

Sage 200 Accounts v2009 is supplied with a new help system. The new help system is complemented by a comprehensive search facility across all of the accounting modules.

We have provided this *Sage 200 v5.1 Project Accounting PDF* for your reference only. All of this information and all new features are described in the help system.

Project Accounting new features	v2009 help topic
Multi-currency expenses	Multi-currency expense claims Creating a resource record Enter expense claims Authorise expense claims Posting expense claims Failed expense claims
Negative timesheets	Amending posted timesheets Batch timesheets Posting timesheets Amending timesheets
Copying billing template	Billing templates
Copying project items	Define project item types Define grouping levels Define project levels
Remove sub-project	Creating project structures
Recording nominal payments and receipts	Miscellaneous Recording nominal payments and receipts
Disable payroll synchronisation prompt	Payroll settings



Project Accounting Guide

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Contents

Welcome	1
Introduction to Project Accounting	2
Project life cycle	3
Using this guide	4
Set Up Project Accounting	5
Planning and Preparation	6
Choosing a project coding method	10
Designing a Project Structure	12
Define project levels, grouping levels, and project item types	19
Set up project items and groups	35
Defining Additional Information Fields	48
Working with Project Templates	51
Employee Timesheet and Expense Claims	53
Understanding Overhead Absorption	54
Understanding Budgeting	58
Understanding Committed Costs	64
Billing Projects	67
Project Accounting integration with Sage 200	68
Defining Project Statuses	71
Defining Units of Measure	72
Project Accounting Setup Reports	73
Project Accounting Settings	74
Create Projects and Structures	81
Creating Project Records	82
Creating Project Structures	90
Amending projects	92
Project Transactions	99
Recording Purchase Invoices and Credits	100
Recording Nominal Payments and Receipts	102
Recording Project Cost and Revenue Adjustments	104
Recording Project Accruals	107
Entering Project Opening Balances	110

Timesheets	113
Entering and processing timesheets	114
Setting Up Timesheets.....	116
Enter Timesheets	138
Import Timesheets	143
Amending Timesheets	148
Authorising Timesheets.....	150
Posting Timesheets	154
Timesheet and Expense Claim reports.....	161
Timesheet and Expense Claims Settings	162
Expense Claims	175
Entering and processing expense claims	176
Setting Up Expenses	178
Enter Expense Claims.....	182
Amending Expense Claims	184
Authorising Expense Claims.....	186
Posting Expense Claims	188
Billing	195
The billing process	196
Setting Up Billing	198
Entering Bills.....	212
Amending Bills	226
Printing Bills	227
Posting Bill Transactions	235
Viewing project billing information	237
Cancelling Printed Bills.....	238
Deleting Draft Bills.....	240
Managing Billing Transactions	241
Enquiries	247
View Project.....	248
View Project Status.....	250
Profitability Analysis Enquiry	251
Profitability Breakdown Enquiry	253
Profitability Transactions Enquiry	255
Cost Analysis Enquiry	257
Revenue Analysis Enquiry	259
Cost Transactions Enquiry	261

Revenue Transactions Enquiry	263
Billing Analysis Enquiry.....	265
Billing Summary Enquiry	267
Nominal Transactions Enquiry	268
Project Enquiry Criteria.....	269

Chapter 1

Welcome

Welcome to Sage 200 Project Accounting.

Project Accounting provides the features you need to maintain accurate details about your projects, and manage your projects effectively.

Project Accounting integrates with the Sage 200 Financials and Commercials modules, and allows cost and revenue transactions to be allocated to projects.

Using Project Accounting, you can:

- Model simple or complex project structures, and analyse the costs and revenues of your projects in detail.
- Track your project costs and revenues against budget values.
- Record and process timesheets and expense claims for employees working on your projects, and set their cost and charge rates.
- Generate bills for your project customers.
- Run detailed enquiries on all aspects of your projects.

In this chapter:

Introduction to Project Accounting	2
Project life cycle	3
Using this guide	4

Introduction to Project Accounting

Project Accounting allows you to manage your projects, and give you a thorough understanding of your project costs and revenues through the analysis of individual processes and activities. With a good understanding of your project costs and revenues, you can potentially reduce costs to increase your revenue and profit. Project Accounting can also assist in improving the productivity of your business.

Using project Accounting, you can monitor all of the costs and revenues associated with each project. This means you know exactly how much it costs your business to complete a project and how much to charge your customers, to ensure that your business makes a profit.

Project life cycle

The typical life cycle of a project can be categorised into three stages: the setup stage, the active stage, and the completion stage.

Setup stage

The first stage is the creation of the project.

- Create the project from scratch, from a template, from an existing project, or from a quotation or sales order.
- Use the project record to store additional information, milestones and the project activities.

Active Stage

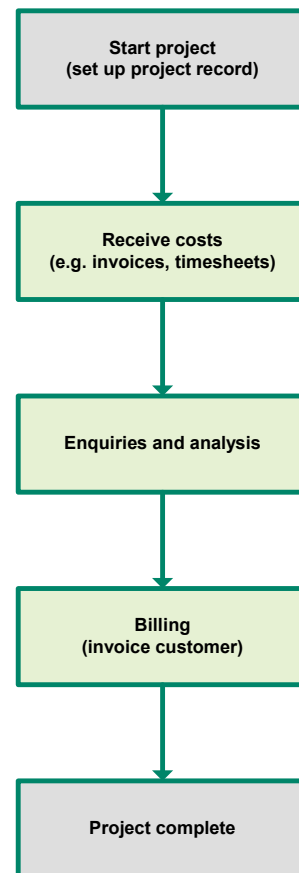
The second stage represents the active life of the project, when resources and costs are still being incurred up until the project has been completed.

- Record costs and revenues.
Place orders, invoices and credit notes, stock issues and returns, payments, timesheets, expense claims and miscellaneous costs.
- Record the details of any activity (such as hours of work or units of stock) that affect the cost of your project. The costs are entered against activities and are used as the basis for billing the project.
- Project enquiries and reports.
Use enquiries and reports to analyse the progress of your project and its costs, revenues, and profitability.
- Project billing.
Create invoices and credit notes for your project customers.

Completion Stage

The third stage represents the completion of a project.

- Mark the project status as complete.



Using this guide

For help on using Project Accounting, see the following sections:

- *Set Up Project Accounting* on page 5.
Project Accounting is highly configurable, and the system can be set up to suit your business needs and the way that you work. It is important to spend time setting up the system and plan your project structures.
- *Create Projects and Structures* on page 81.
When you have set up Project Accounting, use this section for help on creating project records and setting up their structures.
- *Project Transactions* on page 99.
How to manage project transactions, such as: recording purchase invoices and credits, nominal payments and receipts, making cost and revenue adjustments, setting up accruals, and entering opening balances.
- *Timesheets* on page 113.
How to set up or import resources (timesheet users), and enter and process timesheets.
- *Expense Claims* on page 175.
How to enter and process expense claims.
- *Billing* on page 195.
How to set up project billing, and create bills for your project customers.
- *Enquiries* on page 247.
How to analyse your projects and find out information about profitability, costs, revenues, transactions and bills.

Terminology and references used in this documentation

Sage 200 Project Accounting is highly configurable, and your system may be set up differently to the way described in this guide. For example, if your system has been customised:

- Some tasks may be unavailable, or you may not have permission to run a task.
- Menu items may have different names or be organised in a different structure.
- The terminology used in menus and windows may be different, and customised to suit your business. For example a "project" may be called a "job" or a "contract".

Note: To define the terminology used in Project Accounting, see *Project terminology* on page 79. To define the terminology used in timesheets and expenses, see *Terminology settings* on page 166.

Chapter 2

Set Up Project Accounting

Project Accounting is highly configurable and adaptable. Careful planning and preparation is important if you are to get the most out of Project Accounting and set it up correctly to meet your business needs.

This chapter will guide you through the main decisions you need to make, and how to set up Project Accounting to suit your requirements.

In this chapter:

- Planning and Preparation.....6
- Designing a Project Structure.....12
- Defining Additional Information Fields.48
- Working with Project Templates51
- Employee Timesheet and Expense Claims53
- Understanding Overhead Absorption .54
- Understanding Budgeting58
- Understanding Committed Costs.....64
- Billing Projects67
- Project Accounting integration with Sage 200.....68
- Defining Project Statuses.....71
- Defining Units of Measure72
- Project Accounting Setup Reports.....73
- Project Accounting Settings.....74

Planning and Preparation

You can set up Project Accounting to suit your type of business and the way that you work. To do this, you will need make a number of decisions that will affect the way that you use Project Accounting. To help you make the right decisions, use the list below and the information contained in this chapter.

What you have to do

Whatever your business needs, you will have to:

- Design your project structure.
See *Designing a Project Structure* on page 12.
- Set up your project levels, group levels and project item types.
See *Define project levels, grouping levels, and project item types* on page 19.

Project Accounting setup

You will need to configure some Project Accounting settings:

- Choose a project numbering method. See *Choosing a project coding method* on page 10.
- Decide how to use budgeting. See *Understanding Budgeting* on page 58.
- Decide how to allocate overhead costs. See *Understanding Overhead Absorption* on page 54.
- Decide how to deal with committed costs. See *Understanding Committed Costs* on page 64.
- Define time and materials pricing rules. See *Time and materials pricing rules* on page 76.
- Configure your Project Accounting integration settings with Sage 200. See *Project Accounting integration with Sage 200* on page 68.
- Define your project terminology. See *Project terminology* on page 79.

Project structure setup

You will need to configure some project structure settings:

- Set up your project levels, group levels and project item types. See *Define project levels, grouping levels, and project item types* on page 19.
- Set up your groups and project items. See *Set up project items and groups* on page 35.
- Define additional information fields. See *Defining Additional Information Fields* on page 48.

- Decide whether to use project templates. See *Working with Project Templates* on page 51.
- Decide how you will bill your projects. See *Billing Projects* on page 67.
- Define project statuses. See *Defining Project Statuses* on page 71.
- Define units of measure. See *Defining Units of Measure* on page 72.

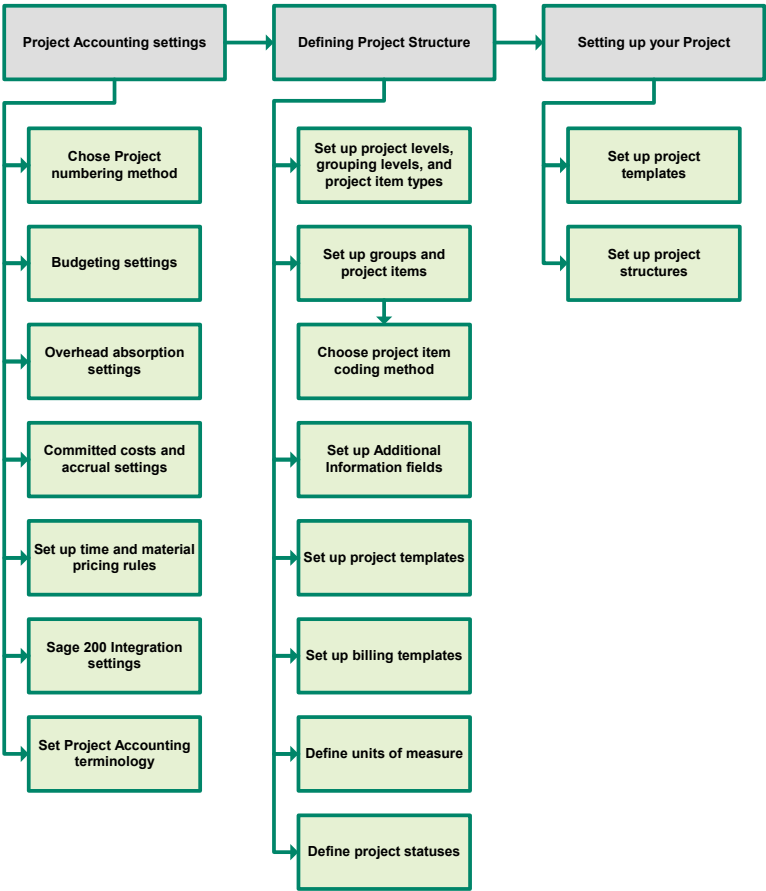
Timesheet and expense claims setup

To set up the system for recording timesheets and expense claims, you will need to:

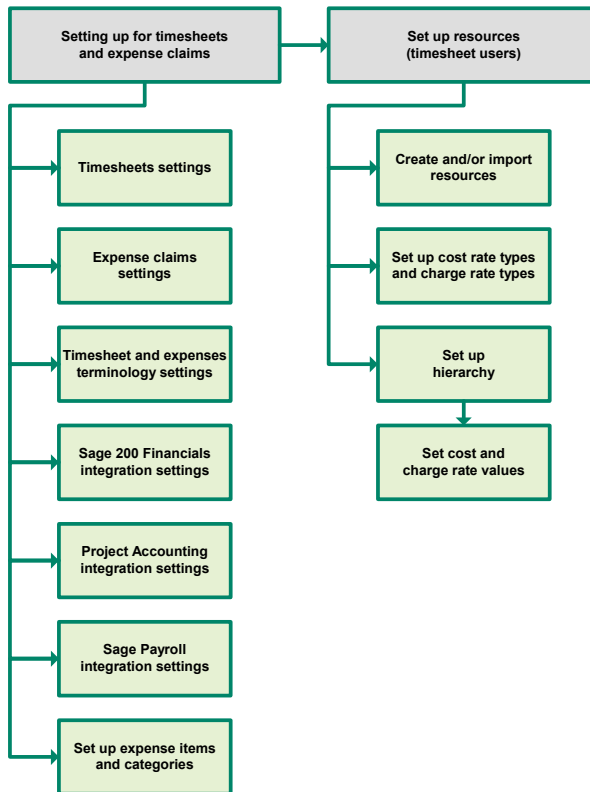
- Choose your timesheets and expense claims entry settings.
- Specify your integration settings, if you are going to post transactions to Financials, Project Accounting or Payroll.
- Set up your expense items and categories.
- Set up your resources (timesheet users), organise them in a hierarchy, and set their cost charge rates.

For more information setting up resources and configuring timesheet and expense claim options, see *Setting Up Timesheets* on page 116.

Project Accounting setup chart



Timesheet and expense claims setup chart



Choosing a project coding method

All your information in Sage Project Accounting is organised by the project code. The project code is a unique reference for each project.

A project code can contain letters as well as numbers. Before setting up your projects, you need to decide how you want to set up their project codes. You can use:

- Automatically generated project codes (number only).
- Manually entered project codes.
- Your existing project codes (if you have them).

Automatically generated project codes

If you do not want to enter your own project codes, Project Accounting can generate your codes automatically. Projects that you create will be assigned sequential numbers, for example '0000000055', '0000000056', etc. The code is numeric only and no letters can be included.

Manually entered project codes

You can choose to enter the project code manually when you create a new project. These project codes can contain combinations of numbers and letters, so you can have total control over the design and sequence of the codes.

You can use a project coding system to help you identify projects more easily. Some examples of different project coding systems are given below:

- Simple numbering or naming.

If your business works mostly with one-off or continuous projects, you could use a project coding system that will be easy to search for, using numbers or a combination of numbers and letters.

For example, if you operated a garage, you could use the following project codes for your jobs:

JONESB001 - First job for customer named B.Jones.

L541UEG03 - Third job for vehicle registration number L541UEG.

- Segmented project coding.

You can use this kind of coding to group similar projects, making it easier to sort and search for projects at a later date.

Some examples of segmented numbering are:

SERVICE-05-0231 - 231st service carried out in 2005.

NE8-3PQ-0019 - Post code and house number.,

Using existing project codes

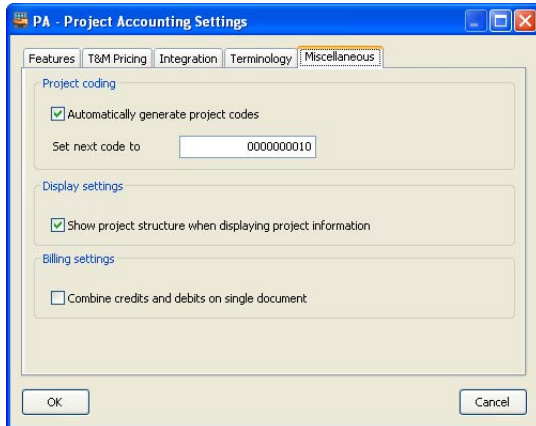
If you wish to use existing project codes, the structure of your codes will determine whether you can use automatic or manually generated project codes:

- If you use a single number for your projects that is incremented, you can use automatically generated codes. You should ensure that the starting number is set correctly.
- If your existing project codes contain numbers and letters, you will have to enter new project codes manually.

Setting your project coding method

To set your project coding method:

1. Open Utilities > System Setup > Project Accounting Settings.
2. Move to the 'Miscellaneous' tab.



3. If you use a simple numbering system and want Project Accounting to generate your project codes automatically, enable 'Automatically generate project codes'.
Project Accounting will allocate consecutive numbers to your projects, beginning with the number entered in the 'Set next code to' box. This will initially be set to '0000000001', but you can change the number if required.
4. If you want to use your own manual project coding method, clear the 'Automatically generate project codes' box. You will manually enter the project code when you create a new project.
5. To save your settings, click 'OK'.

Designing a Project Structure

Project Structure

The project structure that you design will depend on your type of business and the information you require about your projects. The project structure may be simple or quite complex, depending on your requirements. Before you set up your project structure, think very carefully about what you want to record and monitor in your projects.

The project structure you will define in Project Accounting is organised in a tree structure. This structure is comprised using three different components:

- Projects (see *Projects* on page 12).
- Groups (see *Groups* on page 13).
- Project Items (see *Project items* on page 14).

Determining what is a project, group or project item is key to setting up the project structure.

Every project must have a structure so that costs and revenues can be posted to it. The cost structure defines what activities make up the project. Items can be grouped together in the cost structure using groups. This allows you to have a multi-tiered level of analysis.

Before you run Project Accounting, you must think about and plan your structures. If you have projects that are similar, you can create project templates containing your different structures.

For examples of project structures, see *Project structure examples* on page 17.

Projects

Projects define a particular project or contract. In the project structure, a **project level** can define the entire project or a task within the project as a whole. You can report on projects and set budgets at the project level.

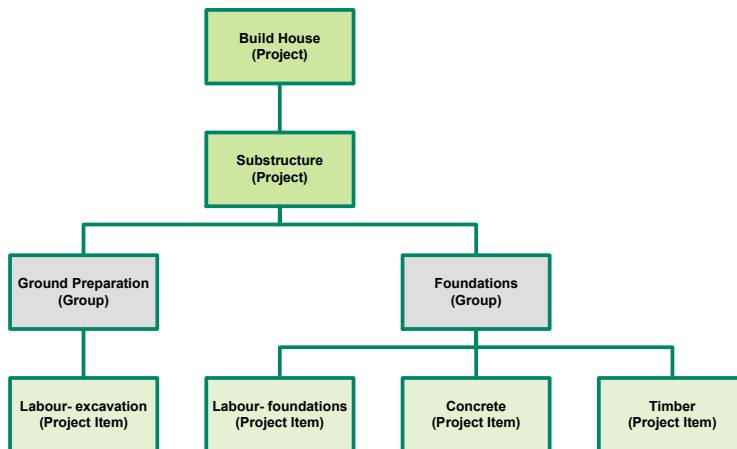
Examples of project levels could be: a tax return prepared by an accountancy firm, a course provided by a training company, a job at a garage, a development at a construction firm, a campaign at a marketing company, or a contract at a cleaning company.

Groups

Groups are optional, and are used to group together related items in a logical structure. This allows you to analyse the costs for that group. In the project structure, each group is categorised by its **grouping level**. Unlike project levels, grouping levels that you define are not unique and may be used across a number of projects.

A project can contain main group activities that are further broken down into actual activities. For example, the project level of 'exhibition' could include groups for 'venue hire', 'stand construction' and 'catering'. These groups would be used to relate the project items for each activity.

- For information on setting up grouping levels, see *Define grouping levels* on page 29.
- For information on setting up groups, see *Set up groups* on page 38.



Example:

The following grouping structure could be used for a house building project.

To build the substructure of the house, the activities are broken up into two groups of Ground Preparation and Foundations.

The Ground Preparation group contains a single activity of Labour - excavation. The Foundations group contains the activities of Labour - foundations, Concrete and Timber,

The activities are set up as project items in the structure, which you can post costs and revenues against. You do not post costs and revenues against group items, as they are used to group together other activities for analysis purposes. Project Accounting allows you to analyse costs at any level of the structure.

Project items

Project items are where you record and track costs and revenues in your project. These items can be categorised into different **project item types**, such as labour, materials and expenses. Each transaction recorded in your project must be assigned to a project item type. For example, the project item type of 'general expenses' could include project items for 'hotel accommodation', 'taxi hire' and 'meals'.

Project items are used to monitor the costs and revenues involved for each project activity, and they will determine the degree of detail and analysis you can derive from Project Accounting. Project items can be used to define specific items or activities, or they can define phases on a project.

To monitor your project activities you need to:

- Decide on the project items that you require.
- Decide what level of detail is required for tracking activities.
- Decide how you are going to organise or group activities.
- Set up your project items and groups.

For more information on project items, see:

- *Define project levels, grouping levels, and project item types* on page 19.
- *Set up project items* on page 35.

Project item coding method

Each project item has a code, which is a reference for that particular item or activity. You should consider what coding method to use for your project items, in much the same way that you must consider how to set up your project coding method. The considerations which apply to your choice of project numbering system (such as simple numbering or segmented numbering) can also apply to your choice of project item numbering system.

Using a combination of project item types and good item code numbering, you will be able to perform in-depth cost analysis to the level your business requires.

- For more information, see *Choosing a project coding method* on page 10.

How should I organise my structure?

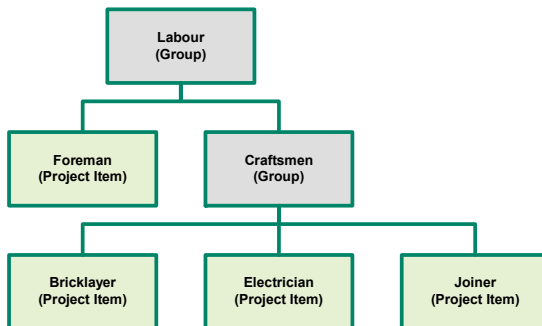
In general, there are two common methods of organising your structure:

- The **category** method.
- The **activity** method (or phase, sub-phase and step number method).

The method that you use will depend on your type of business and how you wish to analyse and report on your project. These different methods are described in the following sections.

Category method

The category method approach is to organise the structure according to similar cost (or revenue) category areas and activities. An example of a simple grouping is displayed below:

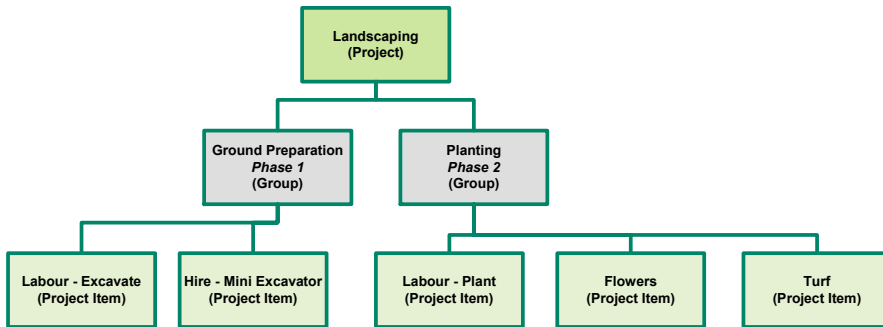


The category method is best suited to subcontractors and businesses where the expenses are primarily internal (labour and expenses). This method is not well suited to businesses that need to track a number of subcontractors; or businesses that require costs and revenues to be analysed by activities or phases.

Activity method

You can set up groups to represent phases, sub-phases, and activities. Using this method, you can organise your projects in a logical or chronological sequence of tasks that must be performed.

Project items in different areas can be grouped together. The landscaping example below illustrates grouping by phase. It includes two phases of Ground Preparation and Planting.



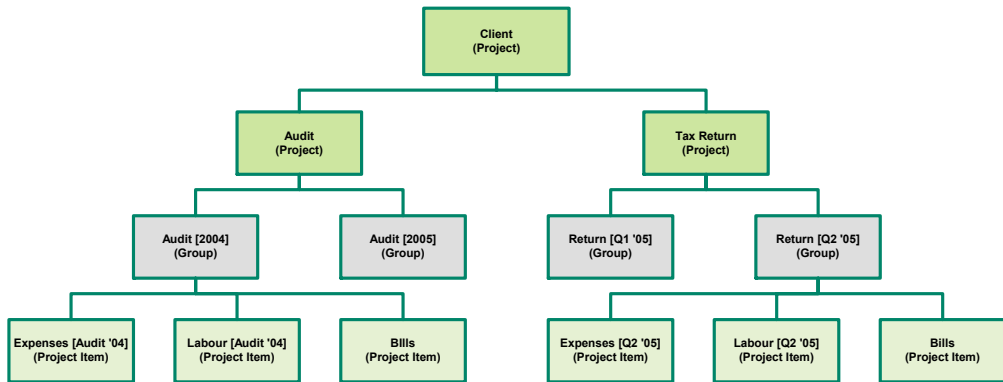
This method of organising projects is best suited to businesses where jobs tend to be of a long duration and which require grouping of costs and revenues for activities that involve more than one category area.

Project structure examples

This section includes some examples of project structures.

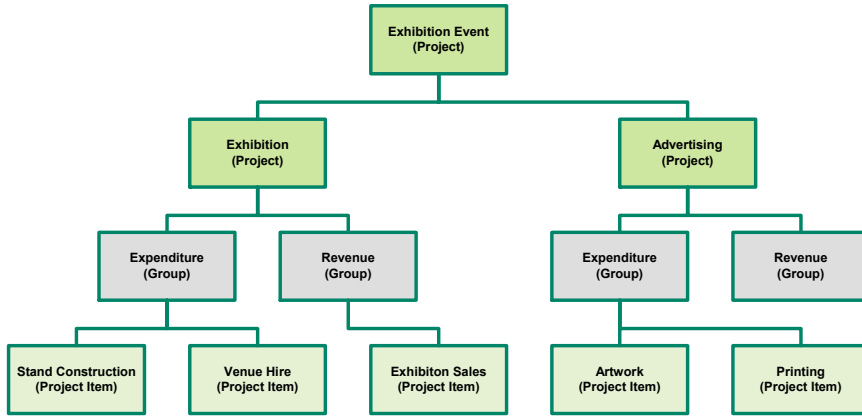
- *Accountancy firm* on page 17.
- *Exhibition event organisers* on page 18.

Accountancy firm



An accountant has a number of clients, and each client is recorded as a separate project. For each 'client' (project), they have different job types, such as 'audit' and 'return' (tax return) which are set up as sub-projects. For each job type, they have particular groups, such as 'Audit 2005' or 'Return [Q2'05]' which are set up as groups. For each group, they can record activities such as 'labour' and 'expenses' and 'bills' as project items.

Exhibition event organisers



A company is organising an exhibition event. For this event, there are two main areas set up as projects, putting on the exhibition and advertising the event.

For the exhibition project, there are groups for expenditure and revenue. Expenditure includes items such as stand construction and venue hire, whilst the revenue group includes all the income such as exhibitor sales for the stands.

For the advertising project, there are also grouping levels for expenditure and revenue. Expenditure includes items such as designing the advertisement artwork and the printing costs of publishing the advert.

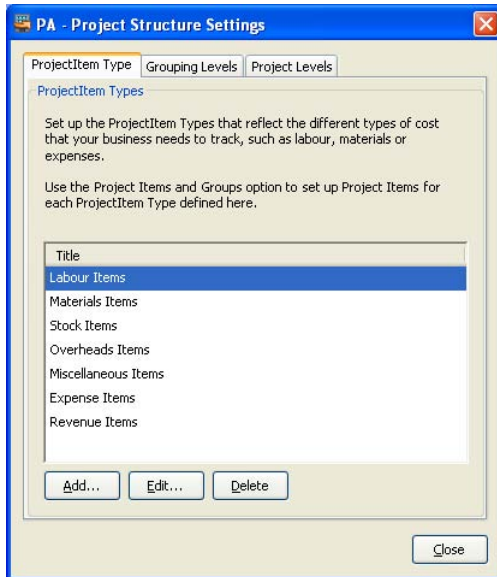
Define project levels, grouping levels, and project item types

Before you create your project structure, you must first define the project levels, grouping levels and project item types that you will use in the structure.

To set up your project item types, grouping and project levels:

1. Select Utilities > System setup > Project Structure Settings.

The 'Project Structure Settings' window appears.



2. There are three tabs where you can add, amend or delete your project item types, grouping levels or project levels.

For more information, see:

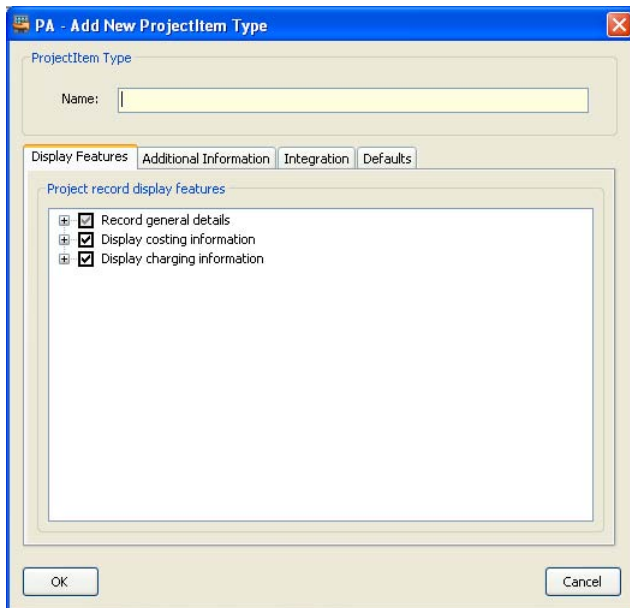
- *Define project item types* on page 20.
- *Define grouping levels* on page 29.
- *Define project levels* on page 32.

Note: When you have defined your project item types, grouping and project levels, you can then set up your project items and groups. For information on how to do this, see *Set up project items* on page 35 or *Set up groups* on page 38.

Define project item types

To set up your project item types:

1. Select Utilities > System setup > Project Structure Settings.
The 'Project Structure Settings' window appears.
2. Move to the 'Project Item Type' tab.
3. To add a new project item type, click 'Add'.



4. Enter the 'Name' of the project item type.
5. Use the 'Display Features' tab to select the information that you want to display and record for the project item. For example, you can display general information such as the item description and status, display costing information such as cost units and budgets, or display charging information such as revenue budgets.

For more information, see *Display features (project item type)* on page 22.

6. On the 'Additional Information' tab, tick the items of additional information that you want to display and record with items of this type that you create.

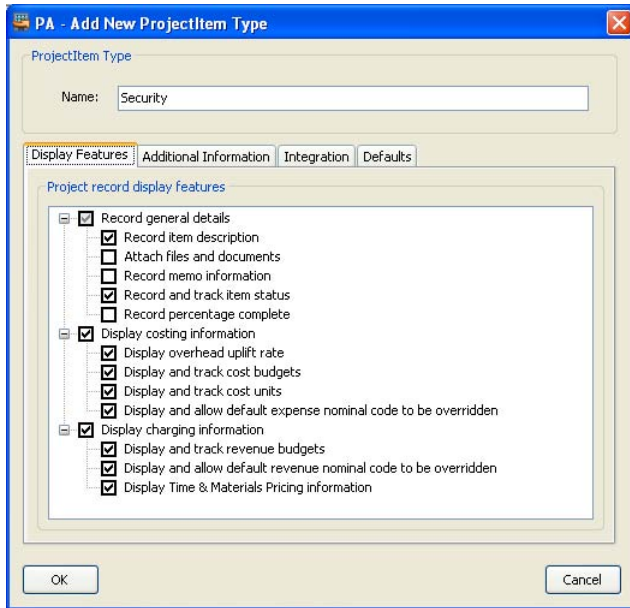
For help on setting up additional information fields, see *Defining Additional Information Fields* on page 48.

7. Use the 'Integration' tab to specify how the project item type is integrated with other modules and activities in Sage 200.
For more information, see *Integration (project item type)* on page 25.
8. Use the 'Defaults' tab to specify a range of settings for the item; such as its status, billing method, time and materials pricing rules, and default nominal codes.
For more information, see *Defaults (project item type)* on page 27.
9. Click 'OK' to save the new project item type.

Note: To generate a list of all the defined project item types, select Reports > Setup > Project Item Type List.

Display features (project item type)

The 'Display Features' tab allows you to specify the information that is displayed and recorded for project items of this project item type. The options that are available for the project item will also depend upon project settings that you have selected (for example, for budgeting and overhead absorption).



The project item type display options are as follows:

- Record general details.
 - Record item description: A 'Description' is displayed and can be amended (on the 'Details' tab).
 - Attach files and documents: Files and documents can be attached to the project item (see *Attachments* on page 46).
 - Record memo information: Memos can be recorded for the project item displayed and amended (see *Memos* on page 47).
 - Record and track item status: The project item's status is displayed and can be amended (on the 'Details' tab), and can be amended (see *Defining Project Statuses* on page 71).
 - Record percentage complete: The percentage complete value is displayed and can be amended (on the 'Details' tab).
- Display costing information.

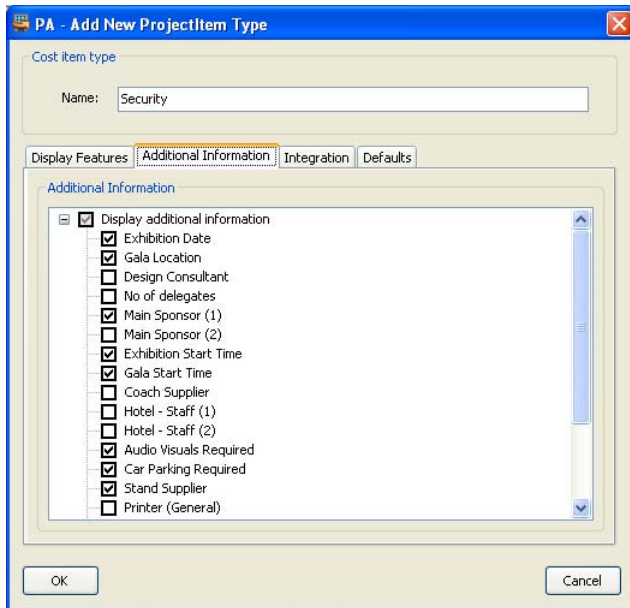
- Display overhead uplift rate: The overhead uplift rate will be displayed (on the 'Costs & Charges' tab). This is only relevant if overhead absorption is enabled. See *Understanding Overhead Absorption* on page 54.
- Display and track cost budgets: The cost budget details will be displayed and recorded (on the 'Costs & Charges' tab).
- Display and track cost units: The 'Cost unit' (unit of measure) will be displayed and can be amended (on the 'Costs & Charges' tab).
- Display and allow default expense nominal code to be overridden: The default expense nominal code will be displayed and can be amended (on the 'Costs & Charges' tab).
- Display charging information.
 - Display and track revenue budgets: Revenue budgets will be displayed and can be amended (on the 'Costs & Charges' tab).
 - Display and allow default revenue nominal code to be overridden: The default revenue nominal code will be displayed and can be amended (on the 'Costs & Charges' tab).
 - Display Time & Materials Pricing information: The time and materials pricing rules (for timesheets, stock issues and other costs) will be displayed and can be amended (on the 'Costs & Charges' tab).

For more information, see *Time and materials pricing rules* on page 76.

Additional Information (project item type)

You can select which additional information fields are displayed with the project item type. You can include any of the additional information fields that you have set up in the system.

Note: You must have first set up the additional information fields that you want to use in your project. For more information on how to do this, see *Defining Additional Information Fields* on page 48.



- Select the additional information fields that you wish to record for project items of this type. The selected fields will be displayed on the 'Details' tab for the project item (see *Details* on page 40).

Integration (project item type)

Use the integration settings to specify how this project item type is integrated with other modules and activities in Sage 200.

You can choose integration options for Project Accounting as a whole, and also for each project item type. For example, you might enable Stock Control integration for Project Accounting as a whole, but you might only enable Stock Control integration for 'Stock' project item types. This would mean that only project items of the type 'Stock' are available for selection for project stock issues and allocations.

For information on setting up the general Project Accounting integration settings, see *Project Accounting integration with Sage 200* on page 68.

The screenshot shows the 'PA - Add New ProjectItem Type' dialog box. The 'Name' field is 'Security'. The 'Integration' tab is selected. Under 'Cost & revenue entries integration', the following items are listed with checkboxes:

- ☒ Accounting System
- ☐ Purchase Ledger
- ☐ Sales Ledger
- ☐ Nominal Ledger
- ☐ Stock Control
- ☐ Purchase Order Processing
- ☐ Sales Order Processing
- ☐ Project Cost Adjustments
- ☐ Project Revenue Adjustments
- ☒ Project Billing
- ☒ Timesheets
- ☒ Expenses

The following integration options can be selected for a project item type:

- Purchase Ledger: Allow the project item to be selected for purchase invoices and credit notes.
- Sales Ledger: Allow the project item to be selected for sales invoices and credit notes.
- Nominal Ledger: Allow the project item to be selected for nominal taxable payments and nominal taxable receipts.

- Stock Control: Allow the project item to be selected for stock issues, returns, and allocations of stock to projects.
- Purchase Order Processing: Allow the project item to be selected for purchase orders and returns.
- Sales Order Processing: Allow the project item to be selected for sales orders and quotations.
- Project Cost Adjustments: Allow the project item to be selected for manual cost adjustments in Project Accounting (see *Enter a project cost adjustment* on page 104).
- Project Revenue Adjustments: Allow the project item to be selected for manual revenue adjustments in Project Accounting (see *Enter a project revenue adjustment* on page 105).
- Project Billing: Allow the project item to be selected for billing in Project Accounting (see *Billing* on page 195).
- Timesheets: Allow the project item to be selected for timesheets in Project Accounting (see *Timesheets* on page 113).
- Expenses: Allow the project item to be selected for expense claims in Project Accounting (see *Expense Claims* on page 175).

Defaults (project item type)

Use the 'Defaults' tab to set the default settings for the item; such as status, units of measure, billing method, time and materials pricing rules and default nominal codes.

The screenshot shows the 'PA - Add New ProjectItem Type' dialog box with the 'Defaults' tab selected. The 'Name' field is set to 'Security'. The 'Status' dropdown is set to '<Not Applicable>'. The 'Unit of measure' dropdown is set to 'Hour'. The 'Default nominal code' section shows 'Expense' set to '88820' and 'Revenue' set to '88830'. The 'Time & materials pricing rules' section shows 'Timesheets' set to 'Charge Rate', 'Stock issues' set to 'Standard Price', and 'Other costs' set to 'Cost'. The 'Reporting preference' section has an unchecked checkbox for 'Overhead ProjectItem Type'. The 'OK' and 'Cancel' buttons are at the bottom.

- Status - Default: Select the default status to be used for a new item of this type.
Note: For information on setting up the list of statuses, see *Defining Project Statuses* on page 71.
- Default unit of measure - Cost (project items): Select the default unit of measure to use when creating a new project item.
- Default nominal code: Specify the default nominal accounts for expense and revenue postings.
 - Expense: Select the default expense nominal code. This is the nominal account that expense transactions will be posted to.
 - Revenue: Select the default revenue nominal code. This is the nominal account that revenue transactions (such as invoices) will be posted to.
- Time & materials pricing rules.
 - Timesheets: Set the default pricing rule for timesheets.
 - Stock: Set the default pricing rule for project stock transactions.

- Other costs: Set the default pricing rule for other costs. Other costs apply to everything apart from timesheet and stock transactions, such as purchase invoices and expense claims.

Note: For more information on time and materials pricing rules, see *Time and materials pricing rules* on page 76.

- Reporting preference - Overhead Project Item Type: Set the project item type as an overhead. An example of an overhead is sickness or absence. Overheads are shown separately on the Profitability Analysis enquiry. See *Profitability Analysis Enquiry* on page 251.

Define grouping levels

To set up your grouping levels:

1. Select Utilities > System setup > Project Structure Settings.
The 'Project Structure Settings' window appears.
2. Move to the 'Grouping Levels' tab.
3. To add a new grouping level, click 'Add'.
4. Enter the 'Name' of the grouping level.
5. Use the 'Display Features' tab to select the information that you want to display and record for the grouping level. For example, you can display general information such as the description and status, display costing information such as cost budgets, or display charging information such as revenue budgets.
For more information, see *Display Features (grouping level)* on page 30.
6. On the 'Additional Information' tab, tick the items of additional information that you want to display and record with groups of this type.
For information on setting up additional information fields, see *Defining Additional Information Fields* on page 48.
7. Use the 'Defaults' tab to specify the default status of the grouping level.
For more information, see *Defaults (grouping level)* on page 31.
8. Click 'OK' to save the new level that you have created.

Display Features (grouping level)

The 'Display Features' tab allows you to specify the information that is enabled and displayed for groups of this level in the project record. The options that are available for the grouping level will also depend upon the Project Accounting settings that you have chosen (for example, for budgeting and overhead absorption).

The project record display options are as follows:

- Record general details.
 - Record item description: A 'Description' is displayed and can be amended (on the 'Details' tab).
 - Attach files and documents: Files and documents can be attached to the group (see *Attachments* on page 46).
 - Record memo information: Memos can be recorded for the group and amended (see *Memos* on page 47).
 - Record and track item status: The group's status is displayed and can be amended (see *Defining Project Statuses* on page 71).
 - Record percentage complete: The percentage complete value is displayed and can be amended (on the 'Details' tab).
- Display costing information.
 - Display and track cost budgets: The cost budget details will be displayed and tracked (on the 'Costs & Charges' tab).
- Display charging information.
 - Display and track revenue budgets: Revenue budgets will be displayed and can be amended (on the 'Costs & Charges' tab).

Additional Information (grouping level)

You can select which additional information fields are displayed with the grouping level. You can include any of the additional information fields that you have set up in the system.

Note: You must have first set up the additional information fields that you want to use in your project. For more information on how to do this, see *Defining Additional Information Fields* on page 48.

- Select the additional information fields that you wish to record and track.

Defaults (grouping level)

Use the 'Defaults' tab to set the default settings for the grouping level.

- Status - Default: Select the default status to be used for a new group of this level.
For information on setting up the list of statuses, see *Defining Project Statuses* on page 71.

Define project levels

To set up your project levels:

1. Select Utilities > System setup > Project Structure Settings.
The 'Project Structure Settings' window appears.
2. Move to the 'Project Levels' tab.
3. To add a new project level, click 'Add'.
4. Enter the 'Name' of the level.
5. Use the 'Display Features' tab to select the information that you want to display and record for the project level. For example, you can display general information such as the project description and status, display costing information such as cost units and budgets, or display charging information such as revenue budgets.
See Display Features (project level) on page 33.
6. On the 'Additional Information' tab, tick the items of additional information that you want to display and record with projects of this type.
Note: For information on setting up additional information fields, see *Defining Additional Information Fields* on page 48.
7. Use the 'Defaults' tab to specify the default status of the project level.
See Defaults (project level) on page 34.
8. Click 'OK' to save the new project level.

Display Features (project level)

The 'Display Features' tab allows you to specify the information that is enabled and displayed in the project record. The options that are available for the project will also depend upon the Project Accounting settings that you have selected (for example, for budgeting and overhead absorption).

The project level display options are as follows:

- Record general details.
 - Record item description: A 'Description' is displayed and can be amended (on the 'Details' tab).
 - Attach files and documents: Files and documents can be attached to the project item (see *Attachments* on page 46).
 - Record memo information: Memos can be recorded for the project item displayed and amended (see *Memos* on page 47).
 - Record and track item status: The project's status is displayed and can be amended (on the 'Details' tab), and can be amended (see *Defining Project Statuses* on page 71).
 - Record percentage complete: The percentage complete value is displayed and can be amended (on the 'Details' tab).
 - Record contact information: Contact information details for the project can be recorded (on the 'Contact Info' tab). See *Contact information* on page 44.
- Display costing information.
 - Display and track cost budgets: The cost budget details will be displayed and tracked (on the 'Costs & Charges' tab).
- Display charging information.
 - Display and track revenue budgets: Revenue budgets will be displayed and can be amended (on the 'Costs & Charges' tab).
 - Record customer information: Project customers can be recorded (on the 'Costs & Charges' tab). For more information, see *Maintain project customers* on page 206.
 - Record billing schedule: A billing schedule can be recorded for project customers (on the 'Costs & Charges' tab). For more information, see *Setting up a customer billing schedule* on page 208.

