Disclaimer
This document is provided “as-is”. Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. Some examples are for illustration only and are fictitious. No real association is intended or inferred. This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes only.

Sample Code Warranty disclaimer
Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

License agreement
Use of this software is covered by a license agreement provided with it. If you have any questions, please call the Customer Assistance Department at 800-456-0025 (in the United States or Canada) or +1-701-281-6500.

Copyright
© 2014 Microsoft Corporation. All rights reserved.

Publication Date
September 2014
# Concepts

<table>
<thead>
<tr>
<th>Concepts</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Project Controller Overview</td>
<td>1</td>
</tr>
<tr>
<td>Screen Functions</td>
<td>1</td>
</tr>
<tr>
<td>Reports</td>
<td>4</td>
</tr>
<tr>
<td>Project Allocator Overview</td>
<td>7</td>
</tr>
<tr>
<td>User's Guide Overview</td>
<td>8</td>
</tr>
<tr>
<td>What is Covered in the User's Guide?</td>
<td>8</td>
</tr>
<tr>
<td>Who Should Use the User's Guide?</td>
<td>8</td>
</tr>
<tr>
<td>How to Use the User's Guide</td>
<td>8</td>
</tr>
<tr>
<td>Operating Tips</td>
<td>9</td>
</tr>
<tr>
<td>Using Password Protection</td>
<td>9</td>
</tr>
<tr>
<td>Introduction</td>
<td>11</td>
</tr>
<tr>
<td>Concepts</td>
<td></td>
</tr>
<tr>
<td>Transfer of Financial Transactions</td>
<td>11</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>11</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>12</td>
</tr>
<tr>
<td>General Ledger</td>
<td>13</td>
</tr>
<tr>
<td>Inventory</td>
<td>14</td>
</tr>
<tr>
<td>Purchasing/Commitments</td>
<td>14</td>
</tr>
<tr>
<td>Payroll</td>
<td>16</td>
</tr>
<tr>
<td>Transfer of Project Transactions</td>
<td>17</td>
</tr>
<tr>
<td>Selection Criteria</td>
<td>17</td>
</tr>
<tr>
<td>Audit Trail</td>
<td>18</td>
</tr>
<tr>
<td>Project Transaction Transfer &quot;Process already in progress&quot; error</td>
<td>18</td>
</tr>
<tr>
<td>Revenue Recognition</td>
<td>19</td>
</tr>
<tr>
<td>Methods of Revenue Recognition</td>
<td>19</td>
</tr>
<tr>
<td>The Timing of Revenue Recognition</td>
<td>20</td>
</tr>
<tr>
<td>Examples of Revenue Recognition within Three Basic Contract Types</td>
<td>20</td>
</tr>
<tr>
<td>Processing Flow and Calculations</td>
<td>34</td>
</tr>
<tr>
<td>Contract Type Calculation Methods</td>
<td>37</td>
</tr>
<tr>
<td>Time and Materials (TM)</td>
<td>37</td>
</tr>
<tr>
<td>Time and Materials to a Maximum (TMM)</td>
<td>37</td>
</tr>
<tr>
<td>Time to a Maximum plus Expenses (TME)</td>
<td>37</td>
</tr>
<tr>
<td>Fixed Price or Lump Sum (FP)</td>
<td>37</td>
</tr>
<tr>
<td>Fixed Price plus Expenses (FPE)</td>
<td>37</td>
</tr>
<tr>
<td>Cost Plus (CP)</td>
<td>38</td>
</tr>
<tr>
<td>Cost Plus to a Maximum (CPM)</td>
<td>38</td>
</tr>
<tr>
<td>Cost Plus Fixed Fee (CPFF)</td>
<td>38</td>
</tr>
<tr>
<td>Cost Plus Incentive Fee/Shared Savings/Etc. (CPIA, CPSS)</td>
<td>38</td>
</tr>
<tr>
<td>Flexible Column Reports</td>
<td>39</td>
</tr>
<tr>
<td>Project Task Summary (PA.100.00)</td>
<td>39</td>
</tr>
<tr>
<td>Project Profitability Report (PA.120.00)</td>
<td>40</td>
</tr>
<tr>
<td>Project Billing Analysis (PA.130.00)</td>
<td>40</td>
</tr>
<tr>
<td>Project Task Analysis (PA.140.00)</td>
<td>41</td>
</tr>
<tr>
<td>Employee Utilization (TM.040.00)</td>
<td>42</td>
</tr>
<tr>
<td>Revenue and Billing Status Rpt (PA.180.00)</td>
<td>42</td>
</tr>
<tr>
<td>Government Contractor/Operational Reports</td>
<td>43</td>
</tr>
<tr>
<td>Flexible Report Column Maintenance</td>
<td>43</td>
</tr>
<tr>
<td>How Target and Actual Reports Calculate Indirect Costs</td>
<td>43</td>
</tr>
<tr>
<td>Job Summary - Project at Target (PA300a) and Task at Target (PA300b)</td>
<td>44</td>
</tr>
<tr>
<td>Job Summary - Project at YTD Actual (PA300c), Task at YTD Actual (PA300d), Project at PTD Actual (PA300e), Task at PTD Actual (PA300f), Project at YTD Actual Delta (PA300g), Task at YTD Actual Delta (PA300h)</td>
<td>46</td>
</tr>
</tbody>
</table>
Labor Hours Detail (PA.310.00) / Labor Hours and Cost Detail (PA.320.00) 48
ODC Detail (PA.330.00) ................................................................. 49
Revenue Detail (PA.340.00) ............................................................ 49
Cost Summary - Cost Summary at Target (PA350a), Cost Summary at YTD Actual (PA350b), and Cost Summary at PTD Actual (PA350c) 50
Project Revenue (PA.360.00) .......................................................... 52
Indirect Cost Analysis (PA.370.00) .................................................. 54
Allocation Batch Number ............................................................... 56
Auto-Start/Background Mode ......................................................... 56
Rate Entry ................................................................................... 56
Rate Lookup ............................................................................... 57
Foreign Currency Invoicing Rate Application .................................. 58
Excluding Transactions from Allocations ......................................... 60
Process Already in Progress Error ................................................. 60
Offsetting Transactions in Project Management and Accounting ........ 60
Posting Project, General Ledger, and Flexible Billings Transactions .... 60
Recording GL Information in the Project Transaction ....................... 61
Recapping GL Postings .................................................................. 61
GL Account/Subaccount Validation ................................................. 61
Intercompany Processing ................................................................ 61
Reprinting the Allocation Processor Audit Reports ......................... 62
Per Diem (Per Day) Processing ....................................................... 62
Foreign Currency Processing .......................................................... 63
Closing the Current Period .............................................................. 65
Limiting Postings to Revenue .......................................................... 66

**Tasks** 67

Quick Reference Task List ............................................................. 67
Defining Flexible Column Reports .................................................. 68
Setting up Government Contract/Operational Job Reporting .......... 69
Correcting a “Process in Progress” Error ......................................... 71
Mixing Contract Types on a Project ............................................... 72
Allocating Project Transactions .................................................... 73
Reclassifying Project Transactions ............................................... 74
Duplicating Allocation Methods .................................................... 77
Applying Per Diem Rates ............................................................... 78
Reversing Previous Allocations ...................................................... 79
Automatically Incrementing the Project or Task ID ......................... 80
Using Quick Send for Project Documents ........................................ 82
Entering Project Quick Send Preferences ....................................... 82
Sending Documents Electronically ................................................ 85
Viewing Quick Send Request Details ............................................. 85

**Project Controller Screens** 87

Acct Category Maintenance (PA.ACC.00) ......................................... 87
Acct Category Maintenance, Master Information Tab ....................... 87
Acct Category Maintenance, ID Fields Tab ..................................... 90
Acct Category Maintenance, GL Cross-Reference Tab .................... 91
Address Maintenance (PA.ADR.00) ............................................... 92
AR Invoice Interface (PA.ARI.00) ................................................. 94
Assignment Inquiry (PA.RTI.00) ................................................... 98
Budget Maintenance (PA.BSM.00) ................................................ 100
Budget Schedule (PA.BSM.01) ..................................................... 104
EAC Schedule (PA.BSM.01) ....................................................... 105
Close Period (PA.CLO.00) ............................................................ 106
Code File Maintenance (PA.CFM.00) ............................................. 107
Contents

Code Type Maintenance (PA.COT.00) .......................................................... 109
Commitment Detail Inquiry (PA.CMD.00) ...................................................... 112
Control Parameter Maintenance (PA.CNT.00) .............................................. 118
Delete Project Detail (PA.PRD.00) .............................................................. 119
  Delete Project Detail, Historical Purge Tab ........................................ 119
  Delete Project Detail, Project Purge Tab ............................................ 123
Employee and Resource Maintenance (PA.EMP.00) ................................... 126
Equipment Rate Maintenance (PA.ERM.00) ............................................... 131
Equipment/Resource Maintenance (PA.EQU.00) ....................................... 133
  Equipment/Resource Maintenance, Equipment Info Tab .................. 133
  Equipment/Resource Maintenance, Additional Info Tab .................. 135
Financial Transaction Transfer (PA.TRN.00) ............................................. 136
Fiscal Period Maintenance (PA.FPM.00) ..................................................... 139
Flexible Key Entry (PA.FEN.00) .............................................................. 140
Flexible Key Maintenance (PA.FKM.00) .................................................... 142
Flexible Report Column Maintenance (PA.RPC.00) .................................. 144
ID Maintenance (PA.IDM.00) ................................................................. 146
Import / Export File Mapping (PA.IEM.00) .............................................. 148
Message Text Maintenance (PA.MSG.00) .................................................. 150
Notes and Comments (GR.NOT.00) ......................................................... 151
Password Maintenance (PA.PWD.00) ......................................................... 152
Percent Complete and Revenue Recognition Setup (PA.PCM.00) ............ 154
PMA Integrity Check (PA.BLD.00) ............................................................. 158
Project Charge Entry (PA.CHG.00) .......................................................... 161
Project Controller Setup (PA.SET.00) ....................................................... 167
  Project Controller Setup, General Information Tab ......................... 167
  Project Controller Setup, PC Options and Setup Tab ...................... 169
  Project Controller Setup, Revenue Setup Tab .................................. 175
  Project Controller Setup, Equipment/UOP Setup Tab ..................... 179
  Project Controller Setup, Billed To Date Setup Tab ...................... 181
  Project Controller Setup, Bill to a Maximum Setup Tab ................. 182
Project Employee Maintenance (PA.PEM.00) ...................................... 185
  Project Employee Maintenance, Project Team Assignment Tab ....... 185
  Project Employee Maintenance, Projects by Employee Tab ............ 187
Project Maintenance (PA.PRI.00) ............................................................. 189
  Project Maintenance, Project Tab .................................................... 192
  Project Maintenance, Task Tab ....................................................... 200
  Project Maintenance, Budgets Tab ................................................... 205
  Project Maintenance, Additional Info Tab ....................................... 207
  Project Maintenance, Quick Send Tab ............................................. 211
  Additional Receivers (PA.PRI.01) ..................................................... 215
  Contract Value and Revenue Information (PA.PRI.04) ..................... 220
  Copy Tasks (PA.PRI.05) ................................................................. 221
  SharePoint Site Creation/Linking (21.960.00) .................................. 222
Project Maximums Maintenance (PA.PMM.00) ........................................ 224
Project Net Profit (PA.PNR.00) .............................................................. 227
  Project Net Profit Graph (PA.GRA.00) ............................................. 230
Project Summary Inquiry (PA.PSI.00) ...................................................... 232
Project Charge Batch Release (PA.PRL.00) ........................................... 235
Project Transaction Transfer (PA.PTT.00) .............................................. 236
  Bulk Edit (PA.PTT.01) .................................................................. 242
  Split Transaction (PA.PTT.02) ......................................................... 243
  Account Selection (PA.PTT.03) ......................................................... 244
Release Project Transfer Batches (PA.RPT.00) ....................................... 246
Resource Assignment (PA.RAS.00) ........................................................ 248
Revenue Recognition (PA.REV.00) ........................................................ 251
Site Maintenance (PA.SIT.00) ............................................................... 254
Task Net Profit (PA.PND.00) ................................................................. 255
Task Net Profit Graph (PA.GRA.00) ...............................................................259
Excel Options (IQ.EXC.00) ........................................................................261
Transaction Detail Inquiry (PA.TRD.00) .......................................................263
Transaction Transfer Re-queue (PA.RQU.00) ..............................................265
Transaction Transfer Suspense (PA.RJT.00) ..............................................267

Project Controller Screens for Allocation .................................................269
 Allocation Method Setup (PA.MET.00) .......................................................269
 Allocation Processor (PA.PRO.00) ............................................................277
 Rate Type Definition (PA.RTM.00) ............................................................283
 Standard Rate Entry (PA.RAE.00) ..........................................................284

Project Allocator Screens ........................................................................287
 Key Definition (AL.KEY.00) .....................................................................287
 Multi Level Rate Entry (AL.RAT.00) .........................................................290
 Rate Table Definition (AL.RTD.00) ..........................................................292
 Indirect Rate Calculator (AL.IRC.00) ........................................................294
 Close Project year at Actual (AL.CPA.00) ..............................................297

Reports .......................................................................................................299
 Project Profile (PA.010.00) ......................................................................299
 Tasks Report (PA.020.00) ........................................................................300
 Budget Reports (PA.030.00) ....................................................................301
 Account Category Report (PA.040.00) ......................................................303
 Employee Report (PA.050.00) ................................................................304
 Project Charges Summary/Detail (PA.060.00) ...........................................305
 Transaction List by Batch (PA.070.00) .......................................................307
 Account Category/GL Account XREF (PA.080.00) ...................................308
 Project Task Summary (PA.100.00) ..........................................................310
 Project Aging/Recap Report (PA.110.00) ...................................................312
 Project Aging/Recap Report (SSRS) (PA.111.00) ......................................314
 Project Profitability Report (PA.120.00) ....................................................316
 Project Billing Analysis (PA.130.00) ..........................................................317
 Project Task Analysis (PA.140.00) .............................................................319
 Project Transactions (PA.150.00) ..............................................................320
 Project Cost Analysis (PA.160.00) ..............................................................321
 Project List (PA.170.00) ...........................................................................322
 Revenue and Billing Status Rpt (PA.180.00) ..............................................323
 Billing Worksheet by Task/Project (PA.190.00) .........................................324
 Budget vs Actual Amounts/Units (PA.200.00) ...........................................326
 Units of Production Report (PA.210.00) .....................................................328
 Transaction Transfer Messages (PA.220.00) ...........................................329
 Project - GL Reconciliation (PA.230.00) ..................................................330
 Job Summary Report (PA.300.00) ..............................................................331
 Labor Hours Detail (PA.310.00) .................................................................340
 Labor Hours and Cost Detail (PA.320.00) ...................................................341
 ODC Detail (PA.330.00) ............................................................................342
 Revenue Detail (PA.340.00) .....................................................................343
 Cost Summary (PA.350.00) .....................................................................344
 Revenue Summary (PA.360.00) ...............................................................347
 Indirect Cost Analysis Report (PA.370.00) ..................................................350
 Allocation Methods Report (PA.410.00) ....................................................352
 Allocation Rates Report (PA.420.00) ........................................................353
 Allocation Methods XREF (PA.430.00) ......................................................354
 Rate Tables Listing (PA.440.00) ...............................................................355
 Alloc. Proc./GL Posting Audit (PA.450.00) ................................................356
 Allocation Processor Messages (PA.460.00) ............................................357
Introduction

Project Controller Overview
The Microsoft Dynamics® SL Project Controller module contains the core features of the Project Management and Accounting modules. The module provides functions to create, maintain, and list the master tables for projects, tasks, account categories, and employees. It also includes capabilities for budgeting project tasks.

Transactions can be input and posted directly within the Project Controller module. They can also be entered and validated in Microsoft Dynamics SL financial and distribution modules, such as General Ledger, Accounts Payable, Accounts Receivable, Purchasing, Payroll, and Inventory, and transferred to Project Management and Accounting through the integration provided in the Project Controller module. The optional Project Allocator module provides additional capabilities for establishing rate keys, rate tables, rate types, and rates used by Project Controller’s Allocation Processor (PA.PRO.00), which can be used to compute and post new transactions to the General Ledger and/or Project Management and Accounting modules.

The Project Controller core includes inquiry capability for project, task, and transaction data along with a series of basic listings, project reports, and analyses. In addition, a family of administrative maintenance functions is available for establishing system parameters and user-definable system codes to create custom validation tables, define passwords for security, and build flexible column reports.

Screen Functions
The Project Controller module provides screens used to set up and maintain account categories, employees, projects, and budgets, to enter and process transactions, and to perform inquiries.

Account Categories
Early in the implementation process, account categories are established using Acct Category Maintenance (PA.ACC.00). This screen allows the definition of categories for revenue, expense, assets, and liabilities that summarize the chart of accounts in the financial system and categorizes them into friendly groupings for use in Project Management and Accounting. Account categories for assets (such as Accounts Receivable and Work in Process), liabilities (such as Deposits), revenue (such as Service Sales and Labor Revenue), and expenses (such as Labor, Subcontract, Travel, and Materials) are established in this module to meet each site’s needs for project information.

Employees
The Project Controller module contains an employee master table. This table holds employee ID, name, home subaccount, and a series of flexible ID fields. It is maintained using Employee and Resource Maintenance (PA.EMP.00). The employee data can be used for validations, timecard entry, security, inquiry, reporting, allocation postings, and billings.

Projects and Budgets
Projects are created and maintained in Project Maintenance (PA.PRJ.00). This screen allows you to build and change the project master and its associated ID fields, as well as the tasks and their associated data. Budget Maintenance (PA.BSM.00) provides input or revision of project-task budget or estimate at completion (EAC) units and amounts for revenue and costs with the option of specifying budgets by period. Project Maintenance (PA.PRJ.00) also permits the maintenance of project and task statuses that limit which systems can charge to a project and its tasks.
Project Charges

Direct input of charges to the Project Controller module is provided through Project Charge Entry (PA.CHG.00) on either a one-time or an ongoing basis. When the system is installed, this screen permits the entry of balances forward. Miscellaneous or internal charges for items like computer, equipment, or copying can be entered. Project Charge Entry (PA.CHG.00) allows for controlled input, validation, optional costing from rate tables, and release/posting to the project transaction and summary tables.

Processing

Financial Transaction Transfer (PA.TRN.00) reviews the released postings in the financial and distribution modules. Any transactions to a project that have not been posted to the project system for the user-specified fiscal period are transferred and the source transaction marked as posted. If not configured to run automatically, this process must be executed periodically on the cycle selected by each site. It is commonly executed either daily or on a schedule tied to the posting of labor.

Revenue Recognition (PA.REV.00) reviews all projects with a revenue recognition type of Percent Complete, Completed Contract, or Fee. The process creates revenue transactions (offset with entries to Unbilled Accounts Receivable) in both the General Ledger and Project Management and Accounting modules based on a project’s completion or fee percentage. The completion percentage can be calculated by the program or entered manually in Percent Complete and Revenue Recognition Setup (PA.PCM.00). Fee percentages are always entered by the user.

The project system must be closed at the end of each fiscal period. The closing can be a fiscal period-end or a year-end when balances roll forward. Close Period (PA.CLO.00) performs these tasks. This screen performs a set of control tests to ensure that all entries for the period in the financial modules are posted to the project system, the accounting modules are closed to add additional entries, and all project charge batches for the period are posted. Closing is blocked if any exception is identified.

Inquiry

The Project Controller module includes inquiry functions to provide online access to the project financial data. Project Summary Inquiry (PA.PSI.00) provides a way to view actual, commitment, and budget amounts for an entire year by fiscal period for a specific project, task, or account category. It also provides the option of viewing the original budget or estimate at completion amounts. Project Net Profit (PA.PNR.00) provides project-level analysis to managers or supervisors. Task Net Profit (PA.PND.00) displays task-level breakout of profitability, showing actual versus budget performance comparison, including margins.

Transaction Detail Inquiry (PA.TRD.00) presents the posting-level information supporting the summarized project or task revenue or cost categories. The transaction details carry source information, including employee, vendor, journal, date, and system information, based on the type of transaction. Commitment Detail Inquiry (PA.CMD.00) shows the detailed purchase order commitment records loaded from the Purchasing and Contract Management modules, and unposted timecards from the Time and Expense for Projects module that are used to calculate the committed amounts.

Allocation

Allocation methods are sets of rules and calculations that determine the allocation amounts and define the Project Management and Accounting and General Ledger postings. The allocation rules are constructed as a series of ordered steps and are stored in a method table. The steps specify which transactions to extract, what type of rate to apply, what calculations to perform, and when and where to book entries. Each particular series of steps defines a unique method that is maintained by Allocation Method Setup (PA.MET.00). Methods with titles like Time and Materials, Cost Plus, Overhead Application, and Revenue Generation are common.
Allocation Processor (PA.PRO.00) performs the calculations and generates the postings to Project Management and Accounting and optionally to General Ledger. The program can be run in preliminary or final mode. Preliminary mode performs the calculations and prints an audit trail report for review purposes. A final process creates the allocation transactions, prints the audit trail report, and posts the transactions to the appropriate module.

If the Project Allocator module is not installed, Standard Rate Entry (PA.RAE.00) in the Project Controller module allows the definition of default rates, standard rates, and exception rates.

