



# P100 Accounting for Projects

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ERP Consultant

# Training Rules

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# Timing and Agenda

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**Aug 3, 2020 -10 AM -11 AM PST**

**Day 1**

**Lesson 1: Progress Billings**

**Lesson 2: Time and Material Billings**

**Lesson 3: Combined Billings**

**Aug 4, 2020 -10 AM -11 AM PST**

**Day 2**

**Lesson 4: Proforma Invoices**

**Lesson 5: Project Reports**

**Lesson 6: Entering Project Transactions Manually**

**Lesson 7: Project Costs**

# Timing and Agenda

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**Aug 5, 2020 -10 AM -11 AM PST**

**Day 3**

**Lesson 8: Time and Activity Tracking**

**Lesson 9: Purchases on Projects**

**Lesson 10: Project Templates and Common Tasks**

**Aug 6, 2020 -10 AM -11 AM PST**

**Day 4**

**Lesson 10 (cont) : Project Templates & Common Tasks**

**Lesson 11: Budget Control on Document Entry**

**Lesson 12: Lock of Budgets and Commitments**



# Progress Billings

## Lesson 1 – Objectives

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In this lesson 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

# Lesson 1 Concepts

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- Billing Procedure
- Billing Rules Progress
- Progress Billing

A close-up photograph of a bartender's hand pouring beer from a tap into a glass. The bartender is wearing a checkered shirt and a metal watch. The glass has a logo that reads "Devil's Peak BREWING COMPANY". The background is a blurred bar setting with other patrons and taps.

## Time and Material Billings



## Lesson 2 - Objectives

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In this lesson 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

## Lesson 2 Concepts

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- Billing Procedure
- Billing Rules – T&M
- Transaction Based Billing



# Combined Billing

## Lesson 3 - Objectives

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In this lesson you will learn how to...

- Issuing Stock Item for Project
- Bill the Project
- Create Proforma Invoice
- Create and release A/R invoice

## Lesson 3 Concepts

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- Issuing Stock to a project for job costing
- Billing Rules - Combined
- Process a Combined Billing (Progress and T&M)
- Release A/R

A photograph of two men in a construction setting. The man on the left has a beard and is wearing a green polo shirt with the 'Curran Young' logo and a white hard hat. The man on the right is wearing a white shirt, a high-visibility yellow safety vest, and a white hard hat. They are both looking towards the right side of the frame. The background shows a blurred construction site with scaffolding and rebar.

## **DAY 2** - Pro Forma Invoices

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## Lesson 4 - Objectives

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In this lesson 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



## Lesson 4 Concepts

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- Activating the Pro Forma Function on a Project
- Printing Pro Forma Invoice (Progress and T&M)
- E-Mailing Pro Forma
- Assignment and Approval Maps



# Project Reports

## Lesson 5 - Objectives

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In this lesson you will learn how to...

- Project Balances
- Reviewing Project Transactions
- Budget Summary by Account Group

## Lesson 5 Concepts

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- Inquire on revenue and expenses on a project
- Understanding where the transactions updating balances are coming from
- Cost/Review Budget screens and understanding corresponding data in columns
- Balances by Account Group in Pivot Table



## Manually Entering Project Transactions

## Lesson 6 - Objectives

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In this lesson 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

# Lesson 6 Concepts

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- Use of Non-Project Code for entries tied to Account Groups but not Project related
- Understanding where the transactions updating balances are coming from
- Updating Projects manually and controls on updating General Ledger or not.
- Entry via GL Journal Entry or directly as a Project Transaction.
  - Project Transaction with no GL account will not update financials (GL) only Project.



# Project Costs



## Lesson 7 - Objectives

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In this lesson you will learn how to...

- How to process an AP bill with lines that refer to a project, which affects the project budget.

## Lesson 7 Concepts

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- Entering an AP Bill via Bills and Adjustments that includes project cost
- Releasing the Bill
- Reviewing the costs on the project

A close-up photograph of a person's arm, wearing a checkered shirt and a metal watch, pouring beer from a tap into a glass. The glass has the Devil's Peak logo and text on it. The background is a blurred bar or brewery setting.

## **DAY 3:** Time and Activity Tracking

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## Lesson 8 - Objectives

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In this lesson you will learn how to...

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

## Lesson 8 Concepts

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- Tracking Labor Time
- Earning Types
- Labor Cost Rates (See page 51 of Guide #1 for specific to least specific labor rates)
- Approvals
- Time Activities
- Processing Timecards including Timecard Entry
- Equipment Timecards



## Purchases on Projects

## Lesson 9 - Objectives

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In this lesson you will learn how to...

