

EU: Project Billing and Change Management

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Timing

Day One

Monday June 24, 2019

- 9 AM -11 AM PT

Day Two

Tuesday June 25, 2019

- 9 AM -11 AM PT

Agenda

Day 1



Project integration with General Ledger



Project billing: combined billing rule, billing rates for time and material billing



Pro forma invoices, correction of a pro forma invoice



Project budget structure

Day 2



Change management: change orders to budget and commitments



Labor cost rates: project time tracking & expenses



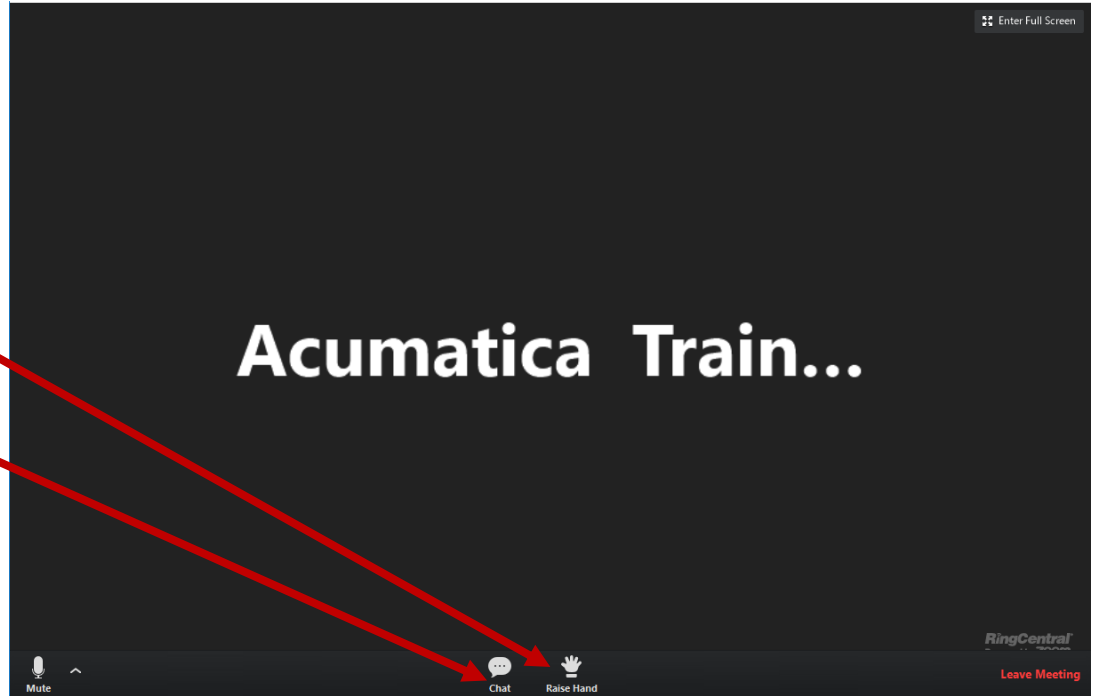
Configuring project invoices, modifying billing rules



Credit memo workflow

RingCentral Platform

- All the attendees except for the training instructor are muted
- If you have a question
 - Raise your hand
 - Write the question to the chat



25 June 2019

Timetable

Time (PDT)	Content
9.00 AM – 10.40 AM	Training session
10.40 AM – 11.00 AM	Q&A, survey

Session Rules

- All attendees must be in Mute mode
- Polling questions will be asked at random moments, without advance notice (**CPE** credits)
- If you have a question, enter it in Chat and click Raise Hand
- **For each Lesson:**
 - Discuss the scenario presented
 - Highlight key points, terminology and best practices
 - Each student performs the exercise individually:
 - 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.
- **Final Exam (certification) through Acumatica University**
- Please fill in the evaluation **survey** at the end of the session
- The session will be recorded and be posted on Acumatica Open University. Our Training team will provide you with the link after the session is published