Project Controller Screens
The screens in the Project Controller module include:

- Acct Category Maintenance (PA.ACC.00)
- Address Maintenance (PA.ADR.00)
- Allocation Method Setup (PA.MET.00)
- Allocation Processor (PA.PRO.00)
- AR Invoice Interface (PA.ARI.00)
- Assignment Inquiry (PA.RTI.00)
- Budget Maintenance (PA.BSM.00)
- Close Period (PA.CLO.00)
- Code File Maintenance (PA.CFM.00)
- Code Type Maintenance (PA.COT.00)
- Commitment Detail Inquiry (PA.CMD.00)
- Control Parameter Maintenance (PA.CNT.00)
- Delete Project Detail (PA.PUR.00)
- Employee and Resource Maintenance (PA.EMP.00)
- Equipment Rate Maintenance (PA.ERM.00)
- Equipment/Resource Maintenance (PA.EQU.00)
- Financial Transaction Transfer (PA.TRN.00)
- Fiscal Period Maintenance (PA.FPM.00)
- Flexible Key Entry (PA.FEN.00)
- Flexible Key Maintenance (PA.FKM.00)
- Flexible Report Column Maintenance (PA.RPC.00)
- ID Maintenance (PA.IDM.00)
- Import/Export File Mapping (PA.IEM.00)
- Message Text Maintenance (PA.MSG.00)
- Notes and Comments (GR.NOT.00)
- Password Maintenance (PA.PWD.00)
- Percent Complete and Revenue Recognition Setup (PA.PCM.00)
- PMA Integrity Check (PA.BLD.00)
- Project Charge Batch Release (PA.REL.00)
- Project Charge Entry (PA.CHG.00)
- Project Controller Setup (PA.SET.00)
- Project Employee Maintenance (PA.PEM.00)
- Project Maintenance (PA.PRJ.00)
- Project Maximums Maintenance (PA.PMM.00)
- Project Net Profit (PA.PNR.00)
- Project Summary Inquiry (PA.PSI.00)
- Project Transaction Transfer (PA.PTT.00)
- Rate Type Definition (PA.RTM.00)
- Resource Assignment (PA.RAS.00)
- Revenue Recognition (PA.REV.00)
- Site Maintenance (PA.SIT.00)
- Standard Rate Entry (PA.RAE.00)
- Task Net Profit (PA.PND.00)
- Transaction Detail Inquiry (PA.TRD.00)
- Transaction Transfer Re-queue (PA.RQU.00)
- Transaction Transfer Suspense (PA.RJT.00)
- Year End Close (PA.YEC.00)

**Note:** Some screens are not available from the menu, only from other screens. For example, you can open Project Maximums Maintenance (PA.PMM.00) only from Project Maintenance (PA.PRJ.00).

**Reports**

The Project Controller module contains a number of listings to support the master tables within the system. System tables have listings or reports for week-ending dates, codes and code types, ID fields, and report columns. Generally, these printouts are retained by the person responsible for system administration.

The Account Category Report (PA.040.00) and the Account Category/GL Account XREF (PA.080.00) report show the association between General Ledger account numbers and account categories. The Employee Report (PA.050.00) lists information about project employees. Project listings include a Project Profile (PA.010.00) report that presents most of the significant data for the project, its tasks, and the task budgets in a consolidated format. The Budget Reports (PA.030.00) contain project-task budgets and any estimate at completion (EAC) amounts that have been entered.

The system provides an accounting audit trail through the Project Transactions (PA.150.00) report, which lists the project transaction records, including the amount and hours or units for each transaction, posted to each project for a selected period, and the Transaction List by Batch (PA.070.00) report, which lists the project transaction records for each batch posted to Project Management and Accounting. The Project Charges Summary/Detail (PA.060.00) reports also provide the detailed postings with a flexible selection by project or task. A set of project analysis reports is also provided:

- Project Profitability Report (PA.120.00)
- Project Task Summary (PA.100.00) of budget versus actuals
- Project Task Analysis (PA.140.00) of profitability
- Project Aging/Recap Report (PA.110.00) or Project Aging/Recap Report (SSRS) (PA.111.00) of open accounts receivable
- Project Billing Analysis (PA.130.00) that shows the billing status of work performed under any negotiated revenue limits

The Project Controller module also includes reports that help companies that do not use the Flexible Billings module manage their project billings. The Billing Worksheet by Task/Project (PA.190.00) reports, available at a project or task level, are working documents that can be used to aid the billing process. The Revenue and Billing Status Rpt (PA.180.00) provides to-date information for revenue and billings as well as unbilled, WIP, and retention amounts.
The Project Controller module also contains listings of both the rates and rules that comprise the various methods applied to projects. The Allocation Rates Report (PA.420.00) lists the multipliers, percentages, and hourly or per-unit rates in any rate table. The Allocation Methods Report (PA.410.00) furnishes a list of the rules, which consist of calculation steps, basis amounts, rate types applied, and postings generated. The Allocation Methods XREF (PA.430.00) report cross-references the allocation methods and the projects that use them. The Rate Tables Listing (PA.440.00) displays the structure of each rate table, including what rate types exist and how the rate lookup hierarchy is configured. Finally, the Alloc. Proc./GL Posting Audit (PA.450.00) report, which is produced automatically as part of the allocation process, creates two printouts, one itemizing Project Management and Accounting postings and the second listing the associated General Ledger entries.

The reports in the Project Controller module include:

- Project Profile (PA.010.00)
- Tasks Report (PA.020.00)
- Budget Reports (PA.030.00)
- Account Category Report (PA.040.00)
- Employee Report (PA.050.00)
- Project Charges Summary/Detail (PA.060.00)
- Transaction List by Batch (PA.070.00)
- Account Category/GL Account XREF (PA.080.00)
- Transaction Transfer Suspense Reports (PA.090.00)
- Project Task Summary (PA.100.00)
- Project Aging/Recap Report (PA.110.00)
- Project Aging/Recap Report (SSRS) (PA.111.00)
- Project Profitability Report (PA.120.00)
- Project Billing Analysis (PA.130.00)
- Project Task Analysis (PA.140.00)
- Project Transactions (PA.150.00)
- Project Cost Analysis (PA.160.00)
- Project List (PA.170.00)
- Revenue and Billing Status Rpt (PA.180.00)
- Billing Worksheet by Task/Project (PA.190.00)
- Budget vs Actual Amounts/Units (PA.200.00)
- Units of Production Report (PA.210.00)
- Transaction Transfer Messages (PA.220.00)
- Job Summary Report (PA.300.00)
- Labor Hours Detail (PA.310.00)
- Labor Hours and Cost Detail (PA.320.00)
- ODC Detail (PA.330.00)
- Revenue Detail (PA.340.00)
- Cost Summary (PA.350.00)
- Revenue Summary (PA.360.00)
- Indirect Cost Analysis Report (PA.370.00)
- Allocation Methods Report (PA.410.00)
- Allocation Rates Report (PA.420.00)
- Allocation Methods XREF (PA.430.00)
- Rate Tables Listing (PA.440.00)
- Alloc. Proc./GL Posting Audit (PA.450.00)
- Allocation Processor Messages (PA.460.00)
- Statement of Indirect Expenses (PA.470.00)
- Code File Report (PA.810.00)
- Code Type Report (PA.820.00)
- ID Field Report (PA.830.00)
- Control Parameters List (PA.840.00)
- Report Column Listing (PA.850.00)
- Pjt GL Account Distribution (PA.900.00)
- Week End Date Listing (PA.910.00)
Project Allocator Overview

The allocation screens in the Project Controller and Project Allocator modules are used to compute and post new transactions to General Ledger and/or Project Management and Accounting. In addition, during creation of project transactions, invoice detail transactions may optionally be created in Flexible Billings. Allocations can apply indirect costs to projects, calculate fees and other revenue, reclassify costs, or produce asset entries for items like Unbilled Receivables, Work in Process, or Construction in Progress.

The Project Controller module includes the screens to create and maintain the allocation rules, as well as the allocation determination and computation function. The Project Allocator module consists of three screens to establish rates in a flexible way:

- **Key Definition (AL.KEY.00)**: Rate keys are first established using Key Definition (AL.KEY.00), which allows the definition of the system parameters to be used as key values to build rate tables and to look up rates. Many fields qualify as keys, including project, task, significant data from the source transaction, and selected user-defined ID fields from the Project, Task, and Employee master tables.
- **Rate Table Definition (AL.RTD.00)**: Specifies the keys applicable to each rate and determines the hierarchy on the rate lookups.
- **Multi Level Rate Entry (AL.RAT.00)**: Rates are entered and maintained as a function of the key values using Multi Level Rate Entry (AL.RAT.00).

The Allocator module also includes the Indirect Rate Calculator (AL.IRC.00), which spreads indirect costs equitably to the direct or revenue producing entities of the organization by reading the current General Ledger Allocation Group tables and calculating the source amounts, basis amounts (or factors), and indirect rates for you to insert into your allocations.

If the Project Allocator module is not installed, Standard Rate Entry (PA.RAE.00) in the Project Controller module allows the definition of default rates, standard rates, and exception rates.

Project Allocator Screens

The screens in the Allocator module include the following:

- **Key Definition (AL.KEY.00)**
- **Multi Level Rate Entry (AL.RAT.00)**
- **Rate Table Definition (AL.RTD.00)**
- **Allocation Method Setup (PA.MET.00)**
- **Standard Rate Entry (PA.RAE.00)**
- **Rate Type Definition (PA.RTM.00)**
- **Indirect Rate Calculator (AL.IRC.00)**
- **Allocation Processor (PA.PRO.00)**
- **Close Project year at Actual (AL.CPA.00)**
User's Guide Overview

This user's guide provides information regarding the setup and use of the Project Controller and Project Allocator modules. Reviewing the user's guide can help you make informed decisions regarding the implementation of Project Management and Accounting in your business.

What is Covered in the User's Guide?

The user's guide consists primarily of procedures and checklists that describe how to perform the various tasks featured in the Project Controller and Project Allocator modules. The user's guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other Microsoft Dynamics SL user's guides.

Who Should Use the User's Guide?

The user's guide is designed for readers who are new to Microsoft Dynamics SL. The guide provides the information necessary for making decisions regarding how to use the Project Controller and Project Allocator modules to get the most from your system.

How to Use the User’s Guide

Read the appropriate section of the user's guide before proceeding with any system customizations. The user’s guide presents the procedures and steps required for completing the various customization processes. To assist you in locating information, the user’s guide contains the following sections:

- A table of contents of logically organized activities and tasks.
- An alphabetized “Quick Reference Task List” of commonly performed tasks.
- An alphabetized index of the information provided in the user’s guide.
Operating Tips

The following section contains some hints and tips for operating efficiently. For detailed operating information, see the System Manager Help or user’s guide.

Using Password Protection

Take full advantage of the security offered by Microsoft Dynamics SL. Assign access rights to protect initial entry into the Project Controller module itself. Then, limit the screens users are able to view and control the functions users can perform to update, insert, and delete information in those screens. With the Customization Manager module, you can also limit user access to individual fields on each screen. Finally, assign passwords for all levels of your organization and have your employees assign passwords for themselves by temporarily granting them access to Password Maintenance (PA.PWD.00). See “Password Maintenance (PA.PWD.00)” on page 152 for more information.
Concepts

This section explains concepts that underlie the Project Controller module.

Transfer of Financial Transactions

In order to process transactions, Financial Transaction Transfer (PA.TRN.00) (see “Financial Transaction Transfer (PA.TRN.00)” on page 136) calls other stand-alone executables. The following is a listing of the executables called for a particular transfer, the parameters that are used, and the basic logic employed by each executable.

Accounts Payable

Two executables are called. The first, PAAPT00 (parameter = Fiscal Number), reads transactions that are entered into the Accounts Payable screens Voucher and Adjustment Entry (03.010.00), Quick Voucher and Prepayment Entry (03.020.00), Voucher Entry – Distributed Liability (03.025.00), and Recurring Voucher Maintenance (03.260.00). The second, PAAPR00 (parameter = Fiscal Number), reads purchase order receipts for project goods, project sales order goods, or project inventory goods that are entered in the Purchasing screen Receipt/Invoice Entry (04.010.00) and eventually become vouchered through the Accounts Payable/Purchase Order interface. In addition, if using the automatic transfer option (Automatic Financial Transaction Transfer is checked in Project Controller Setup (PA.SET.00)), the program uses another parameter, BATNBR, which is the batch number of the source batch.

PAAPT00

This program reads the APTRAN table searching for released project-related records that have not been transferred (APTRAN.PC_Status = 1) with a General Ledger account number that is mapped to an account category. When found, the APTRAN transaction is posted to PJTRAN and the associated summary tables (PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL) are updated. Finally, the APTRAN record has its PC_Status updated to 2, indicating that the transaction has updated the project tables.

If the CuryMultDiv field in the source Accounts Payable Transaction (APTRAN) record is set to “D,” AP Transaction Transfer sets the CuryMultDiv field in the newly created Project Transaction (PJTRAN) record to “M” and writes the reciprocal of the rate to PJTRAN.CuryRate. In addition, the program loads the base currency from the GL Setup (01.950.00) into PJTRAN.BaseCuryID, APDoc.CuryEffectDate into PJTRAN.CuryEffDate, and APDoc.CuryRateType into PJTRAN.CuryRateType.

Also, the program converts the transaction currency from APDOC into PJTRAN by using the project currency and rate for each project. These rates and amounts are stored in the PJTRAN.ProjCury fields and are populated for every project transaction.

Note about how to transfer sales tax from Accounts Payable to projects:

In Accounts Payable’s Voucher and Adjustment Entry (03.010.00) and Quick Voucher and Pre-Payment Entry (03.020.00), the default project ID on each transaction line is the project ID entered in the document header on the Defaults tab.

When posting tax entries to projects, the account number charged on the tax line must be associated with an account category.

If you use item level taxes, the tax amounts update the project and task based on the detail lines that contain project IDs; by using the project and the task for that line item.

If you use group/document level taxes, the following rules apply to line items associated with the document level taxes for updating tax entries:

- If the document level does not contain a project ID, no tax amounts will update the project, even if the detail lines contain project IDs.
- If the document level contains a project ID but no lines contain a valid project ID (they contain the non-post project or Project is blank) and the tax account is associated with an account category, only the tax amount updates the project. The extended price on the line item (Inv Ext Price) does not update a project.

- If the document contains a mix of project and non-project detail lines that are taxable, the total of all tax amounts will update the project, not a proportional amount. That is, the taxes are not prorated to the project depending on the line items. The whole tax amount updates the project in the document header.

- The task ID specified as the Default Task for System Postings in Project Controller Setup (PA.SET.00) must exist for the project entered in the document level. If it does not, the transaction might suspend when Financial Transaction Transfer runs for Accounts Payable.

If you use a mixture of item level taxes and group/document level taxes, these rules apply to the specific detail lines based on whether the detail line contains an item level tax or a group/document level tax.

For example, a voucher contains the following:

<table>
<thead>
<tr>
<th>Level</th>
<th>Project ID</th>
<th>TaxType</th>
<th>Exp Amount</th>
<th>Tax Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>CO123000</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Detail Line 1</td>
<td>(Blank)</td>
<td>Item Level</td>
<td>$5.00</td>
<td>$0.25</td>
</tr>
<tr>
<td>Detail Line 2</td>
<td>EN123000</td>
<td>Item Level</td>
<td>$10.00</td>
<td>$0.50</td>
</tr>
<tr>
<td>Detail Line 3</td>
<td>EN123000</td>
<td>Document Level</td>
<td>$15.00</td>
<td>$0.75</td>
</tr>
<tr>
<td>Detail Line 4</td>
<td>(Blank)</td>
<td>Document Level</td>
<td>$20.00</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

The following shows the total of the transactions posted to the projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Exp Amount</th>
<th>Tax amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN123000</td>
<td>$25.00 (line 2 &amp; 3)</td>
<td>$0.50 (line 2)</td>
</tr>
<tr>
<td>CO123000</td>
<td>$0.00</td>
<td>$1.75 (line 3&amp;4)</td>
</tr>
<tr>
<td>No Project</td>
<td>$25.00 (line 1 &amp;4)</td>
<td>$0.25 (line 1)</td>
</tr>
</tbody>
</table>

PAAPR00

This program reads the POTRAN table searching for released project-related purchase order receipts that have not been transferred (POTRAN.PC_Status = 1) with a General Ledger account mapped to an account category. When found, the POTRAN transaction is posted to PJTRAN and the associated summary tables (PJPRTDSUM, PJPTDROL, PJACTSUM, and PJACTROL) are updated. Finally, the POTRAN record has its PC_Status updated to 2, indicating that the transaction has transferred to the project tables.

If the CuryMultDiv field in the source PO Transaction (POTran) record is set to “D,” PO Receipts Transfer sets the CuryMultDiv field in the newly created Project Transaction (PJTRAN) record to “M” and writes the reciprocal of the rate to PJTRAN.CuryRate. In addition, the program loads the base currency from the GL Setup record into PJTRAN.BaseCuryID, PORReceipt.CuryEffectDate into PJTRAN.CuryEffDate, and PORReceipt.CuryRateType into PJTRAN.CuryRateType.

Also, the program converts the transaction currency from PORReceipt into PJTRAN by using the project currency and rate for each project. These rates and amounts are stored in the PJTRAN.ProjCury fields and are populated for every project transaction.

Accounts Receivable

PAART00, parameter = Fiscal Number (four char). In addition, if the Transfer AR Payments check box is selected in Project Controller Setup (PA.SET.00), PAARP00 (parameter = Fiscal Number) is called. If using the automatic transfer option (Automatic Financial Transaction Transfer is checked in Project Controller Setup (PA.SET.00)), the program uses another parameter, BATNBR, which is the batch number of the source batch.
PAART00
This program reads the ARDOC table searching for released project-related invoices (ARDOC.PC_Status = 1) with ARTRAN records that have not previously been transferred (ARTRAN.PC_Status < 2) having a General Ledger account mapped to an account category. When found, the ARTRAN transaction is posted to PJTRAN and the associated summary tables (PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL) are updated. In addition, if the account category of a transaction is one of the Accounts Receivable Postings that Update BTD in Project Controller Setup (PA.SET.00), an additional transaction is created for the BTD (Billed-to-date) account category. Finally, the ARTRAN record has its PC_Status updated to 2, indicating that the transaction has transferred to the project tables.

If the CuryMultDiv field in the source AR Transaction (ARTran) record is set to “D,” AR Transaction Transfer sets the CuryMultDiv field in the newly created Project Transaction (PJTRAN) record to “M” and writes the reciprocal of the rate to PJTRAN.CuryRate. In addition, the program loads the base currency from the GL Setup record into PJTRAN.BaseCuryID, the values in ARDoc.CuryEffectDate into PJTRAN.CuryEffDate, and ARDoc.CuryRateType into PJTRAN.CuryRateType.

Also, the program converts the transaction currency from ARDoc into PJTRAN by using the project currency and rate for each project. These rates and amounts are stored in the PJTRAN.ProjCury fields and are populated for every project transaction.

PAARPOO
This program transfers cash payments. It reads the PJARPAY table (payment application records) searching for untransferred project-related records (PJARPAY.Status = 1) that are part of a released AR payment application batch for a project-related invoice (ARDOC.PC_Status = 1). When found, up to three transactions are created and posted to the Project Management and Accounting tables (PJTRAN and the associated summary tables PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL):

- Cash – General Ledger account determined from ARDOC.bankacct. This posting is normally a debit.
- AR Trade – General Ledger account determined from the Customer table, field ARAcct. If this field is blank, the account is taken from the ARSetup table, field AR_Acct. This posting is normally a credit.
- Discount – General Ledger account determined from the ARSetup table, field DiscAcct. This posting is normally a debit.

Finally, the PJARPAY record has its status updated to 2, indicating that the transaction has transferred to the project tables.

Regardless of the currency in which the payment was entered, all CURY fields in PJTRAN are set to base currency, Rate is set to “1,” and CuryMultDiv is set to “M.” Also, the program converts the transaction currency from the payment currency to the project currency and populates the PJTRAN.ProjCury fields.

General Ledger
PAGLT00, parameter = Fiscal Number (four char). In addition, if using the automatic transfer option (Automatic Financial Transaction Transfer is checked in Project Controller Setup (PA.SET.00)), the program uses another parameter, BATNBR, which is the batch number of the source batch. This program reads the GLTRAN and CATRAN tables searching for released, project-related records that have not been transferred (GLTRAN.PC_Status = 1 or CATRAN.PC_Status = 1) having a General Ledger account mapped to an account category. When found, the GLTRAN or CATRAN transaction posts to PJTRAN and updates the associated summary tables (PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL). Finally, the GLTRAN record has its PC_Status updated to 2, indicating that the transaction has transferred to the project tables.

If the CuryMultDiv field in the source GL Transaction (GLTRAN) record is set to “D,” GL Transaction Transfer sets the CuryMultDiv field in the newly created Project Transaction (PJTRAN) record to “M” and writes the reciprocal of the rate to PJTRAN.CuryRate. In addition, the program loads the base
currency from the GL Setup record into PJTRAN.BaseCuryID, loads Batch.CuryEffectDate into PJTRAN.CuryEffDate, and Batch.CuryRateType into PJTRAN.CuryRateType.

Also, the program converts the transaction currency from GLTRAN into PJTRAN by using the project currency and rate for each project. These rates and amounts are stored in the PJTRAN.ProjCury fields and are populated for every project transaction.

**Inventory**

PAINVO0, parameter = Fiscal Number (four char). In addition, if using the automatic transfer option (Automatic Financial Transaction Transfer is checked in Project Controller Setup (PA.SET.00)), the program uses another parameter, BATNBR, which is the batch number of the source batch. This program reads the INTRAN table searching for released, project-related records that have not been transferred (INTRAN.PC_Status = 1) having a General Ledger account mapped to an account category. Only inventory records that are entered through Inventory’s Issues (10.020.00) with a line type of Issues, Returns, or Return to Project Allocated can be project-related. When found, the INTRAN transaction is posted to PJTRAN and the associated summary tables (PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL) are updated. Finally, the INTRAN record has its PC_Status updated to 2, indicating that the transaction has transferred to the project tables.

Although there are no CURY fields in INTran, the transfer program loads base currency information into PJTRAN for each record transferred. BaseCuryID and CuryID are set to the base currency of the database, CuryRate is set to “1,” MultDiv is set to “M,” and CuryTranAmt is set to Amount. Also, the program converts the transaction currency from INTran into PJTRAN by using the project currency and rate for each project. These rates and amounts are stored in the PJTRAN.ProjCury fields and are populated for every project transaction.

