



P120 Project Accounting Basic Scenarios

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Partner Success Manager

Timing and Agenda

September 26, 2022 -10:00-11:30 AM

Day 1

Part 1: Creation of Projects:

Lesson 1: Creating Project Templates and Common Tasks

Lesson 2: Creating Projects from Project Quotes

September 27, 2022 -10:00-11:30 AM

Day 2

Part 2: Advanced Billing:

Lesson 3: Billing Projects for Progress and Time and Material

Lesson 4: Modifying Billing Rules

Lesson 5: Using Prices and Rates in Billing

Part 3: Budgets and WIP Costs:

Lesson 6: Restructuring the Project Budget

Timing and Agenda

September 28, 2022 -10:00-11:30 AM

Day 3

Lesson 7: Accounting for WIP Costs in Fixed-Price Projects

Part 4: Cost Commitments:

Lesson 8: Tracking Committed Costs in the Budget

Part 5: Single-Tier Change Management:

Lesson 9: Tracking Changes to the Budget

September 29, 2022 -10:00-11:30 AM

Day 4

Lesson 10: Tracking Changes to Commitments

Lesson 11: Preventing Direct Purchases to Projects

Part 6: Time Tracking:

Lesson 12: Configuring Time Tracking in Projects

Lesson 13: Tracking Employee Work in Projects

Day 1



Part 1: Creation of Projects

Lesson 1: Creating Project Templates and Common Tasks

Learning Objectives

In this lesson, you will learn how to do the following:

- 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

Project Templates and Common Tasks: Process Activity

Story

Suppose that the Lake Cafe customer has ordered a juicer, along with the following services from the SweetLife Fruits & Jams company: site review, installation, and training of employees on operating the juicer. SweetLife's project accountant has analyzed the past projects and realized that customers are usually doing typical fixedprice 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.

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

Figure: Revenue budget lines in the project

Projects NOTES FILES

INSTLAKE - Installation project for Lake Cafe ACTIVATE PROJECT ...

* Project ID: INSTLAKE - Installation project for Lak Status: In Planning Actual Income: 0.00

Customer: LAKECAFE - Lake Cafe Actual Expenses: 0.00

Template: INSTALL - Installation project Margin: 0.00 %: 0.00

* Description: Installation project for Lake Cafe

SUMMARY TASKS **REVENUE BUDGET** COST BUDGET BALANCES INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIPMENT DEFAULTS ATTRIBUTES MAILING & PRINTING

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

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	Draft Invoice Amount	Actual Quantity	Actual Amount
PHASE1	SITEREVIEW	REVENUE	Site review	4.00	HOUR	50.0000	200.00	4.00	200.00	0.00	0.00	0.00
PHASE2	INSTALL	REVENUE	Installation of equipment at the customers' ...	8.00	HOUR	100.0000	800.00	8.00	800.00	0.00	0.00	0.00
PHASE2	JUICER10	REVENUE	Pro series juicer with a production rate of 1...	2.00	PIECE	1,500.0000	3,000.00	2.00	3,000.00	0.00	0.00	0.00

Lesson 2: Creating Projects from Project Quotes

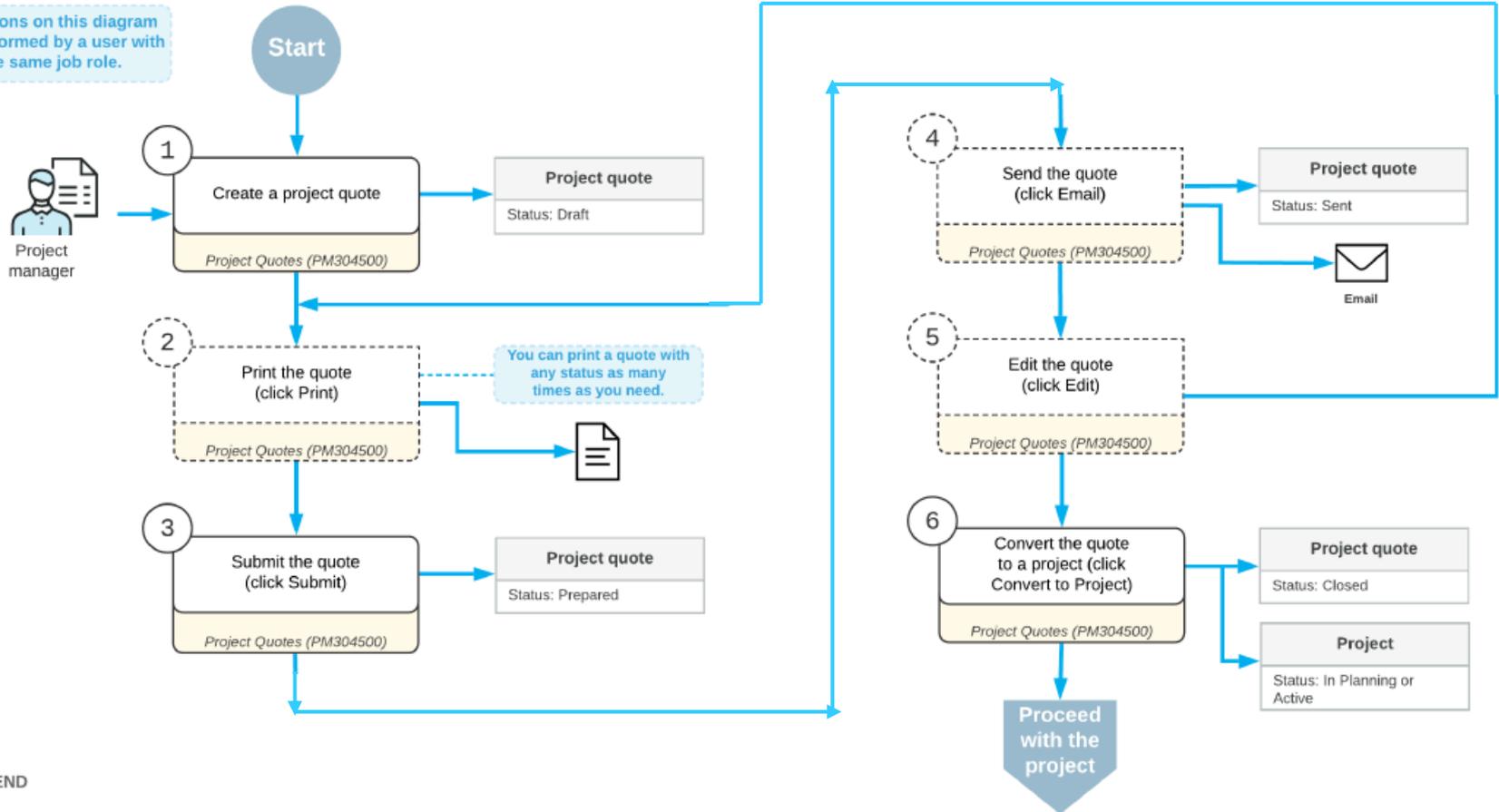
Learning Objectives

In this lesson, you will learn how to do the following:

- Create a project quote based on an opportunity
- Specify the settings of a quote by using a project template
- Estimate the potential revenue and costs of a potential project
- Create a project based on a project quote

Project quote workflow

All actions on this diagram are performed by a user with the same job role.



