



Acumatica

The Cloud ERP

Accounting for Projects

Daria Chuprova

Senior Business Analyst, Projects & Constuction Team

Timing and Agenda

October 21, 2024 -10:00-11:30 AM PT

Day 1

Lesson 1: Billing Projects for Progress

Lesson 2: Billing Projects for Time and Material

Lesson 3: Pro Forma Invoices

October 22, 2024 -10:00-11:30 AM PT

Day 2

Lesson 4: Configuring the Project Budget

Lesson 5: Reviewing Project Balances

Lesson 6: Lock of the Budget and Commitments

Lesson 7: Purchasing Services for Projects

Lesson 8: Purchasing Materials and Services for Projects

Lesson 9: Cost Commitments

Timing and Agenda

October 23, 2024 -10:00-11:30 AM PT

Day 3

Lesson 10: Tracking Employee Work in Projects

Lesson 11: Project Templates and Common Tasks

Lesson 12: Project Quotes



Day 1

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 devices 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. This branch is also planning on selling goods via a website created on an e-commerce platform to accept orders online. The e-commerce integration project is underway.
- **SweetLife Service and Equipment Sales Center:** This branch is a service center with a small warehouse where juicers are stored. This branch assembles, sells, installs, and services juicers, in addition to training customers' employees to operate juicers.

Operational Activity

The company has been operating starting in the 01-2023 financial period. In November 2023, 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. The equipment center has begun its operations in 01-2024 in response to the company's growth.

In October 2023, the company received an investment and opened a subsidiary company for construction (ToadGreen). In February 2024, the company started its first construction project.

The base currency of the company and its subsidiaries is the US dollar (USD). All amounts in documents and reports are expressed in US dollars unless otherwise indicated.

SweetLife Company Sales and Services

Each SweetLife 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 cafes. The company also conducts home canning training at the customer's location and webinars on the company's website.
- **SweetLife Store:** In the store, 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).
- **SweetLife Service and Equipment Sales Center:** This branch assembles juicers, sells juicers, provides training on equipment use, and offers equipment installation, including site review and maintenance services. The branch performs short-term service provision.

The company has local and international customers. The ordered items are delivered by drivers using the company's own vehicle. Customers can pay for orders by using various payment methods (cash, checks, or credit cards).



Part 1: Project Billing

Lesson 1: Billing Projects for Progress

Learning Objectives

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

- Configure a progress billing rule
- Update the project progress to make it ready to be billed
- Run project billing for a project
- Process the documents that have been generated during the project billing
- Review how the project's actual amounts are updated with the billed amounts

Progress Billing

Progress billing is a simple billing workflow for the projects that are gradually billed at a fixed contract amount.

To bill a project task by its progress, you need to create a billing rule on the Billing Rules (PM207000) form and configure a step of the Progress Billing type in this rule.

Billing rule configuration:

- Define the description for the invoice and invoice lines,
- Define sources for sales account and branch.

Then you assign the configured billing rule to project tasks on the Tasks tab of the Projects (PM301000) form.

Progress Billing: To Bill a Project by Progress

Story

Suppose that the HM's Bakery and Cafe customer has ordered 20 hours of new-employee training on operating juicers from the SweetLife Fruits & Jams company. SweetLife's project accountant has created a project to handle the tracking and billing of the provided services; the project should be billed on demand as the services are provided. Before each invoice is sent to the customer for payment, the customer has requested that a pro forma invoice be submitted for acceptance.

Then suppose that on 1/30/2024, SweetLife's consultant has provided five hours of the training. As the project accountant, you need to update the progress of the project and bill the customer for the provided training.

Figure: The revenue budget of the project

Projects

HMBAKERY3 - A training for employees

NOTES FILES TOOLS

COMPLETE PROJECT

RUN PROJECT BILLING

* Project ID: HMBAKERY3 - A training for employees

Status: Active

Actual Income: 250.00

Customer: HMBAKERY - HM's Bakery & Cafe

Actual Expenses: 0.00

Template:

Margin: 250.00 %: 100.00

* Description: A training for employees

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

Project Task:

☐ Group by Task

Pending Invoice Amount Total: 0.00

VIEW TRANSACTIONS

All Records

Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Draft Invoice Quantity	Draft Invoice Amount	Actual Quantity	Actual Amount	Completed (%)	Pending Invoice Quantity	Pending Invoice Amount	Performance (%)
20.00	HOUR	50.0000	1,000.00	20.00	1,000.00	0.00	0.00	0.00	250.00	25.00	0.00	0.00	25.00

Lesson 2: Billing Projects for Time and Material

Learning Objectives

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

- Configure a time and material billing rule
- Make sure that the project is ready to be billed
- Run project billing for a project
- Process the documents that have been generated during the project billing
- Review how the project's actual amounts are updated with the billed amounts

Time and Material Billing

The time and material billing workflow is provided for project tasks that need to be billed based on project transactions.

To bill a project task for time and material, you need to create a billing rule on the Billing Rules (PM207000) form and configure a step or multiple steps of the Time and Material type in this rule.

Billing rule configuration:

- Define the account group,
- Define the description for the invoice and invoice lines,
- Define a formula to calculate the amount of invoice,
- Define sources for sales account and branch.

Then you assign the configured billing rule to project tasks on the Tasks tab of the Projects (PM301000) form.

Time and Material Billing: To Bill a Project for Time and Material

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 employee training on operating the juicer. SweetLife's project accountant has created the project to handle the tracking and billing of the juicer and the provided services. Then the project accountant has entered a project transaction to record the delivery and installation of the juicer, and eight hours of training have been provided by SweetLife consultants. Acting as the project accountant, you need to bill the customer for the project so that the billing includes the materials used and the work time spent on the project.

