



P200 Project Accounting Extended Scenarios

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Timing and Agenda

May 16, 2023 -10 AM -11 PM

Day 1

Lesson 1: Implementing Two-Tier Change Management

Lesson 2: Capturing Project Overhead

May 17, 2023 -10 AM -11 PM

Day 2

Lesson 3: Forecasting the Budget by Period

Lesson 4: Controlling the Budget on Document Entry

Lesson 5: Correcting Pro Forma Invoices

Lesson 6: Correcting Actual Income of Projects

Timing and Agenda

May 18, 2023 -10 AM -11 PM

Day 3

Lesson 7: Accounting for WIP Costs in Cost-Plus Projects

Lesson 8: Configuring Employee-Specific Billing Rates

Lesson 9: Configuring Complex Billing Rates

May 19, 2023 -10 AM -11 PM

Day 4

Lesson 10: Processing Employee Expenses Paid with Corporate Cards

Lesson 11: Configuring Labor Cost Rates

Lesson 12: Tracking Employee Work in Projects

Company Story

This topic explains the organizational structure and operational activity of the company you will work with during this training.

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.
- Service and Equipment Sales Center: This branch is a service center with a small warehouse where juicers are stored. This branch assembles juicers, sells juicers, installs juicers, trains customers' employees to operate juicers, and provides juicer servicing.

Day 1

Lesson 1: Implementing Two-Tier Change Management

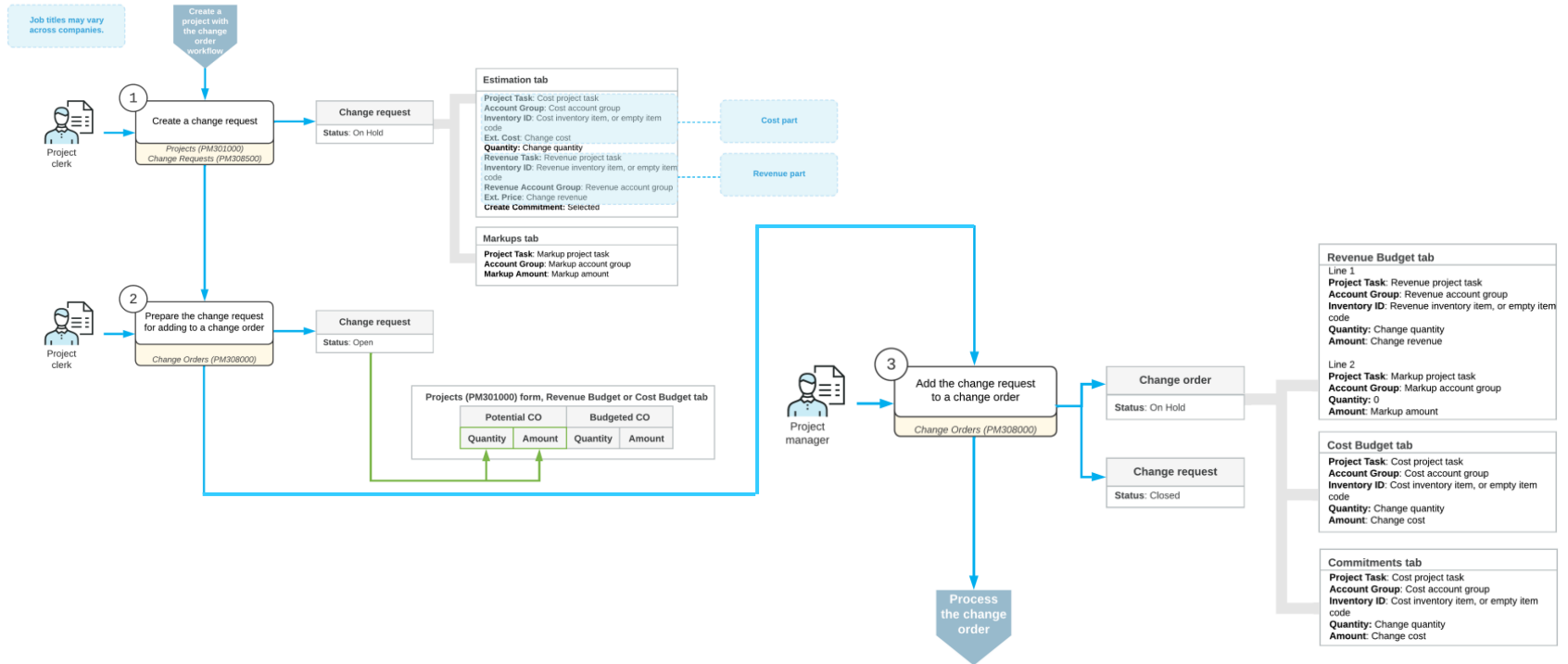
Learning Objectives

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

- Configure a change order class that supports the two-tier change management
- Configure default markups
- Create a change request to update the project budget
- Create a change order based on the change request
- Process a change request with a cost change order
- Process a change request with a revenue change order
- Cancel a change request
- Close a change request

Figure: Workflow of Processing a Change Request

Processing a change request with cost and revenue part



Change Requests: Implementation Activity

Suppose that you, as the system administrator, need to configure two-tier change management so that the change requests to projects can be processed in the system. Also, you need to configure the following price markups to be applied to the new projects:

- A default price markup of 25% is to be applied to each individual change made with a change request
- 8% overhead #1 to be applied to an entire change request
- 4% overhead #2 to be applied to an entire change request
- 5% of all the previously charged markups to be applied to an entire change request (cumulative)
- A flat fee of \$100 per change request You also need to specify price markups for the ITALIAN project, which has already been created in the system. Acting as the system administrator, you will perform these tasks.

Change Requests: Process Activity

Suppose that the West BBQ Restaurant customer has ordered a juicer, along with the following services from the SweetLife Fruits & Jams company: two hours of site review, four hours of installation, and eight hours of employee training on operating the juicers. The SweetLife company has contracted the Squeezeo Inc. vendor to provide the juicer and perform the installation while SweetLife will perform the services of site review and training.

