



Acumatica

The Cloud ERP

P100 Project Implementation and Processing

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Lead Business Analyst

Timing and Agenda

May 28, 2024 - 10:00-11:30 AM PT

Day 1

Lesson 1: Configuring Basic Project Accounting

Lesson 2: Creating Account Groups

Lesson 3: Working with Fixed-Price Projects

Lesson 4: Configuring Project Tasks

Lesson 5: Capturing Costs for Projects

May 29, 2024 - 10:00-11:30 AM PT

Day 2

Lesson 6: Purchasing Materials and Services for Projects

Lesson 7: Purchasing Services for Projects

Lesson 8: Billing Projects with the Direct Creation of AR Invoices

Lesson 9: Billing Projects with Pro Forma Invoices

Lesson 10: Billing Projects for Progress

Timing and Agenda

May 30, 2024 - 10:00-11:30 AM PT

Day 3

Lesson 11: Billing Projects for Time and Material

Lesson 12: Adding New Expenses to Billing Rules

Lesson 13: Grouping Invoices

Lesson 14: Configuring the Project Budget

Lesson 15: Reviewing Project Balances



Day 1

Scott McLaughlin

Acumatica Sponsored Professional Race Car Driver

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.

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: Implementation of Project Functionality

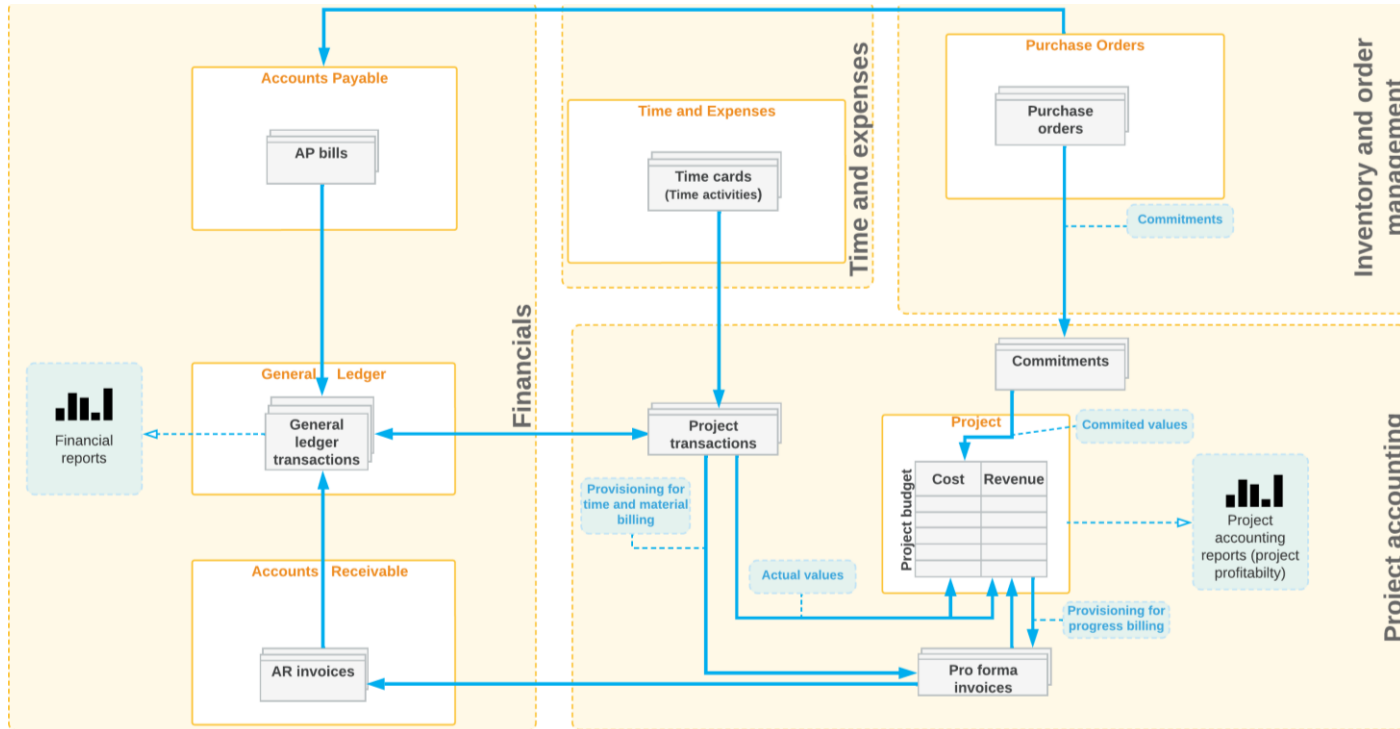
Lesson 1: Configuring Basic Project Accounting

Learning Objectives

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

- Enable the needed system features
- Perform the minimum required configuration
- Learn the recommended settings that you can specify to make the system fit your business requirements

Integration of Projects with Other System Areas



Basic Project Configuration: Implementation Activity

Story

Suppose that you, as the implementation manager of the SweetLife Fruits & Jams company, need to configure the minimum required functionality to prepare the system for accounting for projects.