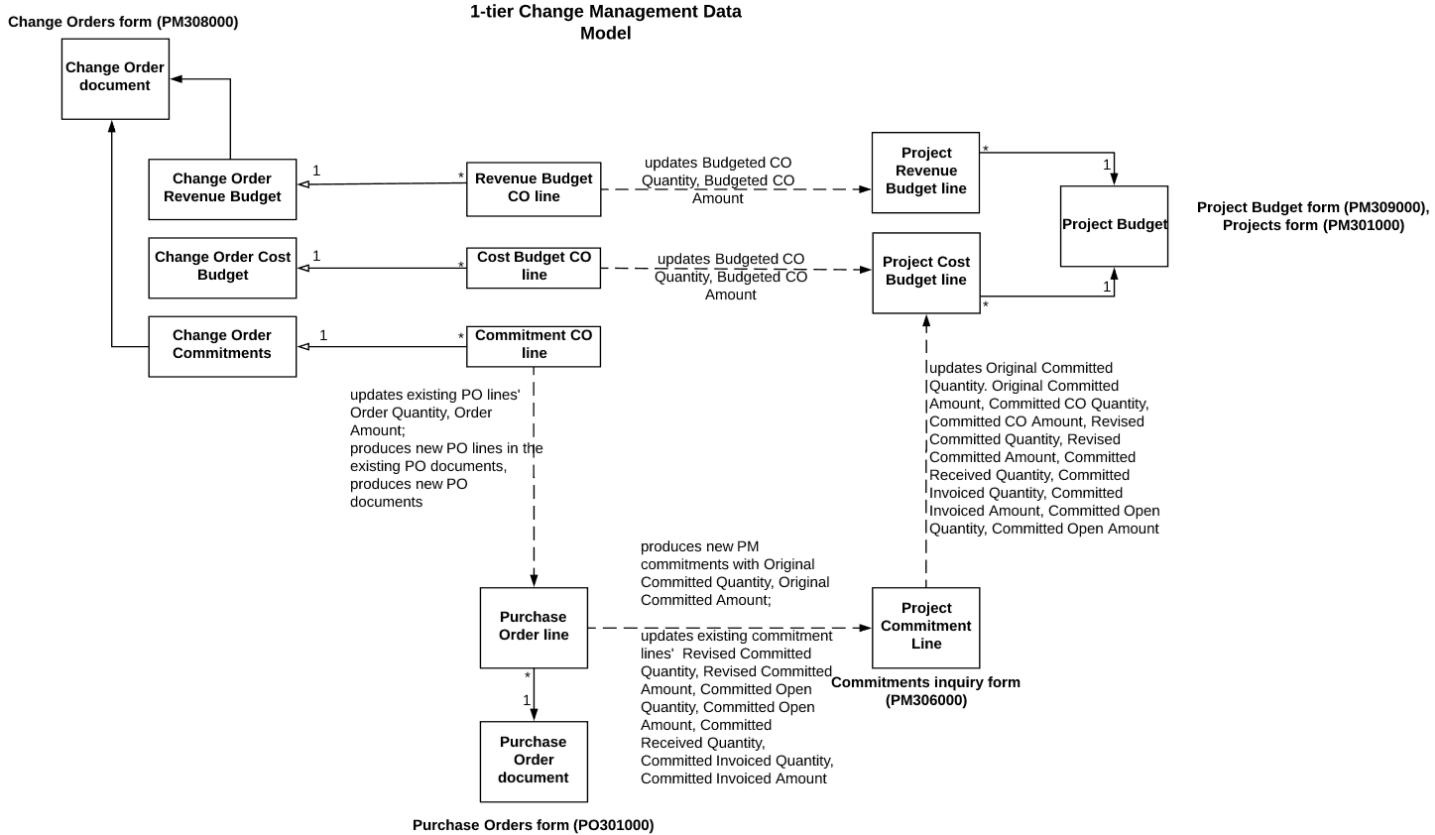
Project Accounting Intermediate: Day 2 learning objectives

At the end of the session you will:

- Know how to work with project change orders to the project budget and project commitments
- Be able to enter time activities against a project
- Learn how to group billable items by different invoices
- Be able to process a credit memo against a project