LEGEND
 ——— Required action
 - - - - - Optional action

Project Quotes: Process Activity

Story

Suppose that the HM's Bakery and Cafe customer has ordered a juicer for one of its restaurants, along with the installation and training services from the SweetLife Fruits & Jams company. The sales manager of SweetLife has created an opportunity for the provision of the juicer and the services. Acting as SweetLife's estimator, you will create a project quote for this opportunity, confirm the quote with the customer, and convert the quote to the project.

Figure: The balances of the project created based on the project quote

Projects

HMBAKERY1 - A juicer for HM's Bakery & Cafe

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* Project ID: HMBAKERY1 - A juicer for HM's Baker
Customer: HMBAKERY - HM's Bakery & Cafe
Template: PROGRESS - A juicer with the installator
* Description: A juicer for HM's Bakery & Cafe

Status: In Planning Actual Income:
Actual Expenses:
Margin:

SUMMARY TASKS REVENUE BUDGET COST BUDGET **BALANCES** INVOICES CHANGE ORDERS UNION LC

🔄 VIEW TRANSACTIONS | 📊 📄

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

Day 2



Part 2: Advanced Billing

Part 2: Advanced Billing

Learning Objectives

In this part, you will learn how to do the following:

- Configure billing rules for progress billing
- Configure billing rules for time and material billing
- Configure combined billing rules with multiple steps of different types
- Use billing rates and item prices in billing rules

Lesson 3: Billing Projects for Progress and Time and Material

Billing Rules: To Configure a Combined Billing Rule

Story

Suppose that the Thai Food Restaurant customer has ordered a juicer from the SweetLife Fruits & Jams company, along with the 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. In the first stage, the customer will pay for the juicer, and for 40% of the services, which have a fixed price. In the second stage (after the project is completed), the customer will pay for the remainder of the services.

Acting as the project accountant, you need to configure the appropriate billing rule.

Project Billing: To Bill a Project with Combined Rule

Story

Suppose that the Thai Food Restaurant customer has ordered a juicer from the SweetLife Fruits & Jams company, along with installation of the juicer and training of the company's employees on operating the juicer. The SweetLife project accountant has created a project to handle the tracking and billing of the juicer and the provided services.

Both companies have agreed that the customer will be billed in two stages. At the end of the first stage, the customer will pay for 40 percent of the services, which have a fixed price, and for the juicer (which is installed during the first stage). At the end of the second stage (after the project is completed), the customer will pay for the remainder of the project.

Then suppose that on 1/30/2022, the juicer has been delivered and installed. Acting as the project accountant, you need to update the progress of the project, process the issue of the juicer, and bill the customer for the first stage of the project.

Figure: The project balances

Projects NOTES FILES TOOLS ▾

TOMYUM2 - A juicer with the installation and training for employees

← ↻ 📄 ↶ + 🗑️ ⏪ ⏩ > | COMPLETE PROJECT RUN PROJECT BILLING ...

* Project ID: TOMYUM2 - A juicer with the installati... Status: Active Actual Income: 2,772.00
 Customer: TOMYUM - Thai Food Restaurant Actual Expenses: 2,000.00
 Template: Margin: 772.00

* Description: A juicer with the installation and training for employees
 Currency Rate for Budget: USD 1.00 VIEW BASE %: 27.85

SUMMARY TASKS REVENUE BUDGET COST BUDGET **BALANCES** INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES >>

🔄 VIEW TRANSACTIONS | 📄 🗑️

Account Group	Description	Original Budgeted Amount	Revised Budgeted Amount	Actual Amount	Performance (%)
> Income					
REVENUE	Project Revenue	680.00	680.00	2,772.00	407.65
	Income Totals	680.00	680.00	2,772.00	407.65
Expense					
MATERIAL	Project Material	0.00	0.00	2,000.00	0.00
	Expense Totals	0.00	0.00	2,000.00	0.00

Lesson 4: Modifying Billing Rules

Billing Rules: To Modify a Billing Rule

Story

Suppose that as part of a contract to provide juicers to multiple restaurants, the Thai Food Restaurant customer has ordered a juicer from the SweetLife Fruits & Jams company, along with the following services: site review, installation, and training of employees on operating the juicer. The SweetLife project accountant has created a project to account for the provided work and has generated a pro forma invoice for the project. Then suppose that the project accountant has reviewed the prepared pro forma invoice, and has decided that the following changes should be made:

- The invoice's description should be corrected to be more clear. The updated description will say Invoice for followed by the identifier of the project.
- The processing of the travel expenses related to the project needs to be added to the billing rule. Per the agreement with the customer, these will be billed with a fixed margin coefficient of 1.4.
- The invoice lines should be grouped by inventory item.

Acting as the project accountant, you need to update the billing rule and verify that invoices are generated in the appropriate format.

Figure: The new step of the billing rule

Billing Rules

TIMEMATERIAL - Time and material with @Rate and @Price

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* Billing Rule ID: Active

Description:

Active	Step ID	Description
<input checked="" type="checkbox"/>	10	Material cost plus mark
<input checked="" type="checkbox"/>	20	Labor from non-stock
<input checked="" type="checkbox"/>	30	Re-invoice subcontract
<input checked="" type="checkbox"/>	40	Travel cost plus mark

Billing Type:

TRANSACTION SELECTION CRITERIA

Account Group:

Rate Type: If @Rate is not defined:

INVOICE SETTINGS

Invoice Description Formula:

Line Quantity Formula:

Line Amount Formula:

Line Description Formula:

* Use Sales Account from: Sales Account:

BILLING OPTIONS

Copy Notes and Files Create Lines with Zero Amount and Quantity

Include Non-Billable Transactions

AGGREGATE TRANSACTIONS BY

Date Employee Vendor Inventory ID

Figure: The pro forma invoice generated by the updated billing rule

Pro Forma Invoices

000020 - A juicer with the installation and training for employees

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Reference Nbr.: <input type="text" value="000020"/>	Project: <input type="text" value="TOMYUM10 - A juicer with the installation"/>	Progress Billing Total: 0.00
Status: <input type="text" value="On Hold"/>	Customer: <input type="text" value="TOMYUM - Thai Food Restaurant"/>	Time and Material Total: 3,540.00
* Invoice Date: <input type="text" value="1/30/2021"/>	* Location: <input type="text" value="MAIN - Primary Location"/>	Tax Total: 0.00
* Post Period: <input type="text" value="01-2021"/>	Project Currency: <input type="text" value="USD"/>	Invoice Total: 3,540.00
Application Nbr.: <input type="text"/>		Retainage Total: 0.00
Description: <input type="text" value="Invoice for TOMYUM10 (A juicer with the installation and training for employees)"/>		Amount Due: 3,540.00