Lesson 2: Creating Account Groups

Learning Objectives

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

- Prepare the system for the creation of account groups
- Create an account group and map accounts to this group
- Review the chart of accounts and find the account group associated with a particular GL account

Account Groups: General Information

- Account group is an entity in Acumatica ERP that you map to a subset of general ledger accounts.
- Account groups facilitate transfer of the project-related financial information between the general ledger transactions and project transactions.

Types of Account Groups

- Asset
- Liability
- Expense
- Income
- Off-Balance

- Account group of the *Asset or Liability* type may include asset or liability accounts.
- Account group of the *Income or Expense* type may include accounts of any type (income, expense, asset, or liability)
- Account groups of the *Off-Balance* type are not mapped to any general ledger accounts

Account Groups: Implementation Activity

Story

Suppose that you, as an implementation manager, are configuring project accounting for SweetLife Fruits & Jams company. You need to create an account group for advertising expenses and map the general ledger account to which the expenses will be recorded to this group.

Lesson 3: Working with Fixed-Price Projects

Learning Objectives

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

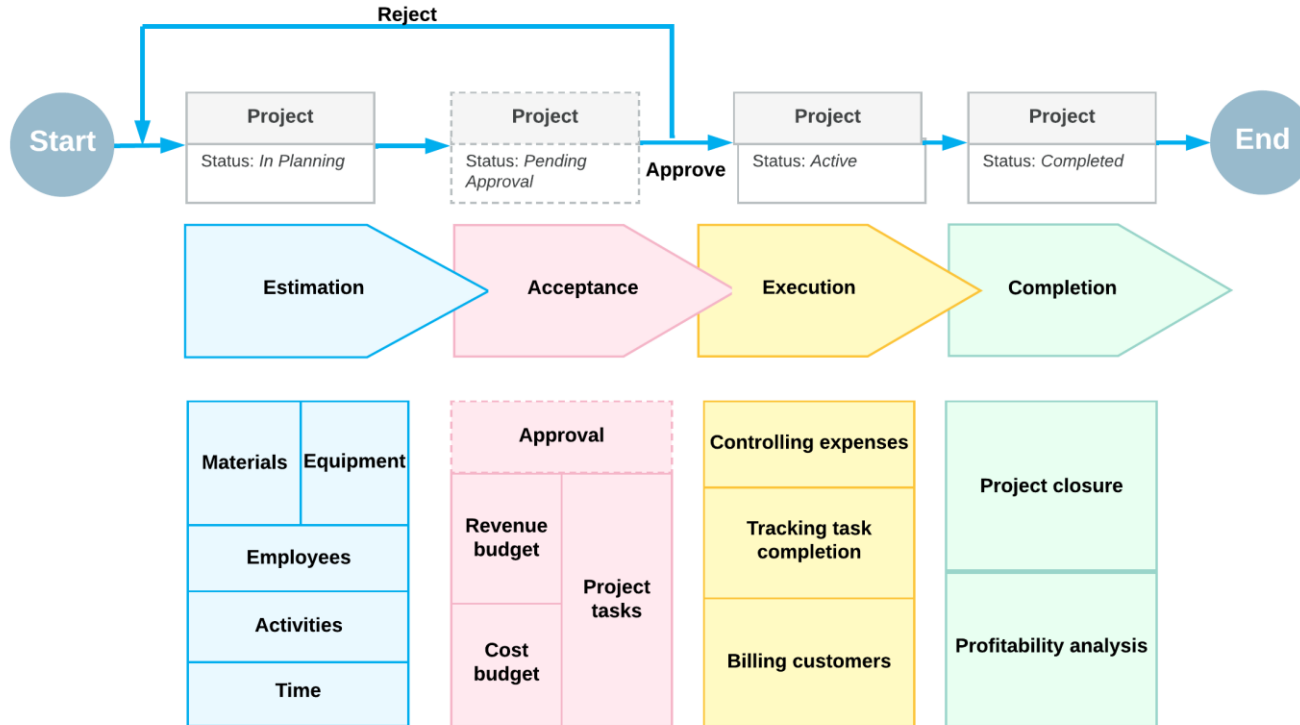
- Plan a project structure
- Create a project and specify its settings
- Plan the structure of the project budget
- Process a project during its lifecycle

Type of Projects

- **Fixed-price project** is an external project in which services and products are provided to customers at a fixed price.
- **Cost-plus project**, which is an external project in which the prices are calculated as a percentage of the costs.
- **Internal project** is used to track activities completed within your company.

