usage of corrective time cards.

Equipment time cards can be associated with specific projects and project tasks. Also, you can use the approval functionality to make sure that before they are released, equipment time cards are approved by the authorized approvers. You can specify the approval map for equipment time cards on the [Time and Expenses Preferences](#) (EP101000) form; however, if you

have not specified the assignment map or if a time card meets none of the specified map's conditions, the time card automatically becomes approved.

Time and Activity Tracking: Process Activity

In this lesson, you will enter a time card and a time activity for work related to a project.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered 18 hours of new-employee training on operating juicers. The project accountant has created a project, and consultants have provided three training sessions. Acting as the project accountant, you need to track the time the consultants have spent.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the [Enable/Disable Features](#) (CS100000) form:

- *Project Accounting*, which provides support for the project accounting functionality
- *Time Reporting on Activity*, which provides support for tracking the time that employees spend on activities
- *Advanced Financials*, which provides the functionality of time cards

On the [Projects](#) (PM301000) form, the *HMBAKERY7* project has been created.

Process Overview

On the [Projects](#) (PM301000) form, you can enter and review all time activities for a particular project. You enter a time card for an employee (including the particular project the employee worked on) on the [Employee Time Card](#) (EP305000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1: Entering a Time Card for the Project

To log the eight hours that Pam Brawner has spent training the customer's employees as part of the project, do the following:

1. On the [Projects](#) (PM301000) form, open the *HMBAKERY7* project, and on the **Activity History** tab, notice that the project has no related activities.
2. On the [Employee Time Card](#) (EP305000) form, create a new time card for Pam Brawner.

The system automatically selects *Pam Brawner* as the **Employee** because you are signed in as Pam Brawner.

3. On the **Summary** tab, add a row, and specify the following settings:

- **Earning Type:** *RG*
- **Project:** *HMBAKERY7*
- **Project Task:** *TRAINING*
- **Mon:** *08:00*
- **Description:** *An 8-hour training session*

When you enter hours in the columns representing the days of the week, the system calculates the **Time Spent** as the sum of all these columns. The **Billable** check box is automatically selected based on the settings of the selected earning type.

4. Save your changes to the time card, and on the form toolbar, click **Actions > Submit** to submit the time card.

The status of the time card is changed to *Approved*.

5. On the [Projects](#) form, open the *HMBAKERY7* project, and on the **Activity History** tab, notice that the time activity you have entered by using the time card is shown on the tab.

Step 2: Entering a Time Activity for the Project

To log the four hours that Todd Bloom has spent training the customer's employees as part of the project, do the following:

1. On the [Projects](#) (PM301000) form, open the *HMBAKERY7* project.
2. On the table toolbar of the **Activity History** tab, click **Add Activity > Add Work Item** to add an activity to the project.
3. On the [Activity](#) (CR306010) form, which the system opens in a pop-up window, specify the following settings:
 - **Summary:** *A 4-hour training session*
 - **Date:** *1/30/2020*

Lesson 9: Purchases on Projects

Purchases on Projects: General Info

Acumatica ERP supports the tracking of purchase orders by project as project cost commitments. These commitments affect the execution status of a project. A user can track the budget and actual amounts of a project, as well as the original commitments that remain open. When the commitments are created, the system uses them to populate the cost budget for the corresponding project, project task, inventory item, and account group.

Lesson Objectives

You will learn how to:

- Process a purchase order with lines that refer to a project
- Review the internal commitment created based on the purchase order

Applicable Scenarios

You create purchase orders related to a project if you want to update the cost budget of the project with the services and materials purchased for the project.

Tracking the Committed Cost by Purchase Order

The system tracks the commitment cost in the base currency for the *Normal* and *Drop-Ship* lines of the purchase orders created on the [Purchase Orders](#) (PO301000) form and associated with a project. These commitments have the *Internal* type because they originate from documents created in the system, in contrast to commitments of the *External* type that can be imported into Acumatica ERP.

The system tracks the internal commitment cost if the **Internal Cost Commitment Tracking** check box is selected on the [Projects Preferences](#) (PM101000) form.

For a purchase order that refers to a project, when a user approves the purchase order or saves the purchase order with the *Pending Printing*, *Pending Email*, or *Open* status, the system creates a commitment record for each purchase order line in the amount of the **Ext. Cost** of the line. These commitments are updated when the order line is changed (for example, when the quantity or amount of the line is corrected or the order line is completed or canceled).

Users can review the list of commitments on the [Commitments](#) (PM306000) form. The initial commitment amount is displayed in the **Original Committed Amount** column and the actual commitment amount is shown in the **Revised Committed Amount** column of each line. For a new commitment, the **Committed Open Amount** equals the revised committed amount.

When a purchase order is received, the system updates the **Committed Received Quantity** and reduces the **Committed Open Amount** of the commitment line by an

amount proportional to the received or billed quantity as follows: $\text{Committed Open Amount} = \text{Committed Open Amount} - \text{Revised Committed Amount} * \text{Committed Received Quantity} / \text{Revised Committed Quantity}$.

The system updates the **Committed Received Quantity** of the commitment line depending on the type of the purchase order line as follows:

- For the purchase order lines that are processed through a purchase receipt, the commitment lines are updated with the received quantity when the purchase receipt is released.
- For the purchase order lines that are billed directly without a purchase receipt being processed, the commitment lines are updated with the invoiced quantity when the Accounts Payable bill is released.

When an Accounts Payable bill that corresponds to the purchase order is released, the **Committed Invoiced Amount** is updated with the **Ext. Cost** of the bill line.

After a purchase order has been closed, the **Committed Open Amount** of the commitment lines becomes zero. If a purchase order has been received partially or canceled, the incomplete amounts are also subtracted from the **Committed Open Amount**.

The validate process on the [Validate Project Balances](#) (PM504000) form recreates internal commitment records based on the amounts and quantities in the lines of purchase orders if the tracking of project commitments is enabled.

Updating the Document from Which a Commitment Originates

Depending on the selection of the **Change Order Workflow** check box for a project in the **Project Properties** section (**Summary** tab) of the [Projects](#) (PM301000) form, a purchase order that refers to the project can be updated in the following ways:

- If the check box is cleared—that is, the change order workflow is not enabled for the project—you update the purchase order directly on the [Purchase Orders](#) (PO301000) form. When you update the **Ext. Cost** of a purchase order line that refers to the project on the **Document Details** tab of the [Purchase Orders](#) form and approve the purchase order or save the purchase order with the *Pending Printing*, *Pending Email*, or *Open* status, on the [Commitments](#) form, the system updates the **Original Committed Amount** and the **Revised Committed Amount** of the commitment that originates from the purchase order. The **Committed CO Amount** of the commitment, which is the difference between the **Revised Committed Amount** and the **Original Committed Amount**, is zero.
- If the check box is selected—that is, the change order workflow is enabled for the project—and the project has at least one related change order, you update a purchase order line that refers to the project with a change order created for the project on the [Change Orders](#) (PM308000) form. When you release the change order, the system updates the purchase order on the [Purchase Orders](#) form and the **Revised Committed Amount** of the commitment that originates from the purchase order on the [Commitments](#) form. The **Original Committed Amount** of the commitment remains the same. The **Committed CO Amount** of the commitment, which is the difference between the **Revised Committed Amount** and the **Original Committed Amount**, shows the amount that was added to the commitment or subtracted from the commitment by the change order.

- If the check box is selected—that is, the change order workflow is enabled for the project—and the project has no related change orders, you still can update the purchase order directly on the [Purchase Orders](#) (PO301000) form. You can also update a purchase order line that refers to the project with a change order created for the project on the [Change Orders](#) (PM308000) form.

For more information about change orders, see [Change Management](#).