Additional Information (project level)

You can select which additional information fields are displayed with the project level. You can include any of the additional information fields that you have set up in the system.

Note: You must have first set up the additional information fields that you want to use in your project. For more information on how to do this, see *Defining Additional Information Fields* on page 48.

- Select the additional information fields that you wish to record and track.

Defaults (project level)

Use the 'Defaults' tab to set the default settings for the project level.

- Status - Default: Select the default status to be used for a new project of this type.
For information on setting up the list of statuses, see *Defining Project Statuses* on page 71.

Set up project items and groups

For information on setting up project items and groups, see:

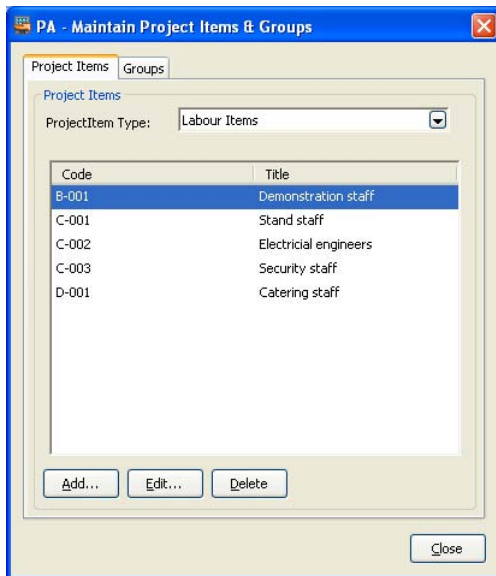
- *Set up project items* on page 35.
- *Set up groups* on page 38.

Note: Before creating project items and groups, you must have first set up your project item types and grouping levels. For more information, see *Define project levels, grouping levels, and project item types* on page 19.

Set up project items

To set up project items:

1. Select Project Maintenance > Project Items and Groups.
2. Move to the 'Project Items' tab.



3. Select the 'Project Item Type' from the list.
The project items for the selected project item type are displayed.
 - To create a new project item, click 'Add'.
See *Adding a project item* on page 37.
 - To amend a project item, select it and click 'Edit'.

- To remove a project item, select it and click 'Delete'.

Note: You can prevent a project item from being used in new projects without deleting it. To do this, edit the project item and deselect the 'Item available for selection' setting.

4. When you have finished setting up your project items, click 'Close'.

Note: To generate a list of your project item types, select Reports > Setup and choose a report.

- Project Item List (Setup).

This report displays a list of your project items, grouped by project item type; including details of their unit cost, the pricing rules used for timesheets, stock issues and other costs, and whether they are an overhead cost item.

- Project Item List (by Project).

This report displays a list of your project items, grouped by project; including details of the project and status, the project item's code and type, and the last cost and billed dates.

- Project Item List (Integration).

This report displays a list of your project items, grouped by project item type; including details of their expense and revenue nominal accounts, and uplift rate value and percentage.

Adding a project item

To set up a project item:

1. Enter the item 'Code'.

Note: For information on coding methods, see *Project item coding method* on page 14.

2. Enter the item 'Title'.
3. Enter a description and any additional information (if required) on the 'Details' tab.

For information on how to do this, see *Details* on page 40.

PA - Add New Labour Items

Project Item

Code: C-004 Item available for selection ☒

Title: Security

Details Costs & Charges Attachments

Description

Security staff

Additional Information

Name Default Selection

There is no additional information selected for this projectitem type

OK Cancel

4. Move to the 'Costs & Charges' tab to enter details for cost and revenue budgets, unit cost and uplift rate, select time and materials pricing rules, and set the nominal accounts used for posting.

For information on how to do this, see *Costs & Charges* on page 41.

5. Move to the 'Attachments' tab to attach files, such as related documents or images.

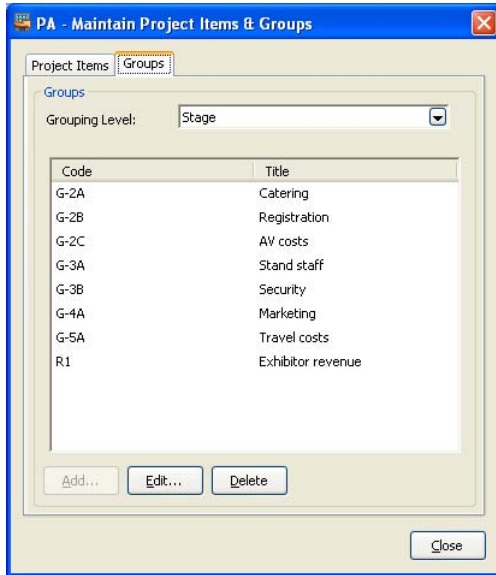
For information on how to do this, see *Attachments* on page 46.

Note: If you want to prevent the project item from being used in new project structures, disable 'Item available for selection'. The item will not be included in the list of project items when setting up a new project structure.

Set up groups

To set up groups:

1. Select Project Maintenance > Project Items and Groups.
2. Move to the 'Groups' tab.



3. Select the 'Grouping level' type from the list.
The groups in the selected grouping level are displayed.

- To create a new group, click 'Add'.

See *Adding a group* on page 39.

- To amend a group, select it and click 'Edit'.
- To remove a group, select it and click 'Delete'.

Note: You can prevent a group from being used in new projects without deleting it. To do this, edit the group and deselect the 'Item available for selection' setting.

4. When you have finished setting up your groups, click 'Close'.

Adding a group

To add a group:

1. Enter the group 'Code'.
For information on coding methods, see *Project item coding method* on page 14.
2. Enter the group 'Title'.
3. Enter a description for the group and any additional information (if required) on the 'Details' tab.

For information on how to do this, see *Details* on page 40.

The screenshot shows a software window titled "PA - Add New Stage". It contains several input fields and tabs. Under the "Group" section, the "Code" field is filled with "G-5" and the "Title" field is filled with "Marketing costs". To the right of these fields is a checkbox labeled "Item available for selection" which is checked. Below this is a tabbed interface with three tabs: "Details", "Costs & Charges", and "Attachments". The "Details" tab is currently selected and shows a "Description" text area containing "Advertising and marketing costs". Below the description is an "Additional Information" section with a header "Name" and a "Default Selection" dropdown. The main area of this section contains the text "There is no additional information selected for this grouping level". At the bottom of the window are "OK" and "Cancel" buttons.

4. Move to the 'Costs & Charges' tab to enter details for cost and revenue budgets.
For information on how to do this, see *Costs & Charges* on page 41.
5. Move to the 'Attachments' tab to attach files, such as related documents or images.
For information on how to do this, see *Attachments* on page 46.

Note: If you want to prevent the grouping level from being used in new project structures, disable 'Item available for selection'. The group will not be available to use when setting up a new project structure.

Details

Note: The information displayed on this tab will depend on how the project, group or project item has been set up. For more information, see *Define project levels, grouping levels, and project item types* on page 19.

The screenshot shows a Windows-style dialog box titled "PA - Edit Labour Items". It has a blue title bar with standard window controls. The main area is divided into several sections. At the top, under the "Project Item" heading, there are two text boxes: "Code:" with the value "B-001" and "Title:" with the value "Demonstration staff". To the right of the "Code:" box is a checkbox labeled "Item available for selection" which is checked. Below these are three tabs: "Details" (selected), "Costs & Charges", and "Attachments". Under the "Details" tab, there is a "Description" section with a text box containing "Demonstration staff". Below that is an "Additional Information" section. It contains a table with two columns: "Name" and "Default Selection". The table is currently empty, and a message below it states: "There is no additional information selected for this projectitem type". At the bottom of the dialog are "OK" and "Cancel" buttons.

The 'Details' tab displays:

- Status (project only): The current status of the project and the percentage complete. To change the displayed status, click 'Change status'.

For more information on how to set up your project statuses, see *Defining Project Statuses* on page 71.

- Description: A description of the project, group or project item.
- Additional information: Enter details in the additional information fields that you have set up to record with this item.

For more information on how to configure additional information fields, see *Add an additional information field* on page 49.

Costs & Charges

Note: The information displayed on this tab will depend on how the project, group or project item has been set up. For more information, see *Define project levels, grouping levels, and project item types* on page 19.

PA - Amend Project

Project Structure

- Birmingham 2006
 - Expenditure
 - Registration & Other Ser
 - Accommodation Costs
 - Catering Costs
 - Catering Staff
 - Tea & Coffee
 - Buffet Lunch
 - Marketing
 - Event Management Cost
 - Gala Costs
 - AV Costs
 - AV Conference Costs
 - Travel Costs

Select project

Code: 0000000026 Title: Birmingham 2006

Selected project item: 160001 - Tea_Coffee

Details Costs & Charges Attachments Memo

Budgets

Cost qty: 0.00000 Revenue qty: 0.00000

Cost value: £ 0.00 Revenue value: £ 0.00

Budgets by Period... View History...

Costs

Unit cost: £ 2.95000

Cost unit: Each

Uplift %: 5.00

Time & materials pricing rules

Timesheets: Trade Markup

Stock issues: Standard Price

Other costs: Cost

Default nominal code

	A/C Ref	CC	Dept
Expense:	44100	BIK	ADM
Revenue:	31100	BIK	ADM

Buttons: Save Clear Hide Project Structure... Close

The 'Costs & Charges' tab displays information about:

- *Budgets* on page 41.
- *Customer information* on page 43.
- *Costs* on page 42.
- *Time & materials pricing rules* on page 42.
- *Default nominal code* on page 43.

Budgets

- **Cost quantity:** The quantity budget for this item (if required).
- **Cost value:** The cost value budget.
- **Revenue quantity:** The quantity budget for this item (if required).
- **Revenue value:** The revenue value budget.

- Override sub item cost budgets (project and grouping levels only): Enable this setting to allow cost budgets to be set at this level, and remove the cost budgets from all projects, groups and project items below this level in the hierarchy.
- Override sub item revenue budgets (project and grouping levels only): Enable this setting to allow the revenue budget to be set at this level, and remove the revenue budgets from all projects, groups and project items below this level in the hierarchy.
- View History: Allow the history of changes the budget values to be displayed. For more information, see *Viewing budget changes* on page 62.
- Budgets by period: Allow budget details by accounting period to be displayed. For more information, see *Viewing budgets by accounting period* on page 63.

Note: This button is only displayed if the 'Analyse Budgets By Accounting Period' is enabled in the budgeting settings. See *Project budgeting settings* on page 60.

Costs

Note: These settings appear for project items only.

- Unit cost: The cost of the item (per unit of measure).
- Cost unit: The unit of measure for the item, for example 'each' or 'hour'.
- Uplift: The overhead uplift to be applied. Depending on how you have set up the item, this may be specified as a percentage of the cost or as a fixed amount.

Time & materials pricing rules

Note: These settings appear for project items only.

- Timesheets: Set the default pricing rule for timesheets.
- Stock issues: Set the default pricing rule for materials.
- Other costs: Set the default pricing rule for other costs.

For information on setting up time and materials pricing rules, see *Time and materials pricing rules* on page 76.

Customer information

Note: These settings appear for project levels only.

- Set up the customer billing details. For more information, see *Setting up a customer billing schedule* on page 208.

PA - Amend Project

Project Structure

- Newcastle Exhibition 2007
 - Registration
 - Catering
 - Stand staff
 - AV costs
 - Marketing
 - Travel costs
 - Exhibitor revenue

Agend Project Structure...

Select project
Code: 0000000008 Title: Newcastle Exhibition 2007

Selected project level: Project

Details Costs & Charges Contact Info Attachments Memo

Budgets

Cost qty: 3.00000 Revenue qty: 2.00000

Cost value: £ 10000.00 Revenue value: £ 3300.00

Override sub item cost budgets ☐ Override sub item revenue budgets ☐

View History...

Customer information

A/C Ref	Name
COU001	Country Kitchens
SIN001	Sinead Smith Interiors

Add... Edit... Delete... Defaults...

Save Clear Hide Project Structure... Close

Default nominal code

Note: These settings appear for project items only.

- Expense: Select the default expense nominal code. This is the nominal account that expense claim transactions will be posted to.
- Revenue: Select the default revenue nominal code. This is the nominal account that revenue transactions (such as invoices) will be posted to.

Contact information

Note: This tab is only available for projects that are set to display contact information. To display this tab, the 'Record contact information' needs to be enabled for the project level's 'Display features'. See *Display features (project item type)* on page 22.

Use the 'Contact Info' tab to record contact information details for the project.

The screenshot shows the 'PA - Amend Project' window. On the left is a 'Project Structure' tree with items like 'Newcastle Exhibition 2007', 'Registration', 'Catering', 'Stand staff', 'AV costs', 'Marketing', 'Travel costs', and 'Exhibitor revenue'. The main area has tabs for 'Details', 'Costs & Charges', 'Contact Info' (which is selected), 'Attachments', and 'Memo'. The 'Contact Info' tab contains a table with columns 'Description', 'Contact', and 'Delivery'. One row is visible with 'WebPrint' in the Description column and 'Carol Jacobs' in the Contact column. Below the table are buttons for 'Add', 'Edit', 'Delete', and 'Set as Delivery'. At the bottom of the window are 'Save', 'Clear', 'Hide Project Structure...', and 'Close' buttons.

Description	Contact	Delivery
WebPrint	Carol Jacobs	

- To add a new contact, click 'Add'.
See *Add or amend contact information* on page 45.
- To amend details for a contact, select the contact and click 'Edit'.
- To delete a contact from the list, select the contact and click 'Delete'.
- To set the contact's address as the project delivery address, click 'Set as Delivery'.
For example, the contact's delivery details will be used for purchase orders that are assigned to this project.

Add or amend contact information

To add contact information to a project record:

1. Move to the project's 'Contact Info' tab.
 - To add a contact, click 'Add'.
 - To amend a contact, select it and click 'Edit'.

The contact details window appears.

PA - Edit ContactDetails for: Newcastle Ex...

Contact details

Description: Sage

Postal name: Sage UK Ltd

Address: Main Road
Anytown

Post code: AN1 2WN

Contact: Carol Jacobs

Telephone: 0123 456789

Fax:

E-mail: carol.jacobs@sage.com

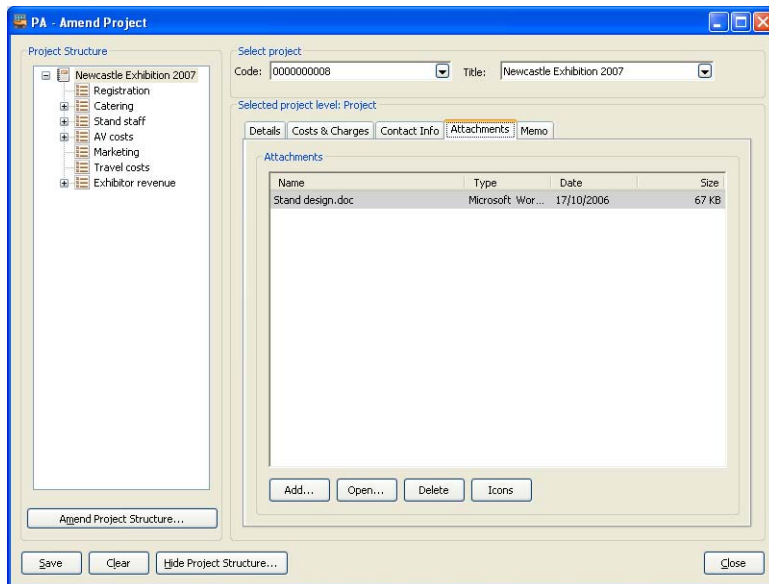
OK Cancel

2. Enter the details for the contact and click 'OK'.
3. The contact is displayed in the contacts list on the 'Contact Info' tab.
For more information, see *Contact information* on page 44.

Attachments

Note: This tab is only available for items that are set to display attachments. To display this tab, the 'Attach files and documents' option needs to be enabled for this item type or level on its 'Display features' tab. For more information, see *Define project levels, grouping levels, and project item types* on page 19.

You can attach files and documents to projects, groups and project items. For example, you could include a photograph, information sheet, project plan or contract.



1. To attach a file, click 'Add' and browse for the file.
2. To view an attached file, click 'Open'.
3. To delete an attached file, click 'Remove'.
4. To display the list of attachments as icons, click 'Icons'. To switch back to displaying the details of the attached files, click 'Details'.

Memos

Note: This tab is only available for items that are set to display memos. To display this tab, the 'Record memo information' option needs to be enabled for this item type or level on its 'Display features' tab. For more information, see *Define project levels, grouping levels, and project item types* on page 19.

You can record memos to add notes about projects, groups and project items.

The screenshot shows the 'PA - Amend Project' window. On the left is a 'Project Structure' tree with 'Newcastle Exhibition 2007' selected, showing sub-items like Registration, Catering, Stand staff, AV costs, Marketing, Travel costs, and Exhibitor revenue. The top right has 'Select project' with 'Code: 0000000008' and 'Title: Newcastle Exhibition 2007'. Below this is 'Selected project level: Project' and tabs for 'Details', 'Costs & Charges', 'Contact Info', 'Attachments', and 'Memo'. The 'Memo' tab is active, displaying a table with columns: Date, User, Text, and Active. One memo is listed: Date '05/02/2007 17:05:16', User 'DAVE', Text 'Allow lead time of 2...', and Active 'Yes'. Below the table are buttons: 'Add', 'Edit', 'Delete', 'Set as Inactive', and a checked 'Show detail' checkbox. A 'Details' pane below shows the text 'Allow lead time of 2 weeks'. At the bottom are 'Amend Project Structure...', 'Save', 'Clear', 'Hide Project Structure...', and 'Close' buttons.

Date	User	Text	Active
05/02/2007 17:05:16	DAVE	Allow lead time of 2...	Yes

- To add a new memo, click 'Add'.
- To view or change the selected memo, click 'Edit'.
- To remove the selected memo, click 'Delete'.
- If a memo is no longer relevant (for example, if it was a reminder for a task that has been completed), you can mark the memo as inactive.
To mark a memo as inactive, click 'Set as Inactive'.
- To display a pane showing the text of the selected memo', enable 'Show detail'.

Defining Additional Information Fields

Use additional information fields to record details about items in the project structure. Additional information can be recorded against a project, group or project item.

For example additional information fields can be used to:

- Record details such as the name of the project manager, or the start and end dates.
- Record the name of a supplier, or the resources (employees) working on an activity.

Once you have defined the additional information fields, you can select which fields are displayed and recorded for individual project levels, grouping levels and project item types.

To define additional information fields:

1. Select Project Maintenance > Additional Information.

The 'Additional Information' window appears.

Name	Type	Visible on desktop view
Exhibition Date	Date	Yes
Gala Location	Text	No
Design Consultant	Supplier List	No
No of delegates	Numeric	No
Main Sponsor (1)	Customer List	No
Main Sponsor (2)	Customer List	No
Exhibition Start Time	Time	Yes
Gala Start Time	Time	No
Coach Supplier	Supplier List	No
Hotel - Staff (1)	Supplier List	No
Hotel - Staff (2)	Supplier List	No
Audio Visuals Required	Yes/No	No
Car Parking Required	Yes/No	No
Stand Supplier	Supplier List	No
Printer (General)	Supplier List	No

2. To add a new information field, click 'Add'.
See *Add an additional information field* on page 49.
3. To amend an existing information field, select it and click 'Edit'.
4. To remove an information field, select it and click 'Delete'.
5. When you have finished setting up additional information fields, click 'Close'.

Note: To generate a list of all the defined additional information fields, select Reports > Setup > Additional Information List.

Add an additional information field

To add fields of additional information:

1. Select Project Maintenance > Additional Information.
The 'Additional Information' window appears.
2. Click 'Add'.
The 'Add New Additional Information' window appears.

PA - Add New Additional Information

Details

Name: ☒ View on Desktop

Type: ☐ Selection must always be made

Resource selection

☐ Display all resources ☒ Only allow selection from the list

☒ Display only the following selection of resources ☐ Prompt to add new values to list

Code	Name	Active
1003	Lee, David	<input checked="" type="checkbox"/>
1005	Green, Jill	<input checked="" type="checkbox"/>

3. Enter a title for the additional information field in the 'Name' box.
4. Select the 'Type' of information that will be recorded. The information can be text, a number, a date or time, or a simple yes or no answer, or a selection from your lists of products, customers, suppliers or resources.
5. Some information types will allow you to choose from a list of items. You can specify or restrict what is displayed in the list.

- To specify an item that may be selected from the list, click 'Add'.
 - To restrict selection to the list specified and prevent other information being entered, tick 'Only allow selections from the list'.
 - If the user enters something that isn't already in the list, you can ask them if they want to add it to the list by enabling 'Prompt to add new values to the list'.
6. To allow the information field to be displayed in a column in a Desktop list window, enable 'View on Desktop'.
- Note:** To display the column in a desktop list window, right-click in the list and select 'Columns' then choose the additional information field.
7. To specify that information must always be entered, tick 'Selection must always be made'.
8. To save the field, click 'OK'.

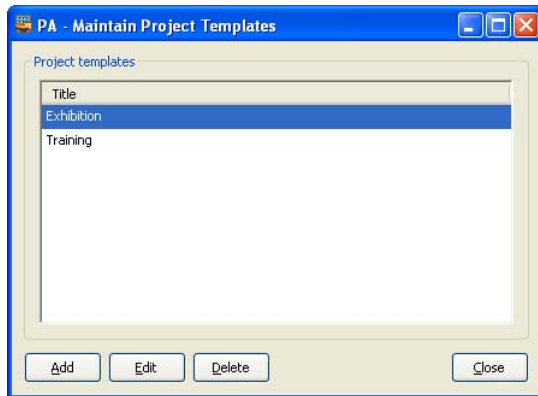
Working with Project Templates

If you regularly repeat work of a similar nature, it is a good idea to set up a template for each type of project. For example, a garage may set up templates for an MOT and an annual service, or an accountant may use templates for audits and tax returns. Using templates will save you time if you often create new projects with similar or identical structures.

To maintain your project templates:

1. Select Project Maintenance > Project Templates.

The 'Maintain Project Templates' window appears.



- To set up a new project template, click 'Add'.
The 'Create Template' window appears.
See *Create a project template* on page 51.
- To edit a project template, select it and click 'Edit'.
- To remove a project template, select it and click 'Delete'.

Create a project template

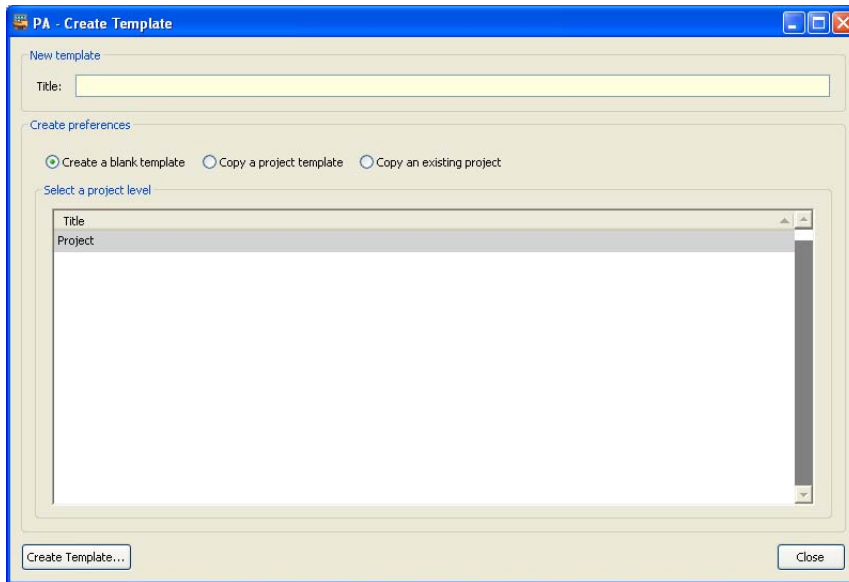
To create a project template:

1. Select Project Maintenance > Project Templates.

The 'Maintain Project Templates' window appears.

2. To create a new template, click 'Add'.

The 'Create Template' window appears.



3. Enter a 'Title' for the template.
4. You can create a template from scratch, or copy the structure of an existing project or template.
 - To create a project template from scratch, select 'Create a blank template'.
Select the project level from the list. The new project will use the project structure settings defined in that level. For information on defining project levels, see *Define project levels, grouping levels, and project item types* on page 19.
 - To copy the structure of an existing project template, select 'Copy a project template'.
Select the project template to copy.
 - To copy the structure of an existing project, select 'Copy an existing project'.
Select the project to copy.
5. To create the project template, click 'Create Template'.
6. The project structure appears.
For information on setting up the project structure, see *Creating Project Structures* on page 90.
7. When you have finished setting up the project, the new structure will be added to the list of available templates.

Employee Timesheet and Expense Claims

To process timesheets and expense claims for your employees, you first need to set up each employee as a resource (timesheet user).

You can do this by:

- Creating new resources in Project Accounting and manually entering their details.
- Importing employee records from Sage Payroll.

You can work with a combination of resources that you have entered in Project Accounting and users imported from Sage Payroll. Once you have set up your resources, you can set their cost and charge rates, and also organise them in a resource hierarchy.

For information on setting up Sage 200 for timesheet and expense claim processing, see:

- *Setting Up Timesheets* on page 116.
- *Cost rates, charge rates and pay rates* on page 130.
- *Setting up a hierarchy* on page 133.
- *Setting Up Expenses* on page 178.

Note: For full information about timesheets and expense claims, see *Timesheets* on page 113 and *Expense Claims* on page 175.

Understanding Overhead Absorption

The true cost of a project includes both the direct costs and the overheads of running a business. Direct costs are usually simple to identify and allocate to the project, such as material, labour and sub contractors. However, overhead costs are more difficult to identify and allocate to projects. To find the true cost of a project, it is essential that you include an element of overhead cost into your project costs.

There is no standard way of calculating and allocating your overheads to your project costs. How you do this will depend on how accurately you want to measure your costs, as well as the type, size and activities of your business.

Example:

In a service business, you could incorporate the overhead costs into the labour rate for your services. For example, a fixed overhead rate could be applied to the hourly rate of mechanics in a garage. The overhead rate would be set as the total cost of overheads divided by the total number of hours worked by the garage's mechanics in a given year.

Project Accounting allows you to automatically calculate and allocate overheads when posting cost transactions. Overhead absorption rates for project item types can be set by percentage or a fixed value, and you can specify an overhead **uplift** percentage or amount for each project item type. When a project item is posted, the program will calculate the overhead value and post this additional cost to the project. Project specific overhead calculation rules can also be set.

- To set up your overhead uplift for project item types, see *Overhead absorption settings* on page 56.

Note: If you do not account for overheads or are not sure how to, speak to your Accountant for advice on how to apply overhead absorption in your business. Accounting for overheads is not mandatory.

Reporting and Analysis

Once you have decided on your overhead uplift rates, it is important that they are reviewed regularly. Any increase or decrease in trading costs will have a substantial effect on the profitability of a project, and whether all of your overhead costs are recovered or not.

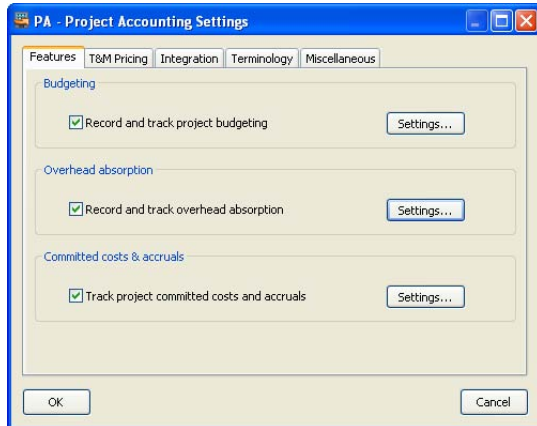
Reports and enquiries include the calculated overhead uplift value so that they show realistic cost and profit figures. Project Accounting allows you to choose whether you want to include the overhead uplift value in cost and profitability calculations.

By default, Sage Project Accounting includes the overhead uplift figures in all cost and profitability calculations. If you do not want to include these figures, you can disable overhead absorption in the project settings.

Enabling overhead absorption

To enable overhead absorption in Project Accounting:

1. Select Utilities > System Setup > Project Accounting Settings.



2. On the 'Features' tab, enable 'Record and track overhead absorption'.

To specify the overhead absorption settings, see *Overhead absorption settings* on page 56.

Overhead absorption settings

To specify the default overhead uplift rates for your project items:

1. Select Utilities > System Setup > Project Accounting Settings.
2. On the 'Features' tab, click 'Settings' in the 'Overhead absorption' section.

ProjectItem Type	A/C Ref	CC	Dep	Name	Modifier	Value
Labour Items					Percentage	10.00
Materials Items					Percentage	5.00
Stock Items					Percentage	4.00
Overheads Items					Percentage	0.00
Miscellaneous Items					Percentage	0.00
Expense Items					Percentage	0.00
Revenue Items					Percentage	0.00
Special items					Amount	50.00
Test					Percentage	0.00

☐ Set project specific overhead uplift rates
☐ Post overhead absorption journals to the nominal ledger

Close

3. For each project item type, specify:
 - Modifier: Select whether the cost will be modified by a 'Percentage' or a specific 'Amount'. If the project item type has no uplift rate, set this to 'Not applicable'.
 - Value: Enter the uplift percentage or amount for the project item type.
4. If you wish to create nominal ledger postings for overhead absorption, enable 'Post overhead absorption journals to the nominal ledger'.
 - If you enable this setting, for each project item type you must specify the account reference ('A/C Ref'). The accounts that you select must be posting accounts.
5. If you want to be able to amend the overhead uplift rate on individual project items, enable 'Set project specific overhead uplift rates'.

Viewing and amending overhead uplift rates on project items

If you have selected to display the overhead absorption uplift rate for your project item type, it will be displayed on the 'Costs & Charges' tab for associated project items. The uplift will be displayed as a percentage ('Uplift %') or a value ('Uplift amount').

- For information on displaying the overhead uplift rate for a project item type, see *Display features (project item type)* on page 22.
- If you have enabled 'I want to be able to set project specific overhead uplift rates', the uplift rate or amount can be amended for the project item. If you have not enabled this setting, the value cannot be amended.

For information on enabling project specific uplift rates, see *Overhead absorption settings* on page 56.

Understanding Budgeting

This section explains the budgeting features available in Sage Project Accounting, and should help you to decide whether or not you will use budgeting.

Why should you use Budgets?

Budget analysis may help your business improve profitability and identify cost overspend. All businesses use some level of budgeting. Typically the type, size and activities of your business dictate your budgeting requirements.

Sage Project Accounting deals with Project budgets. Project budgets are normally made up from the original estimates for the project, with amended values to reflect the true quantities and costs rather than the quoted ones. Budgets can be set for each cost and revenue activity.

How does Project Accounting deal with Budgets?

Project Accounting allows you to set up as simple or as detailed budgets as you want. Budgets can be entered for a project, grouping level, or a project item.

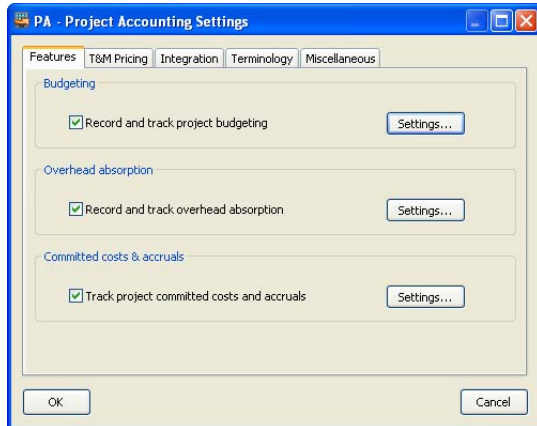
Project Accounting allows you to enter budgets for quantities as well as totals. You may find it difficult to draw up an exact budget, especially if you have no experience of the particular task, or you are trying to budget for a job that is subject to changes. Using Project Accounting, you can enter revised budgets to keep track of changes to the original values. Any budget analysis produced will automatically use the revised budget rather than the original.

Sometimes it is impractical to set budgets against every item on a job, particularly if you do not know exactly how long the job will run, the exact quantity or the cost for an item. In this case, you could set a group budget for a group of costs, or for short duration projects set a project budget. It may only be practical to focus on certain budgets at a detailed level.

Enabling budgeting

To enable budgeting in your project:

1. Select Utilities > System Setup > Project Accounting Settings.



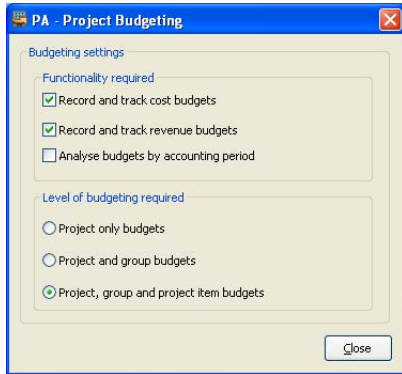
2. On the 'Features' tab, enable 'Record and track project budgeting'.
3. To specify your budget settings, click 'Settings'.

For more information, see *Project budgeting settings* on page 60.

Project budgeting settings

To specify the budgeting settings for your project:

1. Select Utilities > System Setup > Project Accounting Settings.
2. On the 'Features' tab, click 'Settings' in the 'Budgeting' section.



3. Choose the budget settings you require:
 - Record and track cost budgets: Allow cost budgets to be recorded and analysed.
Note: If you disable this setting, previously entered budgets will be hidden but not removed.
 - Record and track revenue budgets: Allow revenue budgets to be recorded and analysed.
 - Analyse budgets by accounting period: Allow budgets to be displayed by accounting period. See *Viewing budgets by accounting period* on page 63.
4. Specify the levels of the project structure to set budgets at:
 - Project only budgets: Set budgets only at a project level.
 - Project and group budgets: Set budgets at a project or group level.
 - Project, group and project item budgets: Set budgets at a project, group or project item level.

Note: If you have already set budgets for groups or project items, you may not be able to change this setting.

Viewing budgets on projects, groups and project items

Cost and revenue budgets are entered on the 'Costs & Charges' tab for any item in the project structure. See *Costs & Charges* on page 41.

- To display cost and revenue budgets on items in your project structure, the appropriate settings must be enabled on the 'Display features' tab for the item in the Project Structure Settings. For more information, see *Display features (project item type)* on page 22.
- For information on enabling cost and revenue budgeting in your project, see *Project budgeting settings* on page 60.

The screenshot shows the 'PA - Amend Project' window. On the left is the 'Project Structure' tree with 'Newcastle Exhibition 2007' expanded, showing sub-items like 'Registration', 'Catering', 'Stand staff', 'AV costs', 'Marketing', 'Travel costs', and 'Exhibitor revenue'. The 'Catering' item is selected. The main area shows the 'Costs & Charges' tab. At the top, 'Select project' shows 'Newcastle Exhibition 2007' with code '0000000008'. Below, 'Selected group: Stage - G-2A - Catering' is shown. The 'Budgets' section contains input fields: 'Cost qty' (1.00000), 'Revenue qty' (0.00000), 'Cost value' (£500.00), and 'Revenue value' (£0.00). There are checkboxes for 'Override sub item cost budgets' (checked) and 'Override sub item revenue budgets' (unchecked). At the bottom of the budgets section are buttons for 'Budgets by Period...' and 'View History...'. The window has 'Save', 'Clear', 'Hide Project Structure...', and 'Close' buttons at the bottom.

- To view changes in the budget figures for the item, click 'View History'. See *Viewing budget changes* on page 62.
- To display the budget figures for each accounting period, click 'Budgets by period'. See *Viewing budgets by accounting period* on page 63.

Viewing budget changes

You can view any changes that have been made to a project, group or project item's budget figures. To do this:

1. Select the project, group or project item in the project structure.
2. Move to the 'Costs & Charges' tab.
3. Click 'View History'.

The 'Budget Change History' window appears.

Date	User	Project	Project Item ...	Total Cost Qty	Total Cost Value	Total Revenue ...	Total Revenue
29/01/2007	DAVE	Newcastle Exh...	Catering staff	1.00000	8.00	0.00000	0.00
29/01/2007	DAVE	Newcastle Exh...	Stand staff	3.00000	34.00	0.00000	0.00
29/01/2007	DAVE	Newcastle Exh...	Stand staff	1.00000	10.00	0.00000	0.00
29/01/2007	DAVE	Newcastle Exh...	Demonstratio ...	1.00000	14.00	0.00000	0.00
29/01/2007	DAVE	Newcastle Exh...	Security staff	1.00000	10.00	0.00000	0.00
29/01/2007	DAVE	Newcastle Exh...	AV costs	3.00000	36.00	0.00000	0.00
29/01/2007	DAVE	Newcastle Exh...		7.00000	78.00	2.00000	3300.00
29/01/2007	DAVE	Newcastle Exh...	Exhibitor reve...	0.00000	0.00	2.00000	3300.00
29/01/2007	DAVE	Newcastle Exh...	Exhibitor stan...	0.00000	0.00	1.00000	2500.00
29/01/2007	DAVE	Newcastle Exh...	Magazine adv...	0.00000	0.00	1.00000	800.00
05/02/2007	DAVE	Newcastle Exh...		7.00000	570.00	2.00000	3300.00
05/02/2007	DAVE	Newcastle Exh...	Catering	1.00000	500.00	0.00000	0.00
05/02/2007	DAVE	Newcastle Exh...	Catering staff	0.00000	0.00	0.00000	0.00

4. The window displays changes to the budget values, including the date and the user who made the change.

Note: If you have enabled the setting to view budget figures by accounting period, you can display these figures by clicking 'View Budgets By Period'. See *Viewing budgets by accounting period* on page 63.

Viewing budgets by accounting period

You can view cost and revenue figures for a project or project item for each accounting period.

Note: To use this feature, you must have the 'Analyse budgets by accounting period' setting enabled in the Project Accounting settings. See *Project budgeting settings* on page 60.

To view budget figures by period:

1. Select the project, group or project item in the project structure.
2. Move to the 'Costs & Charges' tab.
3. Click 'Budgets by Period'.

The 'Budgets By Period' window appears.



Period	Total Cost Qty	Total Cost Value	Total Revenue Qty	Total Revenue Value
31/10/2005	0.00	0.00	0.00	0.00
30/11/2005	0.00	0.00	0.00	0.00
31/12/2005	0.00	0.00	0.00	0.00
31/01/2006	0.00	0.00	0.00	0.00
28/02/2006	0.00	0.00	0.00	0.00
31/03/2006	0.00	0.00	0.00	0.00
30/04/2006	0.00	0.00	0.00	0.00
31/05/2006	0.00	0.00	0.00	0.00
30/06/2006	0.00	0.00	0.00	0.00
31/07/2006	0.00	0.00	0.00	0.00
31/08/2006	0.00	0.00	0.00	0.00
30/09/2006	0.00	0.00	0.00	0.00
31/10/2006	0.00	0.00	0.00	0.00
30/11/2006	0.00	0.00	0.00	0.00
31/12/2006	0.00	0.00	0.00	0.00
Totals	0.00	0.00	0.00	0.00

The window displays the cost and revenue figures for each accounting period.

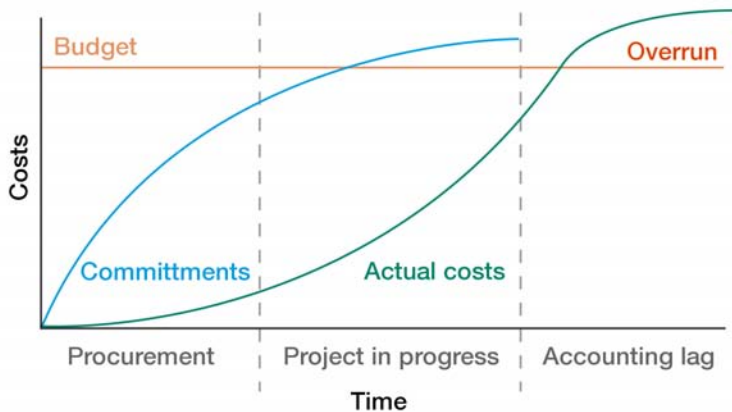
Understanding Committed Costs

To get a true picture of the total cost of a project and its proposed profitability, you need to take into account the costs booked to the project (purchases, stock, bank payments, miscellaneous costs and timesheets) and include any outstanding committed costs.

Outstanding committed costs are commitments to pay for something you have ordered or received, but have not yet paid for. For example, purchase order items that are yet to be invoiced, or stock allocations and timesheets that have not yet been posted.

Despite efforts to control costs, many businesses will suffer from budget overruns. A frequent cause of this is because committed costs are not managed effectively.

A lot of businesses attempt to measure their budget against actual spending using information provided by the costs entries made in their accounting system. However, in reality there is often a time lag between a financial commitment being made and when it is actually paid, which is called an 'accounting lag'.



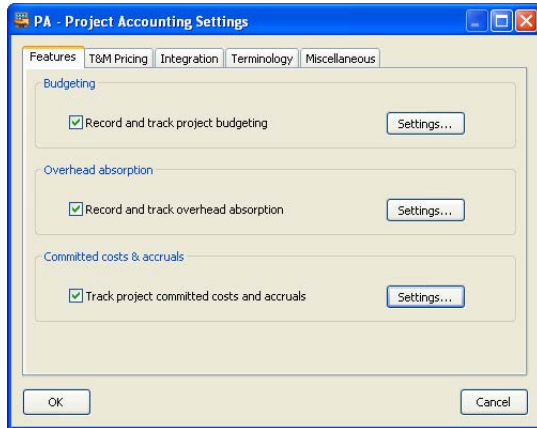
The graph illustrates the actual costs incurred during the procurement phase and when the project is in progress. The actual costs are below budget when the work is completed, but the outstanding committed costs take the project over budget during the accounting lag period.

In some cases, the accounting lag can be a period of months, which could mean a business may not be take into account unpaid committed costs when analysing their budget against costs. This may cause the business to overstate budget balances and lead to overspending.

Enabling committed costs

To enable committed costs in Project Accounting:

1. Select Utilities > System Setup > Project Accounting Settings.



2. On the 'Features' tab, enable 'Track project committed costs and accruals'.
3. To specify your committed costs and accrual settings, click 'Settings'.

For more information, see *Committed costs and accrual settings* on page 66.

Committed costs and accrual settings

To specify the committed costs and accrual settings for your project:

1. Select Utilities > System Setup > Project Accounting Settings.
2. On the 'Features' tab, click 'Settings' in the 'Committed costs & accruals settings' section.

A/C Ref	CC	Dept	Accruals
20100			

Update projects

Default project update for service items is when:

☒ Invoice is recorded
☐ Goods are received

Default project update for free text items is when:

☒ Invoice is recorded
☐ Goods are received

Close

3. Select the default nominal account to which accrued costs will be posted. This will be displayed as the default nominal account when entering a project accrual.

For information on entering accruals, see *Recording Project Accruals* on page 107.

4. Specify when project records will be updated for service items and free text items. They can be updated when the invoice is recorded or when goods are received.

Note: These options are only enabled if you have enabled the settings in Purchase Order Processing to record receipts prior to invoicing for service and labour order lines. These options cannot be changed if there are purchase orders on the system that have not yet been invoiced.

5. To save your settings, click 'Close'.

Billing Projects

You can use Project Accounting to calculate and produce bills (invoices and credit notes) for your project customers.

You can enter your project bills manually, or you can use the system to automatically generate 'suggested bills'. If you want to generate suggested bills, you will also need to set up billing templates and a billing schedule for the customer. The billing schedule defines the bills that need to be produced for the customer, when they need to be produced, and the template that they will use.

The bills that you create (or generate using the suggested bills routine) will have a 'draft' status until you are ready to print them and issue them to your customers, at which point they will be marked as 'finalised'. You can then post your finalised bill transactions to Sage 200 Financials.

Note: For full information on setting up and using project billing, refer to the billing section. See *Billing* on page 195.

To set up billing for your projects, you will need to:

- Configure the Project Accounting billing settings to set how invoices and credit notes are printed for a bill.
See *Invoice and credit note billing options* on page 199.
- Enable the billing options for the project level.
For more information, see *Setting up billing options for a project level* on page 201.
- Add the project's customers to the project record.
For information on adding a customer to a project record, see *Maintain project customers* on page 206.

If you are going to use a billing schedule for your project customers, you will also need to:

- Set up templates for your 'suggested bills'.
For more information, see *Billing templates* on page 202.
- Set up the project customer's billing schedule.
For information on setting up a customer's billing schedule, see *Setting up a customer billing schedule* on page 208.