Project Creation and Processing: Project Lifecycle

Understanding the project lifecycle



Project Creation and Processing: To Create a Fixed-Price Project

Story

Suppose that the Lake Cafe customer has ordered a juicer from the SweetLife Fruits & Jams company, along with two hours of site review and four hours of installation services. The work will start on 1/1/2024 and must be completed by 1/30/2024. SweetLife's project accountant has decided to create a project to track costs and revenues for the performed work. The project will be completed in two phases: Phase 1 will be the site review, and phase 2 will involve the sale and installation of the juicer. To track the progress of each phase separately, the project accountant has decided to define the phases as separate project tasks. Also, the project accountant will specify the revenue budget information for each project task and inventory item.

The project will be billed once, when both of the project tasks are completed. Also, the project accountant has decided to skip the creation of a pro forma invoices, because all amounts have already been budgeted and agreed upon with the customer, so the direct AR invoice will be created during the billing process.

Acting as the project accountant, you will create the new project and specify all needed settings.

Project Creation and Processing: To Process a Fixed-Price Project

Story

Suppose that the Lake Cafe customer has ordered a juicer from the SweetLife Fruits & Jams company, along with the site review and installation services. SweetLife's project accountant has created a fixed-price project to account for this work. In January 2024, the company employees have performed work related to the project tasks.

Acting as the project accountant, you need to support the project during the entire project lifecycle.

Lesson 4: Configuring Project Tasks

Learning Objectives

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

- Create a project task for a particular project
- Configure the rules of the project task completion
- Configure a project task to be billed separately from other project tasks
- Set a project task as a default for a project

Project Tasks: Implementation Activity

Story

Suppose that the SweetLife Fruits & Jams company is managing a project for the HM's Bakery and Cafe customer, which has ordered the installation of two juicers. A project for this work is currently in progress; the installation of the juicers is 75% completed and is supposed to be completed by 1/30/2024.

Further suppose that the customer notifies you that its employees need training on operating the juicers; you need to add a project task for this activity to the project and add to the cost budget a cost budget line related to this task. You are planning to start training on 1/30/2024. You want to bill the customer separately for the conducted training, and to close the project task based on the budgeted quantity, which is 16 hours of training.

Acting as a SweetLife project accountant, you need to add a new project task for the employee training to the existing project, and specify the settings of the project task. Because the other project tasks are going to be completed soon, you also will set the newly added project task as the default task of the project.



Part 2: Capturing of Costs for Projects

Lesson 5: Capturing Costs for Projects

Learning Objectives

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

- Capture project costs using project transactions
- Make the system create a project transaction based on a GL transaction
- Create a project transaction without posting to the general ledger
- Review how the system has updated the project budget on release of the project transaction

Manual Creation of Project Transactions

- You can create a project transaction directly on the Project Transactions (PM304000) form
- When you specify the Debit Account and Credit Account for the project transaction and release the transaction, the system creates general ledger transactions on the Journal Transactions (GL301000) form

Update of the Project Budget with Project Transactions

The project budget key is the combination of the project, project task, account group, inventory item, and cost code, if applicable.

- The system uses the project budget key to match the transaction with a project budget line.
- If a budget line with the same project budget key exists, the system updates the Actual Quantity and Actual Amount of the corresponding budget line.
- For a new project budget key that does not exist in the project budget, the system creates a new budget line.

Creation of GL Transactions Related to Projects

- On the Journal Transactions (GL301000) form, you can directly create a general ledger transaction related to a specific project and project task.
- If a general ledger transaction has a project and project task specified, in the Account column on the Journal Transactions form, you can select only an account that is mapped to an account group on the Account Groups (PM201000) form.
- When a batch of GL transactions is released, for each transaction line in the batch with a project and project task specified, the system creates the corresponding project transaction

Project Transactions: Process Activity

Story

Suppose that the Thai Food Restaurant customer has ordered training from the SweetLife Fruits & Jams company on how to use a juicer the company previously bought. Based on the agreement with the customer, SweetLife's project accountant has created a project and has created the following tasks corresponding to the phases of training:

- PHASE1: Training is going to be provided within this task and is subject to billing. Any additional expenses incurred during the completion of this task will not be billed.
- PHASE2: If additional training is required after the initial training in the first task, it will be provided within this task and will not be billed.