Aggregating Committed Data for Reports

The commitment data aggregated by the project budget line key (project, project task, inventory item, and account group—that is, `Project ID`, `Project Task ID`, `Inventory ID`, and `Account Group ID`, respectively) is available in the analytical reports and on the following forms:

- On the [Projects](#) (PM301000) form, in the corresponding columns on the **Cost Budget** tab. For a selected budget line, you can click **View Commitments** on the table toolbar to review the detailed commitment records on the [Commitments](#) (PM306000) form.
- On the [Row Sets](#) (CS206010) form, in the **Amount Type** box of the **Data Source** of a row, for row sets of the *PM* type.
- On the [Column Sets](#) (CS206020) form, in the **Amount Type** box of the **Data Source** of a column, for column sets of the *PM* type.
- On the [Unit Sets](#) (CS206030) form, in the **Amount Type** box of the **Data Source** of a unit, for unit sets of the *PM* type.

Integrating Commitments with External Systems

Project commitments do not necessarily have to originate from purchase orders that exist in the system. Users can import commitment records from an external system into Acumatica ERP for further analysis against budget and actual figures. These commitment records are called *External* in contrast to internal ones that originate from documents created in the system. After the initial import, users can update imported commitment records as the project goes on and the system changes the applicable open committed amounts and invoiced amounts. Imported commitment records have the *External* type on the [Commitments](#) (PM306000) form and are identified in Acumatica ERP by the external reference number.

The selection of the **Internal Cost Commitment Tracking** check box on the [Projects Preferences](#) (PM101000) form is not necessary for the import of external commitment records.

To create an external commitment record, on the toolbar of the [Commitments](#) form, a user can click **Create External Commitment** and then populate the necessary settings of the [External Commitments](#) (PM209000) form, which opens. This form is also available for writing import and export scenarios and through the Web Services API.

Purchases on Projects: Process Activity

The following hands-on exercise will walk you through the process of creating project transactions.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered the installation of juicers it previously purchased from your company. The project accountant has created a project. The installation, which is performed by the vendor of the juicers, has been provided for each juicer. The project accountant needs to create a purchase order to capture the installation cost on the project, and to process the accounts payable bill from the vendor. You will perform the needed actions in the system, acting as the project accountant.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the [Enable/Disable Features](#) (CS100000) form:

- *Project Accounting* feature, which provides support for the project accounting functionality
- *Inventory* feature, which provides the ability to maintain stock items and to create and process purchasing documents that include stock items

On the [Projects](#) (PM301000) form, the *HMBAKERY8* project has been created.

Process Overview

To process a purchase order that will affect the cost budget of the project, you first make sure the **Internal Cost Commitment Tracking** check box is selected on the [Projects Preferences](#) (PM101000) form, so you can track purchase orders by project as cost commitments. You create the purchase order on the [Purchase Orders](#) (PO301000) form with the *Open* status, selecting the project in the appropriate lines of the **Document Details** tab. On the [Bills and Adjustments](#) (AP301000) form, you create a bill for the purchase order and release the bill.

You then review the created commitment on the [Commitments](#) (PM306000) form, and review the project costs on the [Projects](#) (PM301000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website and sign in as Pam Brawner using the *brawner* login and *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.
3. On the *Projects Preferences* (PM101000) form, on the **General Settings** tab (**General Settings** section), select the **Internal Cost Commitment Tracking** check box to be able to track purchase orders by project as cost commitments, and save your changes to the project accounting preferences.

Step 1: Creating Commitments for the Project

To capture committed costs on the project, do the following:

1. On the *Projects* (PM301000) form, open the *HMBAKERY8* project, and on the **Cost Budget** tab, review the cost budget of the project. Notice the committed and actual values of the cost budget line, which are both zero.
2. On the *Purchase Orders* (PO301000) form, create a purchase order, and specify the following settings in the Summary area:
 - **Vendor:** *SQUEEZO*
 - **Description:** *Purchase for HM's Bakery & Cafe*
3. On the **Document Details** tab, add three purchase order lines, and specify the settings shown in the following table in the lines you add.

Inventory ID	Line Description	Order Qty.	Project
<i>INSTALL</i>	Installation of the first juicer	3.00	<i>HMBAKERY8</i>
<i>INSTALL</i>	Installation of the second juicer	4.00	<i>HMBAKERY8</i>
<i>INSTALL</i>	Installation of the third juicer	5.00	<i>HMBAKERY8</i>

4. Review the **Ext. Cost** of each added line, which will be the committed cost.
5. In the Summary area, clear the **Hold** check box and save the purchase order, which now has the *Open* status.

When the *Open* status is assigned to the purchase order, the system creates commitments for the project.

6. On the *Projects* form, open the *HMBAKERY8* project, and review the updated cost budget on the **Cost Budget** tab. Notice that the committed values have been updated.

7. Click the cost budget line, and do the following:
 - a. On the table toolbar, click **View Commitment Details**.
 - b. Review the corresponding commitments on the [Commitments](#) (PM306000) form, which the system opens in a pop-up window. Notice that the system has created a commitment for each purchase order line and that all the commitments correspond to one cost budget line.
 - c. Close the pop-up window with the form.
8. On the **Commitments** tab, where all purchase orders related to the project are listed, click the link in the **Order Nbr.** column to open the purchase order that you have created.
9. On the form toolbar of the [Purchase Orders](#) form, which the system opens in a pop-up window, click **Actions > Enter AP Bill** to create a bill for the purchase order.
 The system creates an accounts payable bill and opens the bill on the [Bills and Adjustments](#) (AP301000) form.
10. On the **Document Details** tab, delete the line with a **Quantity** of 5.00 to bill the purchase order partially.
11. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the bill.
12. Close the pop-up window with the form.
13. On the [Projects](#) form, open the *HMBAKERY8* project and review the updated cost budget on the **Cost Budget** tab. Notice that the billed amount and quantity of the purchase order have been subtracted from the committed open amount and quantity; they have been added to the committed invoiced amount and quantity, to the actual amount and quantity, and also to the committed received quantity, as shown in the screenshot below.

For an AP bill processed for a purchase order that contains a service or material of the project, the cost of the corresponding commitment moves from the open committed values to the actual ones. This continues as each such bill (with a line connected to the project) is processed, until the open committed values become zero.

Projects

NOTES FILES NOTIFICATIONS TOOLS

SAVE & CLOSE RUN PROJECT BILLING CREATE CHANGE ORDER ACTIONS INQUIRIES REPORTS CURRENCY RATES

Project ID: HMBAKERY8 Status: Active Actual Income: 0.00
 Customer: HMBAKERY - HM's Bakery & Cafe Hold Actual Expenses: 560.00
 Template: Installation of juicers Margin: -560.00 %: 0.00

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES COMMITMENTS INVOICES CHANGE ORDERS ACTIVITY HISTORY EMPLOYEES EQUIPMENT GL ACCOUNTS ATTRIBUTES APPROVAL DETAILS

Project Task: INSTALL Group by Task

Project Task	Inventory ID	Account Group	Original UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Original Committed Quantity	Original Committed Amount	Revised Committed Quantity	Revised Committed Amount	Committed Received Quantity	Committed Invoiced Quantity	Committed Invoiced Amount	Committed Open Quantity	Committed Open Amount	Actual Quantity	Actual Amount	Actual + Open Committed Amount	
> INSTALL	INSTALL	SUBCON	12.00	HOURL	80.0000	960.00	12.00	960.00	12.00	960.00	12.00	960.00	7.00	7.00	560.00	5.00	400.00	7.00	560.00	960.00

Figure: Committed values of the project cost budget

Self-Test Exercise

Bill the remaining five hours of the purchased installation service and review the updated cost budget of the project.

Lesson 10: Project Templates and Common Tasks

Project Templates and Common Tasks: General Info

In Acumatica ERP, you can create project templates from scratch by adding every detail that you think will be required for a typical project of specific type. Alternatively, you can create a template based on an existing project which you think is a typical representative of projects of specific type.

When users create projects based on the templates, they can change any settings for particular projects—templates are used only to provide the default settings, thus making the project creation easier for users.

Lesson Objectives

You will learn how to:

- Create a project template
- Create a common task
- Create a project based on the project template
- Add a task to the project by using the common task
- Restructure a budget before and after billing
- Create a new template from the project

Applicable Scenarios

You create project templates and common tasks if you need to ease the creation of typical projects and typical tasks for existing projects, respectively.