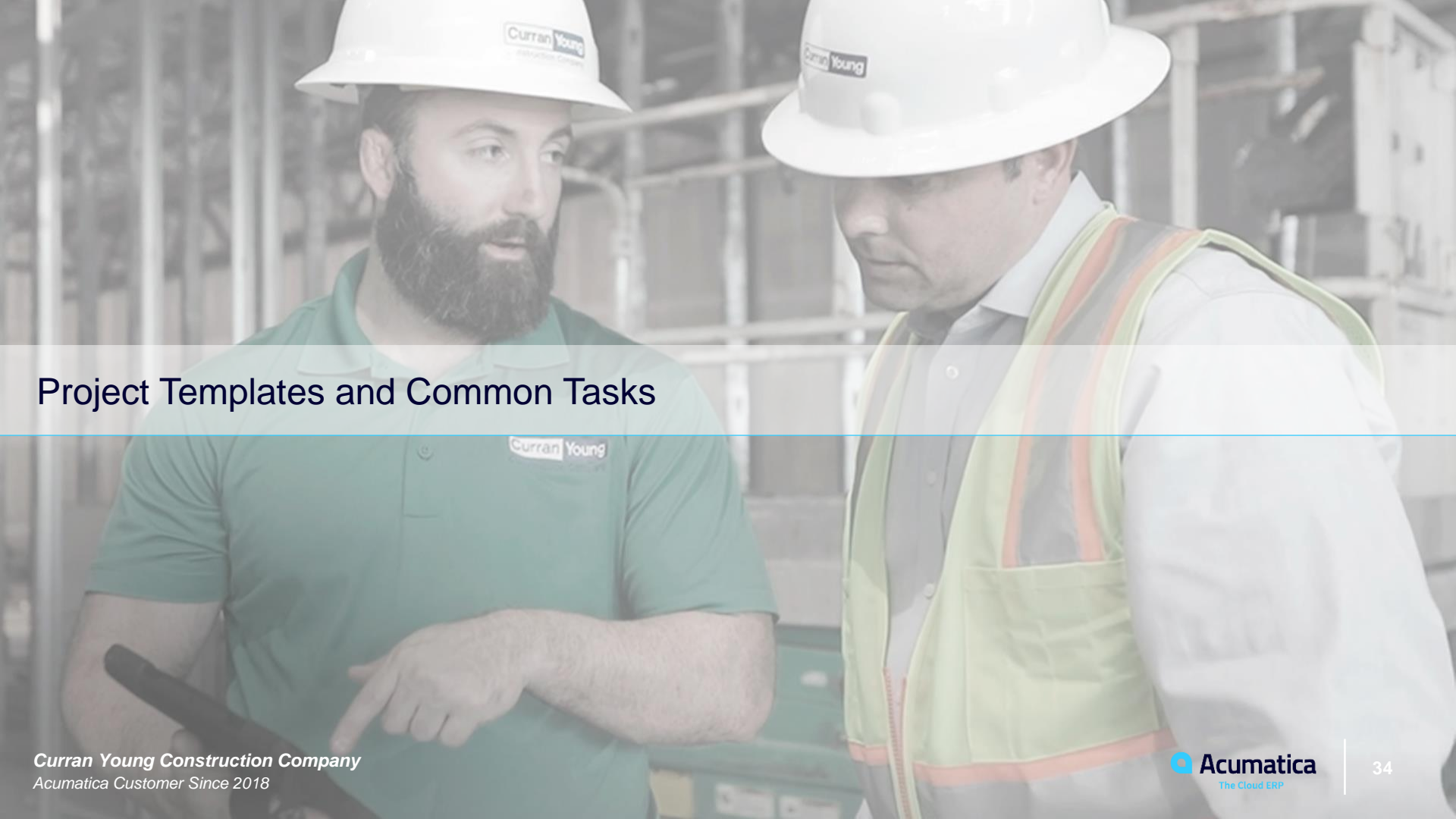
- Process a purchase order with lines that refer to a project
- Review the internal commitment created based on the purchase order



# Lesson 9 Concepts

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- Committed Costs
- Different Committed Cost Columns and where the data originates
- Purchase Order (PO) Entry
- AP Bill Entry against PO



