



Microsoft Dynamics® GP
Project Accounting Cost Management Guide

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Introduction

The Project Accounting Cost Management Guide includes information for project managers about how to use Microsoft Dynamics® GP Project Accounting to estimate and track project costs. It also includes information about how to specify how billing amounts, revenue, and profit should be calculated, based on project costs.

You can use Project Accounting to set up the various cost categories to use for projects. A cost category determines how cost, the billing amount, revenue, and profit are calculated for a specific activity. You can assign cost categories to a project budget and use the budget to estimate and track project performance. You also can assign fees to a project.

You must enter information about the employees and equipment that you will use as resources for projects. You can create rate tables to specify how much customers should be billed for employees and equipment. Using timesheets and employee expense transactions, you can track the time that employees spend on projects and the expenses they incur. You can use equipment logs to track how equipment is used for a projects, and use miscellaneous logs to track miscellaneous expenses for a project that can't be tracked using other transactions.

You can purchase items for projects and receive them using Purchase Order Processing, and then enter inventory transfers to make the items that you purchase available for projects in Project Accounting.

Projects must be assigned to a contract. You can create multiple contracts for a customer, and a contract can include one or more projects.

See the following Project Accounting documents (**Help > Printable Manuals**) for more information.

Project Accounting Billing Guide Includes information about how to create billing invoices for customers.

Project Accounting Accounting Control Guide Includes information about how to manage posting accounts and recognize revenue for projects.

Project Accounting Administrator's Guide Includes information about how to set up user security and maintain your company databases for Project Accounting.

This introduction is divided into the following sections:

- [*What's in this manual*](#)
- [*Symbols and conventions*](#)
- [*Resources available from the Help menu*](#)
- [*Send us your documentation comments*](#)

What's in this manual

This manual is designed to give you an understanding of how to use the cost management features of Project Accounting, and how it integrates with the Microsoft Dynamics GP system.

To make best use of Project Accounting, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide. Choose **Help > Printable Manuals** for more information.

You might also need to be familiar with features described in General Ledger, Bank Reconciliation, Multicurrency Management, Purchase Order Processing, Purchase Order Enhancements, Payables Management, Receivables Management, Inventory Control, United States Payroll, Canadian Payroll, or Report Writer. Choose **Help > Printable Manuals** for more information.

Some features described in the documentation are optional and can be purchased through your Microsoft® Business Solutions partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose **Help > About Microsoft Dynamics GP**.

The manual is divided into the following parts.

- [Part 1, Resource planning](#), includes information about setting up employee, vendor, equipment, and miscellaneous records for tracking project costs and billing customers. It also describes how to create rate tables for calculating project costs, overhead, and profit, and how to create unit of measure schedules. It also includes information about default unit costs and how overhead is calculated.
- [Part 2, Cost budgeting templates](#), includes information about how to create contract and project templates and how to apply those templates to contract and project records.
- [Part 3, Cost budgeting](#), includes information about how to set up fees and the cost categories that you can include in project budgets to calculate costs, billing amounts, revenue, and profits. It also includes information about how to enter contract and project records, and how to assign employees, equipment, cost categories, and fees to projects.
- [Part 4, Cost control](#), includes information about how to control what data users can enter when they enter cost transactions, how to control the use of change orders for projects, and how to close customer, contract, and project records to control the accrual of project costs.
- [Part 5, Project cost tracking](#) includes information about how to set up cost transactions for tracking project costs and billing customers and how to enter cost transactions. It also describes how to view detailed information about cost, billing, revenue, and profit amounts for contracts, projects, and cost categories.

Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Create a batch</i>	Italicized type indicates the name of a section or procedure.
File > Print or File >> Print	The (>) or (>>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print .
TAB or ENTER	All capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP **Help** menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the **Contents** tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the **Favorites** tab. Click **Add**.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the **Index** tab active. To find information about a window that’s not currently displayed, type the name of the window, and click **Display**.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press **F1** to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. To change the way required fields are highlighted, choose **Microsoft Dynamics GP menu > Tools > Setup > User Preferences > Display**, and specify a different color and type style.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the **Documentation Feedback** link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Part 1: Resource planning

This part of the documentation includes information for project managers about setting up employee, vendor, equipment, and miscellaneous records for tracking project costs and billing customers. The documentation also includes information about how to create rate tables for calculating project costs, overhead, and profit.

It also includes information about how to create unit of measure schedules and about default unit costs and how overhead is calculated.

- [Chapter 1, "Unit quantities, costs, and overhead,"](#) includes information about how to create unit of measure schedules. It also includes information about default unit costs and how overhead is calculated.
- [Chapter 2, "Employees and vendors,"](#) includes information about how to set up employee and vendor records for tracking project costs and billing customers.
- [Chapter 3, "Equipment and miscellaneous records,"](#) includes information about how to set up equipment and miscellaneous records for tracking project costs and billing customers.
- [Chapter 4, "Rate tables,"](#) includes information about how to create employee, position, and equipment rate tables to calculate costs, overhead, and profit for projects.

Chapter 1: Unit quantities, costs, and overhead

This part of the documentation includes information for project managers about how to create unit of measure schedules. It also includes information about default unit costs and how overhead is calculated.

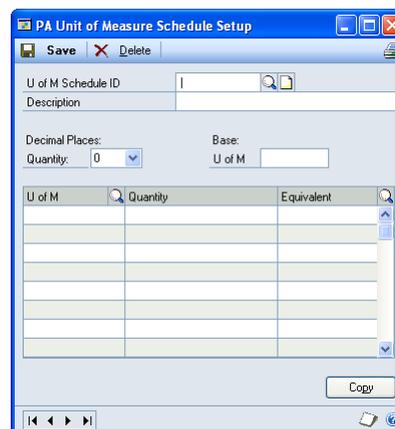
The following topics are discussed.

- [Create a unit of measure schedule](#)
- [Default unit costs](#)
- [Total cost](#)
- [Overhead calculation methods](#)

Create a unit of measure schedule

You can set up a unit of measure schedule to define the quantities that your business buys or sells items in. A unit of measure schedule is a group of related quantities.

1. Open the PA Unit of Measure Schedule Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Unit of Measure Schedule



2. Enter a unit of measure schedule ID and description.
3. You can click **Copy** to select a unit of measure schedule to copy information from.
4. Select the number of decimal places for the quantities that you're entering in the unit of measure schedule.
5. Enter the name for the base unit of measure. It is the smallest quantity in the schedule and typically has a quantity of 1. For example, **EACH** might be used as the base unit of measure. The name that you enter for the base unit of measure will be displayed on the first line of the scrolling window.

6. In the **U of M** field enter the name for another quantity. In the **Quantity** field enter the number of units of the base unit of measure that make up the quantity. In the **Equivalent** field enter the name of the base unit of measure.



For each quantity that you enter, you first must identify how that quantity is equivalent to the base unit of measure. You then can identify how the quantity is equivalent to other quantities in the schedule.

7. Click **Save** and close the window.

Default unit costs

Unit costs are used to calculate the total cost for a line item on a cost transaction using the following formula.

$$\text{Total cost} = (\text{Quantity} \times \text{Unit Cost}) + \text{Overhead}$$

When you set up cost transactions for tracking project costs, you can select the default unit cost to use for cost transactions.

None Don't use a default unit cost for the cost transaction.

Employee Use the unit cost for the employee record. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.

Budget Use the unit cost for the cost category in the project budget. See [Enter project budget settings for a cost category](#) on page 81 for more information.

Cost Category Use the unit cost for the cost category record. See [Create a cost category record](#) on page 51 for more information.

Equipment Use the unit cost for the equipment record. See [Set up an equipment record for tracking project costs and billing customers](#) on page 20 for more information.

Miscellaneous Use the unit cost for the miscellaneous record. See [Set up a miscellaneous record for tracking project costs and billing customers](#) on page 22 for more information.

See [Part 5, Project cost tracking](#), for more information.

Total cost

How total cost is calculated for projects depends on the project type and accounting method.

For the **Time and Materials** project type, if the accounting method for the project is **When Performed**, cost transaction amounts are included in total cost when the transactions are posted. If the accounting method is **When Billed**, cost transaction amounts are included in total cost when billing invoices are posted for those cost transaction amounts.

For the **Fixed Price** and **Cost Plus** project types, only cost transaction amounts that have been recognized as revenue using the revenue recognition routine are included in total cost.

See [Accounting methods and recognizing revenue](#) on page 27 in the Project Accounting Accounting Control Guide for more information.

Overhead calculation methods

There are two overhead calculation methods that you can use to include overhead in project costs.

Amount per Unit Overhead is a flat amount that is added to the unit cost for each single unit quantity of time or an item.

Percentage of Actual Cost Overhead is a percentage of the actual cost for each single unit quantity of time or an item.

If the quantity or cost of a single unit of time or an item is not available when calculating overhead, overhead will be calculated as the total cost for the transaction divided by the unit cost or unit quantity, whichever is available. If neither is available, overhead will be the total cost for the transaction.

Chapter 2: Employees and vendors

This part of the documentation includes information for project managers about how to set up employee and vendor records for tracking project costs and billing customers.

The following topics are discussed:

- [Set up an employee class for tracking project costs and billing customers](#)
- [Set up an employee record for tracking project costs and billing customers](#)
- [Set up a vendor class for tracking project costs and billing customers](#)
- [Set up a vendor record for tracking project costs and billing customers](#)

Set up an employee class for tracking project costs and billing customers

You can set up an employee class for tracking project costs and billing customers. If you assign an employee to the class, the employee record will inherit information from the class. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.

1. If you're using U.S. Payroll, open the PA Employee Class Options window. **Microsoft Dynamics GP menu > Tools > Setup > Payroll > Employee Class > select Class ID > Project button**

If you're using Canadian Payroll, open the PA Employee Class Options - Canada window.

Cards > Payroll - Canada > Employee Class > Project button

Class ID	ACCT
Description	Accounting
Employment Type	<input checked="" type="radio"/> Hourly <input type="radio"/> Salary
Default Pay Code	[Search]
Description	
Unit of Measure	
Unit Cost	\$0.00
Employed By	Company
Overhead Calculation:	
Amount per Unit	
Percentage of Actual Cost	
Profit Type - TM	Billing Rate
Billing Rate - TM	\$0.00
Profit Type - CP	Profit/Unit - Fixed
Profit/Unit - Fixed - CP	\$0.00
Profit Type - FP	Profit/Unit - Fixed
Profit/Unit - Fixed - FP	\$0.00
Accounts	
OK	

2. Select whether the employee is paid hourly or is salaried.
3. Select the default pay code to use for the employee on timesheets.
4. Select the employment relationship in the **Employed By** field. If you will post timesheets for employees in the class to payroll, select **Company**.
5. Enter a unit of measure and the corresponding unit cost.

6. In the **Amount per Unit** field, enter a flat overhead amount for each hour that an employee in the class works on a project. In the **Percentage of Actual Cost** field, enter a percentage to be used with the employee's pay rate to calculate overhead. See [Overhead calculation methods](#) on page 11 for more information.
7. Select profit types for the employee class for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
8. Click **Accounts** to specify posting accounts for the employee class. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
9. Click **OK**.

Set up an employee record for tracking project costs and billing customers

You can set up an employee record for tracking project costs and billing customers.

1. If you're using U.S. Payroll, open the PA Employee Options window.
Cards > Payroll > Employee > select an Employee ID > Project button

If you're using Canadian Payroll, open the PA Employee Options - Canada window.

Cards > Payroll - Canada > Employee > Project button

Profit Type	Billing Rate
Profit Type - TM	\$0.00
Profit Type - CP	Profit/Unit - Fixed
Profit/Unit - Fixed - CP	\$0.00
Profit Type - FP	Profit/Unit - Fixed
Profit/Unit - Fixed - FP	\$0.00

2. Select **Files Employee Expense** to grant the employee permission to enter employee expense transactions. After you save the employee record, a vendor record will be created for the employee automatically using the employee ID as the vendor ID. To reimburse an employee for employee expenses, the employee must also be a vendor.

You can use the Vendor Maintenance window (**Cards > Purchasing > Vendor**) to modify the vendor record for the employee. See the Payables Management documentation (**Help > Printable Manuals**) for more information. This includes setting up the vendor record for tracking project costs and billing

customers. See [Set up a vendor record for tracking project costs and billing customers](#) on page 17 for more information.

3. Select **Allow Vendor for Purchase Order** to allow the employee to be selected as the vendor for purchase orders, shipment receipts, shipment/invoice receipts, and invoice receipts.
4. Select **Not a 1099 Vendor** to be able to select **Not a 1099 Vendor** in the **Tax Type** list in the Vendor Maintenance Options window (**Cards > Purchasing > Vendor > Options** button) for the vendor record for the employee. See the Payables Management documentation (**Help > Printable Manuals**) for more information.
5. Select the default pay code to use for the employee on timesheets.

You must select **Use Pay Codes for Unit Cost** in the Project Setup window to use pay codes with timesheets. See [Configure general settings for all projects](#) on page 43 for more information.

6. Enter a unit of measure and the corresponding unit cost.



You also can use an employee or position rate table to calculate cost and overhead for an employee. See [Create an employee rate table](#) on page 23 and [Create a position rate table](#) on page 25 for more information.

7. Select the employment relationship in the **Employed By** field. If you will post timesheets for the employee to payroll, select **Company**.
8. Select whether the employee is paid hourly or is salaried.
9. Select whether the employee will be listed as project manager or business manager on reports.
10. In the **Amount per Unit** field, enter a flat overhead amount for each hour that the employee works on a project. In the **Percentage of Actual Cost** field, enter a percentage to be used with the employee's pay rate to calculate overhead. See [Overhead calculation methods](#) on page 11 for more information.
11. Select profit types for the employee record for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
12. Enter information in user-defined fields. See [Enter names for user-defined field labels](#) on page 47 for more information.
13. Click **Accounts** to specify posting accounts for the employee. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
14. Click **Access List** to assign the employee to projects. See [Assign an employee to projects](#) on page 77 for more information.
15. Click **OK**.

Set up a vendor class for tracking project costs and billing customers

You can set up a vendor class for tracking project costs and billing customers. If you assign a vendor to the class, the vendor record will inherit information from the class. See [Set up a vendor record for tracking project costs and billing customers](#) on page 17 for more information.

1. Open the PA Vendor Class Options window.
Microsoft Dynamics GP menu > Tools > Setup > Purchasing > Vendor Class > select a Class ID > Project button

Class ID	AUS-NSW-C	
Description	Australian Vendors-Cont. Serv.	
Default PO Format to Use	PO Format A	
Unit of Measure		
Unit Cost	\$0.00	
Profit Type - TM	Billing Rate	\$0.00
Billing Rate - TM	\$0.00	
Profit Type - CP	Profit/Unit - Fixed	\$0.00
Profit/Unit - Fixed - CP	\$0.00	
Profit Type - FP	Profit/Unit - Fixed	\$0.00
Profit/Unit - Fixed - FP	\$0.00	

2. Select the default purchase order format to use when printing purchase orders for vendors in the class.
3. Enter a unit cost and a default unit of measure for vendors in the class.
4. Select profit types for the vendor class for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
5. Click **Accounts** to specify posting accounts for the vendor class. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
6. Click **OK**.

Set up a vendor record for tracking project costs and billing customers

You can set up a vendor record for tracking project costs and billing customers.

1. Open the PA Vendor Options window.
Cards > Purchasing > Vendor > select a Vendor ID > Project button

Vendor ID	ACETRAVE0001
Name	A Travel Company
Default PO Format to Use	PO Format A
Unit of Measure	
Unit Cost	\$0.00
Profit Type - TM	Billing Rate
Billing Rate - TM	\$0.00
Profit Type - CP	Profit/Unit - Fixed
Profit/Unit - Fixed - CP	\$0.00
Profit Type - FP	Profit/Unit - Fixed
Profit/Unit - Fixed - FP	\$0.00
User Defined 1	
User Defined 2	

2. Select the default purchase order format to use when printing purchase orders for the vendor.
3. Enter a unit cost and a default unit of measure for the vendor.
4. Select profit types for the vendor record for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
5. Enter information in user-defined fields. See [Enter names for user-defined field labels](#) on page 47 for more information.
6. Click **Accounts** to specify posting accounts for the vendor. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
7. Click **OK**.

Chapter 3: Equipment and miscellaneous records

This part of the documentation includes information for project managers about how to set up equipment and miscellaneous records for tracking project costs and billing customers.

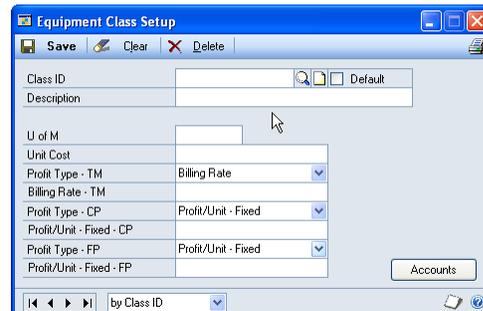
The following topics are discussed:

- [Set up an equipment class for tracking project costs and billing customers](#)
- [Set up an equipment record for tracking project costs and billing customers](#)
- [Set up a miscellaneous class for tracking project costs and billing customers](#)
- [Set up a miscellaneous record for tracking project costs and billing customers](#)

Set up an equipment class for tracking project costs and billing customers

You can set up an equipment class for tracking project costs and billing customers. If you assign an equipment record to the class, the equipment record will inherit information from the class. See [Set up an equipment record for tracking project costs and billing customers](#) on page 20 for more information.

1. Open the Equipment Class Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Equipment Class



2. Select a class ID.
3. Enter a unit of measure and the corresponding unit cost.
4. Select profit types for the equipment class for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
5. Click **Accounts** to specify posting accounts for the equipment class. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
6. Click **Save** and close the window.

Set up an equipment record for tracking project costs and billing customers

You can set up an equipment record for tracking project costs and billing customers.



If you don't have permission to enter equipment records, you can use the *Equipment Maintenance Inquiry* window (**Inquiry > Project > Maintenance > Equipment**) to view them.

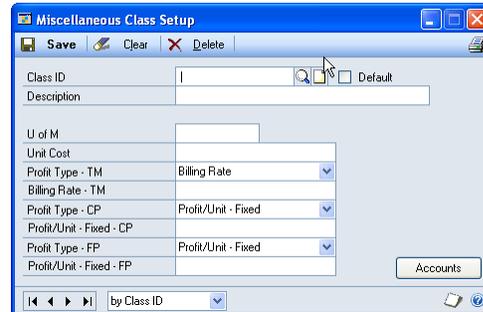
1. Open the Equipment Maintenance window.
Cards > Project > Equipment

2. Select an equipment ID.
3. You can select an equipment class ID for the equipment record. The equipment record will inherit cost information from the class.
4. Enter a unit of measure and the corresponding unit cost.
5. Select profit types for the equipment record for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
6. Click **Accounts** to specify posting accounts for the equipment record. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
7. Click **Save** and close the window.

Set up a miscellaneous class for tracking project costs and billing customers

You can set up a miscellaneous class for tracking project costs and billing customers. If you assign a miscellaneous record to the class, the miscellaneous record will inherit information from the class. See [Set up a miscellaneous record for tracking project costs and billing customers](#) on page 22 for more information.

1. Open the Miscellaneous Class Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Miscellaneous Class



2. Select a class ID.
3. Enter a unit of measure and the corresponding unit cost.
4. Select profit types for the miscellaneous class for **Time and Materials, Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
5. Click **Accounts** to specify posting accounts for the miscellaneous class. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
6. Click **Save** and close the window.

Set up a miscellaneous record for tracking project costs and billing customers

You can set up a miscellaneous record for tracking project costs and billing customers.



If you don't have permission to enter miscellaneous records, you can use the Miscellaneous Maintenance Inquiry window (**Inquiry > Project > Maintenance > Miscellaneous**) to view them.

1. Open the Miscellaneous Maintenance window.
Cards > Project > Miscellaneous

2. Select a miscellaneous ID.
3. You can select a class ID for the miscellaneous record. The miscellaneous record will inherit cost information from the class.
4. Enter a unit of measure and the corresponding unit cost.
5. Select profit types for the miscellaneous record for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
6. Click **Accounts** to specify posting accounts for the miscellaneous record. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
7. Click **Save** and close the window.

Chapter 4: Rate tables

This part of the documentation includes information for project managers about creating rate tables to calculate costs, overhead, and profit for projects.

You can create employee and position rate tables to calculate pay and overhead for individual employees and position codes. You also can create equipment rate tables to calculate cost and profit for specific equipment.

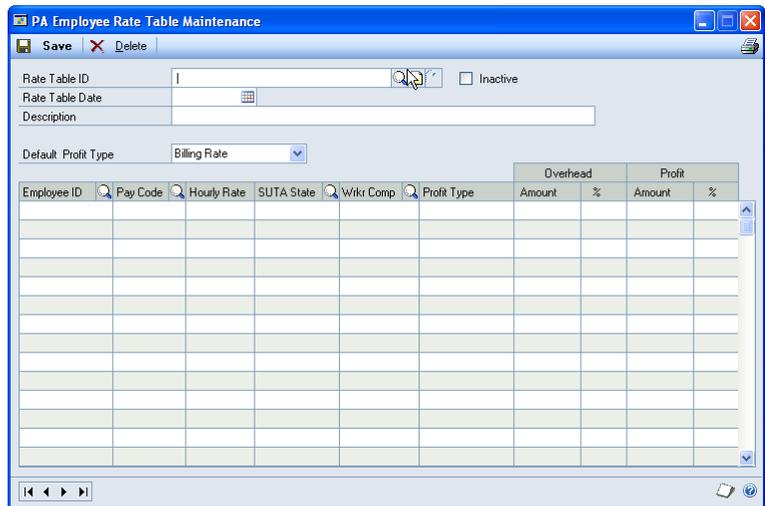
The following topics are discussed:

- [Create an employee rate table](#)
- [Create a position rate table](#)
- [Create an equipment rate table](#)
- [Copy information from another rate table](#)
- [Include all employees in a rate table](#)
- [Include all position codes in a rate table based on pay code](#)
- [Include all equipment in a rate table](#)
- [Update pay rates in an employee rate table based on pay codes](#)

Create an employee rate table

You can create an employee rate table, which is a list of employees and the cost and profit for each employee. You can assign employee rate tables to **Time and Materials** projects and to cost categories in **Time and Materials** project budgets. See [Specify billing settings for a project](#) on page 71 and [Assign a rate table to a cost category in a project budget](#) on page 85 for more information.

1. Open the PA Employee Rate Table Maintenance window.
Cards > Project > Employee Rate Table



2. Enter a rate table ID, date, and description. The date is for information only.

You can click the **Rate Table ID** wizard button to copy information from another rate table or to include all employee records and their corresponding pay codes in the rate table. See [Copy information from another rate table](#) on page 26 and [Include all employees in a rate table](#) on page 27 for more information.

3. Select the default profit type to be displayed in the **Profit Type** column when entering line items.
4. Select an employee to include in the rate table.
5. Select the default pay code to use for the employee on timesheets.



You must select **Use Pay Codes for Unit Cost** in the *Project Setup* window to use pay codes with timesheets. See [Configure general settings for all projects](#) on page 43 for more information.

- If the employee is paid hourly, you can modify the hourly rate.
- You can modify the SUTA state and workers' compensation code for the employee.



To update pay rates in an existing employee rate table based on pay codes, click the **Rate Table ID** wizard button. See [Update pay rates in an employee rate table based on pay codes](#) on page 27 for more information.

See the U.S. Payroll or Canadian Payroll documentation (**Help > Printable Manuals**) for more information about pay codes and SUTA state and workers' compensation codes.

6. Select the profit type for the employee.

Billing Rate You can enter a flat amount for the billing rate in the **Amount** column for profit.

Markup % You can enter a percentage for the markup in the % column for profit.

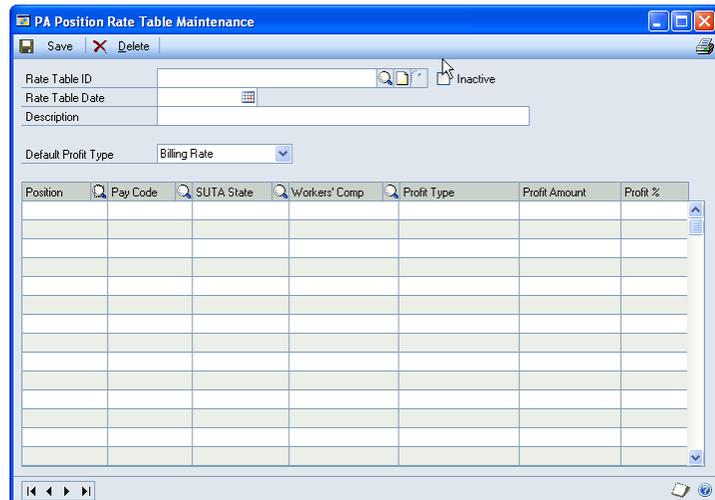
See [Profit types for calculating billing amounts](#) on page 49 for more information.

7. Enter overhead information for the employee.
 - To calculate overhead as a flat amount to be added to the unit cost for each single unit quantity of time, enter the amount in the **Amount** column for overhead.
 - To calculate overhead as a percentage of the actual cost for each single unit quantity of time, enter the percentage in the % column for overhead.
8. Click **Save** and close the window.

Create a position rate table

You can use the PA Position Rate Table Maintenance window (**Cards > Project > Position Rate Table**) to create a position rate table, which is a list of position codes and the cost and profit for each position. You can assign position rate tables to **Time and Materials** projects and to cost categories in **Time and Materials** project budgets. See [Specify billing settings for a project](#) on page 71 and [Assign a rate table to a cost category in a project budget](#) on page 85 for more information.

You can select to include all position codes in a position rate table based on a selected pay code. See [Include all position codes in a rate table based on pay code](#) on page 27 for more information.



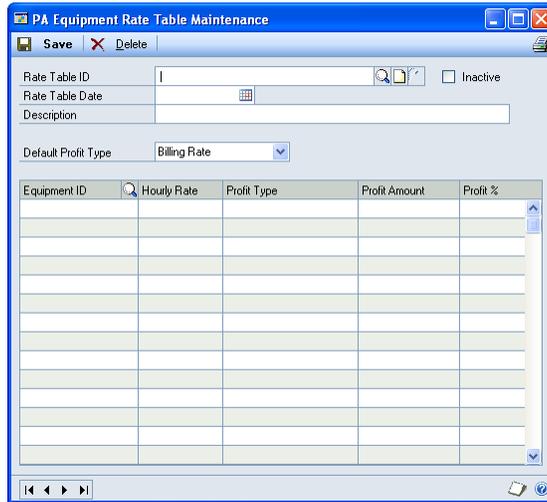
The window is similar to the PA Employee Rate Table Maintenance window. See [Create an employee rate table](#) on page 23 for more information.

Create an equipment rate table

You can create an equipment rate table, which is a list of equipment and the cost and profit for each equipment record. You can assign equipment rate tables to **Time and Materials** projects and to cost categories in **Time and Materials** project budgets. See [Specify billing settings for a project](#) on page 71 and [Assign a rate table to a cost category in a project budget](#) on page 85 for more information.

You can select to include all equipment in an equipment rate table. See [Include all equipment in a rate table](#) on page 27 for more information.

1. Open the PA Equipment Rate Table Maintenance window.
Cards > Project > Equipment Rate Table



The window is similar to the PA Employee Rate Table Maintenance window. See [Create an employee rate table](#) on page 23 for more information.

Copy information from another rate table

You can create a new rate table by copying information from another rate table. See [Create an employee rate table](#) on page 23, [Create a position rate table](#) on page 25, and [Create an equipment rate table](#) on page 25 for more information.

1. Open the rate table wizard window.

The following table lists the windows and how to open them.

Rate Table	Choose
Employee	Cards > Project > Employee Rate Table > Enter a rate table ID > Rate Table ID wizard button
Position	Cards > Project > Position Rate Table > Enter a rate table ID > Rate Table ID wizard button
Equipment	Cards > Project > Equipment Rate Table > Enter a rate table ID > Rate Table ID wizard button



2. Select **Copy existing entries from this rate table** and select the rate table.
3. Click **OK**.

Include all employees in a rate table

You can select to include all employees in an employee rate table. See [Create an employee rate table](#) on page 23 for more information.

1. Open the Employee Rate Table Wizard window.
Cards > Project > Employee Rate Table > Enter a rate table ID > Rate Table ID wizard button
2. Select Add employees and default pay codes.
3. Click OK.

Include all position codes in a rate table based on pay code

You can select to include all position codes in a position rate table based on a selected pay code. See [Create an employee rate table](#) on page 23 for more information.

1. Open the Position Rate Table Wizard window.
Cards > Project > Position Rate Table > Enter a rate table ID > Rate Table ID wizard button
2. Select Add all positions using this pay code and select the pay code.
3. Click OK.

Include all equipment in a rate table

You can select to include all equipment in an equipment rate table. See [Create an equipment rate table](#) on page 25 for more information.

1. Open the Equipment Rate Table Wizard window.
Cards > Project > Equipment Rate Table > Enter a rate table ID > Rate Table ID wizard button
2. Select Add all equipment.
3. Click OK.

Update pay rates in an employee rate table based on pay codes

You can update pay rates in an employee rate table based on pay codes. See [Create an employee rate table](#) on page 23 for more information.

1. Open the Employee Rate Table Wizard window.
Cards > Project > Employee Rate Table > Enter a rate table ID > Rate Table ID wizard button
2. Select Recalculates the Pay Rate based on Pay Codes.
3. Click OK.

Part 2: Cost budgeting templates

This part of the documentation includes information for project managers about how to create contract and project templates, and how to apply those templates to contract and project records.