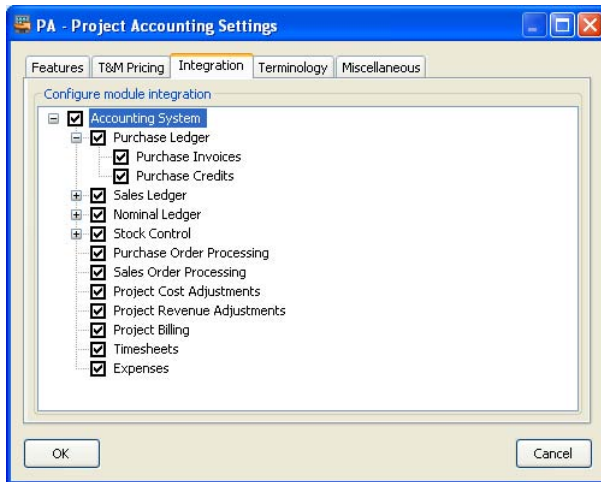
Project Accounting integration with Sage 200

Project Accounting is designed to be integrated with modules in Sage 200 Financials and Commercials. You can select which modules and activities should be integrated with Project Accounting.

You can choose integration settings for Project Accounting, and for individual project item types. For example, you might enable Stock Control integration for Project Accounting, but you might want Stock Control integration enabled only for 'Stock' project item types. This would mean that only project items of the type 'Stock' can be selected for project stock issues and allocations. For information on setting integration options for project item types, see *Integration (project item type)* on page 25.

To set the Project Accounting integration settings:

1. Select Utilities > System Setup > Project Accounting Settings.
2. Move to the 'Integration' tab.



3. Select the Financials modules to integrate with Project Accounting.
 - Sales Ledger.
'Sales Invoice' enables the 'Project Analysis' tab, used to enter the project transaction details for a sales invoice.
'Sales Credits' enables the 'Project Analysis' tab, used to enter the project transaction details for a sales credit note.
 - Purchase Ledger.

'Purchase Invoice' enables the 'Project Analysis' tab, used to enter the project transaction details for a purchase invoice.

'Purchase Credit' enables the 'Project Analysis' tab, used to enter the project transaction details for a purchase credit note.

See *Recording Purchase Invoices and Credits* on page 100.

- Nominal Ledger.

'Nominal Payments' enables the 'Project Analysis' tab, used to enter the project transaction details for a nominal taxable payment.

'Nominal Receipts' enables the 'Project Analysis' tab, used to enter the project transaction details for a nominal taxable receipt.

See *Recording Nominal Payments and Receipts* on page 102.

4. Select the Commercials modules to integrate with Project Accounting.

- Sales Order Processing.

When you add items to a sales order or a quotation, you can specify the project and project item on the 'Project Analysis' tab.

Note: You can create projects from sales orders and quotations that you have entered in SOP. For more information, see *Creating Project Records* on page 82.

- Purchase Order Processing.

When you add items to a purchase order or a return, you can specify the project and project item on the 'Project Analysis' tab.

- Stock Control.

'Stock Issues' enables the 'Project Issue' feature, used to record internal project stock issues.

'Stock Issues' enables the 'Project Return' feature, used to record internal project stock returns.

'Stock Allocations' enables the 'Project Allocation' feature, used to allocate stock to a project.

Note: When you issue or amend allocations in Stock Control, use the 'Project' option to work with project stock allocations.

5. You can also select areas of Project Accounting that you want to enable:

- Project Cost Adjustments: Allow manual cost adjustments in Project Accounting (see *Enter a project cost adjustment* on page 104).
- Project Revenue Adjustments: Allow manual revenue adjustments in Project Accounting (see *Enter a project revenue adjustment* on page 105).
- Project Billing: Enable billing in Project Accounting (see *Billing* on page 195).

- Timesheets: Allow timesheets to be recorded in Project Accounting (see *Timesheets* on page 113).
 - Expenses: Allow expense claims to be recorded in Project Accounting (see *Expense Claims* on page 175).
6. To save your settings, click 'OK'.

Project Accounting integration with Sage Payroll

Sage Payroll employee records can be imported and set up as resources in Project Accounting, so that they can record timesheets and expense claims. Approved timesheet and expense claim transactions for these users can be posted to Sage Payroll for payment.

- For information on importing resources from Sage Payroll, see *Using employee records from Sage Payroll* on page 124.

Timesheet and expenses integration settings

See the following sections for information on timesheet and expense claim integration settings with Sage 200 Financials, Project Accounting, or Sage Payroll:

- *Financials settings* on page 167.
- *Project Accounting timesheet and expense claims settings* on page 170
- *Payroll settings* on page 172.

Defining Project Statuses

Use the project status to record the progress of your project. You may want to record a physical status such as completing a stage of a job, or a financial status such as the final payment being paid.

You can assign a status to a project, group or a project item. The default status levels are: Bid, Open, In Progress, Inactive, On Hold, Complete, and Delete.

To set up the status levels available in Project Accounting:

1. Select Project Maintenance > Project Statuses.

Description	Allow Costs	Allow Revenue	Allow Deletion
Bid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inactive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On Hold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: OK, Add, Delete, Cancel

2. To add a new status, move to a new line or click 'Add'.
 - Enter the status description, as it will be displayed when you select an item's status.
 - Allow Costs: Allow projects with this status to receive cost postings.
 - Allow Revenue: Allow projects with this status to receive revenue postings.
 - Allow Deletion: Allow projects with this status to be deleted.
3. To save your changes, click 'OK'.

Note: For information on changing the status of a project, see *Amending the status of projects and items* on page 93.

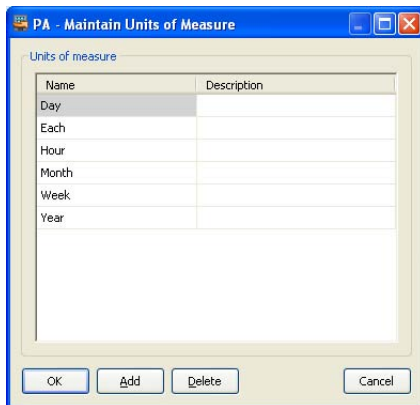
Defining Units of Measure

You can define units of measure for project items, for example 'days' of labour or 'tins' of paint. You can specify the unit of measure when you set up your project items.

Note: These units of measure are used for Project Accounting only, and they are not used in the Bill of Materials or Stock Control modules.

To set up the units of measure available for your project items:

- Select Project Maintenance > Units of Measure.
The 'Maintain Units of Measure' window appears.



Name	Description
Day	
Each	
Hour	
Month	
Week	
Year	

- To add a new unit of measure, move to a new line or click 'Add'.
Enter a description for the unit, if required.
- To delete a unit of measure, select it and click 'Delete'.

Note: You cannot delete a unit of measure that is already being used for a project item or project item type.

Project Accounting Setup Reports

You can generate a variety of reports about your projects, project items and types, and additional information fields.

Note: To view reports on your timesheet and expense claims, see *Timesheet and Expense Claim reports* on page 161.

To run a report, select Reports > Setup.

- **Project List.**
This report displays a list of your projects, including details of their status, percentage complete, customer, order number, quantity, unit price, and price quoted.
- **Project List (by Customer).**
This report displays a list of your projects grouped by customer; including details of their status, percentage complete, order number, quantity, unit price, and price quoted.
- **Project List (by Status).**
This report displays a list of your projects grouped by status; including details of their status, percentage complete, customer, order number, quantity, unit price, and price quoted.
- **Project Item List (Setup).**
This report displays a list of your project items, grouped by project item type; including details of their unit cost, the pricing rules used for timesheets, stock issues and other costs, and whether they are an overhead cost item.
- **Project Item List (by Project).**
This report displays a list of your project items, grouped by project; including details of the project and status, the project item's code and type, and the last cost and billed dates.
- **Project Item List (Integration).**
This report displays a list of your project items, grouped by project item type; including details of their expense and revenue nominal accounts, and uplift rate value and percentage.
- **Project Item Type List.**
This report displays a list of your project items types, including details of their status, expense and revenue nominal accounts, pricing rules for timesheets, stock issues and other costs, and whether they are an overhead cost item.
- **Additional Information List.**
This report displays a list of your additional information fields, including details of the field type.

Project Accounting Settings

Note: The timesheet and expense claim settings are configured separately to the main Project Accounting settings. For information on timesheet and expense claims settings, see *Timesheet and Expense Claims Settings* on page 162.

To amend the Project Accounting settings:

1. Select Utilities > System Setup > Project Accounting Settings.

The 'Project Accounting Settings' window appears.

Note: You cannot amend the settings if they are currently being accessed by another user. If you want to view the settings without making any changes, select Utilities > System Setup > View Project Accounting Settings.

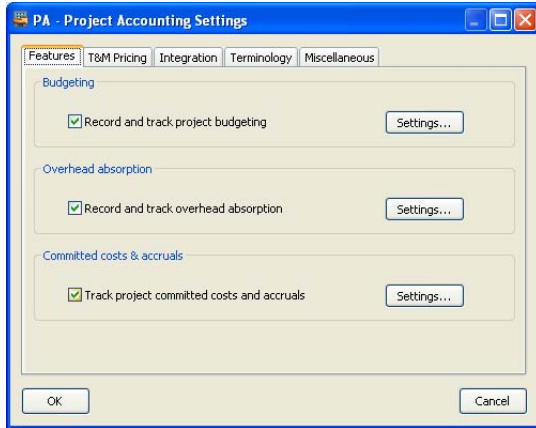
2. The settings are arranged in the following groups:

- Features: Specify budgeting, overhead absorption, and committed costs and accruals settings.
See *Features* on page 75.
- T&M Pricing: Set timesheet and materials pricing rules.
See *Time and materials pricing rules* on page 76.
- Integration: Set how Project Accounting integrates with other Sage 200 modules and activities.
See *Integration* on page 77.
- Terminology: Configure Project Accounting to use the terms that you use in your business.
See *Project terminology* on page 79.
- Miscellaneous: Set project coding and billing options.
See *Miscellaneous* on page 80.

3. When you have amended the settings, click 'OK'.

Features

The Project Accounting Settings 'Features' tab contains settings for budgeting, overhead absorption, and committed costs and accruals.



Budgeting

- To use project budgeting, enable 'Record and track project budgeting'.
For general information, see *Understanding Budgeting* on page 58.
- To set the budgeting settings, click 'Settings'.
For more information on these settings, see *Project budgeting settings* on page 60.

Overhead absorption

- To use overhead absorption, enable 'Record and track overhead absorption'.
For general information, see *Understanding Overhead Absorption* on page 54.
- To set the overhead absorption settings, click 'Settings'.
For more information on these settings, see *Overhead absorption settings* on page 56.

Committed costs and accruals

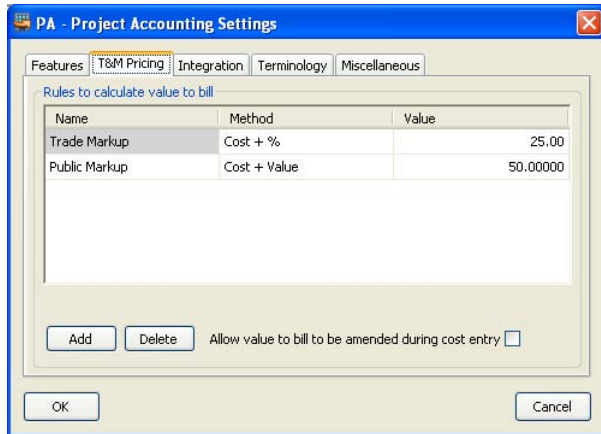
- To use committed costs and accruals, enable 'Track project committed costs and accruals'.
For general information, see *Understanding Committed Costs* on page 64.
- To set the committed costs and accruals settings, click 'Settings'.
For more information on these settings, see *Committed costs and accrual settings* on page 66.

Time and materials pricing rules

To set up time and materials pricing rules:

1. Select Utilities > System Setup > Project Accounting Settings.
2. Move to the 'T&M Pricing' tab.

The time and materials pricing rules are displayed.



3. To add a new rule, click 'Add'.
Enter a name for the new rule and select the pricing method.
 - Cost + %: Set the price to the cost value plus a percentage.
 - Cost + Value: Set the price to be the cost value plus an amount.
 - Set Value: Set the price to the specified amount.
4. To allow users to amend the bill value when entering costs, enable 'Allow bill to be amended during cost entry'.

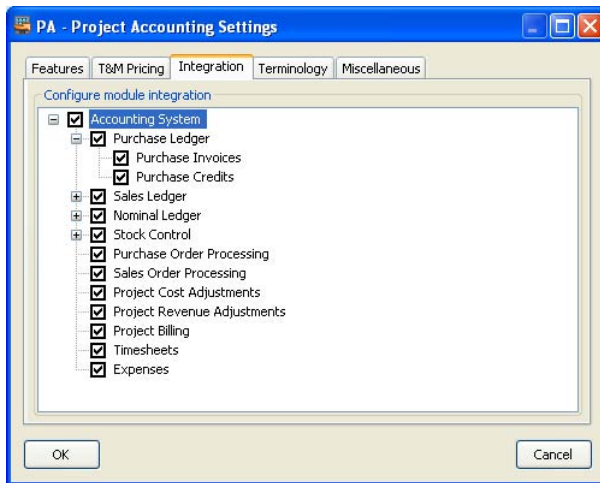
Important note: The Project Accounting billing system is independent of the Sales Order Processing module. Therefore, the 'standard price' time and materials pricing rule will always use the standard price for the stock item, irrespective of whether it is inclusive or exclusive of tax. Please take note of this, to avoid charging tax twice on items that are priced inclusive of tax in the Project Accounting billing system.

Integration

The Project Accounting Settings 'Integration' tab allows you to set how Project Accounting integrates with other Sage 200 modules and activities, and enable features in Project Accounting.

For more detailed information about integration with the Sage 200 Financials and Commercials modules, see *Project Accounting integration with Sage 200* on page 68.

For information about enabling integration settings for an individual project item type, see *Integration (project item type)* on page 25.



You can enable Project Accounting functionality for the following activities:

- Purchase Ledger: Allow project transaction information to be recorded for purchase invoices and credit notes.
- Sales Ledger: Allow project transaction information to be recorded for sales invoices and credit notes.
- Nominal Ledger: Allow project transaction information to be recorded for nominal taxable payments and nominal taxable receipts.
- Stock Control: Allow issues, returns and allocations of stock to projects.
- Purchase Order Processing: Allow project transactions to be recorded for purchase orders and returns.
- Sales Order Processing: Allow project transactions to be recorded for sales orders and quotations.

- Project Cost Adjustments: Allow manual cost adjustments in Project Accounting (see *Enter a project cost adjustment* on page 104).
- Project Revenue Adjustments: Allow manual revenue adjustments in Project Accounting (see *Enter a project revenue adjustment* on page 105).
- Project Billing: Enable billing in Project Accounting (see *The billing process* on page 196).
- Timesheets: Allow timesheets to be recorded in Project Accounting (see *Entering and processing timesheets* on page 114).
- Expenses: Allow expense claims to be recorded in Project Accounting (see *Entering and processing expense claims* on page 176).

Note: You may not be able to disable some integration options for modules if there are already some project transactions recorded. For example, you cannot disable Sales Order Processing integration if you have already entered some sales orders for a project.

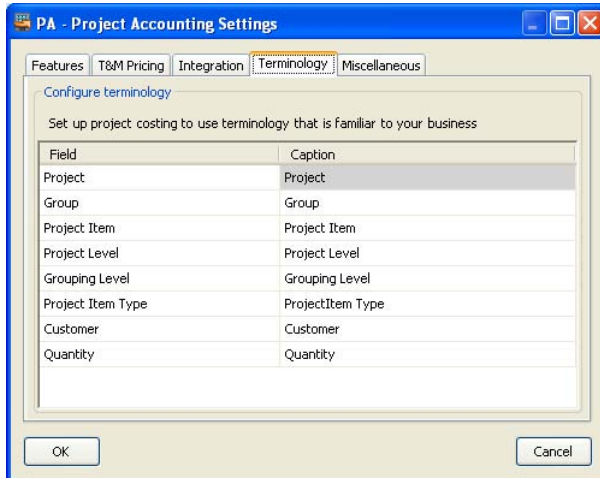
Project terminology

You can set up Project Accounting to use the same terminology that you use in your business. For example, in your business a project may be referred to as a job, so you could replace the term 'Project' with 'Job'. The new term will be used throughout Project Accounting, so the 'Project Accounting Settings' window would now be named 'Job Accounting Settings'.

Note: The terminology used in timesheets and expense claims is set up separately. For more information on how to do this, see *Terminology settings* on page 166.

To set your project terminology:

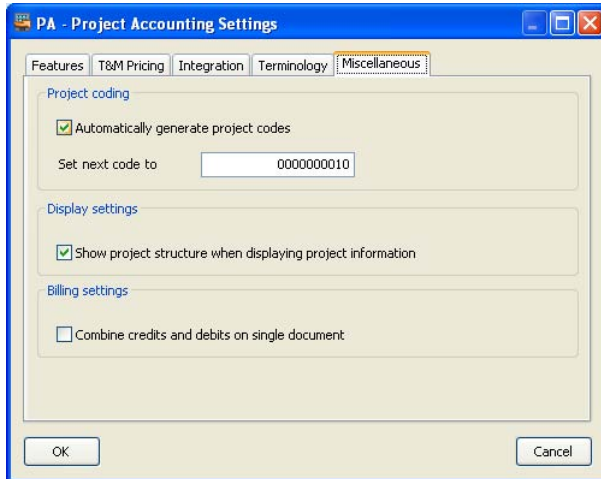
1. Select Utilities > System Setup > Project Accounting Settings.
2. Move to the 'Terminology' tab.



3. Change the captions to the terms that you use in your business.
4. Click 'OK' to confirm the changes.
You will have to restart Sage 200 before the changes will take effect.

Miscellaneous

The Project Accounting Settings 'Miscellaneous' tab allows you to set the following options:



- To set the system to generate automatic project codes, enable 'Automatically generate project codes'.

To enter your own project codes manually, disable this option.

For information on different project coding methods, see *Choosing a project coding method* on page 10.

- To always display the project structure when displaying a project record (for example, when amending a project), enable 'Display project structure when displaying project information'.

If you disable this option, the project structure will no longer be displayed automatically in the appropriate windows. The structure must be displayed by selecting the 'Show Project Structure' button.

- The 'Combine credits and debits on a single document' setting determines what documents are produced for your bills.
 - Enable this setting to produce a single invoice or credit note that combines the positive and negative values on each bill.
 - Disable this setting to produce separate invoices and credit notes for the positive and negative billing lines on the bill.

For more information, see *Invoice and credit note billing options* on page 199.

Chapter 3

Create Projects and Structures

When you have planned the types of project record required for your business, you are ready to start creating your project records and setting up their structures.

You can create a new project record from scratch, from a template or an existing project, or generate the project from a sales quote. For more information, see *Creating Project Records* on page 82.

After you have created a new project record, you can set up its structure using project levels, group levels and project items. For more information, see *Creating Project Structures* on page 90.

Note: For information on setting up Project Accounting and planning your project requirements, see *Planning and Preparation* on page 6.

In this chapter:

Creating Project Records.....	82
Creating Project Structures	90
Amending projects.....	92

Creating Project Records

You can create a project record from:

- New (a blank project structure).
See *Create a blank project* on page 83.
- An existing project record (copying a project).
See *Create a project record from an existing project* on page 84.
- A project template.
See *Create a project record from a template* on page 86.
- A quotation.
See *Create a project record from a quotation* on page 87.
- A sales order.
See *Create a project record from a sales order* on page 88.

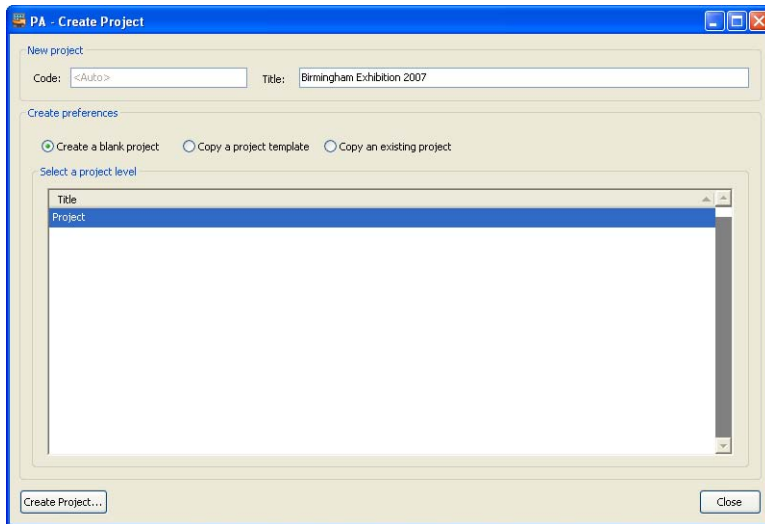
Note: To produce lists of your projects, select Reports > Setup and choose one of the Project List reports.

Create a blank project

To create a blank project record:

1. Select Projects > Create Project.

The 'Create project' window appears.



2. If you manually enter codes for your projects, enter the project's 'Code'.

3. Enter a 'Title' for the project.

4. Select 'Create a blank project'.

The project levels that you have defined are displayed. For information on creating project levels, see *Define project levels* on page 32.

5. Select a project level from the list and click 'Create project'.

The new project will be created with the settings defined in the project level.

6. Set up the project structure in the 'Amend Project Structure' window.

The structure will initially be blank. Use this window to add and organise all the elements in your project structure, such as groups and project items.

For information on how to set up the project structure, see *Creating Project Structures* on page 90.

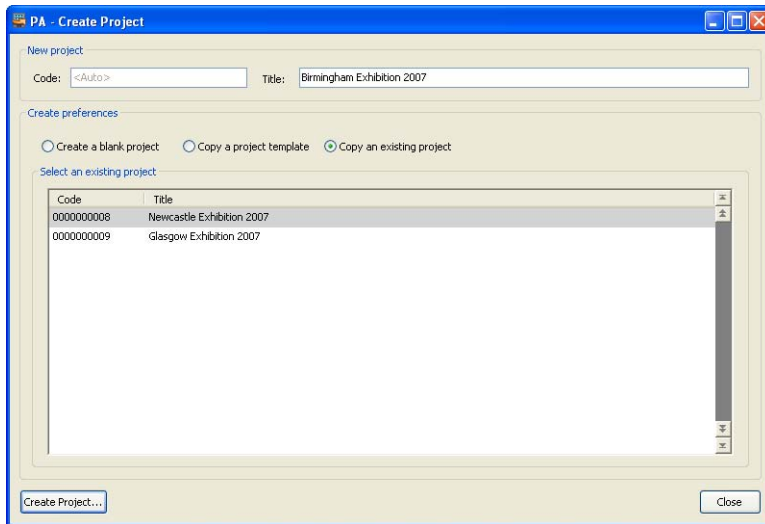
Create a project record from an existing project

You can create a new project by copying the structure and information contained in an existing project.

To copy an existing project:

1. Select Projects > Create Project.
The 'Create project' window appears.
2. If you manually enter codes for your projects, enter the 'Code'.
3. Enter a 'Title' for the project.
4. Select 'Copy an existing project'.

A list of projects that you have created are displayed. Select the project to copy from the list.



5. Click 'Create project'.
A copy of the selected project will be created, including the project's structure, budget information, contacts and attachments.
6. Set up the project structure in the 'Amend Project Structure' window.
The structure will be identical to the project that you copied. Use this window to reorganise or remove items in the project structure.

Note: For information on how to set up the project structure, see *Creating Project Structures* on page 90.

Note: If you regularly copy a project, it may be a good idea to set up that project structure as a project template. For information on setting up project templates, see *Working with Project Templates* on page 51.

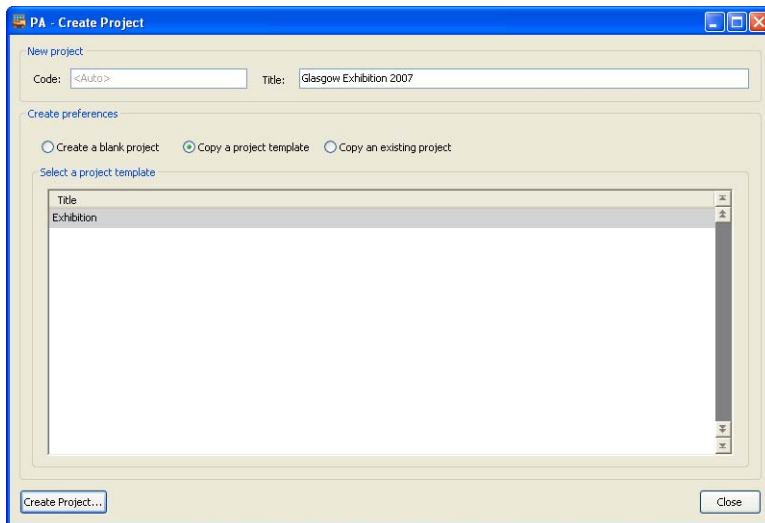
Create a project record from a template

You can create a new project based on the structure and information contained in a project template.

Note: For information on setting up project templates, see *Working with Project Templates* on page 51.

To create a project record from a template:

1. Select Projects > Create Project.
The 'Create project' window appears.
2. If you manually enter codes for your projects, enter the 'Code'.
3. Enter a 'Title' for the project.
4. Select 'Copy a project template'.
The project templates that you have created are displayed.
5. Select the project template to use from the list.



6. Click 'Create project'.
A project is created based on the information in the template.
7. Set up the project structure in the 'Amend Project Structure' window.

Note: For information on how to set up the project structure, see *Creating Project Structures* on page 90.

Create a project record from a quotation

You can create a new project based on a quotation you have generated in the Sales Order Processing module.

To create a project record from a quotation:

1. Select Projects > Create Project from Quotation.

The 'Create Project from Quotation' window appears.

Create Project From Sales Quotation

Selection criteria

Quotation no: A/C ref:
 Customer order no: Short name:
 Quotation date: Postcode:

All quotations

Quotation No	Date	A/C Ref	Customer Name	Amount
0000000012	31/01/2004	A88001	Abbey Retail Ltd	16925.29
0000000011	14/01/2004	TTC001	TT Construction Ltd	10001.31
0000000010	12/01/2004	TIG001	Tiger Build	6415.50

Project

Project Code: Project Title:
 Template: Project Item:

2. Display quotations by:
 - Selecting the quotation from the 'Quotation no' list.
 - Entering the 'Customer reference' number for the quotation.
 - Entering the 'Quotation date' to display quotations for a particular day.
 - Selecting the related customer account by the account reference (A/C Ref), short name or postcode.
 - Clicking 'Show All Quotations' to display a full list of quotations.
3. Select a quotation from the list.

4. Enter the project details.
 - Enter the project code (if you manually enter project codes).
 - Enter the name of the project in the 'Project Title' box.
 - Select the template to use for the project.
 - Select the 'Project Item' to be used as the default item for the project revenues.
5. To generate the project, click 'Create project'.
The project record will be created.
6. To enter or change the project's details or structure, select Projects > Amend Project and select the project record. For more information, see *Amending projects* on page 92.

Create a project record from a sales order

You can create a new project based on a sales order you have generated in the Sales Order Processing module.

To create a project record from a sales order:

1. Select Projects > Create Project from Sales Order.

The 'Create Project from Sales Order' window appears.

Create Project From Sales Order

Select orders

Order no: 0000000007 A/C ref:
 Customer order no:
 Order document date: / / Show All Orders Short name:
 Postcode:

All orders

Order No	Order Date	Order Sta...	A/C Ref	Customer Name	Customer Order No	Value
0000000007	12/10/2006	Live	CUST1	Customer Base Currency 1	888-555	596.42

Project

Project Code: Project Title: Leeds exhibition security
 Template: Visions Template Project Item: 110003
 Create Project Close

2. Display sales orders by:

- Clicking 'Show All Orders' to display a full list of sales orders.
 - Selecting the sales order from the 'Order no' list.
 - Entering the customer's reference in the 'Customer order number'.
 - Entering the 'Order document date' to display orders for a particular day.
 - Selecting the invoice related to the order from the 'Invoice' list.
 - Selecting the related customer account by the account reference (A/C Ref), short name or postcode of the account holder.
3. Select a sales order from the list and enter the project details:
 - Enter the project code (if you manually enter project codes).
 - Enter the name of the project in the 'Project Title' box.
 - Select the template to use for the project.
 - Select the 'Project Item' to be used as the default item for the project revenues.
 4. To generate the project, click 'Create project'.
The project record will be created.
 5. To enter or change the project's details or structure, select Projects > Amend Project. For more information, see *Amending projects* on page 92.

Creating Project Structures

Once you have created your project record, you can create or amend its structure. The structure is built up from projects, groups and project items.

Note: For information on designing your project structures, see *Designing a Project Structure* on page 12.

To create or amend a project's structure:

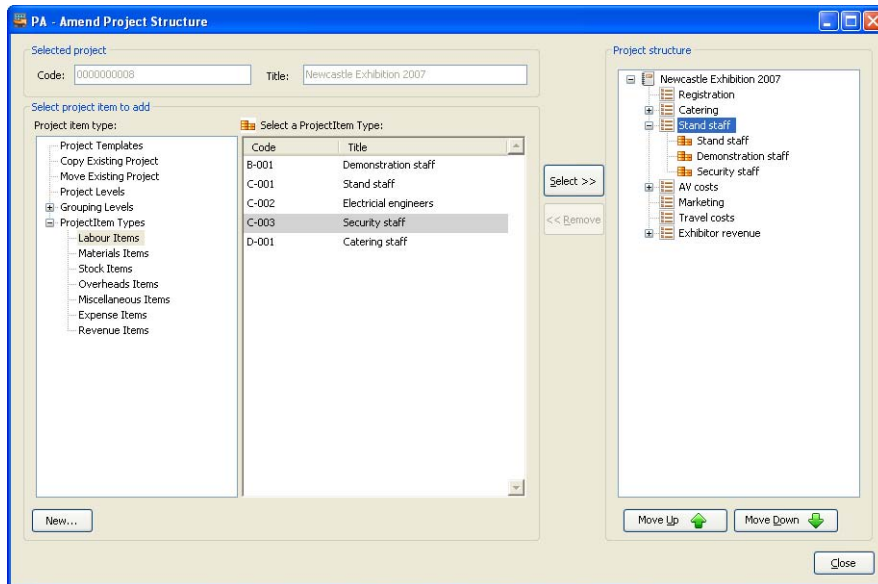
1. Select Projects > Amend Project.

The project structure appears on the left of the window. The structure is built up from projects, groups and project items.

Note: If the structure is hidden, you can display it by clicking 'Show Project Structure'.

2. To edit the project structure, click 'Amend Project Structure'.

The 'Amend Project Structure' window appears. Use this window to add and remove project elements, and position the elements in the structure.



3. Select the category of item to add to the structure from the 'Project item type' column on the left. You can select a project item type, grouping level, project level, or an existing project or template.

The items available in your selected category are displayed in the centre column.

Note: If you have selected a project item type or a grouping level, you can create a new project item or group by clicking 'New'. For more information, see *Set up project items and groups* on page 35.

4. To add an item to the structure, highlight the item and click 'Select'.

The item is added to the structure at the highlighted point.

Note: To move the item in the structure, either click and drag the item, or use the 'Move Up' and 'Move Down' buttons.

5. Add items to your project structure as required. When you have finished setting up your structure, click 'Close' to save the project structure.
6. You will be returned to the 'Amend 'Project' window, where you can enter the details for the items in your project structure.

For more information, see *Amending projects* on page 92.

Amending projects

Use the 'Amend Project' window to set up or change your project's details.

To amend a project's details:

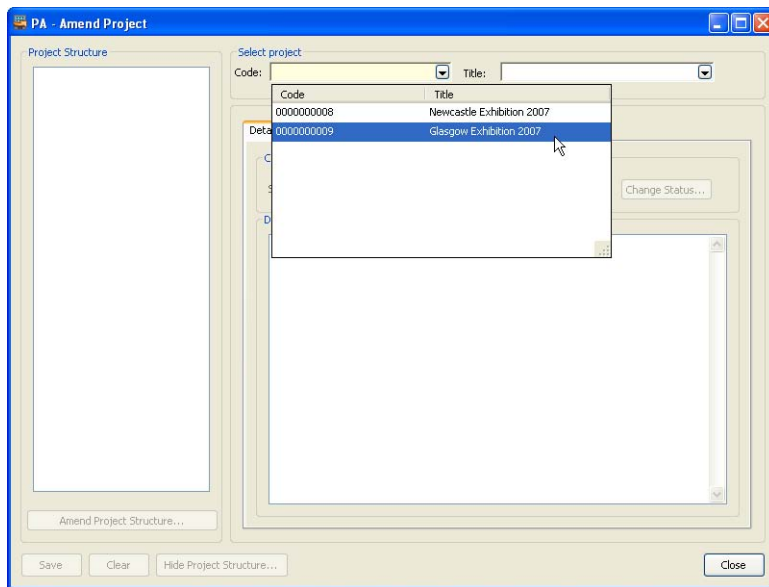
1. Select Projects > Amend Project.

The 'Amend Project' window appears.

2. Select the project to amend by its 'Code'.

The project's details are displayed.

Note: To hide or show the project's structure, click 'Hide Project Structure' or 'Show Project Structure'.



3. The project information is grouped in tabs. For more information on each tab, see:

- *Details* on page 40.
- *Costs & Charges* on page 41.
- *Contact information* on page 44.
- *Attachments* on page 46.
- *Memos* on page 47.

4. To change the structure of the project, click 'Amend Project Structure'.

For information on editing the project structure, see *Creating Project Structures* on page 90.

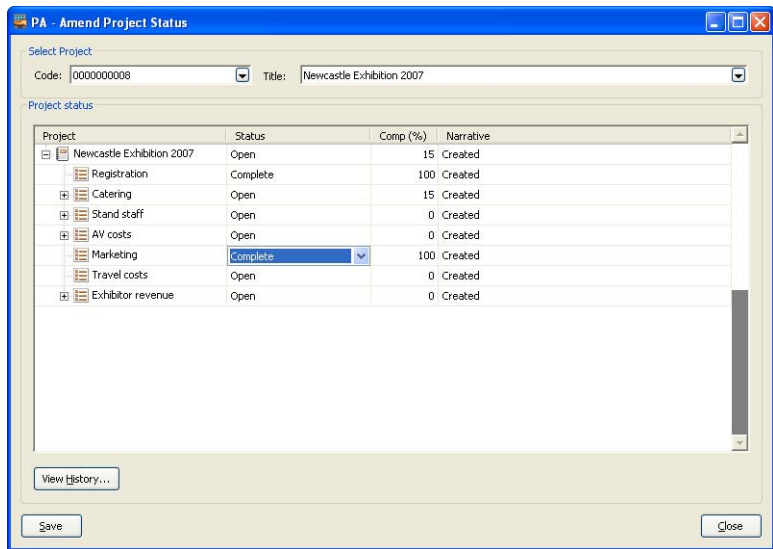
5. To save the changes to your project, click 'Save'.

Amending the status of projects and items

To amend the status of a project, or any item in the project:

1. Select Projects > Amend Project Status.
2. The 'Amend Project Status' window appears.
3. Select the project to amend by its 'Code'.

The project's structure appears. Each project level, grouping level and project item in the structure is displayed, along with their status, percentage complete and narrative.



PA - Amend Project Status

Select Project

Code: 0000000008 Title: Newcastle Exhibition 2007

Project status

Project	Status	Comp (%)	Narrative
Newcastle Exhibition 2007	Open	15	Created
Registration	Complete	100	Created
Catering	Open	15	Created
Stand staff	Open	0	Created
AV costs	Open	0	Created
Marketing	Complete	100	Created
Travel costs	Open	0	Created
Exhibitor revenue	Open	0	Created

View History...

Save Close

4. To change the status of an item, select a new state from the 'Status' list for the project item.

Note: To change the status, the 'Record and track item status' setting must be enabled in the 'Display Features' for that item in the Project Structure Settings. For information on how to do this, see *Display features (project item type)* on page 22.

5. To change the percentage completion for an item, click on the figure in the 'Comp (%)' and enter a new figure.

Note: To change the percentage complete, the 'Record percentage complete' setting must be enabled in the 'Display Features' for that item in the Project Structure Settings. For information on how to do this, see *Display features (project item type)* on page 22.

6. Use the 'Narrative' column to record any comments about the project item.
7. When you have finished amending the status of your project items, click 'Save'.

Sage 200 records any changes that you make to the status or percentage complete in the status history log. The details of each change are recorded along with the date and the name of the user. To view the history log, click 'View History'. For more information, see *Viewing changes in status* on page 94.

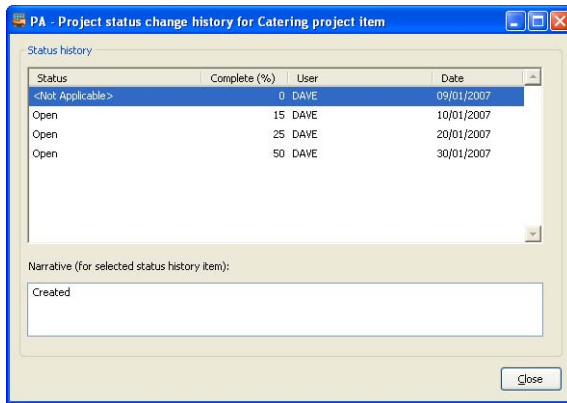
Note: To generate a list of your projects according to their status, select Reports > Setup > Project List (by Status).

Viewing changes in status

If you change the status or percentage complete of a project, group or project item; Sage 200 records the changes that you make in the status history log. The details of each change are recorded along with the date and the name of the user.

To view the status history log:

1. Select Projects > Amend Project Status.
The 'Amend Project Status' window appears.
2. Select the project 'Code'.
The project structure appears.
3. To view the history of status changes for an item in the structure, select the item and click 'View History'.



The history displays an entry for each change in status or percentage complete, along with the date of the change and the user that made the change.

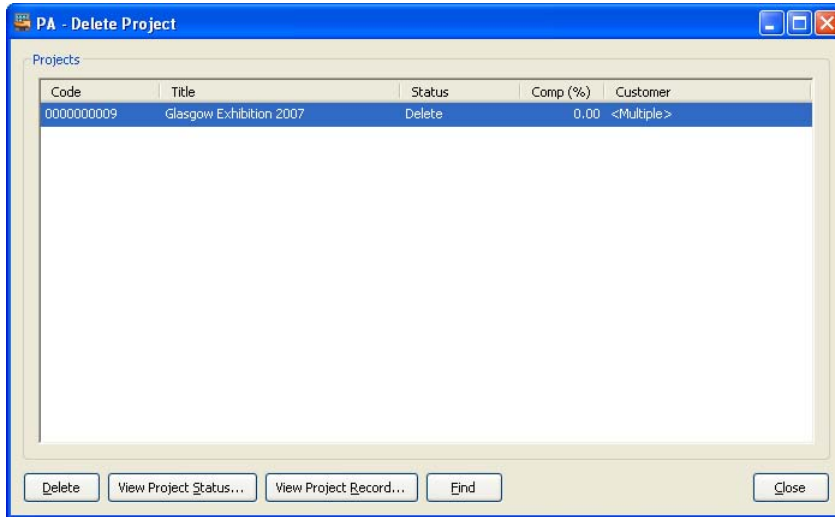
4. Select an item in the log to display its 'Narrative' comments.
5. Click 'Close' to return to the 'Amend Project Status' window.

Deleting projects

To delete a project record:

1. Select Projects > Delete Project.

The 'Delete Project' window appears.



2. The window displays a list of projects that can be deleted.
 - If the list contains a lot of projects and you have difficulty finding the one that you want, you can click the 'Find' button to search for a particular project.
 - To check or change the status of a project, select it and click 'View Project Status'. For more information, see *Amending the status of projects and items* on page 93.
 - To view or amend the project record, select it and click 'View Project Record'.
3. To delete a project, select it and click 'Delete'.

Conditions for deleting a project

You cannot delete a project if:

- The project status does not allow the project to be deleted. You can only delete projects with a status of '<Not Applicable>' or a status such as 'Delete' that is set to 'Allow Deletion' (see *Defining Project Statuses* on page 71).
- The project has incomplete purchase orders with outstanding commitments associated with any of its items.

- The project has incomplete sales orders with outstanding expectations associated with any of its items.
- The project has incomplete accruals associated with any of its items. A incomplete accrual is one that has not yet been reversed.
- The project has stock allocations associated with any of its items. All stock allocations associated with a project item must have been issued to the project.
- The project has timesheets that have not been posted to Project Accounting associated with any of its items.
- The project has expense claims that have not been posted to Project Accounting associated with any of its items.
- The project has unauthorised Purchase Ledger invoices associated with any of its items.
- The project has outstanding Purchase Ledger or Sales Ledger batch transactions associated with any of its items.
- The project has unposted invoices or credit notes relating to a project bill associated with any of its items.

Chapter 4

Project Transactions

Project Accounting can be integrated with modules in Sage 200 Financials, and you can analyse transactions to projects direct from these modules.

There are also other transactions specific to the Project Accounting module, these include: accruals, project cost and revenue adjustments, and recording cost and revenue opening balances.

This section includes:

- Recording project invoices and credit notes in the Purchase Ledger.
- Recording project nominal taxable payments and receipts in the Nominal Ledger.
- Making adjustments to project costs and revenues.
- Creating accruals for a project.
- Entering the opening balances for a new project.

In this chapter:

Recording Purchase Invoices and Credits.....	100
Recording Nominal Payments and Receipts	102
Recording Project Cost and Revenue Adjustments	104
Recording Project Accruals.....	107
Entering Project Opening Balances..	110

Recording Purchase Invoices and Credits

If Project Accounting is integrated with the Purchase Ledger, then you can record invoices and credit notes associated with a project. The transaction will be recorded against the selected project and project item.

Note: To record purchase invoices and credits, you will need to enable the 'Purchase Ledger' integration settings for Project Accounting, and also for the appropriate project item types. For more information, see *Project Accounting integration with Sage 200* on page 68.

To record an invoice or credit note for a project:

1. Create the invoice or credit in the Purchase Ledger.

The following screen is an example of an invoice.

PL - Enter Purchase Invoice for Stainless Steel Extrusions

A/C ref: STA001 Account balance: £ 0.00 Invoice date: 05/02/2007
Short name: Stainless Credit limit: £ 20000.00 Due date: 30/03/2007
Post code: L33 7AD Available credit: £ 20000.00 Reference:
Second ref:

Transaction details
Goods value: £ 150.00 Discount days: 14 Tax value: £ 26.25
Discount percent: 0.00 % Discount value: £ 0.00 Invoice total: £ 176.25

Project Analysis Nominal & Tax Analysis

Project Code	Project Item	A/C No	CC	Dept	Name	Narrative	Goods Value	Tax C...	Discou...	Tax Value
000000008	C-002	44100	SAL	ADM	Materials - Purcha...	P1 / STA001 / 000...	150.00	Std Rate	0.00	26.25

Totals 150.00 0.00 26.25

Show Details >>

Save Clear Save and Retain A/C ref Close

2. It is possible to analyse the full amount to a project, or only analyse part of the amount. Enter the project related values using the 'Project Analysis' tab, and use the 'Nominal & Tax Analysis' tab to analyse the remainder.

Move to the 'Project Analysis' tab and specify the project details.

- Select the Project Code.

- Select the Project Item.
- The nominal account code, cost centre and department that are associated with the project item will be displayed. You can amend these, if required.
- Amend the narrative description, if required.
- Select the transaction analysis code, if required.
- The goods value and tax code for the project item are displayed. You can amend these, if required.

Note: Click 'Show details' to display additional information for the quantity, cost rate, unit of measurement and discount value.

Recording Nominal Payments and Receipts

If you make or receive payments during a project that do not relate directly to a customer or supplier transaction, you can record them as nominal taxable payments or receipts. The transaction will be recorded against the selected project and project item.

Note: To record nominal taxable payments and receipts, you will need to enable the 'Nominal Ledger' integration settings for Project Accounting, and also for the appropriate project item types. For more information, see *Project Accounting integration with Sage 200* on page 68.

To record a nominal taxable payment or receipt for a project:

1. Create the Nominal Taxable Payment/Receipt in the Nominal Ledger.

The following screen is an example of a payment.