[PROGRESS BILLING](#)
[TIME AND MATERIAL](#)
[TAXES](#)
[FINANCIAL](#)
[ADDRESSES](#)

🔄 + × [UPLOAD UNBILLED TRANSACTIONS](#) [VIEW TRANSACTION DETAILS](#) | 🔍

	* Status	Branch	Project Task	Inventory ID	Cost Code	Description	Employee	Vendor	* Date	Billed Quantity	Billed Amount
>	Bill	SWEETEQUIP	PHASE1	SITEREVIEW	00-000	Site review			1/25/2021	2.00	100.00
	Bill	SWEETEQUIP	PHASE2	JUICER15	00-000	Commercial juicer with a production rate of ...			1/25/2021	1.00	2,500.00
	Bill	SWEETEQUIP	PHASE2	INSTALL	00-000	Installation of equipment at the customers' ...			1/25/2021	4.00	400.00
	Bill	SWEETEQUIP	PHASE3	TRAINING	00-000	Training on juicer usage (at customer's place)			1/27/2021	8.00	400.00
	Bill	SWEETEQUIP	PHASE3	TRAVEL	00-000	Business travel			1/27/2021	0.00	140.00

Lesson 5: Using Prices and Rates in Billing

Learning Objectives

In this lesson, you will learn how to do the following:

- Create a rate table and rate type
- Define a rate sequence
- Define a rate table with particular rates
- Use billing rates for billing projects

Billing Rates: To Create a Billing Rule with Rates

Story

Suppose that you are Pam Brawner, the project accountant of the SweetLife Fruits & Jams company. You need to create a billing rule to be used for billing customers for the different services provided for the project with different billing rates based on the following requirements:

- The billing amount of expenses for materials should be calculated based on the quantity of the materials and the price of the corresponding inventory item.
- The billing amount of expenses for employee labor should be calculated based on the amount and the billing rate of the labor (which also depends on the project task for which the labor has been performed).
- The billing amount of services provided by subcontractors should be calculated based on the amount of the project transaction with the fixed 1.25 margin coefficient.

Billing Rates: To Bill a Project with Different Billing Rates

Story

Suppose that the Thai Food Restaurant customer has bought a juicer from the SweetLife Fruits & Jams company and ordered employee training from the company on how to use the juicer. SweetLife's project accountant, Pam Brawner, has created a project to account for the provided services. The training has taken place.

Acting as the project accountant, you need to bill the customer.

Figure: The project balances after project billing

Projects

TOMYUM3 - A juicer with the installation and training for employees

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* Project ID: TOMYUM3 - A juicer with the installati... Status: Active Actual Income: 3,400.00
 Customer: TOMYUM - Thai Food Restaurant Actual Expenses: 2,720.00
 Template: Margin: 680.00 %: 20.00
 * Description: A juicer with the installation and training for employees

SUMMARY TASKS REVENUE BUDGET COST BUDGET **BALANCES** INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIP...

🔄 VIEW TRANSACTIONS |←| ☒

Account Group	Description	Original Budgeted Amount	Revised Budgeted Amount	Actual Amount	Performance (%)
Income					
REVENUE	Project Revenue	0.00	0.00	3,400.00	0.00
	Income Totals	0.00	0.00	3,400.00	0.00
Expense					
LABOR	Project Labor	400.00	400.00	400.00	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	2,720.00	2,720.00	2,720.00	100.00

A person wearing safety gloves is working with large metal pipes in an industrial setting. The person's hands are visible, wearing dark, shiny gloves, and they are holding a large metal pipe. The background shows several other large metal pipes arranged in a grid pattern on the floor.

Part 3: Budgets and WIP Costs

Lesson 6: Restructuring the Project Budget

Learning Objectives

In this lesson, you will learn how to do the following:

- Restructure the project budget
- Save a revision of the project budget
- Restructure the project budget after the billing that has affected the budget

Project Budget: To Restructure the Budget

Story

Suppose that the Lake Cafe customer has ordered a juicer, along with the services of installation and training of employees on operating the juicer from the SweetLife Fruits & Jams company. SweetLife's project accountant has decided that the revenue budget level of the project should include inventory items, created the project to account for the provided material and work, and entered project transactions.

Suppose that later the project accountant realizes that an extra level of detail of the revenue budget is not necessary. After restructuring the revenue budget and removing inventory items from the budget detail, the project accountant bills the customer. After the billing, it becomes clear that the previous level of detail of the revenue budget fitted the reporting requirements better and it is necessary to restructure the budget again.

Acting as the project accountant, you will restructure the project budget before and after the billing.

Figure: Project budget after restructuring and validation

Projects

LAKECAFE - A juicer with the installation and training for employees NOTES FILES (1)

← 📄 🗑️ ↶ + 🗑️ ⏪ < > ⏩ COMPLETE PROJECT **RUN PROJECT BILLING** ...

* Project ID: LAKECAFE - A juicer with the installati Status: Active Actual Income: 3,300.00
 Customer: LAKECAFE - Lake Cafe Actual Expenses: 2,640.00
 Template: Margin: 660.00 %: 20.00
 * Description: A juicer with the installation and training for employees

SUMMARY TASKS **REVENUE BUDGET** COST BUDGET BALANCES INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIPMENT DEFAULTS ATTRIBUTES MAILING & PRINTING

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

🔄 + × 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	Draft Invoice Amount	Actual Quantity	Actual Amount
🗑️	🗑️	PHASE1	INSTALL	REVENUE	Installation of equipment at the customers' ...	4.00	HOUR	100.0000	400.00	4.00	400.00	0.00	4.00	400.00
🗑️	🗑️	PHASE1	JUICER15	REVENUE	Commercial juicer with a production rate of ...	1.00	PIECE	2,500.0000	2,500.00	1.00	2,500.00	0.00	1.00	2,500.00
>	🗑️	PHASE2	TRAINING	REVENUE	Training on juicer usage (at customer's place)	8.00	HOUR	50.0000	400.00	8.00	400.00	0.00	8.00	400.00

Day 3

Lesson 7: Accounting for WIP Costs in Fixed-Price Projects

Learning Objectives

In this lesson, you will learn how to do the following:

- Configure an allocation rule to move project costs to a WIP account group
- Configure a fixed-price project for allocating costs to the WIP account group
- Temporarily allocate costs of the project to the WIP account group

WIP Costs in Fixed-Price Projects: Implementation Activity

Story

Suppose that the SweetLife Fruits & Jams company needs to process projects in accordance with the GAAP matching principle—that is, the expenses related to the revenue have to be recorded to the same financial period as the revenue even if the expenses have been already posted to the system. Acting as SweetLife’s administrative user, you will configure an allocation rule that can temporarily allocate the project labor costs to a work-in-progress account group. To reverse the costs back you will not use the allocation rule.