- [Chapter 5, “Contract templates,”](#) includes information about how to create contract templates and how to include project templates in contract templates. It also includes information about applying contract templates to contracts.
- [Chapter 6, “Project templates,”](#) includes information for project managers about how to create project templates and apply those templates to projects.

Chapter 5: Contract templates

This part of the documentation includes information for project managers about how to create contract templates and how to include project templates in contract templates. It also includes information about applying templates to contracts.

The following topics are discussed:

- [Create a contract template](#)
- [Specify billing settings for a contract template](#)
- [Apply a contract template to a contract](#)

Create a contract template

You can create a contract template and select project templates to include in it.

1. Open the Contract Template Maintenance window.
Cards > Project > Templates

Project Template ID	Project Type	Accounting Method	Combine
Project Number Segment	Project Template Name	Project Class ID	Project Manager ID

This window is similar to the Contract Maintenance window. See [Create a contract record](#) on page 62 for more information.

2. Click **Contract Settings** to specify billing settings for the contract template. See [Specify billing settings for a contract template](#) on page 32 for more information.
3. Click **Accounts** to open the Contract Template Accounts window, where you can specify posting accounts for the contract template. The window is similar to the Contract Accounts window. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
4. Click **Fee Accounts** to open the Contract Template Accounts - Fee window, where you can specify posting accounts for fees for the contract template. The window is similar to the Contract Accounts - Fee window. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
5. Click **Save** and close the window.

Specify billing settings for a contract template

You can specify billing settings for a contract template.

1. Open the Contract Template Maintenance window.
Cards > Project > Templates
2. Select a template ID.
3. Click **Contract Settings** to open the Contract Template Settings window.

This window is similar to the Contract Settings window. See [Specify billing settings for a contract](#) on page 64 for more information.

Apply a contract template to a contract

You can apply a contract template to a contract.

If you've specified a billing currency other than the functional currency for a contract record, and you copy a template to that contract record, only cost categories with **Billing Rate** or **None** profit types in project budgets in the template will be copied. Only fees that use the **Fee Amount** fee calculation method in projects in the template will be copied.

1. Open the Contract Maintenance window.
Cards > Project > Contract
2. Enter a customer ID, contract ID, contract name, and number.

- Open the Copy Contract from Template window.
Template > Copy from Template

Create new contract based on:

Contract Template ID:

Include	Project Template ID	Project Template Name
Project Number	Project ID	Project Name

Copy Options:

Unit Costs from: Use End Date

Profit Type from: Contract Begin Date:

Contract End Date:

Contract:	Project:	Budget:
<input checked="" type="checkbox"/> Copy Contract Data	<input checked="" type="checkbox"/> Include Segment Overrides	<input checked="" type="checkbox"/> Include Budget Quantity
<input checked="" type="checkbox"/> Include Billing Cycles	<input checked="" type="checkbox"/> Include Fees	
<input checked="" type="checkbox"/> Include RR Cycle	<input checked="" type="checkbox"/> Include Billing Cycles	
<input checked="" type="checkbox"/> Include Segment Overrides	<input checked="" type="checkbox"/> Include RR Cycle	
	<input checked="" type="checkbox"/> Include Access List	
	<input checked="" type="checkbox"/> Include Equipment List	

Process Cancel

- Select the ID of the contract template to apply to the contract.
- In the scrolling window, select the project templates to apply.
- Select whether to apply unit costs and profit types from the cost categories in the project template budgets or the cost category records.
- Enter a contract beginning date. Select **Use End Date** to enter an ending date for the contract.
- Select information to apply from the contract template, project templates, and cost categories in project template budgets.
- Click **Process**. Information from the template will be displayed for the contract.

Chapter 6: Project templates

This part of the documentation includes information for project managers about how to create project templates and apply those templates to projects. Project templates can specify the equipment, employees, cost categories, and fees for projects that you apply the templates to.

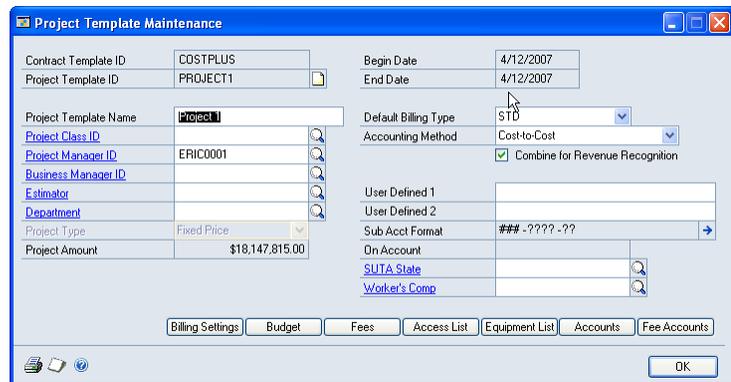
The following topics are discussed:

- [Create a project template](#)
- [Specify billing settings for a project template](#)
- [Create a project template from a project record](#)
- [Apply a template to a project](#)

Create a project template

You can create a project template to apply to project records.

1. Open the Contract Template Maintenance window.
Cards > Project > Templates
2. Select a contract template ID.
3. In the scrolling window, enter a project template ID and name, and click the **Project Template ID** expansion button. The Project Template Maintenance window will open.



This window is similar to the Project Maintenance window. See [Create a project record](#) on page 68 for more information.

4. Click **Billing Settings** to open the Billing Template Settings window, where you can specify billing settings for the project template. The window is similar to the Project Billing Settings window. See [Specify billing settings for a project](#) on page 71 for more information.
5. Click **Budget** to open the Budget Template Maintenance window, where you can assign cost categories to the project template budget. The window is similar to the Budget Maintenance window. See [Assign cost categories to a project budget](#) on page 80 for more information.

6. Click **Fees** to open the Fee Template window, where you can assign fees to the project template. The window is similar to the Fee Entry window. See [Assign fees to a project](#) on page 89 for more information.
7. Click **Access List** to open the Project Template Access List window, where you can assign employees to the project template. The window is similar to the Employee Access List window. See [Assign employees to a project](#) on page 75 for more information.
8. Click **Equipment List** to open the Equipment List Template window, where you can assign equipment to the project template. The window is similar to the Equipment List window. See [Assign equipment to a project](#) on page 75 for more information.
9. Click **Accounts** to open the Project Template Accounts window, where you can specify posting accounts for the project template. The window is similar to the Project Accounts window. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
10. Click **Fee Accounts** to open the Project Template Accounts - Fee window, where you can specify posting accounts for fees for the project template. The window is similar to the Project Accounts - Fee window. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
11. Click **OK**.

Specify billing settings for a project template

You can specify billing settings for a project template.

1. Open the Contract Template Maintenance window.
Cards > Project > Templates
2. Select a contract template ID.
3. In the scrolling window, select a project template ID and click the **Project Template ID** expansion button. The Project Template Maintenance window will open.
4. Click **Billing Settings** to open the Billing Template Settings window.

This window is similar to the Project Billing Settings window. See [Specify billing settings for a project](#) on page 71 for more information.

Create a project template from a project record

You can create a project template based on a project record and include the project template in a contract template.

If you create a project template based on a project record that you've specified a billing currency ID for, the billing currency ID will not be copied to the template. Project templates use the currency ID that you specified in the **Functional Currency** field in the Multicurrency Setup window (**Microsoft Dynamics GP menu > Tools > Setup > Financial > Multicurrency**).

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.

- Open the Add Existing Project to Template window.
Template > Add to Template

- Select the contract ID to include the project template in.
- Enter a project template ID, name, and project number segment for the new template.
- Select whether to include unit costs and profit types from cost categories in the project budget or from cost category records.
- Select information to include from the project and project budget.
- Click **Process**.

Apply a template to a project

You can select a project template to apply to a project record.

If you're using a billing currency other than the functional currency for the project record that you're applying a template to, only cost categories with **Billing Rate** or **None** profit types in the template will be copied. Only fees that use the **Fee Amount** fee calculation method in the template will be copied.

Forecast budget amounts in the project template that you're applying to the project record will be converted to the billing currency specified for the project record, using the exchange rate that you specified for the billing currency for the project record. If the project record status is **Estimate**, the exchange rate specified for baseline budget amounts will be used. If the project status is **Open** or **On Hold**, the exchange rate for forecast budget amounts will be used.

- Open the Project Maintenance window.
Cards > Project > Project
- Select a contract number. Enter a project ID, number, and name.

- Open the Copy Project from Template window.
Template > Copy from Template

- Enter a project beginning date. Select **Use End Date** to enter an ending date for the project.
- Select whether to copy profit types and unit costs from cost categories in the project template budget or from cost category records.
- Select the project and budget information to be copied from the template.
- Click **Process**.

Part 3: Cost budgeting

This part of the documentation includes information for project managers about how to set up fees and how to set up the cost categories that you can include in project budgets to calculate costs, billing amounts, revenue, and profits. The documentation also includes information about how to enter contract and project records, and how to assign employees, equipment, cost categories, and fees to projects.

- [Chapter 7, “General cost management setup.”](#) includes information about how to configure general settings for managing project costs. It also includes information about contract, project, and cost category statuses and about the various lists of records and transactions that you can complete common tasks from.
- [Chapter 8, “Profit types.”](#) includes information about how billing amounts and profit are calculated based on profit types.
- [Chapter 9, “Cost categories.”](#) includes information about how to set up cost categories that you can include in project budgets to track expenses.
- [Chapter 10, “Benefit Allocation.”](#) includes information about how you can allocate employee benefits to specific projects.
- [Chapter 11, “Fees.”](#) includes information about fees, including **Project**, **Retainer**, **Retentions**, and **Service** fees, and how to create fee records for them.
- [Chapter 12, “Contracts.”](#) includes information about how to enter contract records and how to create third-party customer lists for billing
- [Chapter 13, “Projects.”](#) includes information about how to enter project records and how to copy information between projects.
- [Chapter 14, “Project resources.”](#) includes information about how to assign equipment and employees to projects.
- [Chapter 15, “Project budgets.”](#) includes information about how to assign cost categories to project budgets and how to enter baseline, forecast, and actual project budget amounts for cost categories.
- [Chapter 16, “Project fees.”](#) includes information about how to assign fees to projects, how to modify the fee frequency, fee calculation method, and other settings for fees in projects. You also can enter baseline, forecast, and actual amounts for fees in a project budget. You also can modify a fee schedule for a fee that uses the **Scheduled** fee frequency.

Chapter 7: General cost management setup

This part of the documentation includes information for project managers about how to configure general settings for managing project costs. It also includes information about contract, project, and cost category statuses and about the various lists of records and transactions that you can complete common tasks from.

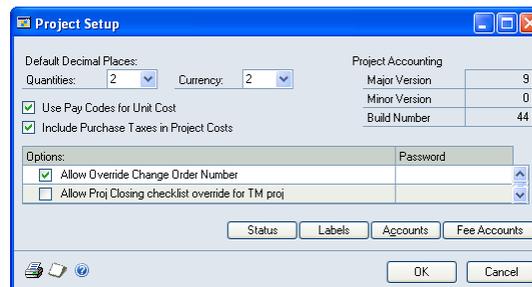
The following topics are discussed.

- [Configure general settings for all projects](#)
- [Contract, project, and cost category statuses](#)
- [Enter names for user-defined statuses for tracking Open projects](#)
- [Enter names for user-defined field labels](#)
- [Lists of records and transactions](#)

Configure general settings for all projects

You can configure general settings for all projects, such as the number of decimal places to use for quantities and currencies and whether to use employee pay codes to determine unit cost for employees on timesheets. You also can specify whether to include taxes that are calculated for cost transactions in the total cost amounts for the projects that they are entered for, and whether to allow users to modify the default change order number when entering change orders. You can specify whether to allow users to close a **Time and Materials** project, even though the checklist of project closing requirements isn't complete.

1. Open the Project Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Project



2. Select the number of decimal places to use for quantities and currencies.
3. Select **Use Pay Codes for Unit Cost** to use employee pay codes to determine unit cost for employees on timesheets.



*You can update U.S. Payroll or Canadian Payroll using timesheets. You must select **Post to Payroll** and the correct payroll module in the Timesheet Setup window. See [Set up timesheets for tracking project costs and billing customers](#) on page 120 for more information.*

4. Select **Include Purchase Taxes in Project Costs** to include taxes that are calculated for cost transactions in the total cost amounts for the projects that they are entered for. Taxes also will be included in calculating billing amounts and revenue.

5. Select **Allow Override Change Order Number** to allow users to modify the default change order number when entering change orders. You also can require a password to limit user access. See [Chapter 18, “Project change control.”](#) for more information.
6. Select **Allow Proj Closing checklist override for TM proj** to allow users to close a **Time and Materials** project, even though the checklist of project closing requirements isn’t complete. You also can require a password to limit user access. See [Close projects](#) on page 114 and [Project closing checklist](#) on page 115 for more information.
7. Click **Status** to set up statuses for contracts, projects, and cost categories. See [Enter names for user-defined statuses for tracking Open projects](#) on page 46 for more information.
8. Click **Labels** to specify user-defined field labels. See [Enter names for user-defined field labels](#) on page 47 for more information.
9. Click **Accounts** to specify how posting accounts will be selected for cost transactions. See [Specify default posting account numbers for cost categories in project budgets](#) on page 11 in the Project Accounting Accounting Control Guide for more information.
10. Click **Fee Accounts** to specify how posting accounts will be selected for fees. See [Specify default posting account numbers for fees assigned to projects](#) on page 14 in the Project Accounting Accounting Control Guide for more information.
11. Click **OK**.

Contract, project, and cost category statuses

The status of a contract, project, or cost category determines whether you can enter cost or billing transactions, recognize revenue, or close a project. Except for the **Closed** status, you can change the status of a project from any status to another at any time.

You can use up to 10 statuses, including five default statuses and up to five user-defined statuses. See [Enter names for user-defined statuses for tracking Open projects](#) on page 46 for more information.

There are five default statuses.

Estimate

When you create a new contract or project, or when you assign a cost category to a project budget, the default status will be **Estimate** because it prevents users from entering cost transactions. When a project has an **Estimate** status, you can assign new cost categories to project budgets and enter baseline budget amounts. You also can delete cost categories from project budgets.

When you’re ready to enter cost transactions, bill customers, and recognize revenue, change the status to **Open**.

Because the **Estimate** status prevents users from entering cost transactions, you also can use the status to suspend cost accrual for a entire project or for an individual cost category in a project budget. You can enter change orders for contracts and projects that have an **Estimate** status, however.

You can change the status of a contract to **Estimate** or **Open** at any time, even after changing the status of the contract to **Closed**.

Open

You typically select the **Open** status after you've entered baseline amounts for a project budget and you're ready to enter cost transactions for the project.

When you change the status of a contract from **Estimate** to **Open**, you will be asked whether to change the status of all projects in the contract to **Open**.

If you select the **Open** status, you can't modify baseline budget amounts or delete cost categories from project budgets. You can modify forecast budget amounts and, as you post cost transactions, actual amounts will be updated. You can enter new projects for contracts that are in the **Open** status. You also can bill customers and recognize revenue.

On Hold

To temporarily prevent cost and billing transactions from being entered and to prevent revenue recognition, select the **On Hold** status. You can enter change orders, however.

Completed

When you change the status of a project to **Completed**, you will be asked whether to change the statuses of all cost categories in the project budget to **Completed**.



*If you change the status of a cost category in a **Fixed Price** project budget to **Completed**, the cost category will become 100% complete.*

You can continue to enter cost and billing transactions and recognize revenue.

Closed

When all cost and billing transactions have been posted, all customer payments received, and all revenue has been recognized for a project, you can close the project. You can close only projects that have a **Completed** status. After you close a project the status will be **Closed**. See [Close projects](#) on page 114 for more information.

When all projects in a contract have been closed, the status of the contract will be **Closed**.

Enter names for user-defined statuses for tracking Open projects

You can enter names for up to five additional statuses to be used for contracts, projects, and cost categories in project budgets. The statuses that you name will be equivalent to the **Open** status. You can use these named statuses to track the status of **Open** projects according to your business processes.

1. Open the Project Setup – Status Options window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Project > Status button

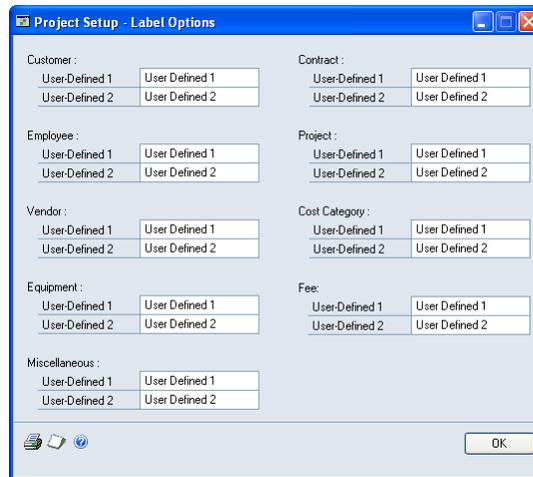
Contract Status		Do Not Display	Project Status		Do Not Display
1	Open	<input type="checkbox"/>	1	Open	<input type="checkbox"/>
2	On Hold	<input checked="" type="checkbox"/>	2	On Hold	<input checked="" type="checkbox"/>
3	Closed	<input checked="" type="checkbox"/>	3	Closed	<input checked="" type="checkbox"/>
4	Estimate	<input checked="" type="checkbox"/>	4	Estimate	<input checked="" type="checkbox"/>
5	Completed	<input checked="" type="checkbox"/>	5	Completed	<input checked="" type="checkbox"/>
6		<input type="checkbox"/>	6		<input type="checkbox"/>
7		<input type="checkbox"/>	7		<input type="checkbox"/>
8		<input type="checkbox"/>	8		<input type="checkbox"/>
9		<input type="checkbox"/>	9		<input type="checkbox"/>
10		<input type="checkbox"/>	10		<input type="checkbox"/>

2. In fields 6 through 10, enter names for contract and project statuses.
3. For each status, select whether to display contracts or projects with the status in transaction entry lookup windows.
4. Click **OK**.

Enter names for user-defined field labels

You can name labels that will be displayed for user-defined fields in various record and transaction entry windows. You can use these user-defined fields to track additional information according to your business processes.

1. Open the Project Setup – Label Options window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Project > Labels button



2. Enter labels for user-defined fields.

The following table lists windows with user-defined fields.

Fields	The fields are displayed in this window
Contract	Contract Maintenance
Cost Category	Cost Category Maintenance
Customer	PA Customer Options
Employee	PA Employee Options
Equipment	Equipment Maintenance
Fee	Fee Maintenance
Miscellaneous	Miscellaneous Maintenance
Project	Project Maintenance
Vendor	PA Vendor Options

3. Click OK.

Lists of records and transactions

You can use lists of records and transactions in the navigation pane to complete common tasks. See the System User’s Guide (**Help > Printable Manuals**) for more information.

Project Accounting lists

You can use the **Project Accounting** series button to display the following lists.

Contracts Use the **Contracts** list to enter, modify, and view contract records and to enter project records.

Projects Use the **Projects** list to enter, modify, and view projects, to enter inventory transfers and billing invoices, and to view transactions.

Cost Categories Use the **Cost Categories** list to enter, modify, and view cost categories.

Billings Use the **Billings** list to enter, modify, and view billing invoices and returns.

Timesheets Use the **Timesheets** list to enter, modify, and view timesheets.

Employee Expenses Use the **Employee Expenses** list to enter, modify, and view employee expense transactions.

Other lists

You can use the **Sales**, **Purchasing**, and **Payroll** buttons to display the following lists.

Customers Use the **Customers** list from the **Sales** button to enter contracts, projects, and billing invoices.

Purchasing Use the **All Purchasing Transactions** list from the **Purchasing** button to enter purchase orders, shipment receipts, shipment/invoice receipts, and invoice receipts.

Employees Use the **Employees** list from the **Payroll** button to enter timesheets and employee expense transactions.

Chapter 8: Profit types

This part of the documentation includes information for project managers about how billing amounts and profit are calculated based on profit types.

The following topics are discussed:

- [Profit types for calculating billing amounts](#)
- [Default profit types](#)

Profit types for calculating billing amounts

Profit types are used to determine profit and calculate billing amounts.

Profit types for all project types

You can use the following profit types for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects.

None Billing amounts are always zero.

Price Level Billing amounts are calculated using price levels for inventoried items included in cost categories.

Profit types for Time and Materials projects only

You can use the following profit types for **Time and Materials** projects.

Billing Rate You can enter a flat amount for the billing rate. Billing amounts will be calculated using quantities and the billing rate.

Markup % You can enter a percentage for the markup. Billing amounts will be calculated using actual cost, plus a percentage markup of actual cost.

Profit types for Cost Plus projects only

You can use the following profit type for **Cost Plus** projects.

Profit/Unit - Variable You can enter a flat amount for profit. Billing amounts will be calculated using actual cost, plus the profit for each unit quantity. You can change the flat amount for profit when the project is **Open**.

Profit types for Cost Plus and Fixed Price projects

You can use the following profit types for **Cost Plus** and **Fixed Price** projects.

% of Actual You can enter a percentage. Billing amounts will be calculated using a percentage of actual cost.

% of Baseline You can enter a percentage. Billing amounts will be calculated using a percentage of the baseline budget amount.

Profit/Unit - Fixed You can enter a flat amount. Billing amounts will be calculated using actual cost plus the flat amount for each unit quantity.

Total Profit You can enter a flat amount. The billing amount will be the flat amount.

Default profit types

When you set up cost transactions for tracking project costs, you can select the default profit type to use for cost transactions.

Employee Use the profit type for the employee record. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.

Budget Use the profit type for the cost category in the project budget. See [Enter project budget settings for a cost category](#) on page 81 for more information.

Cost Category Use the profit type for the cost category record. See [Create a cost category record](#) on page 51 for more information.

Equipment Use the profit type for the equipment record. See [Set up an equipment record for tracking project costs and billing customers](#) on page 20 for more information.

Miscellaneous Use the profit type for the miscellaneous record. See [Set up a miscellaneous record for tracking project costs and billing customers](#) on page 22 for more information.

If you enter a line item for a cost transaction and you select a project that uses a billing currency ID that is not for the functional currency, the profit type for that line item will be based on the profit type that you specified for the cost category in the project budget.

See [Part 5, Project cost tracking](#) for more information.

Chapter 9: Cost categories

This part of the documentation includes information for project managers about how to set up cost categories that you can include in project budgets to track expenses.

The following topics are discussed:

- [Create a cost category class](#)
- [Create a cost category record](#)
- [Associate benefits with a cost category or cost category class](#)
- [Allocate benefits to accounts](#)

Create a cost category class

You can create a cost category class. If you assign a cost category to the class, the cost category will inherit information from the class. See [Create a cost category record](#) on page 51 for more information.

1. Open the Cost Category Class Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Cost Category Class

2. Enter a class ID and description.
3. Select **Default** to make the settings for this cost category class the default settings for new cost category classes.
4. The remaining entries are the same for creating a cost category record. See [Create a cost category record](#) on page 51 for more information.

Create a cost category record

You can create a cost category record that you can assign to project budgets to track project costs.



*If you don't have permission to create cost categories, you can use the Cost Category Inquiry window (**Inquiry > Project > Maintenance > Cost Category**) to view them.*

1. Open the Cost Category Maintenance window.
Cards > Project > Cost Category

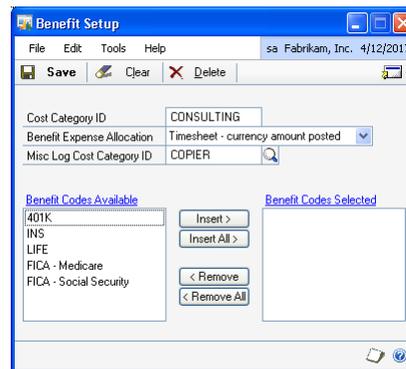
2. Enter a cost category ID and name.
3. You can select a cost category class ID. If you assign a cost category to the class, the cost category will inherit information from the class.
4. Select the transaction type that the cost category will be used for. See [Cost categories and cost transactions](#) on page 79 for more information.
 - If you select **Purchases/Material**, indicate whether the cost category is for inventoried items.
 - If you selected **Timesheets**, select pay codes for hourly or salaried pay. See the U.S. Payroll or Canadian Payroll documentation (**Help > Printable Manuals**) for information about entering pay codes.
5. Select a unit of measure schedule. The base unit of measure will be displayed in the **Unit of Measure** field. See [Create a unit of measure schedule](#) on page 9 for more information.
6. Enter a unit cost.
7. Select profit types for cost category for **Time and Materials**, **Cost Plus**, and **Fixed Price** projects and enter amounts or percentages in the corresponding fields. See [Profit types for calculating billing amounts](#) on page 49 for more information.
8. Select the number of decimal places to display for quantities and currencies. Your selections must match the settings for the unit of measure schedule.
9. For cost and billing transactions, select whether cost and billing amounts for the cost category are taxable, non-taxable, or based on the tax settings for the vendor or customer. The tax schedule for cost transactions is for employee expense transactions, purchase orders, shipment receipts, shipment/invoice receipts, invoice receipts, and inventory transfers with non-inventoried items.

10. Click the billing note button to enter a billing note. See [Billing notes for invoices](#) on page 16 in the Project Accounting Billing Guide for more information.
11. Click the **Go To** button and choose **Benefits** to open the Benefit Setup window and associate employee benefits to a cost category or cost category class. This button is available only when the transaction type is **Timesheet**. See [Associate benefits with a cost category or cost category class](#) for more information.
12. Click **Accounts** to specify posting accounts for the cost category. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
13. Click **Overhead** to specify how overhead will be calculated for the cost category. See [Overhead calculation methods](#) on page 11 for more information.
14. Click **Save** and close the window.

Associate benefits with a cost category or cost category class

You can associate employee benefits with a cost category code or cost category class ID in the Benefit Setup window, if the transaction usage specified is Timesheet.

1. Open the Benefit Setup window.
Cards > Project > Cost Category > select a Cost Category ID > Go To button > Benefits
Microsoft Dynamics GP menu > Tools > Setup > Project > Cost Category Class > Go To button > Benefits



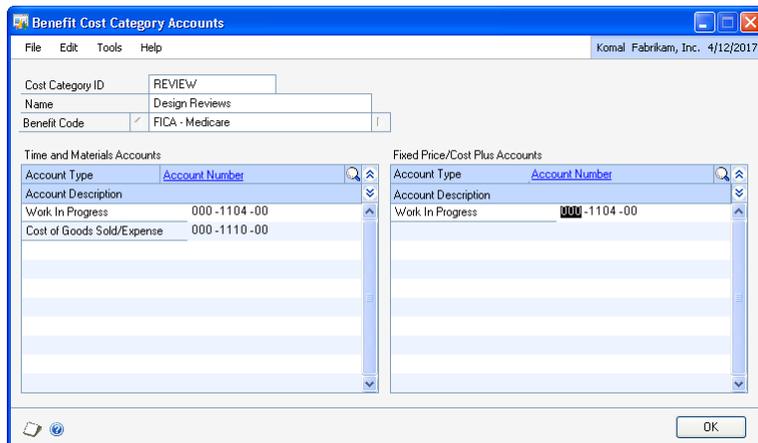
2. Select whether to allocate benefits based on currency amounts or hours posted.
3. Enter or select a value in the **Misc. Log Cost Category ID** field. This value is used in the Miscellaneous Log Entry window to calculate the benefit amount for the project.
4. To add a benefit, select it in the **Benefit Codes Available** list and click **Insert**.

5. If you want to assign an account for the benefit other than the one set up for the cost category or cost category class, see [Allocate benefits to accounts](#) for more information.
6. Click **Save**.

Allocate benefits to accounts

You can use the Benefit Cost Category Accounts window to assign a different account to the benefit other than the one set up for the cost category or cost category class.

1. Open the Benefit Cost Category Accounts window.
Cards > Project > Cost Category > Go To button > Benefits > Go To button > Accounts
Microsoft Dynamics GP menu > Tools > Setup > Project > Cost Category Class > Go To button > Benefits > Go To button > Accounts



2. Select a benefit code.
3. Select the accounts to be used for time and materials projects, and for fixed price/cost plus projects.
4. Click **OK**.

Chapter 10: Benefit Allocation

This part of the documentation includes information on how employee benefits are allocated to a project to reflect the true cost of the work performed. The following topics are discussed:

- [Understanding benefit allocation](#)
- [Process the benefit allocation](#)

Understanding benefit allocation

You can use benefit allocation to allocate expenses incurred on employee benefits to specific projects. Each benefit in Payroll that has an employer expense component is assigned to a Project Accounting cost category. The cost of the benefit is allocated to the project based on hours or currency units. The allocation of a benefit to a project is determined on the basis of the project timesheet that is transferred to a payroll batch. Benefits entered directly in a payroll batch are not allocated to projects.

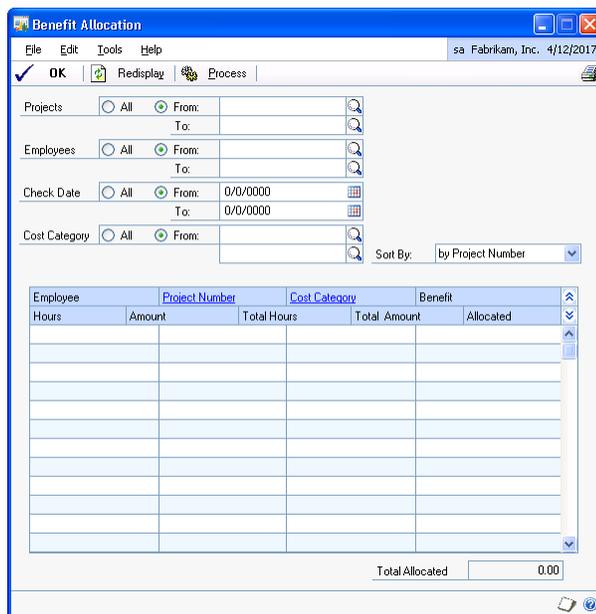
When you post a payroll batch with the benefits allocated in the project accounting timesheet, a benefit allocation process should be run. This process splits the benefits proportionately among the projects that the employee worked on.