Templates Created from Existing Projects

You can create a template based on an existing project. On the [Projects](#) (PM301000) form, select a project that is a typical project of specific type and click **Create Template** from the **Actions** menu. A template will be created with all the tasks that were included in the project. You can modify the created template as you want. You can delete some of the tasks and add new tasks.

Templates from Scratch

You can create project templates from scratch by using the [Project Templates](#) (PM208000) form.

When you create a project template, you can specify as many settings as you want, including the following:

- **General information:** The broad information about the projects, including the default account and subaccount, default accrual account and subaccounts, and billing period. In the **Status** box, you can specify whether the specific project template is available for creating new projects. You can create projects only by using project templates with the *Active* status.
- **Visibility settings:** The list of functional areas where the projects based on this template will be visible.
- **Template tasks:** The tasks to be included in the projects based on this template. Tasks for the project template can be added by using the [Project Template Tasks](#) (PM208010) form.
- **List of employees:** The employees who will work on the projects and the project manager who will be monitoring projects of the type. You also specify labor items and hourly rates for employees working on this project. Also, you can specify whether only the listed employees can work for the project.
- **List of equipment:** The equipment to be used for the projects with appropriate non-stock items designating setup, run, and suspend rates and respective hourly rates (prices) specific for projects of the type. You can specify whether only the listed equipment can be used for these projects.

Template Tasks and Common Tasks

A project template may include tasks that are actually templates of tasks that can be included in projects based on the template. You can add task templates to the project template.

You add the tasks to the project template and specify the settings for these tasks by using the [Project Template Tasks](#) (PM208010) form. When you create a new template task, you can specify whether it is automatically included in all projects based on the project template.

Template task settings include the following:

- **General settings** are overall information about the task, including approver, tax category, default subaccount, and billing period. The general settings also include *Visibility Settings*, the list of functional areas in which this project task must be visible. You can make tasks visible only in the functional areas in which the parent project is visible—the scope for the task cannot be wider than the scope for the project.
- **Recurring billing** can be used to implement the flat-price scenario with recurring payments when your future project uses flat rates for services or products you provide to your customer regularly. For more information about recurring billing, see [Project Billing](#).

When a user creates a new project based on a project template, the user can add to the new project any of the tasks associated with this project template and any of the existing common tasks.

Common tasks are also templates of tasks, but they are not linked to any specific project template and, as such, can be added to any new or existing project. You can create common tasks with the help of the [Common Tasks](#) (PM208000) form. Generally, you provide the same types of settings for common tasks as for the template tasks: general, budget, and recurring billing settings.

Project Templates and Common Tasks: Process Activity

The following hands-on exercise will walk you through the process of configuring project templates. You will create a common task and add this task to a project. A common task is a task that can be added to any project and that provides default settings, such as general, budget, and billing settings. You will also learn how to create a new project based on a project template, how to reestablish the budget structure of the project, and how to create a project template based on the project.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the Lake Cafe customer has ordered a juicer, along with the following services: site review, installation, and training of employees on operating the juicer. The project accountant has analyzed the past projects and realized that customers are usually doing typical fixed-price projects that involve the sale of a juicer, along with the services of installation and site review. Sometimes customers' projects also involve training on operating the juicer.

The project accountant decides to create a new project template for such a project, and to create a common task for training on operating juicers (so the task can be quickly added to projects as needed). Then the project accountant creates a project for the customer based on the created project template and common task. During the lifecycle of a project, the project accountant adjusts the project budget structure and saves the list of budget revisions for the project.

You will perform the needed actions in the system, acting as the project accountant.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

Process Overview

You create a project template on the [Project Templates](#) (PM208000) form. You create a common task on the [Common Tasks](#) (PM208030) form. Then you use the [Projects](#) (PM301000) form to create a project based on the created project template and add the common task to the project. You adjust the project budget and save project budget revisions on the [Projects](#) form.

Finally, you use the [Projects](#) form to initiate the creation of a project template based on a selected project. You complete the creation of a project template on the [Project Templates](#) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1. Creating a Project Template

A project template is an entity that you select when creating a new project to auto-populate the budget, settings, and attributes of the project with default values that are appropriate for projects of the type. (You can override these values, if needed.) To create a new project template, do the following:

1. On the [Project Templates](#) (PM208000) form, create a new project template with the following settings, as shown in the screenshot below:
 - **Template ID:** `INSTALL`
 - **Status:** *Active*
 - **Description:** `Installation project`
 - **Summary** tab:
 - **Revenue Budget Level (Project Properties section):** *Task and Item*
 - **Project Manager (Project Properties section):** *EP00000001 - Pam Brawner*
 - **Billing Period (Billing and Allocation Settings section):** *On Demand*
 - **Billing Rule (Billing and Allocation Settings section):** *COMBINED*

Project Templates

← SAVE & CLOSE [Icons] COPY TEMPLATE

* Template ID:

* Status:

* Description:

SUMMARY | TASKS | REVENUE BUDGET | COST BUDGET | EMPLOYEES | EQUIPMENT | SETTINGS | ATTRIBUTES | MAILING SETTINGS

PROJECT PROPERTIES

Revenue Budget Level:

Cost Budget Level:

Project Manager:

Restrict Employees

Restrict Equipment

Track Production Data

VISIBILITY SETTINGS

GL AP AR SO PO

IN CA CRM

Time Entries Expenses

BILLING AND ALLOCATION SETTINGS

Billing Period:

Terms:

Allocation Rule:

Run Allocation on Release of Project Transactions

Billing Rule:

Rate Table:

Figure: Settings of the project template

- On the **Tasks** tab, add to the project each task listed in the following table by clicking **Add Row** and specifying the listed identifier and description in the row.

Task ID	Description
PHASE 1	Site review
PHASE 2	Installation

By default, the system inserts *By Billing Period* as the **Billing Option** of each project task.

- On the **Revenue Budget** tab, add each line of the project revenue that is listed in the following table by clicking **Add Row** and specifying the listed settings in the row.

Project Task	Inventory ID	Original Budgeted Quantity	Unit Rate
PHASE 1	SITEREVIEW	2.00	50.00
PHASE 2	JUICER10	1.00	1,500.00
PHASE 2	INSTALL	4.00	100.00

For each line, the system inserts *REVENUE* as the **Account Group** because the *REVENUE* account group is the only account group of the income type.

4. Save your changes to the project template.

When you save the project template, the system automatically creates project template tasks corresponding to the tasks you have added to the project template.

5. On the **Tasks** tab, in the **Task ID** column, click the *PHASE 1* link to open the task on the *Project Template Tasks* (PM208010) form.

On the **Summary** tab of this form, which the system has opened in a pop-up window, notice that the **Automatically Include in Project** check box is selected by default. (See the following screenshot.) With this setting, the project template task will be automatically included in any project created based on the associated project template.

Project Template Tasks NOTES FILES HELP ▾

SAVE & CLOSE ↺ + 🗑 ⏪ ⏩ ⏴ ⏵

* Project Template ID: 🔍

* Project Template Task ID: 🔍 Default

* Description:

SUMMARY RECURRING BILLING ATTRIBUTES

TASK PROPERTIES

Automatically Include in Project

* Completion Method: ▾

Approver:

DEFAULT VALUES

Default Account:

Accrual Account:

Tax Category:

BILLING AND ALLOCATION SETTINGS

Bill Separately

Allocation Rule:

Billing Rule:

Branch:

Rate Table:

* Billing Option: ▾

WIP Account Group:

VISIBILITY SETTINGS

GL AP AR SO PO

IN CA CRM

Time Entries Expenses

Figure: The project template task

You have created a project template and project template tasks. In the next step, you will create a common task.