Figure: The project balances after project billing

Projects

HMBAKERY4 - A juicer with the installation and training for employees

← ↻ ⏮ ⏭ ⏮ ⏭ ⏭ ⏭ COMPLETE PROJECT RUN PROJECT BILLING ...

* Project ID:	HMBAKERY4 - A juicer with the install	Status:	Active	Actual Income:	3,300.00
Customer:	HMBAKERY - HM's Bakery & Cafe			Actual Expenses:	2,640.00
Template:				Margin:	660.00
* Description:	A juicer with the installation and training for employees				

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	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

Lesson 3: Pro Forma Invoices

Learning Objectives

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

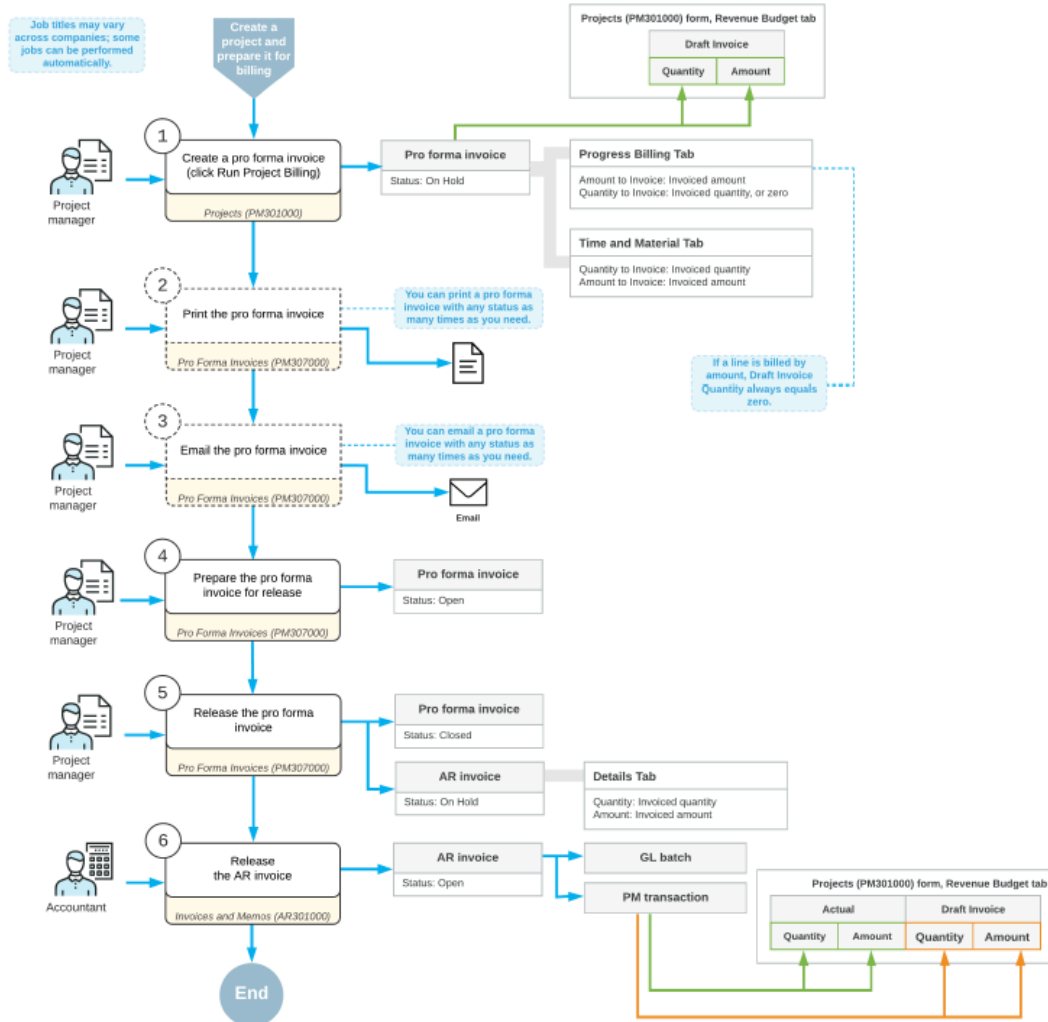
- Configure the pro forma invoice workflow for a project
- Create a pro forma invoice
- Print the pro forma invoice
- Send the pro forma invoice as an email
- Create an accounts receivable invoice based on a pro forma invoice

Pro Forma Invoice

You create a pro forma invoice for a project if you need to reach agreement with the customer about the invoice.

A pro forma invoice can be created only through the process of billing a particular project, and it can be assigned a reference number only automatically. You cannot manually enter new pro forma invoices on the Pro Forma Invoices (PM307000) form.

Pro forma invoice workflow



Pro Forma Invoices: To Process a Pro Forma Invoice for a Project

Story

Suppose that the HM's Bakery and Cafe customer has ordered juicers from the SweetLife Fruits & Jams company, along with the following services: site review, installation, and employee training on operating the juicers.

SweetLife's project accountant has created a project that should be billed on demand as the juicers are installed and all the services are provided. Before the invoice is sent to the customer for payment, the customer has requested a pro forma invoice to be submitted for acceptance. The site review has taken place, the juicers have been delivered and installed, and SweetLife's consultant has provided the training. After that, the project accountant has entered project transactions and updated the progress of the project.

Acting as the project accountant, you will bill the customer, print the pro forma invoice, and email the invoice to the customer for approval on 1/30/2024. Then you will release the pro forma invoice and the associated accounts receivable invoice.