In the first phase, a consultant has provided eight hours of training and spent \$50 on a taxi. Then the customer requested additional training, and the consultant has provided four extra hours of training in the second phase.

Acting as the project accountant, you need to enter the general ledger transactions to directly capture the costs involved with delivering the first phase of training. The Thai Food Restaurant company covers travel expenses, so they should not affect the project budget. Then you need to enter the project transaction to capture the costs involved with delivering the second phase of training, but the costs should not affect the general ledger.



Day 2



Jessica Korda

Acumatica Sponsored Professional Golfer

Lesson 6: 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

Inventory Tracking by a Project-Specific Location

To track project items by warehouse location, Track by Location is selected in the Inventory Tracking box on the Summary tab of the Projects (PM301000) form for a particular project:

- For a purchase of project items, you create a purchase order on the Purchase Orders (PO301000) form.
- For a sale of project items, you create a sales order on the Sales Orders (SO301000) form.

Limitations

The following limitations apply to the Track by Location inventory tracking mode:

- The purchased materials are not reserved for the project and can be sold and shipped for other projects and customers.
- The system does not track the project-specific cost of materials.

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.

Lesson 7: Purchasing Services for Projects

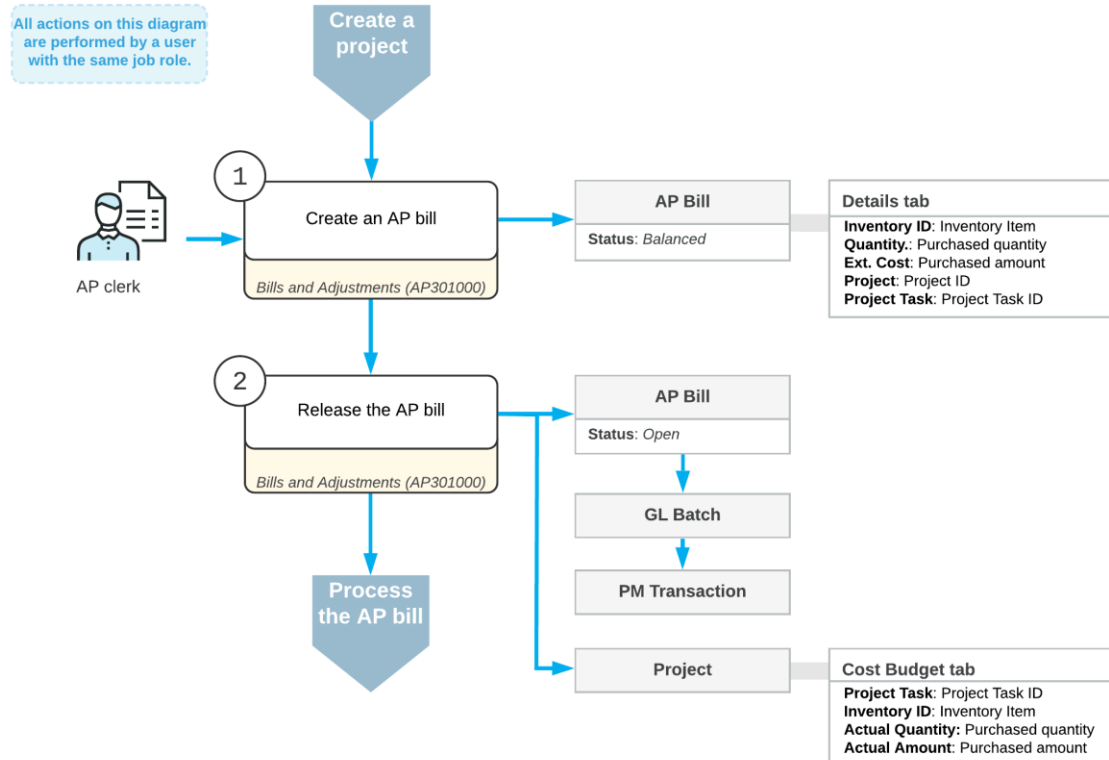
Learning Objectives

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

Workflow of Purchasing Services for Projects

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.