Step 2. Creating a Common Task

A common task is a task that can be added to any new or existing project (unlike a project template task, which is associated with just one project template). To create a common task, perform the following instructions:

1. On the *Common Tasks* (PM208030) form, create a new common task with the following settings:

- **Task ID:** TRAINING

- **Description:** Training on juicer usage
2. On the **Budget** tab, add a budget line with the following settings, as shown in the screenshot below:
 - **Account Group** *LABOR*
 - **Inventory ID:** *TRAINING*
 - **Description:** Training on juicer usage
 - **UOM:** *HOUR*
 - **Unit Rate:** 50

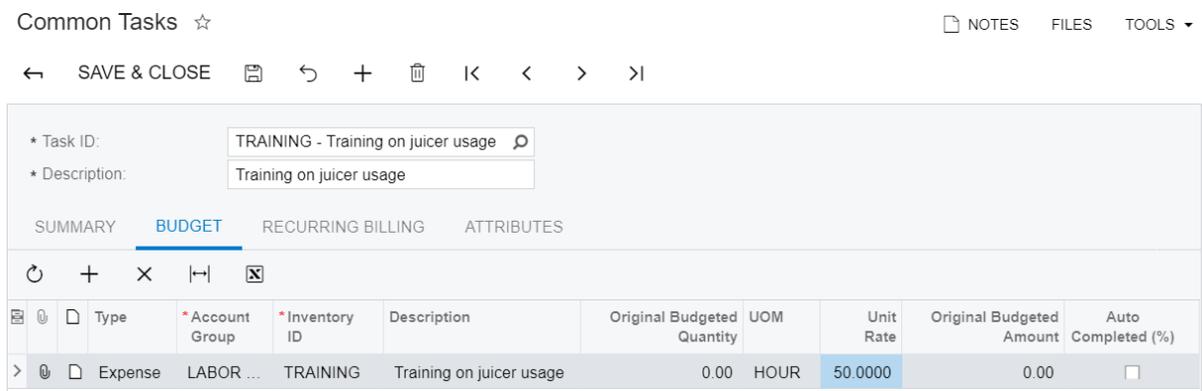


Figure: The common task

3. Save your changes to the common task.

You have created a common task. In the next step, you will create a project based on the project template you have created.

Step 3. Creating a Project Based on the Project Template

You can use the active template you have created to quickly create a new project based on this template. To create a project based on template, do the following:

1. On the [Projects](#) (PM301000) form, create a project, and specify the following settings:
 - **Project ID:** INSTLAKE
 - **Customer:** LAKECAFE - Lake Cafe
 - **Template:** INSTALL - Installation project

When you select the project template, the system fills in the relevant elements of the project with the settings specified for the template, including tasks and revenue budget lines.

2. In the Summary area, enter `Installation project for Lake Cafe` as the **Description** of the project.
3. On the table toolbar of the **Tasks** tab, click **Activate Tasks** to change the status of the added tasks to *Active*.
4. On the **Revenue Budget** tab, specify the settings in the following table as the revenue budget lines; these settings establish the original budgeted quantities of each task and inventory item.

Project Task	Inventory ID	Original Budgeted Quantity
<i>PHASE 1</i>	<i>SITEREVIEW</i>	4.00
<i>PHASE 2</i>	<i>INSTALL</i>	8.00
<i>PHASE 2</i>	<i>JUICER10</i>	2.00

When you enter the **Original Budgeted Quantity**, the system automatically calculates the **Original Budgeted Amount** as the **Original Budgeted Quantity** multiplied by the **Unit Rate**.

5. In the Summary area, clear the **Hold** check box, and save the project (which now has the *Active* status).

You have created the project based on the project template. In the next step, you will add the common task to the project.

Step 4. Adding the Common Task to the Project

The common task that you have created in this lesson can be easily added to any project. To add it to the *CUST1* project, perform the following instruction:

1. On the [Projects](#) (PM301000) form, open the *INSTLAKE* project.
2. On the table toolbar of the **Tasks** tab, click **Add Common Tasks**.
3. In the **Add Tasks** dialog box, which has opened in a pop-up window, all common tasks are listed. Select the check box in the unlabeled column for the line with the *TRAINING* common task, as shown in the following screenshot, and click **Add Common Tasks**.

The system adds the common task to the project and closes the dialog box.

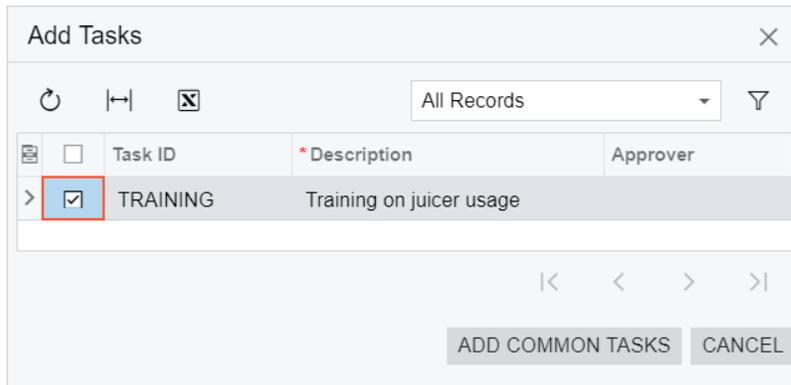


Figure: Selection of the common task for the project

4. On the **Tasks** tab, select *Active* as the **Status** of the *TRAINING* task (which you just added).
5. On the **Cost Budget** tab, make sure that the line with the *TRAINING* common task has been successfully added to the budget.
6. Save your changes to the project.

You have added the common task to the project. In the next step, you will restructure the revenue budget of the project.

Step 5. Restructuring the Project Budget

Each particular project, even one based on a template, is unique and might require various changes. Also, the lifecycle of a project can lead to adjustments to your project budget structure and require you to store the list of budget revisions. To restructure the project budget and save the original version of the budget, do the following:

1. On the *Projects* (PM301000) form, open the *INSTLAKE* project.
2. To create a backup of the original revenue budget of the project, do the following:
 - a. On the table toolbar of the **Revenue Budget** tab, click **Export to Excel** (☒).
The system exports the revenue budget to an Excel file.
 - b. On your computer, locate the created file, and rename it to **INSTLAKE_Revenue_Budget.xlsx**.
3. To attach to the project the file with the exported revenue budget, do the following:
 - a. On the form title bar, click **Files**.
 - b. In the **Files** dialog box, which has opened in a pop-up window, click **Browse**, and open the **INSTLAKE_Revenue_Budget.xlsx** file.
 - c. Click **Upload** to upload the selected file.

The system uploads the selected file to the project and shows the file in the table of the dialog box.

- d. In the line with the uploaded **INSTLAKE_Revenue_Budget.xlsx** file, click the *Edit* link, which is shown in the following screenshot.



Figure: Selection of the common task for the project

On the [File Maintenance](#) (SM202510) form, which has opened in a new tab, you can check the document revision, upload a new version of the document, or delete the document.

- e. On the **Versions** tab, enter The original revenue budget of the project in the **Comment** column for the uploaded file, as shown in the following screenshot.

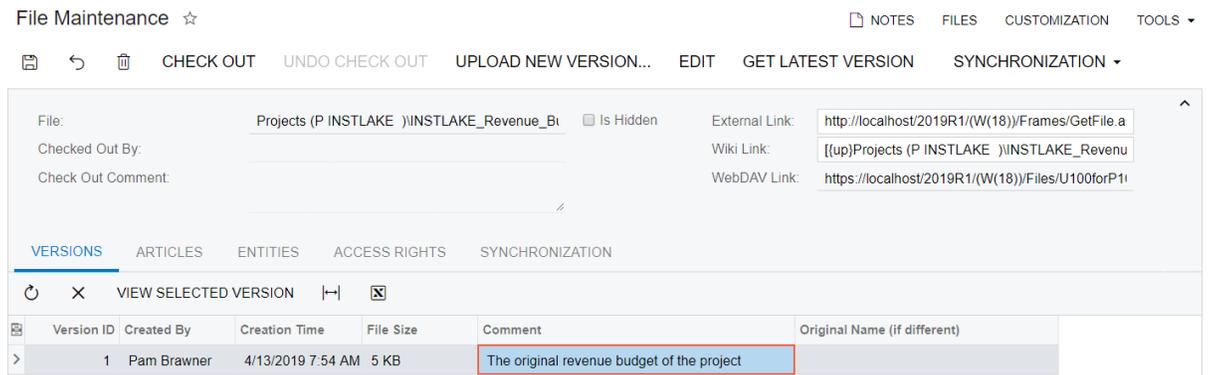


Figure: The comment on the uploaded file

- f. Save your changes to the file.
4. To upload a new revision of the revenue budget of the project to the file with the original revenue budget, do the following:
- On the form toolbar click **Upload New Version**.
 - In the **File Upload** dialog box, which has opened in a pop-up window, click **Choose File**, and open the **INSTLAKE_Revenue_Budget_1.xlsx** file, which is provided with the training materials.
 - Click **Upload** to upload the selected file.