**Purchasing/Commitments**

PAPOT00, parameter = Fiscal Number (4 char) + DETAIL or SUMMARY. (This executable is called twice, first with its second parameter set to DETAIL, then with it set to SUMMARIZE.) This program has two distinct modes, depending on whether it is run with parameter Detail or Summarize.

In Detail mode, the program creates commitment detail records for purchasing, project allocated inventory, labor, and subcontract commitments. When run manually from the menu, it deletes previous records in the Commitment Detail table, PJCOMDET, before beginning. If using the automatic transfer option (the Automatic Financial Transaction Transfer check box is selected in Project Controller Setup (PA.SET.00)), the program updates any existing PJCOMDET records. If a record does not already exist, the program adds it to PJCOMDET.

In Summarize mode, the program first initializes all commitment amounts to zero in the PJPTDROL and PJPTDSUM summary tables and in the appropriate fiscal period in the PJCOMSUM and PJCOMROL summary tables whenever you transfer Purchasing transactions by running Financial Transaction Transfer from the menu. It then reads all records in the Commitment Detail table (PJCOMDET) and updates the commitment amounts and units in the four summary tables that were initialized. If using the automatic transfer option (the Automatic Financial Transaction Transfer check box is selected in Project Controller Setup (PA.SET.00)), the program updates any existing PJCOMSUM and PJCOMROL records. If a record does not already exist, the program adds it.

**Purchasing Commitments**

The program reads the PURORDDET table searching for open purchase order commitments that are project-related (PURORDDET.PC_Status = 1) having a General Ledger account number that is mapped to an account category. Only purchase orders with a Status of P (Purchase Order) or O (Open Order) are read, and only purchase orders with a PO type of OR (regular order), DP (drop ship), or BL (blanket order) are read. The purchase type of the PO line item determines exactly how the commitment units and amount are calculated. Once calculated, the PURORDDET transaction is posted to the Commitment Detail table (PJCOMDET). The following purchase types are processed:

- **GP** – Goods for Project (expense created by PO receipt). Calculation: order quantity minus received quantity, then extended using PO unit price.
• PI – Goods for Project Inventory (expense created by PO receipt). Calculation: (project inventory quantity ordered minus project inventory quantity consumed) times unit cost on the purchase order.

• PS – Goods for Project Sales Order (expense created by Purchase Order). Calculation: (project inventory quantity ordered minus project inventory quantity consumed) times unit cost on the purchase order.

• GN – Goods for non-inventory (expense created by PO receipt). Calculation: order quantity minus received quantity, then extended using PO unit price.

• GD – Goods for drop shipment (expense created by AP voucher). Calculation: order quantity minus vouchedered quantity, then extended using PO unit price.

• SP – Service for projects (expense created by AP voucher). Calculation: extended amount minus vouchered amount and order quantity minus vouchedered quantity.

• MI – Miscellaneous (expense created by PO receipt). Calculation: extended amount minus received amount and order quantity minus received quantity.

• FR – Freight (expense created by PO receipt). Calculation: extended amount minus received amount and order quantity minus received quantity.

If the CuryMultDiv field in the source PO detail line (PurOrdDet) record is set to “D,” PO Commitments Transfer sets the CuryMultDiv field in the newly created Project Commitment (PJComDet) record to “M” and writes the reciprocal of the rate to PJComDet.CuryRate. In addition, the program loads the base currency from GL Setup (01.950.00) into PJComDet.BaseCuryID and loads CuryEffDate and CuryRateType from PurchOrd into PJComDet.CuryEffDate and PJComDet.CuryRateType, respectively. Also, the program converts the transaction currency from PurOrdDet into PJCOMDET using the project currency and rate for each project. These rates and amounts are stored in the PJCOMDET.ProjCury fields and are populated for every project transaction.

Project Allocated Inventory Commitments

The program reads the INVPROJALLOC table searching for open project allocated inventory commitments having a General Ledger account number in Issue Account in IN Setup (10.950.00) that is mapped to an account category. Once calculated, the INVPROJALLOC transaction is posted to the Commitment Detail table (PJCOMDET) with PJComDet.Batch_Type set to “PI” and PJComDet.System_cd set to “IN”. Use the following methods to create project allocated inventory:

• Purchasing Receipts with a Purchase For type of “Goods for Project Inventory” or “Goods for Project Sales Order”.

• Returns of inventory from Project back to project allocated inventory using the Type of “Return to Project Allocated” in Issues (10.020.00).

• Allocating inventory to a project in Project Inventory Allocation (10.080.00).

Special Note on Blanket Orders

These orders may not be received or vouchered. However, regular purchase orders can be created from blanket orders (this is called releasing a blanket order) and thus may be received and vouchered. When a blanket order release occurs, the Received Qty and Received Cost fields are decremented in the blanket order. Therefore, to calculate the commitment of a blanket order accurately, the received quantity must be subtracted (in addition to the vouchered quantity) for purchase type GD and the received quantity and received cost must be subtracted for purchase type SP.

Subcontract Commitments

If the Contract Management module is registered, the program reads the Subcontract Detail table (PJSUBDET) for approved subcontracts and posts the revised amount of the subcontract minus the vouchered amount to the PJCOMDET table.

Although subcontract line item amounts in the Contract Management module are always in base currency, the transfer program loads base currency information into PJCOMDET for each record.
transferred. BaseCuryID is set to the base currency of the database, CuryRate is set to “1,” CuryMultDiv is set to “M,” and CuryTranAmt is set to Amount. Also, the program converts the transaction currency from PurOrdDet into PJCOMDET using the project currency and rate for each project. These rates and amounts are stored in the PJCOMDET.ProjCury fields and are populated for every project transaction.

**Payroll**

PAPRT00, parameter = Fiscal Number. This program reads the PRTRAN table searching for released, project-related records that have not been transferred (PRTRAN.PC_Status = 1) having an account number that is mapped to an account category. When found, the PRTRAN transaction is posted to PJTRAN and the associated summary tables (PJPTDSUM, PJPTDROL, PJACTSUM, and PJACTROL) are updated. Finally, the PRTRAN record has its PC_Status updated to 2, indicating that the transaction has transferred to the project tables.

Although there are no CURY fields in PRTran, the transfer program loads base currency information into PJTRAN for each record transferred. BaseCuryID and CuryID are set to the base currency of the database, CuryRate is set to “1,” CuryMultDiv is set to “M,” and CuryTranAmt is set to Amount. Also, the program converts the transaction from PRTran into PJTRAN using the project currency and rate for each project. These rates and amounts are stored in the PJTRAN.ProjCury fields and are populated for every project transaction.
Transfer of Project Transactions

It is sometimes necessary to reclassify a project transaction, typically from one project to another. Because of the processing (allocation, billing, posting to GL, etc.) that a project transaction often undergoes, it can be difficult to identify all of the records created from a single source transaction and time-consuming to reverse them all in the system that created them. Project Transaction Transfer (PA.PTT.00) automates the process of editing a project transaction and all records created from it. Project Transaction Transfer allows you to perform the following actions:

- Select a project transaction for reclassification using multiple selection criteria
- Select multiple project transactions for reclassification in a single process
- Reclassify a project transaction to another project, task, account category, GL account, and subaccount
- Reclassify a project transaction to multiple projects and tasks
- Reclassify a project transaction from one account category to another. The process maintains the integrity of the associated general ledger transactions by reclassifying the general ledger entries based on the account number associated with the account category. If multiple account numbers are associated with an account category, the screen displays the associated account numbers, allowing you to choose which account to use.
- Maintain reclassified entries by editing the batch until the batch is released

The program contains safeguards to help ensure that each transaction is reclassified only once. Once a transaction has undergone this process, it is flagged to prevent it from being processed again. However, the new transactions created by the transfer process can themselves be reclassified to other projects, tasks, account categories, GL accounts, and subaccounts.

Because Project Transaction Transfer is such a powerful tool, additional safeguards have been built into it. It is important to understand which transactions are eligible to be reclassified and what entries are created by the process.

See “Reclassifying Project Transactions” on page 74 for procedural information.

Selection Criteria

- You can select transactions for transfer only from the Project Transactions table, PJTRAN, and its extension, PJTRANEX
- You can select only original transactions into the grid. Original transactions include non-billable transactions, transactions from which Billings Transaction Load (BI.BTL.00) has created invoice details records that remain unposted, and other transactions that are not the result of final processing by a downstream process. An original transaction meets all of the following requirements:
  - Was not created by Allocation Processor (PA.PRO.00) (PJTRAN.alloc_flag ≠ X)
  - Was not created by Revenue Recognition (PA.REV.00) (PJTRAN.batch_type ≠ REV)
  - Was not created by Invoice and Adjustment Posting (BI.REG.00) (PJTRAN.tr_status ≠ R)
  - Was not created in the Accounts Receivable module and then processed by Financial Transaction Transfer (PA.TRN.00) (PJTRAN.tr_status ≠ A)
  - Was not created in the Flexible Billings module (PJTRAN.batch_type ≠ BI)
  - Was not created as a summary of purged records by the historical purge option in Delete Project Detail (PA.PUR.00) (PJTRAN.tr_status ≠ S)
  - Was not created by a previous run of Project Transaction Transfer (PA.PTT.00) (PJTRAN.tr_id24 is blank)
  - Is for an active project (task can be active or inactive)
  - Previously billed transactions may be optionally selected for transfer.
The setting of the **Include Billed Transactions** check box can further restrict the records that appear in the Transactions grid. The grid always displays transactions from which invoice detail records were created in the Flexible Billings module but not selected onto an invoice draft. The additional restriction suppresses display of records selected onto a draft that has been final printed on an invoice.

- If the **Include Billed Transactions** check box is selected, you can select a transaction from which an invoice detail record was created that is selected onto a draft, regardless of whether the draft has been final printed and created an invoice.
- If the **Include Billed Transactions** check box is not selected, you can select a transaction from which an invoice detail record was created and selected onto a draft only if the draft has not yet been final printed.

**Note:** The setting of the **Include Billed Transactions** check box is effective on record selection only if allocations are posting in full detail.

**Audit Trail**

After the process completes, you can run a report, *Transaction Transfer Messages (PA.220.00)*, to view a summary of transactions by project and by GL account number. The report is available in Preliminary and Final modes.

**Project Transaction Transfer "Process already in progress" error**

The release process for *Project Transaction Transfer (PA.PTT.00)* must be run stand-alone, without contention from another process. When the system detects that a second instance of the same process is being tried, the error message appears. In this case, wait until the first process is complete, and then retry releasing the batch.

Another cause of a "Process already in progress" error is that the previous process ended prematurely because of a hardware problem, software problem, or user intervention. This includes clicking **Cancel** in the status box during processing.

After you have confirmed that no other batches are currently being released, you must reset a system parameter in order to run the release process again. To reset the system parameter, follow these steps:

1. Close the currently running copy of the update process.
2. Open **Control Parameter Maintenance (PA.CNT.00)**.
3. In **Control Type**, type PA.
4. In **Control Code**, type PAPTT-INUSE.
5. Click **Delete**. Click **Yes** in the message box to delete the current record.
6. Close **Control Parameter Maintenance (PA.CNT.00)**, and then rerun the release process.
Revenue Recognition

Methods of Revenue Recognition

Revenue can be recorded to a project within Project Management and Accounting, or through the General Ledger or Accounts Receivable financial modules. There are several methods that can be used, which may differ by project or contract type within the same database.

Revenue recognition is often tightly coupled with allocations, the billing process, and the specific accounting policies of each site. Contract types, as well as a site’s accounting policies, typically determine how the allocations and billings processes are used to ensure that the correct postings associated with each revenue recognition method occur.

Journal Entries

The simplest method of revenue recognition is a manual booking entered as a journal entry in General Ledger. If the revenue account used for the posting requires a project, this information is input and passed to Project Management and Accounting by Financial Transaction Transfer (PA.TRN.00). Revenue recognition methods that cannot be automated are handled in this way. Revenue adjustments flow to the project through journal entries.

Invoices

Revenue recognition can accompany the billing of a project. The production of an invoice can generate a number of postings. Revenue is one common entry, with a credit to sales or revenue and a debit to accounts receivable.

There are several options for the entries contained within an invoice. Some accounting requires the relief of an asset account such as work in process and a transfer to cost of sales, or possibly a relief of unbilled receivables with an offset to unbilled sales. The entries can be made automatically as part of the posting process within the Flexible Billings module. Similar entries would be made if the invoice were generated manually and entered into the Accounts Receivable module. In the latter case, the invoice entries would be distributed to the appropriate accounts, projects, and tasks, and flow to Project Management and Accounting after being released.

Accounts Receivable Entries

Entries in the Accounts Receivable module may also adjust revenue. Depending on the policies in effect at each site, adjustments or write-offs to invoices can flow to Project Management and Accounting. These entries could simply reduce revenue or be booked to unique revenue categories to permit better visibility of the adjustments.

Allocations

Revenue can be recognized as the result of allocations performed by Allocation Processor (PA.PRO.00). Often the prime purpose of allocations is to compute revenue. For time and materials or cost plus contract types, allocations can perform all the computations and book the revenue entries to both the project and the general ledger.

Certain contract types may require review and adjustments to these computations to either increase or reduce the computed amounts. These adjustments are often generated because a manager has knowledge beyond that of the system. The manager may know that some non-billable efforts were performed or some reserves should be created. Management may know that a contract extension is pending, or may even be approved with work proceeding and costs being incurred. There may be no billing authorization yet received from the customer but management may want or permit revenue to be booked even if it cannot be billed.

Revenue Recognition Screen

Revenue can be recorded using Revenue Recognition (PA.REV.00). This screen is used primarily for fixed price or cost plus projects. It records revenue or deferred revenue based on a completion or fee percentage. The percentage can be entered or, in the absence of a manual entry when basing revenue
on a percent complete basis, can be computed by the system as the percentage of total revised (EAC) budget expended. When revenue is based on a percentage of total cost, the percentage is multiplied by the sum of total costs and then added to the cost total to calculate the amount of fee revenue. Postings to Project Management and Accounting and General Ledger are produced by this process. 

*Revenue Recognition (PA.REV.00)* can be used in place of, or in addition to, *Allocation Processor (PA.PRO.00)* to generate revenue or billing data. It is important that these inter-relationships are understood so that the system can be implemented to meet the revenue recognition requirements of each site.

**The Timing of Revenue Recognition**

The accounting for billable projects attempts to match the recognition of each project’s revenue to its associated costs using generally accepted accounting principles. However, costs for a project are often incurred before revenue. To match revenue and costs, one of two accounting approaches is used.

- The first approach is to recognize revenue as costs are incurred. With this approach, costs are used to compute and book revenue with an offset to an account like Unbilled Receivables.
- The second approach transfers or holds the costs in an asset account like Work in Process (WIP) until revenue can be booked. Often the revenue booking occurs at the time of a major milestone like shipping or invoicing. Corresponding costs need to be recognized with this revenue booking, which involves some of the work in process (WIP) being transferred to a cost category like Cost of Sales.

**Examples of Revenue Recognition within Three Basic Contract Types**

Here are examples of how the revenue recognition can be handled within three basic contract types:

- **Fixed Price** – Fixed price contracts are those with a defined amount of revenue and billings associated with performance of work. At some sites, these contracts carry other names like Lump Sum. The significant feature of this contract type is that revenue is not directly tied to costs incurred but is related to a deliverable or milestone, or progress of a specific job.
- **Time & Materials** – Time and materials or time and expenses contracts are those where some or all of the costs incurred are billable and revenue producing. These costs are marked up using hourly rates or multipliers. *Allocation Processor (PA.PRO.00)* is used to look up rates or multipliers, apply them, and post the entries for revenue recognition or billing.
- **Cost Plus** – Cost plus projects bill for both direct and indirect expenses, although by terms of the contract, not all expenses may be billable. In addition to billing for expenses, a fee is usually added to provide for profit. The fee may be a fixed amount or based on a percentage of the expenses. If the fee is a fixed amount, it can be entered manually in *Project Charge Entry (PA.CHG.00)*. If the fee is a percentage markup on costs, it can be calculated by *Revenue Recognition (PA.REV.00)* or *Allocation Processor (PA.PRO.00)*.

There are several basic accounting assumptions underlying the use of Project Management and Accounting and the examples presented here. The system assumes that costs will be budgeted and actuals incurred to expense accounts linked to account categories. If the costs are to be held in an asset account such as WIP for any period, *Allocation Processor (PA.PRO.00)* transfers costs to WIP and creates an offset if desired. WIP is not charged directly.

The Accounts Receivable account can be linked to a corresponding project account category and the Accounts Receivable balance tracked in the project database. However, if it is not linked, the Accounts Receivable module can be used to provide the open Accounts Receivable amount and store the supporting invoices, payments and adjustments for each project. The following examples have made this assumption so no postings to an Accounts Receivable account category are shown. However, this is not a requirement. If desired, Accounts Receivable can be tracked in the project database like any other account.
Fixed Price: Revenue is Recognized as Work is Performed

For these types of contracts, use Revenue Recognition (PA.REV.00) to create revenue postings based on a completion percentage, where the completion percentage can be either entered or computed by the system. The completion percentage and revenue amount can be computed either at the project or task level, and the method chosen can be defined differently for each project. Similarly, the basis for computation can be units or amount. Expense-type account categories can be grouped by account class and, if desired, only the expenses for a specific account class can be used for the computation. This allows the computation to be based on a subset of the expenses charged to a project (for example, only labor expenses).

Whenever revenue is to be recognized, the completion percentage is input or computed using Percent Complete and Revenue Recognition Setup (PA.PCM.00). Then Revenue Recognition (PA.REV.00) is run to create project and General Ledger postings to a revenue account (or deferred revenue in the case of projects using completed contract accounting) with an offset to an unbilled receivables account. The posting to the revenue account category can be used as the basis data for billing, or the amount to be billed can be entered manually during invoice entry. If you were posting to an earned but not billed (unbilled) revenue account and account category, the unbilled revenue account category would be the basis data for billing. As each invoice posts, the invoice total posts to Accounts Receivable with a variety of potential offsets. For this method, some or all of the billing will normally relieve the unbilled account. The balance in the unbilled account category will define the unbilled balance (if positive) or the pre-billed amount (if negative).

The account categories and chart of account numbers used for the postings created by Revenue Recognition (PA.REV.00) are defined in the Revenue Setup tab of Project Controller Setup (PA.SET.00). Whether to post to revenue/unbilled revenue or deferred revenue depends on whether the project is a percent complete or completed contract type of project. This is defined using Revenue Recognition Type in Project Maintenance (PA.PRJ.00) or Percent Complete and Revenue Recognition Setup (PA.PCM.00).

Note: An asterisk (*) next to the account name in the following postings indicates that a posting will/should take place.

Revenue Recognition (PA.REV.00) creates the following postings:

<table>
<thead>
<tr>
<th>Unbilled AR</th>
<th>Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Note: If the project is a Completed Contract type, then the credit posting is to a deferred revenue account. When the project is 100% complete, deferred revenue is cleared and 100% of the contract value or revenue budget is posted to revenue.

Invoice and Adjustment Posting creates the following postings:

<table>
<thead>
<tr>
<th>AR</th>
<th>Unbilled AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Note: If a posting to an unbilled AR account category is performed by Revenue Recognition (PA.REV.00), the Unbilled AR account number should be cross-referenced to the account category (UBR or Unbilled AR) so that Invoice and Adjustment Posting (BI.REG.00) clears the posting to UBR in Project Controller made by Revenue Recognition (PA.REV.00).
For percent complete type projects, the credit or offset to Unbilled Accounts Receivable created in Revenue Recognition (PA.REV.00) may be an earned but not billed revenue account (unbilled revenue). If this type of posting is defined in Project Controller Setup (PA.SET.00) for Revenue Recognition (PA.REV.00), then the following postings must occur instead of those above.

**Revenue Recognition Postings:**

<table>
<thead>
<tr>
<th>Unbilled AR</th>
<th>Unbilled Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Invoice Postings:**

<table>
<thead>
<tr>
<th>AR</th>
<th>Unbilled AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unbilled Revenue*</th>
<th>Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Note:**
- If a posting to an unbilled AR account category is performed by Revenue Recognition (PA.REV.00), the Unbilled AR account number should be cross-referenced to the account category (UBR or Unbilled AR) so that Invoice and Adjustment Posting (BI.REG.00) clears the posting to UBR in Project Controller made by Revenue Recognition (PA.REV.00).
- Similarly, both the unbilled revenue and revenue account numbers should be cross-referenced to account categories so that Invoice and Adjustment Posting (BI.REG.00) creates Project Controller postings for these account categories.
- The second set of postings to unbilled revenue and revenue is defined in the lower grid of Billing Rules Maintenance (BI.RUL.00).
Fixed Price: Revenue is Recognized as Work is Billed

With this method, revenue is recognized when Flexible Billings’ Invoice and Adjustment Posting (BI.REG.00) is run. The revenue to be recognized and the amount to be billed are entered manually using Flexible Billings’ Invoice & Adjustment Maintenance (BI.BAM.00). Use Flexible Billings’ Billing Rules Maintenance (BI.RUL.00) to specify the accounts used for the postings.

If costs are to be moved into Work in Progress (WIP) until revenue is recognized, then the Project Allocator module is used to post to a WIP account with an offset to an expense clearing account. When revenue is recognized when Flexible Billings’ Invoice and Adjustment Posting (BI.REG.00) is run, WIP must be cleared to a cost of sales (COS) account. This is accomplished by specifying in Flexible Billings’ Billing Rules Maintenance (BI.RUL.00) that the to-date COS calculation is to take place. Note that these postings are distinct and separate from the optional second set of postings that can be defined in the lower grid of Flexible Billings’ Billing Rules Maintenance (BI.RUL.00).

The to-date COS amount is calculated by multiplying the percentage of fixed price billed to date (amount billed to date divided by budgeted contract value) times the total budgeted costs (estimate at completion or EAC) less any previously posted amounts to cost of sales. The cost of sales account and its offset (WIP) are defined in Flexible Billings’ Billings Setup (BI.SET.00). See the Flexible Billings Help or user’s guide for more information.