## Project Templates and Common Tasks

## Lesson 10 - Objectives

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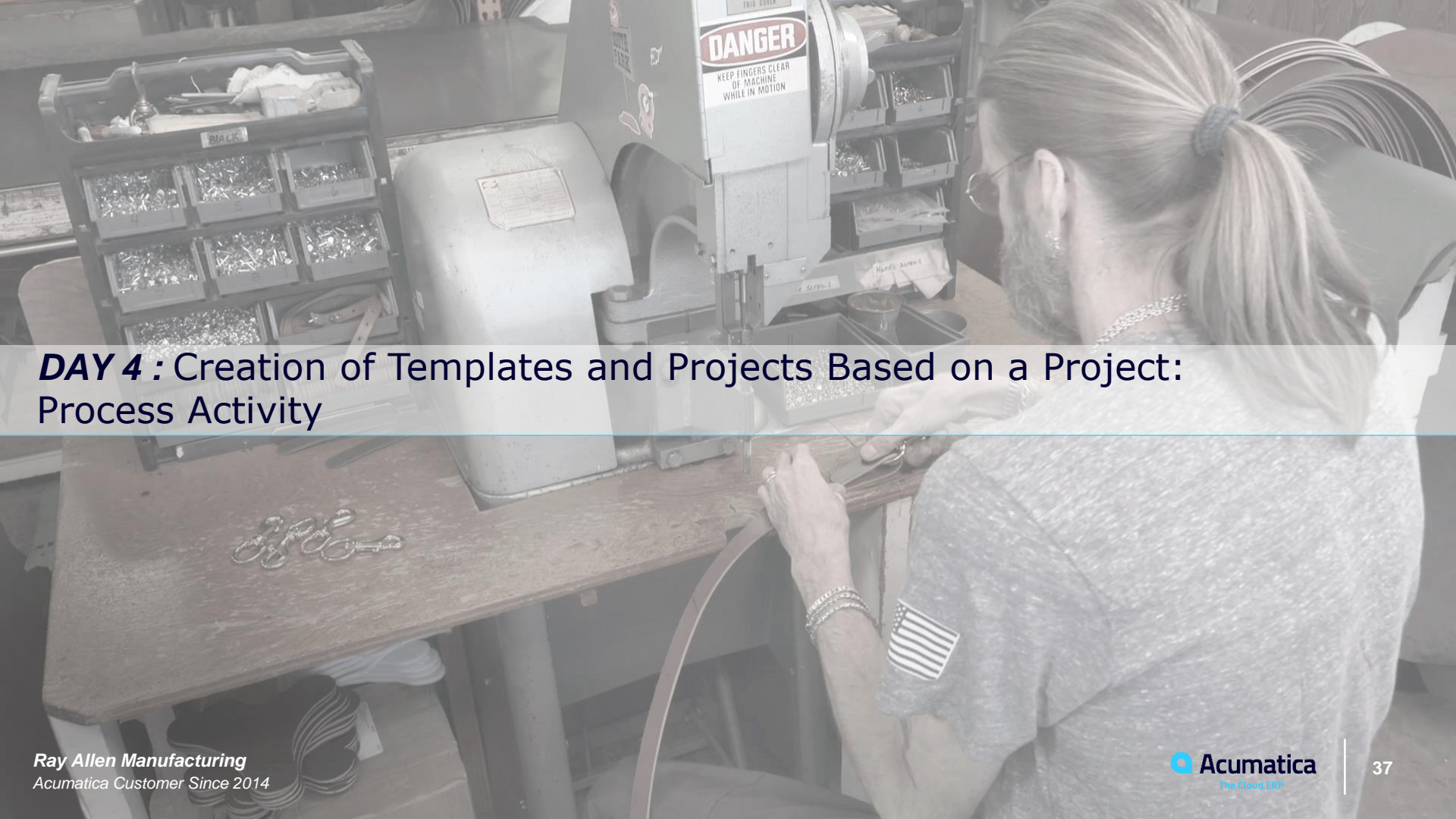
In this lesson you will learn how to...

- 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

# Lesson 10 Concepts

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- Project Templates
- Common Tasks
- Filing Project Budget Revisions (under FILE on Project)
- Uploading Project Budget from Excel Source
- Uploading Project Transactions from Excel Source

A woman with blonde hair in a ponytail, wearing glasses and a grey t-shirt with an American flag patch, is working at a metalworking machine. She is focused on her task, using a tool to work on a piece of metal. The machine has a prominent "DANGER" warning sign that reads "KEEP FINGERS CLEAR OF MACHINE WHILE IN MOTION". To the left of the machine is a multi-tiered tray containing various small metal parts. The workshop environment is visible in the background, with various tools and equipment.