Acting as SweetLife's project accountant, you will create a project. SweetLife's consultant will provide the service of site review and you will then realize that the following adjustments to the project should be agreed upon with the customer: the site review, which has taken an additional hour beyond what was planned, has shown that the installation of the juicer will take two hours beyond the planned time frame. The customer will then ask you for an additional staff person to be trained, so the training will take two additional hours.

You will make the needed corrections to the project budget by using change requests.

Figure: Change requests related to the project

Projects

WESTBBQ3 - A juicer with the installation and training for employees

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* Project ID: WESTBBQ3 - A juicer with the installa Status: Active Actual Income: 0.00
Customer: WESTBBQ - West BBQ Restaurant Actual Expenses: 0.00
Template: Margin: 0.00 %:
* Description: A juicer with the installation and training for employees

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS CHANGE REQUESTS

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🔍	🔍	🗑️	Reference Nbr.	Status	*Change Date	*Description	Cost Total	Line Total	Markup Total	Price Total
>	🔍	🗑️	000001	Open	1/30/2023	Additional time for site review and installation	200.00	275.00	134.65	409.65
	🔍	🗑️	000002	Open	1/30/2023	Additional time for training	80.00	110.00	113.86	223.86

Figure: Lines of the change request and corresponding markups

Change Orders

000004 - A juicer with the installation and training for employees

Reference Nbr.: 000004 - Th * Class: EXTERNAL - Cost and revenue chang Revenue Budget Change Total: 633.51

Status: On Hold

* Change Date: 1/30/2023

* Approval Date: 1/30/2023

Contract Time ... 0

* Description: The second adjustment to the

CHANGE REQUESTS REVENUE BUDGE

VIEW CHANGE REQUESTS

* Project Task * Account Group

INSTALL REVENUE

Change Request Details

Reference Nbr.	Description	Quantity	Unit Price	Ext. Price	Line Amount
000001	Additional time for site review	1.00	50.0000	50.00	55.00
000001	Additional time for installation	2.00	100.0000	200.00	220.00
000002	Additional time for training	2.00	50.0000	100.00	110.00

Markups

Reference Nbr.	Type	Description	Value	Markup Amount
000001	%	Profit	8.00	22.00
000001	%	Overhead	4.00	11.00
000001	Cumulative %	Default cumulative %	5.00	1.65
000001	Flat Fee	Additional charges	100.00	100.00
000002	%	Profit	8.00	8.80
000002	%	Overhead	4.00	4.40
000002	Cumulative %	Default cumulative %	5.00	0.66
000002	Flat Fee	Additional charges	100.00	100.00

Lesson 2: Capturing Project Overhead

Learning Objectives

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

- Configure an allocation rule to capture project overhead as a percentage of incurred costs
- Capture the overhead on the project

Overhead in the Project Budget: Implementation Activity

Suppose that the project manager of the SweetLife Fruits & Jams company wants to estimate the project costs considering the administrative overhead of the project management to be able to estimate the project profitability more accurately. The company estimates the project overhead as 20% of labor costs, such as a worker's time spent on performing the project.

Acting as SweetLife's implementation manager, you need to configure an allocation rule to capture the project overhead as 20% of labor costs to reflect the overhead in the project budget. Because the administrative overhead is already presented in the general ledger in the form of transactions that are not classified against projects, you do not need to post to the general ledger allocation transactions that are created.

Overhead in the Project Budget: Process Activity

Suppose that the West BBQ Restaurant customer ordered 40 hours of new-employee training on operating juicers from the SweetLife Fruits & Jams company. The parties agreed that the project should be billed in the amount of \$2,000 when the services were provided.

SweetLife's project manager created a project to account for the provided services. Then suppose that starting from 1/27/2023, a consultant of SweetLife provided three days of training (24 hours) and SweetLife's project accountant entered the corresponding project transaction.

Acting as the project accountant, while preparing monthly reports for the project manager, you need to estimate the project costs that have been already incurred considering the administrative overhead, which is 20% of labor costs.

Figure: The captured overhead in the project expenses

Projects

WESTBBQ8 - A training for employees

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* Project ID:	WESTBBQ8 - A training for employees 🔍	Status:	Active	Actual Income:	0.00
Customer:	WESTBBQ - West BBQ Restaurant 🔍 ✎			Actual Expenses:	1,152.00
Template:	✎			Margin:	-1,152.00
* Description:	A training for employees				

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

VIEW TRANSACTIONS 📅 ☒

Account Group	Description	Original Budgeted Amount	Revised Budgeted Amount	Actual Amount	Performance (%)
> Income					
REVENUE	Project Revenue	2,000.00	2,000.00	0.00	0.00
	Income Totals	2,000.00	2,000.00	0.00	0.00
Expense					
LABOR	Project Labor	1,600.00	1,600.00	960.00	60.00
OVERHEAD	Project Overhead	0.00	0.00	192.00	0.00
	Expense Totals	1,600.00	1,600.00	1,152.00	72.00

Day 2

Lesson 3: Forecasting the Budget by Period

Learning Objectives

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

- Create a budget forecast for a project
- Add financial periods to the budget forecast
- Distribute budgeted values among the financial periods
- Update the project budget based on the forecast
- Update the financial periods in the forecast based on the updated actual values

Project Budget Forecasts: Process Activity

Suppose that the HM's Bakery and Cafe customer has ordered 80 hours of new-employee training on operating juicers from the SweetLife Fruits & Jams company. SweetLife's project manager has created a project to account for the provided training.

The project accountant of SweetLife has been asked to prepare a budget forecast by periods to be able to compare and analyze monthly budgets versus actual costs within the project work breakdown structure. Because the training will take place in January and February, the project accountant wants to distribute the total budget across the periods when this work is going to be performed for further review and analysis of budget performance.

Acting as the project accountant, you will create a project budget forecast. Distributing the budget across periods, you will realize that the budget requires an update. You will update the project budget based on the budget forecast. When the training takes place, you will update the progress of the project and review the budget forecast.

