

# EU: Project Billing and Change Management

Anna Tsygankova [anna.tsygankova@acumatica.com](mailto:anna.tsygankova@acumatica.com)

Senior Analyst, Projects module

Tamara Mekhantseva [tmekhantseva@acumatica.com](mailto:tmekhantseva@acumatica.com)

Senior Analyst, Projects module

# Timing

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## Day One

Monday June 24, 2019

- 9 AM -11 AM PT

## Day Two

Tuesday June 25, 2019

- 9 AM -11 AM PT

# Agenda

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- Integration with General Ledger
- Combined Billing Rules
- Billing Rates for Time and Materials Billing
- Correction of a Pro Forma Invoice
- Project Budget Structure
- Change Orders to Budget
- Change Orders to Commitments
- Time Cards and Time Activities for Projects\*\*
- Configuring Project Invoices\*\*
- Configuring Billing Rules\*\*
- Credit Memo Workflow \*\*

\*\* Time Permitting

# Session Information

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- Open Acumatica instance by clicking the link that you have received from Acumatica Training team. Select the tenant name you've been provided with. Please raise hand in case you do not have a personal tenant.
- Feel free to ask questions during the session. To do so please raise your hand via Ring Central and post your question using the Chat feature of Ring Central.
- Three polling questions will be presented on each day (random time). These are necessary for those seeking CPE credits (2 total).
- Please fill in the evaluation survey twice at the end of the day one and day two session as well.
- Both sessions will be recorded and posted on Acumatica Open University. The Training team will send a link after the session is published.

# Learning Objectives

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At the end of the learning you will:

- Have expanded on some of topics introduced during the Project Accounting: Basic Course
- Have tried how Projects module is integrated with other modules through General Ledger module by posting transactions
- Have learned what Billing Rules are and how they are used when generating Invoices
- Be in a position to edit or add lines that appear on a Pro Forma Invoice prior to the generation of a final Receivables Invoice
- Know how to work with Budget and Commitment Change Orders
- Be able to enter Time and Activities against a Project
- Be able to process a Credit Memo against a Project

# Lesson One Integration Between Project Accounting and the General Ledger

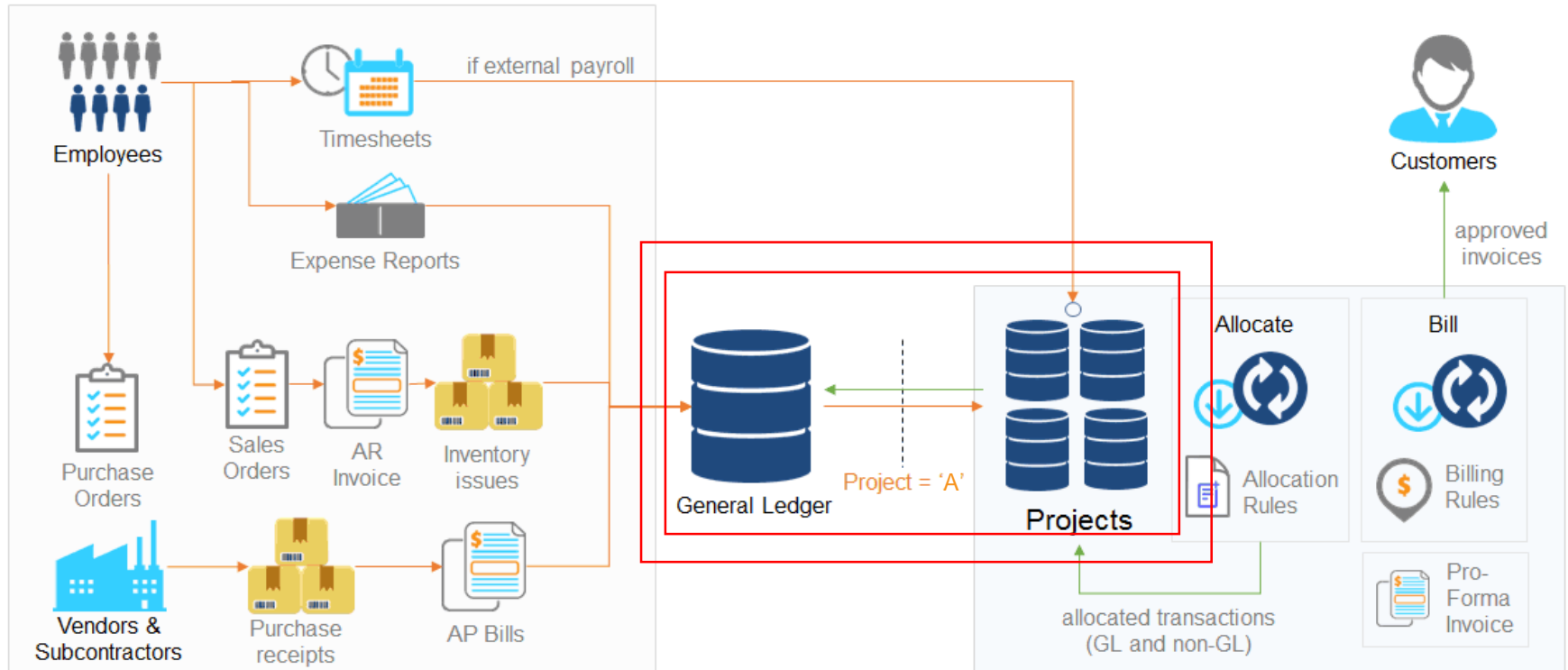
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In this lesson you will learn how to create project transactions directly (using the Project Transactions form) and indirectly (using the Journal Transactions form). You will learn how the Project Accounting module is integrated with the General Ledger module and how one module can affect information stored in another module.