NL - Enter a Taxable Payment

Bank

Bank account: Main Bank Account:

Account type: Currency: Exchange rate to base:

Transaction details

Cheque number: 2nd ref:

Transaction date: Narrative:

Project Analysis **Nominal & Tax Analysis**

Project Code	Project Item	A/C No	CC	Dept	Name	Narrative	Goods Value	Tax C...	Tax Value
0000000008	C-001	52100	SAL	BES	Travelling & Entertainm...		177.25	Std Rate	31.02
Totals							177.25		31.02

2. It is possible to analyse the full amount to a project, or only analyse part of the amount. Enter the project related values using the 'Project Analysis' tab, and use the 'Nominal & Tax Analysis' tab to analyse the remainder.

Move to the 'Project Analysis' tab and specify the project details.

- Select the project.
- Select the project item.
- The nominal account code, cost centre and department that are associated with the project item will be displayed. You can amend these, if required.
- Amend the narrative description, if required.

- Select the transaction analysis code, if required.
- The goods value and tax code for the project item are displayed. You can amend these, if required.

Note: Click 'Show details' to display additional information for the quantity, cost rate, unit of measurement and discount value.

Recording Project Cost and Revenue Adjustments

Use project cost and revenue adjustments to move costs or revenue from one project item to another project item, either within the same project or to a different project. You may want to do this if you change the project structure or have allocated costs or revenue to the wrong item by mistake. Use this routine to make cost and revenue adjustments in Project Accounting, as opposed to issuing invoice and credit notes in Sage 200 Financials.

Note: To record project cost and revenue adjustments, you will need to enable the 'Project Cost Adjustments' and 'Project Revenue Adjustments' integration settings for Project Accounting, and also for the appropriate project item types. For more information, see *Project Accounting integration with Sage 200* on page 68.

Enter a project cost adjustment

To enter a project cost adjustment:

1. Select Enter Transactions > Enter Cost Adjustments.

The 'Enter Project Cost Adjustments' window appears.

Project Code	Project Item	Narrative	A/C No	CC	Dept	Name	Goods Value	Tax Code
0000000008	C-002	Adjustment - transfer	08201			Vehicle...	1400.00	1
0000000009	C-002	Adjustment - transfer	08202			Vehicle...	-1400.00	1
Totals							0.00	

2. Enter the date, and the reference and second reference if required.
3. Add each adjustment on a new line.
 - Select the project code.
 - Select the project item.

- The nominal account code, cost centre and department that are associated with the project item will be displayed. You can amend these, if required.
- Amend the narrative description, if required.
- Select the transaction analysis code, if required.
- A goods value must be entered. You can enter a negative value to remove a cost from an item. This must be balanced with a positive entry against another project item to receive the cost.

The total of the goods values from all the lines must balance and equal zero. If the total is not zero, you will not be able to post the transactions.

Note: To display the quantity and cost rate, click 'Show details'.

4. When you have finished entering the cost adjustments, you can post a journal for the transactions by clicking 'Save'.

A nominal journal will be created for the adjustment using the nominal accounts specified.

The reference number of the journal containing the transactions appears.

Enter a project revenue adjustment

To enter a project revenue adjustment:

1. Select Enter Transactions > Enter Revenue Adjustments.

The 'Enter Project Revenue Adjustments' window appears.

PA - Enter Project Revenue Adjustments

Project revenue adjustments

Date: 02/02/2007 Reference: Adjustment - transfer Second reference:

Project Code	Project Item	Narrative	A/C No	CC	Dept	Name	Goods Value	Tax Code
0000000008	D-001	Adjustment - transfer	06200			Office E...	155.00	1
0000000009	D-001	Adjustment - transfer	06100			Office E...	-155.00	1
Totals							0.00	

Save Show Details >> Close

2. Enter the date, and the reference and second reference if required.
3. Add each adjustment on a new line.

- Select the project code.
- Select the project item.
- The nominal account code, cost centre and department that are associated with the project item will be displayed. You can amend these, if required.
- Amend the narrative description, if required.
- Select the transaction analysis code, if required.
- A goods value must be entered. You can enter a negative value to remove a revenue from an item. This must be balanced with a positive entry against another project item to receive the revenue.

The total of the goods values from all the lines must balance and equal zero. If the total is not zero, you will not be able to post the transactions.

Note: To display the quantity and revenue rate, click 'Show details'.

4. When you have finished entering the revenue adjustments, you can post a journal for the transactions by clicking 'Save'.

The reference number of the journal containing the transactions appears.

Recording Project Accruals

Use accruals to budget for an expense that is normally paid for in arrears. Based on an estimate of the expense, you can use the routine to account for the expense over the required periods.

The routine creates the entries to account for the expense on the Profit and Loss and Balance Sheet over the given period. The routine also creates a final entry to clear the expense from the Profit and Loss and Balance Sheet accounts.

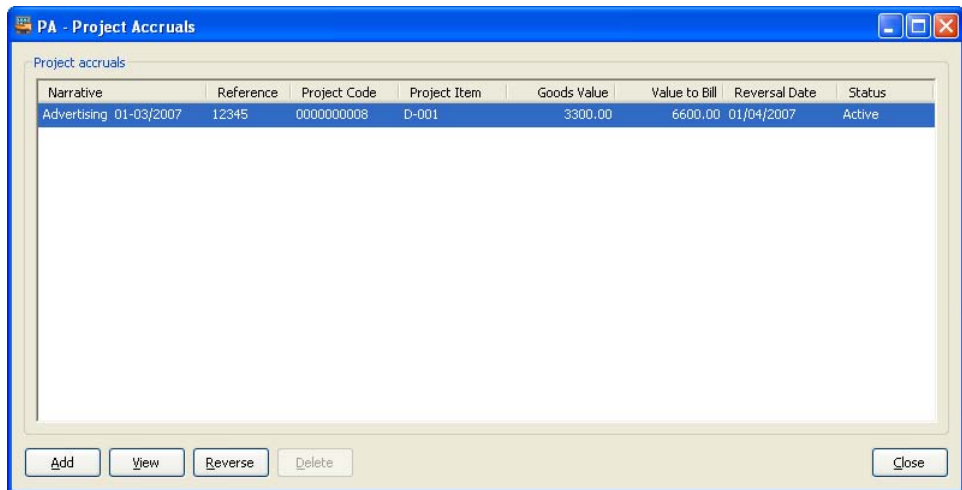
When you create an accruals journal, any elements that are dated in future periods are held in the deferred waiting postings file. These postings will be transferred later, when those future periods are subsequently opened.

Note: To record project accruals, you must enable the committed costs and accruals option in the Project Accounting settings. For more information, see *Enabling committed costs* on page 65.

To manage your project accruals:

1. Select Enter Transactions > Create and Reverse Project Accruals.

The 'Project Accruals' window appears, showing a list of accruals that you have entered.



The screenshot shows a window titled "PA - Project Accruals" with a table of project accruals. The table has the following columns: Narrative, Reference, Project Code, Project Item, Goods Value, Value to Bill, Reversal Date, and Status. The first row of data is: Advertising, 01-03/2007, 12345, 0000000008, D-001, 3300.00, 6600.00, 01/04/2007, Active. Below the table are buttons for Add, View, Reverse, Delete, and Close.

Narrative	Reference	Project Code	Project Item	Goods Value	Value to Bill	Reversal Date	Status	
Advertising	01-03/2007	12345	0000000008	D-001	3300.00	6600.00	01/04/2007	Active

2. The list displays the narrative, reference number, associated project code and project item, the goods and billing values, the reversal date and the accrual status.

An 'Active' status indicates that the accrual has not yet been posted, whilst a 'Completed' status means that the accrual has been posted to the nominal ledger. If you set an accrual's reversal date to the current date or a date in the past, its status will be set to 'Expired'.

- To add an new project accrual, click 'Add'. For more information, see *Add a project accrual* on page 108.
- To display the details of an accrual in the list, select it and click 'View'.
- To reverse an active (or expired) accrual, select it and click 'Reverse'. The accrual postings will be made immediately, instead of on the reversal date.
- To delete a completed accrual, select it and click 'Delete'. You cannot delete active or expired accruals.

Add a project accrual

To add a project accrual:

1. Select Enter Transactions > Create and Reverse Project Accruals.
2. The 'Project Accruals' window appears, showing a list of accruals that you have entered.
3. Click 'Add' to create a new accrual.

The 'Add New Project Accrual' window appears.

PA - Add New Project Accrual

Accrual details

Narrative: Advertising 01-03/2007

Reference: 12345 Second reference:

Posting date: 01/01/2007

Reversal date: 01/04/2007

Project analysis

Project code: 0000000008 Project Item: D-001

Costs

Quantity: 1.00000 Unit cost: £ 3300.00000

Cost unit: <Not Applicable> Goods value: £ 3300.00000

Charges

Charge rate: £ 6600.00000 Value to bill: £ 6600.00

Nominal codes

	A/C Ref	CC	Dept	
Balance sheet:	31100			Sales Default
Profit and loss:	31100			Sales Default

OK Cancel

4. Enter the accrual details:
 - Enter a description of the accrual in the 'Narrative' box.

- Enter a reference and second reference (if required) for the accrual.
 - Enter the 'Reversal date'.

This is the date on which the total accrual value will be cleared from the Balance Sheet and Profit and Loss nominal accounts. This is done automatically by a journal that reverses the expense, normally on the same date as the last periodic posting.
5. Enter the project analysis information:
- Select the 'Project code' and the 'Project Item' related to the accrual.
6. Enter the details of the accrual:
- Enter the quantity of the selected project item.
 - The unit cost will be set to the default value for that project item, if it is specified. Enter a different unit cost if required.
 - The goods value will equal the quantity multiplied by the unit cost. You can change the goods value if required.
7. Enter the charges:
- If you want the accrual to be available for billing, then you can enter the value to bill. The bill value can also be calculated from the quantity and charge rate, if these have been set.
8. The nominal account codes used for Balance Sheet and Profit and Loss postings are displayed. To change either code, select a new code from the list. The accounts you select must be posting accounts.
- The 'Balance Sheet' nominal code will be set to the default code that you have specified for accrued cost posting. For more information, see *Committed costs and accrual settings* on page 66.
 - The 'Profit and Loss' code is the nominal account used for Profit and Loss postings.
 - If you use transaction analysis, select the analysis code.
9. To complete the accrual, click 'OK'.
- The accrual appears in the 'Project Accruals' list.

Entering Project Opening Balances

When you set up a project for the first time and the project has some transactions associated with it, you can enter opening balances for cost or revenue items in the project.

For more information, see:

- *Enter project cost opening balance* on page 110.
- *Enter project revenue opening balance* on page 111.

Enter project cost opening balance

To enter the project cost opening balance:

1. Select Enter Transactions > Enter Cost Opening Balances.
The 'Enter Project Cost Opening Balance' window appears.

PA - Enter Project Cost Opening Balance

Project cost opening balances

Date: 01/02/2007 Reference: Opening cost balance Second reference:

Project Code	Project Item	Narrative	Quantity	Cost Rate	Unit	Goods Value
0000000008	B-001		1.00000	550.00000	<Not Applicable>	550.00
0000000008	C-001		32.00000	20.00000	Hour	640.00
Totals			33.00000			1190.00

<< Hide Details

Save Close

2. Enter the date, and the reference and second reference if required.
3. Add each adjustment on a new line, specifying:
 - Select the project.
 - Select the project item.
 - Enter a description for the entry as the narrative, if required.
 - The default goods value for the item will be displayed. You can amend the value, if required.

Note: To display more information, click 'Show details' to show the quantity, cost rate, unit of measurement, and charge rate.

4. When you have finished entering the opening balances, click 'Save'.

Enter project revenue opening balance

To enter the project revenue opening balance:

1. Select Enter Transactions > Enter Revenue Opening Balances.
The 'Enter Project Revenue Opening Balance' window appears.

PA - Enter Project Revenue Opening Balance

Project revenue opening balances

Date: 01/02/2007 Reference: Revenue opening balance Second reference:

Project Code	Project Item	Narrative	Quantity	Revenue Rate	Goods Value
0000000008	C-001		25.00000	20.00000	500.00
0000000008	C-003		1.00000	225.00000	225.00
Totals			26.00000		725.00

Save << Hide Details Close

2. Enter the date, and the reference and second reference if required.
3. Add each adjustment on a new line.
 - Select the project.
 - Select the project item.
 - Enter a description for the entry as the narrative, if required.
 - The default goods value for the item will be displayed. You can amend the value, if required.

Note: To display the quantity and revenue rate, click 'Show details'.
4. When you have finished entering the opening balances, click 'Save'.

Chapter 5

Timesheets

You can use Sage 200 to manage many aspects of working with your employees. You can record the time worked by your employees, set up cost and charge rates for their work, manage their expense claims, post their costs and bill for their time.

Use timesheets to record the time worked by your employees on particular activities.

The timesheet records can be integrated with Project Accounting to help you measure the costs of a project and calculate bills.

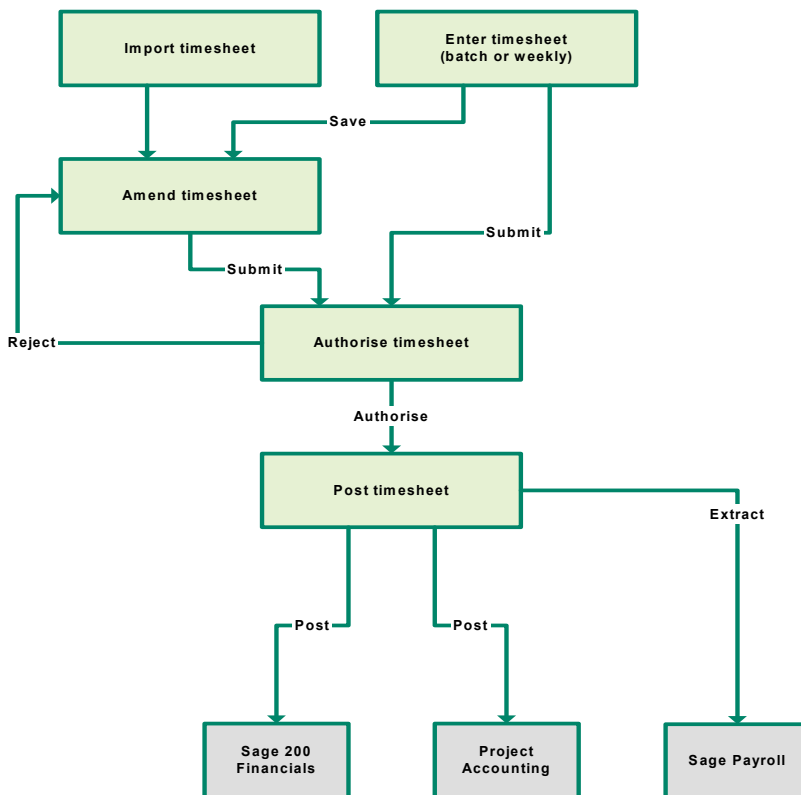
If you use Sage Payroll, you can import their employee records so that they can enter timesheets in Project Accounting. You can then post their timesheet transactions back to Payroll in order to generate payments.

In this chapter:

Setting Up Timesheets.....	116
Cost rates, charge rates and pay rates ..	130
Setting up a hierarchy	133
Enter Timesheets.....	138
Import Timesheets	143
Amending Timesheets	148
Authorising Timesheets.....	150
Posting Timesheets	154
Timesheet and Expense Claim reports...	161
Timesheet and Expense Claims Settings	162

Entering and processing timesheets

You can enter timesheets by using the batch or weekly timesheet routines in Project Accounting, or by importing timesheet data from a file. After entering or importing the timesheet, you can submit it to be processed. If you set up your system to use authorisation, an authoriser must check and approve the timesheet before it can be posted. Authorised timesheets can be posted to Financials (Nominal Ledger), Project Accounting, and/or Payroll.



See the following sections for more information on each stage of the timesheet process.

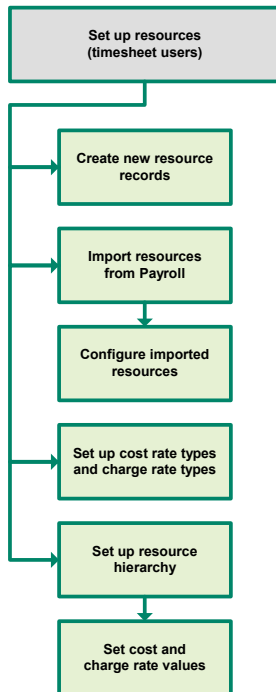
- Set up the timesheet and expense claim settings, and create records for your resources (timesheet users).
Setting Up Timesheets on page 116.
- Enter or import the timesheet information.
Enter Timesheets on page 138.
Import Timesheets on page 143.
- Amend the timesheet information.
Amending Timesheets on page 148.
- Authorise the timesheet.
Authorising Timesheets on page 150.
- Post the timesheet transactions to Financials, Project Accounting or Sage Payroll.
Posting Timesheets on page 154.

Setting Up Timesheets

Setting up resources and their rates

To work with your resources (timesheet users) in Sage 200 and process their timesheets and expense claims, you need to do the following:

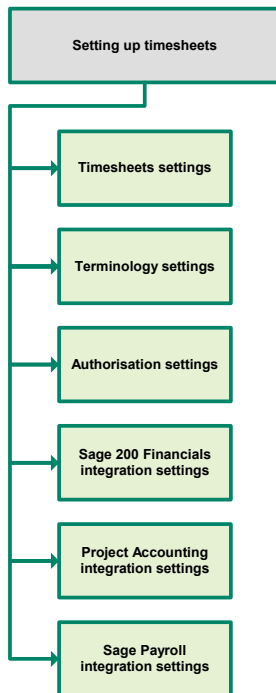
- Create resource records for the timesheet users, or import employee records from Payroll.
See *Setting up resources* on page 118.
- Set up cost and charge rates for your resources.
See *Cost rates, charge rates and pay rates* on page 130.
- Create a structure for your resources in a hierarchy (optional).
See *Setting up a hierarchy* on page 133.



Configuring timesheet entry and posting settings

There are a number of configuration options for timesheet entry, processing and integration.

- To set timesheet entry options and control entry of cost and charge rates, see *Timesheets settings* on page 163.
- To adjust the terms used on timesheets to suit your business, see *Terminology settings* on page 166.
- If you are going to use timesheet authorisation, see *Authorising Timesheets* on page 150.
- If you will be posting timesheet transactions to Financials (Nominal Ledger), see *Sage 200 Financials transactions* on page 157.
- If you will be posting timesheet transactions to Project Accounting, see *Sage 200 Project Accounting transactions* on page 155.
- If you want to integrate your system with Sage Payroll so that you can post timesheet transactions and generate payments, see *Payroll transactions* on page 159.



Setting up resources

Each person that will submit a timesheet or expense claim needs to be set up as a resource. You can enter the details of your resources manually or import employee records from Sage Payroll. You can work with a combination of both types of records.

- To set up a person as a resource, see *Creating a resource record* on page 118.
- To import resources from Sage Payroll, see *Using employee records from Sage Payroll* on page 124.

When you have set up your resources, you can then define their cost and charge rates, and organise them into a hierarchy.

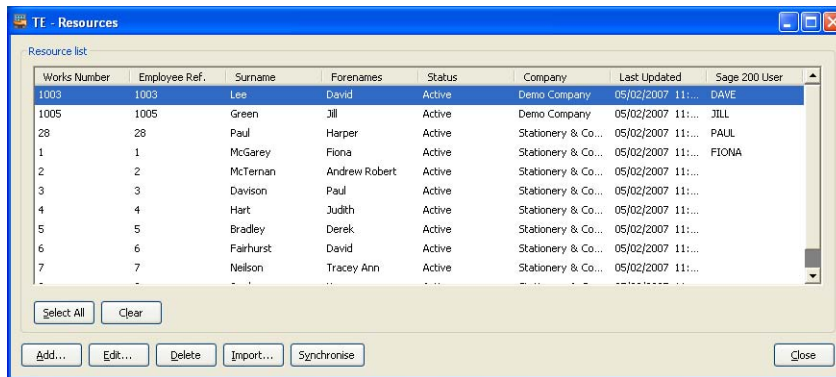
- To set up cost and charge rates types, see *Cost rates, charge rates and pay rates* on page 130.
- To organise your resources in a hierarchy structure and set their rates, see *Setting up a hierarchy* on page 133.

Creating a resource record

To create a new resource:

1. Select Project Maintenance > Resources.

The 'Resources' window appears, listing all your timesheet users.



2. To create a new resource record and enter their details, click 'Add'.

Note: If you have set up integration with Payroll, you can also import employee records from Payroll by clicking 'Import'. See *Using employee records from Sage Payroll* on page 124.

The resource's record is displayed.

3. Enter the resource's personal details:
 - Enter the resource's works number, title, forename and surname, and date of birth.
 - If the resource uses Sage 200 Financials or Commercial, select their logon name from the 'Sage 200 user name' list.
 - To enter an address, telephone numbers or an email address, click 'Contact Information'.
4. Enter the resource's employment details:
 - If the resource is included in the hierarchy, their 'Job function' is displayed. For more information, see *Setting up a hierarchy* on page 133.
 - Set the resource's 'Status' as 'Active' to allow timesheet and expense transactions to be recorded for this resource. If you set their status to 'Inactive', transactions cannot be recorded by, or for, this resource.
 - Enter the resource's 'Start date'.
You only need to enter the resource's 'End date' if they are leaving (or have left).
 - Enter the 'Standard hours' worked by the resource in a week. This figure does not restrict the number of hours the resource can record on their timesheet, but Sage 200 will advise them if the total that they enter differs from their standard hours.
Note: You can enter the hours in either HH:MM format or as a decimal figure. For more information, see *Timesheets settings* on page 163.
5. To enter the resource's payroll details, click 'Payroll Information'.

- Enter the company name for the resource.
- Enter the resource's reference number (this is separate to their 'Works Number', and is optional).
- Enter the resource's National Insurance (NI) number.

Note: If you have imported the resource from Payroll, their payment frequency and employment status will also be displayed. Details of imported resources cannot be edited in the system.

6. If the resource will be submitting expense claims, set the 'Expense Payment Method' for reimbursing their expense claims.
 - If the resource has been imported, their payment method will be set to 'Payroll', meaning that the resource will be reimbursed via the Payroll application. You can change this to a different payment method if required.
 - Select 'Cashbook' if the resource is paid by cash or cheque.
 - Select 'Supplier Account' if the expense claims are to be paid via the Purchase Ledger. Using this payment method, an invoice will be generated for the specified account in the Purchase Ledger which can then be authorised and paid from the bank account.

Select the supplier account using the account reference, short name or postcode.
 - Select 'None' if the expense claims are not reimbursed using Sage 200 Financials or Payroll.
7. If you use cost centres and departments, you can specify the resource's 'Cost Centre' and 'Department'. These details will allow cost centre and department analysis when transactions are posted to nominal accounts.
8. Set the resource's permissions.

Note: If your system is set up to use Web Timesheets and Expenses, the 'Remote User' setting indicates that this resource can enter timesheets using WTE.

- To allow this resource to import and update resource details from Payroll, enable 'Allowed to import/synchronise with Payroll'.
- To allow this resource to enter and edit timesheets for other people, enable 'Allowed to enter other users timesheets'.
- To allow this resource to enter expense claims for other resources, enable 'Allowed to enter other users expense claims'.
- To include this resource in the list of available authorisers for timesheets and expense claims, enable 'Allowed to authorise timesheets and expense claims'.

Note: To allow this person to authorise timesheet or expense claims for other resources, you must amend the other resource's records to add this person as one of their authorisers. For more information, see *Select timesheet authorisers for a resource* on page 122.

If you enable this setting, set the maximum expense claim amount that they can authorise as the 'Expense Claim authorisation limit'.

- To set who can authorise this resource's expense claims, click 'Resource's Authorisers'. See *Select timesheet authorisers for a resource* on page 122.

9. To save the resource record, click 'Save'.

Note: If you use Sage Payroll, you can import your employee details and set them up as resources. For more information, see *Using employee records from Sage Payroll* on page 124.

Contact information

Enter contact information for a resource:

You can enter the resource's:

- Address.
- Postcode.
- Mobile telephone number.
- Standard telephone number.
- Fax telephone number.
- E-mail address.

For more information on creating a resource, see *Creating a resource record* on page 118.

Payroll information

Enter payroll information for the resource.

Note: If you have imported the resource from Sage Payroll, their payroll details cannot be edited in the system. You can only amend their details in Sage Payroll.

- Company name.
- Employee reference number (this is separate to the 'Works Number', and is optional).
- National Insurance (NI) number.
- Payment frequency (displayed only for imported resources).
- Employment status (displayed only for imported resources).

For more information on creating a resource, see *Creating a resource record* on page 118.

Select timesheet authorisers for a resource

You can specify who has permission to authorise the timesheet and expense claims made by each resource.

1. Select Project Maintenance > Resources.

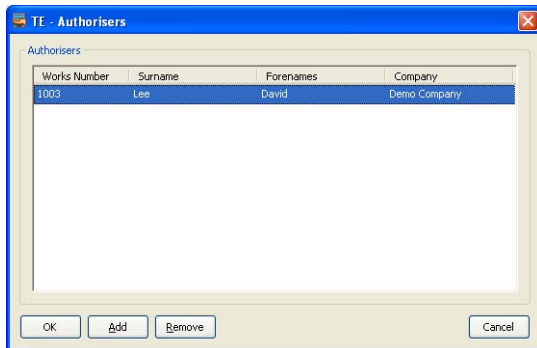
The list of timesheet users appears.

2. Select the required resource and click 'Edit'.

The resource's record is displayed.

3. In the 'Authorisation permissions' section, click 'Resource's Authorisers'.

The 'Authorisers' window appears, displaying a list of people that have been given permission to authorise expense claims for this resource. This list will be blank if you have not yet added any authorisers for this resource.



4. To select the people that can authorise this resource's expense claims, click 'Add'.

A list of people that have permission to authorise timesheets and expense claims appears.



Note: To give a resource permission to authorise timesheets and expense claims, enable 'Allowed to authorise timesheets and expense claims' in their resource record. For more information, see *Creating a resource record* on page 118.

5. Select the people that will have permission to authorise timesheets and expense claims for this resource, then click 'OK'.

The updated list of timesheet authorisers for this resource appears.

6. Click 'OK'.

Using employee records from Sage Payroll

If you use Sage Payroll, you can import your employee records into Project Accounting and set them up as resources. The process imports the employee records, current pay rates, as well as some data associated with the employees (such as pay frequency, status and title). You can import employees from more than one Payroll database.

If you import an employee from Payroll, their resource record in Project Accounting is linked to their record in Payroll. You cannot make changes to their resource record in Project Accounting, so any changes must be made in Payroll. The linked details are kept up-to-date by synchronising the data when the system connects to Payroll.

Changes made in Payroll are updated in the resource's records in Project Accounting, but not vice versa. Changes that you make to a resource's record in Project Accounting do not affect the employee record in Payroll. For example, if you delete a resource record in Project Accounting, the linked employee record in Payroll is not deleted.

Note: If you decide not to transfer your employee records from Payroll, you can manually set them up as resources and enter their details. For more information, see *Setting up resources* on page 118.

Import resources from Payroll

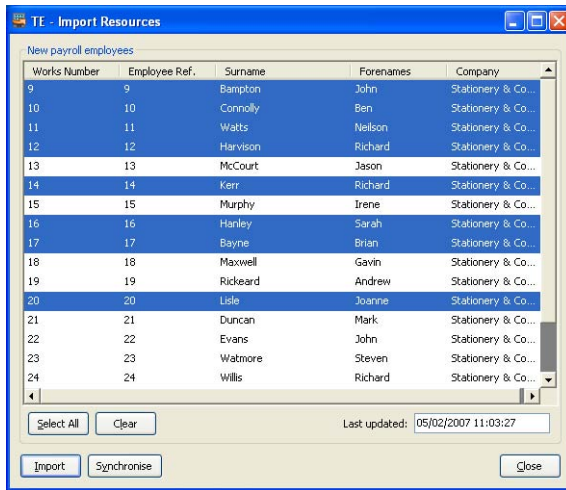
To import employee records from Payroll you must first set up a connection to the Payroll database in the Timesheets and Expense Claims settings. For more information, see *Payroll settings* on page 172.

To import employee records from Payroll:

1. Select Utilities > Import and Export > Import Resources.

Note: You may be prompted to enter a username and password to connect to the Payroll database(s).

The 'Import Resources' window appears.



Note: The 'Last updated' date indicates when Payroll information was last imported.

The list displays all employees from your connected Payroll database(s) that are available to import. The list does not include employees that you have already imported.

2. Select the employees to import, then click 'Import'.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries. To select all the timesheets, click 'Select All'.

The employee records will be imported and added as resources.

Note: The imported employee's timesheet and expense settings will need to be configured. To do this, see *Configuring imported Payroll resources* on page 126.

Updating imported resource details

The details of imported resources will be updated with any corresponding changes in their Payroll employee records automatically every 24 hours.

If you need to update the imported resource records immediately, click 'Synchronise'.

Configuring imported Payroll resources

After you have imported resources from Payroll, you will need to:

- Configure their resource records, and the timesheet and expense settings.
- Add them to the hierarchy and set their cost and charge rates.

To do this:

1. To display your resources, select Project Maintenance > Resources.
2. Select the resource and click 'Edit'.

The 'Edit Resource' window appears.

3. Details that are synchronised with the resource's Payroll record cannot be edited, and are displayed in light grey. Configure the following settings if required:
 - To allow the resource to submit timesheets and expense claims, set their 'Status' to 'Active'.
 - If the person uses Sage 200 Financials or Commercials, select their logon name from the 'Sage 200 user name' list.
 - If you use cost centre and department analysis, set their 'Cost centre' and 'Department'.
 - In the 'Authorise permissions' section, set their permissions to enter and/or authorise timesheets and expense claims for other resources, and synchronise records with Payroll.
 - Set their standard working hours.

For more information, see *Setting up resources* on page 118.

4. To add the resource to the hierarchy, select Project Maintenance > Hierarchy.
 - Link the resource to the hierarchy.
 - Set the resource's cost and charge rates (if required).

Note: To view the resource's imported pay rates, select the resource in the hierarchy and move to the 'Pay Rates' tab.

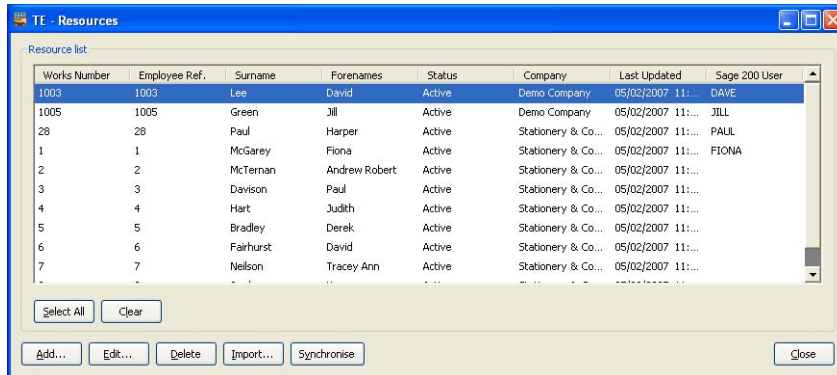
For more information on linking resources to the hierarchy and setting their cost and charge rates, see *Setting up a hierarchy* on page 133.

Managing resources

To display and maintain your resources:

- Select Project Maintenance > Resources.

The 'Resources' window appears, listing all your timesheet users.



Note: The 'Last updated' column indicates when the resource details were last edited or synchronised with Payroll.

- To create a new resource record and manually enter their details, click 'Add'.

See *Setting up resources* on page 118.

- To change resource records, select the resource(s) and click 'Edit'.
- To remove resource records, select the resource(s) and click 'Delete'.

Note: If a resource was imported from Payroll, their employee record in Payroll will not be deleted.

- To import resources from Payroll, click 'Import'.

See *Import resources from Payroll* on page 124.

- To update the details of imported resources with any changes to their employee record in Payroll, click 'Synchronise'.

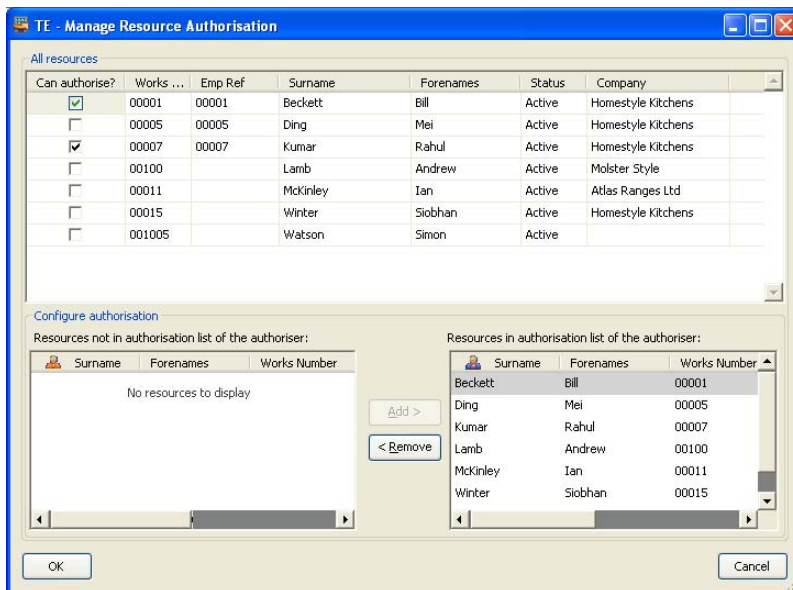
Managing resource authorisation

You can specify who has permission to authorise the timesheet and expense claims made by each resource. You can do this individually for each resource (see *Select timesheet authorisers for a resource* on page 122) or you can do this for all resources using the 'Manage Resource Authorisation' window.

To manage resource authorisation for all users:

1. Select Project Maintenance > Manage Resource Authorisation.

The Manage Resource Authorisation window appears, listing all your timesheet users.



2. To manage authorisation for employee, use the 'All resources' section of the window.
 - To allow an employee to authorise timesheet and expense claims, select the 'Can authorise?' check box for the employee in the 'All resources' list.
 - To stop an employee from authorising timesheet and expense claims, clear the 'Can Authorise?' check box for the employee.
3. To manage the resources for the employee, select the employee in the 'All resources' list and use the 'Configure authorisation' section.

You can drag and drop resources between the lists, or select resources from the lists with the mouse and click 'Add' or 'Remove'.

- To allow the employee to authorise timesheet and expense claims for a resource, select the resource in the 'Resources not in authorisation list of the authoriser' list and click 'Add'.

The resource is listed in the 'Resources in authorisation list of the authoriser'.

- To stop the employee authorising timesheet and expense claims for a resource, select the resource in the 'Resources in authorisation list of the authoriser' list and click 'Remove'.

The resource is listed in the 'Resources not in authorisation list of the authoriser'.

Note: You can select many consecutive resources using the SHIFT key and non-secutive resources using the CTRL key. To select all resources, use CTRL+A.

4. To save your changes, click 'OK'.
To discard changes, click 'Cancel'.

Cost rates, charge rates and pay rates

A **cost rate** is the amount incurred by an individual when working for a period of time on an activity. For example, the cost rate of an employee for a particular job could be the total cost of hiring the employee (including wages, overheads and benefits) divided by the period of time that they work (in hours, days, or weeks).

A **charge rate** value is the amount that will be raised (e.g. as revenue) and can be billed, for work by the individual in the same period of time.

Pay rates are only used if the system is integrated with Sage Payroll. The pay rate value is the rate at which an individual is paid, which is set up in their Payroll employee record. The pay rate value may also be used as the cost rate value for employees imported from Payroll, or you can specify a different cost rate. For information on importing Payroll employees, see *Using employee records from Sage Payroll* on page 124.

You can set the cost and charge rates for individual resources or groups. If you use common cost and charge rates for groups of resources, you can set up these groups in a hierarchy and apply cost and charge rates for the whole group.

For more information, see:

- *Cost rate types* on page 131.
- *Charge rate types* on page 132.
- *Setting up a hierarchy* on page 133.

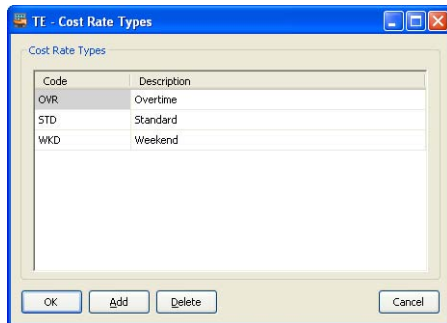
Cost rate types

You can set up cost rate types to specify the types of cost rate that you will use in a project. For example, you could set up labour cost rate types for a 'standard' rate and an 'overtime' rate.

To set up a cost rate type:

1. Select Project Maintenance > Cost Rate Types.

The 'Cost Rate Types' window appears.



2. Click 'Add' to create a new cost rate type.
3. Enter a 'Code' and 'Description' for the cost rate type.
4. When you have set up your cost rate types, click 'OK'.

Note: The cost rate value for an individual or group is set in the hierarchy. For information, see *Setting up a hierarchy* on page 133.

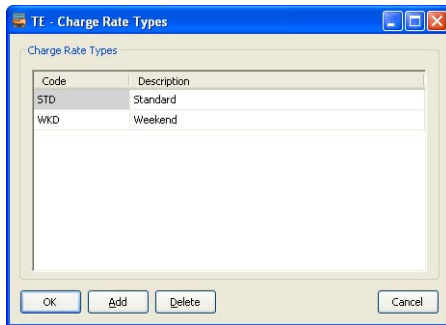
Charge rate types

A charge rate is the amount charged for an individual when working for a period of time on an activity. The charge rate may be set to be the cost rate with an element of margin added, or it may be set to a specific rate for a project or client.

To set up a charge rate type:

1. Select Project Maintenance > Charge Rate Types.

The 'Charge Rate Types' window appears.



2. Click 'Add' to create a new charge rate type.
3. Enter a 'Code' and 'Description' for the charge rate.
4. When you have set up your charge rate types, click 'OK'.

Note: The charge rate value for an individual or group is set in the hierarchy. For information, see *Setting up a hierarchy* on page 133.

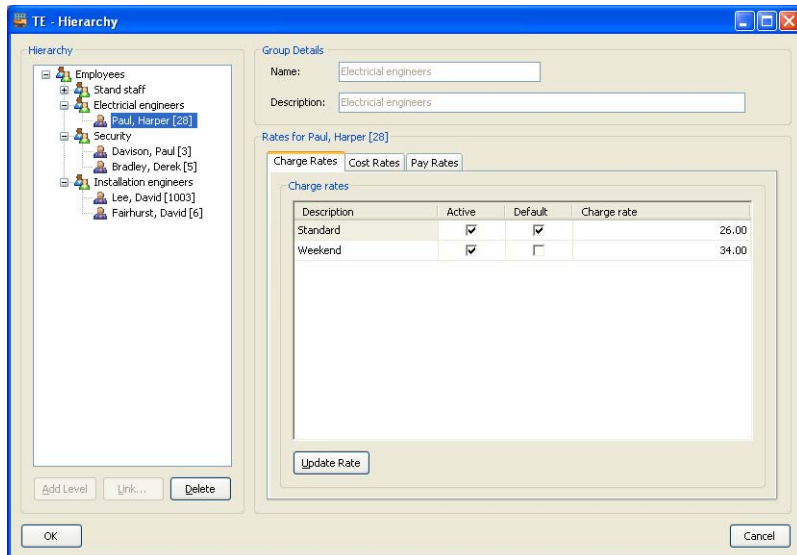
Setting up a hierarchy

The hierarchy allows you to group together resources and arrange them in a structure, for example by job type. You can create a structure with multiple levels to group your resources. For each level, you can set the cost and charge rates that apply to all the resources in that group.

To set up the hierarchy:

1. Select Project Maintenance > Hierarchy.

The 'Hierarchy' window appears.



The hierarchy is displayed as a tree structure with groups of resources organised into different levels (or groups). The hierarchy can be arranged in multiple levels; for example, a interior decorating firm may have a level for 'Decorators' which includes sub-levels for 'Painters' and 'Plasterers'.

2. To add a group level, click 'Add Level'. Enter the name of the level, and an optional description.
3. To add a resource to the hierarchy, select the group level that the resource will belong to and click 'Link'. Then select the resources from the list to include in this group level.

If you have set cost and charge rates for a group level, resources that you add to that group will inherit the group cost and charge rates.

You can move a resource or group by clicking and dragging it to a new location in the hierarchy. If you do so, you will be prompted to either use the cost and charge rates defined for the new parent group, or keep the resource's current cost and charge rates.

4. You can specify cost rate values and charge rate values for either a group level or an individual.
 - Move to the 'Charge Rates' tab to set the charge rate values.

Enter a value for each charge rate type that you want to use for this level or individual. The rate will automatically be marked as 'Active'. Only those rates that are marked as active will be available for timesheet entry.

If you normally use one rate, mark this rate as the 'Default'.

For more information on charge rate types, see *Charge rate types* on page 132.
 - Move to the 'Cost Rates' tab to set the cost rate values.

Enter a value for each cost rate type that you want to use for this level or individual. The rate will automatically be marked as 'Active'. Only those rates that are marked as active will be available for timesheet entry.

If the cost rate is linked to a charge rate value, select the corresponding 'Linked charge rate'. If you select this cost rate when entering a timesheet, the corresponding charge rate will be automatically selected.

If you normally use one standard rate, mark this rate as the 'Default'.

For information on cost rates, see *Cost rate types* on page 131.
 - Move to the 'Pay Rates' tab to display the pay rates.

The pay rates are imported from Sage Payroll. You cannot adjust the pay rates in Project Accounting.

If you do not want to use a pay rate for timesheet entry, remove the tick from the 'Display' box.
5. To adjust a cost or charge rate by a percentage or fixed amount, click 'Update Rate'.

For more information, see *Update charge and cost rates* on page 136.

Add resources to a hierarchy

To add resources to the hierarchy:

1. Select Project Maintenance > Hierarchy.
The 'Hierarchy' window appears.
2. Move to the position in the hierarchy that you wish to add the resource and click 'Link'.
The 'Add Resources' window appears.
3. Select the resources to add to the hierarchy.
4. Click 'OK' to add the selected resources to the hierarchy.
If a selected resource is already in the hierarchy, you will be prompted to confirm that you want to move the position of the resource.
For more information on the hierarchy, see *Setting up a hierarchy* on page 133.

Update charge and cost rates

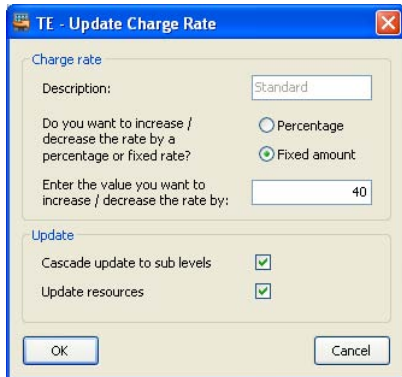
You can update a cost or charge rate in the hierarchy by a fixed percentage or value. You can change the rate for a single resource or for a whole hierarchy level. If you update the rate for a level, you can also choose to update all resources and/or levels within that level.

Note: For more information on the hierarchy, see *Setting up a hierarchy* on page 133.

To update cost and charge rates in the hierarchy:

1. Open the hierarchy by selecting Project Maintenance > Hierarchy.
2. Select the resource or level for which you want to update the rate.
3. On the 'Charge Rates' or 'Cost Rates' tab, highlight the rate that you want to update.
4. Click 'Update Rate'.

The 'Update Charge Rate' window appears. The 'Description' shows the name of the rate to be changed.



5. Choose if you want to update the rate by a 'Percentage' or set it to 'Fixed amount'.
 - To update the rate by a percentage, enter the value by which you want to increase or decrease the rate. For example, to increase the rate by 5% enter '5', or to decrease the rate by 10% enter '-10'.
 - To update the rate by a fixed amount, enter the value to add to or subtract from the rate. For example, to subtract 10 from the rate enter '-10'.
6. If you have selected a hierarchy level, you can choose whether to apply the change to resources in this level, and also cascade the change to resources and levels further down the hierarchy.
 - To update the rate in levels below this level in the hierarchy, enable 'Cascade update to sub levels'.

Note: This will not adjust the rates for resources with a level unless 'Update Resources' is also enabled.

- To update the rate for resources within a level, enable 'Update Resources'.

7. Click 'OK' to change the rate.

Enter Timesheets

Project Accounting provides two different methods of recording time:

- Use batch timesheet entry to record time worked by yourself and other resources across a range of projects and dates. You can use this method if you are responsible for entering timesheets for a group of people.

See *Batch timesheets* on page 138.

- Use weekly timesheet entry to record your own time (or time for a single resource) for each day in a week. You can use this method if you enter your own timesheets and submit them on a weekly basis.