For related information, see [Associate benefits with a cost category or cost category class](#) on page 53, and [Allocate benefits to accounts](#) on page 54.

Process the benefit allocation

You can process the allocation of benefits to the project using the Benefit Allocation window.

1. Open the Benefit Allocation window.
Microsoft Dynamics GP menu > Tools > Routines > Projects > Benefit Allocation



2. Enter or select ranges of projects, employees, check dates, or cost categories.
3. Select a sorting option for information in the scrolling window.
4. Click **Redisplay** to display details of the benefits to be allocated, based on the ranges you selected.
5. In the scrolling window, review details of each proposed allocation.
6. Click **OK** to save your selection.
7. Click **Process** to run the benefit allocation process and to allocate the selected benefit amounts to the project. A miscellaneous log batch is created with a transactions. See [Enter a miscellaneous log](#) on page 135 for more information.

After processing is complete, a report will be printed, listing any errors that occurred.

Chapter 11: Fees

This part of the documentation includes information for project managers about fees, including **Project**, **Retainer**, **Retentions**, and **Service** fees, and how to create fee records for them.

The types of fees that you can include in a project depends on whether you're using a **Cost Plus**, **Fixed Price**, or **Time and Materials** project. Various fee frequencies and fee calculation methods can be used for fees, depending on the fee type.

The following topics are discussed:

- [Types of fees](#)
- [Create a Project fee](#)
- [Create a Retainer fee](#)
- [Create a Retentions fee](#)
- [Create a Service fee](#)

Types of fees

There are four types of fees that you can bill customers for.

Project A flat amount billed using a fee schedule, or a percentage of total baseline project costs or revenue that you can bill during each billing cycle using a fee schedule or after the project is complete.

Retainer A flat amount billed using a fee schedule. **Retainer** fee amounts are held on account and can be applied to billing amounts. See [Enter payments, taxes, and other charges for a billing invoice](#) on page 36 in the Project Accounting Billing Guide for more information.

Retentions A percentage of total baseline project costs that isn't billed until the project status is **Completed**. This fee is for **Cost Plus** and **Fixed Price** projects only. You also can hold a portion of a **Project** fee in retention.

Service An flat amount billed using a fee schedule. This fee is for **Time and Materials** projects only.

Create a Project fee

You can create a **Project** fee record that you can assign to a project. See [Assign fees to a project](#) on page 89 for more information.

1. Open the Fee Maintenance window.
Cards > Project > Fee

2. Enter a fee ID and name.
3. Select the **Project** fee type. See [Types of fees](#) on page 57 for more information.
4. Select the fee calculation method and fee frequency.
 - If the fee is to be a flat amount billed using a fee schedule, select **Fee Amount** and enter the amount.
 - If the fee is to be a percentage of total baseline project costs that you can bill using a fee schedule, first select **% of Baseline Cost** and enter a percentage, then select **Scheduled** in the **Frequency** list. Select the transaction types to include in the calculation of total project cost.
 - If the fee is to be a percentage of total baseline project costs that you can bill during each billing cycle, first select **% of Baseline Cost** and enter a percentage, then select **Per Invoice** in the **Frequency** list. Select the transaction types to include in the calculation of total project cost.
 - If the fee is to be a percentage of total baseline project costs that you can bill during each billing cycle, first select **% of Baseline Cost** and enter a percentage, then select **At Project Completion** in the **Frequency** list. Select the transaction types to include in the calculation of total project cost.
 - If the fee is to be a percentage of total baseline project revenue that you can bill using a fee schedule, first select **% of Baseline Cost** and enter a percentage, then select **Scheduled** in the **Frequency** list. Select the transaction types to include in the calculation of total project revenue.
 - If the fee is to be a percentage of total baseline project revenue that you can bill during each billing cycle, first select **% of Baseline Revenue** and enter a percentage, then select **Per Invoice** in the **Frequency** list. Select the transaction types to include in the calculation of total project revenue.

- If the fee is to be a percentage of total baseline project revenue that you can bill during each billing cycle, first select **% of Baseline Revenue** and enter a percentage, then select **At Project Completion** in the **Frequency** list. Select the transaction types to include in the calculation of total project revenue.
5. Select whether the fee amount is taxable, non-taxable, or based on the tax settings for the customer. If the fee is **Taxable**, select a tax schedule.
 6. Click **Accounts** to specify posting accounts for the fee. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
 7. Click **Save** and close the window.

Create a Retainer fee

You can create a fee record that you can assign to a project. See [Assign fees to a project](#) on page 89 for more information.

1. Open the Fee Maintenance window.
Cards > Project > Fee
2. Enter a fee ID and name.
3. Select the **Retainer** fee type. See [Types of fees](#) on page 57 for more information.
4. Enter the fee amount.
5. Select whether the fee amount is taxable, non-taxable, or based on the tax settings for the customer. If the fee is **Taxable**, select a tax schedule.
6. Click **Accounts** to specify posting accounts for the fee. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
7. Click **Save** and close the window.

Create a Retentions fee

You can create a fee record that you can assign to a project. See [Assign fees to a project](#) on page 89 for more information.

1. Open the Fee Maintenance window.
Cards > Project > Fee
2. Enter a fee ID and name.
3. Select the **Retentions** fee type. See [Types of fees](#) on page 57 for more information.
4. Enter a retention percentage and select the transaction types to include in the calculation of total project cost.
5. Select whether the fee amount is taxable, non-taxable, or based on the tax settings for the customer. If the fee is **Taxable**, select a tax schedule.

6. Click **Accounts** to specify posting accounts for the fee. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
7. Click **Save** and close the window.

Create a Service fee

You can create a fee record that you can assign to a project. See [Assign fees to a project](#) on page 89 for more information.

1. Open the Fee Maintenance window.
Cards > Project > Fee
2. Enter a fee ID and name.
3. Select the **Service** fee type. See [Types of fees](#) on page 57 for more information.
4. Enter the fee amount.
5. Enter the beginning date and ending date for the fee. To make the fee recurring, you must select a beginning and ending date that are exactly one year apart, then select **Renewable** and enter the month and day that the fee will recur.
6. Select whether the fee amount is taxable, non-taxable, or based on the tax settings for the customer. If the fee is **Taxable**, select a tax schedule.
7. Click **Accounts** to specify posting accounts for the fee. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
8. Click **Save** and close the window.

Chapter 12: Contracts

This part of the documentation includes information for project managers about how to enter contract records.

A contract might include more than one project, and you can view baseline, forecast, and actual costs and quantities for the various projects in a contract.

The following topics are discussed:

- [About contracts, projects, and cost categories](#)
- [Set up a contract class for billing customers](#)
- [Create a contract record](#)
- [Specify billing settings for a contract](#)
- [Create a third-party customer list for billing](#)

About contracts, projects, and cost categories

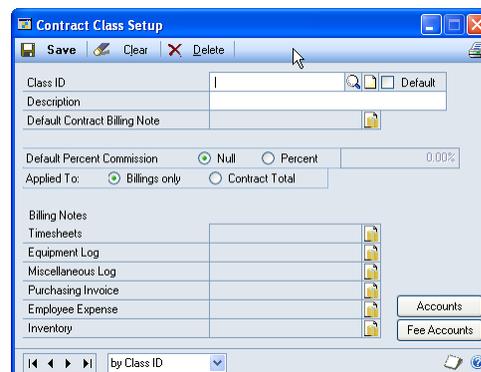
A cost category determines how costs, billing amounts, revenue, and profits are calculated for a specific activity. You can assign cost categories to a project budget and use the budget to estimate and track project performance. You also can assign fees to a project.

A contract includes one or more projects that you're carrying out for a customer. You can create multiple contracts for a customer. You can't create a contract for multiple customers, but you can create a third-party customer list for billing. See [Create a third-party customer list for billing](#) on page 65 for more information.

Set up a contract class for billing customers

You can set up a contract class for billing customers. If you assign a contract to the class, the contract will inherit information from the class. See [Create a contract record](#) on page 62 for more information.

1. Open the Contract Class Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Contract Class



2. Enter a class ID and description.
3. Select **Default** to make the settings for this contract class the default settings for new contract classes.

4. The remaining entries are the same for setting up a contract record for billing customers. See [Specify billing settings for a contract](#) on page 64 for more information.
5. Click **Accounts** to specify posting accounts for the contract class. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 for more information.
6. Click **Fee Accounts** to specify posting accounts for fees for the contract class. See [Specify default posting account numbers for records and classes for fees](#) on page 13 for more information.
7. Click **Save** and close the window.

Create a contract record

You can create a contract to group and track various projects for a customer. See [About contracts, projects, and cost categories](#) on page 61 for more information.

If you're using Multicurrency Management, you can specify the billing currency to use when billing customers for project costs for the contract. You can use billing currency IDs with **Time and Materials** projects that use the **When Performed** or **When Billed** accounting methods and that include cost categories with the **Billing Rate** or **None** profit types in project budgets. You also can use billing currency IDs with **Fixed Price** projects that include cost categories with the **None** profit type in project budgets.

You can apply a template to the contract. See [Apply a contract template to a contract](#) on page 32 for more information.



If you don't have permission to enter contracts, you can use the PA Contract Inquiry window (**Inquiry > Project > Maintenance > Contract**) to view them.

1. Open the Contract Maintenance window.
Cards > Project > Contract

2. Select a customer ID.

3. Enter a contract ID, name, and number.
4. You can select a class ID. The contract will inherit settings from the class.
5. Select a contract manager and business manager. Only employees specified as **Project Manager** or **Business Manager** in the PA Employee Options window can be specified as the contract manager or business manager for a contract. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.
6. Click the **Sub Acct Format** expansion button to modify account segment numbers for the contract. See [Specify account segment numbers to use when posting amounts for a contract](#) on page 16 in the Project Accounting Accounting Control Guide for more information.
7. You can select **Closed to Project Costs** or **Closed to Billings** to prevent the accrual of costs or to prevent billing for projects in the contract.
8. Select the contract status. See [Contract, project, and cost category statuses](#) on page 44 for more information.
9. Select a default project type and accounting method for new projects for the contract. See [Accounting methods and recognizing revenue](#) on page 27 in the Project Accounting Accounting Control Guide for more information.
10. If the default project type is **Cost Plus** or **Fixed Price**, you can select **Combine for Revenue Recognition** to combine revenue from various projects in the same contract. See [Percentage complete and revenue recognition calculations](#) on page 28 in the Project Accounting Accounting Control Guide for more information.



*If you select **Combine for Revenue Recognition** and the contract includes projects with varying project types, the Choose Accounting Method window will open. Use this window to specify the accounting method to be used when recognizing revenue for projects in the contract.*

11. Enter the purchase order number from the customer for the contract.
12. In the **Billing Currency ID** field select the currency to use when billing customers for project costs for the contract.

The default currency ID is the currency ID that you specified for the customer the contract is for using the Customer Maintenance Options window (**Cards > Sales > Customer > Options button**). If you haven't specified a currency ID for the customer, the default currency will be the functional currency.

You can choose commands in the **View > Currency** menu to enter or view amounts using the functional or originating currency if Multicurrency Management is registered.



After you've entered a project for a contract, you can't change the billing currency ID for the contract.

13. You can enter a project ID and name and click the **Project ID** expansion button to enter a new project for the contract. See [Create a project record](#) on page 68 for more information.

- Click **Change Orders** to enter change order settings for the contract. See [Enter change order settings for a contract](#) on page 102 for more information.

The **Change Orders** button will not be available if the currency ID specified in the **Billing Currency ID** field is not for the functional currency.

- Click **Contract Settings** to specify billing settings for the contract. See [Specify billing settings for a contract](#) on page 64 for more information.
- Click **Accounts** to specify posting accounts for the contract. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
- Click **Summary** to view baseline, forecast, and actual amounts for the project budgets in the contract.
- Click **Fee Accounts** to specify posting accounts for fees for the contract. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
- Click **Save** and close the window.

Specify billing settings for a contract

You can specify billing settings for a contract.



If you don't have permission to specify billing settings for a contract, you can use the **Contract Settings-Inquiry** window (**Inquiry > Project > Maintenance > Contract > Contract Settings** button) to view the billing settings.

- Open the Contract Maintenance window.
Cards > Project > Contract
- Enter or select a contract ID.
- Click **Contract Settings** to open the Contract Settings window.

The screenshot shows the 'Contract Settings' window with the following fields and controls:

- Contract Number:** AARONX110
- Contract Name:** X110
- Customer ID:** AARONFIT0001
- Salesperson ID:** PAUL W.
- Territory ID:** TERRITORY 1
- Discount Percent:** (empty)
- Tax Address ID:** WAREHOUSE
- Percent Commission:** 3.00%
- Default Billing Format:** DEFAULT
- Applied To:** Billings only Contract Total
- Bill Format Name:** Default
- Restrict to Customer List
- Default Contract Billing Note:** (empty)
- Default Transaction Billing Notes:**
 - Timesheets
 - Equipment Log
 - Miscellaneous Log
 - Purchasing Invoice
 - Employee Expense
 - Inventory
- Billing Cycle ID:** (empty)
- Billing Format:** (empty)
- Billing Format Name:** (empty)
- Revenue Recognition Cycle ID:** (empty)
- OK** button

4. Select the salesperson and sales territory for the contract. Enter the commission percentage that the salesperson will be paid for the contract. Select **Contract Total** to base the commission on the total billing amount for the contract, including taxes and discounts, or **Billings only** to base the commission on amounts billed for each project in the contract.
5. Click the **Customer ID** expansion button to create a third-party customer list for the contract. See [Create a third-party customer list for billing](#) on page 65 for more information.

Select **Restrict to Customer List** to indicate that only customers that are included on a third-party customer list for the contract can be billed for projects in the contract.

6. If you're giving the customer a discount for the contract, enter the percentage in the **Discount Percent** field.
7. In the **Tax Address ID** field select the customer address that billing invoices for the contract will be sent to.
8. Select the default billing format to use for billing the customer for projects in the contract. See [Group invoice formats into a billing format](#) on page 16 in the Project Accounting Billing Guide for more information.
9. Select the default billing note for the contract and for cost transactions for the contract. See [Specify information to include on an invoice format](#) on page 11 in the Project Accounting Billing Guide for more information.
10. Select billing cycles to use for billing the customer for projects in the contract. You can select a billing format to use with each billing cycle. See [Create a billing cycle](#) on page 9 in the Project Accounting Billing Guide for more information.
11. Select a revenue recognition cycle to use for recognizing revenue for projects in the contract. See [Create a revenue recognition cycle record](#) on page 25 in the Project Accounting Accounting Control Guide for more information.
12. Click **OK**.

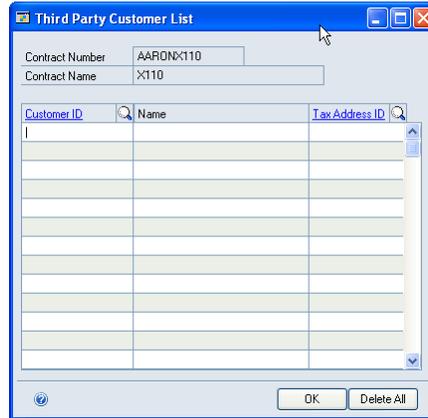
Create a third-party customer list for billing

You can create a third-party customer list for a contract or project. Then, when you create billing invoices for projects, you can bill third-party customers for project amounts directly instead of billing the customer that the contract is for.

1. Open the Third Party Customer List window.

For a contract, choose **Cards > Project > Contract > Contract Settings button > Customer ID expansion button**

For a project, choose **Cards > Project > Project > Billing Settings button > Customer ID expansion button**



2. Select customers to include on the third-party customer list for the contract.
3. In the **Tax Address ID** column, select the customer addresses that billing invoices for the contract will be sent to.
4. Click **OK**.

Chapter 13: Projects

This part of the documentation includes information for project managers about how to enter project records and how to copy information between projects.

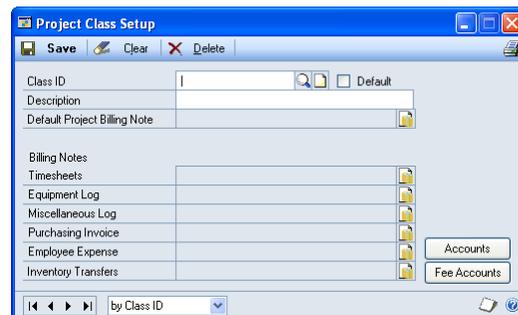
The following topics are discussed:

- [Set up a project class for billing customers](#)
- [Project types](#)
- [Billing types](#)
- [Create a project record](#)
- [Specify billing settings for a project](#)
- [Replace a rate table used with projects](#)
- [Copy information between projects](#)

Set up a project class for billing customers

You can set up a project class for billing customers. If you assign a project to the class, the project will inherit information from the class. See [Create a project record](#) on page 68 for more information.

1. Open the Project Class Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Project Class



2. Enter a class ID and description.
3. Select **Default** to make the settings for this project class the default settings for new project classes.
4. The remaining entries are the same for setting up a project record for billing customers. See [Specify billing settings for a project](#) on page 71 for more information.
5. Click **Accounts** to specify posting accounts for the project class. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for more information.
6. Click **Fee Accounts** to specify posting accounts for fees for the project class. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for more information.
7. Click **Save** and close the window.

Project types

You can specify default project types for contracts, and you can select project types for specific projects.

Cost Plus

The customer pays for actual project costs plus a fee. Each billing invoice is for a percentage of the final total that is calculated using forecast budget amounts. As costs rise for the project, your company's profit remains the same.

Fixed Price

The customer pays a predetermined amount for the entire project. Each billing invoice is for a percentage of the predetermined total billing amount. As costs rise for the project, your company's profit decreases.

Time and Materials

The customer is billed for project costs as they are incurred. The amount that the customer is billed is based on billing rates or markup percentages for time and materials used for the project. Time includes the time that employees spend working on a project and for equipment used for the project. Materials include inventoried and non-inventoried items used for the project.

Billing types

Billing types determine whether details from cost transactions and billing amounts can be printed on billing invoices.

Standard

The **Standard** billing type is sometimes abbreviated **STD**. If you use this billing type, details from cost transactions and the billing amounts can be printed on billing invoices.

No Charge

The **No Charge** billing type is sometimes abbreviated **N/C**. If you use this billing type, details from cost transactions can be printed on billing invoices. The billing amounts will be zero.

Non-billable

The **Non-billable** billing type is sometimes abbreviated **N/B**. If you use this billing type, neither details from cost transactions nor billing amounts will be printed on billing invoices. Cost transaction line items that use this billing type will not be displayed in the Time and Materials Billing window. See [Select line items to bill and modify billing amounts for a Time and Materials project](#) on page 32 in the Project Accounting Billing Guide for more information.

Create a project record

You can create a project record to estimate, manage, and track project costs.

You can apply a template to a project. See [Apply a template to a project](#) on page 38 for more information.



If you don't have permission to enter project records, you can use the Project Inquiry window (*Inquiry > Project > Maintenance > Project*) to view them.

1. Open the Project Maintenance window.
Cards > Project > Project

2. Select a contract number. The status for the contract you select must be **Estimate** or **Open**.
3. Enter a project ID, number, and name.
4. Select a project type.
5. Select the status **Estimate**.
6. You can select a class ID. The project will inherit settings from the class.
7. Select a project manager, business manager, and estimator. Only employees specified as **Project Manager** or **Business Manager** in the PA Employee Options window can be specified as the project manager or business manager for a project. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.
8. Select the department that will complete the project.
9. Enter the purchase order number from the customer for the project. The default number is from the contract. See [Create a contract record](#) on page 62 for more information.
10. Select an accounting method. See [Accounting methods and recognizing revenue](#) on page 27 in the Project Accounting Accounting Control Guide for more information.
11. For a **Cost Plus** or **Fixed Price** project you can select **Combine for Revenue Recognition** to combine revenue from the cost categories in the project budget. See [Percentage complete and revenue recognition calculations](#) on page 28 in the Project Accounting Accounting Control Guide for more information.
12. Enter the customer contact person.

13. Click the **Sub Acct Format** expansion button to modify account segment numbers for the project. See [Specify account segment numbers to use when posting amounts for a project](#) on page 17 in the Project Accounting Accounting Control Guide for more information.
14. Select the default billing type for cost transactions for the project. See [Billing types](#) on page 68 for more information.
15. You can select **Closed to Project Costs** or **Closed to Billings** to prevent the accrual of costs or to prevent billing for the project.
16. If you're using Project Accounting with U.S. Payroll, assign a SUTA code for the project. See the U.S. Payroll documentation (**Help > Printable Manuals**) for more information.
17. If you're using Project Accounting with U.S. Payroll or Canadian Payroll, assign a workers' compensation code for the project. See the U.S. Payroll or Canadian Payroll documentation (**Help > Printable Manuals**) for more information.
18. If you're using Multicurrency Management, the **Billing Currency ID** field will display the currency ID that you specified using the Contract Maintenance window (**Cards > Project > Contract**) for the contract that the project is for.

You can use billing currency IDs with **Time and Materials** projects that use the **When Performed** or **When Billed** accounting methods and that include cost categories with the **Billing Rate** or **None** profit types in project budgets. You also can use billing currency IDs with **Fixed Price** projects that include cost categories with the **None** profit type in project budgets.

When you enter a cost transaction, if you don't have a billing currency specified for a project, the currency ID that you select for the cost transaction will be used to calculate billing rates and accrued revenue for the project.

You can click the **Billing Currency ID** expansion button to open the PA Baseline Exchange Rate Entry window or the PA Forecast Exchange Rate Entry window, where you can specify the exchange rate to use for the billing currency for the project.

19. Select whether to display values in the **Margin: Profit/Cost, Profit/Billings, Cost to Date, Billings to Date, Receipts, Cost% Compl, Committed Cost,** and **Profit** fields, based on **Posted** or **Unposted** (saved) transactions.

If you're using Multicurrency Management, you can choose commands in the **View > Currency** menu to enter or view amounts using the functional or originating currency.

20. Click **Change Orders** to enter change order settings for the project. See [Enter change order settings for a project](#) on page 103 for more information.

The **Change Orders** button will not be available if the currency ID specified in the **Billing Currency ID** field is not for the functional currency.

21. Click **Billing Settings** to specify billing settings for the project. See [Specify billing settings for a project](#) on page 71 for more information.

22. Click **Budget** to assign cost categories to the project budget. See [Assign cost categories to a project budget](#) on page 80 for information.
23. Click **Fees** to assign fees to the project. See [Assign fees to a project](#) on page 89 for information.
24. Click **Forecast** to modify project budget amounts. See [Modify project budget amounts](#) on page 87 for more information.
25. Click **Access List** to assign employees to the project. See [Assign employees to a project](#) on page 75 for information.
26. Click **Equip List** to assign equipment to the project. See [Assign equipment to a project](#) on page 75 for information.
27. Click **Accounts** to specify posting accounts for the project. See [Specify default posting account numbers for records and classes for cost transactions](#) on page 10 in the Project Accounting Accounting Control Guide for information.
28. Click **Fee Accounts** to specify posting accounts for fees for the project. See [Specify default posting account numbers for records and classes for fees](#) on page 13 in the Project Accounting Accounting Control Guide for information.
29. Click **Save** and close the window.

Specify billing settings for a project

You can specify billing settings for a project.



If you don't have permission to specify billing settings for a project, you can use the Project Billing Settings Inquiry window (**Inquiry > Project > Maintenance > Project > Billing Settings button**) to view billing settings.

1. Open the Project Billing Settings window.
Cards > Project > Project > Billing Settings button

2. Click the **Customer ID** expansion button to create a third-party customer list for the project. See [Create a third-party customer list for billing](#) on page 65 for more information.

Select **Restrict to Customer List** to indicate that only customers that are included on a third-party customer list for the project can be billed for the project.

3. You can select to use rate tables with the project.
 - Select to use an employee or position rate table to calculate cost and profit for employees assigned to the project.
 - Select to use an equipment rate table to calculate cost and profit for equipment assigned to the project.

Select **Accept Replacements** to allow users to update the rate table for the project after the rate table record has been updated. See [Replace a rate table used with projects](#) on page 72 for more information.

See [Chapter 4, "Rate tables,"](#) for more information.



If you don't assign a rate table to a project, you can't assign a rate table to a cost category in the project budget. See [Assign a rate table to a cost category in a project budget](#) on page 85 for more information.

4. If you're giving the customer a discount for the project, enter the percentage in the **Discount Percent** field.
5. In the **Tax Address ID** field select the customer address that billing invoices for the project will be sent to.
6. Select the default billing format to use for billing the customer for the project. See [Chapter 2, "Invoice and billing formats,"](#) in the Project Accounting Billing Guide for more information.
7. Select the default billing note for the project and for cost transactions for the project. See [Specify information to include on an invoice format](#) on page 11 in the Project Accounting Billing Guide for more information.
8. Select billing cycles to use for billing the customer for the project. You can select a billing format to use with each billing cycle. See [Create a billing cycle](#) on page 9 in the Project Accounting Billing Guide for more information.
9. Select a revenue recognition cycle to use for recognizing revenue for the project. See [Create a revenue recognition cycle record](#) on page 25 in the Project Accounting Accounting Control Guide for more information.
10. Click **OK**.

Replace a rate table used with projects

You can replace the rate table used in projects with another rate table. See [Create an employee rate table](#) on page 23, [Create a position rate table](#) on page 25, and [Create an equipment rate table](#) on page 25 for more information.

Accept Replacements must be selected in the Project Billing Settings window to allow users to update the rate table for the project. See [Specify billing settings for a project](#) on page 71 for more information.

1. Open the rate table wizard window.

For an employee rate table, choose **Cards > Project > Employee Rate Table > Enter a rate table ID > Rate Table ID wizard button**

For a position rate table, choose **Cards > Project > Position Rate Table > Enter a rate table ID > Rate Table ID wizard button**

For an equipment rate table, choose **Cards > Project > Equipment Rate Table > Enter a rate table ID > Rate Table ID wizard button**

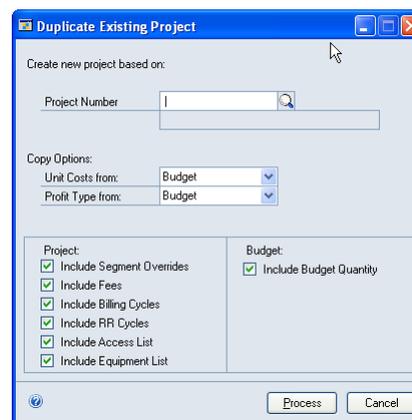
2. Select **Replace rate table on projects with this one** and select the rate table to use as a replacement.
3. Click **OK**.

Copy information between projects

You can create a new project record based on an existing project record. For example, if you've been asked by a customer to complete a new project that is similar to an existing project, you can copy the existing project and then modify the new project as necessary.

If you're using a billing currency ID other than the functional currency for the project record that you're copying information to, only cost categories with **Billing Rate** or **None** profit types will be copied. Only fees that use the **Fee Amount** fee calculation method will be copied.

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a contract number.
3. Enter a project ID, number, and name.
4. Open the Duplicate Existing Project window.
Template > Copy Existing Budget



5. Select the project to copy information from.
6. Select whether to include unit costs and profit types from cost categories in the project budget or from cost category records.
7. Select information to include from the project and project budget.
8. Click **Process**.

Chapter 14: Project resources

This part of the documentation includes information for project managers about how to assign equipment and employees to projects.

You can specify the employees who can enter timesheet and employee expense transactions for a project.

The following topics are discussed:

- [Assign equipment to a project](#)
- [Assign employees to a project](#)
- [Assign an employee to projects](#)

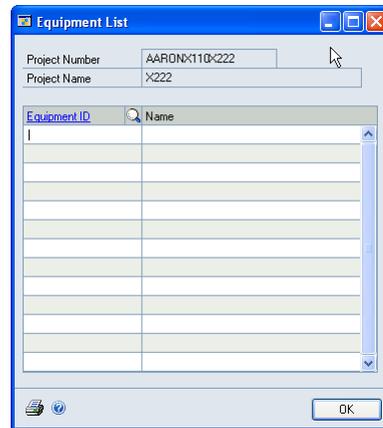
Assign equipment to a project

You can assign equipment to a project. Use the Equipment Maintenance window to set up equipment records. See [Set up an equipment record for tracking project costs and billing customers](#) on page 20 for more information.



If you don't have permission to assign equipment records to a project, you can use the Equipment List Inquiry window (**Inquiry > Project > Maintenance > Project > Equip List button**) to view the assignments.

1. Open the Equipment List window.
Cards > Project > Project > Equip List button



2. Select the equipment records for the project.
3. Click OK.

Assign employees to a project

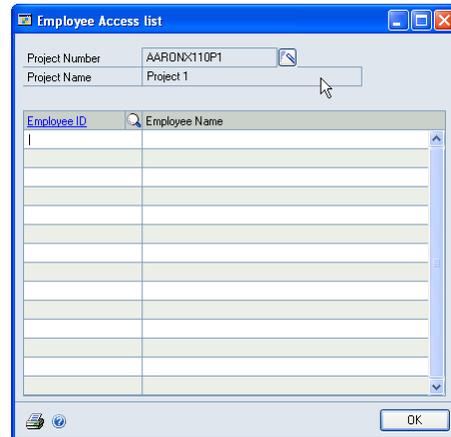
You can assign employees to a project. Use the PA Employee Options window to set up employee records for projects. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.