When the project is completed, WIP reconciliation must take place manually. This is because actual costs were moved into WIP directly in the allocation process. However, the to-date COS posting and clearing of WIP performed at Flexible Billings’ Invoice and Adjustment Posting (BI.REG.00) use a calculated amount. The remaining amount at project completion, positive or negative, must be moved manually using a journal entry in General Ledger. These postings flow back to Project Management and Accounting as long as the General Ledger account numbers are cross-referenced to account categories.
Allocation Postings:

**WIP***

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>End Account</th>
<th>Rate Account</th>
<th>Rate</th>
<th>Offset Account</th>
<th>Rate</th>
<th>Offset Task</th>
<th>Offset Task</th>
<th>Offset Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Transfer subcontract to WIP</td>
<td>CP</td>
<td>SUBCONTRACT</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account 1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Subaccount p-p-p-p-p-p</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account 03-000-00-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expense Clearing***

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>End Account</th>
<th>Rate Account</th>
<th>Rate</th>
<th>Offset Account</th>
<th>Rate</th>
<th>Offset Task</th>
<th>Offset Task</th>
<th>Offset Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Transfer materials to WIP</td>
<td>CP</td>
<td>MATERIAL</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account 1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Subaccount p-p-p-p-p-p</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account 03-000-00-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>End Account</th>
<th>Rate Account</th>
<th>Rate</th>
<th>Offset Account</th>
<th>Rate</th>
<th>Offset Task</th>
<th>Offset Task</th>
<th>Offset Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Transfer equipment to WIP</td>
<td>CP</td>
<td>EQUIPMENT</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account 1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Subaccount p-p-p-p-p-p</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account 03-000-00-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>End Account</th>
<th>Rate Account</th>
<th>Rate</th>
<th>Offset Account</th>
<th>Rate</th>
<th>Offset Task</th>
<th>Offset Task</th>
<th>Offset Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Transfer travel to WIP</td>
<td>CP</td>
<td>TRAVEL</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account 1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Subaccount p-p-p-p-p-p</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account 03-000-00-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>End Account</th>
<th>Rate Account</th>
<th>Rate</th>
<th>Offset Account</th>
<th>Rate</th>
<th>Offset Task</th>
<th>Offset Task</th>
<th>Offset Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Transfer ODCS to WIP</td>
<td>CP</td>
<td>ODCS</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account 1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Subaccount p-p-p-p-p-p</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account 03-000-00-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Invoice Postings:

**AR***

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>End Account</th>
<th>Rate Account</th>
<th>Rate</th>
<th>Offset Account</th>
<th>Rate</th>
<th>Offset Task</th>
<th>Offset Task</th>
<th>Offset Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Transfer labor to WIP</td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account 1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Subaccount p-p-p-p-p-p</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account 03-000-00-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AR***

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>End Account</th>
<th>Rate Account</th>
<th>Rate</th>
<th>Offset Account</th>
<th>Rate</th>
<th>Offset Task</th>
<th>Offset Task</th>
<th>Offset Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>Transfer materials to WIP</td>
<td>CP</td>
<td>MATERIAL</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account 1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Subaccount p-p-p-p-p-p</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account 03-000-00-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: For Cost of Sales and WIP, use the to-date cost of sales (COS) calculation.
Time and Materials: Revenue is Recognized as Work is Performed

With this method, the Allocation Processor (PA.PRO.00) would be executed regularly as labor and other direct expenses are posted into Project Management and Accounting. It should be executed after labor is posted and after expenses are brought in from the financial modules using Financial Transaction Transfer (PA.TRN.00). Weekly labor posting is the predominant cycle so a weekly run of allocations would be required. Allocations that are more frequent may be desired if costs are flowing into projects with greater frequency than once a week (daily financial transaction transfer runs) or you can set up Financial Transaction Transfer and Allocation Processor to run automatically. For more information, see “Automatic Financial Transaction Transfer” on page 172 and “Auto-started Allocations” on page 174.

Revenue recognition is not tied to the billing schedule; consequently, the allocation process must be used to record revenue to projects. The allocation method used for this type of project would mark up labor and other direct expenses using the rate tables and rate keys defined. Each qualifying source transaction would result in a debit to an unbilled Accounts Receivable account and a credit to a revenue account. The allocation step should also create a posting to a revenue account category for the project. This account category can then be used to feed invoicing and would be defined in the top grid of the Billing Rules Maintenance (BI.RUL.00) function. As mentioned in the Fixed Price #1 method above, if an unbilled revenue account category is being used, then the unbilled revenue account category would feed invoicing. In either case, the transactions created by the Allocation Processor (PA.PRO.00) for revenue and billing carry the source account category such as Labor, Travel, or Materials, as long as the Full Detail option in the allocation step is set to Yes. The source account categories would be defined as the posting basis in the lower grid of Billing Rules Maintenance (BI.RUL.00).

Since the revenue account category is being used to feed billings, there is no need to post to an unbilled Accounts Receivable account category in Project Management and Accounting. If visibility into the unbilled amount for projects is desired, then this posting should be defined (if unbilled revenue is being used, then visibility into unbilled amounts is already available and no posting to an unbilled account category would be needed). If you are posting to an unbilled Accounts Receivable account category, you must cross-reference the unbilled Accounts Receivable account number with the unbilled Accounts Receivable account category. This is required in order to clear the unbilled amounts in Project Management and Accounting at invoicing.

Allocation Postings:

<table>
<thead>
<tr>
<th>Unbilled AR</th>
<th>Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

An example of an allocation method to accomplish these postings follows:

```
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Calc Begin Account</th>
<th>Begin Step Type</th>
<th>Alloc AllocProject</th>
<th>Post Task</th>
<th>Post Acct</th>
<th>AllocFollows</th>
<th>Post Task End Account</th>
<th>Post Acct End Account</th>
<th>Offset Task</th>
<th>Offset Acct</th>
<th>AllocFollows</th>
<th>Post Task End Account</th>
<th>Post Acct End Account</th>
<th>Offset Task</th>
<th>Offset Acct</th>
<th>AllocFollows</th>
<th>Post Task End Account</th>
<th>Post Acct End Account</th>
<th>Offset Task</th>
<th>Offset Acct</th>
<th>AllocFollows</th>
<th>Post Task End Account</th>
<th>Post Acct End Account</th>
<th>Offset Task</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Markup labor &amp; post to revenue</td>
<td>Debit GL Subaccount</td>
<td>GL Account</td>
<td>1190</td>
<td>Credit GL Account</td>
<td>3030</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Markup subcontractor labor in rev</td>
<td>Debit GL Subaccount</td>
<td>GL Account</td>
<td>1190</td>
<td>Credit GL Account</td>
<td>3030</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Markup travel &amp; post to rev</td>
<td>Debit GL Subaccount</td>
<td>GL Account</td>
<td>1190</td>
<td>Credit GL Account</td>
<td>3030</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Markup equipment &amp; post to rev</td>
<td>Debit GL Subaccount</td>
<td>GL Account</td>
<td>1190</td>
<td>Credit GL Account</td>
<td>3030</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Markup materials &amp; post to rev</td>
<td>Debit GL Subaccount</td>
<td>GL Account</td>
<td>1190</td>
<td>Credit GL Account</td>
<td>3030</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Markup OCC &amp; post to rev</td>
<td>Debit GL Subaccount</td>
<td>GL Account</td>
<td>1190</td>
<td>Credit GL Account</td>
<td>3030</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
```
*Invoice and Adjustment Posting* creates the following postings:

<table>
<thead>
<tr>
<th>AR</th>
<th>Unbilled AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

The credit or offset to Unbilled Accounts Receivable created in the Project Allocator module may be an earned but not billed revenue account. If this type of posting is defined in the allocation methods, then the following postings must occur instead of those above.

**Allocation Postings:**

<table>
<thead>
<tr>
<th>Unbilled AR</th>
<th>Unbilled Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Invoice Postings:**

<table>
<thead>
<tr>
<th>AR</th>
<th>Unbilled AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unbilled Revenue*</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Note:**

- Both the unbilled revenue and revenue account numbers should be cross-referenced to account categories so that *Invoice and Adjustment Posting* (BI.REG.00) creates Project Controller postings for these account categories.
- The second set of postings to unbilled revenue and revenue is defined in the lower grid of *Billing Rules Maintenance* (BI.RUL.00).
Time and Materials: Revenue is Recognized as Work is Billed

With this method, revenue is recognized when Invoice and Adjustment Posting (BI.REG.00) is run and is thus tied to the billing schedule. The billing and recording of revenue may depend on the completion of the project or be based on some deliverable. The resulting billing schedule is often not regular. Depending on the site, costs may be transferred into Work in Progress (WIP) as they are incurred. This is more likely to be an accounting requirement if billing does not occur on a regular schedule.

The Allocation Processor (PA.PRO.00) would be executed regularly as labor and other direct expenses are posted into Project Management and Accounting. It should be executed after labor is posted and after expenses are brought in from the financial modules using Financial Transaction Transfer (PA.TRN.00). Weekly labor posting is the predominant cycle so a weekly run of allocations would be required. Allocations that are more frequent may be desired if costs are flowing into projects with greater frequency than once a week (daily financial transaction transfer runs or you can set up Financial Transaction Transfer and Allocation Processor to run automatically. For more information, see “Automatic Financial Transaction Transfer” on page 172 and “Auto-started Allocations” on page 174.

The allocation method used for this type of project would mark up billable expenses using the rate tables and rate keys defined. Since revenue is not recorded by the Allocation Processor (PA.PRO.00) except during invoicing, the primary purpose for marking up expenses is to create transactions to feed billings. Each qualifying source transaction results in a posting to a billing account category for the project (such as BILLABLE). This account category can then be loaded into the Flexible Billings module, and would be defined in the top grid of Billing Rules Maintenance (BI.RUL.00). The transactions created by the Allocation Processor (PA.PRO.00) carry the source account category such as Labor, Travel, and Materials, as long as the Full Detail option in the allocation step is set to Yes. The source account categories are defined as the posting basis in the lower grid of Billing Rules Maintenance (BI.RUL.00).

With this method, the account category used to feed billing, (BILLABLE), is not cleared directly by the billing process (as Unbilled Accounts Receivable is in some of the previous examples). Rather, it is offset by the BILLED-TO-DATE account category. If all billable expenses for a project have been billed at any point in time, the BILLABLE account category balance equals the BILLED-TO-DATE account category balance.

If costs are to be moved into Work in Progress (WIP) until revenue is recognized, then the Project Allocator module posts to a WIP account with an offset to an expense clearing account. When revenue is recognized by running Invoice and Adjustment Posting (BI.REG.00), WIP must be cleared to a cost of sales account. This is accomplished by specifying in Billing Rules Maintenance (BI.RUL.00) that the to-date COS calculation is to take place. Note that these postings are distinct and separate from the optional second set of postings that can be defined in the lower grid of Billing Rules Maintenance (BI.RUL.00).

The to-date cost of sales (COS) amount is calculated by multiplying the percentage of the fixed price billed to date (amount billed to date divided by budgeted contract value) times the total budgeted costs (estimate at completion or EAC) less any previously posted amounts to cost of sales. The cost of sales account and its offset (WIP) are defined in Billings Setup (BI.SET.00). See the Flexible Billings Help or user’s guide for more information.

When the project is completed, WIP reconciliation must take place manually. This is necessary because actual costs were moved into WIP directly in the allocation process. However, the to-date COS posting and clearing of WIP performed at Invoice and Adjustment Posting (BI.REG.00) use a calculated amount. The remaining amount at project completion, positive or negative, must be moved manually using a journal entry in General Ledger. These postings will flow back to Project Management and Accounting as long as the General Ledger account numbers are cross-referenced to account categories.
### Allocation Postings:

**WIP**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>Begin Step</th>
<th>Alloc Post</th>
<th>Task</th>
<th>Post Acct</th>
<th>Project</th>
<th>Post Task</th>
<th>Project Allocator</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Transfer labor to WIP</td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>WIP</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>ODCS</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Lab</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>TRAVEL</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Travel</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>SUBCONTRACT</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Sub</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Labor</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Expense Clearing*

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>Begin Step</th>
<th>Alloc Post</th>
<th>Task</th>
<th>Post Acct</th>
<th>Project</th>
<th>Post Task</th>
<th>Project Allocator</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Markup labor for billing</td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>LABOR</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup ODCS for billing</td>
<td>CP</td>
<td>ODCS</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>ODCS</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup travel for billing</td>
<td>CP</td>
<td>TRAVEL</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>TRAVEL</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup sub for billing</td>
<td>CP</td>
<td>SUBCONTRACT</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>SUBCONTRACT</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup labor for billing</td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>LABOR</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Invoice Postings:

**AR**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>Begin Step</th>
<th>Alloc Post</th>
<th>Task</th>
<th>Post Acct</th>
<th>Project</th>
<th>Post Task</th>
<th>Project Allocator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>LABOR</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>ODCS</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>ODCS</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>TRAVEL</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>TRAVEL</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>SUBCONTRACT</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>SUBCONTRACT</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>LABOR</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Cost of Sales*

**WIP**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>Begin Step</th>
<th>Alloc Post</th>
<th>Task</th>
<th>Post Acct</th>
<th>Project</th>
<th>Post Task</th>
<th>Project Allocator</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Markup labor for billing</td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>LABOR</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup ODCS for billing</td>
<td>CP</td>
<td>ODCS</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>ODCS</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup travel for billing</td>
<td>CP</td>
<td>TRAVEL</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>TRAVEL</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup sub for billing</td>
<td>CP</td>
<td>SUBCONTRACT</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>SUBCONTRACT</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Markup labor for billing</td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>LABOR</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Note:

In order to feed billings, marked up expenses must be posted to a Billable type account category in Project Controller.

An example of an allocation method to accomplish these postings follows:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Type</th>
<th>Begin Step</th>
<th>Alloc Post</th>
<th>Task</th>
<th>Post Acct</th>
<th>Project</th>
<th>Post Task</th>
<th>Project Allocator</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Transfer labor to WIP</td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>WIP</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>ODCS</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Lab</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>TRAVEL</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Travel</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>SUBCONTRACT</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Sub</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CP</td>
<td>LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>L</td>
<td>Labor</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Note:

For Cost of Sales and WIP, use to-date COS calculation.
Cost Plus: Revenue is Recognized as Work is Performed

For this type of method, the allocation method contains steps to apply rates and create indirect costs such as burden, overhead, G&A, etc. It also contains steps to create the revenue postings for expense recovery. If a fixed fee has been applied in Project Charge Entry (PA.CHG.00), the allocation process can record the fee as revenue. If the fee is based on a percentage, then an allocation step computes the fee and records the revenue. You could also use the Revenue Recognition (PA.REV.00) process to calculate revenue as a percentage of costs by entering the fee percentage in Percent Complete and Revenue Recognition Setup (PA.PCM.00) and then running Revenue Recognition (PA.REV.00). To use this method of calculating revenue, select Fee from the Revenue Recog Type list in Project Maintenance (PA.PRJ.00) or Percent Complete and Revenue Recognition Setup (PA.PCM.00).

The allocation method for this type of project contains a series of steps to create and post the indirect costs. A posting to an expense-type account category such as APPLIED OVERHEAD or APPLIED G&A is needed. Typically, no General Ledger postings occur in these steps. If General Ledger postings are specified, they are usually a debit to an applied overhead type of account with a credit to some overhead clearing type of account.

The actual cost transactions with account categories such as Labor, Subcontract, Travel, and Equipment are used to feed billings. The indirect costs created by the Allocation Processor (PA.PRO.00) are also fed into billings for invoicing purposes. It is important that each allocation step that creates the indirect cost have the Full Detail option set to No (full detail will not be retained). The source account category will not be retained and the billing basis will be APPLIED OVERHEAD, APPLIED G&A, etc. If Full Detail is selected, the source account category is used and applied indirect costs are not distinguishable from direct costs.

The top grid in Billing Rules Maintenance (BI.RUL.00) contains the account categories for direct costs such as labor, subcontract, travel, etc., as well as the indirect cost account categories created in the allocation process, such as APPLIED OVERHEAD. The top grid should also contain the account category used to store the fee amount (FEE), whether fee is a fixed amount or based on a percentage. For this type of project, the lower grid contains the same account categories.

Revenue recognition is not tied to the billing schedule; consequently, the allocation method must contain a series of steps to record revenue for expense recovery. Both direct and indirect costs can record revenue for the project. Each step results in a debit to an unbilled Accounts Receivable account and a credit to a revenue account. The allocation step should also create a posting to a revenue account category for the project.

If visibility into the unbilled amount for projects is desired, then the unbilled Accounts Receivable account should be cross-referenced to an unbilled Accounts Receivable account category (if unbilled revenue is being used, then visibility into unbilled amounts is already available and no posting to an unbilled account category would be needed). If you are posting to an unbilled Accounts Receivable account category, you must cross-reference the unbilled Accounts Receivable account number with an unbilled Accounts Receivable account category. This is required in order to clear the unbilled amounts in Project Management and Accounting at invoicing.
### Allocation Postings:

#### Unbilled AR

- **X**

#### Revenue*

- **X**

An example of an allocation method to accomplish these postings follows:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Calc Begin Account</th>
<th>Begin Step Date</th>
<th>Alloc Post Project</th>
<th>Post Task</th>
<th>Post Acct</th>
<th>Substeps</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Accumulate Labor</td>
<td>CR LABOR</td>
<td>0</td>
<td>1.0000</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N N N N</td>
</tr>
<tr>
<td></td>
<td>Debit GL FkAccount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Apply labor fringe/burden</td>
<td>SP 109</td>
<td>A</td>
<td>ass-accounts</td>
<td>APPLY LEASE</td>
<td></td>
<td>N N N N</td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL FkAccount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>Accumulate subcontract</td>
<td>CR SUBCONTRACT</td>
<td>0</td>
<td>1.0000</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N N N N</td>
</tr>
<tr>
<td></td>
<td>Debit GL FkAccount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150</td>
<td>Apply overhead on all labor</td>
<td>EP 100</td>
<td>A</td>
<td>ass-accounts</td>
<td>APPLY OVERHEAD</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL FkAccount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>220</td>
<td>Accumulate direct costs</td>
<td>CR TRAVEL</td>
<td>0</td>
<td>1.0000</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N N N N</td>
</tr>
<tr>
<td></td>
<td>Debit GL FkAccount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>240</td>
<td>Accumulate direct costs</td>
<td>CR MATERIAL</td>
<td>0</td>
<td>1.0000</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N N N N</td>
</tr>
<tr>
<td></td>
<td>Debit GL FkAccount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>380</td>
<td>Apply GLA on all costs</td>
<td>EP 294</td>
<td>A</td>
<td>ass-accounts</td>
<td>APPLY GLA</td>
<td>N N N N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL FkAccount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Invoice Postings:

#### AR

- **X**

#### Unbilled AR

- **X**

The credit or offset to Unbilled Accounts Receivable created in the allocation process may be an earned but not billed revenue account. If this type of posting is defined in the allocation method, then the following postings must occur instead of those above.
Allocation Postings:

<table>
<thead>
<tr>
<th>Unbilled AR</th>
<th>Unbilled Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Invoice Postings:

<table>
<thead>
<tr>
<th>AR</th>
<th>Unbilled AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unbilled Revenue*</th>
<th>Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Note:
- Both the unbilled revenue and revenue account numbers should be cross-referenced to account categories so that Invoice and Adjustment Posting (BI.REG.00) creates Project Controller postings for these account categories.
- The second set of postings to unbilled revenue and revenue is defined in the lower grid of Billing Rules Maintenance (BI.RUL.00).
Cost Plus: Revenue is Recognized as Work is Billed

The allocation method contains steps to apply rates and create indirect costs such as burden, overhead, G&A, etc. If a fee is applicable and is based on a percentage of the costs, then an allocation step computes the fee and posts to an account category such as FEE. You could also use the Revenue Recognition (PA.REV.00) process to calculate revenue as a percentage of costs by entering the fee percentage in Percent Complete and Revenue Recognition Setup (PA.PCM.00) and then running Revenue Recognition (PA.REV.00). To use this method of calculating revenue, select Fee from the Revenue Recog Type list in Project Maintenance (PA.PRJ.00) or Percent Complete and Revenue Recognition Setup (PA.PCM.00).

The Allocation Processor (PA.PRO.00) is executed regularly as labor and other direct expenses are posted into Project Management and Accounting. It should be executed after labor is posted and after expenses are brought in from the financial modules using Financial Transaction Transfer (PA.TRN.00). Weekly labor posting is the predominant cycle, so a weekly run of allocations is required. Allocations that are more frequent may be desired if costs are flowing into projects with greater frequency than once a week (daily financial transaction transfer runs). You can also set up Financial Transaction Transfer and Allocation Processor to run automatically. For more information, see the following Knowledge Base article:

848621 How To Streamline Processes in Solomon IV Project Series Auto-FTT and Auto-Allocations

The allocation method for this type of project contains a series of steps to create and post the indirect costs. A posting to an expense-type account category such as APPLIED OVERHEAD or APPLIED G&A, is needed. Typically, no General Ledger postings occur in these steps. If ledger postings are specified, they are usually a debit to an applied overhead type of account with a credit to some overhead clearing type of account.

The actual cost transactions with account categories such as labor, subcontract, travel, or equipment are used to feed billings. The indirect costs created by allocations are also fed into billings for invoicing and recognizing revenue. It is important that each allocation step which creates the indirect cost have the Full Detail option set to No (full detail will not be retained). The source account category will not be retained and the billing basis will be APPLIED OVERHEAD, APPLIED G&A, etc. If Full Detail is set to Yes, the source account category is used and applied indirect costs are not distinguishable from direct costs.

The top grid in Billing Rules Maintenance (BI.RUL.00) contains the account categories for direct costs such as labor, subcontract, and travel, as well as the indirect cost account categories created in the allocation process, such as APPLIED OVERHEAD, etc. The top grid should also contain the account category used to store the fee amount (FEE), whether fee is a fixed amount or based on a percentage. For this type of project, the lower grid contains the same account categories.