See *Weekly timesheets* on page 140.

You can use either method to enter timesheets.

Batch timesheets

To enter timesheets for your projects in a batch:

1. Select Enter Transactions > Enter Timesheet - Batch.

Works ...	Surname	Project	Project Item	Date	Hours	Charge	Cost	Pay	Narrative	Status
1003	Lee	Newcastle Exh...	Security staff	05/02/2007	8.00	STD	STD		Security - Newc...	Draft
1005	Green	Newcastle Exh...	Security staff	05/02/2007	8.00	STD	STD		Security - Newc...	Draft
28	Paul	Newcastle Exh...	Security staff	05/02/2007	8.00	STD	STD	7	Security - Newc...	Draft

2. If you know the total time to record for the batch, enter it as the 'Batch hours total'. When you submit the batch, the system will sum the time of all your entries and compare it against the expected total that you have entered so that you can spot any errors.
3. If you enter a 'Narrative' for the batch, this will automatically be entered as the narrative for each time entry (you can still amend the narrative if required).

4. You can add a new time entry by clicking in a blank space in the 'Timesheet entries' area or by clicking 'Add'. On each line:

- Your details will automatically be displayed in the 'Works Number' and 'Name' columns.

Note: If you have authorisation to enter timesheets for other resources, you can select a different resource from the list. To set authorisation permissions, see *Select timesheet authorisers for a resource* on page 122.

- If you are posting timesheets to Project Accounting, select the 'Project' and 'Project Item' of the project activity.

Note: Only project items that have been set up to be used for timesheets are displayed. To allow a project item type to be selected in timesheet entries, enable its 'Timesheets' integration setting. See *Integration (project item type)* on page 25.

Note: Project items can be displayed by their codes or descriptions. For more information, see *Terminology settings* on page 166.

- If you are not posting timesheets to Project Accounting and your system is set up to allow selection of a nominal account, select the 'Nominal account' to use for the timesheet transaction.

Note: The account that you select must be a posting account, and also include the cost centre and department codes set in your Resource details.

- Enter the date.
- Enter the number of hours to record for this activity.

Note: Time is entered in HH:MM format or decimal format, depending on your settings. See *Timesheets settings* on page 163.

- To include a description of the activity, enter it as the 'Narrative'.
- Check the 'Charge' rate, 'Cost' rate and 'Pay' rate (if integrated with Payroll), and select different rates if appropriate.

Note: To display a panel showing the charge, cost and pay rates, click 'Show Rates'.

5. When you have finished entering all the time entries in the batch:

- To submit the entries, click 'Submit'.
- To save the entries so that you can amend them and submit them later, click 'Save'.

When your timesheet has been submitted it can then be authorised and posted. For more information, see *Processing submitted timesheets* on page 142.

Weekly timesheets

To enter a weekly timesheet:

1. Select Enter Transactions > Enter Timesheet - Weekly.

TE - Enter Timesheet - Week

Resource Details
Works Number: 1003 Surname: Lee

Timesheet Details
View week for: 04/02/2007 Narrative: Newcastle product launch

Timesheet entries for week beginning 04/02/2007

Project	Project Item	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Charge	Cost	Narrative
Newcastle Exhibition 2007	Demonstration staff	0.00	0.00	7.00	8.00	8.00	7.00	0.00	30.00	STD	STD	Newcastle product launch
Newcastle Exhibition 2007	Demonstration staff	0.00	0.00	0.00	0.00	0.00	0.00	7.00	7.00	WKD	WKD	Newcastle product launch

Key: Draft → Saved → Submitted → Authorised

Add Delete Total hours: 37.00 Show Rates

Save Submit Print Close

2. Your 'Works Number' and 'Name' will automatically be selected. If you are allowed to enter timesheets for other resources, you can select them from the list.
3. The days of the current week are displayed. To change the week, move backwards or forwards by clicking on the buttons to either side of the date, type in the new date, or click on the calendar icon to select a date from the calendar.

Note: You can set the starting day of the week, and also choose whether to allow time entries at weekends. For more information, see *Timesheets settings* on page 163.

4. If you enter a 'Narrative', this will automatically be entered as the narrative for each entry (you can still amend the narrative if required).
5. You can add a new time entry by clicking in a blank space in the Timesheet entries area or by clicking 'Add'. On each line:
 - If you are posting timesheets to Project Accounting, select the 'Project' and 'Project Item' of the project activity.

Note: Only project items that have been set up to be used for timesheets are displayed. To allow a project item type to be selected in timesheet entries, enable its 'Timesheets' integration setting. See *Integration (project item type)* on page 25.

Note: Project items can be displayed by their codes or descriptions. For more information, see *Terminology settings* on page 166.

- If you are not posting timesheets to Project Accounting and your system is set up to allow selection of a nominal account, select the 'Nominal account' to use for the timesheet transaction.

Note: The account that you select must be a posting account, and also include the cost centre and department codes set in your Resource details.

- Enter the number of hours to record for this activity on each day. The 'Total hours' box will display the hours that you have entered so far for the week.

Note: The colour of the text indicates the status of the timesheet entry; bold text (Draft), blue text (Saved), grey text (Submitted), green text (Authorised), yellow background (Rejected).

If an entry is rejected, hover the mouse over the box to display the reason for rejection (if the authoriser has entered one).

- Enter a description of the work in the 'Narrative'.
- Select the 'Charge' rate, 'Cost' rate and 'Pay' rate (if integrated with Payroll). Select different rates if appropriate.

Note: To display a panel showing the charge, cost and pay rates, click 'Show Rates'.

Note: The timesheet may automatically include some activities that you have previously recorded time against. To change this behaviour, see the 'Retain timesheet tasks for' setting in *Timesheets settings* on page 163.

6. When you have finished entering all the time entries for the week:

- To submit the entries, click 'Submit'.

Note: If a figure has been entered for the resource's 'Standard hours', you will be notified if the weekly total is different to their standard hours. For more information, see *Creating a resource record* on page 118.

- To save the entries so that you can return to the timesheet and make further changes before submission, click 'Save'.

When your timesheet has been submitted it can then be authorised and posted. For more information, see *Processing submitted timesheets* on page 142.

Processing submitted timesheets

Depending on how your system is set up, timesheets may need to be manually authorised and posted after they have been submitted.

- If your system is set up to use authorisation, timesheets will be marked with a 'Submitted' status and must be authorised before they can be posted. For more information, see *Authorising Timesheets* on page 150.

If authorisation is not used in your system, the timesheet will automatically be marked with an 'Authorised' status and can then be posted.

- If your system is not set up to use automatic posting, the authorised timesheets must be manually posted to Financials and/or Project Accounting. For more information, see *Posting Timesheets* on page 154.

If your system is set up to automatically post timesheets to Financials and/or Project Accounting, all 'Authorised' timesheets will automatically be posted as appropriate. To enable automatic posting, see *Financials settings* on page 167 and *Project Accounting timesheet and expense claims settings* on page 170.

Import Timesheets

You can import timesheet data from a file, allowing you to record your timesheets in an external application such as a spreadsheet. Timesheet data can be imported from a CSV (comma separated value) text file or an XML format file. The file structure is detailed in *Timesheet import format* on page 144.

When you import timesheet data, the system will validate the entries to check that there are no errors in the data. For example, it will check that the resources, projects, cost and charge rates that are entered in the timesheet all exist in the system.

Imported timesheets are entered as new transactions with a status of 'Saved', ready to be checked and submitted by the resource (or authoriser).

Only the minimum amount of data needs to be imported to create the timesheet transactions. All other relevant data can be derived from your system, for example you only need to include the cost rate type and the system will apply the corresponding cost rate value that you have set up.

If there is a problem with the import process, a report is created.

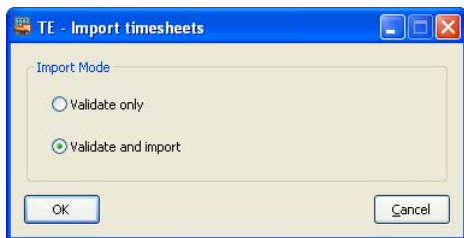
- For help on how to import timesheet data, see *Import timesheet data* on page 143.

Import timesheet data

To import timesheet data:

1. Select Utilities > Import and Export > Import Timesheets.

The 'Import Timesheets' window appears.



- To check the data format but not import it, select 'Validate only' and click 'OK'.
 - To check and import the timesheet data, select 'Validate and import' and click 'OK'.
2. Select the file to import and click 'OK'.
 - If the timesheet data is successfully imported, a log is generated that lists the details of the imported time entries.
 - If any timesheet data cannot be validated and imported, an error log is generated that lists the entries that could not be imported.

Depending on your system settings, the logs will be printed, previewed on-screen, or sent to the spooler to be printed later. To set your printing preferences, select File > Choose Output Mode from the menu bar.

Note: Imported timesheet entries will be marked with a 'Saved' status. To process these timesheets, you will need to amend the timesheets and submit them. For more information, see *Amending Timesheets* on page 148.

Timesheet import format

You can import timesheet data that is prepared in the following file formats:

- CSV (comma separated value).

Prepare the CSV file with each time entry on a new line. All the values should be listed in the order specified below, and must be separated by commas. If a value contains a comma, the value should be enclosed in quotes ("").

- XML (template).

Prepare the XML file with each time entry tagged as a new 'row'. Each value in the row should be marked with a 'field' tag, using the field name as listed below. For example:

```
<row>
  <field name="WorksNumber">001</field>
  ...
</row>
```

Fields

Note: Fields marked as 'required' must be included. Optional fields can be omitted from the timesheet data file.

1. Field: **WorksNumber**
Description: The resource's Works Number
Format: Text
Field Length: 20
Required/optional: Required
Conditions: The number must exist
Example: 001
2. Field: **Company**
Description: The resource's Company name (set in Payroll information)
Format: Text

Field Length: 30

Required/optional: Optional

Conditions: The company name must exist, if it is specified

Example: Sage (UK) Ltd

3. Field: **EmployeeReference**

Description: The resource's Employee reference (set in Payroll information)

Format: Text

Field Length: 10

Required/optional: Optional

Conditions: The employee reference number must exist, if it is specified

Example: A005

4. Field: **ProjectCode**

Description: The project code number

Format: Text

Field Length: 20

Required/optional: Required

Conditions: The project code must exist

Example: 0000000012

5. Field: **CostItemCode**

Description: The project item code number

Format: Text

Field Length: 30

Required/optional: Required

Conditions: The project item code must exist

Example: C-003

6. Field: **Date**

Description: The date of the time entry

Format: Text

Field Length: 8 (DD/MM/YYYY)

Required/optional: Required

Conditions: Must be a valid date

Example: 13/01/2007

7. Field: **Hours**

Description: The hours to record for the time entry

Format: Text

Field Length: 15.2 (can be specified to 2 decimal places)

Required/optional: Required

Conditions:

Example: 7.5

8. Field: **PayRateType**

Description: The Payroll pay rate type (the reference code from the Timesheet Entry screen)

Format: Text

Field Length: 20

Required/optional: Optional

Conditions: Only specify for resources imported from Payroll

Example: 1

9. Field: **CostRateType**

Description: The cost rate type code

Format: Text

Field Length: 20

Required/optional: Optional

Conditions: If a default cost rate has not been specified, this field is required

Example: STD

10. Field: **CostRateValue**

Description: The cost rate value, if different to the default rate associated with the code

Format: Text

Field Length: 18.5 (5 decimal places)

Required/optional: Optional

Conditions:

Example: 11.15

11. Field: **ChargeRateType**

Description: The charge rate type code

Format: Text

Field Length: 20

Required/optional: Optional

Conditions: If a default charge rate has not been specified, this field is required

Example: OVR

12. Field: **ChargeRateValue**

Description: The charge rate value, if different to the default rate associated with the code

Format: Text

Field Length: 18.5 (5 decimal places)

Required/optional: Optional

Conditions:

Example: 17.50

13. Field: **NominalAccountNumber**

Description: The code of the nominal account associated with the time entry

Format: Text

Field Length: 8

Required/optional: Optional

Conditions: The account number must exist

Example: 91201

14. Field: **NominalCostCentre**

Description: The account cost centre associated with the time entry

Format: Text

Field Length: 3

Required/optional: Optional

Conditions:

Example: SAL

15. Field: **NominalDepartment**

Description: The account department associated with the time entry

Format: Text

Field Length: 3

Required/optional: Optional

Conditions:

Example:ADM

16. Field: **Comment**

Description: The comment (Narrative) to record with the time entry

Format: Text

Field Length: 30

Required/optional: Optional

Conditions:

Example: Painting interior walls

Amending Timesheets

You can amend timesheet entries with a status of 'Saved', 'Submitted', 'Authorised' or 'Rejected'. You cannot amend entries with a status of 'Posted'.

To amend timesheet entries:

1. Select Adjust Transactions > Amend Timesheet.

The 'Amend Timesheet' window appears.

Works Number	Surname	Forenames	Project	Project Item	Date	Timesheet N...	Hours	Status
1003	Lee	David	Newcastle Exhibito...	Demonstration staff	06/02/2007	0000000047	7.00	Submitted
1003	Lee	David	Newcastle Exhibito...	Demonstration staff	07/02/2007	0000000048	8.00	Submitted
1003	Lee	David	Newcastle Exhibito...	Demonstration staff	08/02/2007	0000000049	8.00	Submitted
1003	Lee	David	Newcastle Exhibito...	Demonstration staff	09/02/2007	0000000050	7.00	Submitted
1003	Lee	David	Newcastle Exhibito...	Demonstration staff	10/02/2007	0000000051	7.00	Submitted
1005	Green	Jill	Newcastle Exhibito...	Catering staff	07/02/2007	0000000052	4.00	Authorised
1005	Green	Jill	Newcastle Exhibito...	Catering staff	08/02/2007	0000000053	4.00	Authorised
1005	Green	Jill	Newcastle Exhibito...	Catering staff	09/02/2007	0000000054	4.00	Authorised
1005	Green	Jill	Newcastle Exhibito...	Catering staff	10/02/2007	0000000055	4.00	Authorised
20	Paul	Harper	Newcastle Exhibito...	Demonstration staff	10/02/2007	0000000056	8.00	Saved

2. You can filter the list of timesheet entries as follows:

- To display timesheets for a particular individual, select 'Show timesheets for resource' and select the resource from the list.

To display timesheets from all resources, select 'Show timesheets for all resources'.

- To display timesheets by date, select 'Range of timesheets' and enter the 'Date from' and 'Date to', then click 'Display'.
- To display timesheets by status, select 'Range of timesheets' and select the 'Status' (from 'Saved', 'Submitted', 'Authorised', 'Rejected' or 'Posted'). To update the list, click 'Display'.

Note: To display the reason for rejecting a timesheet (if one was entered), move the mouse pointer over the 'Rejected' text in the status column.

- To display timesheets for a particular project, select 'Show timesheets for project' and select the project.

- You can sort the timesheet entries in the list by clicking on the column headings, for example clicking on 'Date' will sort the list in ascending or descending date order.
3. Select the timesheet entries that you want to amend and click 'Edit'.
Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries.
The 'Edit Timesheet' window appears.
 4. When you have amended the timesheets, click 'Close'.

Authorising Timesheets

You can use authorisation to check the time entries recorded by resources (timesheet users) before they are posted. When a resource submits a timesheet, a timesheet authoriser must accept it before it can be posted. If there is a mistake or a problem with a timesheet it can be rejected by the authoriser, who can also enter a comment for the resource.

Setting up authorisation

To set up authorisation:

- Enable the 'Authorise timesheets' option in the Timesheets and Expense Claims Settings. For more information, see *Timesheets settings* on page 163.
- Select the resources that will have permission to authorise timesheets. For more information, see *Select timesheet authorisers for a resource* on page 122.

Authorising timesheets

You can view and authorise timesheets in two ways:

- To view and authorise weekly timesheets submitted by particular individuals, see *Authorise timesheets by resource* on page 151.
- To view and authorise timesheets submitted for particular projects (for example, if you are a project manager), see *Authorise timesheets by project* on page 152.

Authorise timesheets by resource

To authorise timesheets submitted by a resource:

1. Select Adjust Transactions > Authorise Timesheets By Resource.
The 'Authorise Timesheets by Resource' window appears.

TE - Authorise Timesheets By Resource

Resource details

☒ Show timesheets for resource ☐ Show timesheets for all resources

Works Number: 1003 Surname: Lee

Timesheet Details

☐ All timesheets ☒ Range of timesheets

View week for: 25/12/2006 Status: All

Display

Works Number	Surname	Forenames	Year	Week Number	Total Hours	Status
1003	Lee	David	2006	53	5.00	Submitted

Select All Clear

Authorise Reject Details Print Close

2. To filter the timesheets displayed:
 - To display timesheets for a particular individual, select 'Show timesheets for resource' and select the resource from the list.
 - To display timesheets from all resources, select 'Show timesheets for all resources'.
 - To display timesheets by date, select 'Range of timesheets' and the week to display, then click 'Display'.
 - To display timesheets by status, select 'Range of timesheets' and select the 'Status' from submitted or rejected. To update the list, click 'Display'.

Note: To display the reason for rejecting the timesheet (if one was entered), move the mouse pointer over the 'Rejected' text in the status column.

Note: You can also sort the timesheet entries in the list by clicking on the column headings, for example clicking on 'Week number' will sort the list in ascending or descending week number.

3. To view details for a timesheet, select it from the list and click 'Details'.
The 'Timesheet Entry (Weekly)' window appears. You can also amend and resubmit the timesheet if required. For more information, see *Weekly timesheets* on page 140.
4. Select the timesheets to authorise (or reject).

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries. To select all the timesheets, click 'Select All'.

5. Authorise or reject the timesheets.

- To authorise the selected timesheets, click 'Authorise'.

The timesheet status will be marked as 'Authorised' and can then be posted.

- To reject the selected timesheets, click 'Reject'.

Type in a reason for rejecting the timesheet. This description can be viewed by the resource.

The timesheet entries will be marked as 'Rejected'. They will not be removed from the system, and can be amended and resubmitted by the resource (if appropriate).

Note: To display a report showing the timesheets entered by an individual, select Reports > Timesheets & Expense Claims > Timesheet Transactions (by Resource).

Authorise timesheets by project

To authorise timesheets submitted for a project:

1. Select Adjust Transactions > Authorise Timesheets By Project.

The 'Authorise Timesheets By Project' window appears.

TE - Authorise Timesheets By Project

Resource details

☐ Show timesheets for resource ☒ Show timesheets for all resources

Works Number: 1003 Surname: Lee

Timesheet details

☐ All timesheets ☒ Range of timesheets Display

Date from: 01/02/2007 Date to: / / Status: All

Project details

☒ Show timesheets for project ☐ Show timesheets for all projects

Project title: 0000000008 Project code: 0000000008

Project	Project Item	Works Number	Surname	Forenames	Date	Timesheet N...	Hours	Status
Newcastle Exhibio...	Electricians	1005	Green	Jill	02/02/2007	0000000041	8.00	Rejected
Newcastle Exhibio...	Demonstration staff	1003	Lee	David	06/02/2007	0000000047	7.00	Submitted
Newcastle Exhibio...	Demonstration staff	1003	Lee	David	07/02/2007	0000000048	8.00	Submitted
Newcastle Exhibio...	Demonstration staff	1003	Lee	David	08/02/2007	0000000049	8.00	Submitted
Newcastle Exhibio...	Demonstration staff	1003	Lee	David	09/02/2007	0000000050	7.00	Submitted
Newcastle Exhibio...	Demonstration staff	1003	Lee	David	10/02/2007	0000000051	7.00	Submitted

Select All Clear

Authorise Reject Details Print Close

2. To filter the submitted timesheets displayed:

- To display timesheets for a particular individual, select 'Show timesheets for resource' and select the resource from the list.

To display timesheets from all resources, select 'Show timesheets for all resources'.

- To display timesheets by date, select 'Range of timesheets' and the week to display, then click 'Display'.
- To display timesheets by status, select 'Range of timesheets' and select the 'Status' from submitted or rejected. To update the list, click 'Display'.
- To display timesheets for a particular project, select 'Show timesheets for project' and select the project.

To display timesheets from all projects, select 'Show timesheets for all projects'.

Note: To display the reason for rejecting the timesheet (if one was entered), move the mouse pointer over the 'Rejected' text in the status column.

Note: You can also sort the timesheet entries in the list by clicking on the column headings, for example clicking on 'Date' will sort the list in ascending or descending date order.

3. To view details for a timesheet, select it from the list and click 'Details'.

The 'Timesheet Entry (Batch)' window appears. You can also amend and resubmit the timesheet if required. For more information, see *Batch timesheets* on page 138.

4. Select the timesheets to authorise (or reject).

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries. To select all the timesheets, click 'Select All'.

5. Authorise or reject the timesheets.

- To authorise the selected timesheets, click 'Authorise'.

The timesheet status will be marked as 'Authorised' and can then be posted.

- To reject the selected timesheets, click 'Reject'.

Type in a reason for rejecting the timesheet. This description can be viewed by the resource.

The timesheet entries will be marked as 'Rejected'. They will not be removed from the system, and can be amended and resubmitted by the resource (if appropriate).

Note: To display a report showing the timesheets entered for a project, select Reports > Timesheets & Expense Claims > Timesheet Transactions (by Project).

Posting Timesheets

Timesheet entries can be posted to Project Accounting and Sage 200 Financials, and also exported to Sage Payroll. You can choose to post timesheets either automatically or manually.

If you choose to post timesheets automatically, timesheets will be posted when they have been authorised. If you do not use authorisation, they will be posted when they have been submitted.

If you choose to post timesheets manually, you control which timesheets are posted and who has permission to post the timesheets.

Note: Timesheets cannot be amended after they have been posted to either Sage 200 Financials or Project Accounting (and have a 'Posted' status).

Posting to Project Accounting

If you post timesheets to Project Accounting, a single project transaction record is created against the project item relating to the timesheet activity.

- For information about posting to Project Accounting, see *Sage 200 Project Accounting transactions* on page 155.

Posting to Financials

If you post timesheets to Financials, Nominal Ledger journals are created for the timesheet activity. You can choose to post each transaction individually or to post transactions in batches that are grouped together for each nominal account.

- For information about posting to Financials, see *Sage 200 Financials transactions* on page 157.

Posting to Payroll

If you have imported employee records from Sage Payroll, you can post details of their timesheets to Payroll to generate payments.

- For more information about posting to Payroll, see *Payroll transactions* on page 159.

Sage 200 Project Accounting transactions

If you post timesheets to Project Accounting, a single project transaction record is created against the project item relating to the timesheet activity.

- The amount posted may be subject to an overhead recovery uplift. For information on overhead absorption, see *Understanding Overhead Absorption* on page 54.
- If a commitment has been created for this transaction, then this will be reversed and an actual entry will be created. For information on committed costs, see *Understanding Committed Costs* on page 64.

Note: You can post timesheets to Project Accounting manually using the post timesheets routine, or set the system to post all timesheets automatically.

To configure your system for posting to Project Accounting, see *Project Accounting timesheet and expense claims settings* on page 170.

Post timesheets to Project Accounting

To manually post timesheets to Project Accounting:

1. Select Utilities > Import and Export > Post Timesheets to Projects.

The 'Post Timesheets To Projects' window appears.

TE - Post Timesheets To Projects

Resource details

☐ Show timesheets for resource ☒ Show timesheets for all resources

Works Number: 1003 Surname: Lee

Timesheet details

☒ All timesheets ☐ Range of timesheets

Date from: / / Date to: / /

Project details

☐ Show timesheets for project ☒ Show timesheets for all projects

Project title: Project code:

Timesheet

Project	Project Item	Works Number	Surname	Forenames	Date	Timesheet N...	Hours
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	07/02/2007	0000000052	4.00
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	08/02/2007	0000000053	4.00
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	09/02/2007	0000000054	4.00
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	10/02/2007	0000000055	4.00

Select All Clear

Post Close

2. To filter the timesheets displayed:

- To display timesheets for a particular individual, select 'Show timesheets for resource' and select the resource.
- To display timesheets from all resources, select 'Show timesheets for all resources'.
- To display timesheets by date, select 'Range of timesheets' and the week to display, then click 'Display'.
- To display timesheets for a particular project, select 'Show timesheets for project' and select the project.
- To display timesheets from all projects, select 'Show timesheets for all projects'.

Note: You can also sort the timesheet entries in the list by clicking on the column headings, for example clicking on 'Date' will sort the list in ascending or descending date order.

3. Select the timesheets to post to Project Accounting.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries. To select all the timesheets, click 'Select All'.

4. To post the selected timesheets, click 'Post'.

Sage 200 Financials transactions

If you post timesheets to Financials, Nominal Ledger journals are created for the timesheet activities. The journal will contain debit and credit entries in the nominal accounts that you have specified. You can choose to record the nominal transactions separately or as a batch.

The following journal transactions will be made:

- A debit entry is made to the nominal account linked to the project item selected for each timesheet activity. The item's revenue and expense nominal accounts are set on the 'Costs & Charges' tab; see *Costs & Charges* on page 41.
- A credit entry is made to the timesheet 'Nominal ledger control account'. To set this account, see *Financials settings* on page 167.

The entry will also include the resource's cost centre and department code if appropriate. To set a resource's cost centre and department codes, see *Creating a resource record* on page 118.

Note: You can post timesheets to Financials manually using the post timesheets routine, or set up the system to automatically post all timesheet transactions.

To configure your system for posting to Financials, see *Financials settings* on page 167.

Post timesheets to Financials

To manually post timesheets to Financials:

1. Select Utilities > Import and Export > Post Timesheets to Financials.

The 'Post Timesheets to Financials' window appears.

TE - Post Timesheets To Financials

Resource details

☐ Show timesheets for resource ☒ Show timesheets for all resources

Works Number: 1003 Surname: Lee

Timesheet details

☒ All timesheets ☐ Range of timesheets

Date from: / / Date to: / / Posting by: Batch

Project details

☐ Show timesheets for project ☒ Show timesheets for all projects

Project title: Project code:

Timesheet

Project	Project Item	Works Number	Surname	Forenames	Date	Timesheet N...	Hours
Newcastle Exhibition 2007	Security staff	1003	Lee	David	29/01/2007	0000000035	7.00
Newcastle Exhibition 2007	Security staff	1003	Lee	David	30/01/2007	0000000036	7.00
Newcastle Exhibition 2007	Security staff	1003	Lee	David	31/01/2007	0000000037	7.00
Newcastle Exhibition 2007	Security staff	1003	Lee	David	01/02/2007	0000000038	7.00
Newcastle Exhibition 2007	Security staff	1003	Lee	David	03/02/2007	0000000040	7.00
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	07/02/2007	0000000052	4.00
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	08/02/2007	0000000053	4.00
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	09/02/2007	0000000054	4.00
Newcastle Exhibition 2007	Catering staff	1005	Green	Jill	10/02/2007	0000000055	4.00

Select All Clear

Post Close

2. To filter the timesheets displayed:
 - To display timesheets for a particular individual, select 'Show timesheets for resource' and select the resource from the list.
 - To display timesheets from all resources, select 'Show timesheets for all resources'.
 - To display timesheets by date, select 'Range of timesheets' and the week to display, then click 'Display'.
 - To display timesheets for a particular project, select 'Show timesheets for project' and select the project.
 - To display timesheets from all projects, select 'Show timesheets for all projects'.

Note: You can also sort the timesheet entries in the list by clicking on the column headings, for example clicking on 'Date' will sort the list in ascending or descending date order.

3. Select the timesheets to post to Financials.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries. To select all the timesheets, click 'Select All'.

4. To post the selected timesheets, click 'Post'.

Payroll transactions

If you have imported employee records from Sage Payroll, you can post their timesheet details to Sage Payroll so that you can generate payments.

You can specify the criteria for the timesheet data to post, and select which Sage Payroll companies it will be posted to. Only timesheet entries that have been completed in the system can be sent to Sage Payroll.

The system will record that the timesheet has been posted to Payroll. To prevent accidental duplicate postings, the system will not allow the same timesheet to be posted again.

- To configure your system for posting to Payroll, see *Payroll settings* on page 172.

Post timesheets to Payroll

To post timesheets to Payroll:

1. Select Utilities > Import and Export > Post Timesheets to Payroll.

The 'Post Timesheets to Payroll' window appears, which allows you to filter the timesheets to be posted.

Companies	
Name	Include
Stationery & Computer Mart UK	<input checked="" type="checkbox"/>

Posting Details	
Pay Frequency	Include
BiMonthly	<input checked="" type="checkbox"/>
Fortnightly	<input checked="" type="checkbox"/>
Four Weekly	<input checked="" type="checkbox"/>
Monthly	<input checked="" type="checkbox"/>
Weekly	<input checked="" type="checkbox"/>

☒ Include leavers

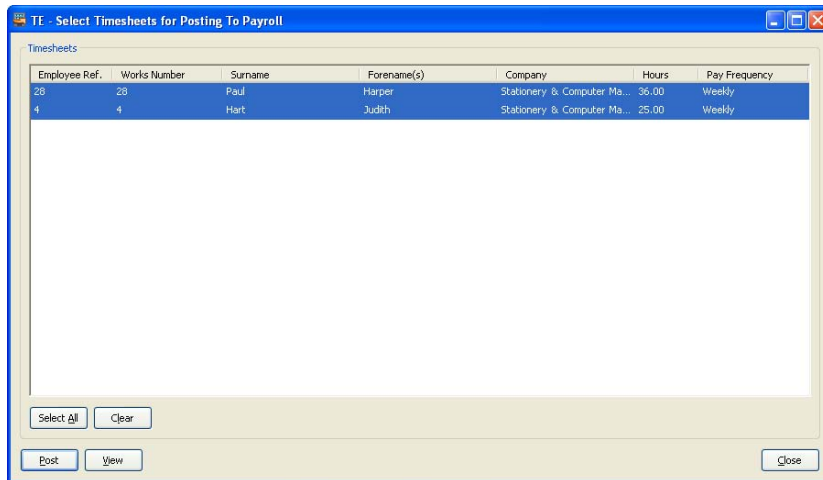
☐ Enter date range From: To:

OK Cancel

2. In the 'Companies' list, select the Sage Payroll companies to which you want to post transactions.

3. In the 'Posting Details' section, select the criteria of the transactions to be posted to Payroll:
 - Tick all the pay frequencies for the resources that you want to include. The pay frequencies displayed will depend on those set up in the selected Sage Payroll companies.
 - To include resources marked as leavers, enable 'Include leavers'.
 - To specify a date range for the timesheet transactions, select 'Enter date range' and specify the 'From' and 'To' dates for the range.
4. Click 'OK' to confirm the timesheet criteria.

The 'Select Timesheets for Posting to Payroll' window appears, showing the timesheets for the companies and criteria that you have specified.



- To check the details of a timesheet, select it from the list and click 'View'.
5. Select the timesheets that you want to post.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries.
 6. Click 'Post' to post the selected timesheets to Payroll.

Note: You may be prompted to enter a username and password for the Payroll connection.
 7. When you have finished posting timesheets, click 'Close'.

Note: To display a report on the total pay and hours worked for each resource, select Reports > Timesheets & Expense Claims > Payroll Report (by Resource).

Timesheet and Expense Claim reports

You can generate a variety of reports for details on timesheet entries, expense claims, and your resources.

Note: To view reports on the setup of your projects (e.g. projects and project items), see *Project Accounting Setup Reports* on page 73.

To display the list of reports, select Reports > Timesheets & Expense Claims.

- Timesheet Summary (by Resource).
Lists each resource and the total time that they have worked on each project item.
- Timesheet Summary (by Project).
Lists each project and the total time recorded by each resource on that project.
- Timesheet Transactions (by Resource).
Lists each resource and details of each individual timesheet entry; including the project item, hours worked, timesheet number, status, and cost, charge and pay rates.
- Timesheet Transactions (by Project).
Lists each project and details of each individual timesheet entry; including the resource, status, and cost, charge and pay rates.
- Timesheet Summary (Charges and Costs).
Lists each resource and details of each individual timesheet entry; including the project item, hours worked, status, and cost, charge and pay rates.
- Resource Summary.
Lists each resource's time entries and pay, grouped by company; including details of the project and project item, status, hours worked, their pay rate and total pay.
- Expense Claim Transactions (by Resource).
Lists each resource and details of their expense claims; including the expense claim number, project and project item, expense claim details, and the claim value.
- Payroll Report (by Resource).
Lists the hours worked and total pay for each resource, grouped by company.

Timesheet and Expense Claims Settings

To display the timesheet and expense claims settings:

- Select Utilities > System Setup > Timesheet and Expense Claims Settings.
 - On the 'Timesheets' tab, you can set your timesheet entry settings, and control how cost, charge and pay rates are displayed and selected. See *Timesheets settings* on page 163.
 - To set your expense claim entry settings, move to the 'Expense Claims' tab. See *Expense Claims settings* on page 165.
 - To change the terms used in timesheet and expense entry windows, move to the 'Terminology' tab. See *Terminology settings* on page 166.
 - To set up timesheet and expense integration with Financials (Nominal Ledger), move to the 'Financials' tab. See *Financials settings* on page 167.
 - To set up timesheet and expense integration with Project Accounting, move to the 'Project Accounting' tab. See *Project Accounting timesheet and expense claims settings* on page 170.
 - To set up timesheet integration with Sage Payroll, move to the 'Payroll' tab. See *Payroll settings* on page 172.

Note: If you (or another user) is currently using Project Accounting, the system may prevent you from changing any settings whilst the system is in use. However, you can still view the settings by selecting Utilities > System Setup > View Timesheet and Expense Claims Settings.

Timesheets settings

Use the 'Timesheets' settings to choose your timesheet entry options, and control how cost, charge and pay rates are displayed and selected.

Note: For more information on setting up and using timesheets, see *Timesheets* on page 113.

To specify your timesheet entry and rates options:

- Select Utilities > System Setup > Timesheet and Expense Claims Settings, then move to the 'Timesheets' tab.

The screenshot shows the 'TE - Timesheet and Expense Claims Settings' dialog box with the 'Timesheets' tab selected. The dialog has several tabs: 'Timesheets', 'Expense Claims', 'Terminology', 'Financials', 'Project Accounting', and 'Payroll'. The 'Timesheets' tab contains two main sections: 'Rate options' and 'Entry options'. In the 'Rate options' section, there are three sub-sections: 'Cost rates' (with 'Select cost rate type' checked), 'Charge rates' (with 'Select charge rate type' checked), and 'Pay rates' (with 'Select pay rate type' checked). There are also checkboxes for 'Display cost rate value', 'Display charge rate value', and 'Use pay rates as cost rates'. A 'Restore defaults' button is at the bottom of this section. The 'Entry options' section includes checkboxes for 'Allow weekend working' and 'Authorise timesheets', both of which are checked. It also has a 'Week starts on day' dropdown set to 'Sunday', a 'Validate time against expected time for resource' checkbox checked, a 'Time entry format' dropdown set to 'Decimal', a 'Retain timesheet tasks for' field set to '4 submissions', and a 'Next timesheet no' field set to '66'. 'OK' and 'Cancel' buttons are at the bottom of the dialog.

- To allow resources to enter timesheets in Project Accounting, enable 'Allow timesheet entry'.

Time entry options

Set your timesheet entry options.

- If your resources work at the weekend (Saturday and Sunday), enable 'Allow weekend working'.
- Set the day on which your working week begins from the 'Week starts on day' list.
- If you enable 'Validate time against expected time for resource', the total weekly time recorded by a resource will be compared against their standard hours. If the recorded time is different to the standard hours, the resource will be warned when they submit the timesheet. For information on setting a resource's standard hours, see *Creating a resource record* on page 118.

- Set the 'Time entry format'. For example, an entry of two hours and thirty minutes would be entered in hours and minutes ('HH:MM') as '2:30', or entered in 'Decimal' as '2.5'.
- To set how long previously recorded timesheet activities will automatically be displayed when entering a new weekly timesheet, enter a value in the 'Retain timesheet tasks for' box.

For example, if you enter 4, the activities that are automatically displayed in new weekly timesheets will be removed if you do not record any time against them for 4 consecutive weeks (or submissions). If you enter a value of 0, no activities will automatically be displayed when you enter a new weekly timesheet.

- If you want to use timesheet authorisation to approve submitted timesheets, enable 'Authorise timesheets'.

Note: To choose which resources have permission to authorise timesheets and set their authorisation limits, see *Select timesheet authorisers for a resource* on page 122.

- To set the reference number to be used for the next timesheet, enter the value in the 'Next timesheet no' box.

Cost, charge and pay rate options

You can set how cost, charge and pay rates are displayed to the resource when they enter timesheets.

To display cost rates when entering or amending timesheets, enable 'Cost rates'.

- To allow the resource to select the cost rate to apply, enable 'Select cost rate type'.
- To display the cost rate value to the resource and allow it to be changed, enable 'Display cost rate value'.

To display charge rates when entering or amending timesheets, enable 'Charge rates'.

- To allow the resource to select the charge rate to apply, enable 'Select charge rate type'.
- To display the charge rate value to the resource and allow it to be changed, enable 'Display charge rate value'.

If Payroll is integrated, you can display pay rates when entering or amending timesheets by enabling 'Pay rates'.

- To allow the resource to select the pay rate to apply, enable 'Select pay rate type'.
- To display the pay rate value to the resource, enable 'Display pay rate value'.

Note: The pay rate value cannot be changed by the resource. The value can only be changed in Payroll.

- To set cost rates to be pay rates, enable 'Use pay rates as cost rates'.

To reset the options to the standard settings, click 'Restore defaults'.

Expense Claims settings

Use the 'Expense Claims' settings if you want to record expense claims in Project Accounting.

Note: For more information on setting up and using expense claims, see *Expense Claims* on page 175.

To specify your expense claim settings:

- Select Utilities > System Setup > Timesheet and Expense Claims Settings, then move to the 'Expense Claims' tab.

TE - Timesheet and Expense Claims Settings

Timesheets | **Expense Claims** | Terminology | Financials | Project Accounting | Payroll

☒ Allow expense claim entry

Entry options

Use expense claim categories: ☐

Authorise expense claims: ☒

Next expense claim no:

OK Cancel

- To allow resources to enter expense claims in Project Accounting, tick 'Allow expense claim entry'.
- To allow expense categories to be set up, enable 'Use expense claim categories'. Expense categories are used to group together expense items; for example, a 'Travel' category may include Flight, Train and Taxi items. For more information, see *Expense claim categories and items* on page 179.
- If you want to use expense authorisation to approve submitted expense claims, enable 'Authorise expense claims'.

Note: To choose which resources have permission to authorise expense claims and set their authorisation limits, see *Select timesheet authorisers for a resource* on page 122.

- To set the reference number to use for the next expense claim, enter the value in the 'Next expense claim no' box.

Terminology settings

Use the 'Terminology' settings to change some of the common terminology used in timesheet and expense windows, and also specify how certain fields are displayed by the system.

To specify your terminology settings:

- Select Utilities > System Setup > Timesheet and Expense Claims Settings, then move to the 'Terminology' tab.

The screenshot shows the 'TE - Timesheet and Expense Claims Settings' dialog box with the 'Terminology' tab selected. The dialog has several tabs: Timesheets, Expense Claims, Terminology (active), Financials, Project Accounting, and Payroll. Under the 'Options' section, there are two dropdown menus: 'Identify resources by:' set to 'Reference Number' and 'Identify projects and project items by:' set to 'Title'. Below this is the 'Configure terminology' section with the instruction 'Set up terminology that is familiar to your business:'. It contains a table with two columns: 'Field' and 'Caption'.

Field	Caption
Resource Hierarchy	Hierarchy
User Reference	Works Number
Authoriser	Authoriser
Timesheet User	Resource
Time transaction	Timesheet
Expense transaction	Expense Claim

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- Use the 'Identify resources by' setting to choose how you select resources from the lists in the timesheet and expense windows. You can select a resource by their 'Reference number' (works number) or by their 'Surname'.
- Use the 'Identify projects and project items by' setting to choose how you select projects and project items from lists in the timesheet and expense windows. You can select the items by their 'Code' or 'Title'.
- Use the terminology list to change the terms used in timesheet and expense windows to suit the terms used in your business. For example, in your business a 'Resource' may be an 'Employee'.

Note: To change the terminology used in Project Accounting, see *Project terminology* on page 79.

Financials settings

Use the 'Financials' settings if you want to post your timesheet and expense transactions to the Nominal Ledger.

To specify your Financials integration settings:

- Select Utilities > System Setup > Timesheet and Expense Claims Settings, then move to the 'Financials' tab.

The screenshot shows a Windows-style dialog box titled "TE - Timesheet and Expense Claims Settings". It has several tabs: "Timesheets", "Expense Claims", "Terminology", "Financials" (which is selected), "Project Accounting", and "Payroll".

Under the "Financials" tab, there are two main sections:

- Financials integration settings for timesheets:**
 - ☒ Post timesheets to financials
 - ☐ Post timesheets to financials automatically
 - Update nominal ledger with: Individual transactions (dropdown menu)
 - Nominal ledger control account: 25800 (text box) Net Wages/Salaries (text box)
 - ☐ Nominal ledger account entered on timesheets
 - Default nominal ledger account: (text box)
- Financials integration settings for expense claims:**
 - ☒ Post expense claims to financials
 - ☐ Post expense claims to financials automatically

At the bottom of the dialog box are "OK" and "Cancel" buttons.

Timesheet integration settings

If you want to post your timesheet transactions to Financials, specify the posting settings:

Specify the Financials integration settings for timesheets:

- To allow timesheet entries to be posted to Financials (Nominal Ledger), enable 'Post timesheets to financials'.
- To post timesheets to Financials automatically, enable 'Post timesheets to financials automatically'.

Timesheets will automatically be posted when they have been authorised. If you do not use manual authorisation, they will be posted when they have been submitted.

If you do not enable this setting, you can manually post timesheets to Financials. For more information, see *Sage 200 Financials transactions* on page 157.

- Specify how you want journals of transactions to be posted in the Nominal Ledger from the 'Update nominal ledger with' list:

- To record each timesheet activity as an individual journal transaction in the Nominal Ledger, select 'Individual transactions'.

Note: This will generate a large number of transactions in the Nominal Ledger.

- To group together all timesheet activities with the same associated nominal account and post them as a single batch journal transaction, select 'Single batch transaction'.
- To post the transactions in batches according to the accounting period they occur in, select 'Period batched transaction'. This is similar to a single batch transaction, except that a separate batch will be posted for each accounting period in which the activities are recorded.
- Select the 'Nominal ledger control account' that the credit entry of the timesheet transaction journal will be posted to.
- If you are not posting timesheets to Project Accounting, a nominal account will be used for the timesheet transaction. You can choose whether to allow the user to select this account when they enter the timesheet, or specify a default nominal account to use for all timesheet transactions.

Note: These options will only be available if you have not enabled the 'Post timesheets to Project Accounting' setting on the 'Project Accounting' tab.

- To allow the nominal account to be selected by the user when they enter the timesheet, enable 'Nominal ledger account entered on timesheets'.

Note: When the timesheet user selects an account, the transaction entered for the account will include the user's cost centre and department codes (set in their Resource details). If the account that they select does not include their cost centre and department codes, an error message will be displayed.

- To use a specific nominal account for all timesheet entries (and not allow the user to select the account), disable 'Nominal ledger account entered on timesheets' and select the default account to be used.

Note: For information on posting timesheets to Financials, see *Sage 200 Financials transactions* on page 157.

Expense claim integration settings

If you want to post your expense claim transactions to Financials, specify the posting settings:

- To allow expense entries to be posted to Financials (Nominal Ledger), enable 'Post expense claims to financials'.
- To post expense entries to Financials automatically, enable 'Post expense claims to financials automatically'.

If you do not enable this setting, you can manually post expense claims to Financials. For more information, see *Sage 200 Financials transactions* on page 191.

- Select the 'Payroll expense claim nominal ledger control account' that the credit entry of the expense claim transaction will be posted to.

Note: For more information on posting expense claims to Financials, see *Posting Expense Claims* on page 188.