In Acumatica you can create project transactions in different ways:

- by entering a Project Transaction directly on the Project Transaction form
  - PM -> GL
  - PM (you can also enter project transactions that do not update the General Ledger module)
- by entering a General Ledger transaction with specified Project and Project task
  - GL -> PM
  - GL (you can also post general ledger transactions that do not update the Projects module)

# Project Flow: Integration with General Ledger



# Lesson One Exercise

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- Story 1. Project Accountant needs to capture costs for 2 types of activities, which his company has already provided to the client:
  - Conducting the training itself (project costs)
  - The trainer's travel expenses (non-project costs)



# Lesson Two Combined Billing Rule

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In this lesson you will learn how to bill a project using a combined billing rule (project contains tasks assigned with a combined billing rule)

Combined billing rule includes both progress billing steps and T&M (time and material) steps

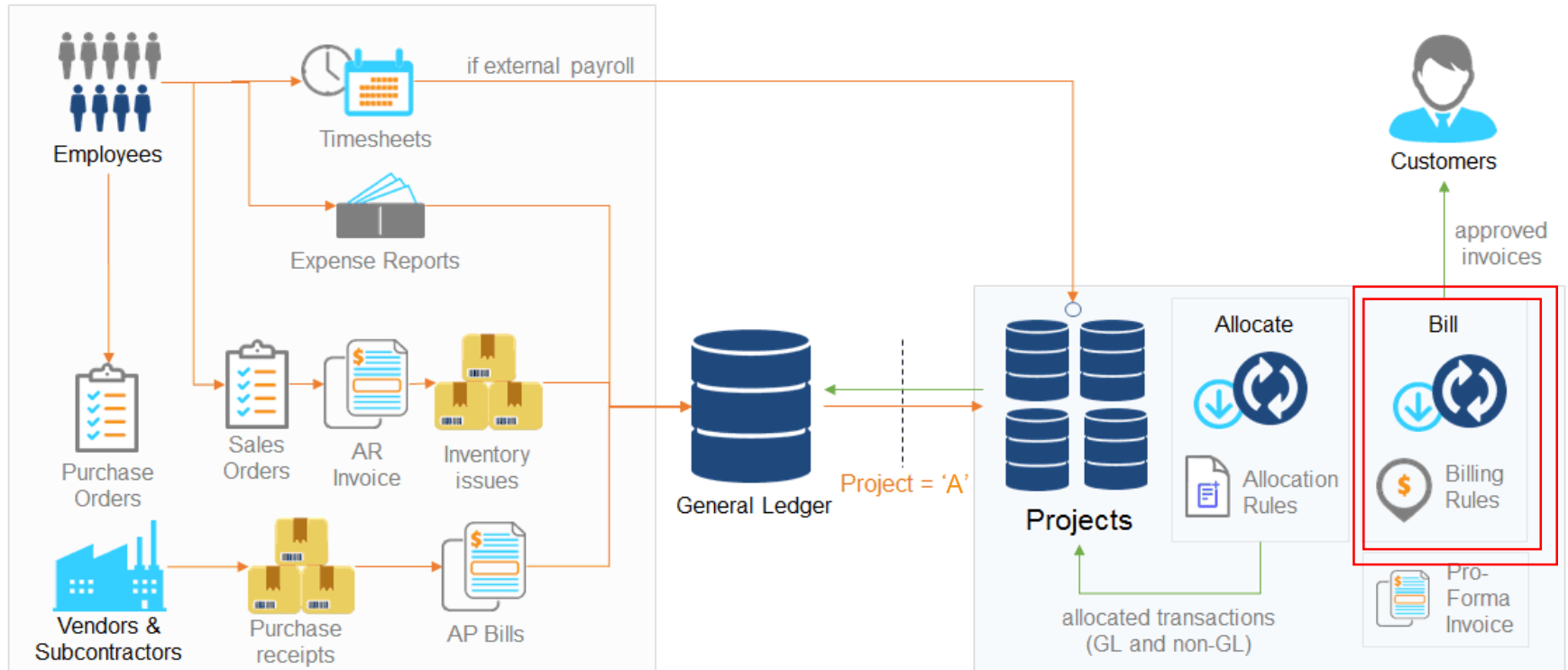
- Progress billing step: revenue budget lines are billed (you bill for a completed percent of the task)
- Time and Material billing step: project transactions are billed (you bill for posted transactions amounts)