If you don't specify employees for a project, all employees can enter timesheets and employee expense transactions for the project.



If you don't have permission to assign employees to a project, you can use the Employee Access List Inquiry window (**Inquiry > Project > Maintenance > Project > Access List button**) to view the assignments.

1. Open the Employee Access List window.
Cards > Project > Project > Access List button



2. Select the employees for the project.
3. You can click the wizard button to open the Employee Access List Wizard window, where you can select the following options.

Select an Employee Class to add Employees to the access list

Select an employee class and click **OK**. The employees in the class will be displayed in the Employee Access List window.

Copy all PA Employees to this access list

Include all active employees. Select **Include Inactive** to include inactive employees. Click **OK**. The employees will be displayed in the Employee Access List window.

Remove all Employees in this access list

Remove all employees. Click **OK**. All employees will be deleted from the Employee Access List window.

Remove all inactive Employees in this access list

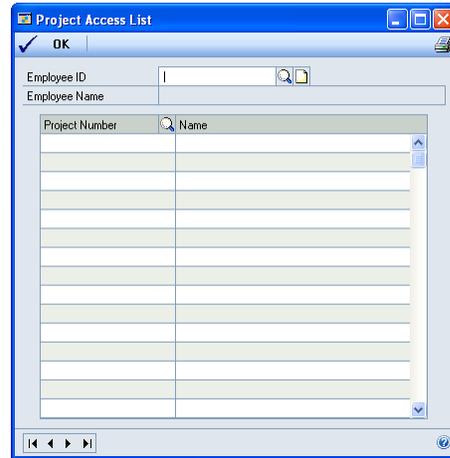
Remove all inactive employees. Click **OK**. All inactive employees will be deleted from the Employee Access List window.

4. Click **OK**.

Assign an employee to projects

You can assign an employee to projects.

1. Open the Project Access List window.
Cards > Project > Project Access List



2. Select an employee ID.
3. Select the projects the employee is assigned to.
4. Click **OK**.

Chapter 15: Project budgets

This part of the documentation includes information for project managers about how to assign cost categories to project budgets and how to enter baseline, forecast, and actual project budget amounts for cost categories.

You also can assign inventoried items to cost categories in project budgets.

The following topics are discussed:

- [Cost category statuses and baseline, forecast, and actual budget amounts](#)
- [Cost categories and cost transactions](#)
- [Assign cost categories to a project budget](#)
- [Enter project budget settings for a cost category](#)
- [Update project budget lines with a new cost category](#)
- [Assign a rate table to a cost category in a project budget](#)
- [Assign inventoried items to a cost category in a project budget](#)
- [Modify project budget amounts](#)
- [Modify project budget amounts for a cost category by fiscal period](#)

Cost category statuses and baseline, forecast, and actual budget amounts

The status of a cost category determines whether you can enter baseline, forecast, or actual budget amounts.

Baseline You can modify the baseline when the status is **Estimate**.

Forecast You can modify the forecast when the status is **Open** or **On Hold**.

Actual Actual amounts are updated when you post cost transactions and the status is **Open** or **Completed**.

If you modify baseline budget amounts and then select to update forecast amounts to match baseline amounts, the exchange rate that you specified for the baseline amounts will be used for forecast amounts.

Cost categories and cost transactions

You must select the type of cost transaction that a cost category will be used for. Abbreviations are used and some transactions are grouped together.

Abbreviation	Represents these cost transactions
EE	Employee expense transactions
EL	Equipment logs
IV	Purchase orders, shipment receipts, shipment/invoice receipts, invoice receipts, and inventory transfers with inventoried items
ML	Miscellaneous logs
PM	Purchase orders, shipment receipts, shipment/invoice receipts, invoice receipts, and inventory transfers with non-inventoried items. PM is sometimes referred to as purchases/materials.
TS	Timesheets

Assign cost categories to a project budget

You can assign cost categories to a project budget to estimate, manage, and track project costs.



If you don't have permission to assign cost categories to a project budget, you can use the Budget Inquiry window (**Inquiry > Project > Maintenance > Project > Budget button**) to view them.

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.
3. Click **Budget** to open the Budget Maintenance window.

The screenshot shows the Budget Maintenance window for project 'Adventure Works Campaign'. The project amount is \$18,147,815.00. The table below lists cost categories with their respective dates, statuses, and costs.

Seq	Cost Category	Begin Date	End Date	Status	Trx	Prof Type	Bill Type	Unit Cost	Profit Amount	Profit %	Qty	UofM	Total Cost
1	BACKHOE	4/12/2017	4/12/2017	Open	EL	%Bi	STD	\$1,500.00	\$0.00	10.00%	400.00	Hour	\$600,000.00
2	BUILDMATERIAL	4/12/2017	4/12/2017	Open	IV	PLvl	STD	\$277.18	\$0.00	0.00%	35,200.00	Hour	\$9,756,736.00
3	BULLDOZER	4/12/2017	4/12/2017	Open	EL	%Bi	STD	\$1,500.00	\$0.00	10.00%	300.00	Hour	\$450,000.00
4	COMPONENTS	4/12/2017	4/12/2017	Open	IV	PLvl	STD	\$0.00	\$0.00	0.00%	0.00		\$0.00
5	CONSULTING	4/12/2017	4/12/2017	Open	TS	PUFix	STD	\$300.00	\$0.00	0.00%	1,000.00	Hour	\$300,000.00
6	REVIEW	4/12/2017	4/12/2017	Open	TS	PUFix	STD	\$450.00	\$0.00	0.00%	25.00	Hour	\$12,375.00
0		0/0/0000	0/0/0000					\$0.00	\$0.00	0.00%	0.00		\$0.00
											Baseline Totals	36,925.00	\$11,119,111.00
											Forecast Totals	36,925.00	\$11,119,111.00

4. Select the cost transactions to display cost categories for in the scrolling window.
5. You can select a new cost category for the project budget. You can modify cost category information in the scrolling window.
6. In the **Begin Date** and **End Date** columns, specify the scheduled utilization for a cost category.
7. You can change the status for a cost category. See [Contract, project, and cost category statuses](#) on page 44 for more information.

If you change the status from **Estimate** to **Open** or **On Hold**, the values in the fields in the scrolling window will be converted from baseline to forecast values.

If you modify baseline amounts and then select to update forecast amounts to match the baseline, the exchange rate that you specified for the baseline will be used for the forecast.

8. The cost transaction that the cost category record is used for is displayed in the **Trx** column. See [Create a cost category record](#) on page 51 and [Cost categories and cost transactions](#) on page 79 for more information.
9. You can change the profit type for a cost category. See [Profit types for calculating billing amounts](#) on page 49 for more information.
10. In the **Bill Type** column, specify the billing type for the cost category. See [Billing types](#) on page 68 for more information.
11. You can modify the unit cost for the cost category.

You can't modify the amount in the **Unit Cost** column if you used the **Extras > View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the originating currency.

12. The **Profit Amount** column displays the profit for the cost category.

If the profit type for the cost category is **Markup %**, **% of Actual**, or **% of Baseline**, you can modify the percentage in the **Profit %** column.

If you used the **Extras > View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the functional currency for a **Time and Materials** project, you can't modify the amount in the **Profit Amount** column in this window unless the currency ID displayed in the **Billing Currency ID** field is the functional currency.

13. You can modify the quantity for the cost category in the **Qty** column. The total cost for the cost category will be calculated using the following formula.

$$\text{Total cost} = ((\text{Qty amount}) \times (\text{Unit Cost amount})) + \text{overhead}$$

You can't modify the amount in the **Total Cost** column if you used the **Extras > View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the originating currency.

14. You can modify the unit of measure for the cost category in the **UofM** column.
15. Click **OK**.

Enter project budget settings for a cost category

You can create a budget for each cost category in a project budget.

If you used the **Extras > View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the functional currency for a **Time and Materials** project, you can't modify the amount in the **Billing Rate** field in the Budget Detail Entry window unless the currency ID displayed in the **Billing Currency ID** field is the functional currency.



*If you don't have permission to enter budget amounts for cost categories in a project budget, you can use the Budget Detail Inquiry window (**Inquiry > Project > Maintenance > Project > Budget** button > **Cost Category expansion button**) to view the budget amounts.*

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.
3. Click **Budget** to open the Budget Maintenance window. In the scrolling window, select a new line, then click the **Cost Category** expansion button. The Budget Detail Entry window will open.

The screenshot shows the 'Budget Detail Entry' window with the following details:

- Cost Category ID:** CONSULTING
- Name:** Consulting Fees
- Transaction Usage:** Timesheet
- Inventory Item:**
- Line Sequence No.:** 1
- Status:** Open
- U. of M.:** Hour
- U. of M. Schedule:** LABOR
- Billing Note:** (empty)
- Begin Date:** 4/12/2007
- End Date:** 4/12/2007
- Forecast:** 4/12/2007
- Actual:** 0/0/0000
- Salary Pay Code:** SALY
- Hourly Pay Code:** HOUR
- Decimal Places:** Qty: 2, Currency: 2
- Profit Type:** (empty)
- Billing Rate:** (empty)
- Billing Type:** STD
- Cost % Completed:** 0.00%
- Effort Exp % Completed:** 0.00%
- Billing Currency ID:** Z-US\$

	Unit Cost	Qty	Overhead	Total Cost	Billing Rate	Total Profit	Billings
Baseline	\$35.00	50.00	\$0.00	\$1,750.00	\$0.00	(\$1,750.00)	\$0.00
Forecast	\$35.00	50.00	\$0.00	\$1,750.00	\$0.00	(\$1,750.00)	\$0.00
Actual	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Below the table, there are sections for 'Cost' and 'Billings' with 'Tax Option' and 'Billing Tax Schedule ID' fields.

4. Select a cost category. Select the **Estimate** status to enter a new budget.
5. Select a unit of measure schedule and a unit of measure.
6. If the cost category is for timesheets, select hourly and salary pay codes. See the U.S. Payroll or Canadian Payroll documentation (**Help > Printable Manuals**) for more information.
7. You can click the billing note button to enter a billing note. See [Billing notes for invoices](#) on page 16 in the Project Accounting Billing Guide for more information.
8. Enter baseline values for the cost category. See [Cost category statuses and baseline, forecast, and actual budget amounts](#) on page 79 for more information.
9. In the **Begin Date** and **End Date** fields, specify the scheduled utilization for the cost category.
10. Select a profit type. See [Profit types for calculating billing amounts](#) on page 49 for more information.
11. Specify the billing type for the cost category. See [Billing types](#) on page 68 for more information.

12. Enter the unit cost.

You can't modify the amount in the **Unit Cost** column if you used the **Extras > View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the originating currency.

13. Enter the quantity in the **Qty** column. The total cost for the cost category will be calculated using the following formula.

$$\text{Total cost} = ((\text{Qty amount}) \times (\text{Unit Cost amount})) + \text{Overhead amount}$$

You can't modify the amount in the **Total Cost** column if you used the **Extras > View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the originating currency.

14. Click the **Overhead** expansion button to specify how overhead will be calculated for the cost category. See [Overhead calculation methods](#) on page 11 for more information.

You can't modify the amounts in the **Billings, Overhead, Total Cost, Total Profit, and Unit Cost** columns if you used the **Extras > View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the originating currency.

15. **Inventory Item** will be selected if the cost category is for inventoried items. Enter the total cost for the items and the billing amount.
16. Depending on the profit type for the cost category, you can enter an amount or percentage in the field that is named for the profit type. See [Profit types for calculating billing amounts](#) on page 49 for more information.

The **Total Profit** column will display the calculated profit for the cost category.

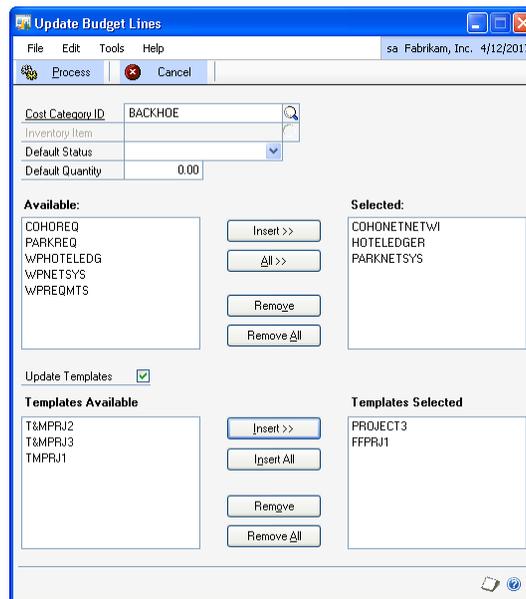
17. For cost and billing transactions, select whether cost and billing amounts for the cost category are taxable, non-taxable, or based on the tax settings for the vendor or customer. The tax schedule for cost transactions is for employee expense transactions, purchase orders, shipment receipts, shipment/invoice receipts, invoice receipts, and inventory transfers with non-inventoried items.
18. Click **Accounts** to specify posting accounts for the cost category in the project budget. See [Specify posting account numbers for a cost category in a project budget](#) on page 12 in the Project Accounting Accounting Control Guide for more information.
19. If the cost category is for a **Time and Materials** project budget, click **Rate Table** to assign a rate table to the cost category. See [Assign a rate table to a cost category in a project budget](#) on page 85 for more information.
20. **Inventory Item** will be selected if the cost category is for inventoried items. Click **IV Items** to assign inventoried items to the cost category. See [Assign inventoried items to a cost category in a project budget](#) on page 86 for more information.
21. Click **Save** and close the window.

Update project budget lines with a new cost category

You can add a new cost category to existing budget lines for multiple projects or project templates. This is useful when you create a new cost category after creating your project budgets.

For example, if each department in your company has its own cost category and you add a new department, then you must add the cost category for that department to the relevant projects.

1. Open the Update Budget Lines window.
Microsoft Dynamics GP menu > Tools > Routines > Project > Budget Line Update



2. Enter or select the cost category to add to the budget lines.
3. Select an item if you selected the **Inventory Item** check box in the Cost Category Maintenance window.
4. Enter the default quantity for the project budget line or the budget detail inventory line.
5. In the **Available** field, select the project to update the budget lines for. Only projects with **Open**, **Estimate**, or a user-defined status will be listed.
6. Click **Insert** to move the selected project to the **Selected** list, or click **All** to move all the projects to the **Selected** list, from the **Available** list.
7. Select the default status for budget lines in the selected projects: **Open**, **Estimate**, or **On Hold**. This selection is not applied to budget lines in templates.
8. Select **Update Templates** to update the project template budget lines with the selected cost category. If you do not select this check box, the **Templates Available** field and the **Templates Selected** field will not be available.

9. In the **Templates Available** field, select the project templates to update the budget lines for.
10. Click **Insert** to add the selected project template to the **Templates Selected** list, or click **Insert All** to move all the project templates to the **Templates Selected** list.
11. Click **Process** to update the budget lines of the selected projects or project templates with the cost category.

Assign a rate table to a cost category in a project budget

You can select to use a rate table with a cost category. See [Chapter 4, “Rate tables,”](#) for more information.

You must assign a rate table to a project to assign a rate table to a cost category in the project budget. See [Specify billing settings for a project](#) on page 71 for more information.



*If you don't have permission to assign a rate table to a cost category in a project budget, you can use the Budget Rates Inquiry window (**Inquiry > Project > Maintenance > Project > Budget button > Cost Category expansion button > Rate Table button**) to view the assignment.*

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.
3. Click **Budget** to open the Budget Maintenance window. In the scrolling window, select a cost category and click the **Cost Category** expansion button. The Budget Detail Entry window will open.
4. Click **Rate Table** to open the Budget Rates window.

- If the cost category is for timesheets, select whether to use an employee or position rate table and select the rate table.
- If the cost category is for equipment logs, select the rate table.

See [Cost categories and cost transactions](#) on page 79 for more information.

5. Select **Accept Replacements** to allow users to update the rate table for the cost category in the project budget after the rate table record has been updated. See [Replace a rate table used with projects](#) on page 72 for more information.
6. Click OK.

Assign inventoried items to a cost category in a project budget

You can select the inventoried items for a cost category in a project budget.



If you don't have permission to select inventoried items for cost categories in a project budget, you can use the Budget Detail IV Items Inquiry window (**Inquiry > Project > Maintenance > Project > Budget button > Cost Category expansion button > IV Items button**) to view the items that have been selected.

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.
3. Click **Budget** to open the Budget Maintenance window. In the scrolling window, select a cost category that is for inventoried items, then click the **Cost Category** expansion button. The Budget Detail Entry window will open.
4. Click **IV Items**. The Budget Detail IV Items window will open.

		Baseline			Forecast			
Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost
0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00

5. Select an item number.
6. Specify the billing type for the item. See [Billing types](#) on page 68 for more information.
7. Enter baseline values for the item. See [Cost category statuses and baseline, forecast, and actual budget amounts](#) on page 79 for more information.

If you modify baseline budget amounts and then select to update forecast amounts to match baseline amounts, the exchange rate that you specified for the baseline amounts will be used for forecast amounts.

8. Select a unit of measure for the inventoried item.
9. Select a price level.
10. Enter the date that the item is required for the project.
11. You can modify the unit price.
12. Click **OK**.

Modify project budget amounts

You can modify baseline, forecast, and actual amounts for cost categories used for a project.



*If you don't have permission to modify budget amounts for cost categories in a project budget, you can use the Forecasting Inquiry window (**Inquiry > Project > Maintenance > Project > Forecast** button) to view the budget amounts.*

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.
3. Click **Forecast** to open the Forecasting window.

Cost Category ID	Baseline			Forecast			Actual	
	Quantity	Total Cost	Status	Quantity	Unit Cost	Total Cost	Quantity	Total Cost
BACKHOE	0.00	\$0.00	Estimate	0.00	\$1,500.00	\$0.00	0.00	\$0.00
BUILD MATERIAL	0	\$34,550,000.00	Estimate	0	\$0.00	\$34,550,000.00	0	\$0.00
COMPONENTS	0.00	\$47,280.00	Estimate	0.00	\$0.00	\$47,280.00	0.00	\$0.00
SOFTWARE	0	\$1.00	Estimate	0	\$0.00	\$1.00	0	\$0.00
Totals	0.00	\$34,597,281.00		0.00		\$34,597,281.00	0.00	\$0.00

Amounts in this window always will be displayed using the functional currency.



*To view budget amounts for inventoried items, select a cost category for inventoried items in the Forecasting window, then click the **Item information** button.*

4. The budget amounts that you can modify depend on the status of the cost category. See [Cost category statuses and baseline, forecast, and actual budget amounts](#) on page 79 for more information.
5. Click **OK**.

Modify project budget amounts for a cost category by fiscal period

You can modify project budget amounts for a cost category by fiscal period.



If you don't have permission to enter budget amounts by fiscal period for a cost category in a project budget, you can use the Project Periodic Budget Inquiry window (**Inquiry > Project > Maintenance > Project > Budget button > Qty periodic budget button**) to view budget information by fiscal period.

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.
3. Click **Budget** to open the Budget Maintenance window. In the scrolling window, select a cost category, then click the **Cost Category** expansion button. The Budget Detail Entry window will open.
4. In the Budget Detail Entry window, click the **Qty** periodic budget button. The Project Periodic Budget window will open.

Prd	Baseline		Forecast			Actual	
	Quantity	Total Cost	Quantity	Total Cost	Billings	Quantity	Total Cost
1	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
2	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
3	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
4	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
5	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
6	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
7	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
8	0	\$34,550,000.00	0	\$34,550,000.00	\$69,109,950.00	0	\$0.00
9	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
10	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
11	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
12	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
Total	0	\$34,550,000.00	0	\$34,550,000.00	\$69,109,950.00	0	\$0.00
Diff	0	\$0.00	0	\$0.00			\$0.00

5. Select the fiscal year to display budget amounts for.
6. The budget amounts that you can modify depend on the status of the cost category. See [Cost category statuses and baseline, forecast, and actual budget amounts](#) on page 79 for more information.

If you modify baseline budget amounts and then select to update forecast amounts to match baseline amounts, the exchange rate that you specified for the baseline amounts will be used for forecast amounts.

7. Click **OK**.

Chapter 16: Project fees

This part of the documentation includes information for project managers about how to assign fees—including **Project**, **Retainer**, **Retentions**, and **Service** fees—to projects. It also includes information about how to modify the fee frequency, fee calculation method, and other settings for fees in projects, and how to enter baseline, forecast, and actual amounts for fees in a project budget. You also can modify a fee schedule.

The following topics are discussed:

- [Assign fees to a project](#)
- [Modify settings for a fee in a project](#)
- [Modify fee amounts by fiscal period](#)
- [Modify a fee schedule](#)

Assign fees to a project

You can assign fees to a project.



If you don't have permission to assign fees to a project, you can use the Fee Inquiry window (*Inquiry > Project > Maintenance > Project > Fees button*) to view the assignments.

1. Open the Fee Entry window.
Cards > Project > Project > Fees button

The screenshot shows the 'Fee Entry' window with the following data:

Project Information		Billing Currency ID	
Project Number	AARDNX110P2	Z-US\$	
Project Name	Project 2		

Retainer Fees:				
Fee ID	Tax Schedule ID	Fee %	Frequency	Fee Amount
1		0.00%	Scheduled	\$0.00

Retentions:				
Fee ID	Tax Schedule ID	Fee %	Frequency	Fee Amount
		0.00%	Per Invoice	\$0.00

Project and Service Fees:					
Fee ID	Fee Type	Tax Schedule ID	Fee %	Frequency	Fee Amount
			0.00%		\$0.00

2. Select the fees to include in the project. The fees that you can assign depend on the project type and project status. You can assign fees to a project if the project status is **Estimate**, **Open**, or **On Hold**. See [Types of fees](#) on page 57 for more information.
3. Depending on the fee you assign, you can modify information in the **Fee %**, **Frequency**, and **Fee Amount** fields. See [Chapter 11, "Fees,"](#) for more information.

If you used the **View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the functional

currency, you can't modify the amount in the **Fee Amount** field, unless the functional currency is the same as the billing currency.

4. Click the **Fee ID** expansion button to modify settings for a fee in the project. See [Modify settings for a fee in a project](#) on page 90 for more information.
5. Click the **Fee Amount** periodic budget button to modify fee amounts by fiscal period. See [Modify fee amounts by fiscal period](#) on page 91 for more information.
6. Click the **Frequency** expansion button to modify the schedule for a fee. See [Modify a fee schedule](#) on page 91 for more information.
7. Click **OK**.

Modify settings for a fee in a project

You can modify the settings for a fee in a project.

1. Open the Fee Details window.
Cards > Project > Project > Fees button > Fee ID expansion button

2. The information you can modify depends on the fee type. See [Chapter 11, "Fees,"](#) for more information.

If you used the **View > Currency** menu or the **Currency** list button in the Project Maintenance window to select to view amounts using the currency ID that you specified in the **Functional Currency** field in the Multicurrency Setup window (**Microsoft Dynamics GP menu > Tools > Setup > Financial > Multicurrency**), you can't modify the amount in the **Fee Amount** field, unless the functional currency is the same as the billing currency.

3. Click **Accounts** to open the Project Fee Accounts window, where you can specify posting accounts for the fee in the project. The window is similar to the Fee Accounts window.
4. Click **Save** and close the window.

Modify fee amounts by fiscal period

You can modify actual fee amounts by fiscal period. Actual fee amounts are amounts that have been billed.

You also can modify baseline fee amounts if the following conditions are true.

- For **Project**, **Retainer**, and **Service** fees, the project status must be **Estimate**.
- The fee frequency is **Per Invoice**.
- There are no actual amounts for the fee.



*If you don't have permission to modify budget amounts for a fee by fiscal period, you can use the Project Periodic Fee Inquiry window (**Inquiry > Project > Maintenance > Project > Fees button > Fee Amount periodic budget button**) to view the budget amounts.*

1. Open the Project Periodic Fee window.
Cards > Project > Project > Fees button > Fee Amount periodic budget button

Period	Baseline Fee	Actual Fee
1	\$0.00	\$0.00
2	\$0.00	\$0.00
3	\$0.00	\$0.00
4	\$0.00	\$0.00
5	\$0.00	\$0.00
6	\$0.00	\$0.00
7	\$0.00	\$0.00
8	\$20,000.00	\$0.00
9	\$0.00	\$0.00
10	\$0.00	\$0.00
11	\$0.00	\$0.00
12	\$0.00	\$0.00
	\$20,000.00	\$0.00

2. Select the fiscal year to display fee amounts for. Modify fee amounts, as necessary.
3. Click **OK**.

Modify a fee schedule

You can modify the scheduled billing for a **Project**, **Retainer**, or **Service** fee that uses the **Scheduled** fee frequency.



*If you don't have permission to modify a fee schedule, you can use the Fee Schedule Inquiry window (**Inquiry > Project > Maintenance > Project > Fees button > Frequency expansion button**) to view a fee schedule.*

Part 4: Cost control

This part of the documentation includes information for project managers about how to control what data users can enter when they enter cost transactions, how to control the use of change orders for projects, and how to close customer, contract, and project records to control the accrual of project costs.

- [Chapter 17, “Cost transaction entry control.”](#) includes information about how to grant data entry permissions for cost transactions.
- [Chapter 18, “Project change control.”](#) includes information about how to specify whether change orders can be entered for contracts and projects, and how to enter change orders.
- [Chapter 19, “Cost suspension and project closure.”](#) includes information about how to close customer records and contracts to suspend project cost accrual and how to close projects to end project cost accrual.

Chapter 17: Cost transaction entry control

This part of the documentation includes information for project managers about how to grant specific users and user classes permission to various transaction and record entry options.

It also includes information about how to grant all users permission to various transaction data entry options. You can require a password for each data entry option to limit user access.

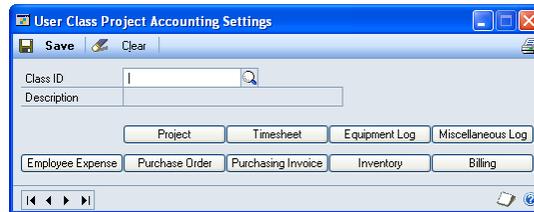
The following topics are discussed:

- [Grant user class permissions](#)
- [Grant user permissions](#)
- [Grant cost transaction data entry permissions](#)
- [Grant purchasing document and transaction data entry permissions](#)

Grant user class permissions

You can grant a user class permission to various data entry options. If you assign a user to the class, the user will inherit permissions from the class. See [Grant user permissions](#) on page 95 for more information.

1. Open the User Class Project Accounting Settings window.
Microsoft Dynamics GP menu > Tools > Setup > Project > User Classes

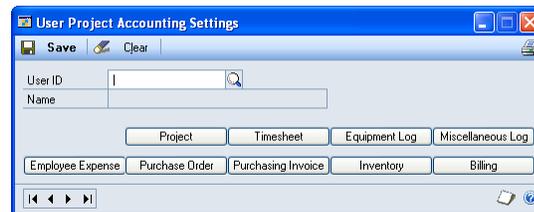


The window is similar to the User Project Accounting Settings window. See [Grant user permissions](#) on page 95 for more information.

Grant user permissions

You can grant individual users permission to various data entry options.

1. Open the User Project Accounting Settings window.
Microsoft Dynamics GP menu > Tools > Setup > Project > User



2. Select the user to grant permissions to.

3. Click **Project** to grant the following permissions.

Allow Set Closed to Project Costs Allow the user to select an option in a record entry window to suspend cost accrual for all projects for a customer or contract or for a specific project. See [Chapter 19, “Cost suspension and project closure.”](#) for more information.

Allow Set Closed to Project Billings Allow the user to select an option in a record entry window to suspend billings for all projects for a customer or contract or for a specific project. See [Chapter 6, “Billing suspension.”](#) in the Project Accounting Billing Guide for more information.

Allow Change Status Allow the user to change the status of a project. See [Contract, project, and cost category statuses](#) on page 44 for more information.

4. Click one of the following buttons to grant permissions for transactions.

- **Timesheet** for timesheets
- **Equipment Log** for equipment logs
- **Miscellaneous Log** for miscellaneous logs
- **Employee Expense** for employee expense transactions
- **Purchase Order** for purchase orders
- **Purchasing Invoice** for shipment/invoice receipts and invoice receipts
- **Inventory** for inventory transfers and return from project transactions
- **Billing** for billing invoices and returns

5. Select the data entry tasks to grant permissions for.

Allow Entry For Select the employees, equipment, miscellaneous records, vendors, or customers that the user can enter timesheets, equipment logs, miscellaneous logs, employee expense transactions, purchase orders, billing invoices, or billing returns for.

Allow Transaction Posting Allow the user to post a timesheet, equipment log, miscellaneous log, employee expense transaction, shipment/invoice receipt, invoice receipt, inventory transfer, billing invoice, or billing return.

Allow Batch Posting Allow the user to post a batch of timesheets, equipment logs, miscellaneous logs, employee expense transactions, shipment/invoice receipts, invoice receipts, inventory transfers, billing invoices, or billing returns. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.

Allow Billing Notes Entry Allow the user to modify the billing note for a line item on a timesheet, equipment log, miscellaneous log, employee expense transaction, purchase order, shipment/invoice receipt, invoice receipt, or inventory transfer. See [Specify information to include on an invoice format](#) on page 11 in the Project Accounting Billing Guide for more information.

Allow Change in Billing Type Allow the user to modify the billing type for a line item on a timesheet, equipment log, miscellaneous log, employee expense transaction, shipment/invoice receipt, invoice receipt, or inventory transfer. See [Billing types](#) on page 68 for more information.

Allow Change in Billing Rate/Markup on T&M Allow the user to modify the billing rate or markup percentage for calculating the billing amount for a cost category on a timesheet, equipment log, miscellaneous log, employee expense transaction, shipment/invoice receipt, invoice receipt, or inventory transfer.