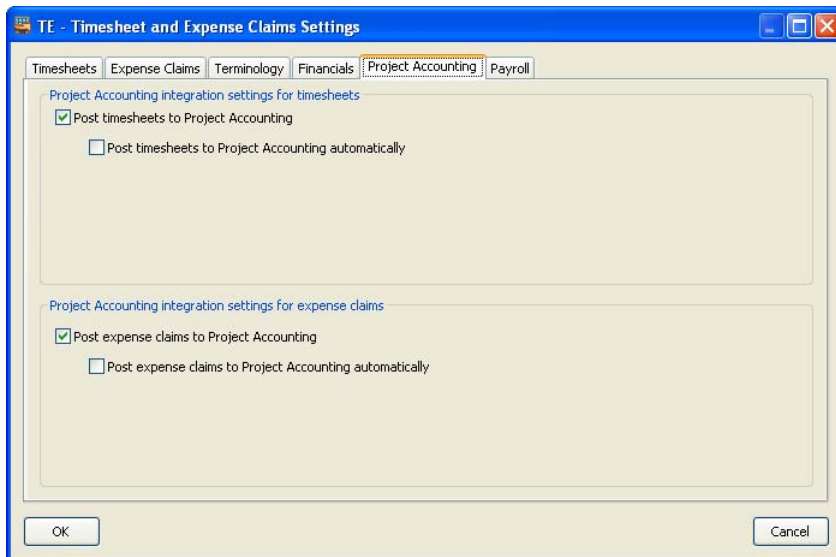
Project Accounting timesheet and expense claims settings

Use the 'Project Accounting' settings if you want to post your timesheet and expense transactions to Project Accounting.

Note: For more information on posting timesheets to Project Accounting, see *Sage 200 Project Accounting transactions* on page 155.

To specify your Project Accounting integration settings:

- Select Utilities > System Setup > Timesheet and Expense Claims Settings, then move to the 'Project Accounting' tab.



Timesheet integration settings

If you want to post your timesheet transactions to Project Accounting, specify the posting settings:

- To allow timesheet entries to be posted to Project Accounting, enable 'Post timesheets to Project Accounting'.
- To post timesheet entries to Project Accounting automatically, enable 'Post timesheets to Project Accounting automatically'.

Timesheets will automatically be posted when they have been authorised. If you do not use manual authorisation, they will be posted when they have been submitted.

If you do not enable this setting, you can manually post timesheet entries to Project Accounting. For more information, see *Sage 200 Financials transactions* on page 157.

Expense claim integration settings

If you want to post your expense claim transactions to Project Accounting, specify the posting settings:

- To allow expense entries to be posted to Project Accounting, enable 'Post expense claims to Project Accounting'.
- To post expense entries to Project Accounting automatically, enable 'Post expense claims to Project Accounting automatically'.

If you do not enable this setting, you can manually post expense claims to Project Accounting. For more information, see *Post expense claims to Project Accounting* on page 190.

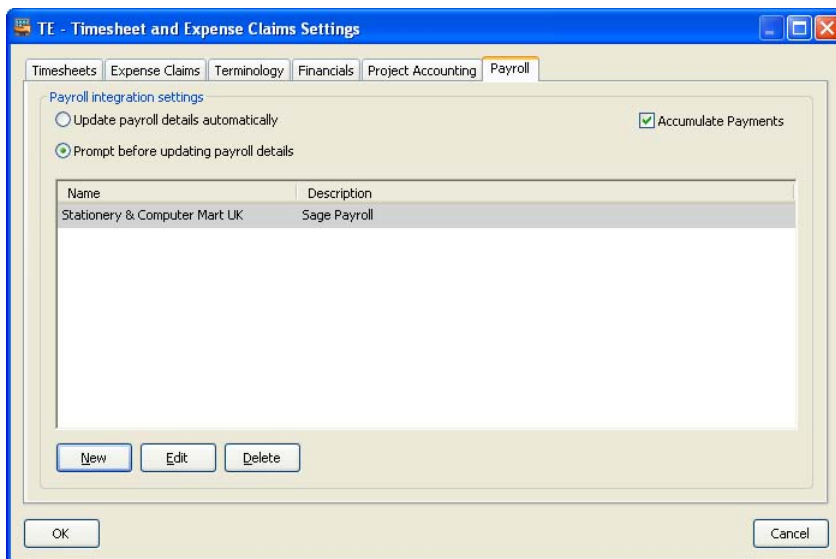
Payroll settings

Use the 'Payroll' settings if you want to integrate your employee records in Sage Payroll with Sage 200 Project Accounting. You can import details of your Payroll employees so that they can enter timesheets and expense claims, and post their timesheet and expense transactions back to Payroll in order to make payments.

Note: For more information on posting timesheets to Payroll, see *Payroll transactions* on page 159.

To specify your Payroll integration settings:

- Select Utilities > System Setup > Timesheet and Expense Claims Settings, then move to the 'Payroll' tab.



- If you have already set up connections to Payroll databases, the connections will be displayed in the list.
 - To set up a new connection to a Payroll company, click 'New'.
See *Add a connection to a Payroll database* on page 174.
 - To edit connection settings with a Payroll company (for example, to change the database location, username or password), select the connection and click 'Edit'.
 - To stop using a connection with a Payroll company, select the connection and click 'Delete'.

Note: If you delete a connection, any resources that you have imported from that Payroll database cannot be synchronised or have transactions posted to Payroll.

- You can choose whether the system prompts you when it needs to access the Payroll database and update the corresponding details in the system. This setting applies to all integrated Payroll companies.
 - To allow the details to be updated automatically, select 'Update payroll details automatically'.
 - To manually confirm any connections, select 'Prompt before update payroll details'. You will be prompted to confirm all connections to any Payroll databases.
- You can choose to replace an employee's existing payment value or to accumulate the values during posting.
 - To replace the existing value, clear the 'Accumulate Payments' check box.
 - To add to the existing value, select the 'Accumulate Payments' check box.

Note: If you accumulate payments, you must run the Reset Payments wizard within Sage Payroll at the end of each week's posting, before making postings for the following week. If you do not do this, the hours and/or rate accumulated the following week will not be accurate.

Add a connection to a Payroll database

To set up a connection to a Payroll database:

1. Select Utilities > System Setup > Timesheet and Expense Claims Settings, then move to the 'Payroll' tab.
2. Click on 'New' to add a new connection.
The 'Configure payroll connections' screen appears.

TE - Configure payroll connections

Connection details

Connection name: Stationery & Computer Mart UK

Description: Sage Payroll

Connection type

Connection type name: Sage payroll integration provider

Description: Sage Payroll Provider Integration Module designed for use with all versions of Sage Payroll software.

Connection data

Name	Value
Database Location	C:\Program Files\Sage Payroll\DEMODATA.MDB
Workgroup Path	C:\Program Files\Sage Payroll\

OK Cancel

3. Enter a 'Connection name' and 'Description' for the connection. The name can be anything you want, it does not have to match the Payroll company name.
4. The connection type is the type of payroll database containing the information. For Sage Payroll databases, use 'Sage payroll integration provider'.
5. In the 'Connection data' section, enter the details for the connection. The details required will depend on the type of connection.
6. Click 'OK' to add the new connection.

Chapter 6

Expense Claims

You can use Project Accounting to manage expense claims for your projects.

If you use Project Accounting, the expense claims can be posted to project activities to help you measure the costs of a project and calculate bills.

If you use Financials, expense transactions can be recorded and reimbursed using the cashbook or a supplier account (Purchase Ledger).

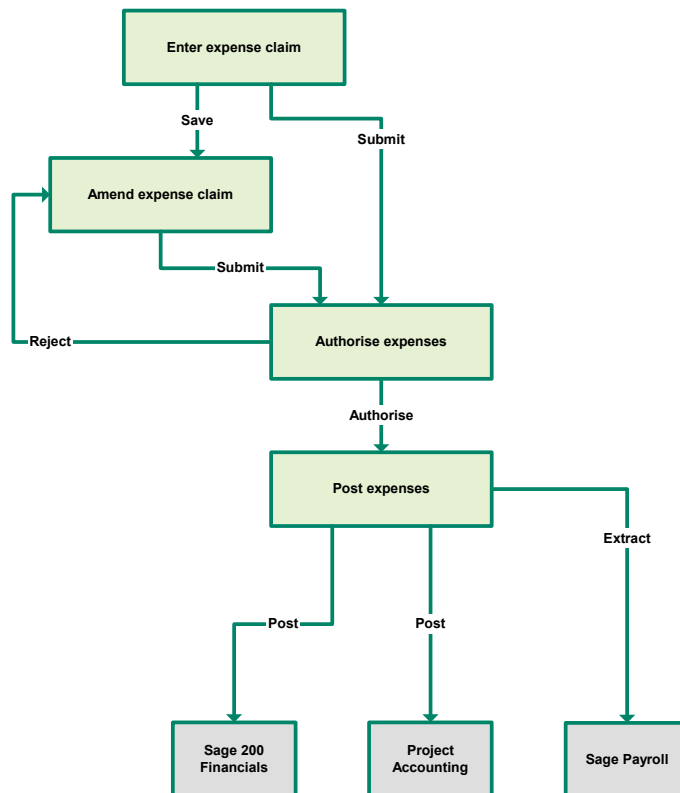
If you use Sage Payroll, you can import their employee records so that they can enter expense claims in Project Accounting. You can then post their expense transactions back to Payroll in order to generate payments.

In this chapter:

Setting Up Expenses	178
Enter Expense Claims.....	182
Amending Expense Claims	184
Authorising Expense Claims.....	186
Posting Expense Claims	188

Entering and processing expense claims

You can enter expense claims in Project Accounting. When a resource enters an expense claim, they will submit it to be processed. If you set up your system to use authorisation, an authoriser must check and approve the expense claim before it can be posted. Authorised expense claims can be posted to Financials (Nominal Ledger), Project Accounting, or Payroll.



See the following sections for more information on each stage of the expense claim process.

Enter the expense claim.

- *Enter Expense Claims* on page 182.

Amend the expense claim.

- *Amending Expense Claims* on page 184.

Authorise the expense claims.

- *Authorise expense claims* on page 186.

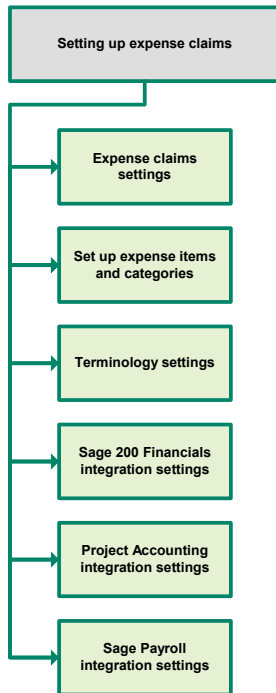
Post the expense claim transactions to Financials, Project Accounting or Sage Payroll.

- *Sage 200 Financials transactions* on page 191.
- *Sage 200 Project Accounting transactions* on page 189.
- *Payroll transactions* on page 193.

Setting Up Expenses

To set up Project Accounting for expense claim entry, you will have to:

- Create resource records for your users, or import employee records from Payroll.
See *Setting up resources* on page 118.
- Set up your expense items, and expense categories if required.
See *Expense claim categories and items* on page 179.
- Configure your expense entry preferences and integration settings for Financials, Project Accounting or Payroll.
See *Configuring expense claim entry and posting settings* on page 181.



Dealing with expense claims

You can use Project Accounting to record and process expense claims. You can set up expense items against which resources can submit expense claims, and organise the items in expense categories. The expense claims can be charged to an activity (project items), or they may not be project specific.

To control expense claims, you can set up the system to use authorisation. When an expense claim is submitted, it can either be authorised or rejected by a person with the appropriate authority (called an 'authoriser'). You can choose who is allowed to authorise each person's claims, and set authorisation limits.

Payment of the expense claims can be made using the cash book, a Purchase Ledger account, or via Sage Payroll.

- For information on entering expense claims, see *Enter Expense Claims* on page 182.

Note: To allow expense claims to be entered, you must enable 'Allow expense claim entry' in the Timesheet and Expense Claims Settings. For more information, see *Expense Claims settings* on page 165.

Expense claim categories and items

Every transaction in an expense claim is recorded with an expense item and an optional expense category. For example, an expense category of 'Travel' might contain expense items of 'Flight', 'Train' and 'Taxi'.

To set up expense claim items and categories:

1. Select Project Maintenance > Expense Claim Items.

The 'Maintain Expense Items' window appears. The 'Expense categories' are displayed at the top with the 'Expense items' for the selected category displayed underneath.

TE - Maintain Expense Items

Expense categories

Code	Description
TRV	Travel expenses
ACC	Accommodation expenses
EXP	General expenses

Add Delete

Expense items

Code	Description	Status	Unit Based	Rate	Tax Code	N/L Account No.
T-01	Taxi	Active	<input type="checkbox"/>	0.00000	1 - Std Rate	08101
T-02	Train	Active	<input type="checkbox"/>	0.00000	1 - Std Rate	08101
T-03	Flight	Active	<input type="checkbox"/>	0.00000	1 - Std Rate	08101
T-04	Car (private)	Active	<input checked="" type="checkbox"/>	0.40000	1 - Std Rate	08102

Add Delete

OK Cancel

- To add an expense category, click 'Add' then enter the category code and description.

Note: If the 'Expense categories' section is not displayed, you can display it by enabling 'Use expense categories' in the Timesheets and Expense Claims settings. See *Expense Claims settings* on page 165.

- To add an expense item, select the appropriate expense category (if using categories), then click 'Add' in the 'Expense items' section.
 - Enter a code and description for the expense item.
 - The status of the item will be set to 'Active'. If you do not want the item to be available for selection when entering expense claims, change its status to 'Inactive'.
 - If the expense item can be measured in units and has a set cost, tick the 'Unit based' box and enter the cost per unit. When an individual records an expense for this item, they can enter the number of units which is then multiplied by the rate to calculate the total cost. An example of a unit based expense is a car mileage rate.
 - Select the tax code for the expense.
 - To set the default nominal account to be used for posting expense transactions, select the account code from the list. This account will be used when expense claims are not associated with a project.

Configuring expense claim entry and posting settings

There are a number of configuration options for expense entry, processing and integration.

- To set expense entry options, see *Expense Claims settings* on page 165.
- To adjust the terms used in expense claims to suit your business, see *Terminology settings* on page 166.
- If you are going to use expense authorisation, see *Authorising Expense Claims* on page 186.
- If you will be posting expense transactions to Financials, see *Sage 200 Financials transactions* on page 191.
- If you will be posting expense transactions to Project Accounting, see *Sage 200 Project Accounting transactions* on page 189.
- If you want to integrate your system with Sage Payroll so that you can post expense transactions and generate payments, see *Payroll transactions* on page 193.

Enter Expense Claims

To enter an expense claim:

1. Select Enter Transactions > Enter Expense Claims.

The 'Enter Expense Claims' window appears.

Date	Project	Project Item	Expense Cat...	Expense Item	VAT Rate	Units	Description	Gross Amount	Net Amount	VAT Amount	Rec...
05/02/2007	Glasgow Exhi...	Stand staff	TRV	T-01	1 - Std R...	1.00000	Taxi	14.00	11.91	2.09	Yes
05/02/2007	Glasgow Exhi...	Stand staff	TRV	T-02	1 - Std R...	1.00000	Train - Newc to Lon...	91.00	77.45	13.55	Yes
Totals								105.00	89.36	15.64	

2. Your details will automatically be displayed in the 'Works Number' and 'Name' boxes. If you have authorisation to enter expense claims for other users, you can select a different user from the list.
3. In the expense claim details, amend the date if required, and enter the claim's 'Reference'.
4. The default 'Payment method' for the user appears, and can either be 'Cashbook', 'Supplier Account' or 'Payroll' (for imported Payroll users).
 - For cashbook payments, select the bank account used for the payment, and also a cheque number if appropriate.
5. You can add a new expense claim by clicking in a blank space in the 'Expense Claim entries' area or by clicking 'Add'. On each line:
 - Enter the date of the expense entry.
 - Select the 'Project' and the 'Project Item' to record the expense against.
 - Select the 'Expense category' (if appropriate) and the 'Expense Item'.
 - Amend the 'VAT Rate', if required.
 - If the item is unit based, enter the number of 'Units'.
 - Enter a 'Description' of the expense entry.

- Enter the 'Gross Amount' of the claim. The Net and VAT amounts are calculated and displayed.
 - Specify whether you have a receipt for the expense.
6. When you have finished entering your expense entries:
- To submit the entries, click 'Submit'.
 - To save the entries so that you can amend them and submit them later, click 'Save'.
7. A summary of the expense claim with the claim reference number appears.

When your expense claim has been submitted it can then be authorised and posted. For more information, see *Processing submitted expense claims* on page 183.

Processing submitted expense claims

Depending on how you have set up Project Accounting, expense claims may need to be manually authorised and posted after they have been submitted.

- If you have enabled expense claim authorisation, submitted expense claims will be marked with a 'Submitted' status and must be authorised before they can be posted. For more information, see *Authorising Expense Claims* on page 186.

If you are not using authorisation, the expense claim will automatically be marked with an 'Authorised' status and can then be posted.

- If you have not enabled automatic posting for expense claims, the authorised expense claims must be manually posted to Financials or Project Accounting. For more information, see *Posting Expense Claims* on page 188.

If you have enabled automatic posting of expense claims to Financials or Project Accounting, all 'Authorised' expense claims will automatically be posted as appropriate. To enable automatic posting, see *Financials settings* on page 167 and *Project Accounting timesheet and expense claims settings* on page 170.

Amending Expense Claims

You can amend expense claims at any stage before they have been posted, i.e. you can amend claims with a status of Saved, Submitted, Authorised or Rejected. You cannot amend expense claims with a status of Posted.

To amend an expense claim:

1. Select Adjust Transactions > Amend Expense Claims.

The 'Amend Expense Claims' window appears.

Works Number	Surname	Forenames	Date	Expense Claim Number	Expense Claim Reference	Expense Claim Gross	Status
1005	Green	Jill	05/02/2007	0000000006		227.00	Saved
1005	Green	Jill	05/02/2007	0000000005		18.00	Submitted
1003	Lee	David	05/02/2007	0000000004	Conference expenses	105.00	Submitted
1003	Lee	David	01/02/2007	0000000003		25.00	Posted
1003	Lee	David	21/12/2006	0000000002		50.00	Posted
1003	Lee	David	21/12/2006	0000000001		0.00	Saved

2. You can filter the list of expense claims as follows:
 - To display expense claims for a particular user, select 'Show expense claims for resource' and select the user from the list.
To display expense claims from all users, select 'Show expense claims for all resources'.
 - To display expense claims by date, select 'Range of expense claims' and enter the 'Date from' and 'Date to', then click 'Display'.
 - To display expense claims by status, select 'Range of expense claims' and select the 'Status' (from Saved, Submitted, Authorised, Rejected or Posted). To update the list, click 'Display'.
 - You can sort the expense claims in the list by clicking on the column headings, for example clicking on 'Date' will sort the list in ascending or descending date order.
3. Select the expense claim that you want to amend and click 'Edit'.

Note: You cannot edit a posted expense claim, but you can display its details by selecting it and clicking 'View'.

4. When you have amended the expense claim, click 'Close'.

When your expense claim has been submitted it can then be authorised and posted. For more information, see *Processing submitted expense claims* on page 183.

Note: To display a report showing the expense claims made by each resource, select Reports > Timesheets & Expense Claims > Expense Claim Transactions (by Resource).

Authorising Expense Claims

You can use authorisation to check the expense claims that have been submitted by resources before they are posted. When a resource submits an expense claim, an authoriser must accept the claim before it can be posted. If there is a mistake or a problem with an expense claim it can be rejected by the authoriser, who can also enter a comment for the resource.

Setting up authorisation

To set up authorisation:

- Enable the 'Authorise expense claims' option in the Timesheets and Expense Claims Settings. For more information, see *Expense Claims settings* on page 165.
- Select the users that will have permission to authorise expense claims. For more information, see *Select timesheet authorisers for a resource* on page 122.

Authorise expense claims

To authorise expense claims submitted by a user:

1. Select Adjust Transactions > Authorise Expense Claims.

The 'Authorise Expense Claims' window appears.

2. To filter the expense claims displayed:
 - To display expense claims for a particular user, select 'Show expense claims for resource' and select the user from the list.

To display expense claims from all resources, select 'Show expense claims for all resources'.

- To display expense claims between certain dates, select 'Range of expense claims' and the date range, then click 'Display'.
- To display expense claims by status, select 'Range of expense claims' and select the 'Status' from Submitted or Rejected. To update the list, click 'Display'.

Note: You can also sort the expense claims in the list by clicking on the column headings, for example clicking on 'Expense Claim Number' will sort the list in ascending or descending claim number.

3. To view details for an expense claim, select it from the list and click 'Detail'.

- You can reject individual expense entries in a claim by selecting the 'Reject' box.

4. Select the expense claims to authorise (or reject).

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the SHIFT key to select a range of entries. To select all the expense claims, click 'Select All'.

5. Authorise or reject the expense claims.

- To authorise the selected expense claims, click 'Authorise'.

The expense claim status will be marked as 'Authorised' and can then be posted.

- To reject the selected expense claims, click 'Reject'. You can type in a reason for rejecting the claim.

Note: This will reject all the items in the claim. To reject individual entries in a claim, click 'Details' to display the expense claim entries, then tick the 'Reject' box for all entries to reject.

The expense claim will be marked as 'Rejected'. If appropriate, the user can amend and re-submit their expense claim.

Posting Expense Claims

Expense claims can be posted to Project Accounting and Sage 200 Financials, and also exported to Sage Payroll. You can choose to post expense claims either automatically or manually.

If you choose to post expense claims automatically, expense claims will be posted when they have been authorised. If you do not use authorisation, they will be posted when they have been submitted.

If you choose to post expense claims manually, you control which claims are posted and who has permission to post the claims.

Note: Expense claims cannot be amended after they have been posted to either Sage 200 Financials or Project Accounting.

Posting to Project Accounting

If you post expense claims to Project Accounting, a single project transaction record is created for the project item relating to the expense activity.

- For more information, see *Sage 200 Project Accounting transactions* on page 189.

Posting to Financials

If you post expense claims to Sage 200 Financials, a Nominal Ledger journal is created for the expense activity.

- For more information, see *Sage 200 Financials transactions* on page 191.

Posting to Payroll

If you have imported resources from Sage Payroll, you can send details of their posted expense claims to Payroll. Their payment records will be created and linked to Sage Payroll.

- For more information, see *Payroll transactions* on page 193.

Sage 200 Project Accounting transactions

If you post an expense claim to Project Accounting, a project transaction record is created against the project item relating to the expense item.

- The amount posted may be subject to an overhead recovery uplift. For information on overhead absorption, see *Understanding Overhead Absorption* on page 54.

Note: You can post expense claims to Financials manually using the post expense claims routine, or set up the system to automatically post all expense claims.

To configure your system for posting to Project Accounting, see *See Project Accounting timesheet and expense claims settings* on page 170.

Post expense claims to Project Accounting

To manually post expense claims to Project Accounting:

1. Select Utilities > Import and Export > Post Expense Claims to Projects.

The 'Post Expense Claims to Projects' window appears.

TE - Post Expense Claims To Projects

Resource details

☐ Show expense claims for resource ☒ Show expense claims for all resources

Works Number: Surname:

Expense Claim details

☒ All expense claims ☐ Range of expense claims

Date From: / / Date To: / /

Works Number	Surname	Forenames	Date	Expense Claim Number	Expense Claim Reference	Expense Claim Gross
1003	Lee	David	21/12/2006	0000000002		50.00

2. To filter the expense claims displayed:

- To display expense claims for a particular user, select 'Show expense claims for resource' and select the user from the list.
To display expense claims from all users, select 'Show expense claims for all resources'.
- To display expense claims by date, select 'Range of expense claims' and the week to display, then click 'Display'.

Note: You can also sort the expense claims in the list by clicking on the column headings, for example clicking on 'Date' will sort the list in ascending or descending date order.

3. Select the expense claims to post to Project Accounting.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries. To select all the expense claims, click 'Select All'.

4. To post the selected expense claims, click 'Post'.

Sage 200 Financials transactions

If you post expense claims to Sage 200 Financials, the transactions will be generated according to the payment method selected (by the user who submitted the expense claim).

- If the payment is made using the cashbook, a credit entry is made to the nominal account associated with the bank account. A debit entry is made to the nominal account associated with the project item.
- If the payment is made using a supplier account, an invoice is raised on the supplier's account. When the payment is made, a credit entry is made to the purchase account, and a debit entry is made to the nominal account associated with the project item, or to the nominal account associated with the expense item.
- If the payment is made via Payroll, a credit entry is made to the 'Payroll expense Nominal Ledger control account'. To set this account, see *Financials settings* on page 167. If the expense is related to a project, a debit entry is made to the nominal account associated with the project item, or to the nominal account associated with the expense item.
- If there is a tax element to the transaction, the tax value of the transaction will be entered as a debit on the appropriate nominal account.

Note: The nominal account associated with the project item is set on the item's 'Costs & Charges' tab in the project structure. For more information, see *Costs & Charges* on page 41.

If the expense claim is not project related, the entry will take into account the resource's cost centre and department code, if they are specified when making the credit entries. This only applies if balance sheet postings are split by cost centre and department. To set a user's cost centre and department codes, see *Creating a resource record* on page 118.

Note: You can post expense claims to Financials manually using the post expense claims routine, or set up the system to automatically post all expense claims.

To configure your system for posting to Financials, see *Financials settings* on page 167.

Post expense claims to Financials

To manually post expense claims to Financials:

1. Select Utilities > Import and Export > Post Expense Claims to Financials.

The 'Post Expense Claims to Financials' window appears.

2. To filter the expense claims displayed:

- To display expense claims for a particular user, select 'Show expense claims for resource' and select the user from the list.
- To display expense claims from all users, select 'Show expense claims for all resources'.
- To display expense claims by date, select 'Range of expense claims' and the week to display, then click 'Display'.

Note: You can also sort the expense claims in the list by clicking on the column headings, for example clicking on 'Date' will sort the list in ascending or descending date order.

3. Select the expense claims to post to Financials.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries. To select all the expense claims, click 'Select All'.

4. To post the selected expense claims, click 'Post'.

Payroll transactions

If you have imported resources from Sage Payroll, you can post the details of their expense claim transactions to Payroll. The payment records will be created and linked to Sage Payroll.

You can specify the criteria for the expense claim data to post, and select which Sage Payroll companies it will be posted to. Only expense claims that have been posted to Financials or Project Accounting can be sent to Sage Payroll.

The system will record that the expense claim has been posted to Payroll. To prevent accidental duplicate postings, the system will not allow the same claim to be posted again.

- To configure your system for posting to Payroll, see *Payroll settings* on page 172.

Post expense claims to Payroll

To post expense claims to Payroll:

1. Select Utilities > Import and Export > Post Expense Claims to Payroll.

The 'Post Expense Claims to Payroll' window appears.

Name	Include
Stationery & Computer Mart UK	<input checked="" type="checkbox"/>

Posting Details

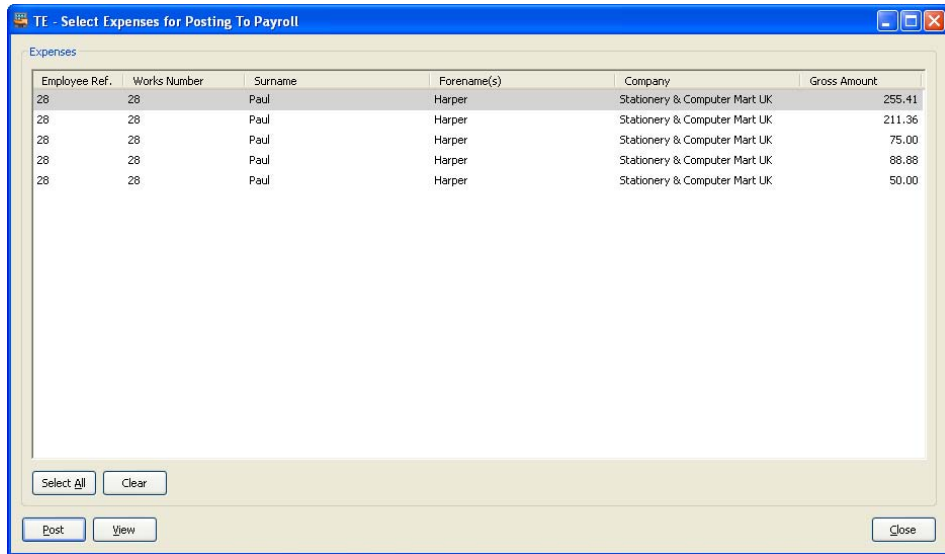
☒ Include leavers

☐ Enter date range From: To:

OK Cancel

2. In the 'Companies' list, select the Sage Payroll companies to which you want to post transactions.
3. In the 'Posting Details' section, select the criteria of the transactions to be posted to Payroll:
 - To include users marked as leavers, enable 'Include leavers'.
 - To specify a date range for the transactions, select 'Enter date range' and specify the 'From' and 'To' dates for the range.
4. Click 'OK' to confirm the criteria.

The 'Select Expense Claims for Posting to Payroll' window appears, showing the expense claims for the companies and criteria that you have specified.



- To check the details of an expense claim, select it from the list and click 'View'.
- 5. Select the expense claims that you want to post.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries.
- 6. Click 'Post' to post the selected expense claims to Payroll.

Note: You may be prompted to enter a username and password for the Payroll connection.
- 7. When you have finished posting expense claims, click 'Close'.

Note: To display a report on the total pay and hours worked for each resource, select Reports > Timesheets & Expense Claims > Payroll Report (by Resource).

Chapter 7

Billing

You can use Project Accounting to calculate and produce bills (invoices and credit notes) for your project customers.

Before you can start producing bills for a project, you will first need to set up your customer(s) records for the project.

You can enter your project bills manually, or you can use the system to automatically generate 'suggested bills'.

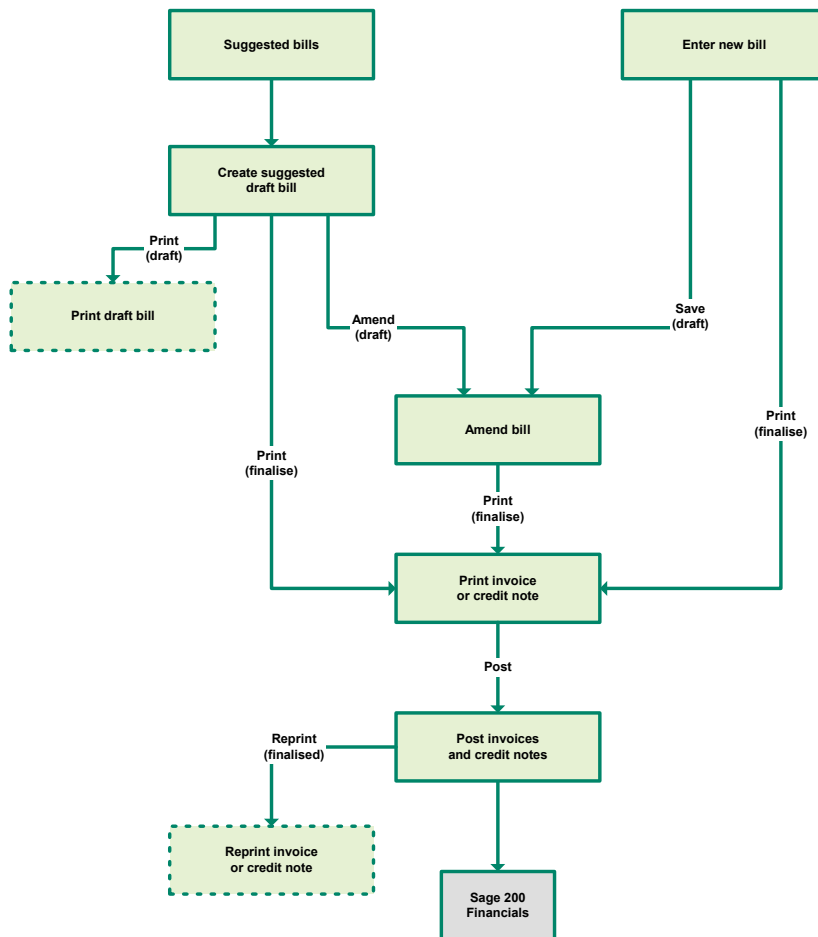
If you want to generate suggested bills, you will also need to set up billing templates and a billing schedule for the customer. The billing schedule defines the bills that need to be produced for the customer, when the bills need to be produced, and the template to use for the bill documents.

In this chapter:

Setting Up Billing	198
Entering Bills.....	212
Generate suggested bills	223
Amending Bills.....	226
Printing Bills	227
Posting Bill Transactions	235
Viewing project billing information	237
Cancelling Printed Bills.....	238
Deleting Draft Bills.....	240
Managing Billing Transactions	241

The billing process

The bills that you create (or generate using the suggested bills routine) will have a 'draft' status until you are ready to print them and issue them to your customers, at which point they will be marked as 'finalised'. You can then post your finalised bill transactions to Sage 200 Financials.



See the following sections for more information on the stages of the billing process:

- Setting up project customers, bill templates and billing schedules.

See *Setting Up Billing* on page 198.

- Creating project bills.

See *Entering Bills* on page 212.

- Amending draft bills.

See *Amending Bills* on page 226.

- Printing bills.

See *Printing Bills* on page 227.

- Posting bills.

See *Posting Bill Transactions* on page 235.

- Cancelling printed bills or deleting draft bills.

See *Cancelling Printed Bills* on page 238.

See *Deleting Draft Bills* on page 240.

- Manually record transactions for external bills.

See *Managing Billing Transactions* on page 241.

Setting Up Billing

To set up billing for your projects, you will need to:

- Configure the Project Accounting billing settings to set how invoices and credit notes are printed for a bill.

See *Invoice and credit note billing options* on page 199.

- Enable the billing options for the project level.

For more information, see *Setting up billing options for a project level* on page 201.

- Add customers to the project record.

For information on adding a customer to a project record, see *Maintain project customers* on page 206.

If you are going to use a billing schedule for your project customers, you will also need to:

- Set up templates for your 'suggested bills'.

For more information, see *Billing templates* on page 202.

- Set up the project customer's billing schedule.

For information on setting up a customer's billing schedule, see *Setting up a customer billing schedule* on page 208.

Invoice and credit note billing options

Project Accounting can produce invoices and credit notes for your bills in two different ways:

- You can produce separate invoices and credit notes for the positive and negative billing values on your bill. For example, if a single bill contains both positive and negative billing values, both an invoice (for the total of the positive lines) and a credit note (for the total of the negative lines) will be produced for the customer.

When you print the bill documents, the overall balance of the bill will determine whether you need to print an invoice or credit note.

If the overall balance of the bill is positive, choose 'Print Invoice' to print both the invoice and the credit note.

If the overall balance of the bill is negative, choose 'Print Credit Note' to print both the credit note and the invoice.

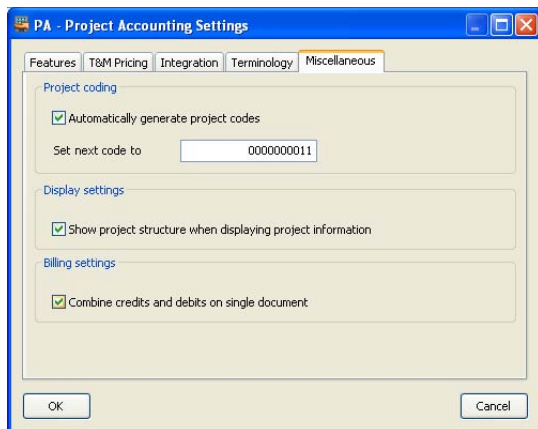
- You can choose to produce a single document for each bill (i.e. a single invoice or a credit note), that combines both the positive and negative billing values.

When you print the bill document, the overall total of the of the billing lines will determine whether you need to print an invoice or a credit note. If the overall value of the bill is positive, it will be an invoice; if the overall value of the bill is negative, it will be a credit note.

Setting the invoice and credit note billing option

To select the invoice and credit note billing setting:

1. Open Utilities > System Setup > Project Accounting Settings.



2. Move to the 'Miscellaneous' tab.
3. The 'Combine credits and debits on a single document' setting determines what documents are produced for your bills.
 - Enable this setting to produce a single invoice or credit note that combines the positive and negative values on each bill.
 - Disable this setting to produce separate invoices and credit notes for the positive and negative billing lines on the bill.

Setting up billing options for a project level

To use billing in a project, the project level must be set up to allow customer information and a billing schedule (optional) to be recorded. To enable customer information and a billing schedule to be recorded for a project:

1. Select Utilities > System Setup > Project Structure Settings.
The 'Project Structure Settings' window appears.
2. Move to the 'Project Levels' tab.
3. Select the appropriate project level and click 'Edit'.
The 'Edit Project Level' window appears.
4. On the 'Display Features' tab, open 'Display charging information'.
5. Ensure that 'Record customer information' is enabled.
6. If you want to use billing schedules, enable 'Record billing schedule'.

Billing templates

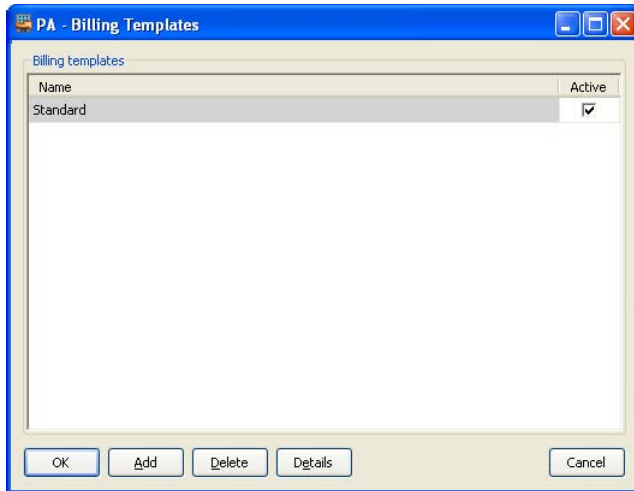
If you are using a billing schedule for your project, you can set up billing templates to be used for the bills that are to be generated (when using the 'suggested bills' routine).

Set up billing templates for the types of bill that you use regularly, or design a bill layout for a specific customer. A billing template is a standard bill layout, containing a list of predefined billing lines.

Note: If you amend a billing template, the changes will not effect existing projects that use that template in their billing schedule. Each project stores its own copy of the template when it is added to the billing schedule. You will only see the changes when you next add the template to a project billing schedule.

To add, amend or delete a billing template:

1. Select Project Maintenance > Bill templates.
2. The 'Billing templates' window appears, displaying a list of existing bill templates.



3. You can add, amend or delete billing templates.
 - To add a new bill template, click 'Add' and enter a title for the template.
To set up the billing lines on the template, select the template and click 'Details'.
For more information, see *Add billing lines in a template* on page 204.
 - To edit the lines on an existing template, select it and click 'Details'.
 - To delete a bill template, select it and click 'Delete'.

Note: You can make a bill template unavailable for use without having to delete it. To do this, clear the box in the 'Active' column.

Add billing lines in a template

If you add or amend a bill template, the 'Maintain Billing Lines' window appears.

The screenshot shows the 'PA - Maintain Billing Lines for Electrical contract' window. It contains a table of billing lines and a detailed form for editing a line.

Line Narrative	Calculation Method	Type	Value	Revenue Item	A/C No.	CC	Dept	Tax Rate	Inc Neg
Electrical engineering	Set Value	Summary	5000.00000	110006	88830			1 - Standard Rate	No

Below the table is the 'Billing line detail' section with the following fields:

- Narrative: Electrical engineering
- Calculation method: Set Value
- Value: 5000.00000
- Show: Summary
- Revenue item: 110006
- Tax rate: 1 - Standard Rate
- A/C No: 88830
- Project revenue security: ☐
- Include negative entries: ☐

At the bottom are buttons: OK, Add, Delete, Move Up, Move Down, and Cancel.

1. To add a new billing line, click 'Add'.
2. Enter a description for the billing line as the 'Narrative'.
3. Select the 'Calculation method' for the billing line.
 - To calculate the revenue due for project items, select 'Cost Type'. You can choose to include 'All' cost types, or select a particular cost type such as 'Labour Items'. Select the appropriate revenue item from the 'Revenue item' list.

Use the 'Show' list to choose how the costs are displayed on the bill line. Select 'Summary' to show one line with a total of all the costs, or select 'Detail' to list each individual cost on a separate line.

If you want to include this line in the bill even when it is a negative value, enable 'Include negative entries'.

 - To calculate a percentage of the quoted price for the item, select 'Percentage of Price Quoted'. Enter the percentage of the quoted price as the 'Value'. Select the appropriate revenue item from the 'Revenue item' list.
 - To calculate the outstanding quoted price of the item that has not yet been billed for, select 'Remaining Price Quoted'. Select the appropriate revenue item from the 'Revenue item' list.

- To calculate the outstanding quantity of the item that has not yet been billed for, select 'Remaining Quantity Quoted'. Select the appropriate revenue item from the 'Revenue item' list.
 - To specify a set quantity of an item, select 'Set Quantity'. Enter the quantity as the 'Value'. Select the appropriate revenue item from the 'Revenue item' list.
 - To specify a set price for an item, use 'Set Value'. Enter the price as the 'Value'. Select the appropriate revenue item from the 'Revenue item' list.
 - To add the 'Narrative' description as a comment line, select 'Comment line'. You can choose whether to include this comment on the customer's bill.
4. If required, you can amend the 'Tax Rate', and the nominal account 'A/C No' (the nominal account associated with the selected revenue item).
 5. To change the order of the lines on the bill, select the line and click 'Move Up' or 'Move Down'.
 6. When you have finished setting up the template billing lines, click 'OK'.

Maintain project customers

To bill someone for work on a project, you must add their details to the project's customer list.

Note: To record customer details for a project, the 'Record customer information' option must be enabled in the project level's 'Display Features' settings. See *Display features (project item type)* on page 22.

To add, remove or edit customers for a project:

1. Select Projects > Amend Project.
2. Select the project required from the 'Code' or 'Title' list.
3. Move to the 'Costs & Charges' tab.

The screenshot shows the 'PA - Amend Project' window. On the left is a 'Project Structure' tree with items like Registration, Catering, Stand staff, AV costs, Marketing, Travel costs, and Exhibitor revenue. The main area has tabs for 'Details', 'Costs & Charges' (selected), 'Contact Info', 'Attachments', and 'Memo'. Under 'Costs & Charges', there's a 'Budgets' section with fields for Cost qty, Revenue qty, Cost value, and Revenue value. Below that is 'Customer information' with a table listing customers.

A/C Ref	Name
COU001	Country Kitchens
SIN001	Sinead Smith Interiors

Buttons at the bottom include 'Add...', 'Edit...', 'Delete...', and 'Defaults...'. At the very bottom are 'Save', 'Clear', 'Hide Project Structure...', and 'Close'.

4. Set up your project's customers in the 'Customer information' area.

- To add a customer to a project, click 'Add'.

See *Setting up a customer billing schedule* on page 208.

Note: To set up the default billing details for all customers that you add for this project, click 'Defaults'.

- To edit a customer's billing details, select the customer and click 'Edit'.
- To remove a customer from the list, select them and click 'Delete'.

5. To save the project record, click 'Save'.

Setting up a customer billing schedule

The billing schedule allows you to specify the bills that need to be produced for a project customer, and when they need to be produced. For example, you could bill a customer when a project is complete, when particular stages in the project are reached, or on a particular date.

The billing schedule allows you to specify when to produce a particular bill, based on a event happening or certain conditions being met. When the event occurs, you can then use the system to generate 'suggested bills' for the customer.

You can use a variety of events to control when a bill is produced; for example, when the project is 50% complete, the project status is 'complete', or on a certain date. The event can also be defined using your own custom additional information field. For example, a bill can be generated when the 'Architect's inspection' for a building project is set to 'True'.

Note: To record a customer billing schedule for a project, the 'Record billing schedule' option must be enabled in the project level's 'Display Features' settings. See *Display features (project item type)* on page 22.

To set up a billing schedule for a project customer:

1. Select Projects > Amend Project.
2. Select the project required from the 'Code' or 'Title' list.
3. Move to the 'Costs & Charges' tab.
4. Select the customer in the 'Customer information' area and click 'Edit'.

Note: For help on adding a customer, see *Maintain project customers* on page 206.

The 'Customer Billing Details' window appears.