Figure: Tracking budget performance by periods

Project Budget Forecast

HMBAKERY13 1 - A training for employees

NOTES FILES TOOLS ▾

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* Project: HMBAKERY13 - A training for employees Project Task: Account Group:

* Revision: 1 - 2023 budget forecast Type: All Inventory ID:

Description: 2023 budget forecast Cost Code:

🔄 + ✕ ADD PERIODS UPDATE PROJECT BUDGET LINE UPDATE FORECAST LINES ⏮ ⏭ ⏵

Planned Date	Planned End Date	Financial Period	Original Budgeted Quantity	Original Budgeted Amount	Revised Budgeted Quantity	Revised Budgeted Amount	Potential CO Quantity	Potential CO Amount	Budgeted CO Quantity	Budgeted CO Amount	Actual Quantity	Actual Amount	Revised Quantity - Actual Quantity	Revised Amount - Actual Amount
			70.00	2,800.00	70.00	2,800.00	0.00	0.00	0.00	0.00	70.00	2,800.00	0.00	0.00
		01-2023	30.00	1,200.00	30.00	1,200.00	0.00	0.00	0.00	0.00	20.00	800.00	10.00	400.00
		02-2023	40.00	1,600.00	40.00	1,600.00	0.00	0.00	0.00	0.00	40.00	1,600.00	0.00	0.00
		03-2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	400.00	-10.00	-400.00
		Total:	70.00	2,800.00	70.00	2,800.00	0.00	0.00	0.00	0.00	70.00	2,800.00	0.00	0.00
			80.00	4,000.00	80.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	4,000.00

Lesson 4: Controlling the Budget on Document Entry

Learning Objectives

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

- Control whether AP bills created for a project exceed the project budget
- Control whether purchase orders created for a project exceed the project budget
- Control whether change orders created for a project exceed the project budget

Project Budget: To Control the Budget During Document Entry

Suppose that the West BBQ Restaurant customer has ordered a juicer from the SweetLife Fruits & Jams company, along with the installation and training on operating the juicer. The SweetLife company contracted the Squeezeo Inc. vendor for all the services. SweetLife's project accountant has created the project. The vendor has delivered and installed the juicer, and Squeezeo's consultant has provided the training. Then suppose that the project accountant noticed that the juicer has cost an extra \$200 beyond the budgeted amount, and the installation and the training have taken two hours more than the number of hours budgeted.

Acting as SweetLife's project accountant, you will enter a change order to adjust the cost of the juicer, an accounts payable bill for the provided training, and a purchase order for the installation service, checking whether the costs are within the project budget.

Figure: The amount that exceeds the project budget

Change Orders

000003 - A juicer with the installation and training for employees

NOTES ACTIVITIES

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Reference Nbr.: 000003 - Ad * Class: DEFAULT - Default Change Order Cla

Status: On Hold Project: WESTBBQ2 - A juicer with the installation

* Change Date: 1/30/2022 Customer: WESTBBQ - West BBQ Restaurant

* Approval Date: 1/30/2022 External Reference Nbr.:

Contract Time ... 0 Revenue Change Nbr.: 0001

* Description: Adjustment to the WESTBBQ2 project

Revenue Budget Change Total: 0.00

Commitments Change Total: 2,200.00

Cost Budget Change Total: 0.00

Gross Margin Amount: 0.00

Gross Margin %: 0.00

REVENUE BUDGET COST BUDGET COMMITMENTS DETAILED DESCRIPTION ATTRIBUTES APPROVAL DETAILS COMPLIANCE

🔄 + ✕ SELECT COMMITMENTS 🔍 📄 ⬇️ All Records

Status	* Project Task	Cost Code	Inventory ID	* Description	Quantity	UOM	Unit Cost	Amount	Account	* Vendor	Commitment Type
New Document	PHASE1	00-000	JUICER15	Commercial juicer with a production rate of ...	1.00	PIECE	2,200.00	2,200.00	50000	SQUEEZO	Purchase Order

Budgeted: 2000.00, Consumed: 0.00, Available: 2000.00, Document: 2200.00, Remaining: -200.00

Figure: Budget overruns of the project

Project Budget Overruns TOOLS

🔄 ↶ CALCULATE 📊 🗑️

Document Type: Purchase Order, Subcontract, AP Bill...

* Project: WESTBBQ2 - A juicer with the installa...

* From: 1/21/2023

* To: 1/30/2023

ADDITIONAL FILTERS

Account Group:

Project Task:

Cost Code:

Inventory ID:

Type	Reference Nbr.	Project	Project Task	Cost Code	Inventory ID	Account Group	Budgeted	Consumed	Available	Document	Remaining	Project Currency
> Purchase Order	000052	WESTBBQ2	PHASE1	00-000	INSTALL	SUBCON	320.00	0.00	320.00	480.00	-160.00	USD
AP document	000163	WESTBBQ2	PHASE2	00-000	TRAINING	LABOR	320.00	0.00	320.00	400.00	-80.00	USD
Change Order	000005	WESTBBQ2	PHASE1	00-000	JUICER15	MATERIAL	2,000.00	0.00	2,000.00	2,200.00	-200.00	USD