The system uploads the selected file as a new file version and closes the dialog box.

- d. On the **Versions** tab of the *File Maintenance* form, enter `Revision 1` in the **Comment** column for the uploaded file with a **Version ID** of 2, as shown in the following screenshot.

File Maintenance ☆

NOTES FILES CUSTOMIZATION TOOLS ▾

CHECK OUT UNDO CHECK OUT UPLOAD NEW VERSION... EDIT GET LATEST VERSION SYNCHRONIZATION ▾

File: Projects (P INSTLAKE)\INSTLAKE_Revenue_Bt Is Hidden External Link: http://localhost/2019R1/(W(19))/Frames/GetFile.a

Checked Out By: _____ Wiki Link: [(up)Projects (P INSTLAKE)\INSTLAKE_Revenu

Check Out Comment: _____ WebDAV Link: https://localhost/2019R1/(W(19))/Files/U100forP1

VERSIONS ARTICLES ENTITIES ACCESS RIGHTS SYNCHRONIZATION

VIEW SELECTED VERSION

Version ID	Created By	Creation Time	File Size	Comment	Original Name (if different)
2	Pam Brawner	4/14/2019 3:35 AM	10 KB	Revision 1	INSTLAKE_Revenue_Budget_1.xlsx
1	Pam Brawner	4/13/2019 7:54 AM	5 KB	The original revenue budget of the project	

Figure: A new revision of the uploaded file

- e. Save your changes to the file, and close the browser tab with the *File Maintenance* form.
- Go back to the browser tab with the *Projects* form, and close the **Files** dialog box.
 - On the **Revenue Budget** tab, click the topmost line in the table, and on the table toolbar, click **Delete Row (X)**. Repeat this for each revenue budget line until you have deleted all the revenue budget lines of the project.
 - On the **Summary** tab (**Project Properties** section), select *Task* as the **Revenue Budget Level**.
 - On the table toolbar of the **Revenue Budget** tab, click **Load Records from File** (📁), and upload the revenue budget from the **INSTLAKE_Revenue_Budget_1.xlsx** file. While you are uploading the lines, leave the default column mapping.

The revenue budget of the project with the uploaded lines should look like the revenue budget shown in the following screenshot.

Projects ☆ NOTES FILES (1) NOTIFICATIONS CUSTOMIZATION TOOLS ▾

← SAVE & CLOSE ↶ ↷ + 🗑️ ⏪ ⏩ RUN PROJECT BILLING ACTIONS ▾ INQUIRIES ▾ REPORTS ▾ CURRENCY RATES

* Project ID: Status: Assets: 0.00
 Customer: Hold Liabilities: 0.00
 Template: Income: 0.00
 * Description: Expenses: 0.00

SUMMARY TASKS **REVENUE BUDGET** COST BUDGET BALANCES INVOICES ACTIVITY HISTORY EMPLOYEES EQUIPMENT GL ACCOUNTS ATTRIBUTES

Project Task: Group by Task Pending Invoice Amount Total: 0.00

VIEW TRANSACTIONS All Records ▾

Project Task	Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Draft Invoices Amount	Actual Quantity	Actual Amount	Completed (%)	Pending Invoice Amount
PHASE 1	REVENUE	Site review	0.00	HOUR	0.0000	200.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00
PHASE 2	REVENUE	Installation of equipment...	0.00	HOUR	0.0000	3,800.00	0.00	3,800.00	0.00	0.00	0.00	0.00	0.00
TRAINING	REVENUE	Training on juicer usage	0.00	HOUR	0.0000	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00

Figure: The revenue budget of the project uploaded from the Excel file

9. Save your changes to the project.

You have restructured the revenue budget of the project and attached budget revisions to the project. In the next step, you will bill the project.

Step 6. Billing the Project

To process the transactions of this project and bill the project, do the following:

1. On the toolbar of the *Project Transactions* (PM304000) form, click **Add a New Record (+)** to create a new batch of transactions, and in the Summary area, specify The *INSTLAKE* project: training as the **Description**.
2. On the table toolbar, click **Load Records from File** (📁), and upload the transactions from the **INSTLAKE_Project_Transactions.xlsx** file. While you are uploading the lines, leave the default column mapping.

The **Total Amount** in the Summary area of the form should be *3,680.00*.

3. On the form toolbar, click **Save** to save the project transactions, and then click **Release** to release them.
4. On the *Projects* (PM301000) form, open the *INSTLAKE* project, and make sure that the system has updated the cost budget of the project. The **Expenses** box in the Summary area of the form should now contain *3,680.00*.
5. On the form toolbar, click **Run Project Billing**. The system has created a pro forma invoice, which should look like that shown in the following screenshot, and opened it on the *Pro Forma Invoices* (PM307000) form.

Pro Forma Invoices

NOTES ACTIVITIES FILES NOTIFICATIONS TOOLS

SAVE & CLOSE RELEASE ACTIONS REPORTS

Reference Nbr.: 000020 Project: INSTLAKE - Installation project for Lake C Progress Billing Total: 0.00
 Status: On Hold Customer: LAKECAFE - Lake Cafe Time and Material Total: 4,600.00
 Hold Tax Total: 0.00
 * Invoice Date: 4/14/2019 Invoice Total: 4,600.00
 * Post Period: 04-2019
 Description: Invoice for INSTLAKE

PROGRESS BILLING **TIME AND MATERIAL** TAX DETAILS FINANCIAL DETAILS ADDRESS DETAILS

UPLOAD UNBILLED TRANSACTIONS VIEW TRANSACTION DETAILS

* Status	Project Task	Inventory ID	Description	Billed Quantity	Billed Amount	UOM	Quantity to Invoice	Amount to Invoice
Bill	PHASE 1	SITEREVIEW	Site review	4.00	200.00	HOUR	4.00	200.00
Bill	PHASE 2	JUICER10	Pro series juicer with a production rate of 1 litre per minute	2.00	3,000.00	PIECE	2.00	3,000.00
Bill	PHASE 2	INSTALL	Installation of equipment at the customers' place	8.00	800.00	HOUR	8.00	800.00
Bill	TRAINI...	TRAINING	Training on juicer usage	12.00	600.00	HOUR	12.00	600.00

Figure: The pro forma invoice created during the billing

6. In the Summary area, clear the **Hold** check box, and on the form toolbar, click **Release** to release the pro forma invoice. The system creates the accounts receivable invoice based on the pro forma invoice and assigns the *Closed* status to the pro forma invoice.
7. On the **Financial Details** tab, click the link in the **AR Ref. Nbr.** box to open the created accounts receivable invoice.
8. In the Summary area of the *Invoices and Memos* (AR301000) form, which the system has opened in a pop-up window, clear the **Hold** check box, and on the form toolbar, click **Release** to release the accounts receivable invoice.

You have billed the project. In the next step, you will restructure the revenue budget of the project again.

Step 7. Restructuring the Project Budget After Billing

Suppose that after the billing you realized that you needed an extra level of detail of the revenue budget. To perform one more budget revision after billing, do the following:

1. On the *Projects* (PM301000) form, open the *INSTLAKE* project.
2. To create a backup of the current revision of the revenue budget of the project, do the following:
 - a. On the table toolbar of the **Revenue Budget** tab, click **Export to Excel** (ⓧ).
 The system exports the revenue budget to an Excel file.
 - b. On your computer, locate the created file and rename it to **INSTLAKE_Revenue_Budget_2.xlsx**.