WIP Costs in Fixed-Price Projects: Process Activity

Story

Suppose that in January, the West BBQ Restaurant customer ordered training on operating juicers for 10 employees from the SweetLife Fruits & Jams company. The parties were not able to determine how many training sessions would be needed for the employees to master the use of the juicers. The SweetLife company agreed with the customer to provide as many training sessions as the customer needed in January and February, and that 2/25/2022, the customer would pay \$80 for each employee who attended these training sessions.

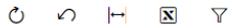
SweetLife's project manager has created a project for this work. Then suppose that 1/21/2022, a consultant of SweetLife provided eight hours of training and logged the time spent by creating and releasing a time card in Acumatica ERP. All 10 of the customer's employees attended that training session, and no more training sessions were needed in February.

Acting as SweetLife's project accountant, you need to bill the customer, and you want the project expense incurred in January to be recorded in the same financial period as the project revenue—that is, in February. You will allocate the project expenses and bill the project.

Figure: Project transactions of the WESTBBQ6B project

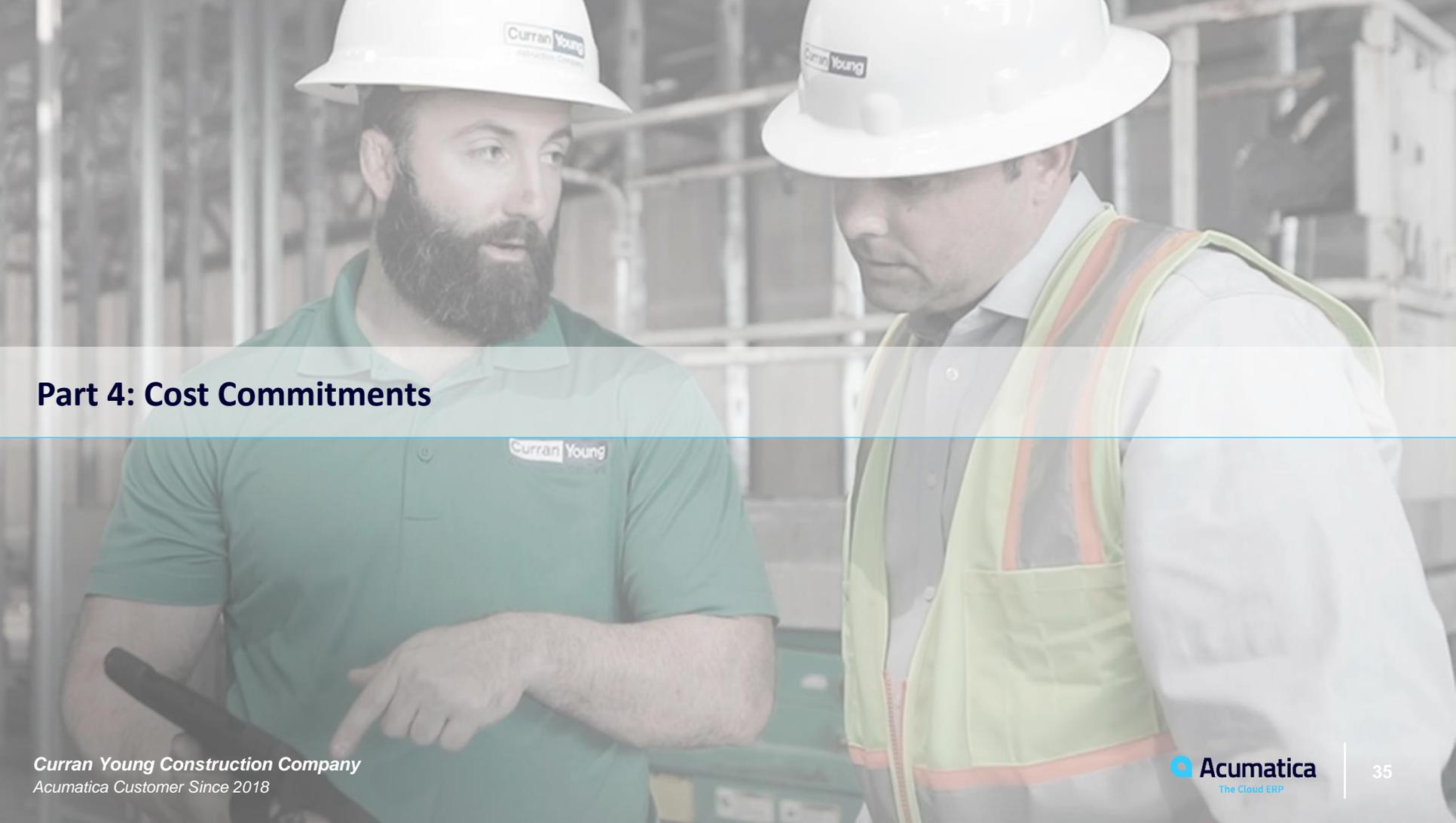
Project Transaction Details

TOOLS



Project: WESTBBQ6B - A training for employee		From:	Account:	
Account Group:		To:	AR Doc. Type:	
Project Task:		Employee:	AR Doc. Nbr.:	
Cost Code:		<input type="checkbox"/> Show only Allocation Transactions		Tran. ID:
Inventory ID:		<input checked="" type="checkbox"/> Include Unreleased Transactions		

* Date	* Fin. Period	Description	Quantity	Billable	Billable Quantity	Unit Rate	Amount	Debit Account Group	Debit Account	Credit Account Group	Credit Account	GL Batch Nbr.	Released	Allocated	Orig. Doc. Type	Orig. Doc. Nbr.	Billed
1/22/2022	01-2022	Summary Tuesd...	8.00	<input checked="" type="checkbox"/>	8.00	45.0000	360.00	LABOR	54100		11010	GL000017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Time Card	0000001	<input type="checkbox"/>
1/22/2022	01-2022	WIP allocation tr...	8.00	<input checked="" type="checkbox"/>	8.00	45.0000	360.00	WIP	12400	LABOR	54100	GL000024	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allocation		<input type="checkbox"/>
2/25/2022	02-2022	WIP allocation tr...	-8.00	<input type="checkbox"/>	-8.00	45.0000	-360.00	WIP	12400	LABOR	54100		<input type="checkbox"/>	<input type="checkbox"/>	WIP Reversal		<input type="checkbox"/>
2/25/2022	02-2022	A training for em...	0.00	<input type="checkbox"/>	0.00	0.0000	-800.00	REVENUE	40000			AR000182	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Invoice	000114	<input type="checkbox"/>