Allow Entry of New Budget Items Allow the user to include a cost category on a timesheet, equipment log, miscellaneous log, or employee expense transaction that hasn't been assigned to the project budget.

Allow Entry of None Project Allow the user to press **TAB** to enter <NONE> or type <NONE> for the project number on a timesheet, equipment log, miscellaneous log, employee expense transaction, or inventory transfer to enter a line item that isn't for a project.

Allow Change of Pay Code Allow the user to modify the pay code for a line item on a timesheet.

Allow Change of Position Allow the user to modify the position code for a line item on a timesheet.

Allow Change of Department Allow the user to modify the department for a line item on a timesheet.

Allow PO Printing Allow the user to print purchase orders that include line items for projects.

Allow PO Closing Allow the user to close purchase orders that include line items for projects.

Allow Entry of New Budgets/Materials Allow the user to include a cost category or inventoried item on a purchase order, shipment/invoice receipt, invoice receipt, or inventory transfer that hasn't been assigned to the project budget.

Allow blank Project and Cost Category Allow the user to press **TAB** to leave the project number and cost category fields blank on purchase orders, shipment/invoice receipts, and invoice receipts.

Default to assigned projects in lookup In the project lookup window for timesheets, employee expense transactions, or equipment logs, display only projects that the employee or equipment record has been assigned to.

Default Document Date Select whether to use the user date or the date entered for the previous transaction when entering timesheets, equipment logs, miscellaneous logs, employee expense transactions, inventory transfers, billing invoices, and billing returns.

Default Line Date For transactions that use reporting periods, including timesheets, equipment logs, miscellaneous logs, and employee expense transactions, select whether to use the beginning date or ending date for the reporting period.

6. Click **Save** and close the window.

Grant cost transaction data entry permissions

You can grant all users permission to various data entry options for timesheets, employee expense transactions, equipment logs, miscellaneous logs, and inventory transfers. You also can require a password for each data entry option to limit user access.

1. Open the window for the transaction that you're granting data entry permissions for.

Timesheets Open the Timesheet Setup Options window (**Microsoft Dynamics GP menu > Tools > Setup > Project > Timesheet > Options button**).

Employee expense transactions Open the Employee Expense Setup Options window (**Microsoft Dynamics GP menu > Tools > Setup > Project > Employee Expense > Options button**).

Equipment logs Open the Equipment Log Setup Options window (**Microsoft Dynamics GP menu > Tools > Setup > Project > Equipment Log > Options button**).

Miscellaneous logs Open the Miscellaneous Log Setup Options window (**Microsoft Dynamics GP menu > Tools > Setup > Project > Miscellaneous Log > Options button**).

Inventory transfers Open the Inventory Transfer Setup Options window (**Microsoft Dynamics GP menu > Tools > Setup > Project > Inventory > Options button**).

Return from project transactions Open the Inventory Transfer Setup Options window (**Microsoft Dynamics GP menu > Tools > Setup > Project > Inventory > Options button**).

2. Select the data entry tasks to grant permission for.

Allow Add Access on the fly Allow users to include an employee or equipment record that isn't on the employee or equipment access list for the project when entering a timesheet, employee expense transaction, or equipment log.

Allow Entry by Time Allow users to enter a range for tracking employee time on a timesheet or equipment usage time on an equipment log.

Allow Entry by Units Allow users to enter a quantity on a timesheet or equipment log.

Allow Period Entry Allow users to change the reporting period on a timesheet or equipment log.

Allow Zero Quantity Allow users to enter 0 in the **Quantity** field on a timesheet, employee expense transaction, equipment log, or miscellaneous log.

Allow Zero Unit Costs Allow users to enter 0 in the **Unit Cost** field on a timesheet, employee expense transaction, equipment log, or miscellaneous log.

Exceed Total Budget Costs Allow users to enter a total cost that exceeds the total cost specified for the cost category in the project budget when entering a timesheet, employee expense transaction, equipment log, miscellaneous log, or inventory transfer. See [Enter project budget settings for a cost category](#) on page 81 for more information.

Exceed Total Budget Quantity Allow users to enter a total quantity that exceeds the total quantity specified for the cost category in the project budget when entering a timesheet, employee expense transaction, equipment log, miscellaneous log, or inventory transfer. See [Enter project budget settings for a cost category](#) on page 81 for more information.

Exceed Total Budget Revenue/Profit Allow users to enter an amount that exceeds the total revenue specified for the cost category in a **Time and Materials** project budget when entering a timesheet, employee expense transaction, equipment log, miscellaneous log, or inventory transfer. See [Enter project budget settings for a cost category](#) on page 81 for more information.

Override Document Number Allow users to modify the default document number for a timesheet, employee expense transaction, equipment log, miscellaneous log, inventory transfer, or return from project transaction.

Allow Prices Below Cost Allow users to enter a billing rate that is less than the unit cost specified for the inventoried item when entering an inventory transfer or return from project transaction.

Auto-Assign Lot Numbers Automatically assign available lot numbers to inventoried items when entering an inventory transfer.

Auto-Assign Serial Numbers Automatically assign available serial numbers to inventoried items when entering an inventory transfer.

Override Price Levels Allow users to modify the price level for an inventoried item when entering an inventory transfer or return from project transaction.

3. Click OK.

Grant purchasing document and transaction data entry permissions

If you're using Project Accounting with Purchase Order Processing, you can grant users permission to various data entry options for purchase orders, shipment/invoice receipts, and invoice receipts. See the Purchase Order Processing documentation (**Help > Printable Manuals**) for more information.

Chapter 18: Project change control

This part of the documentation includes information for project managers about how to specify whether change orders can be entered for contracts and projects, and how to enter change orders.

You can enter change orders for contracts, and you can use change orders to revise budgets and enter quote information for projects. You also can use change orders to modify project budget settings for a cost category and modify fee assignments for a project.

You can use various inquiry windows and reports to view change order information, such as change order approval and revision history.

The following topics are discussed:

- [Contract totals and change orders](#)
- [Enter change order settings for a contract](#)
- [Enter change order settings for a project](#)
- [Change order types](#)
- [Change order statuses](#)
- [Enter a change order for a contract](#)
- [Use a change order to revise project budgets in a contract](#)
- [Use a change order to enter quote information for a project](#)
- [Enter a change order to modify budget settings for a cost category in a project budget](#)
- [Enter a change order to modify fee assignments for projects in a contract](#)
- [View a list of change orders](#)
- [View approval history for a change order](#)
- [View revision history for a change order](#)

Contract totals and change orders

The following contract totals can be viewed in change order entry windows.

Original Contract Amount The total forecast billing amount for the contract, including **Project** fees and **Service** fees, not including change orders.

Revised Budget Total Amt The sum of the variance billing amounts for all projects in the change order.

Revised Fee Total Amt The sum of **Project** and **Service** fees in the change order.

Change Order Total Amount The sum of the variance billing amounts for all projects in the change order, including the sum of **Project** and **Service** fees in the change order.

Margin The sum of the variance billing amounts for all projects in the change order, including the sum of **Project** and **Service** fees in the change order, minus the sum of the total cost for all projects in the change order.

Change Order Total Cost The sum of the total cost for all projects in the change order.

Change Order Total Billings The sum of the total billing amounts for all projects in the change order.

Total Variance Cost The sum of the variance total cost for all projects in the change order.

Total Variance Billings The sum of the variance billing amounts for all projects in the change order.

Total Variance Quantity The sum of variance quantities for all projects in the change order.

Enter change order settings for a contract

You can specify change order settings for a contract.

If you specified a billing currency ID for a contract that is not the functional currency, you can't specify change order settings for the contract.

1. Open the Change Order Contract Information window.
Cards > Project > Contract > select a contract number > Change Orders button

Change Order Contract Information	
Contract Number	ADAMPHOTEL
Contract Name	Hotel Ledger System
Customer ID	ADAMPARK0001
Next Change Order Number	ADAMPHOTEL0000001
Original Contract Amount	\$930,738.80
Approved Change Order Amount	\$0.00
Unapproved Change Order Amount	\$0.00
Total Change Order Amount	\$0.00
Revised Contract Amount	\$930,738.80
<input type="checkbox"/> Track Change Orders <input type="checkbox"/> Track Change Orders for new Budget add on the fly <input type="checkbox"/> Create CO Baseline	
Default Track Changes to: <input checked="" type="radio"/> Baseline <input type="radio"/> Forecast	
Number of Pending Change Orders	0
Total Number of Change Orders	0

2. Enter the next document number to use for change orders for the contract.
3. Select **Track Change Orders** to begin using change orders for new projects for the contract. Select **Track Change Orders for new Budget add on the fly** to have change orders created when you include a new cost category for a project in the contract when entering cost transactions.

For existing projects in the contract, you must select change order options in the Change Order Project Information window. See [Enter change order settings for a project](#) on page 103 for more information.

4. Select **Create CO Baseline** to create baseline and forecast budget amounts when you include a new cost category for a project in the contract when entering cost transactions. If this option is not selected, only forecast amounts will be created.
5. Select whether to update baseline or forecast budget amounts when entering change orders.
6. Click **OK**.

Enter change order settings for a project

You can specify change order settings for a project.

The billing currency ID specified for the project must be the functional currency to specify change order settings for the project.

1. Open the Change Order Project Information window.
Cards > Project > Project > select a project number > Change Orders button

Project Number	ADVCAMP	Contract Number	AMADVWORKS
Project Name	Adventure Works Campaign		
Original Project Amount	\$18,148,815.00	<input checked="" type="checkbox"/> Track Change Orders	
Approved Change Order Amount	\$0.00	<input checked="" type="checkbox"/> Track Change Orders for new Budget add on the fly	
Unapproved Change Order Amount	\$0.00	Number of Pending Change Orders	0
Total Change Order Amount	\$0.00	Total Number of Change Orders	0
Revised Project Amount	\$18,148,815.00		

2. Select **Track Change Orders** to begin using change orders for the project. Select **Track Change Orders for new Budget add on the fly** to have change orders created when you include a new cost category for the project when entering cost transactions.
3. Click **OK**.

Change order types

Change orders include **Internal**, **Company**, and **Customer** change orders. Change order types differ only in the way they are approved. To change the status of a change order from **Pending** or **Unapproved** to **Approved**, you must enter the name of the person approving the change order and the approval date.

- You can select an employee to approve **Internal** and **Company** change orders. The names **Internal** and **Company** are used for information only. There is no technical difference between **Internal** and **Company** change orders.
- You can select a customer to approve **Customer** change orders.

You can view the approval history for change orders. See [View approval history for a change order](#) on page 111 for more information.

Change order statuses

Change order statuses determine whether you can enter cost, billing, and revenue recognition transactions for cost categories and projects on the change order, and whether you can modify budget settings and fee assignments for the projects.

Pending

The default status for a new change order.

You can't include a cost category on a cost, billing, or revenue recognition transaction for a project if you've entered change order amounts for the cost

category and project. You also can't modify budget settings for the cost category using the Budget Detail Entry window.

You can't modify fee assignments for the project using the Fee Entry window if you've entered a change order to modify fee assignments for the project.

Clicking Process in the Change Order Entry window will not update project budget amounts.

You can delete the change order.

Unapproved

You can't include a cost category on a billing transaction for a project if you've entered change order amounts for the cost category and project.

You also can't modify fee assignments for the project using the Fee Entry window if you've entered a change order to modify fee assignments for the project.

Approved

After a change order is **Approved**, you can enter cost, billing, and revenue recognition transactions for cost categories and projects on the change order. You also can modify budget settings and fee assignments for the projects.

You can't delete the change order.

Canceled

You can't modify budget settings for the cost category using the Budget Detail Entry window.

Completed

Change order amounts have been billed. You can't modify the change order.

You can't include a cost category on a cost or billing transaction for a project if you've entered change order amounts for the cost category and project. You also can't modify budget settings for the cost category using the Budget Detail Entry window.

You can't modify fee assignments for the project using the Fee Entry window if you've entered a change order to modify fee assignments for the project.

You can, however, recognize revenue for the cost categories and projects on the change order.

Enter a change order for a contract

You can enter a change order for a contract. You first must specify change order settings for the contract. See [Enter change order settings for a contract](#) on page 102 for more information.

The billing currency ID specified for the contract must be the functional currency to enter a change order for the contract.

1. Open the Change Order Entry window.
Cards > Project > Change Order Entry

2. Select a contract number. Enter a change order number and date.
3. Indicate whether to apply the change order to baseline or forecast amounts for the projects in the contract.
4. You can enter a description and a change order number provided by the customer.
5. Select a change order type and status. See [Change order types](#) on page 103 and [Change order statuses](#) on page 103 for more information.
6. You can enter the names of the people who requested and estimated the change order.
7. To approve the change order, select the employee or customer who is approving it in the **Approved By** field and enter the approval date. Select the **Approved** change order status.



*After you change the status of a change order to **Approved**, you can't cancel it. You must enter another change order to make revisions.*

8. In the **Revised By** field select the employee who is entering the change order, and enter the employee's title in the **Position** field. Enter the reason for the change order.
9. You can view contract totals for the change order. See [Contract totals and change orders](#) for more information.
10. Click **Budget Changes** to revise budgets for projects in the contract. See [Use a change order to revise project budgets in a contract](#) on page 106 for more information.
11. Click **Fee Changes** to modify fee assignments for projects in the contract. See [Enter a change order to modify fee assignments for projects in a contract](#) on page 109 for more information.

12. Click **Approval Info** to view approval history for the change order. See [View approval history for a change order](#) on page 111 for more information.
13. Click **Revision History** to view revision history for the change order. See [View revision history for a change order](#) on page 111 for more information.
14. Click **Process** to apply change order amounts to the projects in the contract, or click **Save** to save the change order without applying change order amounts.

Use a change order to revise project budgets in a contract

You can enter a change order to revise project budgets in a contract.

1. Open the Budget Changes Entry window.
Cards > Project > Change Order Entry > Budget Changes Button

Project Number	Begin Date	End Date	Cost Category ID	Var. %	Profit%	Var. Profit	Profit Amt.	Var. Qty	Quantity	Var. Unit Cost	Unit Cost	Var. Total Cost	Total Cost	Profit Type	Variance Billing	Billing Type
COHOCOCONST			CASH	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	% of Baseline		STD
Total Variance Quantity				0.00				Total Variance Billings				\$0.00				
Total Variance Cost				\$0.00				Total Variance Budget Amount				\$0.00				

2. Select the project and cost category to enter a budget change for.



*You can select a new cost category for a project. The new cost category will be included in the project budget after you click **Process** to process the change order when it has an **Unapproved** or **Approved** status.*

When you select a cost category to enter a budget change for, you can't modify budget settings for the cost category using the Budget Detail Entry window until you click **Process** in the Change Order Entry window to apply change order amounts. See [Enter project budget settings for a cost category](#) on page 81 and [Enter a change order for a contract](#) on page 104 for more information.

3. You can modify the scheduled utilization for the cost category in the **Begin Date** and **End Date** columns.
4. The **Profit Amt.** column displays the profit for the cost category. You can enter a positive or negative variance amount in the **Var. Profit** column. The **Profit Amt.** column will be updated, based on the variance amount.

If the profit type for the cost category is **Markup %**, **% of Actual**, or **% of Baseline**, you can enter a positive or negative variance percentage in the **Var. %** column. The **Profit%** column will be updated based on the variance percentage.

5. How profit is determined depends on the profit type and project type. See [Profit types for calculating billing amounts](#) on page 49 for more information.
6. You can enter a positive or negative variance amount in the **Var. Qty** column. The **Quantity** column will be updated based on the variance amount.
7. You can enter a positive or negative variance amount in the **Var. Unit Cost** column. The **Unit Cost** column will be updated based on the variance amount.

The total cost for the cost category will be calculated using the following formula.

$$\text{Total cost} = ((\text{Quantity amount}) \times (\text{Unit Cost amount})) + \text{overhead}$$

8. Click **OK**.

Use a change order to enter quote information for a project

You can use a change order to enter quote information for a project.

1. Open the Change Order Budget Information window.
Cards > Project > Change Order Entry > Budget Changes button > Project Number expansion button

2. You can enter initial and final quote amounts and enter the names of the people who prepared and approved the quote. You can click the **Description** attachment button to attach a document to the project record.
3. Click **OK**.

Enter a change order to modify budget settings for a cost category in a project budget

You can enter a change order to modify budget settings for a cost category in a project budget.

1. Open the Change Order Entry window.
Cards > Project > Change Order Entry
2. Click **Budget Changes** to open the Budget Changes Entry window.

- Select a project and cost category. Click the **Cost Category ID** expansion button to open the Change Order Budget Detail Entry window.

- You can modify the scheduled utilization for the cost category in the **Begin Date** and **End Date** fields.
- If the cost category is for timesheets, you can change the salary and hourly pay codes for the cost category. See the U.S. Payroll documentation (**Help > Printable Manuals**) for information about pay codes.
- The **Profit Amount** field displays the profit for the cost category. You can enter a positive or negative variance amount in the **Variance Profit** field. The **Profit Amount** field will be updated, based on the variance amount.

If the profit type for the cost category is **Markup %**, **% of Actual**, or **% of Baseline**, you can enter a positive or negative variance percentage in the **Var. Profit %** field. The **Profit %** field will be updated, based on the variance percentage.

- How profit is determined depends on the profit type and project type. See [Profit types for calculating billing amounts](#) on page 49 for more information.
- You can enter a positive or negative variance amount in the **Variance Qty** field. The **Quantity** field will be updated, based on the variance amount.
- You can enter a positive or negative variance amount in the **Var. Unit Cost** field. The **Unit Cost** field will be updated, based on the variance amount.

The total cost for the cost category will be calculated using the following formula.

$$\text{Total cost} = ((\text{Quantity amount}) \times (\text{Unit Cost amount})) + \text{overhead}$$

- Click the **Overhead** expansion button to enter variance amounts for overhead for the cost category. See [Overhead calculation methods](#) on page 11 for more information.

11. If the cost category is for purchases/material (referring collectively to purchase orders, shipment receipts, shipment/invoice receipts, invoice receipts, and inventory transfers with non-inventoried items) or employee expense transactions, select whether amounts for the cost category are taxable, non-taxable, or based on the tax settings for the vendor. If amounts are taxable, select a tax schedule.
12. For billing transactions, select whether billing amounts for the cost category are taxable, non-taxable, or based on the tax settings for the customer. If billing amounts are taxable, select a tax schedule.
13. Click **Save** and close the window.

Enter a change order to modify fee assignments for projects in a contract

You can enter a change order to modify fee assignments for a project.

1. Open the Change Order Project Fee window.
Cards > Project > Change Order Entry > Fee Changes
2. Select a project. Click the **Project Number** expansion button to open the Change Order Fee Entry window.

The screenshot shows the 'Change Order Fee Entry' window with the following data:

Change Order Number	COHONTHAUS0000001	Customer Number	COH0WINE0001
Project Number	COH0CONST	Contract Number	COHONTHAUS

Fee ID	Frequency	Variance Amount	Fee Amount
	Scheduled	\$0.00	\$0.00

Fee ID	Tax Schedule ID	Frequency	Variance %	Fee %	Fee Amount
RETAINAGE		Per Invoice	0.00%	10.00%	\$6,963,581.75

Fee ID	Fee Type	Tax Schedule ID	Frequency	Variance %	Fee %	Variance Amount	Fee Amount
				0.00%	0.00%	\$0.00	\$0.00

3. Modify fee information or select new fees to include in the project. The fees that you can assign depend on the project type and project status. See [Types of fees](#) on page 57 for more information.
 - For a **Retainer** fee, you can enter a positive or negative variance amount in the **Variance Amount** field. The **Fee Amount** field will be updated, based on the variance amount.
 - For a **Retentions** fee, you can enter a positive or negative variance percentage in the **Variance %** field. The **Fee %** field will be updated based on the variance percentage.
 - For **Project** and **Service** fees, you can enter a positive or negative variance percentage in the **Variance %** field. The **Fee %** field will be updated based on the variance percentage. You can enter a positive or negative variance

amount in the **Variance Amount** field. The **Fee Amount** field will be updated based on the variance amount.



The information that you can enter for a fee depends on the fee type. See [Chapter 11, "Fees,"](#) for more information.

4. Click the **Fee ID** expansion button to open the PA Change Order Fee Details window, where you can modify settings for the fee in the project. The window is similar to the Fee Details window. See [Modify settings for a fee in a project](#) on page 90 for more information.
5. Click the **Frequency** expansion button to open the Change Order Fee Schedule window, where you can modify the schedule for a fee. The window is similar to the Fee Schedule window. See [Modify a fee schedule](#) on page 91 for more information.
6. Click **OK**.

View a list of change orders

You can view a list of change orders.

1. Open the Change Order Inquiry window.
Inquiry > Project > Change Order

Status	Contract Number	Change Order Number	Change Order Date	Customer ID	Approved By	Approval Date
Unapproved	COHONTHAUS	COHONTHAUS0000001	4/12/2007	COHOWINE0001		0/0/0000
Unapproved	wP	wP0000001	1/1/2007	ASTORSUI0001		0/0/0000
Unapproved	wP	wP0000002	1/1/2007	ASTORSUI0001		0/0/0000

2. Select the change orders to view a list of. Click **Redisplay** to update the window.
3. Click **OK**.

View approval history for a change order

You can view approval history for a change order.

1. Open the Change Order Approval Info window.
Cards > Project > Change Order Entry > Approval Info button

Contract Number	COHONTHAUS	Change Order Date	4/12/2007
Change Order Number	COHONTHAUS0000001	Change Order Type	Customer
Customer ID	COHOWINE0001	Change Order Status	Unapproved
Approved By	Position	Change Order Status	Approval Date

2. You can view the employee or customer who approved the change order and when they approved it.
3. Click **OK**.

View revision history for a change order

You can view revision history for a change order.

1. Open the Change Order Revision Info window.
Cards > Project > Change Order Entry > Revision History button

Contract Number	COHONTHAUS	Change Order Date	4/12/2007
Customer ID	COHOWINE0001	Change Order Type	Customer
Change Order Number	COHONTHAUS0000001	Change Order Status	Unapproved
Revised By	Position	Reason for Revision	Revision Date

2. You can view the names of the people who revised the change order and when and why they revised it.
3. Click **OK**.

Chapter 19: Cost suspension and project closure

This part of the documentation includes information for project managers about how to suspend project cost accrual for customers, contracts, and projects, and how to close projects to end project cost accrual.

The following topics are discussed:

- [Suspend cost accrual for a customer](#)
- [Suspend cost accrual for a contract](#)
- [Suspend cost accrual for a project](#)
- [Close projects](#)
- [Project closing checklist](#)

Suspend cost accrual for a customer

You can suspend the accrual of costs for a customer. After you close a customer record to project costs, cost transactions can't be entered or posted for projects for the customer.

1. Open the PA Customer Options window.
Cards > Sales > Customer > select a Customer ID > Project button

Billing Cycle ID	Billing Format	Billing Format Name

2. Select **Closed to Project Costs**.
3. Click **OK**.

Suspend cost accrual for a contract

You can suspend the accrual of costs for a contract. After you close a contract to project costs, cost transactions can't be entered or posted for projects for the contract.

1. Open the Contract Maintenance window.
Cards > Project > Contract
2. Select a customer ID.

3. Enter a contract ID.
4. Select **Closed to Project Costs**.
5. Click **Save** and close the window.

Suspend cost accrual for a project

You can suspend the accrual of costs for a project. After you close a project to project costs, cost transactions can't be entered or posted for the project.

1. Open the Project Maintenance window.
Cards > Project > Project
2. Select a project number.
3. Select **Closed to Project Costs**.
4. Click **Save** and close the window.

Close projects

You can close projects to end project cost accrual.

To close a project, the following conditions must be met.

- The project must be **Completed**. See [Contract, project, and cost category statuses](#) on page 44 for more information.
- All cost and billing transactions for the project must be posted or deleted, and all purchase orders for the project must be **Closed**.
- All customer payments must be applied to the project. See [Apply payments, credits, and returns to billing invoices and project balances](#) on page 43 in the Project Accounting Billing Guide for more information.

1. Open the Project Closing window.
Transactions > Project > Project Closing

The screenshot shows the 'Project Closing' window. It includes the following elements:

- Buttons:** Clear, Process
- Fields:** Contract Number, Actual Start Date, Closing Date, Status, Forecast Begin Date, Forecast End Date, Customer ID, Name
- Table:**

Project Number	Proj Type	Status	Project Amount	C*	Close
- Checklist Section:** C* - Checklist Complete

Contract Amount	
Billings	
Billings not Posted to RM	
Receipts	
- Button:** Distribution

2. Select a contract number. **Completed** projects for the contract will be listed in the scrolling window.

The closing date must be no later than the date that the last transactions were entered for the projects that you're closing.

3. If all requirements for closing a project have been met, the check box in the **C*** column will be selected for the project. You can select a project and click the **Project Number** expansion button to view project totals and the closing checklist for the project. See [Project closing checklist](#) on page 115 for more information.
4. Select the check box in the **Close** column for each project to close.
5. Click **Distribution** to modify posting account distributions for the project closing transaction. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.
6. Click **Process** and close the window.



*After you've closed all projects in a contract, the contract status will be changed to **Closed**.*

Project closing checklist

Before you close a project, you can use the Project Closing More Info window (**Transactions > Project > Project Closing > Project Number expansion button**) to view the project closing checklist for the project.

Project Closing More Info	
Project Number	COHOREQ
Accounting Method	Cost-to-Cost
Checklist:	
<input checked="" type="checkbox"/>	all cost transactions posted
<input type="checkbox"/>	all transactions billed; Billings = Project Amount
<input checked="" type="checkbox"/>	all biller documents applied or written off
<input checked="" type="checkbox"/>	all retainers applied or refunded
<input checked="" type="checkbox"/>	all cost of revenues recognized
<input checked="" type="checkbox"/>	all Purchases received and matched or cancelled
<input type="checkbox"/>	all revenues recognized; Earnings = Project Amount; All BEE/EEB adjustments have been done.
<input checked="" type="checkbox"/>	all receivables retentions billed
Costs Incurred	\$0.00
Billings	\$0.00
Billings not Posted to RM	\$0.00
Receipts	\$0.00
Applied Discounts/Terms Taken	\$0.00
Write Offs	\$0.00
Trade Disc Amt	\$0.00
Trade Disc Amt not Posted to RM	\$0.00
Gain/Loss	\$0.00

All options in the **Checklist** area of the window will be selected if all requirements for closing the project have been met.

All cost transactions posted All cost transactions entered for the project have been posted.

All transactions billed; Billings = Project Amount The customer has been billed for all project costs.

All biller documents applied or written off All customer payments for the project have been applied to the project and any outstanding project balances have been written off.

All retainers applied or refunded All Retainer fee amounts have been applied or refunded on billing invoices for the project.

All cost of revenues recognized All cost transactions for the project have been posted and revenue has been recognized for those cost transactions.

All Purchases received and matched or cancelled All purchase orders for the project are Closed or Canceled.

All revenues recognized; Earnings = Project Amount; All BEE/EEB adjustments have been done All revenue has been recognized for a project and the amount of revenue recognized is equal to the total project amount. If you have more revenue than you have billed or you have billed more than you have revenue, the balance of your **Billings in Excess of Earnings** and **Earnings in Excess of Billings** posting accounts must be zero.

All receivables retentions billed All Retentions fee amounts for the project have been billed. This checklist requirement is for **Cost Plus** and **Fixed Price** projects only.

Part 5: Project cost tracking

This part of the documentation includes information for project managers about how to set up and enter cost transactions for tracking project costs and billing customers. It also includes information about how to view detailed information about cost, billing, revenue, and profit amounts for contracts, projects, and cost categories.

- [Chapter 20, “Timesheets,”](#) includes information about how to set up and enter timesheets for tracking project costs and billing customers. It also includes information about how to specify payroll posting options.
- [Chapter 21, “Employee expense transactions,”](#) includes information about how to set up and enter employee expense transactions for tracking project costs and billing customers. It also includes information about how to specify a personal expense and how to enter payments and additional charges.
- [Chapter 22, “Equipment logs,”](#) includes information about how to set up and enter equipment logs for tracking project costs and billing customers.
- [Chapter 23, “Miscellaneous logs,”](#) includes information about how to set up and enter miscellaneous logs for tracking project costs and billing customers.
- [Chapter 24, “Purchasing documents and transactions,”](#) includes information about how to set up purchase orders, shipment/invoice receipts, and invoice receipts for tracking project costs and billing customers.
- [Chapter 25, “Inventory transfers,”](#) includes information about how to set up and enter inventory transfers for tracking project costs and billing customers.
- [Chapter 26, “Item returns,”](#) includes information about how to return items from projects to vendors.
- [Chapter 27, “Cost, billing, revenue, and profit inquiries,”](#) includes information about how to view detailed information about cost, billing, revenue, and profit amounts for contracts, projects, and cost categories.
- [Chapter 28, “Project cost allocation,”](#) includes information about how you can allocate costs from one project to other projects.

Chapter 20: Timesheets

This part of the documentation includes information for project managers about how to set up and enter timesheets for tracking project costs and billing customers. It also includes information about how to specify payroll posting options.

The following topics are discussed:

- [Update U.S. Payroll or Canadian Payroll using timesheets](#)
- [Default pay codes for timesheets](#)
- [Set up timesheets for tracking project costs and billing customers](#)
- [Enter a timesheet](#)
- [Specify how to update payroll for salaried employees when posting timesheets](#)
- [Transfer a previously posted timesheet to Payroll](#)

Update U.S. Payroll or Canadian Payroll using timesheets

To update U.S. Payroll or Canadian Payroll using timesheets, you first must complete the following tasks.