Change Management

Change Management



Change Management: Configuration

Enable/Disable Features ☆ CS100000

↶ MODIFY ENABLE

- Case Management
- Lead/Contact Duplicate Validation
- Sales Quotes
- Projects
 - Project Accounting
 - Change Orders
 - Budget Forecast
 - Cost Codes
 - Project Quotes
 - Multi-Currency Projects
 - Construction
 - Construction Project Management

Projects ☆

PM301000

← SAVE & CLOSE 📄 ↶ + 🗑️ ⏪ < > ⏩

* Project ID: TOMYUM6 🔍
Customer: TOMYUM - Thai Food Restaurant 🔍 ✎
Template: ✎
* Description: A juicer with the installation and training for employ

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCE

PROJECT PROPERTIES

Revenue Budget Level: Task ▾
* Start Date: 1/21/2019 ▾
End Date: ▾
Project Manager: 🔍
Last Revenue Change ...: 0001
Currency Rate Type: 🔍 ✎
 Change Order Workflow
 Restrict Employees
 Restrict Equipment
 Track Production Data

Change Management: Configuration

Projects Preferences ☆ PM101000



GENERAL SETTINGS MAILING SETTINGS

NUMBERING SEQUENCE

- * Transaction Numbering Sequence: PMTRAN - PM Transaction Numbering
- * Batch Numbering Sequence: BATCH - GL Batch
- * Pro Forma Numbering Sequence: PROFORMA - PM Pro Forma Invoice Numbering
- * Change Order Numbering Sequence: CHANGEORD - PM Change Order Numbering
- * Quote Numbering Sequence: PMQUOTE - Quotes in Project

GENERAL SETTINGS

- * Non-Project Code: X
- * Empty Item Code: <N/A>
- * Empty Item UOM: HOUR
- Default Change Order Class: DEFAULT - Default Change Order Class
- Default Quote Template:
- Change Order Approval Map:
- Pending Change Order Approval Notification:
- Quote Approval Map:
- Quote Pending Approval Notification: CRMQuote Pending Approval Notification
- Billing Cut-off Date: Include Trans. created on billing date
- Validate T&M Revenue Budget Limits: Validate
- Cost Budget Update: Detailed
- Automatically Post on Release
- Automatically Release Allocations
- Internal Cost Commitment Tracking

Projects Preferences ☆



GENERAL SETTINGS MAILING SETTINGS

Default Sources

* Mailing ID	Default Email Account	Report ID	Notification Template	Forma	Active
> PMQUOTE		PM.60.45.00	PMQuoteNotification	PDF	<input checked="" type="checkbox"/>
INVOICE		PM.64.10.00		PDF	<input checked="" type="checkbox"/>
CHANGE ORDER		PM.64.30.00	Change Order Notifi...	PDF	<input checked="" type="checkbox"/>
PROFORMA		PM.64.20.00	Pro Forma Invoice N...	PDF	<input checked="" type="checkbox"/>

Change Order Classes PM203000

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- * Class ID: DEFAULT - Default Change C Active
- * Description: Default Change Order Class

DETAILS ATTRIBUTES

- Cost Budget
- Revenue Budget
- Commitments

Change Management: Change order entry

Change Orders **PM308000**

← SAVE & CLOSE [Icons] RELEASE ACTIONS REPORTS

Reference Nbr.: <NEW> * Class: DEFAULT - Default Change Order Cla Revenue Budget Change Total
Status: On Hold * Project: HMBAKERY6 - Juicers with the installatio Commitments Change Total:
 Hold Customer: HMBAKERY - HM's Bakery & Cafe Cost Budget Change Total:
* Change Date: 6/25/2019 External Reference Nbr.:
* Approval Date: 6/25/2019 Revenue Change Nbr.: 0001
Contract Time ... 1
* Description: Extra juicers installation required

REVENUE BUDGET COST BUDGET **COMMITMENTS** DETAILED DES

SELECT COMMITMENTS [Icons]