Part 4: Cost Commitments

Lesson 8: Tracking Committed Costs in the Budget

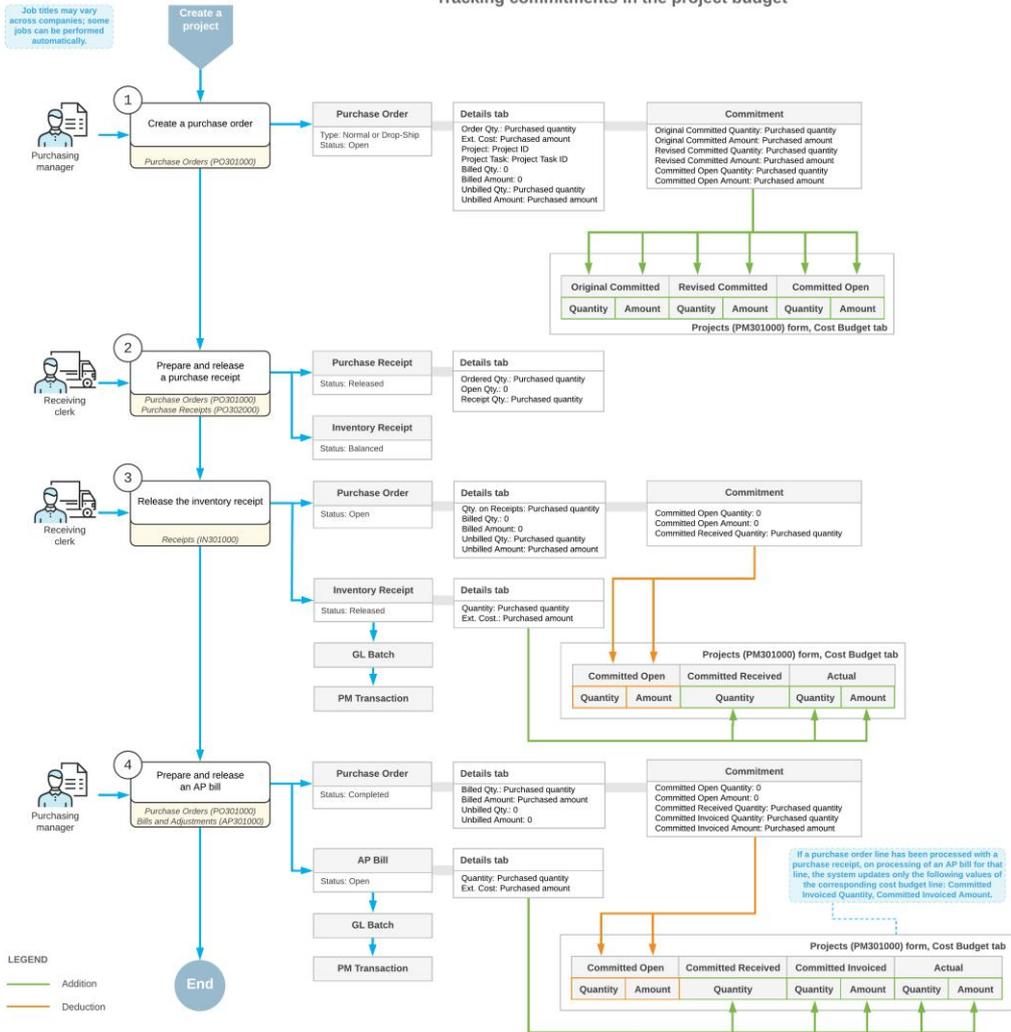
Learning Objectives

In this lesson, you will learn how to do the following:

- Enable tracking of project commitments in the system
- Create commitments by creating a purchase order for a project
- Review how the commitments affect the project cost budget during the processing of the purchase order

Tracking commitments in the project budget

Job titles may vary across companies; some jobs can be performed automatically.



If a purchase order line has been processed with a purchase receipt, on processing of an AP bill for that line, the system updates only the following values of the corresponding cost budget line: Committed Invoiced Quantity, Committed Invoiced Amount.

Committed Costs: Process Activity

Story

Suppose that the HM's Bakery and Cafe customer has ordered the installation of three juicers it previously purchased from the SweetLife Fruits & Jams company. Acting as SweetLife's project accountant, you have created a project related to the planned installation work. The installation, which is performed by the vendor of the juicers, has been provided for each juicer. Based on the agreement with the vendor, your company will be billed in two parts—that is, first for the installation of the first two juicers and then for the installation of the third juicer. Acting as the project accountant, you need to capture the installation cost on the project.

Figure: Committed values of the project cost budget

Projects

HMBAKERY8 - Installation of juicers

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

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES COMMITMENTS INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIPMENT DEFAULTS A

Project Task: Group by Task

🔄 + × VIEW COMMITMENT DETAILS VIEW TRANSACTIONS |≡ ☒ ⬆️ All Recd

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
960.00	12.00	960.00	12.00	960.00	12.00	960.00	0.00	7.00	560.00	5.00	400.00	7.00	560.00	960.00