- Select **Post to Payroll** and the correct payroll module in the Timesheet Setup window. See [Set up timesheets for tracking project costs and billing customers](#) on page 120 for more information.
- Select **Use Pay Codes for Unit Cost** in the Project Setup window. See [Configure general settings for all projects](#) on page 43 for more information.
- Select **Company** in the **Employed By** list in the PA Employee Options window for the employees that you're posting timesheets to payroll for. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.
- For Canadian Payroll, select **YES** for the **Enable UPR Synchronization** option in the Enable UPR Synchronization window (**Microsoft Dynamics GP menu > Tools > Routines > Payroll - Canada > Setup Palette > Control > Control > Enable UPR Synchronization**).

Default pay codes for timesheets

If you selected **Use Pay Codes for Unit Cost** in the Project Setup window, you can select the default pay code for timesheets. See [Configure general settings for all projects](#) on page 43 for more information.

Employee

The pay code for the employee record that the timesheet is for. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.

If you select an employee or position rate table for a project, the default pay code for timesheets will depend on the pay codes selected for the employees or position codes in the rate tables. See [Specify billing settings for a project](#) on page 71 and [Create an employee rate table](#) on page 23, and [Create a position rate table](#) on page 25 for more information.

If a pay code hasn't been selected for the employee, the pay code for the cost category in the project budget will be used. If a pay code hasn't been selected for the cost category in the project budget, the pay code for the cost category record will be used.

Budget

The pay code for the cost category in the project budget that the timesheet is for. See [Enter project budget settings for a cost category](#) on page 81 for more information.

If you select an employee or position rate table for a cost category in a project budget, the default pay code for timesheets will depend on the pay codes selected for the employees or position codes in the rate tables. See [Assign a rate table to a cost category in a project budget](#) on page 85, [Create an employee rate table](#) on page 23, and [Create a position rate table](#) on page 25 for more information.

If a pay code hasn't been selected for the cost category in the project budget, the pay code for the cost category record will be used. If a pay code hasn't been selected for the cost category record, the pay code for the employee record will be used.

Cost Category

The pay code for the cost category record. See [Create a cost category record](#) on page 51 for more information.

If a pay code hasn't been selected for the cost category record, the pay code for the employee record will be used. If a pay code hasn't been selected for the cost category in the project budget, the pay code for the cost category record will be used.

Set up timesheets for tracking project costs and billing customers

You can specify how to track project costs and bill customers for timesheets.

1. Open the Timesheet Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Timesheet

2. Enter the next document number to use for timesheets.
3. Select the default billing note for timesheet line items. See [Billing notes for invoices](#) on page 16 in the Project Accounting Billing Guide for more information.

4. You can enter a cost description, which is a user-defined name for timesheets. The cost description will be displayed as a selection for timesheets in the Budget Maintenance window and other windows.
5. Select the default pay code or unit cost to use for timesheets.
 - If you selected **Use Pay Codes for Unit Cost** in the Project Setup window, select the default pay code for timesheets. See [Default pay codes for timesheets](#) on page 119 for more information.
 - If didn't select **Use Pay Codes for Unit Cost** in the Project Setup window, select the default unit cost for timesheets. See [Default unit costs](#) on page 10 for more information.

See [Configure general settings for all projects](#) on page 43 for more information.

6. Select the default profit type for timesheets. See [Default profit types](#) on page 50 for more information.
7. Specify the frequency and number of reporting periods in a year and specify the first day of the first reporting period for timesheets.
8. If you're using Project Accounting with U.S. Payroll or Canadian Payroll, select whether to post timesheets to payroll and then select **US Payroll** or **Canadian Payroll**. **Post to Payroll** will not be available unless you selected **Use Pay Codes for Unit Cost** in the Project Setup window. See [Configure general settings for all projects](#) on page 43 for more information.
9. You can enter names for user-defined fields that you can use in the Timesheet Entry window. You must use Modifier to display user-defined fields in the Timesheet Entry window and you must use Report Writer to include information entered in those fields on reports. See the Modifier and Report Writer documentation (**Help > Printable Manuals**) for more information.
10. Click **Options** to grant timesheet data entry permissions. See [Grant cost transaction data entry permissions](#) on page 98 for more information.
11. Click **OK**.

Enter a timesheet

You can enter a timesheet to track the cost of time for an employee on a project. The data that you can enter depends on the permissions that you've been granted. See [Grant cost transaction data entry permissions](#) on page 98 for more information.



You can use the Timesheet Inquiry window (**Inquiry > Project > PA Transaction Documents > Timesheet**) to view posted or saved timesheets or you can use the Timesheet-Detail Inquiry window (**Inquiry > Project > PA Transaction Documents > Timesheet-Detail**) to view timesheet line item details.

1. Open the Timesheet Entry window.
Transactions > Project > Timesheet Entry

2. Select the **Standard** transaction type to enter a new timesheet.

Select the **Referenced** transaction type to enter a **Referenced** timesheet to modify amounts from a **Standard** timesheet. In the **Reference Doc. No.** field, enter the document number for the **Standard** timesheet that you're modifying amounts for.

3. Enter a document number and date.
4. Enter or select a batch ID. See [Manually create a batch for transactions](#) on page 19 in the Project Accounting Accounting Control Guide for more information.
5. Select the employee that the timesheet is for.
6. You can modify the reporting period for the timesheet. A sequence number will be displayed if there are multiple timesheets for the same employee in the same reporting period.
7. If you're using Multicurrency Management, you can select a currency ID for the timesheet. The functional currency is used by default.
8. For each line item on the timesheet, enter the date.

Click the **Date** expansion button to modify the exchange rate for the line item if you've specified a billing currency for the project that the line item is for.

If you don't have a billing currency specified for the project, the currency ID that you selected for the timesheet will be used.

9. Select the project and cost category that the time entry is for.



*You can enter a line item that isn't for a specific project. Press **TAB** to enter **<NONE>** for the project number.*

10. Enter the beginning and ending time for the task, or enter the amount oEnter the time in the **Quantity** column.
11. Select the billing type for the time entry. See [Billing types](#) on page 68 for more information.
12. You can modify the billing note for the line item. See [Set up timesheets for tracking project costs and billing customers](#) on page 120 for more information.
13. If you have permission, you can modify the unit of measure used for time and also the unit cost. Modify the pay code, department, and position code for the employee.

If you're posting timesheets to payroll, click the **Pay Code** expansion button to specify how to update payroll accounts. See [Specify how to update payroll for salaried employees when posting timesheets](#) on page 123 for more information.

14. Click **Distributions** to modify the allocation of transaction amounts to specific posting accounts. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.
15. If the transaction is in a batch, click **Save**. Otherwise, click **Post**.

If you click **Post** and you're posting timesheets to payroll, the Payroll Batch IDs window will open, where you must select the payroll batch to update payroll accounts. See [Set up timesheets for tracking project costs and billing customers](#) on page 120 for more information.

Specify how to update payroll for salaried employees when posting timesheets

If you're posting timesheets to payroll, you can specify how to update payroll information for salaried employees when you post. See [Set up timesheets for tracking project costs and billing customers](#) on page 120 for more information.

U.S. Payroll

You can select the following U.S. Payroll posting options for salaried employees in the Salary Posting window.

No Post Don't post timesheet information to payroll. This is the default option.

Reallocate Dollars If you're using U.S. Payroll to track the departments that employees are working in, pay employees using payroll accounts for the departments that the employees worked for, relative to time entered on timesheets.

Reallocate Hours If you're using U.S. Payroll to track the number of hours that salaried employees work, update the hours worked for employees based on time entered on timesheets.

Additional Amount Pay employees additional amounts based on the total cost entered on timesheets.

Canadian Payroll

You can select the following Canadian Payroll posting options for salaried employees in the Salary Posting window.

No Post Don't post timesheet information to payroll. This is the default option.

Additional Amount Pay employees additional amounts based on the total cost entered on timesheets.

Transfer a previously posted timesheet to Payroll

If a Payroll batch containing timesheet transactions posted from Project Accounting is deleted for some reason, you can easily transfer the timesheet data to Payroll again. If you do this, Project Accounting prevents duplicate timesheet information from being transferred. You cannot transfer an unposted timesheet to Payroll if a check is already created for the selected timesheet. You can transfer posted timesheets only to U.S. Payroll.

1. In the navigation pane, click the **Project** button, and then choose the **Timesheets** list.
2. In the **Restrictions** group, click **Include Historic Transactions**.
3. Select the timesheets to transfer to Payroll.
4. In the **Actions** group, click **Transfer**.
5. Click **OK** in the message to go to the Payroll Batch Selection window. Select an existing batch or create a new batch to complete the transfer.

Chapter 21: Employee expense transactions

This part of the documentation includes information for project managers about how to set up and enter employee expense transactions for tracking project costs and billing customers. It also includes information about how to specify a personal expense and how to enter payments and additional charges.

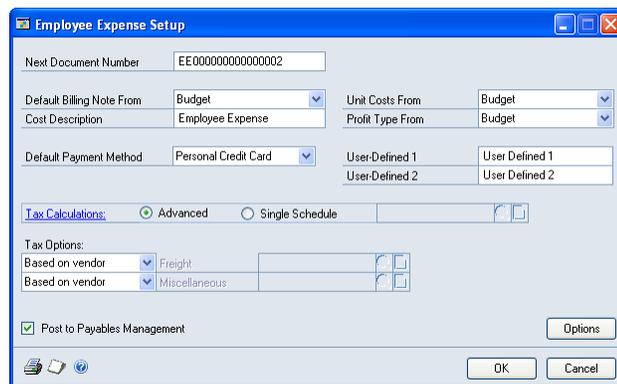
The following topics are discussed:

- [Set up employee expense transactions for tracking project costs and billing customers](#)
- [Enter an employee expense transaction](#)
- [Specify a personal expense on an employee expense transaction](#)
- [Enter additional information for an employee expense transaction](#)

Set up employee expense transactions for tracking project costs and billing customers

You can specify how to track project costs and bill customers for employee expense transactions.

1. Open the Employee Expense Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Employee Expense



2. Enter the next document number to use for employee expense transactions.
3. Select the default billing note for employee expense transaction line items. See [Billing notes for invoices](#) on page 16 in the Project Accounting Billing Guide for more information.
4. You can enter a cost description, which is a user-defined name for employee expense transactions. The cost description will be displayed for employee expense transactions as a selection in the Budget Maintenance window and other windows.
5. Select the default unit cost for employee expense transactions. See [Default unit costs](#) on page 10 for more information.
6. Select the default profit type for employee expense transactions. See [Default profit types](#) on page 50 for more information.

7. Select the default payment method for expenses on employee expense transactions.
8. You can enter names for user-defined fields that you can use in the Employee Expense Entry window. You must use Modifier to display user-defined fields in the Employee Expense Entry window and you must use Report Writer to include information entered in those fields on reports. See the Modifier and Report Writer documentation (**Help > Printable Manuals**) for more information.
9. Indicate whether to specify individual tax options for freight and miscellaneous charges on employee expense transactions or to use a single tax schedule for all charges.

Advanced Specify whether freight and miscellaneous charges are taxable, non-taxable, or based on the tax schedule for the vendor record for the employee. If you select **Taxable**, select a tax schedule.

Single Schedule Select a tax schedule.

10. Indicate whether to post employee expense transactions to Payables Management.
11. Click **Options** to grant employee expense transaction data entry permissions. See [Grant cost transaction data entry permissions](#) on page 98 for more information.
12. Click **OK**.

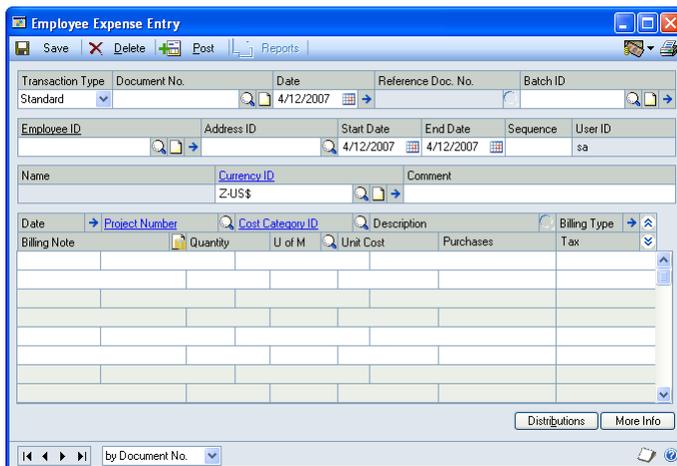
Enter an employee expense transaction

You can enter an employee expense transaction to track expenses, such as for travel and meals, that an employee incurs while working on a project. The data that you can enter depends on the permissions that you've been granted. See [Grant cost transaction data entry permissions](#) on page 98 for more information.



*You can use the Employee Expense Inquiry window (**Inquiry > Project > PA Transaction Documents > Employee Expense**) to view posted and saved employee expense transactions or you can use the Employee Expense-Detail Inquiry window (**Inquiry > Project > PA Transaction Documents > Employee Expense-Detail**) to view employee expense transaction line item details.*

1. Open the Employee Expense Entry window.
Transactions > Project > Employee Expense



2. Select the **Standard** transaction type to enter a new employee expense transaction.

Select the **Referenced** transaction type to enter a **Referenced** employee expense transaction to modify amounts from a **Standard** employee expense transaction. In the **Reference Doc. No.** field, enter the document number for the **Standard** employee expense transaction that you're modifying amounts for.

3. Enter a document number and date.
4. Enter or select a batch ID. See [Manually create a batch for transactions](#) on page 19 in the Project Accounting Accounting Control Guide for more information.
5. Select the employee that the employee expense transaction is for. To reimburse an employee for employee expenses, the employee must also be a vendor. Therefore, **Files Employee Expense** must be selected for the employee in the PA Employee Options window. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.
6. Select the address for the employee.
7. Enter the starting and ending date for the employee expense transaction. You can enter a sequence number if there are multiple employee expense transactions for the same employee within the same starting and ending dates.
8. If you're using Multicurrency Management, you can select a currency ID for the employee expense transaction. The functional currency is used by default.
9. Begin entering line items in the scrolling window.



*To enter a line item for a personal expense, you must first select the **Date** field for the line item and then click the **Billing Type** expansion button to open the Employee Expense Detail Entry window. See [Specify a personal expense on an employee expense transaction](#) on page 129 for more information.*

10. For each line item on the employee expense transaction, enter the date.

Click the **Date** expansion button to modify the exchange rate for the line item if you've specified a billing currency for the project that the line item is for.

If you don't have a billing currency specified for the project, the currency ID that you selected for the employee expense transaction will be used.

11. Select the project and cost category that the line item is for.



*You can enter a line item that isn't for a specific project. Press **TAB** to enter <NONE> for the project number. If you enter a line item that isn't for a project, you also can press **TAB** to enter <NONE> for the cost category ID.*

12. You can enter a description for the line item.
13. Select the billing type for the line item. See [Billing types](#) on page 68 for more information.
14. You can modify the billing note for the line item. See [Set up employee expense transactions for tracking project costs and billing customers](#) on page 125 for more information.
15. Enter the quantity for the expense. The **Purchases** column will be updated, based on the quantity and unit cost. If you have permission, you can update the unit of measure and unit cost, or the amount in the **Purchases** column.

Tax will be calculated based on the tax schedule selected for cost transactions for the cost category in the project budget. See [Enter project budget settings for a cost category](#) on page 81 for more information.
16. Click **Distributions** to modify posting account distributions for the employee expense transaction. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.
17. Click **More Info** to select a tax schedule and shipping method for the employee expense transaction. You also can enter freight and miscellaneous charges and cash, check, and credit card payments. See [Enter additional information for an employee expense transaction](#) on page 130 for more information.

18. If the transaction is in a batch, click **Save**. Otherwise, click **Post**.

Specify a personal expense on an employee expense transaction

You can specify a personal expense on an employee expense transaction.

1. Open the Employee Expense Detail Entry window.
Transactions > Project > Employee Expense > Billing Type expansion button

If you're viewing the transaction amounts in their originating currency in the Employee Expense Entry window, the Employee Expense Detail Entry window also will display the amounts in their originating currency.

2. Enter the date that the line item is for.
3. Press **TAB** to enter <NONE> for the project number and cost category ID.
4. You can enter a description for the line item.
5. The **Billing Type** field will display **N/B** for **Non-billable**. See [Billing types](#) on page 68 for more information.
6. You can modify the billing note for the line item. See [Set up employee expense transactions for tracking project costs and billing customers](#) on page 125 for more information.
7. Enter the quantity for the expense. The **Purchases** field will be updated, based on the quantity and unit cost. If you have permission, you can update the unit of measure and unit cost, or the amount in the **Purchases** field.
8. Select **Personal Expense** in the **Expense Type** field and select the payment method.
9. Specify whether the expense is taxable, non-taxable, or based on the tax schedule for the vendor record for the employee. If you select **Taxable**, select a tax schedule.
10. Click **Save** and close the window.

Enter additional information for an employee expense transaction

You can select a tax schedule and shipping method for an employee expense transaction. You also can enter freight and miscellaneous charges and cash, check, and credit card payments.

1. Open the Employee Expense Entry – More Info window.
Transactions > Project > Employee Expense > More Info button

Employee Expense Entry - More Info			
Transaction Type	Standard	Batch ID	
Document No.	EE000000000000002	Employee ID	BARB0001
Tax Schedule ID		Shipping Method	
Total Cost	\$0.00	1099 Amount	\$0.00
Purchases	\$0.00	Cash	\$0.00
Total Freight	\$0.00	Check	\$0.00
Total Misc Charges	\$0.00	Credit Card	\$0.00
Total Taxes	\$0.00	On Account	\$0.00
Total	\$0.00	Reimbursable Amount	\$0.00

If you're viewing the transaction amounts in their originating currency in the Employee Expense Entry window, the Employee Expense Entry - More Info window also will display the amounts in their originating currency.

2. The default tax schedule and shipping method are for the vendor record for the employee. If you haven't specified them for the vendor record, you can select them in this window.



*To reimburse an employee for employee expenses, the employee also must be a vendor. Therefore, **Files Employee Expense** must be selected for the employee in the PA Employee Options window. See [Set up an employee record for tracking project costs and billing customers](#) on page 14 for more information.*

3. You can enter freight and miscellaneous charges for the employee expense transaction.
4. Enter payment amounts that the employee has made for the employee expense transaction using cash, checks, or credit cards.
5. Click **OK**.

Chapter 22: Equipment logs

This part of the documentation includes information for project managers about how to set up and enter equipment logs for tracking project costs and billing customers.

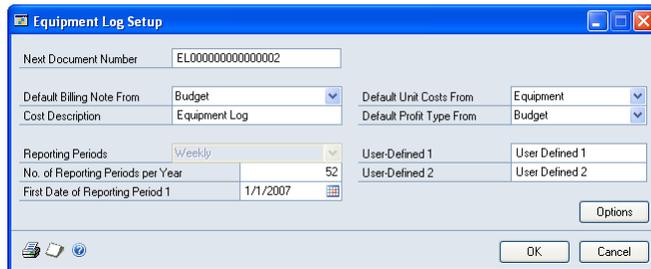
The following topics are discussed:

- [Set up equipment logs for tracking project costs and billing customers](#)
- [Enter an equipment log](#)

Set up equipment logs for tracking project costs and billing customers

You can specify how to track project costs and bill customers for equipment logs.

1. Open the Equipment Log Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Equipment Log



The screenshot shows the 'Equipment Log Setup' dialog box. It includes the following fields and options:

- Next Document Number: EL000000000000002
- Default Billing Note From: Budget (dropdown)
- Default Unit Costs From: Equipment (dropdown)
- Cost Description: Equipment Log
- Default Profit Type From: Budget (dropdown)
- Reporting Periods: Weekly (dropdown)
- No. of Reporting Periods per Year: 52
- First Date of Reporting Period 1: 1/1/2007 (calendar icon)
- User-Defined 1: User Defined 1
- User-Defined 2: User Defined 2
- Buttons: Options, OK, Cancel

2. Enter the next document number to use for equipment logs.
3. Select the default billing note for equipment log line items. See [Billing notes for invoices](#) on page 16 in the Project Accounting Billing Guide for more information.
4. You can enter a cost description, which is a user-defined name for equipment logs. The cost description will be displayed for equipment logs as a selection in the Budget Maintenance window and other windows.
5. Select the default unit cost for equipment logs. See [Default unit costs](#) on page 10 for more information.
6. Select the default profit type for equipment logs. See [Default profit types](#) on page 50 for more information.
7. Specify the frequency and number of reporting periods in a year and specify the first day of the first reporting period for equipment logs.
8. You can enter names for user-defined fields that you can use in the Equipment Log Entry window. You must use Modifier to display user-defined fields in the Equipment Log Entry window and you must use Report Writer to include information entered in those fields on reports. See the Modifier and Report Writer documentation (**Help > Printable Manuals**) for more information.

9. Click **Options** to grant equipment log data entry permissions. See [Grant cost transaction data entry permissions](#) on page 98 for more information.
10. Click **OK**.

Enter an equipment log

You can enter an equipment log to track when equipment is used for a project so that you can bill customers for using the equipment. The data that you can enter depends on the permissions that you've been granted. See [Grant cost transaction data entry permissions](#) on page 98 for more information.



You can use the *Equipment Log Inquiry* window (**Inquiry > Project > PA Transaction Documents > Equipment Log**) to view posted or saved equipment logs or you can use the *Equipment Log-Detail Inquiry* window (**Inquiry > Project > PA Transaction Documents > Equipment Log-Detail**) to view equipment log line item details.

1. Open the Equipment Log Entry window.
Transactions > Project > Equipment Log Entry

2. Select the **Standard** transaction type to enter a new equipment log.

Select the **Referenced** transaction type to enter a **Referenced** equipment log to modify amounts from a **Standard** equipment log. In the **Reference Doc. No.** field, enter the document number for the **Standard** equipment log that you're modifying amounts for.
3. Specify a document number and date.
4. Enter or select a batch ID. See [Manually create a batch for transactions](#) on page 19 in the Project Accounting Accounting Control Guide for more information.
5. Select the equipment that the equipment log is for.
6. You can modify the reporting period for the equipment log. A sequence number will be displayed if there are multiple equipment logs for the same equipment in the same reporting period.

7. If you're using Multicurrency Management, you can select a currency ID for the equipment log. The functional currency is used by default.
8. For each line item on the equipment log, enter the date that the equipment was used.

Click the **Date** expansion button to modify the exchange rate for the line item if you've specified a billing currency for the project that the line item is for.

If you don't have a billing currency specified for the project, the currency ID that you selected for the equipment log will be used.

9. Select the project and cost category that the time entry is for.



*You can enter a line item that isn't for a specific project. Press **TAB** to enter <NONE> for the project number.*

10. Enter the beginning and ending time that the equipment was used, or enter the amount of time in the **Quantity** column.
11. Select the billing type for the time entry. See [Billing types](#) on page 68 for more information.
12. You can modify the billing note for the line item. See [Set up equipment logs for tracking project costs and billing customers](#) on page 131 for more information.
13. If you have permission, you can modify the unit of measure used for time and also the unit cost.
14. Click **Distributions** to modify the allocation of transaction amounts to specific posting accounts. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.
15. If the transaction is in a batch, click **Save**. Otherwise, click **Post**.

Chapter 23: Miscellaneous logs

This part of the documentation includes information for project managers about how to set up and enter miscellaneous logs for tracking project costs and billing customers.

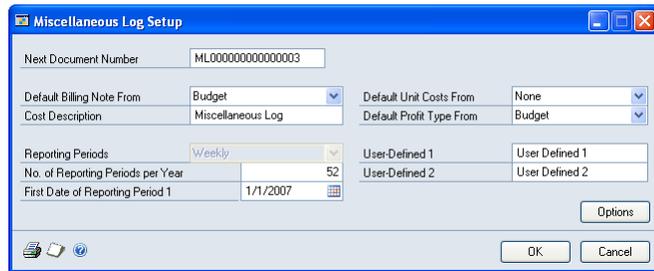
The following topics are discussed:

- [Set up miscellaneous logs for tracking project costs and billing customers](#)
- [Enter a miscellaneous log](#)

Set up miscellaneous logs for tracking project costs and billing customers

You can specify how to track project costs and bill customers for miscellaneous logs.

1. Open the Miscellaneous Log Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Miscellaneous Log



This window is similar to the Equipment Log Setup window. See [Set up equipment logs for tracking project costs and billing customers](#) on page 131 for more information.

Enter a miscellaneous log

You can enter a miscellaneous log to track miscellaneous expenses and benefit allocations for a project that can't be tracked using other cost transactions. The data that you can enter depends on the permissions that you've been granted. See [Grant cost transaction data entry permissions](#) on page 98 for more information.



You can use the Miscellaneous Log Inquiry window (**Inquiry > Project > PA Transaction Documents > Miscellaneous Log**) to view posted and saved miscellaneous logs or you can use the Miscellaneous Log-Detail Inquiry window (**Inquiry > Project > PA Transaction Documents > Miscellaneous Log-Detail**) to view miscellaneous log line item details.

1. Open the Miscellaneous Log Entry window.
Transactions > Project > Miscellaneous Log Entry

2. Select the **Standard** transaction type to enter a new miscellaneous log.

Select the **Referenced** transaction type to enter a **Referenced** miscellaneous log to modify amounts from a **Standard** miscellaneous log. In the **Reference Doc. No.** field, enter the document number for the **Standard** miscellaneous log that you're modifying amounts for.

3. Specify a document number and date.
4. Enter or select a batch ID. See [Manually create a batch for transactions](#) on page 19 in the Project Accounting Accounting Control Guide for more information.
5. In the **Misc ID** field, select the miscellaneous expense type that the miscellaneous log is for.
6. You can modify the reporting period for the miscellaneous log. A sequence number will be displayed if there are multiple miscellaneous logs for the same miscellaneous expense type in the same reporting period.
7. If you're using Multicurrency Management, you can select a currency ID for the miscellaneous log. The functional currency is used by default.
8. For each line item on the miscellaneous log, enter the date that the miscellaneous expense was incurred.

Click the **Date** expansion button to modify the exchange rate for the line item if you've specified a billing currency for the project that the line item is for.

If you don't have a billing currency specified for the project, the currency ID that you selected for the miscellaneous log will be used.

9. Select the project and cost category the miscellaneous expense is for.



*You can enter a line item that isn't for a specific project. Press **TAB** to enter <NONE> for the project number.*

10. Enter the quantity.
11. Select the billing type for the miscellaneous expense. See [Billing types](#) on page 68 for more information.
12. You can modify the billing note for the line item. See [Set up miscellaneous logs for tracking project costs and billing customers](#) on page 135 for more information.
13. If you have permission, you can modify the unit of measure and also the unit cost.
14. Click **Distributions** to modify the allocation of transaction amounts to specific posting accounts. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.
15. If the transaction is in a batch, click **Save**. Otherwise, click **Post**.

Chapter 24: Purchasing documents and transactions

This part of the documentation includes information for the project manager about how to set up purchase orders, shipment/invoice receipts, and invoice receipts for tracking project costs and billing customers.

- To enter purchase orders, use the Purchase Order Entry window (**Transactions > Purchasing > Purchase Order Entry**).
- To enter shipment/invoice receipts, use the Receivings Transaction Entry window (**Transactions > Purchasing > Receivings Transaction Entry**).
- To enter invoice receipts, use the Purchasing Invoice Entry window (**Transactions > Purchasing > Enter/Match Invoices**).

See the Purchase Order Processing documentation (**Help > Printable Manuals**) for more information.

The following topics are discussed:

- [Set up purchase orders for tracking project costs](#)
- [Set up purchasing receipts for tracking project costs and billing customers](#)
- [When purchased items are billable](#)
- [View a list of shipment, shipment/invoice, and invoice receipts](#)

Set up purchase orders for tracking project costs

You can use the PA Purchase Order Processing Setup Options window to set up purchase orders for tracking project costs. See the Purchase Order Processing documentation (**Help > Printable Manuals**) for more information.

Set up purchasing receipts for tracking project costs and billing customers

You can use the PA Purchase Order Processing Setup Options window to set up invoice receipts for tracking project costs and billing customers. See the Purchase Order Processing documentation (**Help > Printable Manuals**) for more information.

When purchased items are billable

You can enter a drop-ship purchase order for an item for a project using Purchase Order Processing. When you enter the corresponding invoice receipt, the item will be tracked as a cost for the project and you can bill customers for the item.

You can enter a standard purchase order for an item for a project using Purchase Order Processing. When you enter the corresponding shipment receipt or shipment/invoice receipt, inventory will be updated. You must then enter an inventory transfer to track the item as a cost for the project and to make the item billable. See [Chapter 25, "Inventory transfers,"](#) for more information.

View a list of shipment, shipment/invoice, and invoice receipts

You can use the Purchases Materials Inquiry window (**Inquiry > Project > PA Transaction Documents > Purchases Materials**) to view project-related information about saved and posted shipment, shipment/invoice, and invoice receipts.

Chapter 25: Inventory transfers

This part of the documentation includes information for project managers about how to set up and enter inventory transfers for tracking project costs and billing customers.

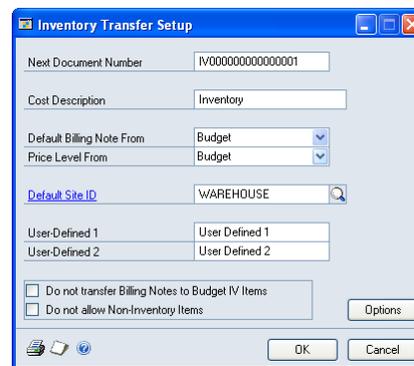
The following topics are discussed:

- [Set up inventory transfers for tracking project costs and billing customers](#)
- [Enter an inventory transfer](#)
- [Enter lot numbers for lot quantities on an inventory transfer](#)
- [Enter serial numbers for items on an inventory transfer](#)
- [Specify bins for item quantities on an inventory transfer](#)

Set up inventory transfers for tracking project costs and billing customers

You can specify how to track project costs and bill customers for inventory transfers.