Lesson 5: Correcting Pro Forma Invoices

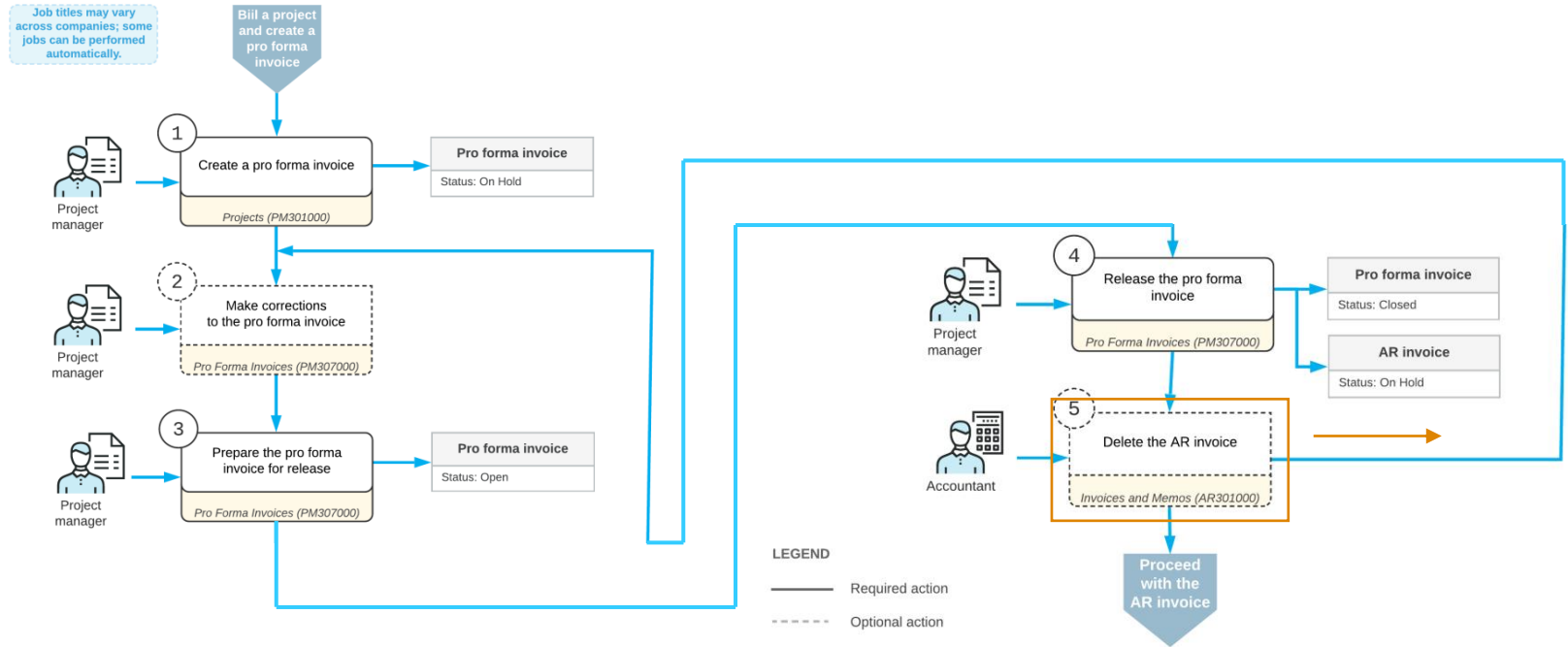
Learning Objectives

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

- Add to the pro forma invoice an extra adjustment line that does not originate from project transactions
- Postpone the billing of a pro forma invoice line
- Write off a pro forma invoice line partially or fully

Figure: Workflow of Adjusting Pro Forma Invoices

Making corrections to a pro forma invoice



Pro Forma Invoice: To Make Adjustments

Suppose that the Thai Food Restaurant customer has ordered a juicer, along with the services of installation and employee training on operating the juicer from the SweetLife Fruits & Jams company. SweetLife's project accountant has created a project. The juicer has been delivered and installed, and a consultant has provided the training. The project accountant has billed the customer and sent the created pro forma invoice for approval. SweetLife and the customer have agreed on the following adjustments to the pro forma invoice:

- The customer will pay \$2,000 of the cost of the juicer with the first invoice (the accounts receivable invoice corresponding to this pro forma invoice) and the rest of the juicer's cost with the second invoice next month.
- The cost of the site review should be written off of the invoice, because the project manager agreed to provide the customer a free site review.
- A 50% discount will be applied to the cost of the training.
- The customer will pay \$100 for an additional training session in Phase 1 of the project. Acting as the project accountant, you will make the needed corrections to the pro forma invoice and bill the customer. You will then bill the customer for the second time with the amount postponed in the first invoice.

Figure: The adjustments to the pro forma invoice

Pro Forma Invoices

000003 - A juicer with the installation and training for employees

NOTES ACTIVITIES FILES

REMOVE HOLD PRINT AIA REPORT ...

Reference Nbr.: 000003	Project: TOMYUM4 - A juicer with the installation	Progress Billing Total: 0.00
Status: On Hold	Customer: TOMYUM - Thai Food Restaurant	Time and Material Total: 2,700.00
Invoice Date: 1/17/2023	Location: MAIN - Primary Location	Tax Total: 0.00
Post Period: 01-2023	Currency Rate for: USD	Invoice Total: 2,700.00
Customer Ord.		Retainage Total: 0.00
Application Nbr.		Amount Due: 2,700.00
Description: Invoice for TOMYUM4		

PROGRESS BILLING TIME AND MATERIAL TAXES FINANCIAL ADDRESSES

UPLOAD UNBILLED TRANSACTIONS VIEW TRANSACTION DETAILS

Status	Project Task	Inventory ID	Cost Code	Description	Employee	Vendor	Date	Billed Quantity	Billed Amount	Quantity to Invoice	UOM	Unit Price	Amount to Invoice
Hold Remainder	PHASE1	JUICER15	00-000	Commercial juicer with a production rate of ...			1/17/2023	1.00	2,500.00	1.00	PIECE	2,500.0000	2,000.00
Write Off	PHASE1	SITEREVIEW	00-000	Site review			1/17/2023	2.00	100.00	0.00	HOUR	50.0000	0.00
Bill	PHASE1	INSTALL	00-000	Installation of equipment at the customers' ...			1/17/2023	4.00	400.00	4.00	HOUR	100.0000	400.00
Write Off Remainder	PHASE2	TRAINING	00-000	Training on juicer usage (at customer's place)			1/17/2023	8.00	400.00	8.00	HOUR	50.0000	200.00
Bill	PHASE1	TRAINING	00-000	An additional training session within phase 1			1/30/2023	0.00	0.00	0.00	HOUR	0.0000	100.00

Lesson 6: Correcting Actual Income of Projects

Learning Objectives

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

- Create a credit memo for a project

Project Billing: To Correct the Actual Income of a Project

Suppose that the Thai Food Restaurant customer recently ordered eight hours of training on how to use a juicer it had previously bought from the SweetLife Fruits & Jams company. SweetLife's project accountant created a project for this training, a consultant of SweetLife provided the training, and the project accountant billed the customer.

Further suppose that the project accountant has realized that the consultant provided six hours of training instead of eight, so the company overcharged the customer by \$100. Acting as the project accountant, you need to correct the actual amount of the project and create a credit memo for the project.

Figure: The credit memo created for the project

Projects

TOMYUM11 - A training for employees NOTES FILE

← ↻ ⏮ ⏭ ⏪ ⏩ ⏭ ⏮ ⏪ ⏩ COMPLETE PROJECT **RUN PROJECT BILLING** ...