Status	* Project Task	Inventory ID	* Description	Qua
Reopen	PHASE2	INSTALL	Installation of ec	0

Projects **PM301000**

← SAVE & CLOSE [Icons] RUN PROJECT BILLING **CREATE CHANGE ORDER**

* Project ID: HMBAKERY6 Status: Active Assets: 0
Customer: HMBAKERY - HM's Bakery & Cafe Hold Liabilities: 0
Template: Income: 5,700
* Description: Juicers with the installation and training for employees Expenses: 8,000

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS

PROJECT PROPERTIES

Revenue Budget Level: Task
* Start Date: 1/16/2019
End Date:
Project Manager:
Last Revenue Change ...
Currency Rate Type: Change Order Workflow

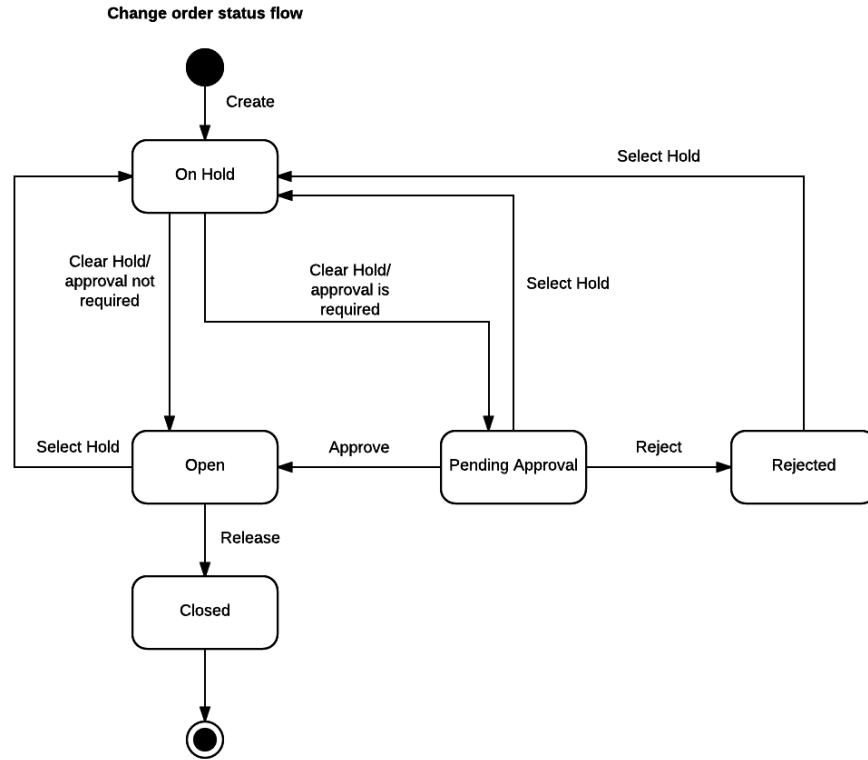
BILL-TO

Override Contact
Company Name: HM's Bakery & Cafe
Attention:
Phone 1: +1 914 646 7594
Email: bake@bake.com

BILL-TO ADDRESS

Override Address

Change Management: Change order status flow



Change Management: Change order release and effect on project budget

Cost and Revenue Budget

- **Budgeted CO Quantity** = The total quantity of released change orders that updated the project balance by the key.
- **Budgeted CO Amount** = The total amount of released change orders that updated the project balance by the key.
- **Revised Budgeted Quantity** = **Original Budgeted Quantity** + **Budgeted CO Quantity**
- **Revised Budgeted Amount** = **Original Budgeted Amount** + **Budgeted CO Amount**

Revenue Budget only

- **Pending Invoice Amount** = **Completed (%)** * **Revised Amount** - **Actual Amount** - **Draft Invoices Amount**

Change Management: Change order release and effect on project commitments

Update / Reopen

- **Order Qty.** = previous **Order Qty.** + change order commitment line **Quantity**
- **Open Quantity** = **Order Qty.** - **Qty. On Receipts**
- **Ext.Cost** = previous **Ext. Cost** + change order commitment line **Amount**
- **Open Amount** = **Ext.Cost** - **Received Amount**