3. To upload the current revision of the revenue budget of the project to the file with the original revenue budget, do the following:
 - a. On the form title bar, click **Files**.
 - b. In the line with the uploaded **INSTLAKE_Revenue_Budget.xlsx** file, click the *Edit* link.
 - c. On the form toolbar of the *File Maintenance* (SM202510) form, which has opened in a new tab, click **Upload New Version**.
 - d. In the **File Upload** dialog box, which has opened in a pop-up window, click **Choose File**, and open the **INSTLAKE_Revenue_Budget_2.xlsx** file you have created.
 - e. Click **Upload** to upload the selected file.

The system uploads the selected file as a new file version and closes the dialog box.

- f. On the **Versions** tab of the *File Maintenance* form, enter *Revision 2* in the **Comment** column for the uploaded file with the **Version ID** of 3, as shown in the following screenshot.

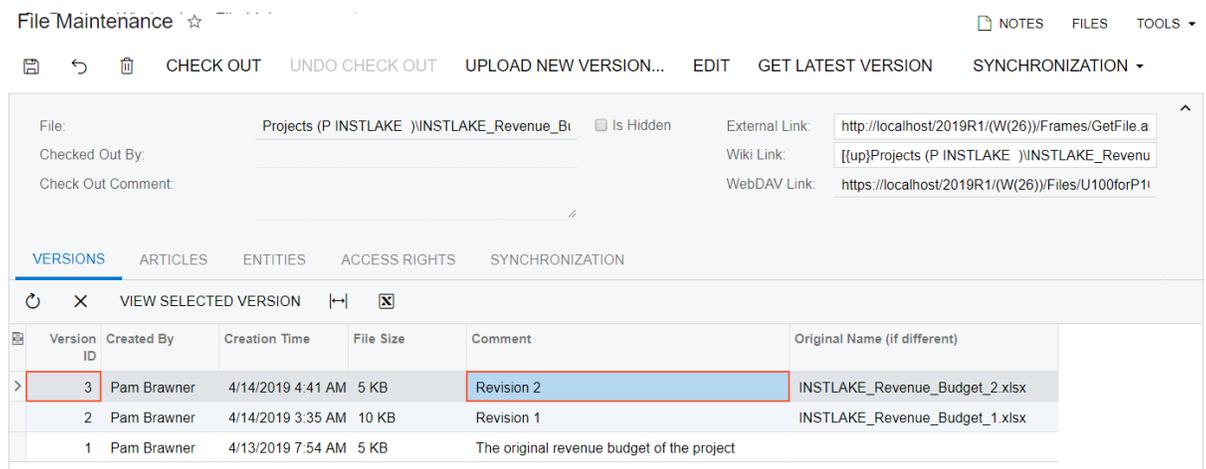


Figure: A new revision of the uploaded file

- g. Save your changes to the file, and close the browser tab with the *File Maintenance* form.
4. Go back to the browser tab with the *Projects* form, and close the **Files** dialog box.
 5. On the **Revenue Budget** tab, click the topmost line in the table, and on the table toolbar, click **Delete Row (X)**. Repeat this for each revenue budget line until you have deleted all the revenue budget lines of the project.
 6. On the **Summary** tab (**Project Properties** section), select *Task and Item* as the **Revenue Budget Level**.

- On the table toolbar of the **Revenue Budget** tab, click **Load Records from File** (📎), and upload the revenue budget from the **INSTLAKE_Revenue_Budget_3.xlsx** file. While you are uploading the lines, leave the default column mapping.

The revenue budget of the project with the uploaded lines should look like the revenue budget shown in the following screenshot.

Project Task	Inventory ID	Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Draft Invoices Amount	Actual Quantity	Actual Amount	Completed (%)	Pending Invoice Amount
PHASE 1	SITEREVIEW	REVENUE	Site review	4.00	HOUR	50.0000	200.00	4.00	200.00	0.00	0.00	0.00	0.00	0.00
PHASE 2	INSTALL	REVENUE	Installation of equi...	8.00	HOUR	100.0000	800.00	8.00	800.00	0.00	0.00	0.00	0.00	0.00
PHASE 2	JUICER10	REVENUE	Pro series juicer ...	2.00	PIECE	1,500.0000	3,000.00	2.00	3,000.00	0.00	0.00	0.00	0.00	0.00
TRAINING	TRAINING	REVENUE	Training on juicer ...	12.00	HOUR	50.0000	600.00	12.00	600.00	0.00	0.00	0.00	0.00	0.00

Figure: The revenue budget of the project uploaded from the Excel file

- Save your changes to the project.
- On the **Validate Project Balances** (PM504000) form, select the check box in the unlabeled column of the table for the line with the **INSTLAKE** project.

You are validating the project balances to recalculate the revenue budget in accordance with the related invoices.

- In the Summary area of the form, select the **Recalculate Draft Invoices Amount** check box, and on the form toolbar, click **Validate**.

The system validates the balances of the **INSTLAKE** project and recalculates the amounts affected by invoices.

Validate Project Balances ☆ TOOLS ▾

Recalculate Unbilled Summary
 Rebuild Commitments
 Recalculate Draft Invoices Amount

Project ID	Description	Customer	Status	Start Date	End Date
HMBAKERY8	Installation of juicers	HMBAKERY	Active	1/22/2019	
INSTLAKE	Installation project for Lake Cafe	LAKECAFE	Active	4/13/2019	
TOMYUM1	A training for employees	TOMYUM	Active	1/9/2019	
TOMYUM10	A juicer with the installation and training for employees	TOMYUM	Active	1/25/2019	
TOMYUM11	A training for employees	TOMYUM	Active	1/28/2019	
TOMYUM2	A juicer with the installation and training for employees	TOMYUM	Active	1/11/2019	
TOMYUM3	A juicer with the installation and training for employees	TOMYUM	Active	1/15/2019	

Figure: Selection of the project to recalculate the balances

11. On the [Projects](#) form, open the *INSTLAKE* project.

12. On the **Revenue Budget** tab, review the revenue budget, which should look like the budget shown in the following screenshot.

Projects NOTES FILES (1) NOTIFICATIONS TOOLS ▾

Project ID: INSTLAKE Status: Active Assets: 0.00
 Customer: LAKECAFE - Lake Cafe Liabilities: 0.00
 Template: INSTALL - Installation project Income: 4,600.00
 Description: Installation project for Lake Cafe Expenses: 3,680.00

SUMMARY TASKS **REVENUE BUDGET** COST BUDGET BALANCES INVOICES ACTIVITY HISTORY EMPLOYEES EQUIPMENT GL ACCOUNTS ATTRIBUTES

Project Task: Pending Invoice Amount Total: 0.00

Project Task	Inventory ID	Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Draft Invoices Amount	Actual Quantity	Actual Amount	Completed (%)	Pending Invoice Amount
PHASE 1	SITEREVIEW	REVENUE	Site review	4.00	HOUR	50.0000	200.00	4.00	200.00	0.00	4.00	200.00	0.00	0.00
PHASE 2	INSTALL	REVENUE	Installation of equi...	8.00	HOUR	100.0000	800.00	8.00	800.00	0.00	8.00	800.00	0.00	0.00
PHASE 2	JUICER10	REVENUE	Pro series juicer ...	2.00	PIECE	1,500.0000	3,000.00	2.00	3,000.00	0.00	2.00	3,000.00	0.00	0.00
TRAINING	TRAINING	REVENUE	Training on juicer ...	12.00	HOUR	50.0000	600.00	12.00	600.00	0.00	12.00	600.00	0.00	0.00

Figure: The revenue budget of the project with the recalculated actual values

You have restructured the revenue budget of the billed project. In the next step, you will create a project template based on an existing project.

Creation of Templates and Projects Based on a Project: Process Activity

In this lesson, you will learn how to create a new project as a copy of an existing project. You will also create a project template that is based on an existing project. (A project template does not have to be based on an existing project; you could instead specify all of the needed settings.) A project template provides the default settings of a newly created project, thus making it easier to enter a new project. The user can change any of the default settings and add additional project-specific settings.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered a juicer, along with the following services: site review, installation, and training of employees on operating the juicer. The project accountant has analyzed the customer's past projects (that is, those that were already completed) and realized that the customer is usually doing typical fixed-price projects that involve the sale of a juicer, along with the services of installation and training on operating the juicer.