Depending on the site, costs may be transferred into Work in Progress (WIP) as they are incurred. This is more likely to be an accounting requirement if billing does not occur on a regular schedule.

If costs are to be moved into WIP until revenue is recognized, then the allocation method must contain a series of steps to post to a WIP account with an offset to an expense clearing account. When revenue is recognized by running Invoice and Adjustment Posting (BI.REG.00), WIP must be cleared to a cost of sales account. This is accomplished by specifying in the lower grid of Billing Rules Maintenance (BI.RUL.00) that a second set of postings is to occur. The rules should not use the to-date COS calculation for this type of project.

When the project is completed, WIP reconciliation may be necessary. Since the to-date COS calculation is not used and the amount moved into COS is equal to the amount billed or the revenue recognition amount, the remaining amount in WIP at the end of the project is probably equal to those expenses not billed. The remaining amount at project completion, positive or negative, must be moved manually into cost of sales and WIP using a journal entry in General Ledger. These postings flow back to Project Management and Accounting as long as the General Ledger account numbers are cross-referenced to account categories.
Allocation Postings:

<table>
<thead>
<tr>
<th>WIP*</th>
<th>Expense Clearing*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Note: If a fee based on percentage is applicable, it should not be moved into WIP.

An example of an allocation method to accomplish these postings follows:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Debit GL Account</th>
<th>Credit GL Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Accumulate labor expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CH LABOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Apply labor fringe/burden</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APP LIED FRINGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>Accumulate subcontract</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CH SUBCONTRACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>Accumulate direct costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CH TRAVEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debit GL Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit GL Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>Apply G&amp;A on all costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>G</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APPLIED G&amp;A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>Transfer all costs to WIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EXPENSE CLEARING</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Invoice Postings:

<table>
<thead>
<tr>
<th>AR</th>
<th>Revenue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost of Sales*</th>
<th>WIP*</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Note:
- Use second set of postings in lower grid of Billing Rules Maintenance (BI.RUL.00), not To-Date COS Calculation.
- The fee entry in the lower grid should not contain a second set of postings because it was never moved into WIP.

**Processing Flow and Calculations**

*Revenue Recognition* (PA.REV.00) creates revenue transactions in both the General Ledger and Project Management and Accounting systems based on the completion percentage of a project or task. It can also create fee revenue as a percentage of total costs. The program calculates and posts either at the project or task level. See “Revenue Recognition (PA.REV.00)” on page 251 for more information. Following are the processing flow and calculations used for each project (or task).

**Note:** If you are capturing budget history (the *Store History of Budget Revisions Entered in Project Budgeting* check box is selected in *Project Controller Setup*), all EAC amounts are read from the Budget History tables PJBHSSUM and PJBHSROL instead of the Project to Date Summary and Rollup tables PJPTDSUM and PJPTDROL. Each record in the Budget History tables contains the net change of a budget for a fiscal period. The program calculates the EAC from the Budget History tables by reading all the records that have a fiscal period less than or equal to the period being processed and summing the amounts to obtain the budget level as of a certain period.

**Percent Complete**

**Percent Complete** is read from the PJPROJEX table for the project or, if this is a task-level process, from the PJPENTEX table. If this value is zero or not on file and you do not enter a revision date, the completion percentage is calculated as follows.

\[
\text{Sum of Project-to-date actual expenses} / \text{Sum of EAC or FAC expenses}
\]

\[
\text{EAC} = \text{estimate at completion, a budget maintained by Budget Maintenance (PA.BSM.00), EAC Maintenance (IQ.EAC.00), or Budget Revision Maintenance (BU.BRM.00), and stored in the Project to Date Summary and Rollup tables PJPTDSUM and PJPTDROL.}
\]

\[
\text{FAC} = \text{forecast at completion, a budget maintained by FAC Maintenance (IQ.EAC.00), or Budget Revision Maintenance (BU.BRM.00).}
\]

The expense accounts used in this calculation are determined by *Account Class* indicated in *Percent Complete and Revenue Recognition Setup* (PA.PCM.00). If this value indicates All Expenses (E), all account categories with an account type of EX are used in the calculation. If *Account Class* is other than EX, the value is compared to the account class in the Account Category Master table (PJACCT.CA_ID13). Only those account categories that match the flag value are used in the calculation.

In addition, the program may use either amounts or units to calculate the percent complete figure. This option is also maintained in *Percent Complete and Revenue Recognition Setup* (PA.PCM.00).

**Note:** This option does not change the behavior in Percent Complete Maintenance (PA.PCM.00) when clicking *Compute % Complete*. Information in the grid will continue to be calculated using the EAC amounts.

**To base revenue calculated by Revenue Recognition on FAC rather than EAC:**

In the Project Controller module, open *Control Parameter Maintenance* (PA.CNT.00) (be sure the *Revenue Recognition* (PA.REV.00) screen is closed before continuing).

In *Control Type*, enter or select PA.

In *Control Code*, enter REVREC-FAC.

In *Control Data*, enter Y in the first position. (“Y” must be capitalized.)

Save and close *Control Parameter Maintenance* (PA.CNT.00).
**Fee** is read from the PJPROJEX table for the project or, if this is a task-level process, from the PJPENTEX table. For a task-level calculation, if a task’s Fee % is zero and you do not enter a revision date, the process uses the project-level percentage. The fee amount is calculated as follows:

\[
\text{Sum of project-to-date actual expenses + (sum of project-to-date actual expenses x fee %)}
\]

Fee % is stored at the project level in PJPROJEX.Fee_Percent and at the task level in PJPENTEX.Fee_Percent.

The expense accounts used in this calculation are determined by **Account Class** indicated in Percent Complete and Revenue Recognition Setup (PA.PCM.00). If this value indicates All Expenses (E), all account categories with an account type of EX are used in the calculation. If **Account Class** is other than EX, the value is compared to the account class in the Account Category Master table (PJACCT.CA_ID13). Only those account categories that match the flag value are used in the calculation.

The process uses only amounts as the basis for its calculations. When setting up a project and its tasks for fee-based revenue recognition in Percent Complete and Revenue Recognition Setup (PA.PCM.00), be sure to select Amounts from the list in the Percent Complete Computation Options area.

**Current Revenue-to-Date**

The current revenue-to-date is calculated as follows:

- For Percent Complete or Completed Contract projects – Percent Complete * EAC Contract Value (or Revenue Budget)

  Contract value is an account category specified in Project Controller Setup (PA.SET.00).

In addition, Project Controller Setup (PA.SET.00) has an option that indicates whether the revenue budget is used instead of contract value in this calculation. If the revenue budget is used, it may be for the project or the task. It also contains the option to use the EAC Contract Value or Revenue Budget as of a particular fiscal period.

- For Fee projects – (Fee % x project-to-date expenses) + project-to-date expenses

**Revenue Posting**

For projects with a revenue recognition type of Percent Complete (PC) or Fee (FE), revenue posts to the account category and General Ledger account specified for Revenue in Project Controller Setup (PA.SET.00). For completed contract (CC) projects, revenue posts to the account category and General Ledger account for Deferred Revenue as specified in Project Controller Setup (PA.SET.00). Project Controller Setup (PA.SET.00) has one additional option that allows the substitution of the Unbilled Revenue account category and General Ledger account for the revenue accounts.

In all these cases, instead of the account category and General Ledger account defined as Revenue in Project Controller Setup (PA.SET.00), the General Ledger account for the project or task defined in Percent Complete and Revenue Recognition Setup (PA.PCM.00) and the associated account category defined in the GL Account Attached table (PJ_ACCOUNT) may be used.

**Previous Revenue and Deferred Revenue Balances**

The previous revenue and deferred revenue balances are netted with the current revenue-to-date so that only the net change is posted. Previous revenue is calculated from the PJACTROL (at the project level) or PJACTSUM (at the task level) tables. If Unbilled Revenue is selected in the Revenue Setup tab of Project Controller Setup (PA.SET.00), the previous revenue is the sum of the revenue and unbilled revenue totals. Entries are posted to both the General Ledger and Project Management and Accounting modules. Note that positive net revenue posts to the General Ledger module as a credit and the unbilled offset as a debit.
Subaccount Used
The subaccount used is obtained from the Revenue Setup tab of Project Controller Setup (PA.SET.00), which allows the use of wildcard characters to obtain values from the project’s subaccount. For revenue recognition at the task level, if the task subaccount flag (stored in the fourth character of the Project Master field PM_ID13) is set to Y and a task subaccount exists on the Task tab of Project Maintenance (PA.PRJ.00), the program uses the task subaccount.

Task Used
When posting takes place at the project level, the default task for system postings in Project Controller Setup (PA.SET.00) is validated. If valid for the project, it is used as the default task. Otherwise, the first task of the project is used. When posting at the task level, only those tasks with a contract value (or revenue budget) are processed. A task is also skipped if the Use in Revenue Recognition flag is set to Exclude (stored in the Task Master PJPENT.PE_ID20 as 1).

Final Mode
In final mode, the program automatically runs the Transaction List by Batch (PA.070.00) report to produce an audit trail of the transactions created.

General Ledger Posting
If the Unbilled account category is blank in Project Controller Setup (PA.SET.00), no posting to the Project Management and Accounting tables is created for this transaction. The General Ledger posting, however, must still take place to keep the journal balanced.
Contract Type Calculation Methods

Project Management and Accounting supports a variety of contract types. They are user-defined in Code File Maintenance (PA.CFM.00) (code type CONT). When defining contract types, a calculation method may be designated for each type.

The contract type is first established at the project level but is propagated to the task level during setup. The project master value serves as a default value for the task. This approach allows the definition of different task-level contract types within a project, if necessary. The Project Billing Analysis (PA.130.00) report uses the calculation method assigned to the task’s contract type to determine billable amounts.

Available contract type calculation methods are described in the following sections.

Time and Materials (TM)

For a time and materials contract, the efforts (labor) are marked up by an hourly billing rate or cost multiplier. The Allocation Processor (PA.PRO.00) performs these computations. The rate or multiplier can be defined based on a variety of parameters (termed keys) with a hierarchy to deal with exceptions (for example, use the employees’ standard rates except for specific employees working on particular projects or tasks). Expenses can be billable at cost or with different multipliers or markups. Rates for individuals and/or expenses can be made non-billable by creating a zero rate for a category of expense.

For the time and materials contract type, there is no need for a revenue or billable budget. If one is created, it is for informational purposes only and is not used in the computation of revenue or billable amounts.

Time and Materials to a Maximum (TMM)

A time and materials to a maximum contract type generates its billings with a cap or limit to the amount that can be billed. The maximum amount applies to the combination of labor and expenses. This maximum must be entered as a budgeted amount for that revenue category.

Time to a Maximum plus Expenses (TME)

Time to a maximum plus expenses contracts have a cap or limit to the amount of labor that you can bill. There is no cap on the billing amount for expenses, either at cost or marked up. The labor maximum must be entered as a budgeted amount for that revenue category.

Fixed Price or Lump Sum (FP)

A fixed price contract has a billable or revenue budget established for the billable tasks. This is the total amount the customer will be billed for the work involved in this task and the total revenue that can be recognized for the efforts charged to the task. The fixed price is stored in a revenue budget. Revenue may be recognized in a number of ways for fixed price contract types. Percent complete recognition is widely used where the percentage may be determined as a ratio of actual expenses (for example, labor) to the current budget for those expenses (for example, EAC labor) or the percentage may be estimated outside the system by a manager. See the section on revenue recognition for further details.

Fixed Price plus Expenses (FPE)

The fixed price plus expenses contract has a fixed billable or revenue budget established for the effort on each task. Incurred or out-of-pocket expenses are billed in addition to this fixed amount. These expenses are sometimes referred to as cost recovery items. The customer is billed at the fixed price for the quoted work on this task plus expenses. The fixed price amount is stored as a revenue budget. Revenue for the fixed price component of the contract is recognized as described under fixed price contracts. The expense or cost recovery revenue is usually recognized as it is incurred.
Cost Plus (CP)

For cost plus contract types, the direct costs plus a variety of indirect costs applied to the projects and tasks determine the billable amount and the revenue that can be recognized. There are several factors and methods to apply indirect costs to a project. The Allocation Processor (PA.PRO.00) obtains the rates, performs the computation, and generates the postings to the project and, optionally, to the ledger. Another way is to set the revenue recognition type of the project to Fee in Project Maintenance (PA.PRJ.00), enter the fee percentage in Percent Complete and Revenue Recognition Setup (PA.PCM.00), and have Revenue Recognition (PA.REV.00) calculate the revenue.

The indirect costs that may be applied have a variety of names. Project Management and Accounting allows each site to use its own terminology for these costs. Commonly applied costs include items such as payroll burden or fringe, overhead, general and administrative, and fee. However, material handling, cost of money, and many more may be desired based on the site’s policies, business statements, industry standards, or customer-contract terms.

For cost plus contract types, there is no requirement for a revenue or billable budget. If one is created, it is for informational purposes only and is not used in the computation of revenue or billable amounts.

Cost Plus to a Maximum (CPM)

A cost plus to a maximum contract has a cap on the amount of billings (and possibly revenue) that can be generated by project-task. Customers may refer to this amount with a variety of names such as contract value, authorized amount, billable maximum, etc.

Cost Plus Fixed Fee (CPFF)

Cost plus fixed fee (CPFF) contracts have a cap on the amount of fee that can be generated by project and task. These contracts use direct costs plus an allocation to apply indirect costs for billing and revenue determination. These cost applications occur without any limits. The fee component is limited to a negotiated flat amount. For billing purposes, it may be computed and billed differently than it is recognized but it should not exceed the maximum stored in a budget field.

Revenue on CPFF contracts is recognized using the cost plus method for both direct and indirect applied costs. The fixed fee component is recognized using a fixed price method. Generally, a completion percentage is used to determine the applicable portion of the fee that should be booked to revenue on the company’s ledger.

Cost Plus Incentive Fee/Shared Savings/Etc. (CPIA, CPSS)

Cost plus special terms contracts have a variety of ways to recognize revenue and generate billings. These contracts use direct costs plus an allocation to apply indirect costs for billing and revenue. A fee component might be computed or it may need to be entered manually. Many of the incentive award or shared savings contracts have the fee based on information and negotiations that are outside the system’s knowledge. The award may be based on coming in under budget or ahead of schedule, judgments reached by the customer and project manager. When the award becomes final, the amount becomes billable and someone enters it into the system.

Revenue on these types of contracts is recognized using the cost plus method for both direct and indirect applied costs. The fee component may be recognized using an estimate, entered as the project proceeds, or may be recognized upon the actual entry/billing. An estimate of revenue for this fee may be booked as a ledger entry, often as an automatic reversing accrual.

Note: The contract type is not used by the Flexible Billings module or by Revenue Recognition (PA.REV.00). The software can automatically limit postings to revenue for TMM, TME, or CPM contract types using Allocation Processor (PA.PRO.00), which posts “over-max” transactions to the account categories (and accounts, if appropriate) specified on the Bill to a Maximum Setup tab in Project Controller Setup (PA.SET.00). The limiting amounts are entered for each project in Project Maximums Maintenance (PA.PMM.00).
Flexible Column Reports

Several reports in the Project Controller, Time and Expense for Projects, and Analyzer modules have built-in flexibility as to what information is included in the columns. This flexibility allows each site to define the column heading that appears on the report and the account categories (or, for some reports, the General Ledger accounts) that are included in the column. An example is a report in which the biller would like to see billable expenses in a column. Since billable expenses may consist of one or more account categories that vary from site to site, this function facilitates the custom tailoring of values for the account categories unique to that site. These column options are defined in Flexible Report Column Maintenance (PA.RPC.00) and stored in the Report Column table (PJREPCOL). See “Defining Flexible Column Reports” on page 68 for a procedure that describes how to define flexible column reports.

The following list includes reports that have flexible column capability.

- *Profitability by Project Manager* (IQ.010.00)
- *Profitability by Project ID Detail or Summary* (IQ.020.00)
- *Project Task Summary* (PA.100.00)
- *Project Profitability Report* (PA.120.00)
- *Project Billing Analysis* (PA.130.00)
- *Project Task Analysis* (PA.140.00)
- *Employee Utilization* (TM.040.00)
- *Revenue and Billing Status Rpt* (PA.180.00)

Generally, the Variance columns are predefined in the report and are not counted when defining columns in Flexible Report Column Maintenance (PA.RPC.00). The exceptions to this rule are noted below. Details on the column definitions for each report follow.

### Project Task Summary (PA.100.00)

<table>
<thead>
<tr>
<th>Column Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column #</td>
<td>Data</td>
</tr>
<tr>
<td>1</td>
<td>MTD units</td>
</tr>
<tr>
<td>2</td>
<td>MTD amount</td>
</tr>
<tr>
<td>3</td>
<td>PTD units</td>
</tr>
<tr>
<td>4</td>
<td>PTD amount</td>
</tr>
<tr>
<td>5</td>
<td>Budget amount</td>
</tr>
<tr>
<td>6</td>
<td>Budget amount</td>
</tr>
<tr>
<td>7</td>
<td>PTD amount</td>
</tr>
</tbody>
</table>

Variances columns are not entered for this report in Flexible Report Column Maintenance (PA.RPC.00).
Project Profitability Report (PA.120.00)

<table>
<thead>
<tr>
<th>Column Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column #</strong></td>
<td><strong>Data</strong></td>
</tr>
<tr>
<td>1</td>
<td>MTD amount</td>
</tr>
<tr>
<td>2</td>
<td>MTD amount</td>
</tr>
<tr>
<td></td>
<td>Variance</td>
</tr>
<tr>
<td>3</td>
<td>YTD amount</td>
</tr>
<tr>
<td>4</td>
<td>YTD amount</td>
</tr>
<tr>
<td></td>
<td>Variance</td>
</tr>
<tr>
<td>5</td>
<td>PTD amount</td>
</tr>
<tr>
<td>6</td>
<td>PTD amount</td>
</tr>
<tr>
<td></td>
<td>Variance</td>
</tr>
</tbody>
</table>

**Variance** columns are predefined in the report and are not counted when defining columns in *Flexible Report Column Maintenance* (PA.RPC.00).

Two other reports that use the same column definitions as the *Project Profitability Report* (PA.120.00) are as follows:

- Profitability by Project Manager (IQ.010.00)
- Profitability by Project ID Detail and Summary (IQ.020.00)

Project Billing Analysis (PA.130.00)

<table>
<thead>
<tr>
<th>Column Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column #</strong></td>
<td><strong>Data</strong></td>
</tr>
<tr>
<td>1</td>
<td>PTD amount</td>
</tr>
<tr>
<td>2</td>
<td>PTD amount</td>
</tr>
<tr>
<td>3</td>
<td>PTD amount</td>
</tr>
<tr>
<td>4</td>
<td>Budget</td>
</tr>
<tr>
<td>5</td>
<td>Calculated</td>
</tr>
<tr>
<td>6</td>
<td>PTD amount</td>
</tr>
<tr>
<td>7</td>
<td>Calculated</td>
</tr>
</tbody>
</table>

For this report, enter the column headings for the calculated columns.

This report is specifically a billing report and the account categories in the columns have inherent meanings. The type of account category expected in each column is shown in the account category samples above.
Column 5 (which determines billable amounts) is based on the calculation method assigned to the contract type for the task of the project. See “Contract Type Calculation Methods” on page 37 for more information.

<table>
<thead>
<tr>
<th>Method</th>
<th>Billable Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>labor + expense + fee base</td>
</tr>
<tr>
<td>CPFF</td>
<td>labor + expense + fee base</td>
</tr>
<tr>
<td>CPIA</td>
<td>labor + expense + fee base</td>
</tr>
<tr>
<td>CPM</td>
<td>the lesser of (labor + expense + fee base) or billing cap</td>
</tr>
<tr>
<td>CPSS</td>
<td>labor + expense + fee base</td>
</tr>
<tr>
<td>FP</td>
<td>billing cap</td>
</tr>
<tr>
<td>FPE</td>
<td>billing cap + expense</td>
</tr>
<tr>
<td>TM</td>
<td>labor + expense + fee base</td>
</tr>
<tr>
<td>TME</td>
<td>the lesser of labor or billing cap + (expense + fee base)</td>
</tr>
<tr>
<td>TMM</td>
<td>the lesser of (labor + expense + fee base) or billing cap</td>
</tr>
</tbody>
</table>

For some contract types, an M is printed to the right of the amount in the Billable column when the billing max/cap has been reached.

**Project Task Analysis (PA.140.00)**

<table>
<thead>
<tr>
<th>Column Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column #</td>
<td>Data</td>
</tr>
<tr>
<td>1</td>
<td>MTD hours</td>
</tr>
<tr>
<td>2</td>
<td>MTD amount</td>
</tr>
<tr>
<td>3</td>
<td>MTD amount</td>
</tr>
<tr>
<td>4</td>
<td>PTD hours</td>
</tr>
<tr>
<td>5</td>
<td>PTD amount</td>
</tr>
<tr>
<td>6</td>
<td>PTD amount</td>
</tr>
<tr>
<td>7</td>
<td>Commitment</td>
</tr>
<tr>
<td></td>
<td>Calculated</td>
</tr>
<tr>
<td>8</td>
<td>PTD EAC budget</td>
</tr>
<tr>
<td></td>
<td>Variance</td>
</tr>
</tbody>
</table>

Calculated and variance columns are not keyed in to *Flexible Report Column Maintenance (PA.RPC.00).*
Employee Utilization (TM.040.00)

<table>
<thead>
<tr>
<th>Column Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column #</strong></td>
<td><strong>Data</strong></td>
</tr>
<tr>
<td>1</td>
<td>MTD hours</td>
</tr>
<tr>
<td></td>
<td>Calculated</td>
</tr>
<tr>
<td>2</td>
<td>MTD hours</td>
</tr>
<tr>
<td></td>
<td>Calculated</td>
</tr>
<tr>
<td>3</td>
<td>MTD hours</td>
</tr>
<tr>
<td></td>
<td>Calculated</td>
</tr>
<tr>
<td>4</td>
<td>MTD hours</td>
</tr>
<tr>
<td></td>
<td>Calculated</td>
</tr>
<tr>
<td></td>
<td>Calculated</td>
</tr>
</tbody>
</table>

General Ledger accounts rather than account categories are specified for the columns in this report. The examples refer to the type of General Ledger account.