New Line

- **Order Qty.** = change order commitment line **Quantity**
- **Ext.Cost** = change order commitment line **Amount**

New Document

- **Order Date** = the earliest date of the grouped lines
- **Description** = 'Change Order #' + **CO Reference Nbr.**
- **Requested Date** of a line = **Order Date** of the change order

Lesson 6: Change Orders to Budget

L6: Change Orders to Budget: Learning objectives

- Review the change management process in Acumatica 2019R1
- Configure and enter change orders to project budget
- Freeze project budget
- Process a change order altering project budget

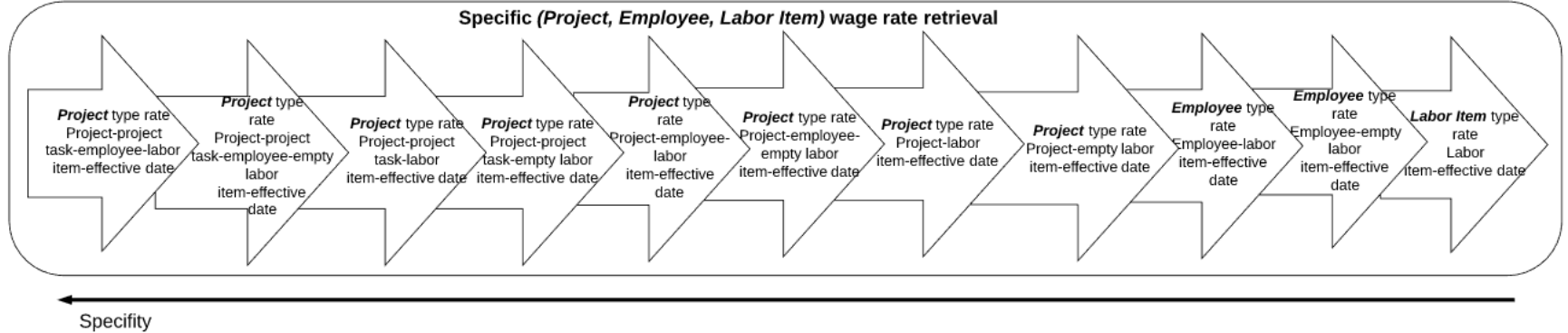
Lesson 7: Change Orders to Commitments

L7: Change Orders to Commitments: Learning objectives

- Review project commitments
- Freeze project commitments
- Configure and enter change orders to project commitments
- Process a change order affecting project commitments

Labor Cost Rates

Labor Cost Rates



Lesson 8: Time Cards and Time Activities for Projects

L8: Time Cards and Time Activities for Projects: Learning objectives

- Configure Acumatica ERP for time tracking
- Maintain time reporting for projects
- Set up labor cost rates
- Enter time activities and time cards for the project
- Approve and release time activities

Advanced Project Billing

Lesson 9: Configuring Project Invoices

L9: Configuring Project Invoices: Learning objectives

- Create groups of invoices
- Group billable items by different parameter
- Bill project tasks separately
- Bill project tasks by different billing rules

Lesson 10: Modifying Billing Rules

L10: Modifying Billing Rules: Learning objectives

- Alter billing rules
- Regenerate pro forma invoices

Lesson 11: Credit Memo Workflow

L11: Credit Memo Workflow: Learning objectives

- Process project billing corrections with the help of credit memos

Feedback and More Resources

Share your feedback on the training

Please, fill out your survey!

<https://www.surveymonkey.com/r/onlineessions2019>



Resources

- More information on product, training, release announcements, newsletter subscription, webinars, etc.:
 - <https://portal.acumatica.com/>
 - Contact Acumatica Education Team: training@acumatica.com
 - Open access to training materials and videos: <https://openuni.acumatica.com/>
 - Product ideas: <http://feedback.acumatica.com/>
 - Technical blog: <http://asiablog.acumatica.com/>



Thank you!