Part 3: Project Billing

Lesson 8: Billing Projects with the Direct Creation of AR Invoices

Learning Objectives

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

- Configure the direct creation of AR documents for the project
- Bill the project with the direct creation of an AR invoice

Billing with the Direct AR Invoice: To Create a Cost-Plus Project

Story

Suppose that the Lake Cafe customer has contacted the SweetLife Fruits & Jams company and ordered training of its employees on operating the juicer it purchased from SweetLife. The training sessions will start on 1/1/2024 and must be completed by 1/30/2024. The project accountant has analyzed the requirements and decided to create a small cost-plus project (with only a single task for the training of employees); the expected project profitability is 20%. Because the number of training sessions may be changed during the project completion by the customer's request, the project will be billed once when all training sessions have been provided. The project accountant has decided to skip the creation of pro forma invoices, because the price of the provided services has already been agreed upon with the customer.

Acting as the project accountant, you will create the new project and specify the needed settings.

Billing with the Direct AR Invoice: To Process a Cost-Plus Project

Story

Suppose that the Lake Cafe customer has ordered training of employees from the SweetLife Fruits & Jams company. SweetLife's project accountant has created a cost-plus project to account for the provided services. Twenty hours of training sessions have been conducted in the period from 1/1/2024 through 1/30/2024.

Acting as the project accountant, you need to support the project during the entire project life cycle.

Lesson 9: Billing Projects with Pro Forma Invoices

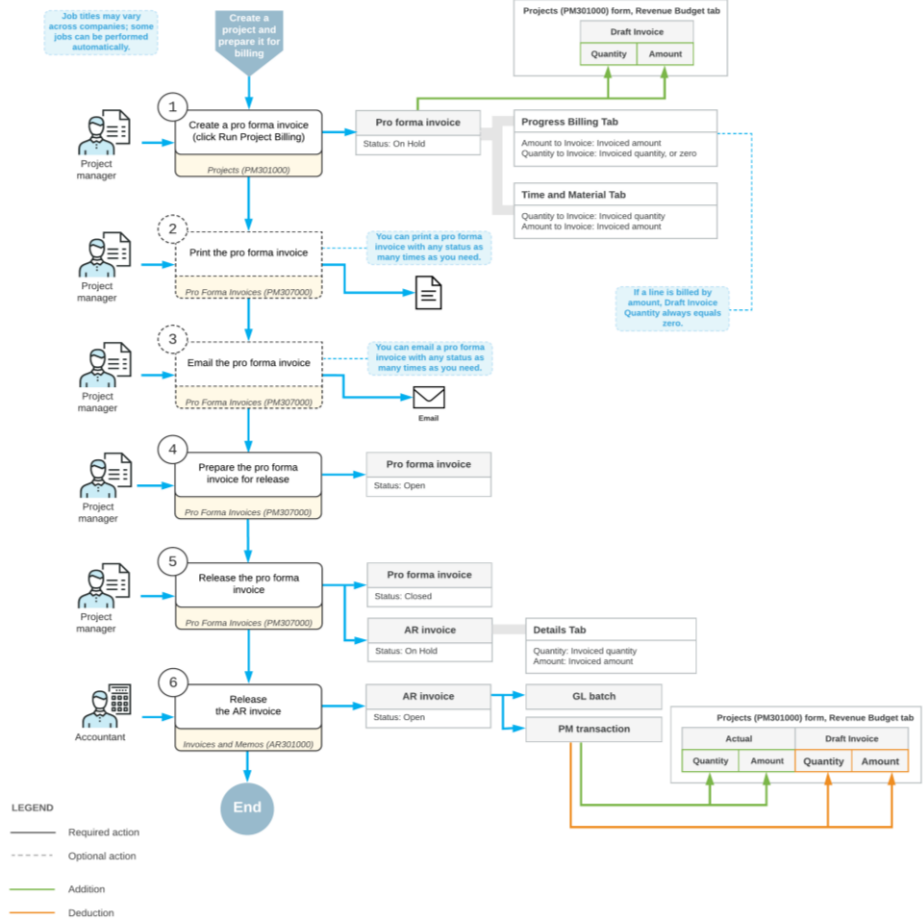
Learning Objectives

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

Workflow of Pro Forma Invoices

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.