* Project ID: TOMYUM11 - A training for employees Status: Active Actual Income: 300.00
Customer: TOMYUM - Thai Food Restaurant Actual Expenses: 0.00
Template: Margin: 300.00 %: 100.00
* Description: A training for employees

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCES **INVOICES** CHANGE ORDERS UNION LOCALS ACTIVITY HISTORY EMPLOYEES EQUIPMENT SETTINGS ATTRIBUTES

🔄 AIA REPORT RELEASE RETAINAGE | | ☒ All Records

Pro Forma Date	Pro Forma Reference Nbr.	Application Nbr.	Description	Status	Invoice Total	Curre	AR Doc. Type	AR Reference Nbr.	AR Doc. Date	AR Doc. Description	AR Doc. Orig. Amount	Original Retainage	AR Doc. Total Amount	Open AR Balanc	Curre	AR Doc. Status
> 1/28/2021	000004		Invoice for TOMYUM11	Closed	400.00	USD	Invoice	000075	1/28/2021	Invoice for TOMYUM11	400.00	0.00	400.00	400.00	USD	Open
1/30/2021	000014	0001	Invoice for TOMYUM11	Closed	-100.00	USD	Credit Memo	000102	1/30/2021	Invoice for TOMYUM11	100.00	0.00	100.00	100.00	USD	Open

Day 3

Lesson 7: Accounting for WIP Costs in Cost-Plus 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 cost-plus project for allocating costs to the WIP account group
- Temporarily allocate costs of the project to the WIP account group

WIP Costs in Cost-Plus Projects: Implementation Activity

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 is, even if the expenses have been already posted to the system. Acting as an administrative user of SweetLife, you will configure an allocation rule that can temporarily allocate the project labor costs to a work-inprogress account group and then reverse the costs back to the initial labor account group in the financial period in which the revenue is recognized—that is, an AR invoice is released.

WIP Costs in Cost-Plus Projects: Process Activity






Suppose that in January, the West BBQ Restaurant customer ordered training for new employees on the operation of juicers from the SweetLife Fruits & Jams company. The customer did not know the exact number of employees or the number of training sessions that would be needed. The SweetLife company agreed with the customer to provide as many training sessions as the customer needed in January and February. Further, both parties agreed that on 2/25/2023, the customer would pay for all the hours of training sessions that took place.

The project manager of SweetLife created a project for this work. Then suppose that on 1/21/2023, a consultant of SweetLife provided eight hours of training and logged the time spent by creating and releasing a time card in Acumatica ERP. In February, no additional training sessions were needed.

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 WESTBBQ6A project

Project Transaction Details TOOL

Project: WESTBBQ6A - A training for employer

Account Group:

Project Task:

Cost Code:

Inventory ID:

From:

To:

Employee:

☐ Show only Allocation Transactions

☐ Include Unreleased Transactions

Account:

AR Doc. Type:

AR Doc. Nbr.:

Tran. ID:

*Date	*Fin. Period	Description	Cost Code	Quanti	Billable	Billable Quantit	Unit Rate	Amount	Debit Account Group	Debit Account	Credit Account Group	Credit Account	GL Batch Nbr.	Allocated	Billed
1/21/2023	01-2023	Summary Monday Activities	00-000	8.00	<input checked="" type="checkbox"/>	8.00	45.0000	360.00	LABOR	54100		11010	GL000017	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/21/2023	01-2023	WIP allocation transaction	00-000	8.00	<input checked="" type="checkbox"/>	8.00	45.0000	360.00	WIP	12400	LABOR	54100	GL000046	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/25/2023	02-2023	WIP allocation transaction	00-000	-8.00	<input type="checkbox"/>	-8.00	45.0000	-360.00	WIP	12400	LABOR	54100	GL000047	<input type="checkbox"/>	<input type="checkbox"/>
2/25/2023	02-2023	Project Manager	00-000	8.00	<input type="checkbox"/>	8.00	0.0000	-450.00	REVENUE	40000			AR000185	<input type="checkbox"/>	<input type="checkbox"/>

Lesson 8: Configuring Item-Specific Billing Rates

Learning Objectives

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

- Define item-specific billing rates by using rate tables, and how to bill a project by using these billing rates.

Billing Rates: To Configure Item-Specific Rates

Suppose that the West BBQ Restaurant customer has ordered from the SweetLife Fruits & Jams company a training session for its employees on how to use juicers that were previously purchased. Alberto Jimenez, a SweetLife junior consultant, has provided six hours of training, and Todd Bloom, a SweetLife senior consultant, has provided two hours of training. The standard rate of the training service, which applies to junior consultants, is \$50 per hour, while the rate for the training provided by the senior consultants is \$60 per hour.

Acting as the SweetLife project accountant, Pam Brawner, you need to configure the rate table that will provide billing rates based on the employee who performed the work and configure the appropriate billing rule that will establish the complex pricing model.

Billing Rates: To Bill a Project with Item-Specific Rates

Suppose that the West BBQ Restaurant customer has ordered from the SweetLife Fruits & Jams company a training session for its employees on how to use juicers that were previously purchased from SweetLife. Alberto Jimenez, a junior consultant of SweetLife, has provided six hours of training, and Todd Bloom, a senior consultant of SweetLife, has provided two hours of training. Alberto's rate is \$50 per hour, and Todd's is \$60.

Acting as the SweetLife project accountant, Pam Brawner, you need to create a project to account for the provided services, enter the project transaction to record the provided work, bill the customer, and verify that all services have been billed at the appropriate rates.