Figure: The AR invoice prepared based on the pro forma invoice

Invoices and Memos

Invoice 000119 - HM's Bakery & Cafe

NOTES ACTIVITIES FILES TOOLS

REMOVE HOLD

Type: Invoice Customer: HMLAKERY - HM's Bakery & Cafe Detail Total: 10,450.00

Reference Nbr.: 000119 * Location: MAIN - Primary Location Line Discounts: 0.00

Status: On Hold * Terms: 30D - 30 Days Document Dis... 0.00

* Date: 1/30/2024 * Due Date: 2/29/2024 ☐ Apply Retainage Retained Amo... 0.00

* Post Period: 01-2024 * Cash Discount: 2/29/2024 ☐ Pay by Line Tax Total: 0.00

Customer Ord... Project: HMLAKERY5 - Juicers with the installatio Balance: 10,450.00

Cash Discount: 0.00

Description: Invoice for HMLAKERY5

DETAILS FINANCIAL ADDRESSES TAXES APPLICATIONS COMPLIANCE

	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Price	Ext. Price	Discount Percent	Discount Amount	Amount	Account	Description	Project Task
>	SITEREVIEW	Site review	0.00	HOUR	50.0000	200.00	0.000000	0.00	200.00	40000	Sales Revenue	PHASE1
	INSTALL	Installation of equipment at the customers' ...	0.00	HOUR	100.0000	300.00	0.000000	0.00	300.00	40000	Sales Revenue	PHASE2
	INSTALL	Installation of equipment at the customers' ...	0.00	HOUR	100.0000	400.00	0.000000	0.00	400.00	40000	Sales Revenue	PHASE3
	INSTALL	Installation of equipment at the customers' ...	0.00	HOUR	100.0000	600.00	0.000000	0.00	600.00	40000	Sales Revenue	PHASE4
	TRAINING	Training on juicer usage (at customer's place)	0.00	HOUR	50.0000	1,200.00	0.000000	0.00	1,200.00	40000	Sales Revenue	PHASE5
	JUICER10	Pro series juicer with a production rate of 1...	1.00	PIECE	1,500.0000	1,500.00	0.000000	0.00	1,500.00	40000	Sales Revenue	PHASE2
	JUICER15	Commercial juicer with a production rate of ...	1.00	PIECE	2,500.0000	2,500.00	0.000000	0.00	2,500.00	40000	Sales Revenue	PHASE3
	JUICER20C	Commercial citrus juicer with a production r...	1.00	PIECE	3,750.0000	3,750.00	0.000000	0.00	3,750.00	40000	Sales Revenue	PHASE4



Day 2



SAM
Acumatica Customer

Timing and Agenda

October 22, 2024 -10:00-11:30 AM PT

Day 2

Lesson 4: Configuring the Project Budget

Lesson 5: Reviewing Project Balances

Lesson 6: Lock of the Budget and Commitments

Lesson 7: Purchasing Services for Projects

Lesson 8: Purchasing Materials and Services for Projects

Lesson 9: Cost Commitments



Part 2: Budget and Balances

Lesson 4: Configuring the Project Budget

Learning Objectives

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

- Configure the revenue budget and the cost budget for a project
- Update actual values of the project budget
- Review project balances

Project Budget

Each budget line is defined by the project budget key, which is a combination of the following settings that are unique within the project:

- Project task
- Account group
- Inventory item
- Cost Code

As a project is being processed, you create project-related documents such as AP bills, purchase orders, or AR invoices. This causes the creation of project transactions that will then update the budget line. Actual amounts in budget lines cannot be updated manually in the budget.

The system uses a combination of the Project, Project Task, Account Group and Inventory Item to match the transactions with the budget line.

Project Budget: To Configure and Update the Budget

Story

Suppose that the Thai Food Restaurant customer has ordered a juicer along with the site review and installation services from the SweetLife Fruits & Jams company. SweetLife's project accountant has created a project to handle the tracking and billing of the provided materials and services.

Acting as the project accountant, you will configure the revenue budget for the project to plan the expected revenue and the cost budget to plan the materials and services to be spent on the project. Then, when the juicer is delivered and the services are provided, you will enter project transactions to capture project costs and will check if the expenses are within the budget values. You will then bill the project and compare the project income with the budgeted values.

Figure: The cost budget of the project updated by released transactions

Projects

TOMYUM5 - Juicer with the installation

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

* Project ID: TOMYUM5 - Juicer with the installation Status: Active Actual Income: 0.00

Customer: TOMYUM - Thai Food Restaurant Actual Expenses: 2,360.00

Template: Margin: -2,360.00 %: 0.00

* Description: Juicer with the installation

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

Project Task: ☐ Group by T...

🔄 + × VIEW TRANSACTIONS |🔍| 📄 ⬆

			* 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
	🔍	📄	INSTALL	SITEREVIEW	LABOR	Site review	2.00	HOUR	40.0000	80.00	2.00	80.00	1.00	40.00
>	🔍	📄	INSTALL	TRAINING	LABOR	Training on juicer usage (at customer's place)	0.00	HOUR	0.0000	0.00	0.00	0.00	2.00	80.00
	🔍	📄	INSTALL	JUICER15	MATERIAL	Commercial juicer with a production rate of ...	1.00	PIECE	2,000.0000	2,000.00	1.00	2,000.00	1.00	2,000.00
	🔍	📄	INSTALL	INSTALL	SUBCON	Installation of equipment at the customers' ...	4.00	HOUR	80.0000	320.00	4.00	320.00	3.00	240.00

Figure: Project budget balances divided by account group

Projects

TOMYUM5 - Juicer with the installation

← ↻ 📄 ↶ + 🗑️ ⏮️ < > ⏭️ COMPLETE PROJECT RUN PROJECT BILLING ...