Lesson 10: 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

The Progress Billing Process

- Progress billing is a simple billing workflow for the projects that are gradually billed at a fixed contract amount. Progress billing does not involve project transactions.
- Progress billing workflow can be initiated for a project that has at least one revenue budget line with billable project revenue, or for a project with pending values of 0 if the corresponding billing rule has Create Lines with Zero Amount and Quantity check box selected.
- Each revenue budget line is billed based on amount or quantity
- It is possible to modify lines of the pro forma invoice before corresponding AR invoice is released.

Progress Billing: To Configure a Progress Billing Rule

Story

Suppose that you, as the project accountant of the SweetLife Fruits & Jams company, need to configure a billing rule to be used for billing a customer based on the progress of a project that your company completes for the customer.

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.



Day 3

Lesson 11: 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

The Time and Material Billing Process

- Time and material billing can be performed if the project has at least one unbilled transaction that is ready to be billed on the invoice date.
- To bill a project task for time and material, you need to create a billing rule on the Billing Rules form and configure a step or multiple steps of the Time and Material type in this rule.

Time and Material Billing: To Configure a Time and Material Rule

Story

Suppose that you, as the project accountant of the SweetLife Fruits & Jams company, need to configure a billing rule to be used for billing customers for the materials that have been spent on providing services as part of the project, and for the time that has been spent by SweetLife's employees performing work for the project.

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.

Lesson 12: Adding New Expenses to Billing Rules

Learning Objectives

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

- Add a time and material step to a billing rule to process a new type of expenses
- Use item prices in billing rules

Billing Rules: To Modify a Billing Rule to Track New Expenses

Story

Suppose that the West BBQ Restaurant customer has contacted the SweetLife Fruits & Jams company and requested a maintenance service for a juicer. This is a new type of service that the company has not previously provided for any customer. SweetLife's employee has visited the customer and provided two hours of the new maintenance service.

Acting as the project accountant of SweetLife, you need to update the billing rule used in the project to track the new type of expenses and bill the customer for the provided services.

Lesson 13: Grouping Invoices

Learning Objectives

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

- Configure project billing to create a single invoice for the project or to create multiple separate invoices
- Bill the project with different billing rules assigned to the project tasks
- Bill a project task separately from the other tasks of the project
- Bill project transactions that are associated with particular account groups separately from the other

Grouping of Invoices

During the billing process, the system groups the billable amounts into separate invoices based on the:

- The invoice group of the steps of the billing rules to which the project tasks refer
- The customer
- The customer location
- The Bill Separately setting of each project task defined on the Project Tasks (PM302000) form

Grouping of Invoices: Process Activity

Story

Suppose that the Thai Food Restaurant customer has ordered two juicers from the SweetLife Fruits & Jams company, along with the following services: site review, installation, and employee training on operating the juicers. The project accountant of SweetLife has created the project to handle the tracking and billing of the provided materials and services. The project has three tasks that represent three phases of the project execution:

- Phase 1: Installation of the first juicer
- Phase 2: Installation of the second juicer
- Phase 3: Training on operating the juicers

The juicers have been delivered and installed, and SweetLife's consultant has provided the training. Before each invoice is sent to the customer for payment, the customer has requested that a pro forma invoice be submitted for acceptance.

Acting as the project accountant, you will bill the customer with a single invoice. After the first the billing, you will group the invoices in different ways based on the following customer's requests:

- Create a separate invoice for the third phase
- Create a separate invoice for the juicers



Part 4: Budget and Balances

Budget Planning

- You plan a project budget during the estimation stage of the project, before any project transaction occurs.
- On the Revenue Budget and Cost Budget tabs, you can add, revise, and delete budget lines. Each budget line is defined by the project budget key:
 - Project task
 - Account group
 - Inventory item
 - Cost code

Budget Tracking

- During the execution stage of the project, when you process project transaction and bill the project, actual values of the project budget are updated.
- The system uses the combination of the project, project task, account group, and inventory item to match the transaction with a project budget line.
 - If the budget line with the same combination exists, the system updates actual values of the existed line.
 - For a new combination that does not exist in the project budget, the system creates a new budget line.
- In the Performance (%) column, the system estimates the percentage of the actual amount to the revised budgeted amount.
 - For a revenue budget line, this percent shows the progress of completion of your financial plan.
 - For a cost budget line, the percent shows how much expenses you have incurred against the planned amount.

Lesson 14: Configuring the Project Budget

Learning Objectives

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

- Configure the project budget and update its actual values.

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.

Lesson 15: Reviewing Project Balances

Learning Objectives

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

- Review the actual income and actual expenses of a project
- Understand whether the project has amounts that are pending billing
- Review the list of project commitments
- Review the project budget broken down by account group

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.



Alexey Chaschin