PA - Customer Billing Details

Customer information

A/C ref: SIND01
Short name: Sinead S
Postcode: AB23 2JA

Quotation information

Quantity: 1.00000
Unit price: £ 1500.00000
Unit of measure: <Not Applicable>
Price quoted: £ 1500.00000
Sales order no: 12345
Default template: Standard

Billing schedule

Description	Event Type	Event Value	Billing Template	Comp.
Installation	Project Status	Complete	Standard (18/12/2006 16:00)	No

Billing schedule details

Description: Installation
Event Type: Project Status
Event Value: Complete
Billing Template: Standard (18/12/2006 16:00)
Completed: ☐

OK Add Delete Move Up Move Down Cancel

5. Enter the 'Quotation information', if required.
 - Enter the quantity, unit price, unit of measure and price quoted.
 - Enter the sales order number.
 - Select the 'Default template' to use for bills that you add to the billing schedule.
6. To add a new bill to the schedule, click 'Add'.
7. Enter a 'Description' for the bill.
8. The 'Event Type' allows you to specify when the bill can be generated.
 - Select 'Project Status' to generate this bill when the project reaches a particular status, such as 'Complete'.
 - Select 'Percentage Complete' to generate this bill when the project reaches a particular level of completion, such as '50%'.
 - Select 'Date' to generate this bill when the project reaches a particular date.
 - If you have set up additional information fields, you can use these to control when a bill can be generated. Additional information fields with the 'View on Desktop' setting enabled will be displayed in the 'Event Type' list.

Note: For information on setting up Additional information fields, see *Defining Additional Information Fields* on page 48.
9. Select the 'Billing template' to use for the bill.

- If you want to amend the lines in the bill, click 'Details'.

For information on setting up the billing lines, see *Add billing lines in a template* on page 204.

Note: If you amend the billing lines, you will not change the lines in the original bill template. The changes are recorded in a copy of the template which is only used for this bill. This is indicated in the 'Billing Template' column by adding a time stamp after the template's name.

Note: To set up billing templates, see *Billing templates* on page 202.

10. To adjust the order of the bills in the schedule, select the bill and click 'Move Up' or 'Move Down'.
11. When you have finished setting up the billing schedule, click 'OK'.

Amending a billing schedule

To amend a billing schedule:

1. Select Projects > Amend Project.
2. Select the project required from the 'Code' or 'Title' list.
3. Move to the 'Costs & Charges' tab.
4. Select the customer in the 'Customer information' area and click 'Edit'.

Note: For help on adding a customer, see *Maintain project customers* on page 206.
The 'Customer Billing Details' window appears.

5. Amend the lines in the billing schedule as required.

For help on setting up billing schedule lines, see *Setting up a customer billing schedule* on page 208.

6. To amend the billing template for a line, click 'Details'.
7. To save your changes, click 'OK'.

Note: The 'Completed' box will be enabled when a bill in the schedule has been generated. You cannot amend bills that are marked as being completed. If you want to amend a completed bill, you must first clear the 'Completed' box.

Setting up a default billing schedule

To set up a default billing schedule that is used for all customers that you add to a project:

1. Select Projects > Amend Project.
2. Select the project required from the 'Code' or 'Title' list.
3. Move to the 'Costs & Charges' tab.
4. In the 'Customer Information' area, click 'Defaults'.

The 'Default Billing Details' window appears.

For information on entering a billing schedule, see *Setting up a customer billing schedule* on page 208.

5. When you have finished setting up the default billing schedule, click 'OK' and save the project.

Entering Bills

To create a draft bill for a customer:

1. Select Billing > Enter New Bill.

The 'Enter Draft Bill' window appears.

Project Code	Description	Quantity	Unit Price	Disc %	Tax Rate	Net
0000000022	Installation charges for Newcastle exhibition.	29.00000	20.00000		10.00 Standard Rate	522.00
0000000022	Security staff charges.	22.00000	35.00000		10.00 Standard Rate	693.00

2. Select the customer by choosing their account reference number, short name or postcode in the 'Account selection' area.
3. If you have a customer reference for the bill, enter it in the 'Customer ref' box.
4. To set the delivery address or bill discounts, move to the 'Delivery & Invoicing' tab. For more information, see *Delivery and invoicing* on page 213.
5. To add a line to the bill (or a comment), click 'Add'.

The 'Enter New Bill Line' window appears. For information on adding the line, see *Enter a bill line* on page 215.

Note: To change the order of lines on the bill, select the line and click the 'Move Up' and 'Move Down' buttons.

6. A number of totals for the bill are updated when you add bill lines.

- The 'Subtotals' section displays the 'Goods' total for the net value of the line(s) on the bill, before applying the bill discount displayed as the 'Bill discount' value.
- The 'Totals' section displays the 'Net' total of the bill after applying discounts, the 'Tax' value, and the 'Gross' value (the sum of the net and tax values).

Note: If the customer does not use the core currency, the 'Rate' displays the exchange rate that will be used when converting values from the core currency to the customer's currency.

7. When you have completed entering all the bill details, click 'Save'.

The bill number appears, and the bill is saved with a 'Draft' status.

Delivery and invoicing

The 'Delivery & Invoicing' tab allows you to specify a bill's delivery and invoice address, and set the discounts to apply to the bill.

- The 'Invoice address' displays the address that is entered in the customer's record. The 'Delivery address' is initially set to be the same as the invoice address (when 'Use invoice address' is enabled).

To use a delivery address that is different to the customer's invoice address, clear the 'Use invoice address' box and enter the delivery address.

- The 'Early settlement discount' rate that is specified in the customer's account will be applied to the bill. You can amend this rate, if required.
- The 'Bill discount' rate to be applied to the bill is displayed. You can amend the rate, if required.

When you have entered the delivery and invoicing details, to complete the bill, return to the 'Bill Details' tab. See *Entering Bills* on page 212.

Enter a bill line

If you add a line to the bill, the 'Enter New Bill Line' window appears.

1. Set the project 'Code' or 'Title'.

Note: If the bill line is a comment, tick 'Comment' and enter the description to display for the bill line. If you do not want to display the comment on the customer's bill, clear the 'Show on customer documents' setting.

2. On the 'Details' tab, enter a description for the bill line.
This tab also displays the billing totals and project analysis details.
3. Enter the values for the bill line. You can enter these details in the 'Bill line totals' or select the costs to bill from the 'Selected Costs' tab.

- To select the costs to include on the bill line, move to the 'Selected Costs' tab. For more information, see *Selecting costs for a bill line* on page 217.

The 'Bill line totals' display:

- The item quantity, unit price and unit of measure.

Note: If the selected items on the bill line have the same price and unit of measure, the quantity displayed will be the total of all the items. If the items in the line have

different prices and/or units of measure, the quantity will be set to '1' and the unit of measure will be set to 'not applicable'.

- The unit discount, as a percentage or value.
 - The tax rate.
4. On the 'Details' tab, select the 'Revenue item' for the bill revenues.
If the revenue item is associated with a nominal account, it's nominal code is displayed. This is the nominal account that the revenue transaction for this line will be posted to. You can amend the 'Revenue' account, if required.
 5. To save the bill line, click 'Save'.
The 'Enter Draft Bill' window appears. For more information, see *Entering Bills* on page 212.

Selecting costs for a bill line

Use the 'Selected Costs' tab to select the cost (or refund) items to include on a bill line.

To select cost (or refund) items for a bill line:

1. Move to the 'Selected costs' tab.

Details for each item are displayed; such as the project code and item, reference (supplier, stock item, employee), transaction quantity, cost and revenue values, and the amount to bill.

- The 'Tp' column displays the cost type code. For a list of codes, see *Cost codes* on page 222.
- To hide the revenue quantity and revenue rate columns, disable the 'Display revenue quantity and rate' setting.

PA - Enter New Bill Line

Select project
Code: 0000000022 Title: Newcastle Exhibition ☐ Comment line only

Details Selected Costs

Selected costs to bill

Tp	Date	Project Code	Project Item	Acc/Emp/Item	Cost Quan...	Total Cost	Revenue ...	Revenue Rate	Amount to Bill
TSE	04/12/2006	0000000022	110004	Lee, David [0002]	7.00000	92.40000	7.00000	20.00000	140.00000
TSE	05/12/2006	0000000022	110004	Lee, David [0002]	7.00000	92.40000	7.00000	20.00000	140.00000
TSE	06/12/2006	0000000022	110004	Lee, David [0002]	8.00000	105.60000	8.00000	20.00000	160.00000
TSE	07/12/2006	0000000022	110004	Lee, David [0002]	7.00000	92.40000	7.00000	20.00000	140.00000

☒ Display revenue quantity & rate

Total amount selected to bill: 580.00

2. To select costs to add to the billing line, click 'Add Costs'.

For more information, see *Add costs to a billing line* on page 218.

Note: As you add items, the 'Total amount selected to bill' is updated.

3. To select refunds to add to the billing line, click 'Add Refunds'.

For more information, see *Add refunds to a billing line* on page 220.

Note: Refunded costs will have a negative revenue quantity and billing amount.

4. To delete an item from the billing line, select it and click 'Remove'.
5. To show information about an item, select it and click 'Details'.
The 'Transaction Details' window appears.
6. When you have finished adding costs or refunds to the bill:
 - To make any further changes to the bill line, return to the 'Details' tab. The values in the 'Bill line totals' section will include the costs and refunds that you have selected. See *Enter a bill line* on page 215.
 - To save this bill line now, click 'Save'.

Add costs to a billing line

1. The 'Select Costs To Bill' window displays the list of outstanding costs that can be billed, for the selected project and customer.

PA - Select Costs To Bill

Costs criteria

Project Item type: All Date up to: 07/12/2006

Outstanding costs to bill

Inc	Qty	Tp	Date	Project Code	Project Item	Acc/Emp/Item	Cost Qty	Total Cost	Orig. Value to Bill	Outstanding to...	Rev. Qty	Rev. Rate	Value to Bill
<input checked="" type="checkbox"/>		TSE	04/12/2006	0000000022	110004	Lee, David [000...	7.00000	92.40000	140.00000	140.00000	7.00000	20.00000	140.00000
<input checked="" type="checkbox"/>		TSE	05/12/2006	0000000022	110004	Lee, David [000...	7.00000	92.40000	140.00000	140.00000	7.00000	20.00000	140.00000
<input checked="" type="checkbox"/>		TSE	06/12/2006	0000000022	110004	Lee, David [000...	8.00000	105.60000	160.00000	160.00000	8.00000	20.00000	160.00000
<input checked="" type="checkbox"/>		TSE	07/12/2006	0000000022	110004	Lee, David [000...	7.00000	92.40000	140.00000	140.00000	7.00000	20.00000	140.00000

Select All Clear All View Details Show Project Structure

Total amount selected to bill: 580.00000

OK Cancel

- The 'Tp' column displays the cost type code. For a list of codes, see *Cost codes* on page 222.
 - The 'Acc/Emp/Item' column displays the reference for the supplier, stock item or employee.
2. For some projects, a large number of costs may be displayed in the list. There are a number of ways to find the costs that you require:

- To show costs relating to items or levels in the project structure, click 'Show Project Structure'.
Select the level or item in the structure to display only the costs relating to that area.
 - Use the 'Costs Criteria' to filter the list of costs.
To display only those costs relating to a specific project item type (such as labour items), select it from the 'Project Item type' list.
To limit the date range of the costs displayed in the list, select the date in the 'Date up to' box.
 - To sort the list by a particular column (such as 'Project Item'), click on the column heading.
3. To select a cost to add to the billing line, click on the box in the 'Inc' column.
 - You can amend the quantity, rate or value to bill for the cost; for example, to part bill for the cost.
 - To select or deselect all the costs displayed in the list, click 'Select All' or 'Clear All'.
Note: You cannot select items that have been queried, indicated in the 'Qry' column.
 4. To view information about a cost, select it and click 'View Details'.
The 'Transaction Details' window appears.
 5. When you have finished selecting the costs to add to the billing line, click 'OK'.
The costs will be displayed on the 'Selected Costs' tab of the billing line. For more information about this tab, see *Selecting costs for a bill line* on page 217.

Add refunds to a billing line

If you need to refund a cost that you have already invoiced a customer for, add it as a refund on the billing line.

1. The 'Billed Costs To Refund' window displays a list of billed costs that can be refunded, for the selected project and customer.

PA - Billed Costs to Refund

Costs criteria
 Project Item type: All Date up to: 22/02/2007 Invoice/Credit No: 0000000324

Billed costs to refund

Inc	Tp	Date	Project Code	Project Item	Acc/Emp/Item	Cost Qty	Total Cost	Orig. Value to Bill	Outstanding to...	Rev. Qty	Rev. Rate	Value to ...
<input checked="" type="checkbox"/>	TSE	30/11/2006	0000000008	C-001	Lee, David [1003]	7.00000	196.00000	182.00000	546.00000	-7.00000	26.00000	-182.00000
<input checked="" type="checkbox"/>	TSE	29/11/2006	0000000008	C-001	Lee, David [1003]	7.00000	196.00000	182.00000	182.00000	-7.00000	26.00000	-182.00000
<input checked="" type="checkbox"/>	TSE	28/11/2006	0000000008	C-001	Lee, David [1003]	7.00000	196.00000	182.00000	182.00000	-7.00000	26.00000	-182.00000
<input type="checkbox"/>	TSE	27/11/2006	0000000008	C-001	Lee, David [1003]	6.00000	168.00000	156.00000	0.00000	-6.00000	26.00000	-156.00000
<input type="checkbox"/>	TSE	26/11/2006	0000000008	C-001	Lee, David [1003]	5.00000	140.00000	130.00000	0.00000	-5.00000	26.00000	-130.00000

Select All Clear All View Details Show Project Structure

Total amount selected to refund: -546.00000

OK Cancel

- The 'Tp' column displays the cost type code. For a list of codes, see *Cost codes* on page 222.
 - The 'Acc/Emp/Item' column displays the reference for the supplier, stock item or employee.
2. For some projects, a large number of costs may be displayed in the list. There are a number of ways to find the costs that you require:
 - To show costs relating to items or levels in the project structure, click 'Show Project Structure'.
Select the level or item in the structure to display only the costs relating to that area.
 - Use the 'Costs Criteria' to filter the list of costs.
To display only those costs relating to a specific project item type (such as labour items), select it from the 'Project Item type' list.
To limit the date range of the costs displayed in the list, select the date in the 'Date up to' box.
To display costs for a bill, select its 'Invoice/Credit No'.

- To sort the list by a particular column (such as 'Project Item'), click on the column heading.
3. To select a billed cost to refund, click on the box in the 'Inc' column.
To select or deselect all the costs displayed in the list, click 'Select All' or 'Clear All'.
Note: You cannot select items that have been queried, indicated in the 'Qry' column.
 4. To view information about a cost, select it and click 'View Details'.
The 'Transaction Details' window appears.
 5. When you have finished selecting the costs to refund, click 'OK'.
The refunded costs will be displayed on the 'Selected Costs' tab of the billing line. For more information about this tab, see *Selecting costs for a bill line* on page 217.

Cost codes

The codes used for cost types are as follows:

- COB: Opening balance transaction.
- EXP: Expense claim.
- NLP: Nominal payment.
- NLR: Nominal receipt.
- PAC: Cost accrual.
- PCA: Cost adjustment.
- PLC: Purchase credit.
- PLI: Purchase invoice.
- STI: Stock issue.
- STR: Stock return.
- TSE: Timesheet entry.

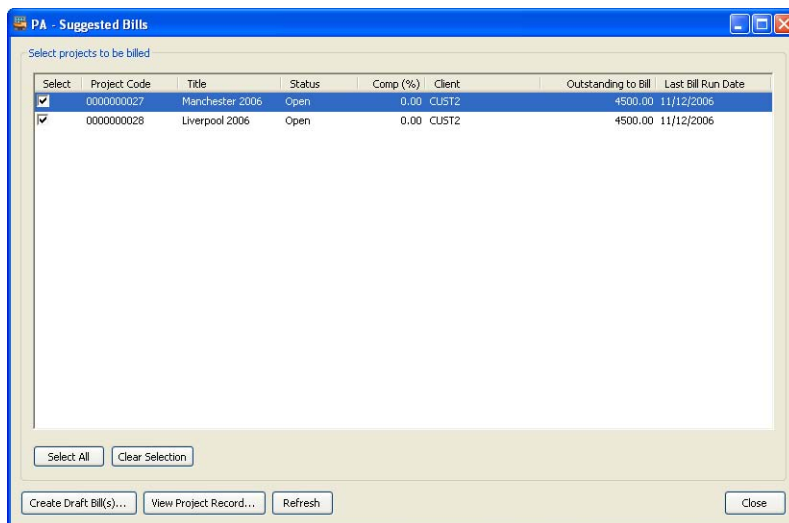
Generate suggested bills

If you have set up billing schedules for your projects, you can use the system to check if any projects are ready to be billed, and then display a list of 'suggested bills'. You can then select which of these bills you want to produce, and the system will automatically generate the bills for your project customers, using the billing templates you have set up.

Note: For information on setting up billing templates and schedules, see *Setting Up Billing* on page 198.

To display a list of suggested bills:

1. Select Billing > Suggested Bills.
2. Choose whether you want to recalculate the outstanding values to bill for each project.
The 'Suggested Bills' window appears.



The list displays all bills that are ready to be produced for your project customers.

Note: You can update the list by clicking 'Refresh'.

3. Choose the projects that you want to create bills for by selecting the box in the 'Select' column.
 - To check a project's record, select it and click 'View Project Record'. See *View Project* on page 248.

4. To create draft bills for the selected projects, click 'Create Draft Bill(s)'. Bills will be generated according to the customer's billing schedule and template.
5. The 'Suggested Draft Bills' window appears, displaying the generated draft bills. You can amend, print or delete the bills.

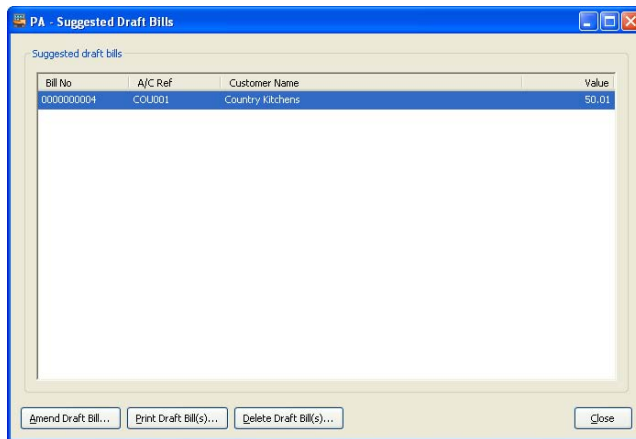
For information on this window, see *Suggested draft bills* on page 224.

6. When you have finished creating your draft bills, click 'Close'.

Note: To check if your projects have outstanding revenue which can be billed for, you can use the 'Billing Analysis' enquiry. For more information, see *Billing Analysis Enquiry* on page 265.

Suggested draft bills

When you generate suggested bills, the draft bills will be generated according to the customer's billing schedule and template. The 'Suggested Draft Bills' window displays the bills that have been generated.



- To amend a draft bill, select it and click 'Amend Draft Bill'.
For information on amending the bill, see *Amending Bills* on page 226.
- To print bills, select them and click 'Print Draft Bill(s)'.
If you do not want to print the bill now, you can print it later. For more information, see *Printing draft bills* on page 227.
- To delete a bill, select it and click 'Delete Draft Bill'.
- When you have finished working with the suggested bills, click 'Close'.

The 'Suggested Bills' window appears. For information on using this window, see *Generate suggested bills* on page 223.

Amending Bills

To amend a draft bill:

1. Select Billing > Amend Bill.

The 'Amend Bill' window appears.

PA - Amend Bill

Bill Details | **Delivery & Invoicing**

Account selection

A/C ref: SIN001
 Short name: Sinead S
 Postcode: AB23 2JA
 Name: Sinead Smith Interiors

Bill details

Bill no: 0000000002 Status: Draft
 Customer ref:

Project Code	Description	Quantity	Unit Price	Disc %	Tax Rate	Net
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00
0000000008	Labour Items - Timesheet Entry - Green, Jill [10...	7.00000	18.00000	0.00	Std Rate	126.00
0000000008	Labour Items - Timesheet Entry - Green, Jill [10...	7.00000	18.00000	0.00	Std Rate	126.00
0000000008	Labour Items - Timesheet Entry - Green, Jill [10...	7.00000	18.00000	0.00	Std Rate	126.00
0000000008	Labour Items - Timesheet Entry - Green, Jill [10...	7.00000	18.00000	0.00	Std Rate	126.00
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00
0000000008	Labour Items - Timesheet Entry - Lee, David [1...	7.00000	26.00000	0.00	Std Rate	182.00

Exchange rate

Rate: 1.000000 Currency: Pounds Sterling

Subtotals

Goods: £ 2142.00
 Bill discount: £ 0.00

Totals

Net: £ 2142.00
 Tax: £ 374.85
 Gross: £ 2516.85

Buttons: Add, Edit, Delete, Move Up, Move Down, Save, Close

2. Select the bill to edit from the 'Bill no' list.
The details of the bill appear.
3. You can add, amend or delete lines on the bill.
 - To add a new line to the bill, click 'Add'.
For information on adding a bill line, see *Enter a bill line* on page 215.
 - To edit a line on the bill, select it and click 'Edit'.
 - To change the order of line on the bill, select it and click 'Move Up' and 'Move Down'.
 - To delete a line on the bill, select it and click 'Delete'.
4. To amend the bill's delivery address or the customer's discount rates, move to the 'Delivery and Invoicing' tab.
For more information, see *Delivery and invoicing* on page 213.
5. To save the amendments to the bill, click 'Save'.

Printing Bills

You can print draft bills, invoices and credit notes for your projects.

- If a bill is still in the draft stage and is not ready to be finalised, you can print a draft copy of the bill. For more information, see:

Printing draft bills on page 227.

- If a bill is ready to be finalised and printed for a customer, see:

Printing invoices on page 229.

Printing credit notes on page 231.

- If a bill has already been printed and you want to reprint a copy, see:

Reprinting invoices on page 233.

Reprinting credit notes on page 234.

How invoices and credit notes are printed for a bill depends on your Project Accounting billing settings. You can choose to create only one document for each bill that combines both the positive and negative bill line values (i.e. a single invoice or a credit note), or choose to create separate invoices and credit notes for the total of the positive lines and the total of the negative lines on the bill. If you have chosen to create separate documents, you must still use either the print invoice or print credit note command to print **both** of the documents. For more information, see *Invoice and credit note billing options* on page 199.

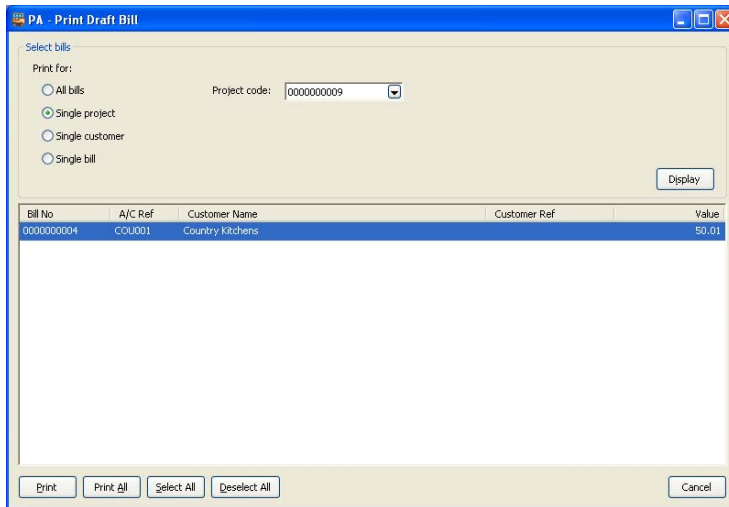
Printing draft bills

If a bill is still in the draft stage and is not ready to be finalised, you can print a draft copy of the bill. You might want to do this when you set up a new bill, so that you can check the layout of the bill.

Note: If you do not want to print a draft copy of the bill, and it is ready to be finalised and printed for a customer, see either *Printing invoices* on page 229 or *Printing credit notes* on page 231.

To print a draft copy of a bill:

1. Select Billing > Print Draft Bill.
The 'Print Draft Bill' window appears.



2. You can display draft bills for a project, customer or bill reference.
 - To show all draft bills, select 'All bills'.
 - To show all draft bills for a project, choose 'Single project' and select the 'Project code'.
 - To show all draft bills for a customer, choose 'Single customer' and select the customer.
 - To show a particular draft bill, choose 'Single bill' and select the 'Bill no'.
3. To display the draft bills, click 'Display'.

Note: You can sort the list by clicking on the column headings, for example clicking on 'Customer name' will sort the list in ascending or descending alphabetical order.
4. You can print a selection of draft bills or all the bills in the list.
 - To print a selection of bills, highlight the bills and click 'Print'.

Note: To select more than one item using the mouse, hold down the Ctrl key to select individual items, or hold down the Shift key to select a range of items.
 - To print all the bills in the list, click 'Print All'.

Note: Printing a draft bill will not change the bill's status from 'Draft' to 'Finalised'.

Depending on your system settings, bills will be printed, previewed on-screen, or sent to the spooler to be printed later. To set your printing preferences, select File > Choose Output Mode from the menu bar.

Printing invoices

To print an invoice for a project bill:

1. Select Billing > Print Invoices.

The 'Print Invoices' window appears.

PA - Print Invoices

Select bills

Print all unprinted invoices for:

☐ All bills
☐ Single project
☒ Single customer
☐ Single bill

A/C ref: COU001
 Short name: Country
 Postcode: B10 6WA

Display

Bill No	A/C Ref	Customer Name	Customer Ref	Value
0000000004	COU001	Country Kitchens		50.01

Print details

Invoice date: 01/02/2007

Select invoice type to produce

☒ Both paper and e-mail invoices
☐ Paper invoices only
☐ Transaction e-mail invoices only

Print Print All Select All Deselect All Cancel

2. You can display all unprinted invoices, or invoices for a project, customer or bill reference.
 - To show all invoices, select 'All bills'.
 - To show invoices for a project, choose 'Single project' and select the 'Project code'.
 - To show invoices for a customer, choose 'Single customer' and select the customer.
 - To show invoices for a bill reference, choose 'Single bill' and select the 'Bill no'.
3. To display the invoices, click 'Display'.

Note: You can sort the list by clicking on the column headings, for example clicking on 'Customer name' will sort the list in ascending or descending alphabetical order.
4. The 'Invoice date' displayed on the invoice will be set to today's date. You can amend this date if required.
5. Select the type of invoice to produce. You can produce printed invoices and transaction e-mail invoices.
6. You can print a selection of invoices or all the invoices in the list.

- To print a selection of invoices, highlight the invoices and click 'Print'.
Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries.
 - To print all the invoices in the list, click 'Print All'.
7. Choose whether or not you want to print a backing sheet for the bill.
- Note:** When an invoice is printed, the invoice number will be assigned by the system, and its bill status will change from 'Draft' to 'Finalised'.

Depending on your system settings, bills will be printed, previewed on-screen, or sent to the spooler to be printed later. To set your printing preferences, select File > Choose Output Mode from the menu bar.

Printing credit notes

To print a credit note for a project bill:

1. Select Billing > Print Credit Note.

The 'Print Credit Notes' window appears.

2. You can display all unprinted credit notes, or notes for a project, customer or bill reference.
 - To show all credit notes, select 'All bills'.
 - To show invoices for a project, choose 'Single project' and select the 'Project code'.
 - To show credit notes for a customer, choose 'Single customer' and select the customer.
 - To show credit notes for a bill reference, choose 'Single bill' and select the 'Bill no'.
3. To display the credit notes, click 'Display'.

Note: You can sort the list by clicking on the column headings, for example clicking on 'Customer name' will sort the list in ascending or descending alphabetical order.
4. The 'Credit note date' displayed on the credit note will be set to today's date. You can amend this date if required.
5. You can print a selection of credit notes or all the notes in the list.
 - To print a selection of credit notes, highlight the notes and click 'Print'.

Note: To select more than one entry using the mouse, hold down the Ctrl key to select individual entries, or hold down the Shift key to select a range of entries.

- To print all the credit notes in the list, click 'Print All'.

Note: When a credit note is printed, the credit note number will be assigned by the system, and its bill status will change from 'Draft' to 'Finalised'.

Depending on your system settings, bills will be printed, previewed on-screen, or sent to the spooler to be printed later. To set your printing preferences, select File > Choose Output Mode from the menu bar.

Reprinting invoices

You can reprint an invoice that you have already produced.

To reprint an invoice:

1. Select Billing > Reprint Invoice.

The 'Reprint Invoice' window appears.

PA - Reprint Invoice

Select invoice(s)

Invoice no: 0000000324 A/C ref:

Invoice date: 1 / 1 Short name:

Bill no: 0000000003 Postcode:

Invoices

Invoice No	Invoice Date	A/C Ref	Name	Value
0000000324	28/12/2006	SIN001	Sinead Smith Interiors	977.60

Print Close

2. Use the selection criteria to display the invoice that you require.
 - If you know the invoice reference, select it from the 'Invoice no' list.
 - To display invoices with a particular date, select the 'Invoice date'.
 - If you know the bill number associated with the invoice, select it from the 'Bill no' list.
 - To display invoices for a particular customer, select the customer's account reference ('A/C ref'), short name or postcode.

Any invoices that match your selection criteria are displayed.
3. To reprint an invoice, select it and click 'Print'.

Depending on your system settings, bills will be printed, previewed on-screen, or sent to the spooler to be printed later. To set your printing preferences, select File > Choose Output Mode from the menu bar.

Reprinting credit notes

You can reprint a credit note that you have already produced.

To reprint a credit note:

1. Select Billing > Reprint Credit.

The 'Reprint Credit Note' window appears.

Credit Note No	Credit Note Date	A/C Ref	Name	Value
0000000001	14/09/2006	ADDCUST1	Payment Terms - From End of Month	50.00
0000000003	14/09/2006	ADDCUST1	Payment Terms - From End of Month	167.40
0000000005	14/09/2006	ADDCUST1	Payment Terms - From End of Month	167.40

2. Use the selection criteria to display the credit note that you require.
 - If you know the credit note reference, select it from the 'Credit note no' list.
 - To display credit notes with a particular date, select the 'Credit note date'.
 - If you know the bill number associated with the credit note, select it from the 'Bill no' list.
 - To display credit notes for a particular customer, select the customer's account reference ('A/C ref'), short name or postcode.

Any credit notes that match your selection criteria are displayed.
3. To reprint a credit note, select it and click 'Print'.

Depending on your system settings, bills will be printed, previewed on-screen, or sent to the spooler to be printed later. To set your printing preferences, select File > Choose Output Mode from the menu bar.

Posting Bill Transactions

After you have printed invoices and credit notes for your projects, you can then post the transactions to Sage 200 Financials. You can only post transactions for bills that you have printed, which will be marked with a 'Finalised' status. Only the transactions for invoices and credit notes generated from the Project Accounting module will be posted.

To post invoices and credit notes:

1. Select Billing > Post Invoices & Credit Notes.

The 'Post Invoices & Credit Notes' window appears.

- To post all of the outstanding invoices and credit notes, select 'Post all unposted invoices & credit notes'.
 - To post the invoice or credit note relating to an individual bill, select 'Post invoice/credit note for a single bill', then select the 'Bill no'.
 - To post an individual invoice, select 'Post invoice for a single invoice no', then select the 'Invoice no'.
 - To post an individual credit note, select 'Post invoice for a single credit note no', then select the 'Credit note no'.
2. To post the selected invoices or credit notes, click 'Post'.
 - The system generates the invoices and credit notes in Sage 200 Financials, updates the customer's balance, and makes the appropriate tax and nominal account entries.

Note: If you run a transaction enquiry from Sage 200 Financials, these transactions are marked with 'Project Accounting' as the source module.

- The system also generates a report of the transactions.

Depending on your system settings, the report will be printed, previewed on-screen, or sent to the spooler to be printed later. To set your printing preferences, select File > Choose Output Mode from the menu bar.

Viewing project billing information

There are a number of ways to view billing information about your projects.

- You can use the billing analysis enquiry to view details of the outstanding values left to bill on your projects.

For more information, see *Billing Analysis Enquiry* on page 265.

- You can use the billing summary enquiry to view details about generated bills.

For more information, see *Billing Summary Enquiry* on page 267.

- You can display billing information on the desktop 'Project List'.

To display columns in the list showing the total value to bill and last bill date, right-click in the list window and select 'Columns'.

Note: To display the 'Project List' window, click on the drop-down menu in the top right of the Work Area and select 'Lists'. To filter the list to display only projects with outstanding revenue, select the appropriate filter from the 'Filters' list.

- You can use the 'Bills' dashboard window on the desktop to see a detailed list of all of your project bills.

To select the dashboard view, click on the drop-down menu in the top right of the Work Area and select 'Dashboard'.

- If you have set up billing schedules for your projects, run the suggested bills routine to display bills that are ready to be generated.

For more information, see *Generate suggested bills* on page 223.

Cancelling Printed Bills

You can cancel finalised invoices and credit notes that have been printed, provided that they have not been posted. You may want to do this if the bill contains an error.

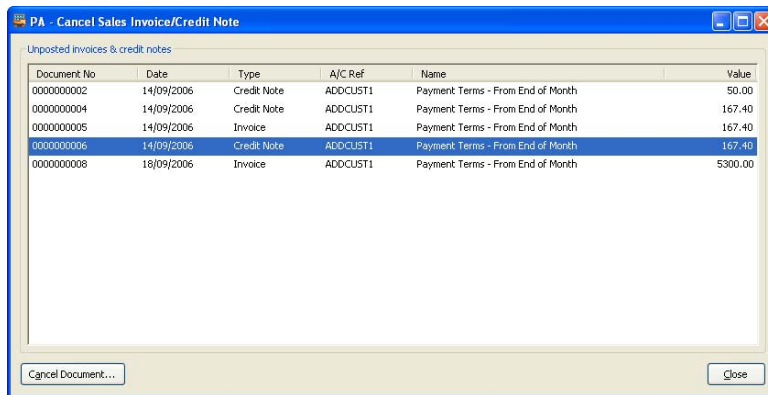
If you have chosen to produce separate documents for a bill (see *Invoice and credit note billing options* on page 199), a single bill may have both invoice and credit note documents. If a bill has both an invoice and a credit note, ensure that you cancel both documents; otherwise there may be discrepancies in your accounts. The system will notify you if you choose to cancel a document has an associated invoice or credit note for the same bill.

Note: If the bill has not yet been printed and has a 'Draft' status, you can amend or delete the bill. For more information, see *Deleting Draft Bills* on page 240.

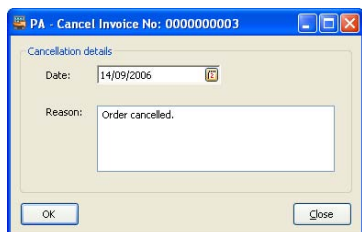
To cancel an invoice or credit note:

1. Select Billing > Cancel Invoice.

The 'Cancel Sales Invoice/Credit Note' window appears, displaying the finalised invoices and credit notes that can be cancelled.



2. Select the invoice or credit note to cancel.
 3. Click 'Cancel Document'.
- The 'Cancel Invoice/Credit Note' window appears.



PA - Cancel Invoice No: 0000000003

Cancellation details

Date: 14/09/2006

Reason: Order cancelled.

OK Close

4. Enter the date, if required.
5. Enter a reason for cancelling the invoice or credit note, then click 'OK'.

To view a list of invoices that have already been cancelled, run the 'Cancelled Invoices' report. To run the report, select Reports > Billing > Cancelled Invoices.

Deleting Draft Bills

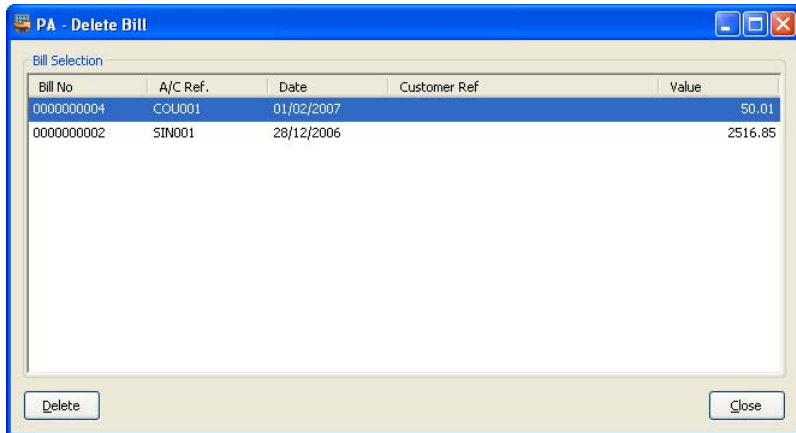
You can delete draft invoices and credit notes, which are marked with a 'Draft' status (that have not been printed or posted).

- If you want to delete individual lines or items from a bill without deleting the whole bill, you can amend these lines on the bill. For more information, see *Amending Bills* on page 226.
- If you have already printed the invoice or credit note for the bill, it will be marked with a 'Finalised' status and it cannot be deleted. If you find that a printed bill contains an error or that it needs to be amended, it can be cancelled. For more information, see *Cancelling Printed Bills* on page 238.

To delete a draft invoice or credit note:

1. Select Billing > Delete Bill.

The 'Delete Bill' window appears.



2. Select the bill to delete and click 'Delete'.

Note: The bill will be removed from the system and cannot be restored.

3. Confirm that you want to delete the bill.

Managing Billing Transactions

You can manually record billing transactions, for example to record bills that are not generated using Sage 200 Project Accounting. You can mark project costs as being already billed, so that the system does not treat them as being outstanding.

To manage billing transactions:

1. Select Project Maintenance > Billed Transactions.

The 'Billed Transactions' window appears.

- The 'Tp' column displays the cost type code. For a list of codes, see *Cost codes* on page 222.
 - The 'Acc/Emp/Item' column displays the reference for the supplier, stock item or employee.
2. Select the project 'Code' or 'Title'.
 3. Add costs to be marked as billed or not billed.

PA - Billed Transactions

Select project

Code: 0000000008 Title: Newcastle Exhibition 2007

Selected Costs

Selected costs to be marked as billed/not billed

Tp	Date	Project Code	Project Item	Acc/Emp/Item	Cost Quan...	Total Cost	Revenue ...	Revenue Rate	Value
TSE	25/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	7.00000	26.00000	182.00000
TSE	26/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	7.00000	26.00000	182.00000
TSE	27/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	7.00000	26.00000	182.00000
TSE	28/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	7.00000	26.00000	182.00000

Manage Costs Manage already billed Remove Details ☒ Display revenue quantity & rate Total to be marked as billed/not billed: 728.00

Save Close

- To mark outstanding costs as being billed, click 'Manage Costs'.
See *Marking outstanding costs as billed* on page 242.

- To mark costs that have previously been marked as billed as not being billed, click 'Manage already billed'.

See *Marking billed costs as not billed* on page 243.

- To view transaction information about a cost on the list, select it and click 'Details'.
- To remove a cost from the list, select it and click 'Remove'.
- When you have finished managing the bill transactions, click 'Save'.

Marking outstanding costs as billed

To mark outstanding costs as being billed:

- Select Project Maintenance > Billed Transactions.
- Select 'Manage Costs'.

The 'Manage Costs Selection' window appears.

PA - Manage Costs Selection

Costs criteria
Project Item type: All Date up to: 28/12/2006

Outstanding costs to mark as billed

Inc	Qty	Tp	Date	Project Code	Project Item	Acc/Emp/Item	Cost Qty	Total Cost	Orig. Value to Bill	Outstanding to...	Rev. Qty	Rev. Rate	Value to Bill
<input checked="" type="checkbox"/>		TSE	25/12/2006	0000000008	C-002	Lee, David [100...	7.00000	196.00000	182.00000	182.00000	7.00000	26.00000	182.00000
<input checked="" type="checkbox"/>		TSE	26/12/2006	0000000008	C-002	Lee, David [100...	7.00000	196.00000	182.00000	182.00000	7.00000	26.00000	182.00000
<input checked="" type="checkbox"/>		TSE	27/12/2006	0000000008	C-002	Lee, David [100...	7.00000	196.00000	182.00000	182.00000	7.00000	26.00000	182.00000
<input checked="" type="checkbox"/>		TSE	28/12/2006	0000000008	C-002	Lee, David [100...	7.00000	196.00000	182.00000	182.00000	7.00000	26.00000	182.00000
<input type="checkbox"/>		TSE	29/10/2006	0000000008	C-003	Lee, David [100...	5.00000	140.00000	130.00000	130.00000	5.00000	26.00000	130.00000
<input type="checkbox"/>		TSE	30/10/2006	0000000008	C-003	Lee, David [100...	5.00000	140.00000	130.00000	130.00000	5.00000	26.00000	130.00000
<input type="checkbox"/>		TSE	31/10/2006	0000000008	C-003	Lee, David [100...	6.00000	168.00000	156.00000	156.00000	6.00000	26.00000	156.00000
<input type="checkbox"/>		TSE	01/11/2006	0000000008	C-003	Lee, David [100...	6.00000	168.00000	156.00000	156.00000	6.00000	26.00000	156.00000
<input type="checkbox"/>		TSE	02/11/2006	0000000008	C-003	Lee, David [100...	6.00000	168.00000	156.00000	156.00000	6.00000	26.00000	156.00000
<input type="checkbox"/>		TSE	03/11/2006	0000000008	C-003	Lee, David [100...	6.00000	168.00000	156.00000	156.00000	6.00000	26.00000	156.00000

Select All Clear All View Details Show Project Structure

Total amount selected to bill: 728.00000

OK Cancel

- The 'Tp' column displays the cost type code. For a list of codes, see *Cost codes* on page 222.
 - The 'Acc/Emp/Item' column displays the reference for the supplier, stock item or employee.
- For some projects, a large number of costs may be displayed in the list. There are a number of ways to find the costs that you require:

- To show costs relating to items or levels in the project structure, click 'Show Project Structure'.
Select the level or item in the structure to display only the costs relating to that area.
 - Use the 'Costs Criteria' to filter the list of costs.
To display only those costs relating to a specific project item type (such as labour items), select it from the 'Project Item type' list.
To limit the date range of the costs displayed in the list, select the date in the 'Date up to' box.
 - To sort the list by a particular column (such as 'Project Item'), click on the column heading.
4. To mark an outstanding cost as being billed, click on the box in the 'Inc' column.
To select or deselect all the costs displayed in the list, click 'Select All' or 'Clear All'.
 5. To set a query flag on the cost, enter the query code in the 'Qry' box.
Note: Costs that are marked with a query flag cannot be included on a bill. You cannot select these costs when you create a bill or generate suggested bills, until the query flag is removed.
 6. To view information about a cost, select it and click 'View Details'.
The 'Transaction Details' window appears.
 7. When you have finished selecting the costs, click 'OK'.
The costs will be displayed in the 'Billed Transactions' window. For more information about this window, see *Managing Billing Transactions* on page 241.

Marking billed costs as not billed

To change the status of costs that have previously been marked as billed as not being billed:

1. Select Project Maintenance > Billed Transactions.
2. Select 'Manage already billed'.
The 'Billed Costs to Mark as Not Billed' window appears.

PA - Billed Costs to Mark as Not Billed

Costs criteria
 Project Item type: Date up to:

Costs marked as billed

Inc	Tp	Date	Project Code	Project Item	Acc/Emp/Item	Cost Qty	Total Cost	Orig. Value to Bill	Outstanding to...	Qty Billed	Rev. Rate	Value
<input type="checkbox"/>	TSE	29/10/2006	0000000008	C-003	Lee, David [1003]	5.00000	140.00000	130.00000	0.00000	5.00000	26.00000	130.00000
<input type="checkbox"/>	TSE	30/10/2006	0000000008	C-003	Lee, David [1003]	5.00000	140.00000	130.00000	0.00000	5.00000	26.00000	130.00000
<input type="checkbox"/>	TSE	31/10/2006	0000000008	C-003	Lee, David [1003]	6.00000	168.00000	156.00000	0.00000	6.00000	26.00000	156.00000
<input type="checkbox"/>	TSE	01/11/2006	0000000008	C-003	Lee, David [1003]	6.00000	168.00000	156.00000	0.00000	6.00000	26.00000	156.00000
<input type="checkbox"/>	TSE	02/11/2006	0000000008	C-003	Lee, David [1003]	6.00000	168.00000	156.00000	0.00000	6.00000	26.00000	156.00000
<input type="checkbox"/>	TSE	03/11/2006	0000000008	C-003	Lee, David [1003]	6.00000	168.00000	156.00000	0.00000	6.00000	26.00000	156.00000
<input checked="" type="checkbox"/>	TSE	25/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	182.00000	0.00000	7.00000	26.00000	182.00000
<input checked="" type="checkbox"/>	TSE	26/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	182.00000	0.00000	7.00000	26.00000	182.00000
<input checked="" type="checkbox"/>	TSE	27/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	182.00000	0.00000	7.00000	26.00000	182.00000
<input checked="" type="checkbox"/>	TSE	28/12/2006	0000000008	C-002	Lee, David [1003]	7.00000	196.00000	182.00000	0.00000	7.00000	26.00000	182.00000

Select All Clear All View Details Show Project Structure

Total amount selected to mark as not billed: 728.00000

OK Cancel

- The 'Tp' column displays the cost type code. For a list of codes, see *Cost codes* on page 222.
 - The 'Acc/Emp/Item' column displays the reference for the supplier, stock item or employee.
3. For some projects, a large number of costs may be displayed in the list. There are a number of ways to find the costs that you require:
 - To show costs relating to items or levels in the project structure, click 'Show Project Structure'.
Select the level or item in the structure to display only the costs relating to that area.
 - Use the 'Costs Criteria' to filter the list of costs.
To display only those costs relating to a specific project item type (such as labour items), select it from the 'Project Item type' list.
To limit the date range of the costs displayed in the list, select the date in the 'Date up to' box.
 - To sort the list by a particular column (such as 'Project Item'), click on the column heading.
 4. To mark a billed costs as not being billed, click on the box in the 'Inc' column.
To select or deselect all the costs displayed in the list, click 'Select All' or 'Clear All'.
 5. To view information about a cost, select it and click 'View Details'.
The 'Transaction Details' window appears.