Part 5: Single-Tier Change Management

Part 5: Single-Tier Change Management

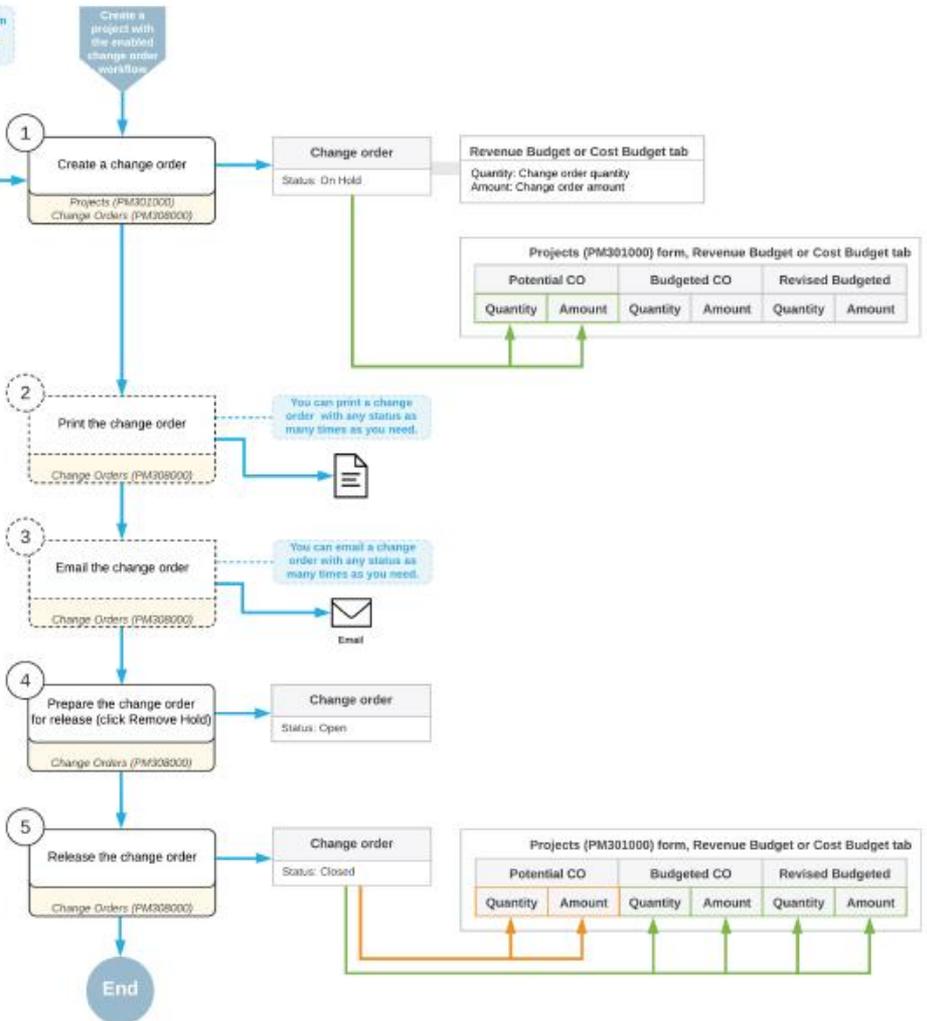
Learning Objectives

In this part, you will learn how to do the following:

- Configure a change order class
- Create a change order for a project
- Update the project budget with the change order
- Update cost commitments with the change order
- Review the changes made with change orders in the project budget
- Prevent direct purchases for the project

Managing changes in the project budget

All actions on this diagram are performed by a user with the same job role.



- LEGEND**
- Required action
 - - - - Optional action
 - Addition
 - Deduction

Lesson 9: Tracking Changes to the Budget

Single-Tier Change Management: To Track Changes to the Project Budget

Story

Suppose that the Thai Food Restaurant customer has ordered two juicers, along with eight hours of the installation service from the SweetLife Fruits & Jams company. SweetLife's project accountant has created a project and configured the revenue and cost budgets based on the agreement reached with the customer. During project execution, the customer requests one more juicer, along with the installation, as a part of the same project. The project accountant estimated that installation of additional juicer will require five hours of the installation service.

Acting as the project accountant, you will turn on the change order workflow for the project and create a change order to update the project budget according to the customer's request and to reflect these changes at the project budget level.

Figure: The cost budget updated with the change order

Projects

TOMYUM6 - Juicers with the installation

NOTES FILES TOC

← 📄 ↻ + 🗑️ ⏪ ⏩ COMPLETE PROJECT **RUN PROJECT BILLING** ⋮

* Project ID: TOMYUM6 - Juicers with the installation Status: Active Actual Income: 0.00
 Customer: TOMYUM - Thai Food Restaurant Actual Expenses: 0.00
 Template: Margin: 0.00 %: 0.00
 * Description: Juicers with the installation

SUMMARY TASKS REVENUE BUDGET **COST BUDGET** BALANCES INVOICES CHANGE ORDERS UNION LOCALS ACTIVITIES EMPLOYEES EQUIPMENT DEFAULTS ATTRIBUTES

Project Task: Group by Task

VIEW TRANSACTIONS | All Records

* Account Group	Description	Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Potential CO Quantity	Potential CO Amount	Budgeted CO Quantity	Budgeted CO Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Actual Quantity
LABOR	Installation of equipment at the customers' ...	8.00	HOUR	80.0000	640.00	0.00	0.00	5.00	400.00	13.00	1,040.00	0.00
MATERIAL	Commercial juicer with a production rate of ...	2.00	PIECE	2,000.0000	4,000.00	0.00	0.00	1.00	2,000.00	3.00	6,000.00	0.00

Day 4

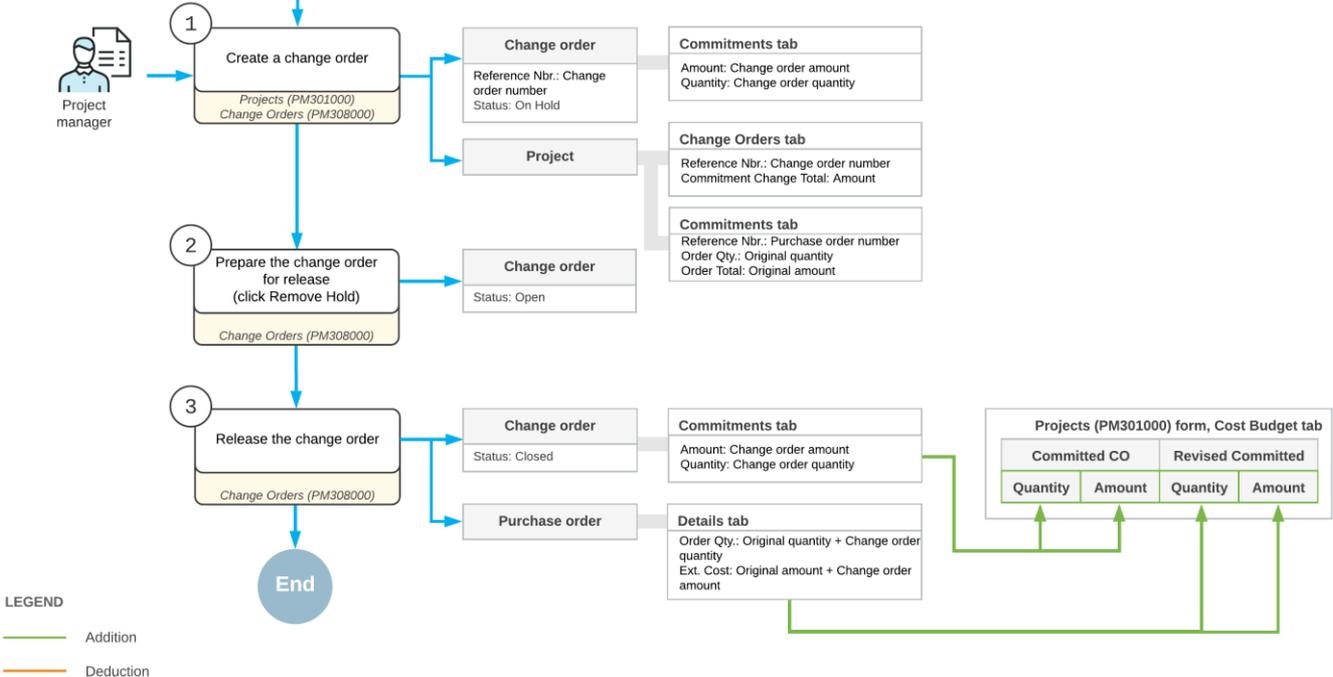
Lesson 10: Tracking Changes to Commitments

Managing changes in commitments

All actions on this diagram are performed by a user with the same job role.

Create a project and a purchase order for the project

The diagram shows increasing of an existing commitment line with a change order.