The project accountant decides to create a new project as a copy of an existing project of this customer. Finally, the project accountant wants to create a template based on an existing project of this customer, for quick entry of new projects for the customer. You will perform the needed actions in the system, acting as the project accountant.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

On the [Projects](#) (PM301000) form, the *HMBAKERY4* project has been created.

Process Overview

You use the [Projects](#) (PM301000) form to create a copy of an existing project and initiate the creation of a project template based on a selected project. You complete the creation of a project template on the [Project Templates](#) (PM208000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the 123 password.

2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

Step 1: Creating a Copy of an Existing Project

To create a copy of an existing project, do the following:

1. On the [Projects](#) (PM301000) form, open the *HMBAKERY4* project, and do the following:
 - On the **Tasks** tab, review the project tasks.
 - On the **Cost Budget** tab, review the cost budget of the project.
2. On the form toolbar, click **Actions > Copy Project** to create a copy of the project.
3. In the **Copy Project** dialog box, which opens in a pop-up window, enter *HMBAKERY10* as the **Project ID** and click **OK**.

The system creates a copy of the project with the ID that you entered, closes the dialog box, and opens the created project on the same form.

4. On the **Tasks** tab, review the project tasks, and on the table toolbar, click **Activate Tasks** to change the status of all the tasks to *Active*.
5. On the **Cost Budget** tab, review the cost budget of the project.
6. For the line with the *PHASE2* project task and the *TRAINING* inventory item, enter *6.00* as the **Original Budgeted Quantity**.
7. In the Summary area, clear the **Hold** check box; save the project (which now has the *Active* status).

Step 2: Creating a Template Based on an Existing Project

To create a template based on an existing project, do the following:

1. On the [Projects](#) (PM301000) form, open the *HMBAKERY4* project.
2. On the form toolbar, click **Actions > Create Template**.
3. In the **New Project Template** dialog box, which opens in a pop-up window, enter *HMBAKERY* as the **Template ID**, and click **OK**.

The system creates a template based on the project (with the ID you have entered), closes the dialog box, and opens the created project template on the [Project Templates](#) (PM208000) form.

4. Review the following settings of the created project template:
 - On the **Tasks** tab, the tasks of the project template

- On the **Cost Budget** tab, the cost budget of the project template
5. In the Summary area, select *Active* as the **Status** of the project template.
 6. Save your changes to the project template.

Self-Test Exercise

Create a project by using the created *HMBAKERY* project template.

Lesson 11: Budget Control on Document Entry

Budget Control on Document Entry: General Info

In Acumatica ERP, the project budget can be exceeded as users enter documents. The system can check whether an entered document is within the cost budget of the project, taking into consideration the portion of the budget that has already been consumed.

Lesson Objectives

You will learn how to:

- Configure project accounting to control the budget on document entry
- Control the budget on entry such documents as AP bills and purchase orders

Applicable Scenarios

You control the project budget on document entry if, for example, you need to approve with the customer all the budget overruns caused by project-related documents before such the documents are released.

Enabling the Budget Control on Document Entry

To cause the system to control the project budget, an administrative user selects *Show a Warning* in the **Budget Control** box on the **General Settings** tab of the *Projects Preferences* (PM101000).

Controlling the Budget on Document Entry

If an amount exceeds the cost budget of a project, the warning is shown in the **Ext. Cost** column on the **Document Details** tab of the *Purchase Orders* (PO301000) and *Bills and Adjustments* (AP301000) forms, in the **Amount** column on the **Commitment** tab of the *Change Orders* (PM308000) form, and in the Summary area of these forms. On the *Purchase Orders* form, the system controls only documents of the *Open* and *Drop Ship* types.

The warning is shown when you enter an amount that exceeds the project budget, or when a document with such an amount is saved with any status except *Closed* for change orders and *Open* for purchase orders and AP bills. The document approver also sees this warning if the amount exceeds the project budget.

The warning message in the document line displays the applicable amounts of the following:

- *Budgeted*: The revised budgeted amount of the corresponding project budget line in the project currency
- *Consumed*: The sum of the actual amount and the committed open amount of the corresponding project budget line in the project currency
- *Available*: The difference between the *Budgeted* and *Consumed* amounts

- *Document*: The sum of the **Ext. Cost** minus the **Discount Amount** amounts of all the document lines that impact the same budget line in the validated document
- *Remaining*: The difference between the *Available* and *Document* amounts

All the budget overruns of a project can be reviewed on the [Project Budget Overruns](#) (PM404000) form.

Budget Control During Document Entry: Process Activity

The following hands-on exercise will walk you through the process of checking whether a newly entered document fits the existing project budget.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the West BBQ Restaurant customer has ordered a juicer from your company, along with the following services, which your company has contracted the Squeezeo Inc. vendor to provide: installation, and employee training on operating the juicer. The project accountant has created the project. The vendor has delivered and installed the juicer, and a consultant working for the vendor has provided the training. The juicer has cost an extra \$200 beyond the budgeted amount, and the installation and the training have taken two hours more than the number of hours budgeted. Acting as the project accountant, you need to update the project, checking whether the costs are within the project budget.

Configuration Overview

For the purposes of this lesson, the following features have been enabled on the [Enable/Disable Features](#) (CS100000) form:

- *Project Accounting*, which provides support for the project accounting functionality
- *Inventory*, which provides the ability to maintain stock items and to create and process purchasing documents that include stock items

On the [Projects](#) (PM301000) form, the *WESTBBQ2* project has been created.

Process Overview

To configure the system to control whether documents can exceed the project budget, you will specify the necessary settings on the [Projects Preferences](#) (PM101000) form. Then you will capture project costs by processing a change order on the [Change Orders](#) (PM308000) form, an accounts payable bill on the [Bills and Adjustments](#) (AP301000) form, and a purchase order on the [Purchase Orders](#) (PO301000) form. While you process documents for capturing costs,

you will review budget overruns on the entry forms. You will then review all the project budget overruns at once on the [Project Budget Overruns](#) (PM404000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the lesson, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the *U100* dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.
3. On the [Projects Preferences](#) (PM101000) form, on the **General Settings** tab (**General Settings** section), select the **Internal Cost Commitment Tracking** check box to make it possible to track purchase orders as cost commitments, and save your changes to the project accounting preferences.

Step 1: Configuring the Budget Control

To configure the system to display a warning if a new document exceeds the project budget, and to update the actual values of the project budget, do the following:

1. On the **General Settings** tab (**General Settings** section) of the [Projects Preferences](#) (PM101000) form, select *Show a Warning* as the **Budget Control**.

With this setting, the system shows warnings if documents of the following types exceed the project budget: commitments within change orders, purchase orders, accounts payable bills, and subcontracts.

2. Save your changes to the project accounting preferences.

Step 2: Creating a Change Order for the Project

To review the project and create a change order for the project, do the following:

1. On the [Projects](#) (PM301000) form, open the *WESTBBQ2* project, and on the **Cost Budget** tab, review the cost budget of the project. Notice that the budget's actual values are zero and the budget has no changes or open related commitments.
2. On the form toolbar, click **Create Change Order**. The system creates a change order and opens it on the [Change Orders](#) (PM308000) form.
3. In the Summary area, enter *Adjustment to the WESTBBQ2 project* as the **Description**.
4. On the **Commitments** tab, add a commitment line with the following settings:
 - **Project Task:** *PHASE1*

- **Inventory ID:** *JUICER15*
- **Quantity:** 1.00
- **Unit Cost:** 2,200.00
- **Vendor:** *SQUEEZO*

5. Save your changes to the change order.

6. Notice that a warning has appeared in the **Amount** column (see the following screenshot). This is occurring because the budget for the juicer is \$2,000, whereas the amount of the change order line is \$2,200 and the change exceeds the available budget by \$200.