Revenue and Billing Status Rpt (PA.180.00)

<table>
<thead>
<tr>
<th>Column Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column #</strong></td>
<td><strong>Data</strong></td>
</tr>
<tr>
<td>1</td>
<td>PTD amount</td>
</tr>
<tr>
<td>2</td>
<td>PTD amount</td>
</tr>
<tr>
<td>3</td>
<td>PTD amount</td>
</tr>
<tr>
<td>4</td>
<td>PTD amount</td>
</tr>
<tr>
<td>5</td>
<td>PTD amount</td>
</tr>
<tr>
<td>6</td>
<td>PTD amount</td>
</tr>
<tr>
<td>7</td>
<td>Calculated</td>
</tr>
<tr>
<td>8</td>
<td>Calculated</td>
</tr>
</tbody>
</table>
Government Contractor/Operational Reports

Government contractors and other organizations whose projects use cost plus accounting or fee-based billing will find these reports especially useful. The report formats that have names ending in “at Actual” assume that you run Indirect Rate Calculator (AL.IRC.00) to compute actual rates. The reports that have names ending in “at Target” use provisional rates that you specify in the Project Allocator module. For more information, see “How Target and Actual Reports Calculate Indirect Costs.”

Flexible Report Column Maintenance

Several reports in the Project Controller module have built-in flexibility as to what information is included in the rows. This flexibility resembles that in flexible column reports, because it lets each site define the account categories that appear in the report.

An example is a report in which the project manager wants to see a job summary for the current period and project-to-date. Because revenue and expenses may consist of one or more account categories that vary from site to site, this screen lets you customize the account categories unique to your organization that will appear on the report.

Define the row options in Flexible Report Column Maintenance (PA.RPC.00). These are stored in the Report Column (PJREPCOL) table. See “Defining Flexible Column Reports” on page 68 for a brief procedure that describes how to define flexible column/row reports. Calculated rows such as subtotals are predefined in the report and are not counted when you define rows in Flexible Report Column Maintenance (PA.RPC.00).

The following is a list of reports that have flexible row capability:

- Job Summary (PA.300.00)
- Labor Hours Detail (PA.310.00)
- Labor Hours and Cost Detail (PA.320.00)
- ODC Detail (PA.330.00)
- Revenue Detail (PA.340.00)
- Cost Summary (PA.350.00)
- Revenue Summary (PA.360.00)
- Indirect Cost Analysis (PA.370.00)

How Target and Actual Reports Calculate Indirect Costs

Several pairs of reports have very similar characteristics, with one that uses target rates to calculate indirect costs and the other that uses actual rates in its calculations.

In this case, “target” refers to the rates agreed to with the customer, frequently referred to in the contract itself. These rates are typically used by Allocation Processor (PA.PRO.00) to calculate indirect costs. These are posted to the project transaction and summary tables. If the project billing method is cost plus or another similar method that uses indirect costs, then the indirect costs calculated by using the target rate can also be used to help generate billing records to the Flexible Billings module.

Target rates would be entered in one of two locations, the allocation rate tables (maintained in Multi Level Rate Maintenance (AL.RAT.00) or Standard Rate Entry (PA.RAE.00)), or in the allocation method itself (maintained by Allocation Method Setup (PA.MET.00)).

The reports that use target rates do not calculate the indirect costs that show on the report. They read the indirect costs directly from the summary table. Be aware that the rate shown on the left side, next to the indirect costs account category name, is not the rate stored in the allocation rate table or allocation method. You may decide to leave this blank if you do not want to keep it up to date or if you doubt its accuracy (as when you have different target rates for different projects, a rare but possible situation). In other words, the “target rate” stored in Acct Category Maintenance (PA.ACC.00) and shown on the target reports would not be used in ANY calculation.
In reports that use actual rates, the indirect costs are read from the summary tables. In order to obtain the correct rate, the General Ledger allocation group used to calculate the indirect rate must be linked to the Project Account Category. You must assign the year-to-date (YTD) actual allocation group as the YTD Indirect Grp. Optionally, you can assign the period-to-date (PTD) actual allocation group as the PTD Indirect Grp. For example, the Project Account Category for Fringe Benefits is “FRINGE,” the GL Allocation Group for year-to-date actual for fringe is “FringeYTD,” and the GL Allocation Group for period-to-date actual for fringe is “FringePTD.” The Project Account Category, FRINGE, must be configured to have the FringeYTD allocation group in YTD Indirect Grp, and the FringePTD allocation group in PTD Indirect Grp on the ID Fields tab in Acct Category Maintenance (PA.ACC.00). The step of the allocation method set up in Allocation Method Setup (PA.MET.00) that calculates the fringe indirect cost must include FRINGE in Post To Account Category, the FringeYTD allocation group in YTD Indirect Grp, and the FringePTD allocation group in PTD Indirect Grp. The indirect rate prints on the report next to the account category.

Note: When you run reports that use actual rates, indirect costs must have already been charged to the project. This is very important for the actual amounts/rates to print because the indirect cost rows for actual (and target) reports are defined in the row setup in Flexible Report Column Maintenance (PA.RPC.00). If there is no posted data for the indirect cost account categories, the calculations of actuals will not print.

The calculation method of the indirect cost at Actual is based on the value of the indirect costs for the account category.

*Indirect Rate Calculator (AL.IRC.00) and Allocation Processor (PA.PRO.00) calculate the indirect rates and indirect costs as follows.*

**Example:**

The allocation method is set up so that FRINGE is based on the amount that you charged to LABOR, the calculation takes the total labor cost ($250) and multiplies it by the rate for that account category (1.0000) to obtain a calculated labor cost ($250). Then, take the calculated labor cost ($250) and multiply it by the rate for fringe (0.35) to obtain the fringe indirect cost ($87.50). To obtain the overhead indirect cost, the calculation adds the calculated labor cost ($250) to the fringe indirect cost ($87.50), and then multiplies by the rate for overhead (0.4) to obtain $135. Finally, the calculation adds the calculated labor cost ($250), fringe indirect cost ($87.50), and overhead indirect cost ($135), and then multiplies by the rate for G&A (0.1) to obtain the G&A indirect cost ($47.25).

The period-to-date actual indirect costs are stored in the PJPTDAIC database table and year-to-date actual indirect costs are stored in the PJYTDAIC database table. They print only on these reports.

Typically, if the customer contract requires an adjustment at year-end (or month-end) to account for the difference between target and actual rates and amounts, you can use one of the following methods:

- Print these reports to make a manual adjustment
- Change the rate in the allocation rate table and perform a complete recalculation
- Use the Close Project Year at Actual (PA.CPA.00) process

Finally, be aware that the revenue numbers that appear on both the “Target” and “Actual” reports are the actual revenue amounts that were posted in the Project tables in the database (usually calculated by allocations). In other words, the revenue that appears on the “Actual” reports is not a hypothetical or estimated number recalculated based on the Actual Indirect Costs.

**Job Summary - Project at Target (PA300a) and Task at Target (PA300b)**

In these reports, the row labels are predefined. Enter only the account categories that you want to appear on each row.

Note: The eight formats of the job summary report share the same row and column definitions. You need to set up definitions only for report PA.300.00 in Flexible Report Column Maintenance (PA.RPC.00) by typing PA300-0 in Report.
By default, these reports suppress printing projects and tasks that have no year-to-date activity. To print these reports for projects or tasks without YTD activity, open Control Parameter Maintenance (PA.CNT.00), enter PA in Control Type, enter or select SUPPRESS-PJTS-WITH-NO-YTD in Control Code, and change the value in position 1 of Control Data from Y to N (the value must be capitalized).

In addition, several fields on the report display information entered in or calculated by other screens.

- Enter EAC values for both revenue and contract value account categories for them to print on these reports.
- Enter target rate percentages for the indirect cost account categories (FRINGE, OVERHD, and G&A in the examples) in the ID Fields tab of Acct Category Maintenance (PA.ACC.00). The value is stored in PJACCT.ca_id06 and is used only for presentation on the report.

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Row Label on Report</th>
<th>Data</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Direct labor</td>
<td></td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td></td>
<td>Direct Labor Hours</td>
<td>Units (hours) associated with direct labor</td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td></td>
<td>Total Labor Cost</td>
<td>Calculated as sum of direct labor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Hourly Rate</td>
<td>Calculated as Total Labor Cost / Direct Labor Hours</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Other direct costs</td>
<td></td>
<td>MATERIALS, EQUIPMENT, TRAVEL, and so on</td>
</tr>
<tr>
<td></td>
<td>Total ODC Cost</td>
<td>Calculated as sum of ODCs</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Target fringe benefits calculated as Total Labor Cost x target rate for the FRINGE account category</td>
<td>FRINGE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Target overhead calculated as (Total Labor Cost + target fringe benefits) x target rate for the OVERHD account category</td>
<td>OVERHD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Target G&amp;A calculated as (Total Labor Cost + Total ODC Cost + target fringe benefits + target overhead) x target rate for the G&amp;A account category</td>
<td>G&amp;A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Indirect Cost</td>
<td>Calculated as sum of target fringe benefits + target overhead + target G&amp;A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Project Cost</td>
<td>Calculated as sum of Labor + ODC + Indirect</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Revenue</td>
<td>Revenue</td>
<td>REVENUE, EXP RECOVERY, FEE, and so on</td>
</tr>
<tr>
<td></td>
<td>Fee Computed</td>
<td>Calculated as Project Revenue – Total Project Cost</td>
<td></td>
</tr>
</tbody>
</table>
### Row Definition Examples

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Row Label on Report</th>
<th>Data</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fee Percentage</td>
<td>Calculated as Fee Computed / Total Project Cost</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contract Value</td>
<td>Contract value EAC</td>
<td>CONTRACT VALUE</td>
</tr>
</tbody>
</table>

### Job Summary - Project at YTD Actual (PA300c), Task at YTD Actual (PA300d), Project at PTD Actual (PA300e), Task at PTD Actual (PA300f), Project at YTD Actual Delta (PA300g), Task at YTD Actual Delta (PA300h)

In these reports, the row labels are predefined. Enter only the account categories that you want to appear on each row.

**Note:** The eight formats of the job summary report share the same row and column definitions. You need to set up definitions only for report PA.300.00 in *Flexible Report Column Maintenance* (PA.RPC.00) by typing PA300-0 in *Report*.

By default, these reports suppress printing projects and tasks that have no year-to-date activity. To print these reports for projects or tasks without YTD activity, open *Control Parameter Maintenance* (PA.CNT.00), enter PA in *Control Type*, enter or select *SUPPRESS-PJTS-WITH-NO-YTD* in *Control Code*, and change the value in position 1 of *Control Data* from Y to N (the value must be capitalized).

In addition, several fields on the report display information entered in or calculated by other screens.

- Enter EAC values for both revenue and contract value account categories for them to print on these reports.
- Actual percentages for indirect costs are calculated by *Indirect Rate Calculator* (AL.IRC.00). *Indirect Rate Calculator* reads the General Ledger Allocation Group tables and calculates indirect rates from actual indirect costs. The report formats that use actual rates retrieve the rates from the PJPTDAIC and PJYTDAIC tables.
- For each report format that contains the Beginning Amount field, amount_bf is picked up from the PJPTDAIC or PJYTDAIC table, depending whether it is PTD or YTD numbers that are being picked up.
- The Project to Date EAC field is from the PJPTDSUM.eac_amount field for both the PTD and YTD versions.
- The Project to Date Actual value is calculated by the report as the Beg_Amt + YTD_Amt.
- The Project Est. to Complete value is calculated by the report as the EAC_Amt – Project to Date Actual.
- Specify the project’s fee percentage in *Fee %* in *Revenue Recognition Setup* (PA.PCM.00). Click *Revenue Recog. Setup* in *Project Maintenance* (PA.PRJ.00) to open *Revenue Recognition Setup* (PA.PCM.00). The fee percentage value is stored in PJPROJEX.fee_percent and is only used on the report.

### Period to Date vs Year to Date

- The calculations in the PTD report formats are based on the PTD rate found when you run *Indirect Rate Calculator* (AL.IRC.00).
- The calculations in the YTD report formats are based on the YTD rate found when you run *Indirect Rate Calculator* (AL.IRC.00).
- The PTD values that are shown in the YTD report formats are calculated by using the YTD rate found when you run *Indirect Rate Calculator* (AL.IRC.00). This means that the PTD values on the YTD report formats are not designed to match the PTD values on the PTD report formats.
The rates found when you run Indirect Rate Calculator (AL.IRC.00) are based on the GL allocation method. This means that the rate is not specific to a particular project. These bullet points mean that the printed PTD value from period 1 plus the printed PTD value from period 2 will frequently not be equal to the YTD value from period 2. This is because the printed PTD value from period 1 was never a posted value; instead it was calculated based on the known costs at that time. At the end of period 2, we know more about the actual costs for period 1. Therefore, the values change.

**Project at YTD Actual (PA300c), Task at YTD Actual (PA300d)**

On the Project at YTD Actual report format and the Task at YTD Actual report format, if the reporting period is period 6, the formula for the period columns on the Indirect Cost rows is as follows:

- 2012-04 (period 4 amount) = PTD amount for period 4 (calculated by using the YTD Actual rates as of the period – period 06)
- 2012-05 (period 5 amount) = PTD amount for period 5 (calculated by using the YTD Actual rates as of the period – period 06)
- Current Period (period 6 amount) = PTD amount for period 6 (calculated by using the YTD Actual rates as of the period – period 06)

**Project at YTD Actual Delta (PA300g), Task at YTD Actual Delta (PA300h)**

The Project at YTD Actual Delta report format and the Task at YTD Actual Delta report format display the period-specific columns as “delta” or change amounts from the previous period’s YTD amount. The YTD Actual rates are calculated by Indirect Rate Calculator (AI.IRC.00) for each period. The “YTD amount as of period X” is calculated by using the YTD Actual rates as of that period. For example, if the reporting period is period 6, the formula for the period columns on the Indirect Cost rows is as follows:

- 2012-04 (period 4 delta) = YTD amount as of period 4 – YTD amount as of period 3
- 2012-05 (period 5 delta) = YTD amount as of period 5 – YTD amount as of period 4
- Current Period (period 6 delta) = YTD amount as of period 6 – YTD amount as of period 5

**Note:** When period 1 appears, it is the YTD amount as of period 1, because there is no prior period YTD amount with which to subtract.
<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Row Labels on Report</th>
<th>Data</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Direct labor</td>
<td></td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td></td>
<td>Total Labor Cost</td>
<td>Calculated as sum of direct labor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct Labor Hours</td>
<td>Units (hours) associated with direct labor</td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td></td>
<td>Average Hourly Rate</td>
<td>Calculated as Total Labor Cost / Direct Labor Hours</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Other direct costs</td>
<td></td>
<td>MATERIALS, EQUIPMENT, TRAVEL, and so on</td>
</tr>
<tr>
<td></td>
<td>Total ODC Cost</td>
<td>Calculated as sum of ODCs</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The indirect cost account categories that you want to include on this report. It is pulled from PJPTDAIC and PJYTDAIC. No limit in number of account categories that can be included.</td>
<td>FRINGE, OVERHD, G&amp;A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Indirect Cost</td>
<td>Total of the Indirect cost account categories listed earlier.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Project Cost</td>
<td>Calculated as sum of Labor + ODC + Indirect</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Client/Contract Revenue</td>
<td>Revenue</td>
<td>REVENUE, EXP RECOVERY, FEE, and so on</td>
</tr>
<tr>
<td></td>
<td>Fee Computed</td>
<td>Calculated as Project Revenue - Total Project Cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Profit Percentage</td>
<td>Calculated as Fee Computed / Total Project Cost</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contract Value</td>
<td>Contract value EAC</td>
<td>CONTRACT VALUE</td>
</tr>
</tbody>
</table>

**Labor Hours Detail (PA.310.00) / Labor Hours and Cost Detail (PA.320.00)**

Both reports use the same row layout. The primary difference is that the Labor Hours and Cost Detail report shows actual labor cost by employee. You can control access to this information by assigning access rights appropriately for each report.
ODC Detail (PA.330.00)

This report prints transaction detail for the ODC account categories entered in Flexible Report Column Maintenance (PA.RPC.00). Enter only the account categories that you want to appear on the row.

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Row Labels on Report</th>
<th>Data</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Other direct costs</td>
<td>MATERIALS, EQUIPMENT, TRAVEL, and so on</td>
</tr>
</tbody>
</table>

Revenue Detail (PA.340.00)

This report prints revenue and billing information from the Invoice Detail table (PJINVDET). This includes adjustments, write-downs, and write-offs, at the account category level. The account category names are the row headings, subtotaled by predefined groupings.

By default, this report suppresses printing projects and tasks that have no year-to-date activity. To print this report for projects or tasks without YTD activity, open Control Parameter Maintenance (PA.CNT.00), enter PA in Control Type, enter or select SUPPRESS-PJTS-WITH-NO-YTD in Control Code, and change the value in position 1 of Control Data from Y to N (the value must be capitalized).

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Row Labels on Report</th>
<th>Data</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor Class or Account Category if Labor Class is blank</td>
<td>Direct labor</td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td></td>
<td>Subtotal Labor</td>
<td>Calculated as sum of direct labor</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Other direct costs</td>
<td>MATERIALS, EQUIPMENT, TRAVEL, and so on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal ODC</td>
<td>Calculated as sum of ODCs</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Indirect costs</td>
<td>FRINGE, OVERHD, G&amp;A, and so on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal Indirect</td>
<td>Calculated as sum of indirect costs</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fee revenue</td>
<td>REVENUE, EXP RECOVERY, FEE, and so on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal Fee</td>
<td>Calculated as sum of revenues</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Excess of Ceiling</td>
<td>Revenue adjustments</td>
<td>ADJUSTMTS, WRITEOFFS, and so on</td>
</tr>
<tr>
<td></td>
<td>Billings in Excess of Ceiling</td>
<td>Calculated as sum of revenue adjustments</td>
<td></td>
</tr>
</tbody>
</table>
Cost Summary - Cost Summary at Target (PA350a), Cost Summary at YTD Actual (PA350b), and Cost Summary at PTD Actual (PA350c)

The Cost Summary at Target, Cost Summary at YTD Actual, and Cost Summary at PTD Actual (PA.350.00) reports are flexible column reports. They appear with the flexible row reports because they supplement the information in other flexible row reports.

For the Cost Summary at Target, YTD Actual, or Cost Summary at PTD Actual report formats, you define the column headings and up to seven account category groupings for direct costs. You can define unlimited account categories to display for indirect costs.

These three reports use the same definitions but perform different calculations. The tables in this topic describe the various calculations each report performs on the same set of data. You need to set up definitions only for report PA.350.00 in Flexible Report Column Maintenance (PA.RPC.00).

Cost Summary at Target (PA.350a)

In the following table, sample account category groupings appear in the Data column and sample column headings appear in the Heading column.

<table>
<thead>
<tr>
<th>Column # in PARPCO0</th>
<th>Column Definition</th>
<th>Column Heading on Report</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor costs</td>
<td>Direct Labor</td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td>2</td>
<td>Subcontractor costs</td>
<td>Subcont</td>
<td>SUBCONTRACT, SUBCONT TRAVEL, and so on</td>
</tr>
<tr>
<td>3</td>
<td>Travel costs</td>
<td>Travel</td>
<td>TRAVEL, MILEAGE, and so on</td>
</tr>
<tr>
<td>4</td>
<td>Equipment and supply costs</td>
<td>Supplies</td>
<td>SUPPLIES, EQUIPMENT, and so on</td>
</tr>
<tr>
<td>5</td>
<td>Material costs</td>
<td>Materials</td>
<td>MATERIALS, MATERIAL HANDLING, and so on</td>
</tr>
<tr>
<td>6</td>
<td>ODC costs</td>
<td>ODC</td>
<td>ODCS, PER DIEM, and so on</td>
</tr>
<tr>
<td>7</td>
<td>Billing overages</td>
<td>Unallowables</td>
<td>ADJUSTMTS, WRITEOFFS, and so on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calculated as sum of cols. 1 – 7</td>
<td>Total Direct</td>
</tr>
<tr>
<td>8</td>
<td>Indirect Cost Account Categories (unlimited number). Pulled from PJACTSUM</td>
<td>Fringe</td>
<td>FRINGE</td>
</tr>
<tr>
<td>9</td>
<td>Indirect Cost Account Categories (unlimited number). Pulled from PJACTSUM</td>
<td>Overhead</td>
<td>OVERHD</td>
</tr>
<tr>
<td>10</td>
<td>Indirect Cost Account Categories (unlimited number). Pulled from PJACTSUM</td>
<td>G&amp;A</td>
<td>G&amp;A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calculated as sum of cols. 8 – 10</td>
<td>Total Indirect</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calculated as sum of Total Direct + Total Indirect</td>
<td>Total Costs</td>
</tr>
</tbody>
</table>
**Cost Summary at YTD Actual (PA.350b) and Cost Summary at PTD Actual (PA350c)**

In the following table, sample account category groupings appear in the Data column and sample column headings appear in the Heading column. Column 1 must represent the direct labor grouping for the calculation of actual indirect costs to be correct. Account category groupings 2 through 7 are freeform and can be entered in any order.