* Project ID: TOMYUM5 - Juicer with the installation Status: Active Actual Income: 2,950.00

Customer: TOMYUM - Thai Food Restaurant Actual Expenses: 2,360.00

Template: Margin: 590.00

* Description: Juicer with the installation

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	3,000.00	3,000.00	2,950.00	98.33
	Income Totals	3,000.00	3,000.00	2,950.00	98.33
Expense					
LABOR	Project Labor	80.00	80.00	120.00	150.00
MATERIAL	Project Material	2,000.00	2,000.00	2,000.00	100.00
SUBCON	Project Subcontract	320.00	320.00	240.00	75.00
	Expense Totals	2,400.00	2,400.00	2,360.00	98.33

Lesson 5: Reviewing Project Balances

Project Budget: To Review Project Balances

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 from the SweetLife Fruits & Jams company. SweetLife's project accountant has created a project to handle the tracking and billing of the provided materials and services.

The juicers have been delivered. The installation has been performed by Squeezeo Inc. Then, SweetLife's consultant has provided the training. The project accountant of SweetLife has created purchase orders, entered project transactions, and partially billed the customer.

When the project accountant has got a sick leave, another SweetLife's project accountant continues working on the project. The first accountant has no possibility to hand over the project to the new accountant. Acting as the new project accountant, you need to review the project balances to become familiar with the project and gather all the information about performed work.

Figure: Revenue budget lines with actual and revised values

Projects

HMBAKERY6 - Juicers with the installation and training for employees

NOTES

←

↺

📄

↻

+

🗑

⏪

<

>

⏩

COMPLETE PROJECT

RUN PROJECT BILLING

...

* Project ID:

HMBAKERY6 - Juicers with the install.

Status:

Active

Actual Income:

5,700.00

Customer:

HMBAKERY - HM's Bakery & Cafe

Actual Expenses:

8,000.00

Template:

Margin:

-2,300.00

%:

-40.35

* Description:

Juicers with the installation and training for employees

SUMMARY

TASKS

REVENUE BUDGET

COST BUDGET

BALANCES

COMMITMENTS

INVOICES

CHANGE ORDERS

UNION LOCALS

ACTIVITIES

EMPLOYEES

EQUIPMENT

ADDRESSES

DEFAULT

Project Task:

☐ Group by Task

Pending Invoice Amount Total:

0.00

🔄

+

×

VIEW TRANSACTIONS

🔍

📄

⬆

All Records

					Original Budgeted Quantity	UOM	Unit Rate	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Draft Invoice Quantity	Draft Invoice Amount	Actual Quantity	Actual Amount	
>	🔍	📄	PHASE1	REVENUE	Installation of the first juicer	0.00	hour	0.0000	1,850.00	0.00	1,850.00	0.00	0.00	4.00	1,850.00
	🔍	📄	PHASE2	REVENUE	Installation of the second juicer	0.00	hour	0.0000	2,950.00	0.00	2,950.00	0.00	0.00	5.00	2,950.00
	🔍	📄	PHASE3	REVENUE	Installation of the third juicer	0.00	hour	0.0000	4,300.00	0.00	4,300.00	0.00	4,300.00	0.00	0.00
	🔍	📄	PHASE4	REVENUE	Training	0.00	hour	0.0000	1,200.00	0.00	1,200.00	0.00	0.00	18.00	900.00

Figure: Cost budget lines with actual and revised values

Projects

HMBAKERY6 - Juicers with the installation and training for employees

NOTESFILES

←

📄

📄

↶

+

🗑

IK

<

>

>I

COMPLETE PROJECT

RUN PROJECT BILLING

...

* Project ID:

HMBAKERY6 - Juicers with the install. 🔍

Status:

Active

Actual Income:

5,700.00

Customer:

HMBAKERY - HM's Bakery & Cafe 🔍 ✎

Actual Expenses:

8,000.00

Template:

✎

Margin:

-2,300.00

%:

-40.35

* Description:

Juicers with the installation and training for employees

SUMMARY

TASKS

REVENUE BUDGET

COST BUDGET

BALANCES

COMMITMENTS

INVOICES

CHANGE ORDERS

UNION LOCALS

ACTIVITIES

EMPLOYEES

EQUIPMENT

ADDRESSES

DEFAULTS

Project Task:

🔍

☐ Group by Task

🔄

+

×

VIEW COMMITMENT DETAILS

VIEW TRANSACTIONS

📊

🔍

⬆️

All Records

Original Budgeted Quantity	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
1.00	HOURL	40.0000	40.00	1.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	40.00
1.00	PIECE	1,200.0000	1,200.00	1.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1,200.00
3.00	HOURL	80.0000	240.00	3.00	240.00	3.00	240.00	3.00	240.00	0.00	3.00	240.00	0.00	0.00	3.00	240.00
1.00	HOURL	40.0000	40.00	1.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	40.00
1.00	PIECE	2,000.0000	2,000.00	1.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	2,000.00
4.00	HOURL	80.0000	320.00	4.00	320.00	4.00	320.00	4.00	320.00	0.00	4.00	320.00	0.00	0.00	4.00	320.00
1.00	HOURL	40.0000	40.00	1.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	40.00
1.00	PIECE	3,000.0000	3,000.00	1.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3,000.00
5.00	HOURL	80.0000	400.00	5.00	400.00	5.00	400.00	5.00	400.00	0.00	5.00	400.00	0.00	0.00	5.00	400.00
24.00	HOURL	40.0000	960.00	24.00	960.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	720.00

Lesson 6: Lock of the Budget and Commitments

Project Budget: To Lock Project Budget

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 from the SweetLife Fruits & Jams company. SweetLife's project accountant has created a project. Before the work on the project has begun, the customer has requested 12 hours of training instead of initially ordered eight hours.