Change Orders for Commitments: To Create a Change Order Class

Story

Suppose that you, as the system administrator of the SweetLife Fruits & Jams company, need to configure a change order class to be used by a purchase manager for creating change orders for project commitments. The change order class must prevent users from changing the revenue and cost budgets of a project.

Change Orders for Commitments: Process Activity

Story

Suppose that the HM's Bakery and Cafe customer has ordered the services of installation and employee training on operating the previously bought juicer from the SweetLife Fruits & Jams company. The project accountant of SweetLife has created the project in Acumatica ERP and ordered the following services from the Squeezeo Inc. vendor:

- Three hours of juicer installation
- Eight hours of training on operating the juicer



Change Orders for Commitments: Process Activity

Story

The vendor has provided the services. Acting as the project accountant, you will create a purchase order with both of the provided services in the appropriate quantities. You will then receive the invoice from the vendor and realize that the quantity of the provided services differs from the quantity of the ordered services as follows:

- An hour of an additional service, the site review, was provided.
- The vendor also provided and installed a feeder basket for the juicer.
- The installation took one hour more than the ordered quantity.
- The training took two hours less than the ordered number of hours.

Per the agreement with the vendor, you will adjust the provided services within the created purchase order and create a new purchase order for the feeder basket.

Figure: Changes to project commitments

Change Orders

000004 - Installation of juicers and training for employees

NOTES ACTIVITIES FILES TOOLS

REMOVE HOLD

Reference Nbr.: 000004 - Ad * Class: COMMITMENT - Change orders to co Revenue Budget Change Total: 0.00

Status: On Hold Project: HMLAKERY12 - Installation of juicers and Commitment Change Total: 290.00

* Change Date: 1/30/2022 Customer: HMLAKERY - HM's Bakery & Cafe Cost Budget Change Total: 0.00

* Approval Date: 1/30/2022 External Reference Nbr.: Gross Margin Amount: 0.00

Contract Time ... 0 Revenue Change Nbr.: N/A Gross Margin %: 0.00

* Description: Adjustment to the purchase orders from Squeezeo Inc.

COMMITMENTS DETAILED DESCRIPTION ATTRIBUTES APPROVALS COMPLIANCE

SELECT COMMITMENTS All Records

Status	*Project Task	Cost Code	Inventory ID	*Description	Quantity	UOM	Unit Cost	Amount	Account	*Vendor	Commitment Type	Commitment Nbr.
Update	INSTALL	00-000	INSTALL	Installation of equipment at the customers'...	1.00	HOUR	80.00	80.00	54200	SQUEEZO	Normal Purchase Order	000031
Update	INSTALL	00-000	TRAINING	Training on juicer usage (at customer's pla...	-2.00	HOUR	40.00	-80.00	54100	SQUEEZO	Normal Purchase Order	000031
New Line	INSTALL	00-000	SITEREVIEW	Site review	1.00	HOUR	40.00	40.00	54100	SQUEEZO	Normal Purchase Order	000031
New Document	INSTALL	00-000	BASKET	Feeder basket	1.00	PIECE	250.00	250.00	50000	SQUEEZO	Normal Purchase Order	

Figure: Project commitments updated with the change order

Commitments

TC

CREATE EXTERNAL COMMITMENT

Project:	HMBAKERY12 - Installation of juicers	Revised Com...	12.00	Committed Received Q...	0.00
Account Group:		Revised Com...	850.00	Committed Invoiced Qu...	0.00
Project Task:		Committed Op...	12.00	Committed Invoiced A...	0.00
Cost Code:		Committed Op...	850.00		
Inventory ID:					
Related Document Type:	All Commitments				

[ALL RECORDS](#)
[COST COMMITMENTS](#)

				Type	*Project	*Account Group	*Project Task	*Inventory ID	Cost Code	External Ref. Nbr	UOM	Original Committed Quantity	Original Committed Amount	Committed CO Quantity	Committed CO Amount	Revised Committed Quantity	Revised Committed Amount
>			Purchase Order	Normal_000032	Internal	HMBAKERY12	MATERIAL	INSTALL	BASKET	00-000	PIECE	0.00	0.00	1.00	250.00	1.00	250.00
			Purchase Order	Normal_000031	Internal	HMBAKERY12	LABOR	INSTALL	TRAINING	00-000	HOUR	8.00	320.00	-2.00	-80.00	6.00	240.00
			Purchase Order	Normal_000031	Internal	HMBAKERY12	SUBCON	INSTALL	INSTALL	00-000	HOUR	3.00	240.00	1.00	80.00	4.00	320.00
			Purchase Order	Normal_000031	Internal	HMBAKERY12	LABOR	INSTALL	SITEREVIEW	00-000	HOUR	0.00	0.00	1.00	40.00	1.00	40.00

Lesson 11: Preventing Direct Purchases to Projects

Single-Tier Change Management: To Prevent Direct Changes to Commitments

Story

Suppose that the HM's Bakery and Cafe customer has ordered a juicer from the SweetLife Fruits & Jams company, along with the services of installation and training for its employees on operating the juicer. SweetLife has contracted the Squeezeo Inc. vendor to perform the installation. The project accountant of SweetLife has created a project with tasks corresponding to the installation and training phases.

Acting as the project accountant, you need to purchase the installation service from the vendor. When you purchase the budgeted service, you will lock the commitments for the project to prevent the direct processing of purchase orders for the project.

Figure: The restriction of direct commitment creation for the project

Purchase Orders
Normal - Squeezeo Inc.

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Type:	Normal	* Vendor:	SQUEEZO - Squeezeo Inc.	Line Total:	160.00
Order Nbr.:	<NEW>	* Location:	MAIN - Primary Location	Discount Total:	0.00
Status:	On Hold	Owner:	EP00000001 - Pam Brawner	VAT Exempt T...:	0.00
* Date:	1/30/2022	Vendor Ref.:		VAT Taxable T...:	0.00
Promised On:	1/30/2022			Tax Total:	0.00
Description:	Purchase for HM's Bakery & Cafe			Order Total:	160.00

✖ DETAILS TAXES SHIPPING VENDOR INFO PO HISTORY PREPAYMENTS CHANGE ORDERS OTHER COMPLIANCE

🔄 + ✎ ✕ ADD ITEMS ADD MATRIX ITEMS ADD PROJECT ITEM ADD BLANKET PO ADD BLANKET PO LINE VIEW SO DEMAND

Complete On (%)	Receipt Action	Tax Category	Account	Description	Accrual Account	* Project	Project Task	Cost Code
100.00	Accept but Warn	EXEMPT	54200	Project Subcontract Expense		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.