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Column Definition</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data</td>
<td>Column Heading on Report</td>
</tr>
<tr>
<td>1</td>
<td>Labor costs</td>
<td>Direct Labor</td>
</tr>
<tr>
<td>2</td>
<td>Subcontractor costs</td>
<td>Subcont</td>
</tr>
<tr>
<td>3</td>
<td>Travel costs</td>
<td>Travel</td>
</tr>
<tr>
<td>4</td>
<td>Equipment and supply costs</td>
<td>Supplies</td>
</tr>
<tr>
<td>5</td>
<td>Material costs</td>
<td>Materials</td>
</tr>
<tr>
<td>6</td>
<td>ODC costs</td>
<td>ODC</td>
</tr>
<tr>
<td>7</td>
<td>Billing overages</td>
<td>Unallowables</td>
</tr>
<tr>
<td></td>
<td>Calculated as sum of cols. 1 – 7</td>
<td>Total Direct</td>
</tr>
<tr>
<td>8</td>
<td>Indirect Cost Account Categories (unlimited number) It is pulled from PJPTDAIC and PJYTDAIC.</td>
<td>Fringe</td>
</tr>
<tr>
<td>9</td>
<td>Indirect Cost Account Categories (unlimited number) It is pulled from PJPTDAIC and PJYTDAIC.</td>
<td>Overhead</td>
</tr>
<tr>
<td>10</td>
<td>Indirect Cost Account Categories (unlimited number) It is pulled from PJPTDAIC and PJYTDAIC.</td>
<td>G&amp;A</td>
</tr>
<tr>
<td></td>
<td>Calculated as sum of cols. 8 – 10</td>
<td>Total Indirect</td>
</tr>
<tr>
<td></td>
<td>Calculated as sum of Total Direct + Total Indirect</td>
<td>Total Costs</td>
</tr>
</tbody>
</table>
Project Revenue (PA.360.00)

Project Revenue at Target (PA.360a)
In the Project Revenue at Target report formats, the row and column headings are predefined. Specify only the account categories that you want to appear on the report.

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Column Heading on Report</th>
<th>Data</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Direct labor</td>
<td></td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td>2</td>
<td>ODC</td>
<td></td>
<td>MATERIALS, EQUIPMENT, TRAVEL, and so on</td>
</tr>
<tr>
<td>3</td>
<td>Indirect cost account categories that you want to include on this report. It is pulled from PJPTDAIC and PJYTDAIC. No limit in number of account categories that can be included.</td>
<td></td>
<td>FRINGE, OVERHD, and G&amp;A</td>
</tr>
<tr>
<td></td>
<td>Cost</td>
<td>Calculated as sum of Labor + ODC + Indirect</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Revenue</td>
<td></td>
<td>REVENUE, EXP RECOVERY, FEE, and so on</td>
</tr>
<tr>
<td></td>
<td>Fee</td>
<td>Calculated as Revenue – Cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Profit</td>
<td>Calculated as Fee / Cost</td>
<td></td>
</tr>
</tbody>
</table>

Project Revenue at YTD Actual (PA.360b) and Project Revenue at PTD Actual (PA360c)
In the following table, sample account category groupings appear in the Data column. Column 1 must represent the direct labor grouping for the calculation of actual indirect costs to be correct. Account category groupings 2 through 7 are freeform and can be entered in any order.

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Column Heading on Report</th>
<th>Data</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Direct labor</td>
<td></td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td>2</td>
<td>ODC</td>
<td></td>
<td>MATERIALS, EQUIPMENT, TRAVEL, and so on</td>
</tr>
<tr>
<td>3</td>
<td>Indirect cost account categories that you want to include on this report. It is pulled from PJPTDAIC and PJYTDAIC. No limit in number of account categories that can be included</td>
<td></td>
<td>FRINGE, OVERHD and G&amp;A</td>
</tr>
<tr>
<td></td>
<td>Cost</td>
<td>Calculated as sum of Labor + ODC + Indirect</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Revenue</td>
<td></td>
<td>REVENUE, EXP RECOVERY, FEE, and so on</td>
</tr>
<tr>
<td></td>
<td>Fee</td>
<td>Calculated as Revenue – Cost</td>
<td></td>
</tr>
<tr>
<td>Column # in PARPC00</td>
<td>Column Heading on Report</td>
<td>Data</td>
<td>Acct Categories</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------</td>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>Profit</td>
<td>Calculated as Fee / Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent Complete</td>
<td>Calculated as actual revenue / EAC revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Est. to complete</td>
<td>Calculated as EAC revenue – actual revenue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Indirect Cost Analysis (PA.370.00)**

**Target vs YTD Actual (PA.370.00a) and Target vs PTD Actual (PA370b)**

The comparison of target and actual amounts in the Indirect Cost Analysis report can help you refine the target rates you entered for the indirect account categories in Acct Category Maintenance (PA.ACC.00).

<table>
<thead>
<tr>
<th>Column # in PARPC00</th>
<th>Data</th>
<th>Column Heading on Report</th>
<th>Acct Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor costs</td>
<td>Direct Labor</td>
<td>LABOR, OT, and so on</td>
</tr>
<tr>
<td>2</td>
<td>Subcontractor costs</td>
<td>Subcont</td>
<td>SUBCONTRACT, SUBCONT TRAVEL, and so on</td>
</tr>
<tr>
<td>3</td>
<td>Travel costs</td>
<td>Travel</td>
<td>TRAVEL, MILEAGE, and so on</td>
</tr>
<tr>
<td>4</td>
<td>Equipment and supply costs</td>
<td>Supplies</td>
<td>SUPPLIES, EQUIPMENT, and so on</td>
</tr>
<tr>
<td>5</td>
<td>Material costs</td>
<td>Materials</td>
<td>MATERIALS, MATERIAL HANDLING, and so on</td>
</tr>
<tr>
<td>6</td>
<td>ODC costs</td>
<td>ODC</td>
<td>ODCS, PER DIEM, and so on</td>
</tr>
<tr>
<td>7</td>
<td>Billing overages</td>
<td>Unallowables</td>
<td>ADJUSTMTS, WRITEOFFS, and so on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Calculated as sum of cols. 1-7</td>
</tr>
<tr>
<td>8</td>
<td>Indirect Cost Account Categories (unlimited number). Pulled from PJPTDSUM or PJACTSUM</td>
<td>Target</td>
<td>FRINGE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Indirect Cost Account Categories (unlimited number) It is pulled from PJPTDAIC and PJYTDAIC. (unlimited number)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Calculated as Target Fringe – Actual Fringe</td>
</tr>
<tr>
<td>9</td>
<td>Indirect Cost Account Categories (unlimited number). Pulled from PJPTDSUM or PJACTSUM</td>
<td>Target</td>
<td>OVERHD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Indirect Cost Account Categories (unlimited number) It is pulled from PJPTDAIC and PJYTDAIC. (unlimited number)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Calculated as Target Indirect – Actual Indirect</td>
</tr>
<tr>
<td>10</td>
<td>Indirect Cost Account Categories (unlimited number). Pulled from PJPTDSUM or PJACTSUM</td>
<td>Target</td>
<td>G&amp;A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Indirect Cost Account Categories (unlimited number) It is pulled from PJPTDAIC and PJYTDAIC. (unlimited number)</td>
</tr>
<tr>
<td>Column Definition</td>
<td>Examples</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Column # in PARPC00</strong></td>
<td>Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculated as Target Indirect -  Actual Indirect</td>
<td>Total Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Column Heading on Report</td>
<td>Acct Categories</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Processing Batch Allocations

Allocation Batch Number
Each run of the Allocation Processor (PA.PRO.00), whether final, preliminary, regular mode, batch mode, or auto-start mode is assigned a unique 10-digit batch number. This becomes the batch ID assigned to the GL and Project transaction batches, as well as the key selection field for printing and re-printing the audit trail reports (field name is alloc_batch). When run online, it appears in the right-hand corner of the screen. When run in background, it is referenced in the Allocation Processor Messages (PA.460.00) report.

Auto-Start/Background Mode
When the Allocation Processor (PA.PRO.00) is automatically started by the posting programs in background, the following assumptions apply:

- No reports are produced (they may be manually run later from the menu).
- All communications to the user take place through the Communicator module using the employee ID entered in Communicator Destination in Project Controller Setup (PA.SET.00).

Note: It is not necessary to view each individual message in the Communicator module in order to verify that all auto-started processes completed without error, although View Messages (CO.CMD.00) and/or the Communicator to Mail interface (CO.MAL.00) may be used if desired. To review the status of all auto-started allocation batches for a given fiscal period, run the Allocation Processor Messages (PA.460.00) report.

- When run online, the Allocation Processor (PA.PRO.00) must be in Recalculation Mode.

Rate Entry
Rates can be entered in Project Controller’s Standard Rate Entry (PA.RAE.00) or, if the Project Allocator module is installed, Multi-level Rate Entry (AL.RAT.00).

Entering Rates in the Project Controller Module
Within the Project Controller module, the allocation process applies the user-input standard rates when calculating allocated amounts. These rates are stored in rate tables. Rate tables are user-defined and assigned to each project in Project Maintenance (PA.PRJ.00). Standard Rate Entry (PA.RAE.00) provides three levels of rates used on an exception basis.

- The Default level provides a single rate value for a rate type. For example, to have the Allocation Processor (PA.PRO.00) compute and apply corporate overhead of 10% to projects for management reporting, a default rate of 0.1000 would be entered.
- The Standard level is stored by account category. This allows the entry and use of rates for the types of expenses used as a basis for the computation. For example, the Allocation Processor can create T&M revenue and billable transactions for Labor at $75 per hour, Material at 150% markup of the original cost incurred, and Travel at the original cost with no markup.
- The Exception level is used to store exceptions to the standard rates. Using exceptions reduces the number of rates that must be entered and maintained.

The exception may be based on the project, task, or any segment of the project or task. This is called the exception basis.

A single exception basis may be chosen for each rate table. The situation where some exceptions are based on the project and others based on the task is handled by creating multiple rate tables. For example, Labor is normally billed at $75 per hour charged with the exception of project CO123000, which is to be billed at $80 per hour. If rates were only stored at the project level, rates would have to be maintained for all projects in the system. With the exception capability, only project CO123000 requires a unique rate to be entered, while all other projects can use the standard rates.
Allocation Processor (PA.PRO.00) performs rate lookup in reverse order:

1. Look for an exception-based rate. For example, labor for project CO123000 is being processed. This project has been assigned to use the TM rate table and this table has been set to use the project exception basis. Therefore, Allocation Processor (PA.PRO.00) attempts to locate an exception rate for the account category labor for project CO123000. If an exception does not exist, rate lookup proceeds to step 2.

2. Look for a standard rate. For example, a rate of $75 is located for the account category labor. Therefore, a rate of $75 is used and the rate lookup process ended.

3. If no rate is found for the account category of the record being allocated, the default rate is used.

**Entering Rates in the Project Allocator Module**

The screens in the Project Allocator module add flexibility to the rate entry process. While Standard Rate Entry (PA.RAE.00) in Project Controller allows the assignment of rates to each account category within a rate table-rate type combination, Key Definition (AL.KEY.00) in Project Allocator expands the list of key fields on which rates may be based. In addition to the account category rate key, you can configure many fields in both transaction and master tables as rate keys. Common examples of flexibly defined rate keys include project, task, employee, and labor class. Moreover, Rate Table Definition (AL.RTD.00) in the Project Allocator module allows nine levels of lookup hierarchy, each of which may contain three rate keys, for each combination of rate table and rate type.

The Allocation Processor (PA.PRO.00) rate lookup process is complex. In summary, it uses Rate Table ID from the project with the Rate Type Code specified in the allocation method step to determine the key fields and lookup levels used to retrieve the allocation rate from table PJRATE. The Allocation Basis of the step determines whether the effective rate is applied to the units or to the amount of the source transaction.

Using the previous example, level 1 (the first level searched) may be defined as task and employee. When rate lookup is performed, the screen performing the lookup first searches for a rate based on the specific task and employee. If none is found, the program then searches level 2, which might be task and labor class, for a rate to apply. If it does not find an applicable level 2 rate and if level 3 is based on the combination of project and employee, the program will try to find a level 3 rate. Level 4 might consist of project and labor class, level 5 of task and account category, etc.

**Note:** A rate table can have a maximum of rate types for two different currencies, base currency and billing currency. When the project currency is different from these two rates, the rate will be converted to the project currency at the time the transaction is created.

Multi-level Rate Entry (AL.RAT.00) in Project Allocator allows the entry of rates for each level in the rate table. You can set up a level 1 rate for task X and employee 1. A different rate could be defined for task X and employee 2. It may be more expedient to assign rates to each task-labor class combination as multiple employees can have the same labor class. A level 2 rate for task X and labor class PM would apply to both employees 1 and 2 if both have been assigned the labor class PM. If the hierarchy is configured to perform rate lookup on keys that begin at a detailed basis graduating to a more general basis, the lower levels serve as exceptions to the more global higher levels. If a search of all levels does not provide a rate to apply to a transaction, a default rate (level 0) might be applied.

**Rate Lookup**

Several screens currently look up rates from the Rate Table (PJRATE). Among them are Project Charge Entry (PA.CHG.00) and Allocation Processor (PA.PRO.00), as well as Time and Expense for Projects’ Timecard with Rate/Amount Entry (TM.TEA.00), Project Timesheet with Rate/Amount Entry (TM.PTA.00), Time Review and Approval with Rates/Amounts (TM.TAA.00), and Flexible Billing’s Invoice & Adjustment Maintenance (BI.BAM.00). The basic method for looking up rates is as follows:

- The rate table ID is combined with the rate type to retrieve the rate table definition record from table PJRTAB. This record contains the rate keys (up to three) for each level. There are nine levels numbered 1 through 9. The rate keys indicate which fields are to be used as lookup keys.
**Note:** When setting up a rate table to be used by *Invoice & Adjustment Maintenance* (BI.BAM.00), the rate keys used must not reference the transaction table fields in the database source value. They must reference the billing detail fields or one of the master tables. Similarly, the rate table used in the Time and Expense for Projects screens must contain rate keys whose database source value references the labor detail fields or a master table. Conversely, rate keys used by *Allocation Processor* (PA.PRO.00) and *Project Charge Entry* (PA.CHG.00) must not reference billing detail or labor detail fields.

- Starting with Level 1, the appropriate rate key values are retrieved based on the transaction record and are combined with the rate table ID, rate type, and level number. The rate table is then searched for the record with the most recent effective date less than or equal to the transaction date.
- If a record is found, the rate is retrieved and the lookup is complete. If one is not found, the next level is searched.
- If no record is found after all nine levels have been tried, a search is attempted with a level of zero and the rate keys set to blanks. This is considered the default rate for that rate type. If this does not result in a record being found, an error message is written to both the screen and the *Alloc. Proc./GL Posting Audit* (PA.450.00) report.
- In *Allocation Processor* (PA.PRO.00), the rate table ID comes from the Project Master table and the rate type comes from the Step record in the allocation method to determine the key fields and lookup levels used to retrieve the allocation rate from table PJRATE. In *Project Charge Entry* (PA.CHG.00), both the rate table ID and rate type come from the Project Charge Header (PJCHARGH) record. In *Invoice & Adjustment Maintenance* (BI.BAM.00), the rate table ID is a system-wide entry maintained in *Billings Setup* (BI.SET.00) with project-specific override in *Billing Information Maintenance* (BI.BMM.00), while rate type is entered for each line item in *Invoice & Adjustment Maintenance* (BI.BAM.00). For the Time and Expense for Projects screens, the rate table is specified for each project in *Project Maintenance* (PA.PRJ.00) and the rate type is a system-wide parameter maintained in *Time and Expense Setup* (TM.SET.00).

**Foreign Currency Invoicing Rate Application**

Foreign currency invoicing adds the ability to apply a rate against the BAS amount or the CURY amount in order to calculate the amount of the new record in both the foreign currency and the base currency.

With foreign currency invoicing, the **Currency** of the **Rate Type Code** for the allocation method step becomes the CuryID of the new transaction and must be the same as the billing currency of the post and offset projects. To ensure this, *Allocation Method Setup* (PA.MET.00) prevents saving an allocation method in which **Post Project** and **Offset Project** contain any value other than “s” (source) when a non-base currency **Rate Type Code** is entered for any step anywhere within the method.

If the CuryID of the allocation method Step is non-base currency and the Allocation Basis of the Step is Amount:

- When the CuryID of the source transaction is the same as the CuryID of the step – CuryTranAmt and CuryOrig_Amount in PJINVDET are calculated by multiplying the allocation rate by the CuryTranAmt of the source transaction. The base currency amount is then calculated by multiplying CuryTranAmt by the billing currency rate.
- When the CuryID of the source transaction differs from the CuryID of the step – The CuryTranAmt and CuryOrig_Amount in PJINVDET are calculated by dividing the base amount of the source transaction by the billing currency rate, then multiplying by the allocation rate. The base currency amount is then calculated by multiplying CuryTranAmt by the billing currency rate.

If the CuryID of the allocation method Step is the base currency and the Allocation Basis of the Step is Amount:

- When the CuryID of the source transaction is the same as the base currency ID – Amount and Orig_Amount in PJINVDET are calculated by multiplying the source amount by the allocation rate. CuryTranAmt and CuryOrig_Amount are loaded from these calculated amounts.
• When the CuryID of the source transaction differs from the base currency ID – Amount and Orig_Amount in PJINVDET are calculated by multiplying the source amount by the allocation rate. CuryTranAmt and CuryOrig_Amount are simply loaded from these calculated amounts. Thus, the same calculation is performed as when the CuryID of the source transaction is the same as the base currency ID.

Note: When the Allocation Basis of the Step is Units, the number of units is multiplied by the rate entered in Multi Level Rate Entry (AL.RAT.00), which is assumed to be in the billing currency.

To convert amounts from bill to base currency, Allocation Processor (PA.PRO.00) uses the following logic:

• If the project uses a fixed billing currency rate, multiply the CuryTranAmt by the rate to calculate the base currency Amount. Because a fixed billing currency rate is stored as a Bill to BAS billing currency rate, the formula for converting amounts from the base currency to the billing currency rate is 1 divided by the rate.

• If the project uses a billing currency rate type, retrieve the rate from the CuryRate table. The BillCuryID, BillRateTypeID, and source transaction date form the key. Because rates are calculated using the multiply operation, the program uses Rate Reciprocal if the rate was created with Multiply/Divide set to D (divide). Since currency rates are entered in Currency Rate Maintenance By ID (24.270.00) or Currency Rate Maintenance By Date (24.271.00) with the billing currency in From and the base currency in To, the value in Rate Reciprocal is used to convert from base currency to bill currency. The rate stored in the posted PJTRAN record is always the M (multiply) rate and assumes Bill to BAS translation.

The PJTRAN and PJINVDET records carry amounts in both the base currency and CURY fields in addition to the currency translation information.

If the transaction’s source currency is the same as the billing currency, the computation is performed using the source currency amount (CuryTranAmt) and converted to the base currency. This makes reconciliation of each incurred expense and its receipt straightforward because the amounts match exactly. However, if the transaction’s currency differs from the billing currency, then the computation is performed using the base currency amount and converted to the billing currency amount.

The Allocation Processor (PA.PRO.00) writes new transactions to the project transaction tables PJTRAN and PJTRANEX. Amount in each record contains the base currency amount. The CURY fields store the billing currency amount, the billing currency rate used, and the currency code from the rate table.

The Allocation Processor (PA.PRO.00) also generates new transactions in the General Ledger transaction table GLTRAN. These postings are produced only in the base currency.

Billings Setup (BI.SET.00) contains an option to automatically load billing entries into the Invoice Detail (PJINVDET) table when billable transactions are created by Allocation Processor (PA.PRO.00), performing the same function as Billings Transaction Load (BI.BTL.00). For qualified PJTRAN records that are transferred, the logic loads the billing currency fields into the invoice detail record using the values from the source project transaction. The values in CuryID, CuryMultDiv, and CuryRate are read from the source transaction into the corresponding fields in the invoice detail record. The CuryTranAmt from the source transaction is loaded into the invoice detail’s CuryTranAmt and CuryOrig_Amount fields. The CuryHold_Amount and the CuryAdj_Amount on the unbilled record are set to zero.

Note: If the Step within the allocation method is not set to Full Detail, CuryRateType, CuryEffectDate, and CuryMultDiv are set to spaces. CuryRate, however, is always calculated at the summary level.

Validation ensures that any rate types within the allocation method that are associated with a non-base currency use the same currency as the billing currency of the Post Project by restricting the entries to Post Project to only “s,” signifying that the new records will be created for the same project as the source transaction. If any projects fail this validation, an error message is written to the log file or, if running Auto-started Allocations, to the Communicator messages table (PJCOMMUN).
Excluding Transactions from Allocations

Excluding source transactions from being allocated may be accomplished in two ways:

- Set the *Allocate* option on the *Task* tab of *Project Maintenance* (PA.PRJ.00) to No to exclude all transactions for the task from being allocated.
- Non-billable transactions only – Set the *Allocate Non-Bill* option in *Allocation Method Setup* (PA.MET.00) to No to instruct the step to skip all non-billable transactions.

Process Already in Progress Error

The *Allocation Processor* (PA.PRO.00) and *Close Project Year at Actual* (AL.CPA.00) must be run standalone, without contention from certain other updating functions. When the system detects that a second allocation process or closing is starting concurrently, or that *Invoice and Adjustment Posting* (BI.REG.00) or *Billings Transaction Load* (BI.BTL.00) is running in the Flexible Billings module, it generates the “Already In Progress” error message. In this case, wait until the first process completes before commencing the allocation process.

When posting allocation records directly into the Flexible Billings module (*Load Billings in Allocations* is checked in *Billings Setup* (BI.SET.00)), the program first verifies that another *Billings Transaction Load* (BI.BTL.00) or final allocation process is not currently being run. If either process is being run at the time, wait until the first process completes before commencing the next. If the previous *Billings Transaction Load* (BI.BTL.00) process failed to complete successfully due to a system problem or deliberate intervention (someone clicked *Cancel*), confirm that the database is in a consistent state (SQL Server should automatically back out all unfinished transactions). Once you confirm that the database is in a consistent state, answer Yes when asked whether to continue, which will delete the existing control parameter BI LOAD-RUN and add a new one for the ensuing final allocation process.