1. Open the Inventory Transfer Setup window.
Microsoft Dynamics GP menu > Tools > Setup > Project > Inventory Transfer



2. Enter the next document number to use for inventory transfers.
3. You can enter a cost description, which is a user-defined name for inventory transfers. The cost description will be displayed for inventory transfers as a selection in the Budget Maintenance window and other windows.
4. Select the default billing note for inventory transfer line items. See [Billing notes for invoices](#) on page 16 in the Project Accounting Billing Guide for more information.
5. Select the default price level for items.
None Don't use default price levels.
Budget Use the price level selected for the cost category in the project budget.
Item Use the price level selected for the item record.
6. Select the default site ID that identifies the store, warehouse, or other location that items are sold from.

7. You can enter names for user-defined fields that you can use in the Inventory Transfer Entry window. You must use Modifier to display user-defined fields in the Inventory Transfer Entry window and you must use Report Writer to include information entered in those fields on reports. See the Modifier and Report Writer documentation (**Help > Printable Manuals**) for more information.
8. You can select **Do not transfer Billing Notes to Budget IV Items** to prevent the billing note entered for a cost category in a project budget from being assigned to individual items in the cost category. See [Billing notes for invoices](#) on page 16 in the Project Accounting Billing Guide for more information.
9. You can select **Do not allow Non-Inventory Items** to prevent users from including cost categories that aren't for inventoried items on inventory transfers. **Inventory Item** must be selected for a cost category in the Cost Category Maintenance window if it is for inventoried items. See [Create a cost category record](#) on page 51 for more information.
10. Click **Options** to grant inventory transfer data entry permissions. See [Grant cost transaction data entry permissions](#) on page 98 for more information.
11. Click **OK**.

Enter an inventory transfer

You must enter an inventory transfer to make inventoried items that you've purchased for projects available for those projects. You also can enter an inventory transfer to return items from projects to inventory. See the Inventory Control documentation (**Help > Printable Manuals**) for more information.



You can enter an inventory transfer to make any inventoried item available for projects, not just inventoried items that you've purchased for projects.

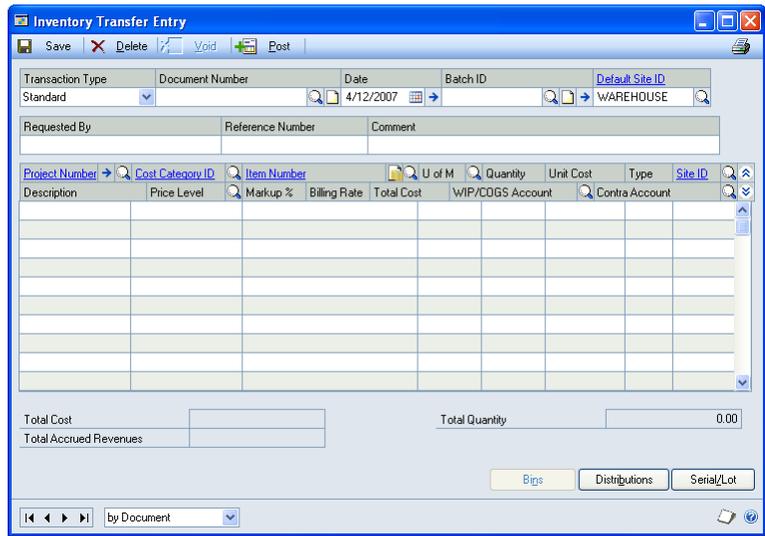
You also can enter an inventory transfer to correct project or cost category information for a non-inventoried item that was entered on a shipment/invoice receipt or an invoice receipt. When you transfer a non-inventoried item using an inventory transfer, information about the vendor that you purchased the non-inventoried item from and related purchasing accounts will be unaffected.

The data that you can enter depends on the permissions that you've been granted. See [Grant cost transaction data entry permissions](#) on page 98 for more information.



*You can use the Inventory Transfer Inquiry window (**Inquiry > Project > PA Transaction Documents > Inventory Transfer**) to view posted and saved inventory transfers or you can use the Inventory Transfer-Detail Inquiry window (**Inquiry > Project > PA Transaction Documents > Inventory Transfer-Detail**) to view inventory transfer line item details.*

1. Open the Inventory Transfer Entry window.
Transactions > Project > Inventory Transfer



2. Select the **Standard** transaction type to enter an inventory transfer to make inventoried items that you've purchased for projects available for those projects.

Select the **Return** transaction type to enter a **Return** inventory transfer to return items from projects to inventory.
3. Enter a document number and date.
4. Enter or select a batch ID. See [Manually create a batch for transactions](#) on page 19 in the Project Accounting Accounting Control Guide for more information.
5. Enter the site ID that will be used for line items.
 - If you're entering a **Standard** inventory transfer, the site ID will be where you obtain your items from.
 - If you're entering a **Return** inventory transfer, the site ID will be where you send the items to.
6. For each line item on the inventory transfer, select the project and cost category that the item is for.



*You can enter a line item that isn't for a specific project. Press **TAB** to enter <NONE> for the project number.*

Click the **Project Number** expansion button to modify the exchange rate for the line item if you've specified a billing currency for the project that the line item is for.

7. Select the inventoried item to transfer, or type the name of a non-inventoried item.

8. You can modify the billing note for the line item. See [Set up inventory transfers for tracking project costs and billing customers](#) on page 141 for more information.
9. Enter the unit of measure, quantity, and unit cost for the item that you're transferring.
10. Select the billing type for the item. See [Billing types](#) on page 68 for more information.
11. Select the site ID for the item to identify the store, warehouse, or other location that the item is sold from.
12. Select the price level for the item. You must select a price level before you can enter information in the **Billing Rate** or **Markup %** columns.
13. If the item is a non-inventoried item for a **Time and Materials** project that uses the **Markup %** profit type, you can modify the markup percentage. See [Profit types for calculating billing amounts](#) on page 49 for more information.
14. If the item is for a **Time and Materials** project that uses the **Billing Rate** profit type, you can modify the billing rate. See [Profit types for calculating billing amounts](#) on page 49 for more information.
15. Select the Work In Progress, Cost of Goods Sold, and Contra Account to update when you post the inventory transfer.
16. Click **Distributions** to modify the allocation of transaction amounts to specific posting accounts. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.
17. If you're tracking units or lot quantities of the item, you can click **Serial/Lot** to enter a serial number for each unit of the item or to enter lot numbers for various lot quantities of the item. See [Enter lot numbers for lot quantities on an inventory transfer](#) on page 144 and [Enter serial numbers for items on an inventory transfer](#) on page 145 for more information.



*If **Auto-Assign Serial Numbers** or **Auto-Assign Lot Numbers** is selected in the *Inventory Transfer Setup Options* window, serial or lot numbers automatically will be assigned to items in the transaction. See [Grant cost transaction data entry permissions](#) on page 98 for more information.*

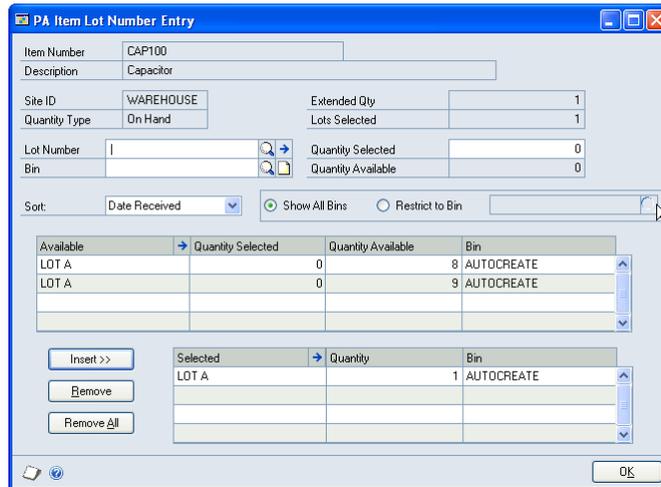
18. Click **Bins** to specify bins for item quantities. See [Specify bins for item quantities on an inventory transfer](#) on page 146 for more information.
19. If the transaction is in a batch, click **Save**. Otherwise, click **Post**.

Enter lot numbers for lot quantities on an inventory transfer

If you're tracking lot quantities of an item using lot numbers, you can enter lot numbers for various lot quantities on an inventory transfer.

See the Inventory Control documentation (**Help > Printable Manuals**) for more information.

1. Open the Inventory Transfer Entry window.
Transactions > Project > Inventory Transfer
2. Enter an inventory transfer. See [Enter an inventory transfer](#) on page 142 for more information.
3. Click **Serial/Lot** to open the PA Item Lot Number Entry window.



4. Enter or select a lot number.
5. If you're using multiple bins for inventoried items, select a bin number.

The lot quantities that are available will be displayed in the upper scrolling window. If you're using multiple bins for inventoried items, you can select **Restrict to Bin** and select a bin number to limit the available lot quantities to lots in the selected bin.
6. Enter the quantities to transfer from lots in the **Quantity Selected** column.
7. Click **Insert** to add the lot number and quantity to the lower scrolling window.

Continue selecting lots and bins and entering quantities until the amount in the **Lots Selected** field equals the amount in the **Extended Qty** field.
8. Click **OK**.

Enter serial numbers for items on an inventory transfer

If you're tracking an item using serial numbers, you can enter a serial number for each unit of the item on an inventory transfer.

See the Inventory Control documentation (**Help > Printable Manuals**) for more information.

1. Open the Inventory Transfer Entry window.
Transactions > Project > Inventory Transfer
2. Enter an inventory transfer. See [Enter an inventory transfer](#) on page 142 for more information.
3. Click **Serial/Lot** to open the PA Item Serial Number Entry window.

The serial numbers that are available will be displayed in the leftmost scrolling window. If you're using multiple bins for inventoried items, you can select **Restrict to Bin** and select a bin number to limit the available serial numbers to items in the selected bin.

4. Select a serial number and click **Insert** to include the serial number in the rightmost scrolling window.

Continue selecting serial numbers until the amount in the **Serial Numbers Selected** field equals the amount in the **Extended Quantity** field.

5. Click **OK**.

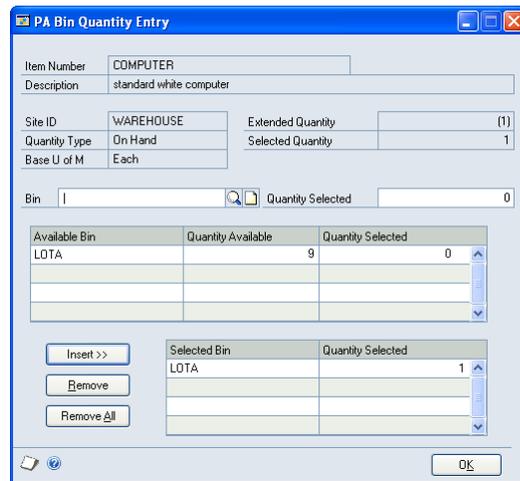
Specify bins for item quantities on an inventory transfer

You can specify bins for item quantities on an inventory transfer.

See the Inventory Control documentation (**Help > Printable Manuals**) for more information.

1. Open the Inventory Transfer Entry window.
Transactions > Project > Inventory Transfer
2. Enter an inventory transfer. See [Enter an inventory transfer](#) on page 142 for more information.

- Click **Bins** to open the PA Bin Quantity Entry window.



- Select a bin.
- Enter the quantity for the bin.
- Click **Insert** to add the information to the lower scrolling window.

Continue selecting bins and entering quantities until the amount in the **Selected Quantity** field equals the amount in the **Extended Quantity** field.

- Click **OK**.

Chapter 26: Item returns

This part of the documentation includes information for project managers about how to return items from projects to vendors or to inventory.

The following topics are discussed:

- [About returning items to vendors or inventory](#)
- [Set up return from project transactions for tracking project costs and billing customers](#)
- [Return items from projects to vendors](#)

About returning items to vendors or inventory

When you receive an item for a project using a purchasing transaction in Purchase Order Processing, the item is tracked as a cost for the project. To remove the item from the project, you can return the item to the vendor, or you can return the item to inventory to make it available for other projects.

Projects to vendors You can return items from projects to vendors using the Returns From Project Entry window (**Transactions > Project > PA Purchasing > Returns from Project Entry**) in Project Accounting. See [Return items from projects to vendors](#) on page 149 for more information.

Projects to inventory You can return items from projects to inventory using the Inventory Transfer Entry window (**Transactions > Project > Inventory Transfer**) in Project Accounting. See [Enter an inventory transfer](#) on page 142 for more information.

Inventory to vendors You can return items from inventory to vendors using the Returns Transaction Entry window (**Transactions > Purchasing > Returns Transaction Entry**) in Purchase Order Enhancements. See the Purchase Order Enhancements documentation (**Help > Printable Manuals**) for more information.

Set up return from project transactions for tracking project costs and billing customers

You can use the Inventory Transfer Setup window to specify how to track project costs and bill customers for return from project transactions. See [Set up inventory transfers for tracking project costs and billing customers](#) on page 141 for more information.

Return items from projects to vendors

You can return items from projects to vendors. The data that you can enter depends on the permissions that you've been granted. See [Grant cost transaction data entry permissions](#) on page 98 for more information.



*You can use the Inventory Transfer Inquiry window (**Inquiry > Project > PA Transaction Documents > Inventory Transfer**) to view posted and saved return from project transactions or you can use the Inventory Transfer-Detail Inquiry window (**Inquiry > Project > PA Transaction Documents > Inventory Transfer-Detail**) to view return from project line item details.*

1. Open the Returns From Project Entry window.
Transactions > Project > PA Purchasing > Returns from Project Entry

2. Enter a document number and date.
3. Enter or select a batch ID. See [Manually create a batch for transactions](#) on page 19 in the Project Accounting Accounting Control Guide for more information.
4. Enter the site ID that will be used for line items.
5. Select the vendor and the address for the vendor to return the items to. Select the shipping method and tax schedule for the return.
6. For each line item on the transaction, select the project and cost category that the item is for.



*You can enter a line item that isn't for a specific project. Press **TAB** to enter **<NONE>** for the project number.*

7. Select the inventoried item to return, or type the name of a non-inventoried item.
8. You can modify the billing note for the line item. See [Set up return from project transactions for tracking project costs and billing customers](#) on page 149 for more information.
9. Enter the unit of measure, quantity, and unit cost for the item to return.
10. Select the billing type for the item. See [Billing types](#) on page 68 for more information.
11. In the **Tax Option** column, select whether the item is taxable, non-taxable, or to use the vendor's tax schedule for calculating taxes for the item. If you select **Taxable**, select a tax schedule in the **Tax Schedule ID** column.
12. Select the price level for the item. You must select a price level before you can enter information in the **Billing Rate** or **Markup %** columns.

13. You can modify the markup percentage or billing rate.
 - If the item is for a **Time and Materials** project that uses the **Markup %** profit type, you can modify the markup percentage.
 - If the item is for a **Time and Materials** project that uses the **Billing Rate** profit type, you can modify the billing rate.

See [Profit types for calculating billing amounts](#) on page 49 for more information.
14. Select the site ID that identifies the store, warehouse, or other location that the item is returned to.
15. Enter or modify the tax amount.
16. Click **Distributions** to modify the allocation of transaction amounts to specific posting accounts. See [Review and modify posting account distributions for transactions](#) on page 20 in the Project Accounting Accounting Control Guide for more information.
17. If the transaction is in a batch, click **Save**. Otherwise, click **Post**.

Chapter 27: Cost, billing, revenue, and profit inquiries

This part of the documentation includes information for project managers about how to view detailed information about cost, billing, revenue, and profit amounts for contracts, projects, and cost categories.

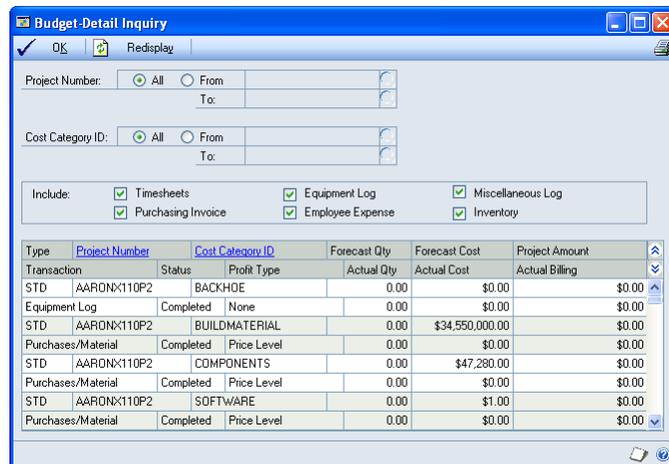
The following topics are discussed:

- [View forecast and actual amounts for cost categories in project budgets](#)
- [View costs, billings, revenue, and profits by customer](#)
- [View costs, billings, revenue, and profits by contract](#)
- [View costs, billings, revenue, and profits by project](#)
- [View costs, billings, revenue, and profits by cost category for a project](#)
- [View billings, revenue, and profits for fees assigned to a project](#)
- [View committed costs for a project based on purchasing documents and transactions](#)
- [View total cost and revenue for projects](#)
- [Assemble information for viewing cost transaction line items by date](#)
- [Billing statuses and viewing cost transaction line items by date](#)
- [View costs, billings, and revenue for cost transaction line items by date](#)
- [Limit information for viewing cost transaction line items by date](#)
- [View more information about cost transaction line items](#)

View forecast and actual amounts for cost categories in project budgets

You can view forecast and actual cost and billing amounts for cost categories in project budgets.

1. Open the Budget-Detail Inquiry window.
Inquiry > Project > Budget-Detail



The screenshot shows the 'Budget-Detail Inquiry' window with the following data table:

Type	Project Number	Cost Category ID	Forecast Qty	Forecast Cost	Project Amount
Transaction	Status	Profit Type	Actual Qty	Actual Cost	Actual Billing
STD	AARONX110P2	BACKHOE	0.00	\$0.00	\$0.00
Equipment Log	Completed	None	0.00	\$0.00	\$0.00
STD	AARONX110P2	BUILDMATERIAL	0.00	\$34,550,000.00	\$0.00
Purchases/Material	Completed	Price Level	0.00	\$0.00	\$0.00
STD	AARONX110P2	COMPONENTS	0.00	\$47,280.00	\$0.00
Purchases/Material	Completed	Price Level	0.00	\$0.00	\$0.00
STD	AARONX110P2	SOFTWARE	0.00	\$1.00	\$0.00
Purchases/Material	Completed	Price Level	0.00	\$0.00	\$0.00

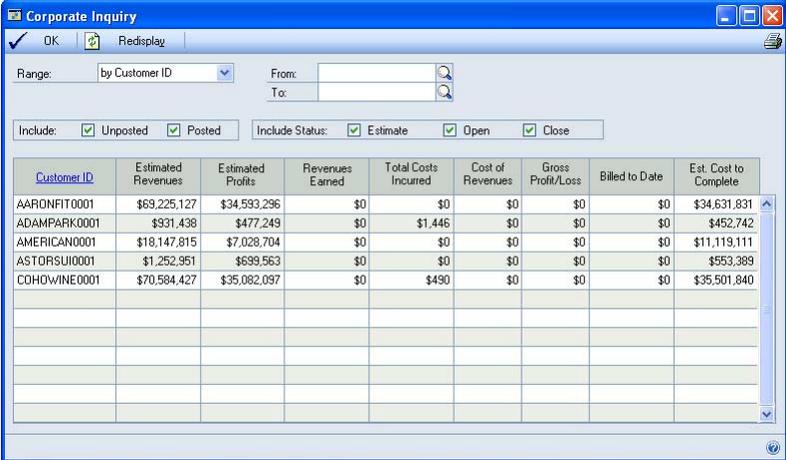
2. Select the projects and cost categories to view amounts for.
3. Select the cost transactions to view amounts for.
4. Click **Redisplay** to update the scrolling window.

- Click **OK** to close the window.

View costs, billings, revenue, and profits by customer

You can view information about total cost, billing, revenue, and profit amounts accrued for projects for a list of customers.

- Open the Corporate Inquiry window.
Inquiry > Project > Corporate



The screenshot shows the 'Corporate Inquiry' window with the following data table:

Customer ID	Estimated Revenues	Estimated Profits	Revenues Earned	Total Costs Incurred	Cost of Revenues	Gross Profit/Loss	Billed to Date	Est. Cost to Complete
AARONFIT0001	\$69,225,127	\$34,593,296	\$0	\$0	\$0	\$0	\$0	\$34,631,831
ADAMPARK0001	\$931,438	\$477,249	\$0	\$1,446	\$0	\$0	\$0	\$452,742
AMERICAN0001	\$18,147,815	\$7,028,704	\$0	\$0	\$0	\$0	\$0	\$11,119,111
ASTORSUI0001	\$1,252,951	\$699,563	\$0	\$0	\$0	\$0	\$0	\$553,389
COHOWINE0001	\$70,584,427	\$35,082,097	\$0	\$490	\$0	\$0	\$0	\$35,501,840

- Select the customers to view amounts for.
- Select whether to view amounts for **Unposted** (saved) or **Posted** transactions.
- Select whether to view amounts for contracts with **Estimate**, **Open**, or **Closed** statuses
- Click **Redisplay** to update the scrolling window.
- Click **OK** to close the window.

View costs, billings, revenue, and profits by contract

You can view information about total cost, billing, revenue, and profit amounts accrued for projects for a list of contracts.

1. Open the Customer Inquiry window.
Inquiry > Project > Customer

The screenshot shows the 'Customer Inquiry' window with the following data table:

Contract No	Estimated Revenues	Estimated Profits	Revenues Earned	Total Costs Incurred	Cost of Revenues	Gross Profit/Loss	Billed to Date	Est. Cost to Complete
AARONX110	\$69,225,127	\$34,593,296	\$0	\$0	\$0	\$0	\$0	\$34,631,831
AARONX111	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADAMPHOTEL	\$931,438	\$477,249	\$0	\$1,446	\$0	\$0	\$0	\$452,742
AMADVWRKS	\$18,147,815	\$7,028,704	\$0	\$0	\$0	\$0	\$0	\$11,119,111
W/P	\$1,252,951	\$699,563	\$0	\$0	\$0	\$0	\$0	\$553,389
COHONET	\$97,910	\$45,360	\$0	\$490	\$0	\$0	\$0	\$52,060
COHONTHAUS	\$69,635,818	\$34,738,538	\$0	\$0	\$0	\$0	\$0	\$34,897,280
COHOWINE	\$850,700	\$298,200	\$0	\$0	\$0	\$0	\$0	\$552,500

2. Select the contracts to view amounts for.
3. Select whether to view amounts for **Unposted** (saved) or **Posted** transactions.
4. Select whether to view amounts for contracts with **Estimate**, **Open**, or **Closed** statuses.
5. Click **Redisplay** to update the scrolling window.
6. Click **OK** to close the window.

View costs, billings, revenue, and profits by project

You can view information about total cost, billing, revenue, and profit amounts accrued for a list of projects.

1. Open the Contract Inquiry window.
Inquiry > Project > Contract

The screenshot shows the 'Contract Inquiry' window with the following data table:

Project No	Estimated Revenues	Estimated Profits	Revenues Earned	Total Costs Incurred	Cost of Revenues	Gross Profit/Loss	Billed to Date	Est. Cost to Complete
AARONX110P2	\$69,155,818.00	\$34,558,537.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,597,281.00
AARONX110P3	\$69,310.00	\$34,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,550.00
AARONX110X0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AARONX110X123	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AARONX110X222	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOTELEDGER	\$60,699.00	\$32,041.00	\$0.00	\$1,446.00	\$0.00	\$0.00	\$0.00	\$27,211.00
PARKNETSYS	\$611,739.00	\$264,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$347,119.00
PARKREQ	\$259,000.00	\$180,598.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,413.00
ADVCAAMP	\$18,147,815.00	\$7,028,704.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,119,111.00
WPHOTELEDG	\$110,000.00	\$61,843.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,158.00
WPNETSYS	\$874,739.00	\$451,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$423,119.00
WPREQMTS	\$268,213.00	\$186,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,113.00

View billings, revenue, and profits for fees assigned to a project

You can view information about billing, revenue, and profit amounts for the fees that are assigned to a project.

1. Open the Project Inquiry window.
Inquiry > Project > Project
2. Select a project.
3. Click the **Fees** expansion button to open the Project Inquiry-Fees window.

Fee ID	Name	Fee Type	Estimated Revenues	Estimated Profit	Revenues Earned	Billed to Date

4. Select whether to view amounts for **Unposted** (saved) or **Posted** transactions.
5. Click **OK** to close the window.

View committed costs for a project based on purchasing documents and transactions

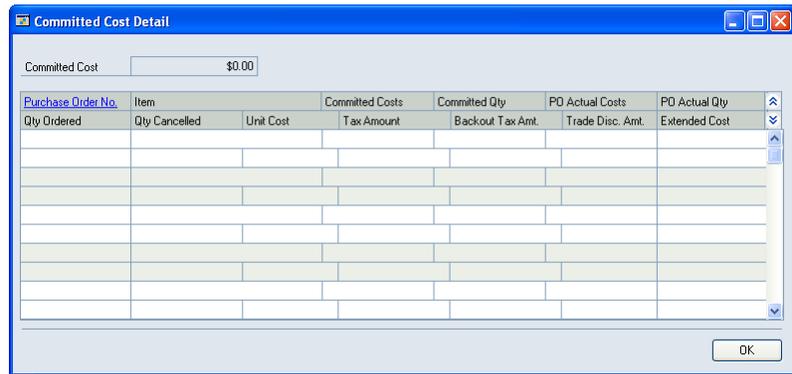
You can view the committed costs for a project based on the purchase orders, shipment/invoice receipts, and invoice receipts that you've entered for the project.

Committed costs include the cost for items on purchase orders that haven't been received.

This window also includes information about actual costs. These actual costs reflect the cost for items that have been received for purchase orders. However, they don't affect the actual costs incurred for a project. You must enter an inventory transfer to make inventoried items available for projects, which will increase the actual costs for the projects. See [Enter an inventory transfer](#) on page 142 for more information.

1. Open the Project Inquiry window.
Inquiry > Project > Project
2. Select a project.

- Click the **Est. Cost to Complete** expansion button to open the Committed Cost Detail window.

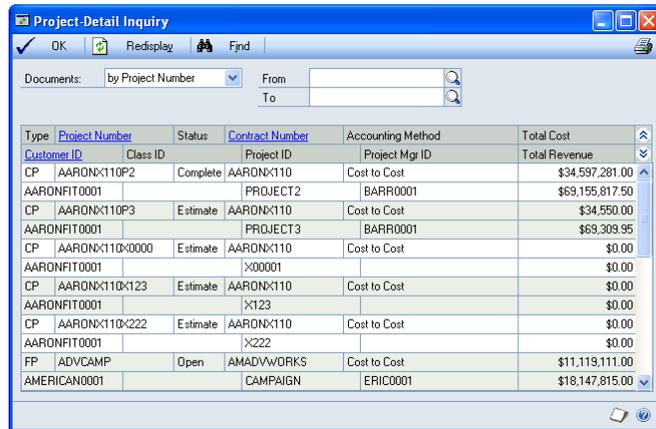


- Click **OK** to close the window.

View total cost and revenue for projects

You can view total cost and revenue for a list of projects.

- Open the Project-Detail Inquiry window.
Inquiry > Project > Project-Detail

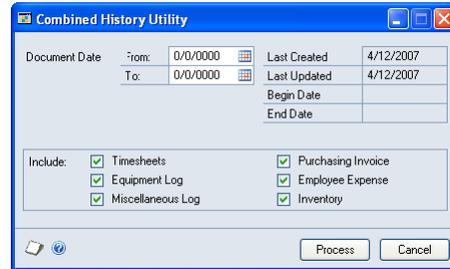


- Select the projects to view amounts for.
- Click **Redisplay** to update the scrolling window.
- Click **OK** to close the window.

Assemble information for viewing cost transaction line items by date

To view information about cost, billing, and revenue for line items on cost transactions for a range of dates, you first must assemble the information. See [View costs, billings, and revenue for cost transaction line items by date](#) on page 159 for more information.

1. Open the Combined History Utility window.
Microsoft Dynamics GP menu > Tools > Utilities > Project > Create Combined History



2. Enter the dates to assemble information for.
3. Select the transactions to assemble information for.
4. Click **Process**.

Billing statuses and viewing cost transaction line items by date

When you use the Combined History Inquiry window to view information about cost, billing, and revenue for line items on cost transactions for a range of dates, you can select to limit the line items to view by billing status.

Billable Cost transaction line items for **Time and Materials** projects that haven't been billed.

In Process Cost transaction line items for **Time and Materials** projects that are included on transactions that have been saved in batches but haven't been posted.

Closed Cost transaction line items for **Time and Materials** projects that have been billed.

Non-Billable Cost transaction line items for **Time and Materials** projects that have been specified as non-billable. See [Billing types](#) on page 68 for more information.

Fixed Fee Trx Cost transaction line items for **Cost Plus** or **Fixed Price** projects.