Part 6: Time Tracking

Lesson 12: Configuring Time Tracking in Projects

Learning Objectives

In this lesson, you will learn how to do the following:

- Prepare the system for the configuration of time tracking
- Enable the needed system features
- Specify the minimum required configuration so that time cards (and time activities, if applicable) can be used to track employee time spent for a project

Time Tracking Configuration: To Configure Time Tracking in Projects

Story

Suppose that you, as an administrative user of the SweetLife Fruits & Jams company, are configuring accounting for projects. The manager of the company has decided to track employee time spent on each project and bill the customer based on employee time spent on work related to the customer's project. The employees should report their working time on a weekly basis by using time cards.

You must configure the basic time tracking configuration and specify the time tracking settings in the project accounting preferences.

Time Tracking Configuration: To Track Time with Time Activities

Story

Suppose that you, as an administrative user of SweetLife Fruits & Jams company, are configuring accounting for projects. The manager of the company has decided to track employee time spent on each project and bill the customer based on employee time spent on work related to the customer's project. The employees should report their working time on a daily basis by using time activities.

You must configure the system for using time activities for time tracking.

Lesson 13: Tracking Employee Work in Projects

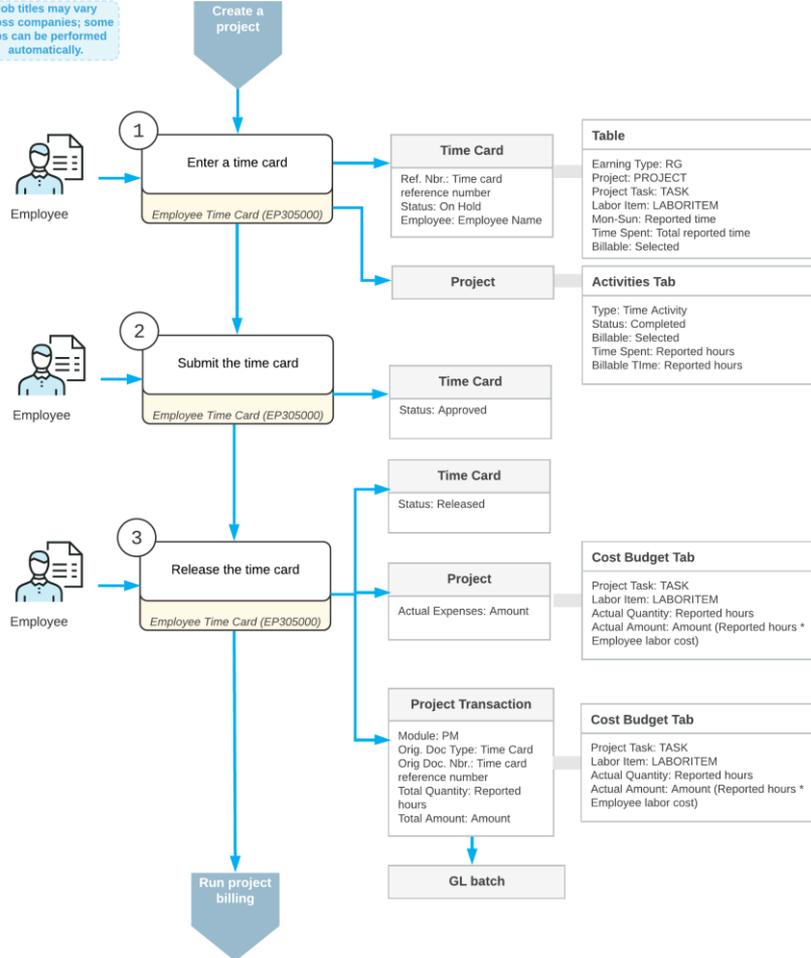
Learning Objectives

In this lesson, you will learn how to do the following:

- Enter a billable time activity related to a project, and log the time spent for the project
- Enter a billable time card related to a project, and log the time spent for the project
- Bill a project for employees' time spent working on it

Reporting billable time for a project

Job titles may vary across companies; some jobs can be performed automatically.



Employee Time Billing: To Enter a Project-Related Time Activity

Story

Suppose that the HM's Bakery and Cafe customer has contacted the SweetLife Fruits & Jamss company to order training on operating juicers for the company's new employees. The project accountant has created a project to account for the provided services.

Further suppose that Todd Bloom has spent four hours training the customer's employees on Thursday. Acting as Todd Bloom, you need to enter a time activity to log the time spent working on the project.

Figure: The time activity related to the project

Projects NOTES FILES

HMBAKERY7 - A training for employees

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* Project ID:	HMBAKERY7 - A training for employees	Status:	Active	Actual Income:	0.00
Customer:	HMBAKERY - HM's Bakery & Cafe	Actual Expenses:		0.00	
Template:		Margin:	0.00	%:	0.00
* Description:	A training for employees				
Currency Rate for Budget:	USD 1.00	VIEW BASE			

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS UNION LOCALS **ACTIVITIES** EMPLOYEES EQUIPMENT ADDRESSES

🔄 CREATE TASK CREATE EMAIL CREATE ACTIVITY ▾ |🔍

All Activities																
Class Icon	Type	* Summary	Status	Start Date	Category	Billable	Time Spent	Overtime	Billable Time	Billable Overtime	Workgroup	Owner				
📄	Work Item	A 4-hour training session	Completed	1/30/2022 7:15 AM		☑️	04:00	00:00	04:00	00:00		Todd Bloom				

Employee Time Billing: To Enter a Project-Related Time Card

Story

Suppose that the HM's Bakery and Cafe customer has contacted the SweetLife Fruits & Jams company and ordered training on operating juicers for the company's new employees. The project accountant has created a project to account for the provided services.

Further suppose that project accountant (who also provides employee training services) has spent eight hours training the customer's employees on January 30. Acting as Pam Brawner, you need to enter a time card to log the time spent working on the project.

Figure: Time card information tracked in the project

Projects

HMBAKERY7 - A training for employees

NOTES FILES TOOLS

← ↻ 📄 ↶ + 🗑️ K < > >| COMPLETE PROJECT **RUN PROJECT BILLING** ...

* Project ID: HMBAKERY7 - A training for employee Status: Active Actual Income: 0.00
 Customer: HMBAKERY - HM's Bakery & Cafe Actual Expenses: 360.00
 Template: Margin: -360.00 %: 0.00
 * Description: A training for employees
 Currency Rate for Budget: USD 1.00 VIEW BASE

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS UNION LOCALS **ACTIVITIES** EMPLOYEES

🔄 CREATE TASK CREATE EMAIL CREATE ACTIVITY | | ☒ All Activities

	Type	* Summary	Status	Start Date	Category	Billable	Time Spent	Overtime	Billable Time	Billable Overtime	Workgroup	Owner
>	Time Activity	An 8-hour training session	Released	2/3/2022 10:0		<input checked="" type="checkbox"/>	08:00	00:00	08:00			Pam Brawner
	Work Item	A 4-hour training session	Completed	1/30/2022 7:1		<input checked="" type="checkbox"/>	04:00	00:00	04:00	00:00		Todd Bloom

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Thank you

Heidi Dempsey