Figure: Lines for employee labor billed by rates

Pro Forma Invoices

NOTE

000020 - Training for employees

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Reference Nbr.: 000020	Project: WESTBBQ7A - Training for employees	Progress Billing Total: 0.00
Status: On Hold	Customer: WESTBBQ - West BBQ Restaurant	Time and Material Total: 420.00
* Invoice Date: 1/30/2023	* Location: MAIN - Primary Location	Tax Total: 0.00
* Post Period: 01-2023	Currency Rate for ... USD	Invoice Total: 420.00
Customer Ord...		Retainage Total: 0.00
Application Nbr.:		Amount Due: 420.00
Description: Invoice for WESTBBQ7A		

PROGRESS BILLING TIME AND MATERIAL TAXES FINANCIAL ADDRESSES

🔄 + ×		UPLOAD UNBILLED TRANSACTIONS			VIEW TRANSACTION DETAILS			🔍 🗑️							
🔍	🗑️	* Status	Project Task	Inventory ID	Cost Code	Description	Employee	Vendor	* Date	Billed Quantity	Billed Amount	Quantity to Invoice	UOM	Unit Price	Amount to Invoice
>	🗑️	Bill	TRAINING	CONSULTJR	00-000	Junior Consultant			1/30/2023	6.00	300.00	6.00	HOUR	50.0000	300.00
	🗑️	Bill	TRAINING	CONSULTSR	00-000	Senior Consultant			1/30/2023	2.00	120.00	2.00	HOUR	60.0000	120.00

Lesson 9: Configuring Complex Billing Rates

Learning Objectives

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

- Define complex billing rates with rate tables that define different rates for different services, and for the same services provided by different employees.

Billing Rates: To Configure Employee- and Item-Specific Rates

Suppose that the West BBQ Restaurant customer has ordered the service of juicer installation from the SweetLife Fruits & Jams company, along with the service of employee training on operating the juicer. The juicer has been installed. Also, Alberto Jimenez, a junior consultant, has provided two hours of training, and Todd Bloom, a senior consultant, has provided six hours of training. All of the project tasks must be billed at different rates. The installation work is provided at a price of \$110 per hour; the accompanying installation work is provided at a price of \$90 per hour. The standard rate of training, which applies to junior consultants, is \$50 per hour, but the rate for the training provided by senior consultants, which is \$60 per hour, must be set up.

Acting as the project accountant, Pam Brawner, you need to configure the rate table that will provide billing rates based on a combination of various settings.

Figure: The rate lookup rule

Rate Lookup Rules



Rate Table: STANDARD - Standard Rate Table 🔍

Rate Type: TASKLABOR - Billing rate for installati 🔍

🔄 + × VIEW RATES |←| |→|

		↑ Sequen	*Description	Project	Project Task	Account Group	Inventory	Employee
		1	Installation of juicers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		2	Billing rates for other installation ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		3	Training for employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		4	Other work on training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Billing Rates: To Bill a Project with Employee- and Item-Specific Rates

Suppose that the West BBQ Restaurant customer has ordered from the SweetLife Fruits & Jams company the services of juicer installation and employee training on operating the juicer. The juicer has been installed. Also, Alberto Jimenez, a junior consultant of SweetLife, has provided two hours of training, and Todd Bloom, a senior consultant of SweetLife, has provided six hours of training. The provided services should be billed at different rates.

Acting as the SweetLife project accountant, Pam Brawner, you need to create a project to account for the provided services, and configure the applicable billing rules that will establish a complex pricing model with billing for the provided work based on the employee and item. Then you need to enter the project transaction to record the provided work, bill the customer, and verify that all services have been invoiced at the appropriate rates.

Project Transactions

PM PM00000144 - Installation of a juicer and training for WESTBBQ7B

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RELEASE

REVERSE ALLOCATION

Module:

PM

Orig. Doc. Type:

Total Quantity:

14.00

Ref. Number:

PM00000144

Orig. Doc. Nbr.:

Total Billable Quantity:

14.00

Status:

Balanced

Total Amount:

810.00

Description:

Installation of a juicer and training for WESTBBQ7B

DETAILS

COMPLIANCE

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VIEW ALLOCATION SOURCE

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📄	🔍	Branch	*Project	Project Task	Cost Code	Account Group	Employee	Inventory ID	Description	UOM	Quantity	Billable	Billable Quantity	Unit Rate	Amount
📄	🔍		SWEETEQUIP	WESTBBQ7B	INSTALL	00-000	⚠️ LABOR	INSTALL	Installation of equipment at the customers' ...	hour	4.00	☑️	4.00	80.0000	320.00
📄	🔍		SWEETEQUIP	WESTBBQ7B	INSTALL	00-000	⚠️ LABOR		Other work on the installation		2.00	☑️	2.00	70.0000	140.00
📄	🔍		SWEETEQUIP	WESTBBQ7B	TRAINING	00-000	⚠️ LABOR	EP00000002	Training on juicer usage (at customer's place)	hour	6.00	☑️	6.00	45.0000	270.00
📄	🔍		SWEETEQUIP	WESTBBQ7B	TRAINING	00-000	⚠️ LABOR		Other work on training		2.00	☑️	2.00	40.0000	80.00