Acting as the project accountant, you will change the original budgeted values of the project before proceeding to the execution stage and lock the budget to prevent the original budgeted values from further editing. The training will take 16 hours instead of 12 and you will adjust revised budgeted values to bill the customer for all the provided services.



Part 3: Capturing Costs for Projects

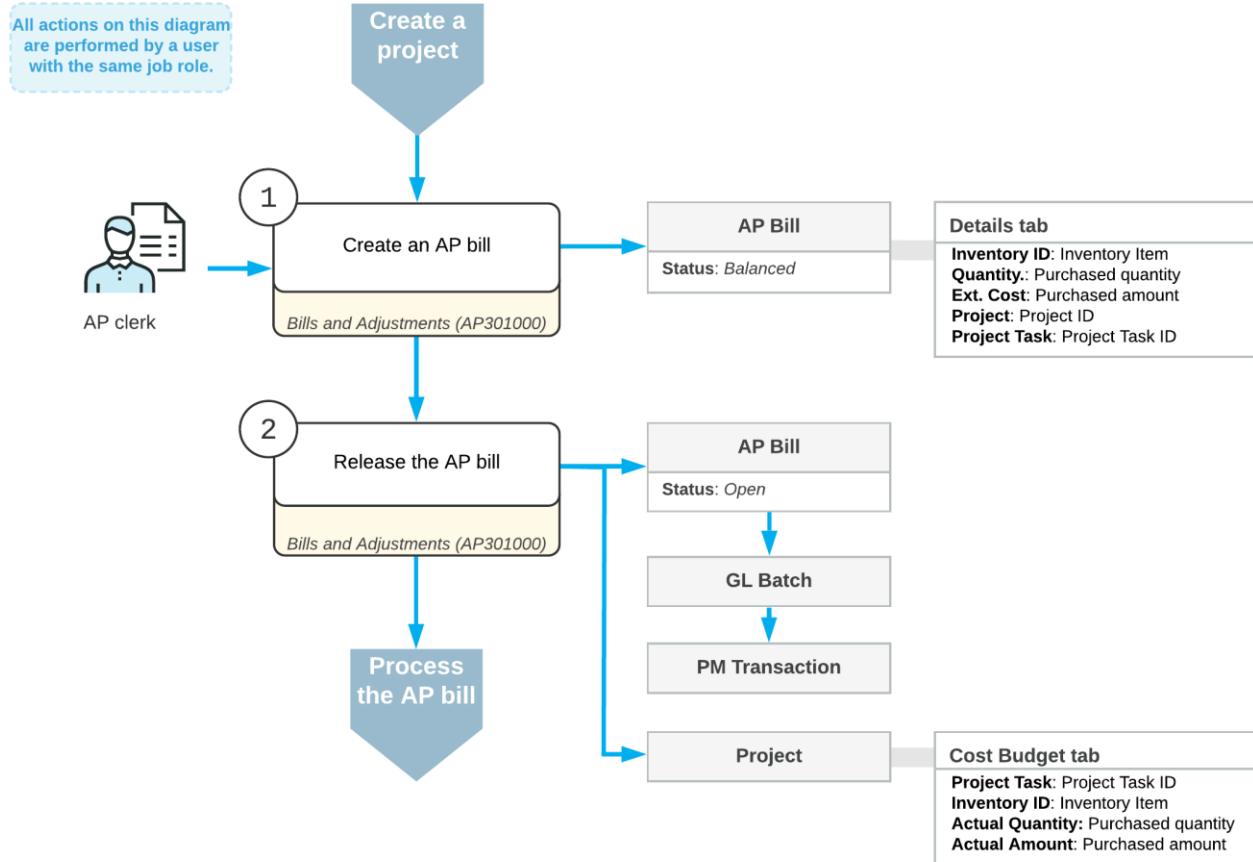
Lesson 7: Purchasing Services for Projects

Learning Objectives

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

- Enter the accounts payable bill for the project
- Specify the services to be purchased, and release the bill
- Review the project and GL transactions that are generated during the processing of a purchase

Processing purchases on a project with an accounts payable bill



Purchasing Services for Projects: Process Activity

Story

Suppose that the HM's Bakery and Cafe customer has ordered the installation service for previously bought juicers from the SweetLife Fruits & Jams company. The SweetLife company has contracted the Squeezo Inc. vendor to provide six hours of the installation service. SweetLife's project manager has created the project. To simplify the process of purchasing services, SweetLife's AP clerk has decided to skip entering of a purchase order for the purchase. Acting as SweetLife's AP clerk, you will process the project-related purchase by using an accounts payable bill.

Figure: Cost budget updated after bill processing

Projects

HMBAKERY14 - The installation of juicers

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

* Project ID: HMBAKERY14 - The installation of juicers Status: Active Actual Income: 0.00
Customer: HMBAKERY - HM's Bakery & Cafe Actual Expenses: 480.00
Template: Margin: -480.00 %: 0.00
* Description: The installation of juicers

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

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	Performance (%)
>	🔍	INSTALL	INSTALL	SUBCON	Installation of equipment at the customers' ...	6.00	HOUR	80.0000	480.00	6.00	480.00	6.00	480.00	100.00

Lesson 8: Purchasing Materials and Services for Projects

Learning Objectives

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

- Configure a project to track project inventory by warehouse location
- Process documents with project-related stock items
- Review project and GL transactions that have been generated during the processing of item sales and purchases

Project Inventory Tracking by Warehouse Location: To Purchase Materials and Services for a Project

Story

Suppose that the HM's Bakery and Cafe customer has ordered two juicers, along with four hours of the installation service from the SweetLife Fruits & Jams company. The SweetLife company contracted the Squeezeo Inc. vendor to provide the juicers and perform the installation. SweetLife's project manager has created the project.