The screenshot shows the 'Change Orders' form with the 'COMMITMENTS' tab selected. The form includes fields for Reference Nbr., Status, Class, Project, Customer, Change Date, Approval Date, Contract Time, and Description. Summary statistics are shown on the right: Revenue Budget Change Total: 0.00, Commitments Change Total: 2,200.00, and Cost Budget Change Total: 0.00. A table below shows a single row for 'Commercial juicer ...' with a quantity of 1.00, unit cost of 2,200.00, and amount of 2,200.00. A yellow warning box at the bottom right of the table states: 'Budgeted: 2000.00, Consumed: 0.00, Available: 2000.00, Document: 2200.00, Remaining: -200.00'.

Figure: The amount that exceeds the project budget

Also notice that a warning has also appeared in the Summary area of the form.

Step 3: Creating a Bill and Purchase Order for the Project

To create a bill and purchase order for the project, do the following:

1. On the *Bills and Adjustments* (AP301000) form, create a bill, and in the Summary area, select *SQUEEZO* as the vendor.
2. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the added row:
 - **Inventory ID:** *TRAINING*
 - **Quantity:** 10.00
 - **Project:** *WESTBBQ2*

Lesson 12: Lock of the Budget and Commitments

Lock of the Budget and Commitments: Process Activity

In this lesson, you will learn how to prevent the original budget values of the project from being edited. You will also learn how to prevent the creation of purchase orders for the project on the [Purchase Orders](#) (PO301000) form, which prevents the creation of commitments for the project.



The following activity is based on the *U100* dataset. If you are using another dataset, or if any system settings have been changed in *U100*, these changes can affect the workflow of the activity and the results of the processing. To avoid any issues, restore the *U100* dataset to its initial state.

Story

Suppose that the HM's Bakery and Cafe customer has ordered a juicer, along with the services of installation and training for its employees on operating the juicer. The project accountant has created a project. You will lock the project budget and commitments for the project, acting as the project accountant.

Configuration Overview

For the purposes of this lesson, on the [Enable/Disable Features](#) (CS100000) form, the *Project Accounting* feature has been enabled to support the project accounting functionality.

On the [Projects](#) (PM301000) form, the *HMBAKERY11* project has been created.

Process Overview

On the [Projects](#) (PM301000) form, you lock the project budget to prevent the original budget values of the project from being edited. You also lock commitments to prevent the creation of purchase orders for the project on the [Purchase Orders](#) (PO301000) form.

System Preparation

To sign in to the system and prepare to perform the instructions of the activity, do the following:

1. Launch the Acumatica ERP website, and sign in to a company with the U100 dataset preloaded as Pam Brawner by using the *brawner* login and the *123* password.
2. In the info area, in the upper-right corner of the top pane of the Acumatica ERP screen, make sure that the business date in your system is set to *1/30/2020*. If a different date is displayed, click the Business Date menu button, and select *1/30/2020* on the calendar. For simplicity, in this activity, you will create and process all documents in the system during this business date.

3. On the *Projects Preferences* (PM101000) form, on the **General Settings** tab (**General Settings** section), select the **Internal Cost Commitment Tracking** check box to be able to track purchase orders by project as cost commitments, and save your changes to the project accounting preferences.

Step 1: Locking the Budget of the Project

To protect the original budgeted values and prevent them from being edited, do the following.

1. On the *Projects* (PM301000) form, open the *HMBAKERY11* project, and on the **Revenue Budget** tab, review the revenue budget of the project.
2. In the revenue budget line with the *PHASE1* task and *INSTALL* inventory item, enter 5.00 as the **Original Budgeted Quantity**.
3. Save your changes to the project.
4. On the form toolbar, click **Actions > Lock Budget** to prevent the original budgeted values from being edited.



If you needed to unlock the project budget, you would use the **Unlock Budget** action, which reverses the effects of the **Lock Budget** action.

5. Notice that you cannot adjust budget settings in the **Original Budgeted Quantity, Unit Rate, and Original Budgeted Amount** columns.
6. In the revenue budget line with the *PHASE1* task and the *INSTALL* inventory item, enter 6.00 as the **Revised Budgeted Quantity**.
7. Save your changes to the project.

Step 2: Locking Commitments for the Project

To prevent the direct creation of purchase orders for the project, do the following.

1. On the *Projects* (PM301000) form, open the *HMBAKERY11* project, and review the cost budget on the **Cost Budget** tab. Pay attention to the committed values that are equal to zero.
2. On the *Purchase Orders* (PO301000) form, create a purchase order with the following settings:
 - **Vendor:** *SQUEEZO*
 - **Description:** Purchase for HM's Bakery & Cafe
3. On the **Document Details** tab, click **Add Row** on the table toolbar, and specify the following settings in the row:
 - **Inventory ID:** *INSTALL*
 - **Order Qty.:** 4.00

- **Project:** *HMBAKERY11*
4. In the Summary area, clear the **Hold** check box; save the purchase order, which now has the *Open* status.

When the *Open* status is assigned to the purchase order, the system creates commitments for the project.
 5. On the [Projects](#) form, open the *HMBAKERY11* project, and review the updated cost budget on the **Cost Budget** tab. Pay attention to the committed values that are not equal to zero.
 6. Click the cost budget line, and on the table toolbar, click **View Commitment Details** to review the list of corresponding commitments on the [Commitments](#) (PM306000) form, which the system opens in a pop-up window.
 7. Close the pop-up window with the form.
 8. On the form toolbar, click **Actions > Lock Commitments** to prevent the creation of commitments for the project.



If you needed to unlock the project commitments, you would use the **Unlock Commitments** action, which reverses the effects of the **Lock Commitments** action.

9. On the [Purchase Orders](#) form, create one more purchase order, and specify the following settings:
 - **Vendor:** *SQUEEZO*
 - **Description:** *Purchase for HM's Bakery & Cafe*
10. On the **Document Details** tab, click **Add Row**, and specify the following settings in the row:
 - **Inventory ID:** *INSTALL*
 - **Order Qty.:** *2.00*
 - **Project:** *HMBAKERY11*

When you select the project, the system shows an error message in the **Project** column that says you cannot create purchase order commitments for this project because the commitments are locked for the project (see the following screenshot).

Purchase Orders ☆ NOTES ACTIVITIES FILES NOTIFICATIONS TOOLS ▾

← SAVE & CLOSE ↶ ↷ + ✖ 📄 |< < > >| ACTIONS ▾ REPORTS ▾

Type: <input type="text" value="Normal"/>	* Vendor: SQUEEZO - Squeeze Inc.	Line Total: 160.00	
Order Nbr.: <input type="text" value="<NEW>"/>	Owner: EP00000001 - Pam Brawner	Discount Total: <input type="text" value="0.00"/>	
<input checked="" type="checkbox"/> Hold	Currency: USD 1.00 <input type="text" value="VIEW BASE"/>	VAT Exempt T...: <input type="text" value="0.00"/>	
Status: On Hold	Vendor Ref.: <input type="text"/>	VAT Taxable T...: <input type="text" value="0.00"/>	
* Date: <input type="text" value="1/30/2020"/>		Tax Total: <input type="text" value="0.00"/>	
Promised On: <input type="text" value="1/30/2020"/>		Order Total: <input type="text" value="160.00"/>	
Description: <input type="text" value="Purchase for HM's Bakery & Cafe"/>			

✖ DOCUMENT DETAILS TAX DETAILS SHIPPING INSTRUCTIONS VENDOR INFO PO HISTORY CHANGE ORDERS OTHER INFORMATION

↶ + ✎ ✖ ADD ITEM VIEW SO DEMAND ADD BLANKET PO ADD BLANKET PO LINE ↔ 🔍 ⬆

	Inventory ID	Line Type	Warehouse	Line Description	UOM	Order Qty.	Qty. On Receipts	Unit Cost	Ext. Cost	Project	Project Task
<input checked="" type="checkbox"/>	<input type="text" value="INSTALL"/>	Service		Installation of equipment...	HOUR	2.00	0.00	80.0000	160.00	HMBAKERY11	✖

To be able to create original purchase order commitments for this project, perform the **Unlock Commitments** action for the project on the **Projects (PM301000)** form.

Figure: The restriction of commitment creation for the project