Day 4

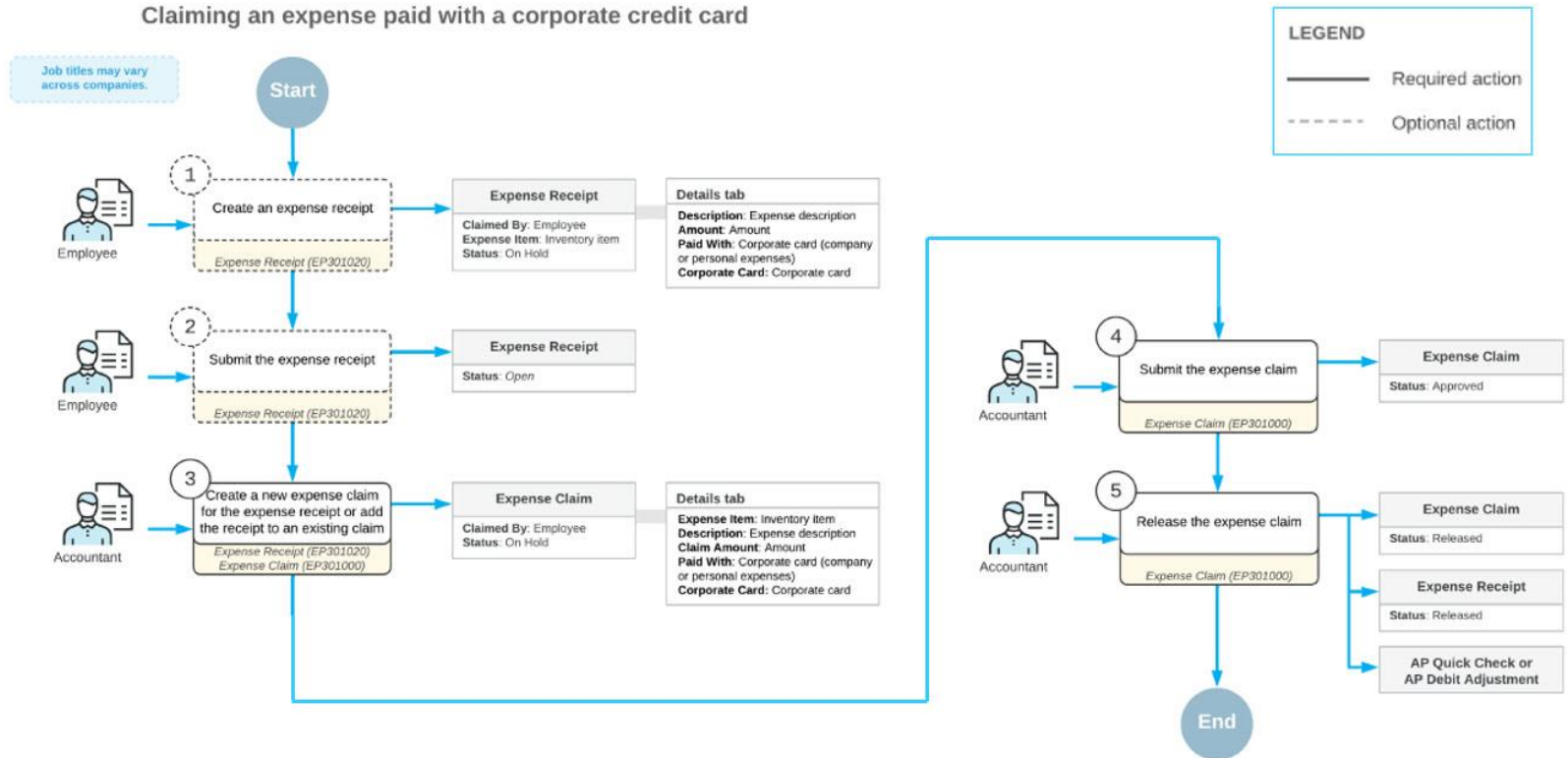
Lesson 10: Processing Employee Expenses Paid with Corporate Cards

Learning Objectives

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

- Create a GL account, cash account, and payment method for a corporate credit card
- Create a corporate credit card in the system
- Create an expense receipt for company's expenses paid by the corporate credit card
- Process an expense claim for the expense receipt paid with the corporate credit card
- Process personal expenses paid with the corporate credit card
- Process company's expenses paid with a personal account

Figure: Workflow of Claiming Expenses Paid with Corporate Cards



Expense Receipts with Corporate Cards: Implementation Activity

Suppose that Jon Waite and Bill Owen—employees of the SweetLife Fruits & Jams company—can use a corporate credit card for charging their business expenses. Acting as an implementation manager of SweetLife, you need to create an account, payment method, and cash account for company corporate cards, as well as to create the corporate card itself in the system.

Expense Receipts with Corporate Cards: To Process Expense Receipts

Suppose that the West BBQ Restaurant customer ordered the installation service for previously bought juicers from the SweetLife Fruits & Jams company. The project accountant of SweetLife created a project to account for the provided services.

Jon Waite, a SweetLife employee, worked in the customer's restaurant installing a juicer on January 29, 2023, and realized that there was not enough electric cable. Jon went to a construction store and bought 20 meters of electric cable for \$27, which he paid for with a company corporate card. He also bought a cup of coffee in a cafe near the store and paid \$6 for it by using the same corporate credit card. Then Jon took a taxi, for which he paid \$10 in cash, to return to SweetLife. The next day, January 30, another SweetLife employee, Alberto Jimenez, went to a meeting with the customer to discuss the project. He took a taxi and paid \$25 by using a corporate card.

Acting as Jon Waite, you will enter all related expenses into the system and file a claim for the reimbursement of expenses.

Figure: The expenses to be claimed

Expense Claim
000001 - Jon Waite

NOTES ACTIVITIES FILES TOOLS

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Reference Nbr.: 000001 Claimed By: EP00000003 - Jon Waite Claim Total: 43.00
Status: On Hold * Department ID: AFTERSALES - After-sales departmer Tax Total: 0.00
* Date: 1/29/2023 Customer: WESTBBQ - West BBQ Restaurant
Approval Date: Location: MAIN - Primary Location
* Description: Submitted Receipt(s)

DETAILS TAXES FINANCIAL APPROVALS

🔄 + ✎ ✕ ADD NEW RECEIPT ADD RECEIPTS 📄 🗑️ ⬆️

*Description	Quantity	*UOM	Unit Cost	Amount	Tax Amount	Employee Part	Claim Amount	Currency	Amount in Claim Curr.	Status	Billable	*Project/Contract	Project Task	Cost Code	Paid With	Corporate Card
Electric cable	1.00	PIECE	27.0000	27.00	0.00	0.00	27.00	USD	27.00	Open	<input type="checkbox"/>	WESTBBQ7	INSTALL	00-...	Corporate Card, Compan...	000001 - USD Cor...
Coffee	1.00	PIECE	6.0000	6.00	0.00	0.00	6.00	USD	6.00	Open	<input type="checkbox"/>	X			Corporate Card, Personal...	000001 - USD Cor...
Taxi	1.00	PIECE	10.0000	10.00	0.00	0.00	10.00	USD	10.00	Open	<input type="checkbox"/>	WESTBBQ7	INSTALL	00-...	Personal Account	

Lesson 11: Configuring Labor Cost Rates

Learning Objectives

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

- Prepare the system for the configuration of labor items
- Create a new labor item
- Assign a labor item to an employee
- Configure labor cost rates for an employee

Labor Items: To Configure a Labor Item

Suppose that you, as an implementation manager, are updating the system configuration for the SweetLife Fruits & Jams company. To be able to bill the customers for the provided labor within the projects, you need to create a labor item that will represent the repair service for juicers provided by a particular employee, Eric Killian, for SweetLife customers who have purchased juicers.