Acting as SweetLife's purchasing manager, you will process the purchase of materials and services for the project. When the vendor delivers the juicers to company's warehouse, you will process a purchase receipt for the juicers.

When the vendor provides the installation service, you will process an accounts payable bill from the vendor for the delivered juicers and provided service.

Figure: Actual values of the budget updated by the purchase

Projects

HMBAKERY2 - Juicers with the installation

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

* Project ID: HMBAKERY2 - Juicers with the install. Status: Active Actual Income: 0.00
Customer: HMBAKERY - HM's Bakery & Cafe Actual Expenses: 3,320.00
Template: Margin: -3,320.00 %: 0.00
* Description: Juicers with the installation

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

Project Task: ☐ Group by Task

VIEW TRANSACTIONS

		*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	Performance (%)
	<input type="checkbox"/>	INSTALL	JUICER10C	MATERIAL	Pro series citrus juicer with a production rat...	2.00	PIECE	1,500.0000	3,000.00	2.00	3,000.00	2.00	3,000.00	100.00
>	<input type="checkbox"/>	INSTALL	INSTALL	SUBCON	Installation of equipment at the customers' ...	4.00	HOUR	80.0000	320.00	4.00	320.00	4.00	320.00	100.00

Lesson 9: Cost Commitments

Learning Objectives

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

- Set up the 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

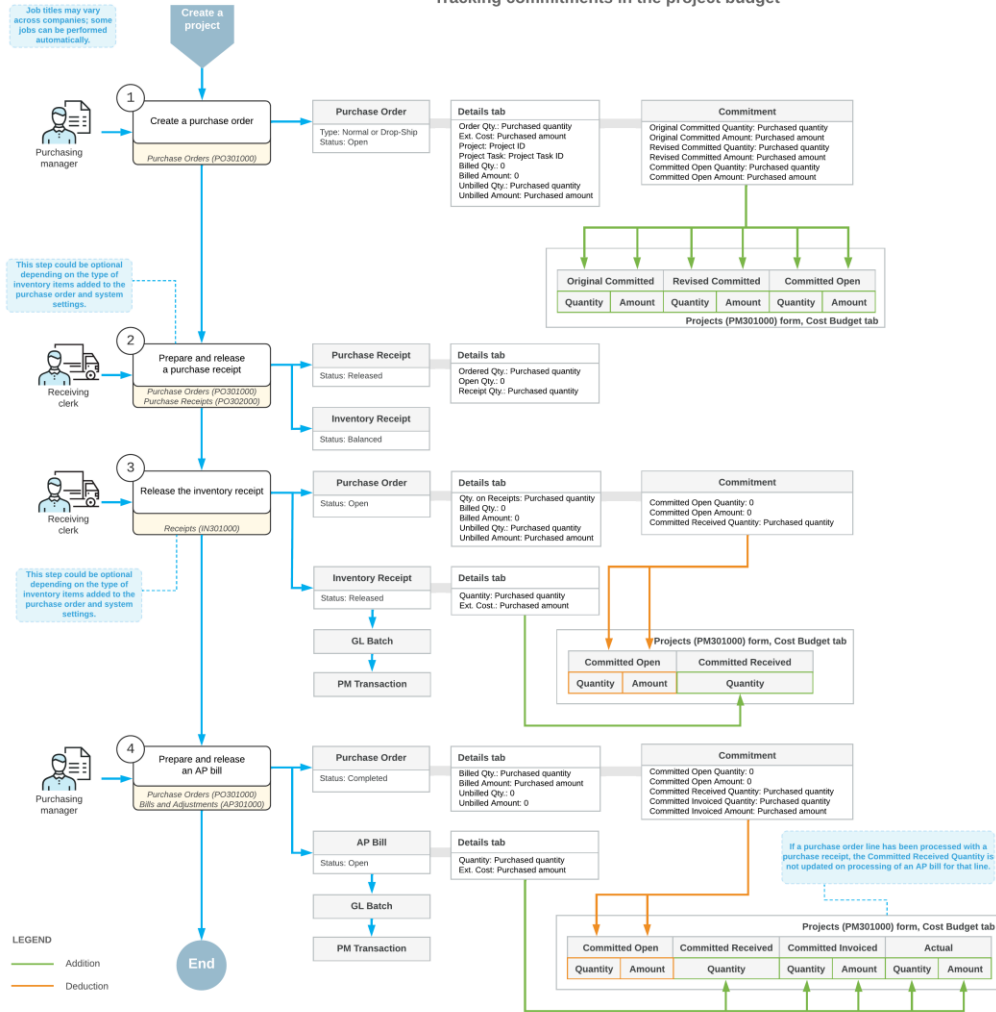
Cost Commitments

Acumatica ERP supports the tracking of purchase orders for each project as project cost commitments, which gives you the ability to control purchases made for projects. 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.

The system creates a commitment for a purchase order line in the amount of the Ext. Cost of the line and updates the committed values of the corresponding budget line of a project's cost budget if all of the following conditions are met:

- The type of the purchase order is Normal, Drop-Ship or Project Drop-Ship.
- The status of the purchase order is Pending Printing, Pending Email, or Open.
- The purchase order line specifies the project and the applicable project task (and, optionally, the cost code).

Tracking commitments in the project budget



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 first part of the installation cost as a commitment to the project.