## **DAY 4** : Creation of Templates and Projects Based on a Project: Process Activity

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## Lesson 10 (Continued)- Objectives

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In this lesson you will learn how to...

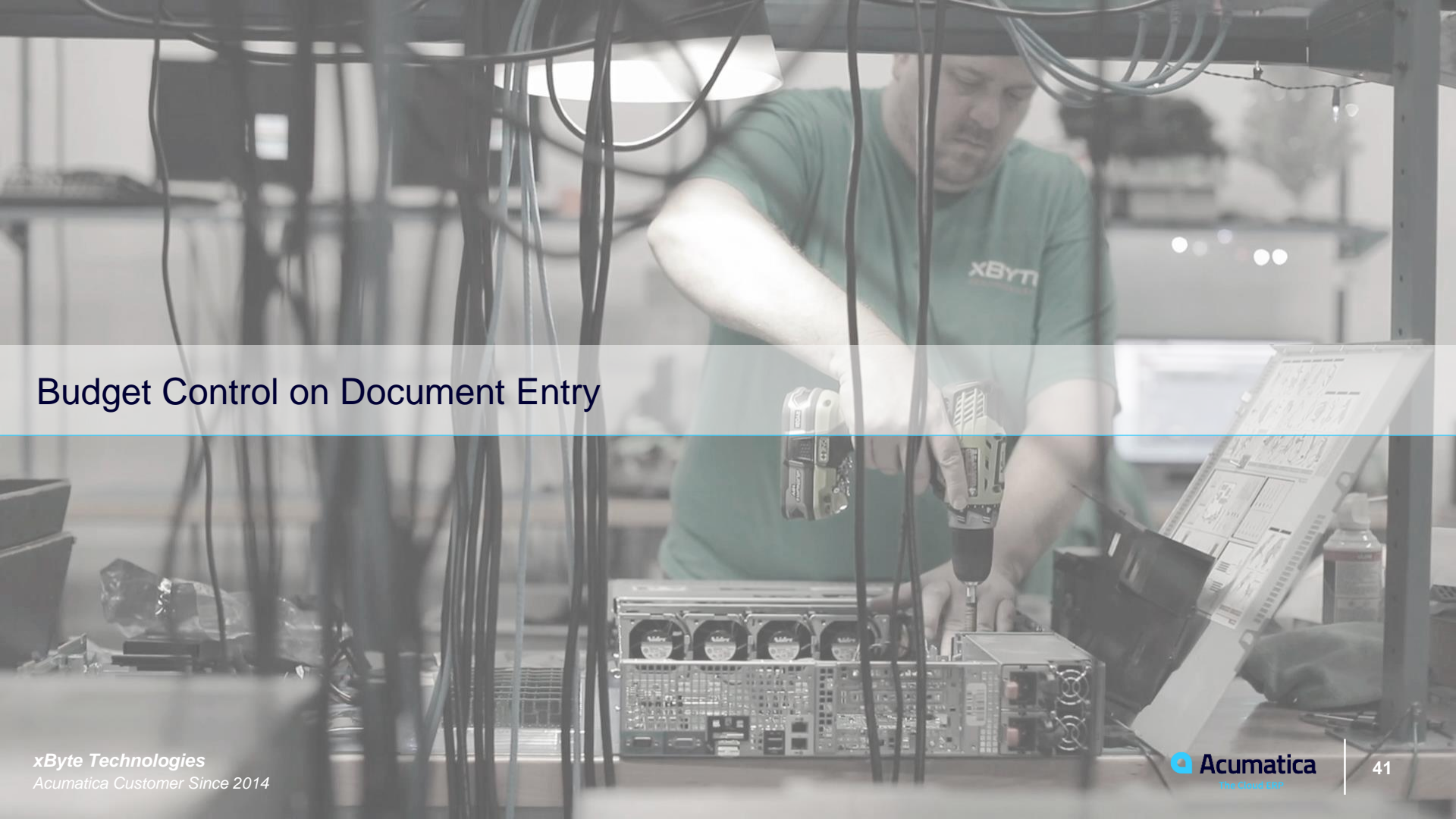
- Restructure a budget before and after billing
- Create a new template from the project

# Lesson 10 (Continued) Concepts

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- Uploading Project Budget from Excel Source
- Copying an Existing Project
- Create a Project Template from an Existing Project