When you Run Project Billing, created AR invoice contains lines, generated by progress billing steps as well as lines, generated by time and material billing steps

You can issue product/inventory towards a project and this will get billed against the Project (material costs will be issued as the project costs instead of general costs of goods sold)

- ✓ Billing rule is set at a project task level (not at a project level)
- ✓ Billing procedure is available for external projects only (project should have a customer)
- ✓ Billing results in creating an invoice for a customer
- ✓ Project Billing is run on Run Project Billing (PM503000) form

# Project Flow: Billing Rules



## Lesson Two Exercise

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- Story 2. Project Accountant needs to update the progress of the project and bill the first stage of the project to the customer
  - issue the juicer
  - update project completeness = 50%
  - bill the customer for the first stage of the project = 50% progress (progress billing) + juicer (t&m billing)

# Lesson Three Billing Rates for Time and Material Billing

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In this lesson you will learn how to use different billing rate sources for billing a time and material project:

- Constant multiplication factor
- Sale prices
- Rate tables

Billing Rates/Sales Prices are pricing mechanics used to change the billed amount before generating an invoice for the client

Billing rates and Sales Prices are only used with Time and Material billing – i.e. when transactions amounts are collected and can then be multiplied with some dynamic parameters instead of manually entered multipliers

# Lesson Three Exercise

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- Story 3. Project Accountant needs to increase amounts for the following captured costs before billing the customer:
  - juicer *@Price*
  - training *@Rate (employee/project-based prices)*
  - installation *multiplied by 1.25*

# Lesson Four Correction of Pro Forma Invoice

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In this lesson you will learn how to create a Pro Forma Invoice and adjust it in different ways:

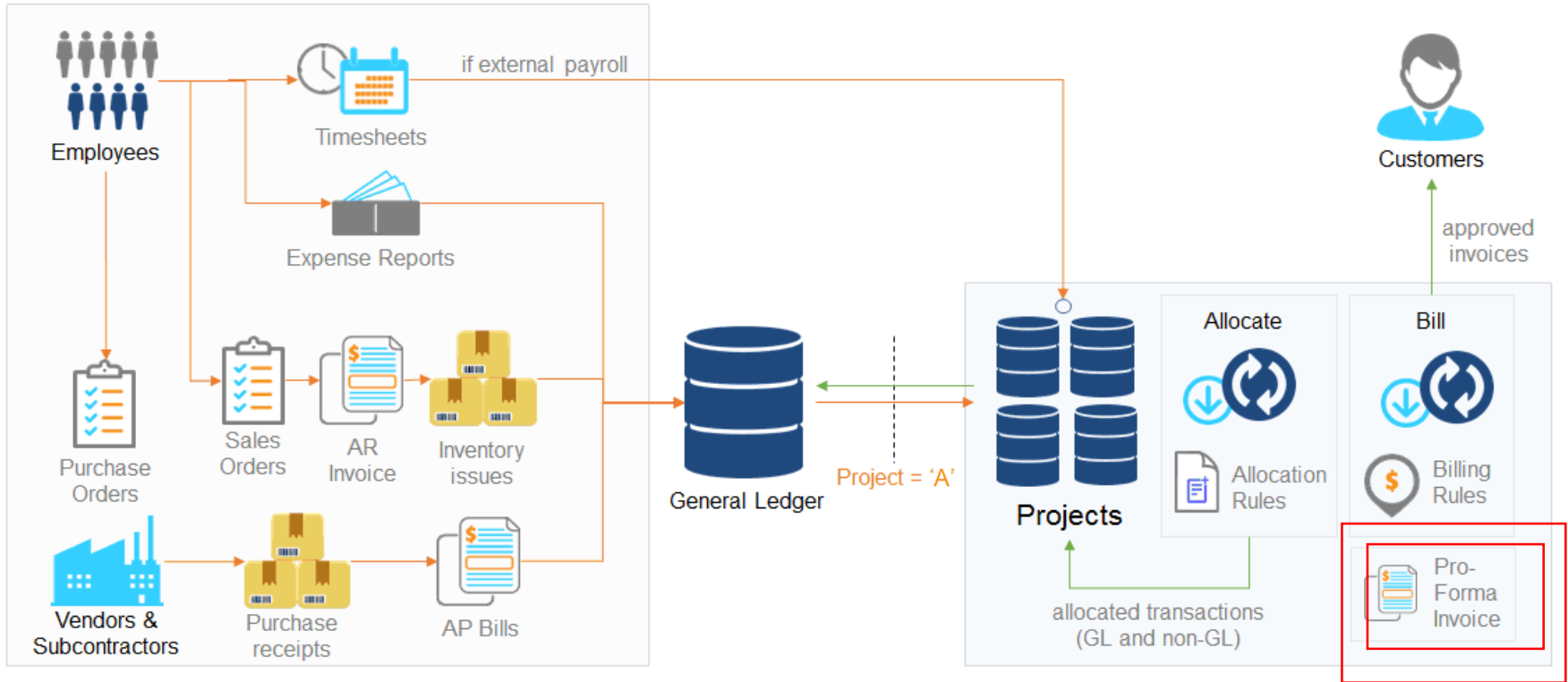
- Postpone the line amount partially until the next billing (Hold Remainder)
- Postpone the full line amount until the next billing (remove the line)
- Remove the whole line (Write Off)
- Edit the line amount (Write Off Remainder)

A Pro Forma Invoice gives you (and the client if appropriate) the opportunity to review an invoice before it's posted and the project is updated

The decision to use Pro Forma Invoices is determined at the Project level

A pro forma invoice can be created only through the project billing process

# Project Flow: Correction of a Pro Forma Invoice



# Lesson Four Exercise

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- This exercise will take approximately 15 minutes to complete
- Story 4. Project Accountant has sent a pro-forma for the customer's approval and needs to adjust it before creating a final invoice so that:
  - the part of the juicer billing amount is postponed to the next billing date
  - site review cost is written off
  - training will be applied with a 50% discount
  - \$100 will be charged for an additional training session



# Lesson Five Project Budget Structure

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In this lesson you will learn how to manage structure of a project budget to make it more or less detailed:

- Specify Revenue Budget level of details (how detailed a line is shown)
- Update Cost Budget level of details (how detailed a line is updated)

Budget structure can be changed to visually improve budget lines comparing and for reporting purposes and also to reduce number of budget lines created from transactions in case some details do not matter and can be aggregated in one line

Revenue budget and Cost budget update level of details are managed separately on different forms

## Lesson Five Exercise

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- Story 5. Project accountant specifies the project cost and revenue budget using different levels of detail.



# Thank you!

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**Anna Tsygankova**  
**Senior Analyst, Projects module**  
**[anna.tsygankova@acumatica.com](mailto:anna.tsygankova@acumatica.com)**



# Please fill out your survey!

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<https://www.surveymonkey.com/r/onlinesessions2019>