Figure: Committed values of the project cost budget

Projects

HMBAKERY8 - Installation of juicers

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

* 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

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



Q&A



Day 3

Boca Terry
Acumatica Customer

Timing and Agenda

October 23, 2024 -10:00-11:30 AM PT

Day 3

Lesson 10: Tracking Employee Work in Projects

Lesson 11: Project Templates and Common Tasks

Lesson 12: Project Quotes

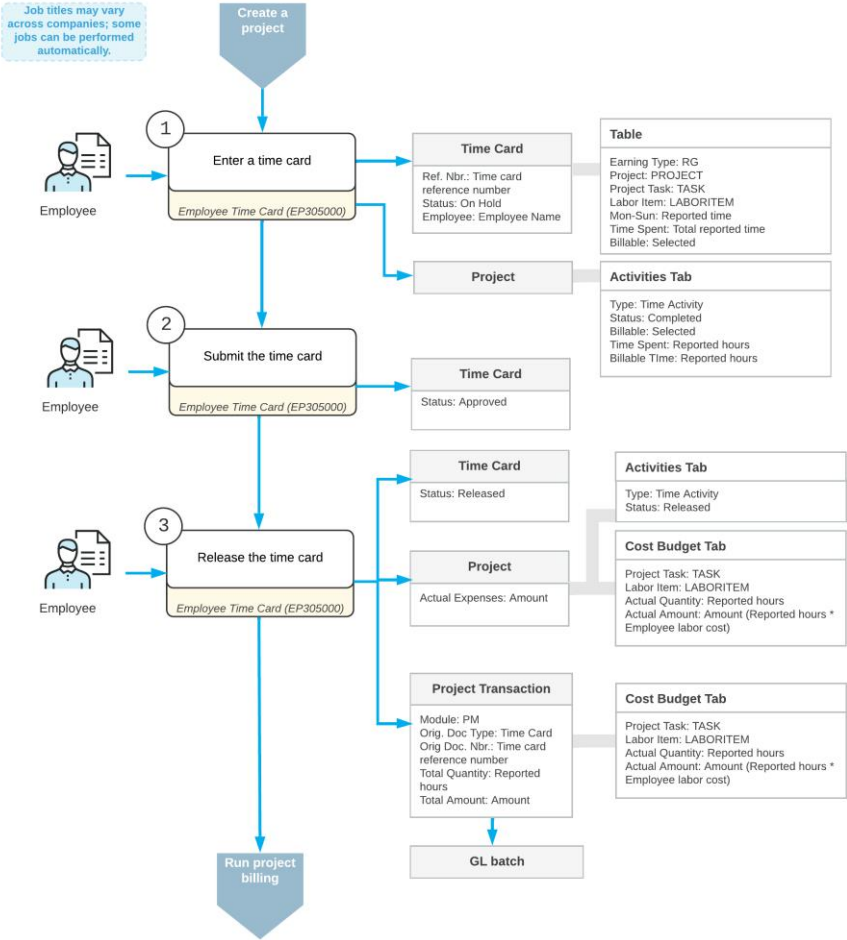
Lesson 10: Tracking Employee Work in Projects

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



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 Monday. 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

HMBAKERY7 - A training for employees

← 📄 ↺ + 🗑️ ⏪ ⏩ COMPLETE PROJECT **RUN PROJECT BILLING** ...

* 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

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

🔄 CREATE TASK CREATE EMAIL CREATE ACTIVITY ▾ ⏪ ⏩ All Activities

📄	✓	!	🔔	C	Ic	Type	* Summary	Status	Start Date	Category	Billable	Time Spent	Overtime	Billable Time	Billable Overtime	Workgroup	Owner
>	✓					📄 Work Item	A 4-hour training session	Completed	1/30/2024 4:4:		☑	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

← ↺ ↻ + 🗑️ ⏮️ ⏪ ⏩ ⏭

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

SUMMARY

TASKS

REVENUE BUDGET

COST BUDGET

BALANCES

INVOICES

CHANGE ORDERS

UNION LOCALS

ACTIVITIES

EMPLOYEES

EQUIPMENT

ADDRESSES

DEFAULTS

🔄 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	1/30/2024 10:00		☑	08:00	00:00	08:00			Pam Brawner
	🔍	🔍	✓			Work Item	A 4-hour training session	Completed	1/30/2024 4:40		☑	04:00	00:00	04:00	00:00		Todd Bloom

Acumatica

The Cloud ERP

55



Part 4: Creation of Projects

Lesson 11: 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.

Projects

INSTLAKE - Installation project for Lake Cafe

←

↺

📄

↻

+

🗑

⏮

<

>

⏭

ACTIVATE PROJECT

⋮

* Project ID:

INSTLAKE - Installation project for Lake Cafe

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	HOURL	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	HOURL	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 12: Project Quotes

Learning Objectives

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

- Create a project quote from scratch
- Create a project quote based on an opportunity
- Specify the settings of a project 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 Quotes

In Acumatica ERP, you can create a project quote to estimate the revenue and costs of a potential project and then send this quote to the customer. You can use the quote for planning purposes before you create a project in the system and begin billing and accounting for revenues and costs.

Tou can create a project quote from scratch or create a project quote from opportunity.