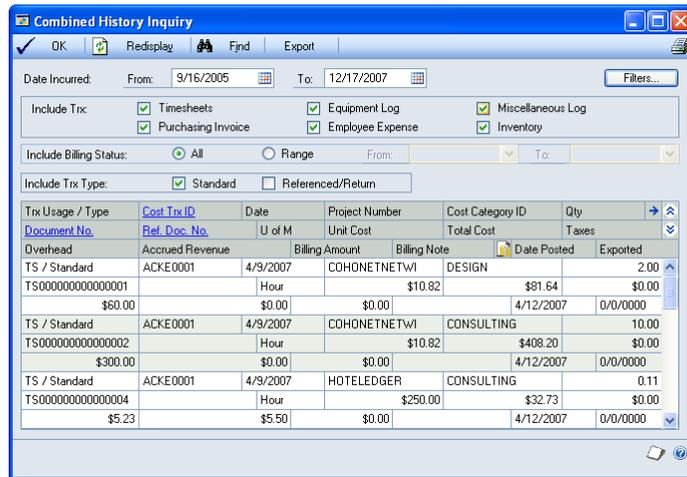
View costs, billings, and revenue for cost transaction line items by date

You can view information about cost, billing, and revenue for line items on cost transactions for a range of dates.



You first must use the Combined History Utility window to assemble information. See [Assemble information for viewing cost transaction line items by date](#) on page 158 for more information.

1. Open the Combined History Inquiry window.
Inquiry > Project > Combined History



2. Enter a range of posting dates to view cost transaction line item information for.
3. Select the transactions to view line item information for.
4. You can limit the transactions to view line item information for by billing status. See [Billing statuses and viewing cost transaction line items by date](#) on page 159 for more information.
5. Select the type of transactions to view.

Standard View information for **Standard** cost transaction line items. These are regular cost transactions.

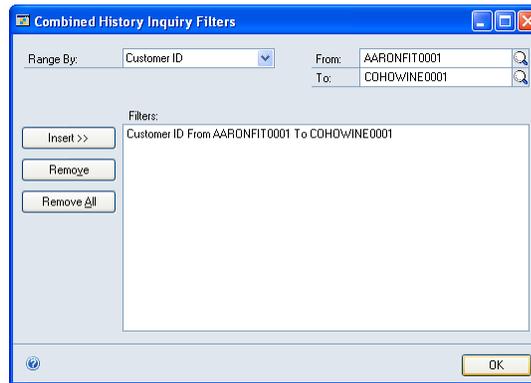
Referenced/Return View information for **Referenced** cost transaction line items and for **Return** inventory transaction line items.

6. Click **Filters** to limit the transactions to view line item information for by customer, contract, project, salesperson, cost category, document, date, user-defined, employee, equipment, miscellaneous, or item information. See [Limit information for viewing cost transaction line items by date](#) on page 160 for more information.
7. Click **Redisplay** to update the scrolling window.
8. Click **OK** to close the window.

Limit information for viewing cost transaction line items by date

You can limit the transactions to view line item information for in the Combined History Inquiry window. See [View costs, billings, and revenue for cost transaction line items by date](#) on page 159 for more information.

1. Open the Combined History Inquiry Filters window.
Inquiry > Project > Combined History > Filters button

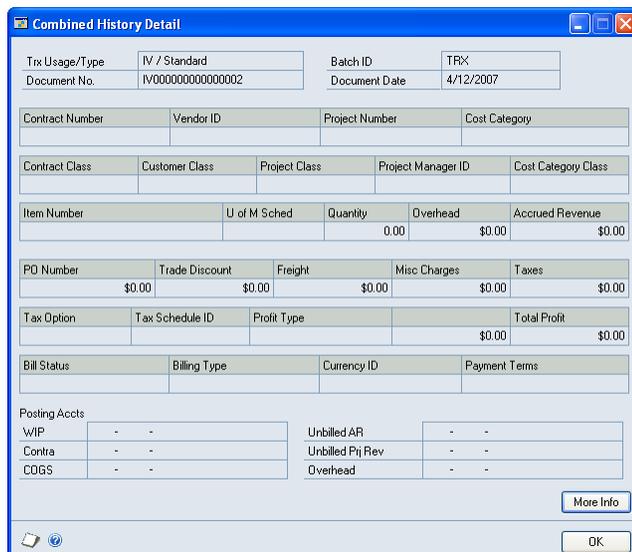


2. Select the information to limit viewing cost transaction line items by.
3. Click **Insert** to include the limitation.
4. Click **OK**.

View more information about cost transaction line items

You can view more information about cost transaction line items when using the Combined History Inquiry window to view line item information by date.

1. Open the Combined History Detail window.
Inquiry > Project > Combined History > Qty expansion button



2. Click **More Info** to view additional information about the line item.
3. Click **OK** to close the window.

Chapter 28: Project cost allocation

This part of the documentation includes information about how you can allocate costs from one project to other projects. You can allocate cost by units, percentage, or amount. A miscellaneous log is created for the project that you are allocating costs to. You can create a negative miscellaneous log for the project that you are allocating costs from to reduce the cost of the project.

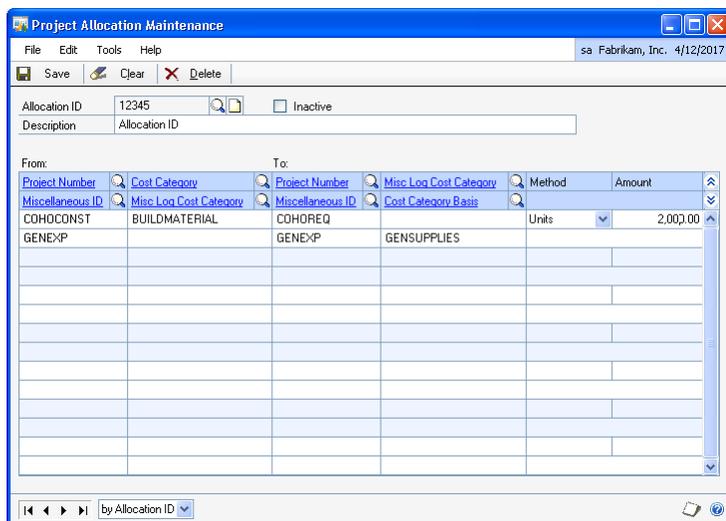
The following topics are discussed:

- [Set up allocation IDs](#)
- [Allocate project costs](#)

Set up allocation IDs

You can allocate the project cost to multiple projects. You can view the allocations that you have set up in the PA Allocations SmartList.

1. Open the Project Allocation Maintenance window.
Cards > Project > Project Allocation



2. Enter the allocation ID and a description.
3. In the **From** section of the scrolling window, enter or select an open or completed project ID that the costs are allocated from. You can select multiple projects in the scrolling window, or you can select the same project multiple times with different options.
4. Enter or select the cost category to allocate costs from.
5. Enter or select the miscellaneous ID to use for the miscellaneous log transaction that is created during the allocation process.
6. Enter or select the Miscellaneous Log Cost Category to use for the miscellaneous log transaction that is created during the allocation process.

6. Select the posting date that will appear on the miscellaneous log transactions.
7. Click **Process** to process the allocation based on your selection and create the miscellaneous logs.
8. Click **OK** to close the window.

Glossary

access list

An employee access list or an equipment access list. The list of employees who can enter transactions for a specific project, or the list of equipment that can be used when entering equipment log transactions for a specific project.

account

The type of record—asset, liability, revenue, expense or owner’s equity—traditionally used for recording individual transactions in an accounting system.

account balance

The difference between the debit amount and the credit amount of an account.

account format

The structure defined for account numbers, including the number of segments in the format and the number of characters in each segment.

account number

The identifying alphanumeric characters that have been assigned to an account.

account segment

A portion of the account format that can be used to represent a specific aspect of a business. For example, accounts can be divided into segments that represent business locations, divisions, or profit centers.

account segment number

A number that represents a particular area of a business or an account category. Using account 01-200-1100, for example, account segment number 01 might represent a particular site, 200 might represent a department located at that site, and 1100 might represent the Cash account for that site and that department. Descriptions can be entered for each account segment number and appear on General Ledger reports.

accounting method

A method used to calculate revenue for a project or contract. Accounting methods include: Completed, Cost-to-Cost, Effort-Expended, Effort-Expended Labor Only, When Billed, and When Performed.

accrued revenue

Revenue that has been earned for actual project costs, but not collected. For Time and Materials projects, accrued revenue is based on forecast billing amounts for both saved and posted cost transactions. For Cost Plus and Fixed Price projects, revenue is accrued when you recognize revenue.

active employee

An employee whose records are active and that you can include in transactions that require employee IDs.

actual

A project budget amount that represents cost and billing amounts based on the transactions that you’ve entered. You can use actual amounts to measure project performance against forecast and baseline budget amounts.

adjusting transaction

A transaction that you can enter to reverse—or to reverse and correct—line item entries on posted timesheets, employee expense transactions, equipment logs, or miscellaneous logs.

adjustment

Increases or decreases to inventory quantities based on receivings or allocations.

age

To subtract the document date from the date you’re aging from to determine the age of the document.

aging

The process that determines the maturity of a document or account, or the number of days that the document or account has been outstanding. Aging places each transaction in the appropriate current or past-due aging category.

analysis

The process of evaluating the condition of an accounting record and possible reasons for discrepancies.

applying

The process of linking the payment amount to amounts from one or more documents that are being paid.

audit trail

A series of permanent records used to track a transaction to the point where it was originally entered in the accounting system. The audit trail can be used to verify the accuracy of financial statements by outside accountants or auditors.

bank card

A type of credit card whose payments may be treated as cash by the business receiving the payment. Bank cards differ from charge cards, whose payments must be collected from the company issuing the card before they can be considered received.

base unit of measure

Typically, the smallest quantity on a Unit of Measure schedule in which items can be bought or sold. The base unit of measure is common to all named quantities entered for a Unit of Measure schedule. For example, for the item “soda,” the base unit of measure might be “Can” because all the other units of measure are multiples of a single can.

baseline

A project budget amount used as a basis for comparison to measure project performance. Baseline amounts are entered to estimate cost and billing amounts for a project. You can measure project performance by comparing forecast and actual amounts against the baseline. Project managers typically refer to the cost baseline, which is created during cost budgeting. Baseline amounts for billing also are calculated in Project Accounting.

batch

A group of transactions identified by a unique name or number. Batches are used to conveniently group transactions, both for identification purposes and to speed the posting process.

batch posting

An option used to post a group of transactions identified by a unique name or number.

begin date

The date that you can begin entering cost transactions using a specific cost category in a project budget.

billable amount

An amount that you can bill customers for. The default billing type for a cost category is STD, or Standard, meaning that transaction amounts that you enter using the cost category will be billable.

billing

To generate and print invoices to charge customers for items or services that have not been paid for.

billing currency

The currency used on a billing invoice.

billing cycle

A record that identifies when and how often to bill customers for projects. Billing invoices can be generated using billing cycles.

billing discounts

A percentage that is deducted from the overall billing amount for a contract or project.

billing format

A group of invoice formats that have been selected to be printed together when billing customers.

billing frequency

The frequency that a billing cycle will be used to create billing invoices for a customer.

billing invoice

A transaction that you can use to charge customers for items purchased and services rendered for a project. Also refers to the document that you print to send to the customer to bill them.

billing note

The information that you can type in the Billing Note window for contracts, projects, cost categories, fees, and cost transactions that will appear on billing invoices. You can click the billing note button adjacent to a field to enter a billing note.

billing rate

The amount that a customer is billed for a single unit quantity of an item or time.

billing return

A transaction that you can use to credit customers for amounts that have been billed using a billing invoice. You only can enter billing returns to credit customers for billed amounts for Time and Materials projects.

billing transaction

A billing invoice or billing return.

billing type

A selection that specifies whether and how a project cost will be billed. Billing types include Standard, Non-billable, and No Charge. They are abbreviated STD, N/B, and N/C.

business manager

A person who manages the business functions for a project, such as contracting, planning, scheduling, budgeting, and so forth.

cash

Ready money or its equivalent that a bank will accept at face value. Cash includes coins; paper money; certain deposited negotiable instruments such as checks, bank drafts, and money orders; amounts in checking and savings accounts; and demand certificates of deposit.

cash budget

A budget that presents expected cash flow—both in and out—for a designated time period.

cash receipt

A document used to record payments and deposits received from customers.

change order

A transaction that you can use to modify project budgets and fee assignments and to enter quote information for projects. Change order types include Internal, Company, and Customer.

change order status

Indicates the progress of a change order. Change order statuses include Approved, Canceled, Completed, Pending, and Unapproved.

check

A written order on a bank to pay a sum of money from funds in an account. Checks show the name of the company or individual receiving payment, the signature and account number of the person issuing the check, the payment amount and the current date. Checks usually are numbered in sequence.

checkbook

An account used to maintain a currency balance and to track cash that is received and disbursed.

class

A group of records that share common characteristics.

close

To suspend or end cost accruals for a customer, contract, or project.

combined revenue

The result of adding together revenue from a group of projects within a contract, or from separate cost categories within a project budget.

commission

The amount, usually a percentage of the sale amount, paid to the salesperson making the sale.

contract

A group of projects that a contractor completes for a customer, and for which the contractor bills the customer for various costs.

contract amount

The sum of the project amounts in a contract. The original contract amount is the sum of the project amounts in the contract, not including change orders. The revised contract amount is the sum of the project amounts in the contract, including change orders. The contract amount also includes taxes, trade discounts, freight, and miscellaneous charges.

contract class

A group of contracts. You can use contract classes to define parameters for contracts within the group.

contract manager

The person who oversees all aspects of contract preparation and administration.

contract status

The progress of a contract. Contract statuses include Closed, Completed, Estimate, On Hold, Open, and additional statuses that you can name.

contract template

A framework that contains information for creating a new contract record.

contract total

See [contract amount](#).

cost category

The framework used to track and group expenses by kind for a project budget. You must select the type of cost transaction that a cost category will be used for and whether or not inventoried items will be used with the cost category.

cost category class

A group of cost categories. You can use cost category classes to define parameters for cost categories within a group.

cost category status

The progress of a cost category in a project budget. Cost category statuses include Closed, Completed, Estimate, On Hold, and Open.

cost description

A user-defined name for a cost transaction type that will be displayed for the transaction in various windows.

cost of revenue

An amount that is calculated as total cost minus overhead.

Cost Plus project

A type of project in which the customer pays for actual project costs plus a fee. Each billing invoice is for a percentage of the final total that is calculated using forecast budget amounts.

cost transaction

A transaction that you enter to track project costs. Cost transactions include timesheets, employee expense transactions, equipment logs, miscellaneous logs, inventory transfers, return from project transactions, shipment receipts, and shipment/invoice receipts.

credit

To enter an amount that decreases the balance of an asset or expense account or increases a liability, owners' equity, or revenue account; the right side of any T account.

credit card

Cards used to pay for items instead of a check, cash, or other method. The amount due is then billed by the credit card company. Using the Credit Card Setup window, cards used to make payments can be classified as credit cards or check cards. Cards accepted as payment by a company can be classified as bank cards or charge cards.

credit memo

A document that credits a customer's or vendor's account and explains the reason for the credit.

currency

Any form of money, including bills and coins, used as a medium of exchange.

customer

The entity with which a business unit conducts a business transaction.

customer alias

A string of up to five characters for a specific customer used as the basis for creating a contract number for the customer.

customer class

A group of customers that you can define parameters for.

customer payment

A transaction to track money that is paid by a customer for goods or services.

debit

To enter an amount that increases an asset or expense account, or decreases the balance of a liability, owners' equity or income account; the left side of any T account.

department

A business division that incurs costs and/or generates revenue.

department code

A unique alphanumeric name used to identify a department.

details

Individual amounts that you enter in a transaction, as opposed to summary, which is the calculated total amounts.

discount available

A reduction in the amount payable, typically offered if the payment is made by a certain date.

discount date

The date an invoice must be paid for a discount to be valid.

distribution accounts

Accounts designated to receive a percentage or part of a posted transaction, or accounts assigned to a fixed or variable allocation account that will receive a percentage of posted transaction amounts.

distributions

The manner in which amounts from a transaction are divided up among posting accounts.

document

All the information entered for a single, complete transaction, including distribution amounts (if any).

document date

The date when a document or transaction is created.

document number

A number that identifies a group of entries that have been posted as a single, complete transaction.

earned value analysis

A method for measuring project performance. It indicates how much of the budget should have been spent in view of the amount of work completed so far and the baseline cost for the project.

earnings

The net income for a contract or project.

employee

A person who works for your company and receives payment for work performed.

employee access list

The list of employees who can enter transactions for a specific project.

employee class

A group of employees that you can define parameters for.

employee expense transaction

A transaction that you enter to track project costs that are incurred by an employee while working on a project, for example, travel expenses.

employee rate table

A list of employees and the cost and profit for whenever an employee works on a project.

end date

The last day that you can enter cost transactions using a specific cost category in a project budget.

equipment

Machines, tools, or other equipment used for a project.

equipment access list

The list of equipment that can be used when entering equipment log transactions for a specific project.

equipment class

A group of equipment records that you can define parameters for.

equipment log

A transaction used to track the cost for using equipment for a project.

equipment rate

The amount that you bill a customer per unit of time for using a piece of equipment for a project.

equipment rate table

A list of equipment and the cost and profit for whenever the equipment is used for a project.

fee

An amount that a customer pays for services over and above project costs. Also, an amount that is paid in advance or an amount that is withheld until project completion. Fees include Project, Service, Retainer, and Retentions.

fee calculation method

A method of determining how a fee is calculated and the fee frequencies that you can select for a fee. Fee calculation methods include % of Baseline Cost, % of Baseline Revenues, Fee Amount, and Retention Percent.

fee frequency

A framework for when and how often a customer is billed for a fee. Fee frequencies include At Project Completion, Per Invoice, and Scheduled.

fee template

A framework that contains information for creating a new fee record.

Fixed Price project

A type of project in which the customer pays a predetermined amount for the entire project. Each billing invoice is for a percentage of the predetermined total billing amount.

fiscal period

Divisions of the fiscal year, usually monthly, quarterly, or semiannually, when transaction information is summarized and financial statements are prepared.

fiscal year

An accounting cycle composed of up to 30 consecutive periods, spanning the number of days in a year. In Australia and New Zealand, the fiscal year is referred to as a financial year.

forecast

A project budget amount that you can modify as a project progresses to represent expected results. Forecast amounts are subjective. You can use forecast amounts to measure project performance against baseline and actual amounts.

freight

An amount paid to a carrier for transporting goods.

functional currency

The primary currency in which a company maintains its financial records. Typically, the functional currency is the currency for the country/region where the company is located.

history

A record of transactions for previous and current years.

inactive employee

An employee record that is unavailable to use.

inventoried item

An item that quantities are tracked for.

inventory

Goods produced or purchased to be used or sold at a later time.

inventory transfer

A transaction to move items from inventory to a project, or from a project to inventory.

invoice format

A framework that contains information for the layout and content of a printed billing invoice.

invoice receipt

A transaction that tracks the receipt of an invoice from a vendor for items that have been received or are expected to be received from the vendor for a purchase order for a project.

item

The name for a product or service. Items include inventoried and non-inventoried items.

item number

A number that identifies one type of inventoried item. Inventoried items can be used in transaction entry only if item numbers have been assigned.

journal entry

A transaction recorded in a formalized manner by entering an account and debit and credit amounts.

labor list

See [employee access list](#).

labor rate table

A generic term for an employee rate table or position rate table.

line item

A single entry in a transaction that typically includes an item, quantity, and cost.

lookup window

A window that displays a list of accounts, customers, jobs, or other items in the accounting system. Lookup windows for a specific field are displayed by choosing the lookup button next to the field.

lot number

A number provided by the manufacturer that can be used for tracking quantities of a specific item (for example, a roll of carpet or a roll of wire).

main segment

The segment of posting accounts that has been designated as the sorting option for accounts on financial statements. Typically, the main segment is used to indicate whether the account is an asset, liability, owners' equity, revenue or expense account.

miscellaneous class

A group of miscellaneous records. You can use miscellaneous classes to define parameters for miscellaneous records within the group.

miscellaneous expense

An additional expense for a project that can't or shouldn't be tracked using timesheets, employee expense transactions, equipment logs, inventory transfers, shipment receipts, or shipment/invoice receipts.

miscellaneous log

A transaction to track additional expenses for a project that can't or shouldn't be tracked using timesheets, employee expense transactions, equipment logs, inventory transfers, shipment receipts, or shipment/invoice receipts.

non-inventoried item

An item that quantities aren't tracked for.

<NONE> cost category

Used to indicate that a line item on a transaction is not to be tracked using a cost category.

<NONE> project number

Used to indicate that a line item on a transaction is not to be tracked for a specific project.

originating currency

The foreign currency that a multicurrency transaction was conducted in.

overhead

An indirect project cost, such as electricity, administration, and insurance.

overhead calculation method

A method of calculating overhead for employees and vendors, and when entering timesheets, employee expense transactions, equipment logs, and miscellaneous logs. Also determines how overhead is calculated for projects, cost categories, and cost categories in project budgets. Overhead calculation methods include Amount per Unit and Percentage of Actual Cost.

path name

A location on a computer or in a network where files are created and stored.

pay code

A code used to identify a specific type and rate of pay.

pay rate

The amount an employee is paid for working a period of time.

payment method

The form of payment. Examples include check, cash, or credit card.

payment terms

Conditions for payment that are extended to customers and that vendors may extend to a company.

periodic budget

A budget for estimating and tracking costs, quantities, and billing amounts for a project by fiscal period.

position code

A unique alphanumeric name used to identify a defined role within an organization.

position rate table

A list of positions and the cost and profit for whenever an employee works in a specific position on a project.

posting

A procedure to make temporary transactions a part of a business's permanent records; to update accounts by transaction amounts. In manual accounting, posting transfers journal entries to the proper accounts in a general ledger.

posting account

A financial account that tracks assets, liabilities, revenue or expenses. These accounts will appear on financial statements and other reports.

posting date

The date that a transaction is recorded in General Ledger.

pre-billing worksheet

A report that includes detailed information and space to include comments about the billing invoices that you plan to generate. There are two types of pre-billing worksheets: in-process worksheets that include saved billing invoices; and billable worksheets, which include all billing invoices.

price level

Used to specify different prices for an item or group of items, depending upon who it's being sold to. For example, you might charge one price if you're selling to a retail customer and another price to a wholesale customer. You don't need to assign all price levels to all units of measure; be sure that each unit of measure can be used with every price level at which you might want to sell it.

profit type

A method of calculating profit based on project type. Profit types include % of Actual, % of Baseline, Billing Rate, Markup %, None, Price Level, Profit/Unit - Fixed, Profit/Unit - Variable, and Total Profit.

progress billing

A method of billing customers for the percentage of project completion, based on either cost or quantity, for a Cost Plus or Fixed Price project.

project

A task with a budget to complete a deliverable for a contract.

project amount

The total cost for a project. The project amount calculation depends on whether the project is a Cost Plus, Fixed Price, or Time and Materials project.

project budget

The planned revenue and expenses for a project categorized by cost. You can include various cost categories in the budget, and then specify baseline and forecast amounts for each cost category. You then can compare actual costs to budgeted costs.

project budget totals

The baseline, forecast, and actual total revenue and expense amounts for a project and its various cost categories.

project class

A group of projects defined by parameters within the group.

project manager

The person who leads a project team and is responsible for completing projects and meeting objectives using project management.

project number

An alphanumeric name used to identify a project.

project status

The progress of a project. Project statuses include Closed, Completed, Estimate, On Hold, Open, plus additional statuses that you can name.

project template

A framework that contains information to create a new project record.

project type

A project classification used to determine how project costs are calculated and how customers are billed. Project types include Cost Plus, Fixed Price, and Time and Materials.

purchase order

A document that authorizes you to purchase items from vendors for projects.

purchase order format

A framework that contains information for the layout and content of a printed purchase order.

purchases/material

Refers collectively to purchase orders, shipment receipts, shipment/invoice receipts, invoice receipts, and inventory transfers with non-inventoried items.

purchasing document

A purchase order that you enter to purchase items from vendors for projects. General ledger accounts and inventory quantities aren't updated when you enter a purchase order, which is why it is referred to as a document and not a transaction.

purchasing transaction

A transaction that you enter to track the receipt of items and invoices from vendors for purchase orders for projects. Purchasing transactions include shipment receipts, shipment/invoice receipts, and invoice receipts.

rate table

A list of employees, equipment, or positions used to calculate cost and profit for whenever they are used for a project.

reconcile

A procedure that compares corresponding data in different logical tables and removes any "orphan" records. Reconciling also verifies that information stored in two different tables is the same, and if there are discrepancies, changes the information in the table being reconciled to match the information in the table it's being compared to.

recurring batch

A batch that will be posted repeatedly, according to the selected frequency. An example of a recurring batch would be one to record monthly rent expense. In Australia and New Zealand, transactions entered in a recurring batch are referred to as standing transactions.

reference document number

A number that identifies a transaction that a Referenced transaction has been posted for.

referenced transaction

A transaction used to correct the quantities on a posted cost transaction.

report option

A collection of entries that specify the amount of information or the type of information that appears on a report. Multiple report options can be created.

reporting currency

A currency that is used to convert functional currency amounts to another currency on inquiries and reports. This calculation uses a spot exchange rate entered when the inquiry or report is generated.

return from project transaction

A transaction used to return items from projects to vendors.

revenue

The income generated as the result of activities related to a project or contract.

revenue recognition

A feature that allows you to recognize revenue for Cost Plus and Fixed Price projects. When you bill customers for these projects, the billing amounts are not recognized as revenue on Profit and Loss Statements. Revenue recognition will update the financial statement.

revenue recognition calculation method

The method of determining revenue amounts when recognizing revenue using revenue recognition transactions.

revenue recognition cycle

A record that identifies when and how often to recognize revenue for contracts and projects. Revenue recognition cycles can be used to automatically generate revenue recognition transactions.

revenue recognition transaction

A transaction used to recognize earnings from projects as revenue for the company.

salary pay

A pay code that's used for employees who are paid a specific amount each pay period.

salesperson

A person who sells a company's goods or services.

serial number

A number assigned to a specific inventory item to identify it and differentiate it from similar items with the same item number.

shipment receipt

A transaction used to record merchandise received from a vendor.

shipment/invoice receipt

A transaction used to record merchandise received from a vendor, accompanied by an invoice.

shipping method

A method of transportation for goods or services. Default shipping methods are provided with the accounting system and can be modified for a specific business.

single-use batch

A batch that is created, posted once and then automatically deleted from the system after all transactions in the batch are posted.

site

A store, warehouse or other location from which business or store items are sold.

standard transaction

A basic timesheet, employee expense transaction, equipment log, or miscellaneous log.

summary

The calculated total amounts for a transaction.

SUTA

An acronym for “state unemployment tax.” This is the state unemployment tax paid by an employer to provide for payments of unemployment compensation to workers who have lost their jobs.

tax detail

A definition of a tax that may apply to sales or purchases. Tax details are grouped into tax schedules.

tax schedule

Groups of tax details that define each tax that may apply to sales or purchases. When tax schedules are assigned to vendors, the applicable taxes will be calculated during transaction entry.

template

A framework that contains information for creating a new contract, project, or fee record.

territory

A division of the regions in which a company’s products are sold, often separated from other divisions by geographical location.

third-party customer

A customer who is the customer of an individual or business that you are billing for a contract.

third-party customer list

A list that you can use to bill a customer who is the customer of the individual or business that you are billing for a contract.

Time and Materials project

A type of project in which the customer is billed for project costs as they are incurred. The amount that the customer is billed is based on billing rates or markup percentages for time and materials used for the project. Time includes the time that employees spend working on a project and for equipment used for the project. Materials include inventoried and non-inventoried items used for the project.

timesheet

A transaction entered to track the cost of time for an employee on a project.

total billings

The sum of the amounts billed for a contract or project.

total cost

The sum of the actual cost amounts incurred for a contract or project.

total revenue

The sum of the revenue amounts recognized for a contract or project.

trade discount

A discount given by a vendor or received by a customer. The rate is calculated at the time of a purchase or sale and is added to payment term discounts that also may be offered. Trade discounts only can be applied to Time and Materials projects.

transaction

An event or condition that is recorded in asset, liability, expense, revenue and/or equity accounts.

transaction date

The date when a transaction occurred; not necessarily the date that it was entered into the system.

transaction history

A record of transactions for a previous year or a record of a fully applied transactions.

transaction owner

The type of record that a transaction is entered for. For example, an employee is the transaction owner for timesheets and employee expense transactions.

unbilled revenue

Revenue that has been realized for Time and Materials projects but hasn’t been billed, or revenue that has been recognized for Cost Plus and Fixed Price projects but hasn’t been billed.

unit

A single quantity of an item.

unit cost

The amount per unit that you paid for an item you’re planning to sell or consume.

unit of measure

The quantities in which your business buys or sells an item.

unit of measure schedule

A group of related named quantities.

user

A person working with software on a computer; a computer operator.

user class

A group of users. You can use user classes to define parameters for users within the group.

user-defined field

A field that can be used to track information specific to your company.

user-defined field label

The name for a user-defined field.

valuation method

The method by which you track the cost of an item from the time you receive it until you sell it. Different businesses and industries typically use different valuation methods, which are sometimes specified by law. In most locations, strict legal limits are in place concerning changing the valuation method once you’ve begun using a particular one. Valuation methods include FIFO Perpetual, FIFO Periodic, LIFO Perpetual, LIFO Periodic, and Average Perpetual.

vendor

A person or company providing goods or services in return for payment.

vendor class

A group of vendors. You can use vendor classes to define parameters for vendors within the group.

WIP (Work In Progress)

The project costs that customers haven’t been billed for.

workers’ compensation tax

Taxes paid by the employer for insurance covering injuries incurred on the job. Workers’ compensation is paid to the state government.

write down

To arbitrarily reduce a calculated billing amount on a billing invoice.

write up

To arbitrarily increase a calculated billing amount on a billing invoice.

writeoff

A process used to adjust small differences between an invoice amount and a payment or an amount that a business chooses not to pay on a vendor account. A writeoff is deducted from the account total.

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