6. When you have finished selecting the costs, click 'OK'.

The costs will be displayed in the 'Billed Transactions' window. For more information about this window, see *Managing Billing Transactions* on page 241.

Chapter 8

Enquiries

Use project enquiries to help you analyse and manage your projects. You can specify the details to display in enquiries, so that you can focus on the information that you are most interested in. You can also view the details, transactions or records that are behind the information displayed in the enquiry results.

In this chapter:

View Project.....	248
View Project Status.....	250
Profitability Analysis Enquiry	251
Profitability Breakdown Enquiry	253
Profitability Transactions Enquiry	255
Cost Analysis Enquiry	257
Revenue Analysis Enquiry	259
Cost Transactions Enquiry	261
Revenue Transactions Enquiry	263
Billing Analysis Enquiry.....	265
Billing Summary Enquiry	267
Nominal Transactions Enquiry	268
Project Enquiry Criteria	269

View Project

Use the View Project enquiry to display a project's structure and details.

1. Select Project Enquiries > View Project.

The 'View Project' window appears.

PA - View Project

Project Structure

- Newcastle Exhibition 2007
 - Expenditure
 - Registration & Other Services
 - Accommodation Costs
 - Catering Costs
 - Marketing
 - Event Management Costs
 - Gala Costs
 - Gala Dinner
 - Security
 - Lighting and production
 - Entertainment - Speaker/Comedian
 - Magicians
 - Disco
 - AV Costs
 - AV Conference Costs
 - Travel Costs

Select project

Code: 0000000008 Title: Newcastle Exhibition 2007

Selected project level: Project

Details Costs & Charges Contact Info Attachments Memo

Budgets

Cost qty: 7.00000 Revenue qty: 2.00000

Cost value: £ 78.00 Revenue value: £ 3300.00

Override sub item cost budgets ☐ Override sub item revenue budgets ☐

View History...

Customer information

A/C Ref	Name
SIN001	Sinead Smith

View

Clear Hide Project Structure... Close

2. Select the project by its 'Code' or 'Title'.
3. The project's structure and details are displayed.

Note: To hide or show the project structure, click 'Hide Project Structure' or 'Show Project Structure'.
4. Select a project level, group or project item in the structure to display details for that item. For information about the details displayed on each tab, see:
 - *Details* on page 40.
 - *Costs & Charges* on page 41.
 - *Contact information* on page 44 (project levels only).
 - *Attachments* on page 46.
 - *Memos* on page 47.
5. When you have finished viewing the project's details:
 - To display a different project, select the project by its 'Code' or 'Title'.
 - To clear the project displayed and keep the window open, click 'Clear'.
 - To close the window, click 'Close'.

View a project customer's billing schedule

To view the billing schedule for a project customer:

1. Select Project Enquiries > View Project.
2. Select the project required from the 'Code' or 'Title' list.
3. Move to the 'Costs & Charges' tab.

The 'Customer information' area lists the customers for this project.

Note: This is only displayed when the project level is selected in the project structure.

4. Select a customer and click 'View'.

The 'View Billing Details' window appears.

For information on the details in a billing schedule, see *Setting up a customer billing schedule* on page 208.

5. When you have finished viewing the billing schedule, click 'OK'.

View Project Status

Use the View Project Status enquiry to display the status of items or levels within a project.

1. Select Project Enquiries > View Project.

The 'View Project Status' window appears.

Project	Status	Comp (%)	Narrative
Newcastle Exhibition 2007	Open	15	
Registration	Complete	100	
Catering	Open	50	
Stand staff	Open	0	
AV costs	Open	0	
Marketing	Complete	100	
Travel costs	Open	0	
Exhibitor revenue	Open	0	

2. Select the project by its 'Code' or 'Title'.

The project's structure appears. You can view the status and percentage complete for each level and item in the structure.

3. To view a history of changes in the status of a project level or item, select the item in the structure and click 'View History'.

Note: The system records any changes that you make to the status or percentage complete in a history log. The details of each change are recorded along with the date and the name of the user. For more information, see *Viewing changes in status* on page 94.

For information on changing the status of a project, see *Amending the status of projects and items* on page 93. To set up project statuses, see *Defining Project Statuses* on page 71.

Profitability Analysis Enquiry

Use the Profitability Analysis enquiry to analyse your profits against your budget figures.

1. Select Project Enquiries > Profitability Analysis.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
 - You can change the layout of this enquiry by selecting an option from the 'Enquiry grouping' list. For example, you can arrange the information by project, project item type, or project item.

The following criteria are specific to this enquiry:

- To include potential revenue in the total revenue calculations, enable 'Factor potential revenue into profit'.
 - To include committed costs in the total cost calculations, enable 'Factor committed cost into profit'.
 - To include overhead absorption rates in the cost calculations, enable 'Factor overhead uplift into costs'.
3. Click 'OK'. The project enquiry appears.

	Total	Budget	Total/Budget Variance	Total/Budget Variance %
Revenue	405.00	29112.50	-28707.50	1.39
Expense Items	0.00	6110.00	-6110.00	0.00
Hire Items	0.00	0.00	0.00	0.00
Labour Item	255.00	1000.00	-745.00	25.50
110000, Hotel Staff	0.00	0.00	0.00	0.00
110001, Catering Staff	0.00	0.00	0.00	0.00
110002, Photographers	0.00	0.00	0.00	0.00
110003, Security	255.00	1000.00	-745.00	25.50
0000000022, Newcastle 2006	255.00	1000.00	-745.00	25.50
110004, Stand Staff	0.00	0.00	0.00	0.00
Miscellaneous Items	0.00	2.50	-2.50	0.00
Revenue Items	150.00	22000.00	-21850.00	0.68
Subcontractor Items	0.00	0.00	0.00	0.00
Prime Costs	1777.55	4403.90	2626.35	40.36
Expense Items	1480.00	4403.90	2923.90	33.61
Revenue Items	297.55	0.00	-297.55	0.00
Gross Profit	-1372.55	24708.60	-26081.15	-5.55
Overheads	1610.00	36013.00	34403.00	4.47
Hire Items	-265.00	10150.00	10415.00	-2.61
Labour Item	1875.00	9300.00	7425.00	20.16
Miscellaneous Items	0.00	10708.00	10708.00	0.00
Subcontractor Items	0.00	5855.00	5855.00	0.00
Net Profit	-2982.55	-11304.40	8321.85	26.38
Profit Margin	-736.43	-38.83	-697.60	1896.55

4. The enquiry displays your project items, with group categories for revenues, prime costs and overheads.

To display items and levels in the structure, click the '+' and '-' signs, or click 'Expand All' and 'Collapse All'.

5. To display further enquiries about an item, right-click on the item and select:
 - 'Cost Analysis by period'. See *Cost Analysis Enquiry* on page 257.
 - 'Cost Transactions'. See *Cost Transactions Enquiry* on page 261.
 - 'Revenue Analysis by period'. See *Revenue Analysis Enquiry* on page 259.
 - 'Revenue Transactions'. See *Revenue Transactions Enquiry* on page 263.
 - 'Nominal Transactions'. See *Nominal Transactions Enquiry* on page 268.
 - 'Project Record', to display the project structure and details. See *View Project* on page 248.
6. To print the information displayed in the enquiry, click 'Print'.

Profitability Breakdown Enquiry

Use the Profitability Breakdown enquiry to analyse your gross and net profit.

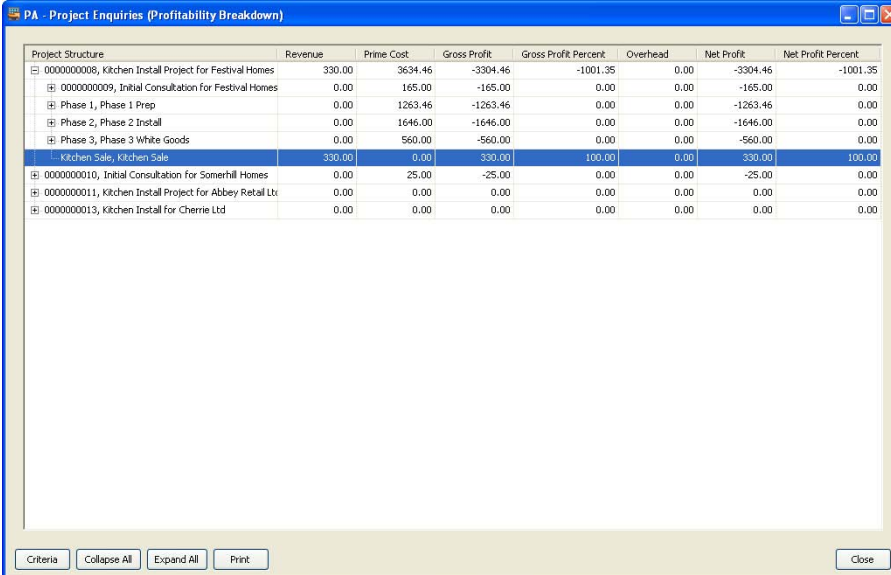
1. Select Project Enquiries > Profitability Breakdown.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
 - You can change the layout of this enquiry by selecting an option from the 'Enquiry grouping' list. For example, you can arrange the information by project, project item type, or project item.
 - To exclude lines (e.g. projects and project items) from the enquiry results that have a value of zero, enable 'Hide zero values'.

The following criteria are specific to this enquiry:

- To include potential revenue in the total revenue calculations, enable 'Factor potential revenue into profit'.
 - To include committed costs in the total cost calculations, enable 'Factor committed cost into profit'.
 - To include overhead absorption rates in the cost calculations, enable 'Factor overhead uplift into costs'.
3. Click 'OK'. The project enquiry appears.



PA - Project Enquiries (Profitability Breakdown)

Project Structure	Revenue	Prime Cost	Gross Profit	Gross Profit Percent	Overhead	Net Profit	Net Profit Percent
0000000008, Kitchen Install Project for Festival Homes	330.00	3634.46	-3304.46	-1001.35	0.00	-3304.46	-1001.35
0000000009, Initial Consultation for Festival Homes	0.00	165.00	-165.00	0.00	0.00	-165.00	0.00
Phase 1, Phase 1 Prep	0.00	1263.46	-1263.46	0.00	0.00	-1263.46	0.00
Phase 2, Phase 2 Install	0.00	1646.00	-1646.00	0.00	0.00	-1646.00	0.00
Phase 3, Phase 3 White Goods	0.00	560.00	-560.00	0.00	0.00	-560.00	0.00
Kitchen Sale, Kitchen Sale	330.00	0.00	330.00	100.00	0.00	330.00	100.00
0000000010, Initial Consultation for Somerhill Homes	0.00	25.00	-25.00	0.00	0.00	-25.00	0.00
0000000011, Kitchen Install Project for Abbey Retail Ltd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0000000013, Kitchen Install for Cherie Ltd	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Criteria Collapse All Expand All Print Close

4. To display items and levels in the structure, click the '+' and '-' signs, or click 'Expand All' and 'Collapse All'.
5. To print the information displayed in the enquiry, click 'Print'.

Profitability Transactions Enquiry

Use the Profitability Transactions enquiry to inspect the net profit and other details of your project transactions. You can view the transaction details, such as the date, transaction type, reference number, source (e.g. supplier account or resource), and net profit.

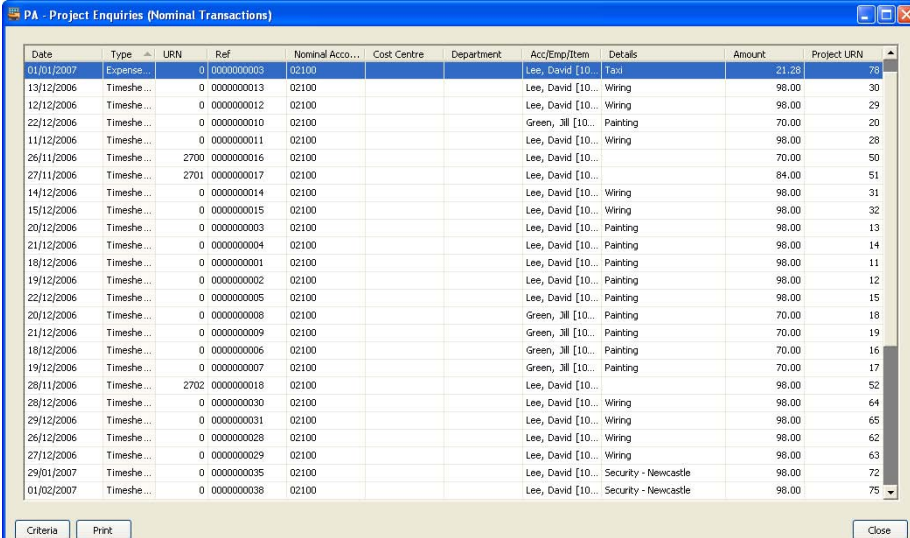
1. Select Project Enquiries > Profitability Transactions.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
 - You can change the layout of this enquiry by selecting an option from the 'Enquiry grouping' list. For example, you can arrange the information by project, project item type, or project item.

The following criteria are specific to this enquiry:

- To include potential revenue in the total revenue calculations, enable 'Factor potential revenue into profit'.
 - To include committed costs in the total cost calculations, enable 'Factor committed cost into profit'.
 - To include overhead absorption rates in the cost calculations, enable 'Factor overhead uplift into costs'.
3. Click 'OK'. The project enquiry appears.



Date	Type	URN	Ref	Nominal Acco...	Cost Centre	Department	Acc/Empl/Item	Details	Amount	Project URN
01/01/2007	Expense	0	0000000003	02100			Lee, David [10...	Tail	21.28	78
13/12/2006	Timeshe...	0	0000000013	02100			Lee, David [10...	Wiring	98.00	30
12/12/2006	Timeshe...	0	0000000012	02100			Lee, David [10...	Wiring	98.00	29
22/12/2006	Timeshe...	0	0000000010	02100			Green, Jill [10...	Painting	70.00	20
11/12/2006	Timeshe...	0	0000000011	02100			Lee, David [10...	Wiring	98.00	28
26/11/2006	Timeshe...	2700	0000000016	02100			Lee, David [10...		70.00	50
27/11/2006	Timeshe...	2701	0000000017	02100			Lee, David [10...		84.00	51
14/12/2006	Timeshe...	0	0000000014	02100			Lee, David [10...	Wiring	98.00	31
15/12/2006	Timeshe...	0	0000000015	02100			Lee, David [10...	Wiring	98.00	32
20/12/2006	Timeshe...	0	0000000003	02100			Lee, David [10...	Painting	98.00	13
21/12/2006	Timeshe...	0	0000000004	02100			Lee, David [10...	Painting	98.00	14
18/12/2006	Timeshe...	0	0000000001	02100			Lee, David [10...	Painting	98.00	11
19/12/2006	Timeshe...	0	0000000002	02100			Lee, David [10...	Painting	98.00	12
22/12/2006	Timeshe...	0	0000000005	02100			Lee, David [10...	Painting	98.00	15
20/12/2006	Timeshe...	0	0000000008	02100			Green, Jill [10...	Painting	70.00	18
21/12/2006	Timeshe...	0	0000000009	02100			Green, Jill [10...	Painting	70.00	19
18/12/2006	Timeshe...	0	0000000006	02100			Green, Jill [10...	Painting	70.00	16
19/12/2006	Timeshe...	0	0000000007	02100			Green, Jill [10...	Painting	70.00	17
28/11/2006	Timeshe...	2702	0000000018	02100			Lee, David [10...		98.00	52
28/12/2006	Timeshe...	0	0000000030	02100			Lee, David [10...	Wiring	98.00	64
29/12/2006	Timeshe...	0	0000000001	02100			Lee, David [10...	Wiring	98.00	65
26/12/2006	Timeshe...	0	0000000028	02100			Lee, David [10...	Wiring	98.00	62
27/12/2006	Timeshe...	0	0000000029	02100			Lee, David [10...	Wiring	98.00	63
29/01/2007	Timeshe...	0	0000000035	02100			Lee, David [10...	Security - Newcastle	98.00	72
01/02/2007	Timeshe...	0	0000000038	02100			Lee, David [10...	Security - Newcastle	98.00	75

4. To print the details of the report, click 'Print'.
5. To print the information displayed in the enquiry, click 'Print'.

Cost Analysis Enquiry

Use the Cost Analysis enquiry to inspect your projects' actual, committed and total cost values, and compare them against the budget figures.

Note: Committed costs will only be displayed if you have set up Project Accounting to track committed costs. For more information, see *Enabling committed costs* on page 65.

1. Select Project Enquiries > Cost Analysis.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.

- You can change the layout of this enquiry by selecting an option from the 'Enquiry grouping' list. For example, you can arrange the information by project, project item type, or project item.

3. Click 'OK'.

The enquiry window appears. It displays your actual costs, committed costs, total costs, cost budgets and the budget variance.

Project Structure	Actual Cost	Committed C...	Total Cost	Cost Budget	Total/Budget Variance	Total/Budget Variance %
0000000008, Newcastle Exhibition 2007	6594.00	85.10	6679.10	78.00	-6601.10	8562.95
G-2B, Registration	0.00	0.00	0.00	0.00	0.00	0.00
G-2A, Catering	0.00	0.00	0.00	8.00	8.00	0.00
G-3A, Stand staff	1106.00	0.00	1106.00	34.00	-1072.00	3252.94
C-001, Stand staff	0.00	0.00	0.00	10.00	10.00	0.00
B-001, Demonstration staff	0.00	0.00	0.00	14.00	14.00	0.00
C-003, Security staff	1106.00	0.00	1106.00	10.00	-1096.00	11060.00
G-2C, AV costs	5488.00	0.00	5488.00	36.00	-5537.10	15480.83
G-4A, Marketing	0.00	0.00	0.00	0.00	0.00	0.00
G-5A, Travel costs	0.00	0.00	0.00	0.00	0.00	0.00
R1, Exhibitor revenue	0.00	0.00	0.00	0.00	0.00	0.00
0000000009, Glasgow Exhibition 2007	0.00	0.00	0.00	78.00	78.00	0.00

4. To display details in the structure, click the '+' and '-' signs, or click 'Expand All' and 'Collapse All'.
5. To display further enquiries about a cost, right-click on the item and select:

- 'Cost Analysis by period', to display the costs for each budget period.
 - 'Cost Transactions'. See *Cost Transactions Enquiry* on page 261.
 - 'Project Record', to display the project structure and details. See *View Project* on page 248.
 - 'Billing Analysis'. See *Billing Analysis Enquiry* on page 265.
 - 'Nominal Transactions'. See *Nominal Transactions Enquiry* on page 268.
6. To print the information displayed in the enquiry, click 'Print'.

Revenue Analysis Enquiry

Use the Revenue Analysis enquiry to inspect your projects' actual, potential and total revenue values, and compare them against the budget figures.

Note: Committed costs will only be displayed if you have set up Project Accounting to track committed costs. For more information, see *Enabling committed costs* on page 65.

1. Select Project Enquiries > Revenue Analysis.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
 - You can change the layout of the enquiry by selecting an option from the 'Enquiry grouping' list. For example, you can arrange the enquiry information by project, project item type, or project item.
3. Click 'OK'. The project enquiry appears.

Project Structure	Actual Revenue	Potential Revenue	Total Revenue	Revenue Budget	Total/Budget Variance	Total/Budget Variance %
0000000008, Newcastle Exhibition 2007	1140.00	0.00	1140.00	3300.00	-2160.00	34.55
G-2B, Registration	0.00	0.00	0.00	0.00	0.00	0.00
G-2A, Catering	0.00	0.00	0.00	0.00	0.00	0.00
G-3A, Stand staff	0.00	0.00	0.00	0.00	0.00	0.00
G-2C, AV costs	1140.00	0.00	1140.00	0.00	1140.00	0.00
C-001, Painters	1140.00	0.00	1140.00	0.00	1140.00	0.00
C-002, Electricians	0.00	0.00	0.00	0.00	0.00	0.00
C-003, Carpenters	0.00	0.00	0.00	0.00	0.00	0.00
G-4A, Marketing	0.00	0.00	0.00	0.00	0.00	0.00
G-5A, Travel costs	0.00	0.00	0.00	0.00	0.00	0.00
R1, Exhibitor revenue	0.00	0.00	0.00	3300.00	-3300.00	0.00
0000000009, Glasgow Exhibition 2007	0.00	0.00	0.00	3300.00	-3300.00	0.00

4. To display details in the structure, click the '+' and '-' signs, or click 'Expand All' and 'Collapse All'.
5. To display further enquiries about a revenue, right-click on the item and select:
 - 'Revenue Analysis by period', to display the revenues for each budget period.
 - 'Revenue Transactions'. See *Revenue Transactions Enquiry* on page 263.

- 'Project Record', to display the project structure and details. See *View Project* on page 248.
 - 'Nominal Transactions'. See *Nominal Transactions Enquiry* on page 268.
6. To print the information displayed in the enquiry, click 'Print'.

Cost Transactions Enquiry

Use the Cost Transactions enquiry to inspect all your project cost transactions. You can view all your cost details, such as the date, cost type (e.g. timesheet or purchase order), reference number, source (e.g. supplier account or resource), project and project item, details (narrative), cost quantity, cost and charge rates, total cost, bill value, and transaction URN.

1. Select Project Enquiries > Cost Transactions.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
3. Click 'OK'. The project enquiry appears.

Project Structure	Actual Cost	Committed C...	Total Cost	Cost Budget	Total/Budget Variance	Total/Budget Variance %
0000000008, Newcastle Exhibition 2007	6594.00	85.10	6679.10	78.00	-6601.10	8562.95
G-2B, Registration	0.00	0.00	0.00	0.00	0.00	0.00
G-2A, Catering	0.00	0.00	0.00	8.00	8.00	0.00
G-3A, Stand staff	1106.00	0.00	1106.00	34.00	-1072.00	3252.94
C-001, Stand staff	0.00	0.00	0.00	10.00	10.00	0.00
B-001, Demonstration staff	0.00	0.00	0.00	14.00	14.00	0.00
C-003, Security staff	1106.00	0.00	1106.00	10.00	-1096.00	11060.00
G-2C, AV costs	5488.00	0.00	5488.00	36.00	-5537.10	15480.83
G-4A, Marketing	0.00	0.00	0.00	0.00	0.00	0.00
G-5A, Travel costs	0.00	0.00	0.00	0.00	0.00	0.00
R1, Exhibitor revenue	0.00	0.00	0.00	0.00	0.00	0.00
0000000009, Glasgow Exhibition 2007	0.00	0.00	0.00	78.00	78.00	0.00

4. To display further information about a transaction, right-click on the item and select:
 - 'Transaction Detail', to display details of the project transaction.
 - 'Project Record', to display the project structure and details See *View Project* on page 248.
 - 'Supplier Record' (for purchase orders or credits), to display details of the supplier account (Purchase Ledger).
 - 'Stock Record' (for project stock issues), to display the stock item details (Stock Control).
5. To search for a transaction, right click in the window and select 'Find'.

6. To export the details of the transactions to Microsoft Excel, right click in the window and select 'Send To Excel'.
7. To print the information displayed in the enquiry, click 'Print'.

Revenue Transactions Enquiry

Use the Revenue Transactions enquiry to inspect all your project revenue transactions. You can view all your revenue details, such as the date, revenue type (e.g. sales invoice or order), reference number, source (e.g. customer account), project and project item, details (narrative), charge quantity and revenue rate, net revenue, and transaction URN.

1. Select Project Enquiries > Revenue Transactions.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
3. Click 'OK'. The project enquiry appears.

Date	Type	Ref	Acc/Emp/Item	Project	Project Item	Details	Charge Quantity	Revenue Rate	Net	Project URN
28/12/2006	Sales In...	0000000...	SIN001	0000000008	C-001	SI / SIN001 / ...	32.00000	26.00000	832.00	66
18/12/2006	Sales In...	0000000...	SIN001	0000000008	C-001	SI / SIN001 / ...	7.00000	18.00000	126.00	22
18/12/2006	Sales In...	0000000...	SIN001	0000000008	C-001	SI / SIN001 / ...	7.00000	26.00000	182.00	21
Totals							46.00000		1140.00	

4. To display further information about a transaction, right-click on the item and select:
 - 'Transaction Detail', to display details of the project transaction.
 - 'Project Record', to display the project structure and details. See *View Project* on page 248.
 - 'Customer Record' (for sales orders or invoices), to display details of the customer account (Sales Ledger).
5. To search for a transaction, right click in the window and select 'Find'.

6. To export the details of the transactions to Microsoft Excel, right click in the window and select 'Send To Excel'.
7. To print the information displayed in the enquiry, click 'Print'.

Billing Analysis Enquiry

Use the Billing Analysis enquiry to inspect all your billable project transactions. You can view your project code and title, net value billed, tax value billed, gross value billed, original and outstanding values to bill, last billed date, total cost, last cost date, profit.

- 1. Select Project Enquiries > Billing Analysis.

The Criteria window appears.

- 2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.

The following criteria are specific to this enquiry:

- To include committed costs in the cost calculations, enable 'Factor committed cost into value to bill and profit'.
- To include overhead absorption rates in the cost calculations, enable 'Factor overhead uplift into costs'.

- 3. Click 'OK'. The project enquiry appears.

Project Code	Project Title	Billed Net	Billed Tax	Billed Gross	Price Quoted	Original Value to Bill	Outstanding Value to Bill	Last Billed Date	Actual Cost
0000000008	Newcastle Exh...	3282.00	574.35	3856.35	6000.00	6042.00000	2760.00000	28/12/2006	3297.0
0000000009	Glasgow Exhib...	0.00			0000.00	0.00000	0.00000		0.0

- 4. To display further enquiries about a billing item, right-click on the item and select:
 - 'Profitability Analysis'. See *Profitability Analysis Enquiry* on page 251.
 - 'Cost Analysis'. See *Cost Analysis Enquiry* on page 257.

- 'Cost Transactions', to display all cost transactions. See *Cost Transactions Enquiry* on page 261.
 - 'Cost Transactions (Chargeable)' to display only chargeable cost transactions.
 - 'Cost Transactions (Outstanding)' to display only chargeable cost transactions that have not yet been billed for.
 - 'Revenue Transactions'. See *Revenue Transactions Enquiry* on page 263.
 - 'Nominal Transactions'. See *Nominal Transactions Enquiry* on page 268.
 - 'Project Record', to display the project structure and details. See *View Project* on page 248.
 - 'Billing Summary'. See *Billing Summary Enquiry* on page 267.
5. To print the information displayed in the enquiry, click 'Print'.

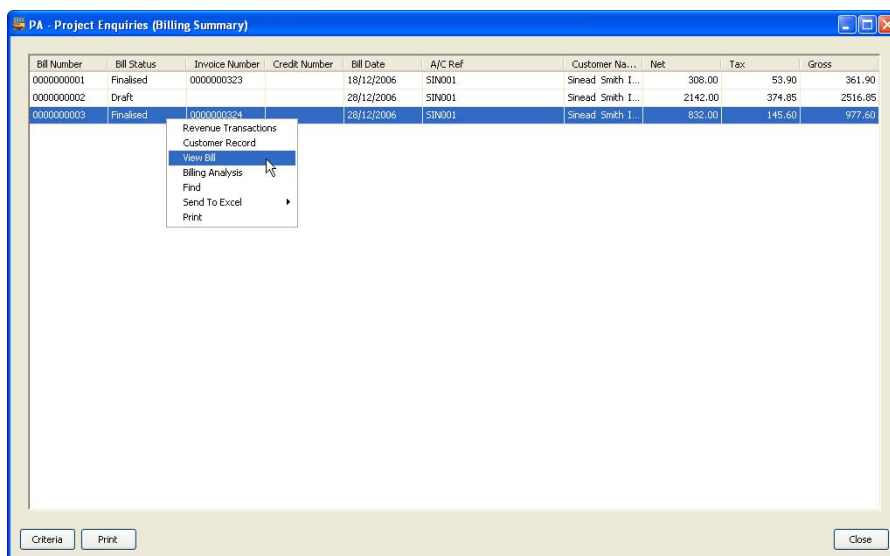
Billing Summary Enquiry

Use the Billing Summary enquiry to display information about all your project bills. You can view your project bill items, bill status, related invoice or credit note reference, bill date, customer account reference and name, and the net, tax and gross values.

1. Select Project Enquiries > Billing Summary.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
3. Click 'OK'. The project enquiry appears.



4. To display further enquiries about an item, right-click on the item and select:
 - 'Revenue Transactions'. See *Revenue Transactions Enquiry* on page 263.
 - 'Customer Record', to display details of the customer account (Sales Ledger).
 - 'View Bill', to display the bill details.
5. To print the information displayed in the enquiry, click 'Print'.

Nominal Transactions Enquiry

Use the Nominal Transactions enquiry to display all the cost and revenue nominal transactions for your projects.

1. Select Project Enquiries > Nominal Transactions.

The Criteria window appears.

2. To filter the information displayed in the enquiry, use the criteria to select the information that you want to show.
3. Click 'OK'. The project enquiry appears.

PA - Project Enquiries (Nominal Transactions)

Date	Type	URN	Ref	Nominal Acco...	Cost Centre	Department	Acc/Emp/Item	Details	Amount	Project URN
01/01/2007	Expense...	0	0000000003	02100			Lee, David [10...	Taxi	21.28	76
13/12/2006	Timeshe...	0	0000000013	02100			Lee, David [10...	Wiring	96.00	30
12/12/2006	Timeshe...	0	0000000012	02100			Lee, David [10...	Wiring	96.00	29
22/12/2006	Timeshe...	0	0000000010	02100			Green, Jill [10...	Painting	70.00	20
11/12/2006	Timeshe...	0	0000000011	02100			Lee, David [10...	Wiring	96.00	28
26/11/2006	Timeshe...	2700	0000000016	02100			Lee, David [10...		70.00	50
27/11/2006	Timeshe...	2701	0000000017	02100			Lee, David [10...		84.00	51
14/12/2006	Timeshe...	0	0000000014	02100			Lee, David [10...	Wiring	96.00	31
15/12/2006	Timeshe...	0	0000000015	02100			Lee, David [10...	Wiring	96.00	32
20/12/2006	Timeshe...	0	0000000003	02100			Lee, David [10...	Painting	96.00	13
21/12/2006	Timeshe...	0	0000000004	02100			Lee, David [10...	Painting	96.00	14
18/12/2006	Timeshe...	0	0000000001	02100			Lee, David [10...	Painting	96.00	11
19/12/2006	Timeshe...	0	0000000002	02100			Lee, David [10...	Painting	96.00	12
22/12/2006	Timeshe...	0	0000000005	02100			Lee, David [10...	Painting	96.00	15
20/12/2006	Timeshe...	0	0000000008	02100			Green, Jill [10...	Painting	70.00	18
21/12/2006	Timeshe...	0	0000000009	02100			Green, Jill [10...	Painting	70.00	19
18/12/2006	Timeshe...	0	0000000006	02100			Green, Jill [10...	Painting	70.00	16
19/12/2006	Timeshe...	0	0000000007	02100			Green, Jill [10...	Painting	70.00	17
28/11/2006	Timeshe...	2702	0000000018	02100			Lee, David [10...		96.00	52
28/12/2006	Timeshe...	0	0000000030	02100			Lee, David [10...	Wiring	96.00	64
29/12/2006	Timeshe...	0	0000000031	02100			Lee, David [10...	Wiring	96.00	65
26/12/2006	Timeshe...	0	0000000028	02100			Lee, David [10...	Wiring	96.00	62
27/12/2006	Timeshe...	0	0000000029	02100			Lee, David [10...	Wiring	96.00	63
29/01/2007	Timeshe...	0	0000000035	02100			Lee, David [10...	Security - Newcastle	96.00	72
01/02/2007	Timeshe...	0	0000000038	02100			Lee, David [10...	Security - Newcastle	96.00	75

Criteria Print Close

4. To print the information displayed in the enquiry, click 'Print'.

Project Enquiry Criteria

To filter the information displayed in a project enquiry, use the criteria to select the information that you want to show. The criteria that are displayed will depend on the enquiry you are using.

Most of the enquiries will have the following options:

- Use 'All' to select all the items; such as all projects, or all suppliers.
- Use 'From' to select an item and items that follow; such as from a date, or from a purchase order number.
- Use 'Between' to select a range of items; such as between two accounting period numbers, or between two stock codes.
- Use 'To' to select all the items up to a particular item; such as projects up to a particular number.
- Use 'Is' to specify a particular value; such as the transaction type is a purchase invoice, or the bill is a particular number.

Index

A

Accruals

- adding 108
- enabling 65
- recording project accruals 107
- settings 66

Adding

- accruals 108
- additional information fields 49
- attachments 46
- bill lines in a template 204
- billing templates 202
- charge rate types 132
- cost rate types 131
- costs to a bill line 218
- groups 39
- memos 47
- project customers 206
- project items 37
- refunds to a bill line 220
- resources 118

Additional information

- about additional information 48
- adding fields 49
- grouping levels 31
- project item types 24
- project levels 34
- projects, groups and project items 40
- setting up fields 48

Addresses

- bills 213

Adjusting

- project costs 104
- project revenues 105

Amending

- additional information fields 48
- billing schedule 210
- billing templates 202
- bills 226

- expense claims 184

- groups 38

- project customers 206

- project items 35

- project status 93

- project templates 51

- projects 92

- suggested bills 224

- timesheets 148

Attachments

- adding 46

Authorising

- about authorising expense claims 186

- about authorising timesheets 150

- expense claims 186

- setting timesheet and expense claim authorisers 122, 128

- timesheets by project 152

- timesheets by resources 151

B

Balances

- entering opening balances 110

Batch timesheets 138

Bill lines

- adding in a template 204

- entering 215

Billing

- about billing 196

- already billed costs 241

- analysis enquiry 265

- producing combined or separate documents 199

- project level billing settings 201

- reports and information 237

- setting up 198

- summary enquiry 267

- templates 202

Billing schedule

- amending 210
- default 211
- setting up 208
- viewing 249

Bills

- adding costs and refunds 217
- addresses 213
- amending 226
- cancelling 238
- deleting 240
- entering bills 212
- entering lines on a bill 215
- posting to Financials 235
- printing 227
- printing drafts 227
- suggested bills 223

Budgets

- about budgeting 58
- budgeting settings 60
- enabling budgeting 59
- recording project accruals 107
- setting budgets for projects and items 41
- viewing budgets for items 61
- viewing by accounting period 63
- viewing changes 62

C

Cancelling

- bills 238

Categories

- expense claims 179

Charge rate type

- adding 132

Charge rates

- about charge rates 130
- setting in hierarchy 134
- timesheets settings 163
- updating in hierarchy 136

Codes

- about project coding methods 10
- about project item coding 14

- project coding setting 11

Combining

- invoices and credit notes 199

Commercials

- integration settings 68

Committed costs

- about committed costs 64
- enabling 65
- settings 66

Connect

- to Payroll 174

Contact information

- resources 121

Copying

- existing projects 84

Cost rate type

- adding 131

Cost rates

- about cost rates 130
- setting in hierarchy 134
- timesheets settings 163
- updating in hierarchy 136

Costs

- adding to a bill line 218
- adjustment settings 69
- adjustments 104
- already billed costs 241
- analysis enquiry 257
- codes 222
- committed costs 64
- entering opening balances 110
- marking billed costs as not billed 243
- marking outstanding costs as billed 242
- on a bill line 217
- setting costs for projects 42
- transactions enquiry 261

Creating

- blank projects 83
- grouping levels 29
- pricing rules 76
- project from sales order 88

- project item types 20
- project levels 32
- project structures 90
- project templates 51
- projects 82
- projects from a quotation 87
- projects from a template 86
- projects from an existing project 84
- resources 118

Credit notes

- cancelling 238
- combined or separate documents 199
- posting to Financials 235
- printing 231
- recording purchase credits 100
- reprinting 234

Criteria

- running enquiries 269

Customers

- adding project customer information 43
- adding project customers 206
- billing addresses 213
- billing schedules 208

D

Default

- billing schedule 211

Deleting

- accruals 107
- additional information fields 48
- billing templates 202
- charge rate types 132
- cost rate types 131
- draft bills 240
- groups 38
- project items 35
- projects 96
- resources 127
- suggested bills 224

Draft bills

- amending or printing suggested bills 224
- deleting 240
- generating suggested bills 223
- printing 227

E

Enquiries

- billing analysis 265
- billing summary 267
- cost analysis 257
- cost transactions 261
- criteria 269
- nominal transactions 268
- profitability analysis 251
- profitability breakdown 253
- profitability transactions 255
- project status 250
- revenue analysis 259
- revenue transactions 263

Entering

- batch timesheets 138
- bills 212
- expense claims 182
- lines on a bill 215
- weekly timesheets 140

Expense claims

- about authorisation 186
- about posting expense claims 188
- amending 184
- authorising 186
- categories and items 179
- entering 182
- entry settings 165
- Financials posting settings 167
- Payroll integration settings 172
- posting to Financials 191
- posting to Payroll 193
- posting to Project Accounting 189
- Project Accounting posting settings 170
- reports 161

- setting up 178
- submitting and processing 183
- terminology settings 166

F

Financials

- integration and posting settings for timesheets and expenses 167
- integration settings 68
- posting bills 235
- posting expense claims 191
- posting timesheets 157

G

Grouping levels

- additional information settings 31
- creating 29
- display features settings 30
- status setting 31

Groups

- adding 39
- additional information 40
- amending or deleting 38
- attachments 46
- definition 13
- details 40
- memos 47
- setting budgets 41

H

Hierarchy

- linking a resource 135
- setting up 133
- updating cost and charge rates 136

History

- budget changes 62
- project status changes 94

I

Importing

- format for timesheets 144
- resources 127
- resources from Payroll 124
- timesheets 143

Integration

- Financials settings for Project Accounting 167
- nominal ledger settings 69
- Payroll settings for Timesheets and Expenses 172
- POP settings 69
- project cost and revenue adjustments settings 69
- project item types settings 25
- purchase ledger settings 68
- sales ledger settings 68
- SOP settings 69
- stock control settings 69
- Timesheets and Expenses settings for Project Accounting 170
- with Sage 200 68

Invoices

- cancelling 238
- combined or separate documents 199
- posting to Financials 235
- printing 229
- recording purchase invoices 100
- reprinting 233

L

Link

- resource to hierarchy 135

M

Memos

- projects, groups and project items 47

N

Nominal

- ledger integration settings 69
- payments and receipts 102

Nominal accounts

- project item type 27
- setting for projects 43

Nominal transactions

- enquiry 268

O

Opening balances

- cost 110
- revenue 111

Overheads

- about overhead absorption 54
- enabling overhead absorption 55
- overhead absorption settings 56
- overhead project item type 27
- viewing uplift rates 57

P

Pay rates

- about pay rates 130
- timesheets settings 163
- viewing in hierarchy 134

Payments

- nominal taxable payments 102

Payroll

- configuring imported resources 126
- importing resources 124
- posting expense claims 193
- posting timesheets 159
- set up connection to Payroll 174
- timesheet and expense claim integration settings 172

Payroll information

- resources 121

POP

- integration settings 69

Posting

- about posting expense claims 188
- about posting timesheets 154
- bills to Financials 235
- expense claims to Financials 191
- expense claims to Payroll 193
- expense claims to Project Accounting 189
- Financials settings for timesheets and expense claims 167
- settings for timesheets and expense claims 170

timesheets to Financials 157

timesheets to Payroll 159

timesheets to Project Accounting 155

Pricing rules

- setting for project item types 27
- setting for project items 42
- setting up 76

Printing

- bills 227
- credit notes 231
- draft bills 227
- invoices 229
- suggested bills 224

Profitability

- analysis enquiry 251
- breakdown enquiry 253
- transactions enquiry 255

Project Accounting

- settings 74
- terminology 79

Project item types

- additional information settings 24
- creating 20
- display features 22
- integration settings 25
- nominal accounts 27
- overhead item 27
- pricing rules 27
- status 27
- units of measure 27

Project items

- about project items 14
- adding 37
- additional information 40
- amending or deleting 35
- attachments 46
- details 40
- memos 47
- setting budgets 41
- setting pricing rules 42

Project levels

- additional information settings 34
- billing settings 201
- creating 32
- display features 33
- status 34

Project structure

- about project structures 12
- create grouping levels 29
- create project item types 20
- create project levels 32
- creating 90
- examples 17
- organisation 15

Projects

- about projects 12
- amending 92
- attachments 46
- coding settings 11
- copy existing project 84
- create blank 83
- creating from a quotation 87
- creating from a sales order 88
- creating from a template 86
- creating templates 51
- customer information 43
- deleting 96
- life cycle 3
- memos 47
- setting budgets 41
- setting contact information 44
- setting costs for projects 42
- setting nominal accounts 43
- templates 51
- viewing 248

Purchase

- invoices and credits 100
- ledger integration settings 68

Q

Quotation

- creating a project 87

R

Receipts

- nominal taxable receipts 102

Refunds

- adding to a bill line 220
- codes 222
- on a bill line 217

Rejecting

- expense claims 186
- timesheets 150

Reports

- Additional Information List 73
- Project Item List 73
- Project List 73
- timesheets and expense claims 161

Reprinting

- credit notes 234
- invoices 233

Resources

- authorisers 122
- contact information 121
- creating 118
- deleting 127
- importing and synchronising 127
- importing from Payroll 124
- linking to hierarchy 135
- managing authorisation 128
- payroll information 121
- setting up 118

Revenue

- adjustment settings 69
- adjustments 105
- analysis enquiry 259
- entering opening balance 111
- transactions enquiry 263

Reversing

- accruals 107

S

Sales

- ledger integration settings 68

- Sales order
 - creating a project 88
- Setting up
 - additional information fields 48
 - billing 198
 - billing schedule 208
 - budgeting 58
 - committed costs 64
 - expense claims 178
 - grouping levels 29
 - hierarchy 133
 - integration with Sage 200 68
 - overhead absorption 54
 - pricing rules 76
 - Project Accounting settings 74
 - project codes 10
 - project item types 20
 - project levels 32
 - project statuses 71
 - resources 118
 - running setup reports 73
 - terminology for Project Accounting 79
 - terminology for timesheets and expenses 166
 - timesheets and users 116
 - units of measure 72
- SOP
 - integration settings 69
- Status
 - amending 93
 - default project status 40
 - grouping level status 31
 - project item type status 27
 - project level status 34
 - setting up project statuses 71
 - viewing changes 94
 - viewing project status 250
- Stock
 - integration settings 69
- Suggested bills
 - amending, printing, or deleting 224
 - generating 223
- Synchronizing
 - resources 127
- T**
- Template
 - adding bill lines 204
 - billing 202
 - creating a project from a template 86
- Terminology
 - settings for Project Accounting 79
 - settings for timesheets and expense claims 166
 - used in the documentation 4
- Timesheets
 - about authorising 150
 - about posting timesheets 154
 - about timesheets 114
 - amending 148
 - authorising by project 152
 - authorising by resource 151
 - batch entry 138
 - entry settings 163
 - Financials posting settings 167
 - import format 144
 - importing 143
 - Payroll integration settings 172
 - posting to Financials 157
 - posting to Payroll 159
 - posting to Project Accounting 155
 - Project Accounting posting settings 170
 - reports 161
 - submitting and processing 142
 - terminology settings 166
 - weekly entry 140
- U**
- Units of measure
 - project item type 27
 - setting up 72

Updating
 cost and charge rates in hierarchy
 136

V

Validating
 timesheets 143

Viewing
 billing schedule 249
 project status 250
 projects 248

W

Weekly timesheets 140