Labor Items: To Define Labor Cost Rates

Suppose that in the SweetLife Fruits & Jams company, the price of the consulting services depends on the qualifications of the consultant who provides the service. Acting as SweetLife's project manager, you need to define the labor cost rates that will be effective starting January 1, 2023, for three of your company's consultants:

- Pam Brawner, a project manager, whose work rate is \$48 per hour
- Jon Waite, a senior consultant, whose work rate is \$44 per hour
- Alberto Jimenez, a junior consultant, whose work rate is \$40 per hour

Figure: The added labor cost rates

Labor Rates

TOOLS

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Labor Rate Type: Employee:

Project: Labor Item:

Project Task: Union Local:

Effective Date:

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		Labor Rate Type	Union Local	Project	Project Task	Employee	Employee Name	Labor Item	Description	Type of Employment	Regular Hours per week	Annual Rate	Wage Rate	Cost Rate	Burden Rate	Currency
⌂	□	Employee				EP00000001	Pam Brawner	CONSULTPM	Project Manager	Hourly	40.0		0.0000	45.0000	45.0000	USD
⌂	□	Employee				EP00000035	Jeffrey Vega	TECHNICIAN	Service and repair technician	Hourly	40.0		0.0000	45.0000	45.0000	USD
⌂	□	Union Wage	NYS					CONSULTJR	Junior Consultant	Hourly			30.0000	30.0000	0.0000	USD
⌂	□	Union Wage	NYS					CONSULTSR	Senior Consultant	Hourly			45.0000	45.0000	0.0000	USD
⌂	□	Employee				EP00000004	Alberto Jimenez	CONSULTJR	Junior Consultant	Hourly	40.0		40.0000	40.0000	0.0000	USD
⌂	□	Employee				EP00000003	Jon Walte	CONSULTSR	Senior Consultant	Hourly	40.0		44.0000	44.0000	0.0000	USD
>	⌂	Employee				EP00000001	Pam Brawner	CONSULTPM	Project Manager	Hourly	40.0		48.0000	48.0000	0.0000	USD

Lesson 12: Tracking Employee Work in Projects

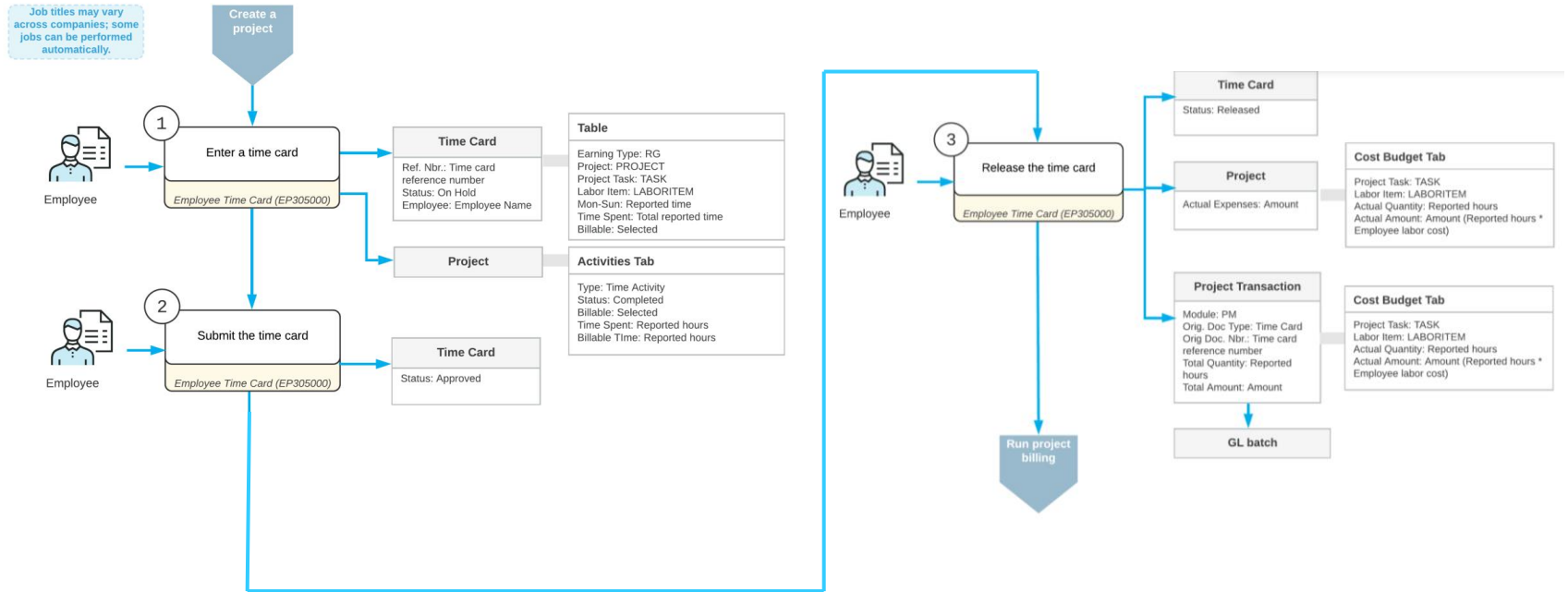
Learning Objectives

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

Figure: Workflow of the Submission of a Time Card

Reporting billable time for a project



Employee Time Billing: Process Activity

Suppose that Lake Cafe has requested 40 hours of training on operating juicers that were previously purchased from and installed by the SweetLife Fruits & Jams company. Jon Waite, SweetLife's senior consultant, has provided 16 hours of training (three hours on Monday, January 31, 2023; five hours on Tuesday, February 1; and eight hours on February 3).

Acting as SweetLife's project accountant, Pam Brawner, you need to create a project to account for the provided services. Then acting as Jon Waite, you need to enter a time card to log the work related to the project. Finally, again acting as Pam Brawner, you need to bill the project and review the invoice prepared for the customer.

Figure: The cost budget updated based on the released time card

Projects

TRAINLAKE - Training project for Lake Cafe

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* Project ID:	TRAINLAKE - Training project for Lake	Status:	Active	Actual Income:	0.00
Customer:	LAKECAFE - Lake Cafe			Actual Expenses:	704.00
Template:				Margin:	-704.00 %: 0.00
* Description:	Training project for Lake Cafe				

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

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
>	TRAINING	CONSULTSR	LABOR	Senior Consul...	0.00	HOUR	0.0000	0.00	0.00	0.00	16.00	704.00



Thank you!

Artem Onoprienko