## Budget Control on Document Entry

## Lesson 11 - Objectives

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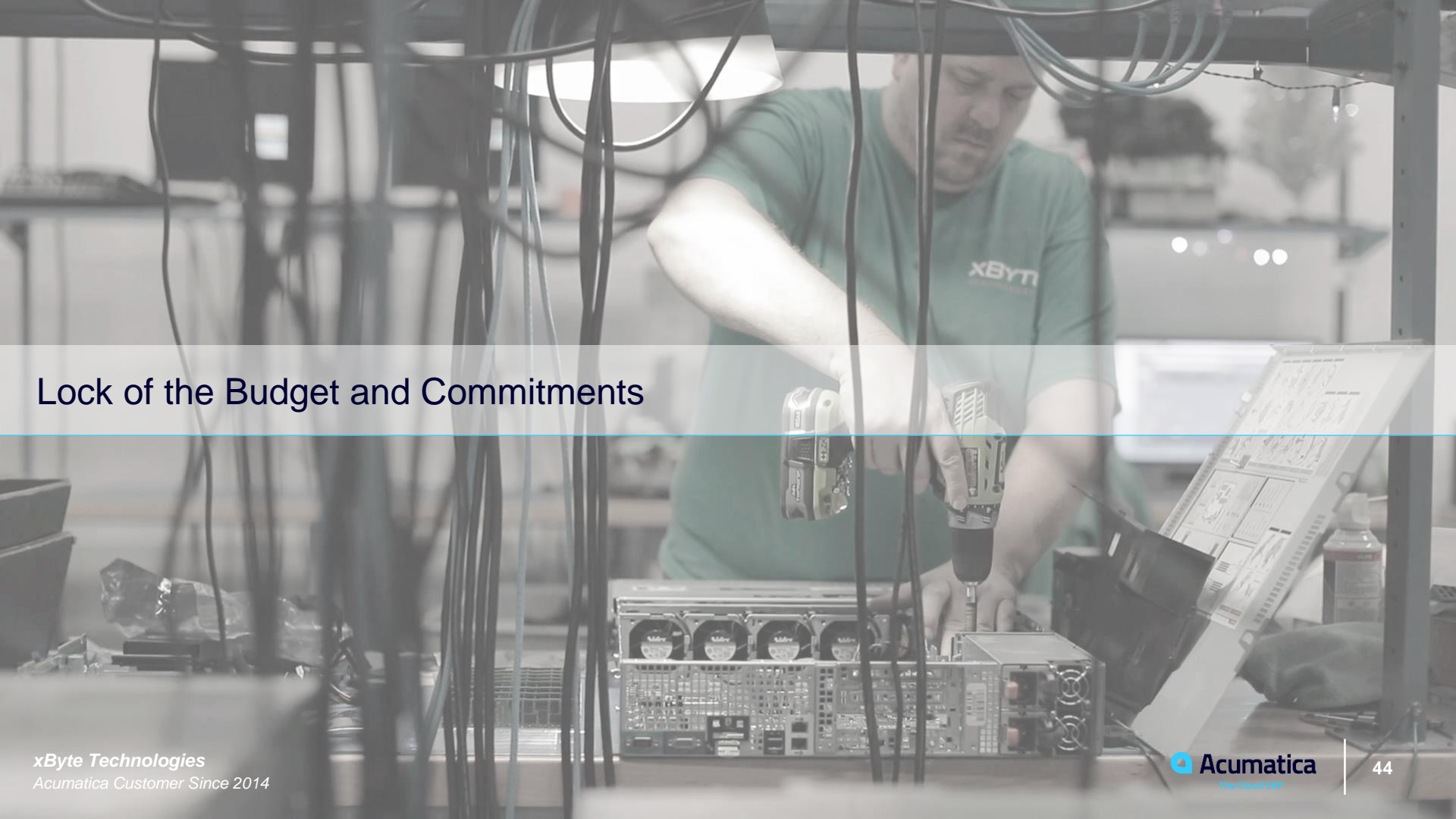
In this lesson you will learn how to...

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

# Lesson 11 Concepts

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- Budget Controls for Warnings - Activating
- When the Warnings will occur
- Change Order Change Commitments
- Create PO and process Vendor Bill against PO
- Reviewing Project Budget Overruns



## Lock of the Budget and Commitments

## Lesson 12 - Objectives

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In this lesson you will learn how to...

- Locking Project Budgets
- Locking Project Commitments

## Lesson 12 Concepts

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- Where to lock/unlock budgets and/or commitments
- Results in attempting to update budget or commitment of locked



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**John Bonsall**