Processing a project quote

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



Project manager

Start

1

Create a project quote

Project Quotes (PM304500)

Project quote

Status: Draft
Project Template: TEMPLATE
New Project ID: PROJECT

Estimation tab

Inventory ID: ITEM
Quantity: Estimated quantity
Ext. Cost: Estimated cost of the line
Ext. Price: Estimated price of the line
Project Task: TASK
Cost Account Group: EXPENSE
Revenue Account Group: REVENUE

Project Tasks tab

Task: TASK

2

Print the quote
(click Print)

Project Quotes (PM304500)



Printed quote

3

Submit the quote
(click Submit)

Project Quotes (PM304500)

Project quote

Status: Prepared

4

Send the quote
(click Email)

Project Quotes (PM304500)

Project quote

Status: Sent



Email

5

Edit the quote
(click Edit)

Project Quotes (PM304500)

6

Convert the quote
to a project (click
Convert to Project)

Project Quotes (PM304500)

Project quote

Status: Closed

Project

Status: In Planning or
Active

Proceed
with the project

Project Tasks tab

Task: TASK
Status: In Planning or Active

Cost Budget tab

Inventory ID: ITEM
Quantity: Estimated quantity
Project Task: TASK
Account Group: EXPENSE
Original Budgeted Amount: Ext. Cost

Revenue Budget tab

Inventory ID: ITEM
Quantity: Estimated quantity
Project Task: TASK
Account Group: REVENUE
Original Budgeted Amount: Ext. Price

LEGEND

———— Required action

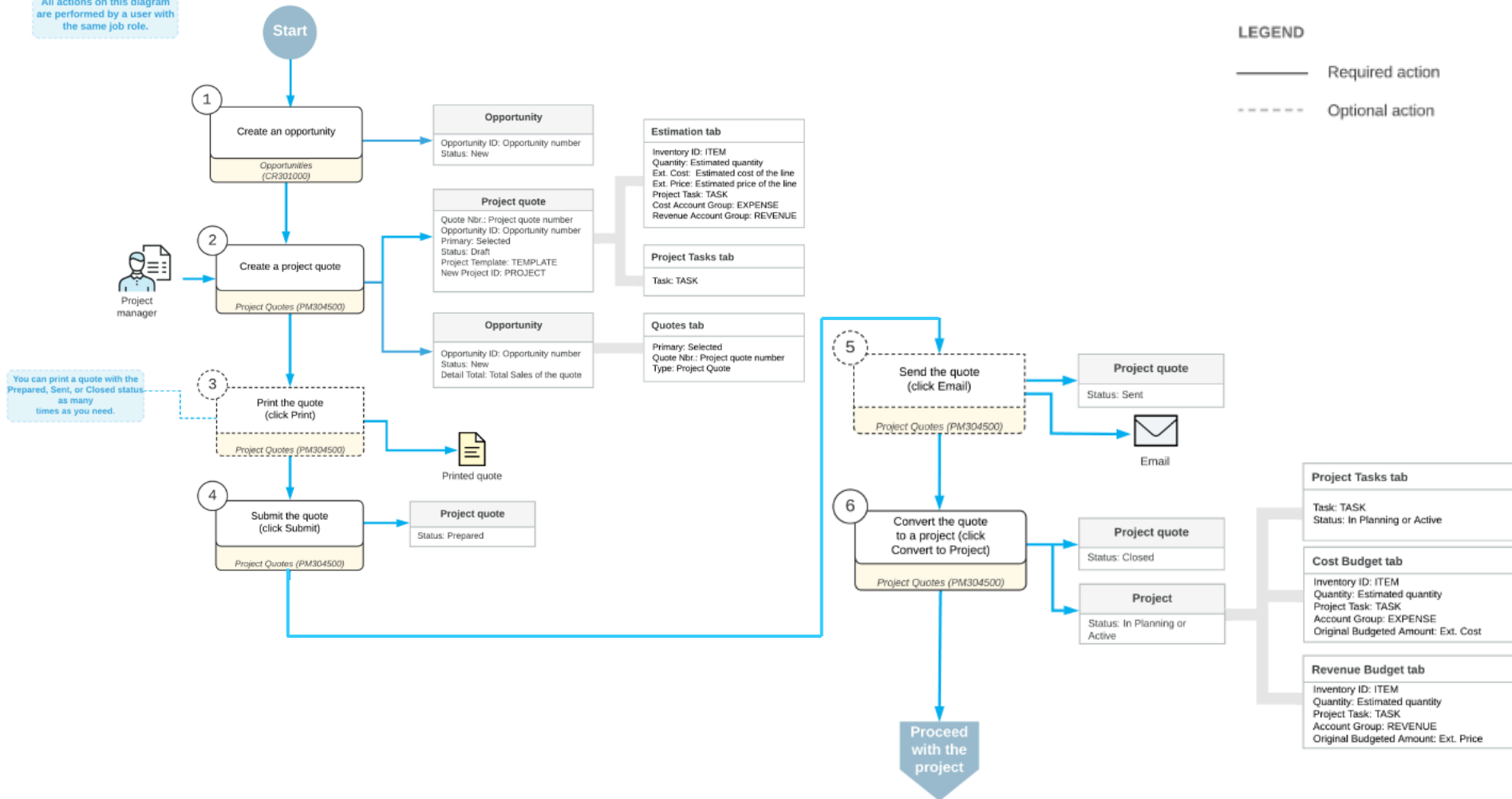
----- Optional action

Processing a project quote created from an opportunity

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

LEGEND

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



Project Quotes: To Process a Project Quote Based on Opportunity

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

← ↻ 📄 ↺ + 🗑️ ⏪ ⏩ > >| **ACTIVATE PROJECT** ...

* Project ID: HMBAKERY1 - A juicer for HM's Bakery & Cafe Status: In Planning

Customer: HMBAKERY - HM's Bakery & Cafe

Template: PROGRESS - A juicer with the installer

* Description: A juicer for HM's Bakery & Cafe

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

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



Thank you!

Daria Chuprova