This message also occurs when the previous allocation or *Invoice and Adjustment Posting* (BI.REG.00) process failed to complete successfully due to a hardware problem, software problem, or deliberate termination of the function by clicking *Cancel* in the status box during processing. When this error message occurs, confirm that the database is in a consistent state (SQL should back out all unfinished transactions automatically). Once you confirm that the database is in a consistent state, answer Yes when asked whether to continue, which will delete the existing control parameters PA ALLOC-BATCH and BI INVOICE-REGISTER and add ones for the ensuing allocation process.

Offsetting Transactions in Project Management and Accounting

When an *Offset Project*, *Task*, and *Acct Category* have been specified in *Allocation Method Setup* (PA.MET.00), the *Allocation Processor* (PA.PRO.00) creates offsetting transactions in the Project Transactions table (PJTRAN). The sign of the amount and unit fields in the offset transactions is based on the account type of the post-to account category. The sign of the offset transaction has the opposite sign of the post-to entry when the account types of the account categories are the same or:

- If Post-to Acct Type = Expense and Offset Acct Type = Asset
- If Post-to Acct Type = Asset and Offset Acct Type = Expense
- If Post-to Acct Type = Revenue and Offset Acct Type = Liability
- If Post-to Acct Type = Liability and Offset Acct Type = Revenue

Posting Project, General Ledger, and Flexible Billings Transactions

- Project transactions can be posted by setting up a post (and offset, if desired) project, task, and account category in *Allocation Method Setup* (PA.MET.00).
- General Ledger postings can be generated by entering debit and credit company IDs, accounts, and subaccounts in *Allocation Method Setup* (PA.MET.00).
- Flexible Billings invoice transactions can be posted by selecting *Load Billings in Allocations* in *Billings Setup* (BI.SET.00). The automatic creation of invoice details only applies when creating project transactions.
If only General Ledger postings are generated, source project is put into the Project field of each GLTRAN record written.

All of the above postings occur only when this function is run in final mode.

**Recording GL Information in the Project Transaction**

**Company ID, GL Account, and GL Subaccount** in the project transaction record created by the allocation process are determined as follows:

- If the allocation method step has specified General Ledger posting information (debit and credit company, account, and subaccount), Allocation Processor compares the post-to and offset account categories to the account categories associated with the debit and credit accounts.
- If the Post-to account category matches the debit account or the offset account category matches the credit account, the General Ledger information of the debit entry is recorded into the Post-to PJTRAN record and the General Ledger information of the credit entry into the Offset PJTRAN record.
- If the opposite correspondence is true (the post-to account category matches the credit account or the offset account category matches the debit account), the General Ledger information of the credit entry is recorded into the Post-to PJTRAN record and the General Ledger information of the debit entry into the Offset PJTRAN record.
- If no correspondence can be found or no General Ledger information is available, the General Ledger information of the original PJTRAN record (the record being allocated) is used.

**Note:** The General Ledger account is only recorded if the allocation step is set to run in full detail and the General Ledger subaccount only recorded if the allocation is set to run in full detail or to be recapped by subaccount. The company information is always recorded.

**Recapping GL Postings**

General Ledger transactions can be recapped by selecting Recap GL Postings in Allocations in Project Controller Setup (PA.SET.00). This causes summarization by company-account-subaccount for each source project processed. In addition, the source project ID is inserted into the Project field of each GLTRAN record written. (Task is blank.)

If this option has not been selected, a General Ledger transaction is written for each change in Source Project-Task, Post-to Project-Task, Company, and Account-Subaccount. Posting project and posting task are inserted into the Project and Task fields of each GLTRAN record written.

**GL Account/Subaccount Validation**

If the Account-Subaccount validation option is turned on (in General Ledger Setup (01.950.00)), the company ID, General Ledger account, and General Ledger subaccount are validated together in the ACCTSUB table after wildcard replacement has taken place. If the Valid Combos Required check box is selected in FlexKey Definition (21.320.00) for the flexible key Subaccount, the subaccount is also validated in the Subacct table. If any of these validations fail, an error is recorded in the message log and the entire allocation for the project is aborted.

**Intercompany Processing**

If a General Ledger debit transaction has a company ID that differs from that of the General Ledger credit transaction, the program verifies that the appropriate record exists in the Intercompany table and creates two inter-company posting records. For the lookup in the Intercompany table, the company of the credit transaction serves as the From Company, the company of the debit transaction serves as the To Company, the screen used is PAPRO00, and the module used is Project Controller.

The From Company transaction is created using the From Company, General Ledger account, and General Ledger subaccount from the inter-company record and the amounts and units are calculated as the reverse of the credit transaction.
The To Company transaction is created using the To Company, General Ledger account, and General Ledger subaccount from the inter-company record and the amounts and units are calculated as the reverse of the debit transaction.

**Reprinting the Allocation Processor Audit Reports**

The Alloc. Proc./GL Posting Audit (PA.450.00) reports can be reprinted, if necessary, by adding the report ID PA.450 to the menu or lookup this report through the Menu Navigation Search area and select. However, this can only be accomplished for the most recent run of the Allocation Processor (PA.PRO.00) as the temporary file that holds the data is purged before each new process.

**Per Diem (Per Day) Processing**

Travel, living, or other expenses may be reimbursed and/or billed at a fixed amount per day, commonly called per diem. The expense payment and the customer's billing may not be linked; expenses can be paid to the employee based on actual expenditures but each day can be billed at a per diem. The per diem expense is the fixed amount paid to the employee or subcontractor for a specific set of expenses. Per agreement, the billable or reimbursed amount from the customer may also be based on a daily rate. For either case, it is necessary to capture the number of days.

**Entering Charges**

When a per diem amount is used to advance or pay an individual's expenses, the project cost usually flows to Project Management and Accounting through the Accounts Payable system or the Travel & Expense functions of the Time and Expense for Projects module. An expense report or a request for payment is processed as a type of voucher. A per diem expense account is charged as part of the distribution. This account should be set to prompt for units (number of days) in addition to project, task, and employee. The transaction updates the Project Management and Accounting tables, providing both the costs and the number of days for potential use in reporting, revenue mark-up, or billing.

In cases where employees are reimbursed for expenses based on actual costs but the client is billed on a per diem basis, the number of qualifying days can still be captured through Accounts Payable or Travel & Expense. This is particularly useful when the number of days is referenced on the expense report. A special chart of account number should be reserved (procedurally) for this purpose, with a description such as Per Diem Days. For this entry, the project, task, employee, and units should be required where units are understood to be the number of days. The amount should be entered as zero since no debit or credit is applicable to this entry. This transaction then flows to Project Management and Accounting and updates a similarly named account category.

If the per diem days do not flow in from the accounts payable department, they can be entered directly into Project Management and Accounting. The number of qualifying days may be tabulated outside the system and periodically entered. Project Charge Entry (PA.CHG.00) can be used to enter this data periodically in special batches with their own type. An account category termed Per Diem or some equivalent should be used. The entry can validate project, task, and employee with the number of units being the days. Employee can be optional if only totals are desired. The cost can be computed if a standard is used, but a zero rate usually applies. This information is then available for reporting, allocations, and billings.

**Applying the Per Diem Rate**

If per diem rates are consistent company-wide, the easiest way to apply them is directly in the allocation method. To do this, set up a step in Allocation Method Setup (PA.MET.00) that specifies the account category Per Diem, choose units as the allocation basis, and enter the rate in Allocation Rate.

**Note:** The disadvantage to this method is, if the company-wide rate changes, this could potentially entail more maintenance of multiple allocation methods than if the company-wide rate is stored in a rate table.

See “Applying Per Diem Rates” on page 78 for a procedure that describes how to apply per diem rates.
Foreign Currency Processing

Projects can have their own currency, called Project Currency. The Currency Manager (CM) module must be registered and activated in order to maintain currencies. Then, the (optional) foreign currency feature must be enabled by selecting Activate Foreign Currency Project Management in Project Controller Setup (PA.SET.00). If this is not activated, all projects will use the base currency within the system as the currency for the projects. Once enabled, new projects (or existing projects without transactions or budgets) must be created in Project Maintenance (PA.PRJ.00) in the appropriate currency. The transactions are translated by using currency rates set up in Currency Manager and assigned in the project. The transactions are tracked in both project currency and base currency. Inquiry screens display the data in the project currency, with an option to display the data in base currency. You cannot change the currency after transactions or budgets are posted to a project.

Costs associated with a project are converted to the project currency when the system updates the project.

Revenue Recognition uses base currency amounts. Actual Indirect Cost tracking occurs in base currency and is converted to the project currency using the currency rates as of the last day of the month. Allocations occur in base currency; however, the allocated base currency amount is converted to project currency by using the originating transaction date. Maximums are enforced in base currency.

The Allocation Processor (PA.PRO.00) allows source transactions in any currency to be marked up and posted in the billing currency of the project. This foreign currency feature is optional and must be enabled by checking Activate Foreign Currency Billing and Multi Currency Expense Entry in Project Controller Setup (PA.SET.00). It can be activated without the Activate Foreign Currency Project Management in Project Controller Setup (PA.SET.00). First, however, the Currency Manager (CM) module must be registered and activated in order to maintain currencies. Once enabled, new projects (or existing projects without postings) need to be created in Project Maintenance (PA.PRJ.00) in the appropriate billing currency. The project may be set up to use a fixed currency rate (always Bill currency to Base currency conversion rate) OR a currency rate type (from the CURYRTTP table) may be input to specify that the rate will be retrieved from the Currency Rate table (CURYRATE).

**Note:** The source transactions may be entered into any screen in any currency except for the Time and Expense entry screens. Thus, the ability to enter source transactions into the Financial Management in non-base currency A and bill the transactions in Project Management and Accounting in non-base currency B is supported. However, Project Management modules post to the general ledger in base currency. Time and Expense entry screens only allow entry in base currency.

The Flexible Billings user’s guide contains examples of foreign currency allocations and billings. See “Foreign Currency Invoicing” in the Concepts section of the Flexible Billings User’s guide (FlexibleBillings.PDF), located in the ‘User Manuals folder of your Microsoft Dynamics SL installation.

**Note:** An allocation rate table can have, at most, rate types for two different currencies, base currency and one billing currency.

Within the Allocator module, Rate Type Definition (PA.RTM.00) is used to set up allocation rate types and to associate the rate type with a foreign (non-base) currency (the default is base currency). In Allocation Method Setup (PA.MET.00), the rate types are input into the appropriate step. Only one non-base currency may be associated with all the rate types input for the method. When a non-base currency is used anywhere within the method, all the Post and Offset projects for the method must be set to the source project (using the all "s" wildcard).

As the Allocation Processor (PA.PRO.00) processes each project, postings are created in the billing currency of the project, which is read from the Project Master table (PJPROJ). The posted transaction currency amount is the marked up amount in the foreign currency and the amount field contains the marked up amount in the base currency of the system. If the PJPROJ record does not contain a fixed currency rate, the source transaction date is used as the effective date for retrieving the currency rate.

The Allocation Processor (PA.PRO.00) assumes that the currency from the Currency Rate table (CURYRATE) is always input with the “From” currency as the foreign (or bill) currency and the “To” currency as the base currency. When a source transaction processed is not in the billing currency of the project, the Rate Reciprocal field from the Currency Rate table is used to convert from base
currency to billing currency. However, the currency rate field in the posted Project Transaction record will always contain the “Bill to Base” rate and “M” (for Multiply) in the CuryMultDiv field. In addition, if the currency rate is set up as “D” (Divide) and if converting from billing currency to base currency, the Rate Reciprocal is used, since the rate reciprocal in this case is the same as the “M” (Multiply) rate.

When the Allocation Processor (PA.PRO.00) is set up to create billing transactions automatically, the currency fields are loaded into the corresponding currency fields in the Flexible Billings Invoice Detail table (PJINVDET). Some currency fields are not loaded when the Full Detail option is not checked in the allocation method step.

All General Ledger postings from Project Management modules are in base currency.

Currency Errors:

- If posting to a non-base currency and a rate is not found in either the Project Master (PJPROJ) or the Currency Rate table (CURYRATE), an error is written to the log file or, if running in Batch Mode, a Communicator message, and the next project transaction will be processed.

- If a rate type code for an allocation method step is associated with a non-base currency that differs from the currency of the post or offset project, an error is written to the log file or, if running in Batch Mode, a Communicator message, and the next project transaction will be processed.
## Closing the Current Period

Use *Close Period* (PA.CLO.00) (see “Close Period (PA.CLO.00)” on page 106) to close the current period. The current period is stored in the control file (control parameter PA CURRENT-PERIOD). In order to close the period, the following conditions must be met:

1. **There should be no open batches for modules listed in Modules Checked in Period Close in Project Controller Setup (PA.SET.00) other than batch types R (recurring) and M (manual) (General Ledger only).** If the field in Project Controller Setup (PA.SET.00) is blank, Close Period (PA.CLO.00) checks for unreleased batches in the General Ledger, Accounts Payable, and Accounts Receivable modules. There are two ways that the open batch checking can be overridden. First, Modules Checked in Period Close can be set to N/A, which disables open batch checking for all modules. Second, open batches are allowed if **Allow Posting of a Financial Batch to a Prior Period** is selected in Project Controller Setup (PA.SET.00). In this case, the modules are checked but if an unreleased batch is detected, an open batch warning message displays and processing continues.

2. **Financial Transaction Transfer (PA.TRN.00) should be run for all modules that post to Project Management and Accounting. No pending transactions may exist for modules that are integrated with Project Management and Accounting.** These modules are listed in Financial Modules Integrated in Project Controller Setup (PA.SET.00). If Financial Modules Integrated in Project Controller Setup (PA.SET.00) is blank, Close Period (PA.CLO.00) checks for transactions in the GL, AP, and AR modules. There are two ways to override the check for pending transactions. First, Financial Modules Integrated may be set to N/A, which disables the pending transaction check feature for all modules. Second, if **Allow Posting of a Financial Batch to a Prior Period** is selected in Project Controller Setup (PA.SET.00), when pending transactions are detected, a warning message displays but processing continues.

3. **All batches in the Project Charge Entry (PA.CHG.00) must be released unless Allow Posting of a Financial Batch to a Prior Period is selected in Project Controller Setup (PA.SET.00).** If selected, a warning message displays but processing continues.

4. **All labor transactions from the Time and Expense for Projects module for the current period must be posted to the General Ledger module.**

5. **All batches in the Allocations work table (PJTRANWK) must be processed.** That is, PJTRANWK must be empty.

6. **The Indirect Rate Calculator (AL.IRC.00) should be run before closing.**

7. **Run Project Allocation Processor (PA.PRO.00) in Project Allocator in Final mode for the last period of the year.**

8. **If it is the last period of the year, run the Close Project year at Actual (AL.CPA.00) process if you are printing government contracting and operational job reports. This updates projects with the difference between the provisional costs and the actual YTD indirect costs at the end of the year.** For more information about these reports see Government Contractor/Operational Reports.

If any of these checks fail, an error message is displayed and period closing is blocked. This check can be turned on or off in Project Controller Setup (PA.SET.00).
Limiting Postings to Revenue

*Allocation Processor* (PA.PRO.00) can limit the amount of postings to selected account categories specified in *Project Controller Setup* (PA.SET.00). Each project can have its own limit for each of the selected account categories by entering the limit in **Max Amount** in *Project Maximums Maintenance* (PA.PMM.00), which is accessed from *Project Maintenance* (PA.PRJ.00). In addition, each task within a project can have its own limit. A project can have a limit on postings to a specific account category and some or all of the project’s tasks can have their own limits on postings to the same account category. In this case, the program will evaluate both project- and task-level limits. For example, a project can have an overall limit on revenue derived from labor and two of its four tasks can have limits on labor revenue.

**Note:** Revenue ceilings are always entered in the project currency. However, the Allocation Processor enforces maximums in the base currency amounts.

When *Allocation Processor* (PA.PRO.00) determines that a project’s limit will be exceeded, it creates an offsetting entry to the “over-max” account category specified in *Project Controller Setup* (PA.SET.00). It can also create an optional offset to the “over-max” transaction and optional GL postings. In the case where project has an overall limit and some or all of its tasks have individual limits, the overall project maximum can be exceeded, resulting in “over-max” postings, even though none of the individual tasks has reached its limit. Conversely, an individual task can exceed its limit, resulting in task-level “over-max” postings, even though the overall project might not have reached its limit. In both cases, the *Allocation Processor* creates adjusting transactions.
Tasks

This section contains procedures explaining how to use the Project Controller and Project Allocator modules.

Quick Reference Task List

This list contains tasks that are commonly performed with the Project Controller and Project Allocator modules. Each task is cross-referenced to a specific page in the user’s guide or topic in help.

How Do I....?

- Define flexible columns for reports (see “Defining Flexible Column Reports” on page 68)
- Set up the Government Contract reports (see “Setting up Government Contract/Operational Job Reporting” on page 69)
- Correct a “Process Already In Progress” error (see “Correcting a “Process in Progress” Error” on page 71)
- Mix contract types on a project (see “Mixing Contract Types on a Project” on page 72)
- Allocate project transactions (see “Allocating Project Transactions” on page 73)
- Reclassify a project transaction (see “Reclassifying Project Transactions” on page 74)
- Duplicate an allocation method (see “Duplicating Allocation Methods” on page 77)
- Apply per diem (per day) rates (see “Applying Per Diem Rates” on page 78)
- Reverse previous allocations (see “Reversing Previous Allocations” on page 79)
- Automatically increment new project or task IDs (see “Automatically Incrementing the Project or Task ID” on page 80)
- Use Quick Send for sending project documents to customers electronically (see “Using Quick Send for Project Documents” on page 82)
Defining Flexible Column Reports

For details on the contents of flexible column and flexible row reports, see “Flexible Column Reports” on page 39 and “Government Contractor/Operational Reports” on page 43.

For flexible row reports, always leave GL Account blank (na). In addition, you need to enter information in Column Heading only for the Cost Summary at Target or Actual (PA.350.00) reports.

To define flexible column and flexible row reports:

1. Open Flexible Report Column Maintenance (PA.RPC.00).
2. Enter the report number appended by a version number. In the first line of the example above, the report number is PA100, version 0, which is entered as PA1000 and displayed as PA100-0.
3. Enter the column or row number. Available column/row numbers are defined by report. (See “Flexible Column Reports” on page 39 and “Government Contractor/Operational Reports” on page 43 for details.)
4. Enter the account category to include in the column. If a column includes multiple categories, enter the column number multiple times. See “Flexible Column Reports” on page 39 and “Government Contractor/Operational Reports” on page 43 for examples of the account categories to use for each report.
5. Enter the General Ledger account to include in the column. Note that not all reports have this capability.
6. If applicable, enter the column or row heading that should appear on the report.
7. Click Save.
Setting up Government Contract/Operational Job Reporting

The Government Contract/Operational Job reports require setup and processing to occur so that the reports contain useful and accurate information.

1. If you have not already done this, create an Account Category for each indirect cost that you want to track in Acct Category Maintenance (PA.ACC.00). Examples of these are Fringe, G&A, and Overhead.

2. If you have not already done this, assign the Account Category for the indirect cost to the appropriate accounts in Chart of Accounts Maintenance (01.260.00).

3. Create allocation groups in Allocation Group Maintenance (01.290.00) in General Ledger. Create two allocation groups for each indirect cost that you want to track. One uses the Allocation Method Actual Period-to-Date and the other uses the Allocation Method Actual Year-to-Date. Other than the allocation method, the group ID, and the pool sequence the two allocation groups for a specific indirect cost should be identical. You must specify a nonzero value in Pool Sequence so that Indirect Rate Calculator (AL.IRC.00) includes the allocation group. For example: Overhead PTD, Overhead YTD, G&A PTD, G&A YTD, Fringe PTD and Fringe YTD.

4. In Project Controller Acct Category Maintenance (PA.ACC.00) attach the PTD allocation group and the YTD allocation group to the account categories for indirect costs. Do this on the ID Fields tab. Specify the percentages for the indirect cost account categories (FRINGE, OVERHD, and G&A in the examples) in Target Rate on the ID Fields tab.

5. Add account categories to specific reports in Project Controller by making the changes that are needed in Flexible Report Column Maintenance (PA.RPC.00). For more information about how to change the report’s columns, see Government Contractor/Operational Reports.

6. Make sure that you specify EAC values in Budget Maintenance (PA.BSM.00) for both revenue and contract value account categories for them to print on these reports that you set up.

7. Create allocation methods in Allocation Method Setup (PA.MET.00) in the Allocator module. For more information about how to create allocation methods, see Allocation Method Setup (PA.MET.00) on page 269. Make sure that you assign the PTD Indirect Grp and YTD Indirect Grp to the specific steps that apply in these Allocation Methods. For example, you may have 20 steps, but only one step is for applying Overhead, you will then attach the PTD Indirect Grp and YTD Indirect Grp you assigned to Overhead.

8. Post the journal transaction batches for the period in Post Transactions (01.520.00).

   Note: Run Financial Transaction Transfer (PA.TRN.00) if you have not previously enabled Auto FTT.

9. Run Indirect Rate Calculator (AL.IRC.00) in Project Allocator as follows:
   a.) Select the Fiscal Period.
   b.) Calculation Options: Calculate Rates and Amounts
   c.) Report Destination: select your preference

10. Run Project Allocation Processor (PA.PRO.00) in Project Allocator, selecting Preliminary for the first time so that you can review the results before you post them. If run in preliminary mode, it reads the PJTRAN records to be allocated, performs the rate lookup and allocation calculations, and then prints the Alloc. Proc./GL Posting Audit (PA.450.00) reports. No updates to the database occur in this mode. The program can be run multiple times in preliminary mode to review and verify that the correct transactions and rates are applied.

11. Run Project Allocation Processor (PA.PRO.00) in Final mode for the current period.

   Note: Any user who wants to print the Government Contractor / Operational Job reports who has not done this, or that is upgrading from a version that is earlier than Microsoft Dynamics SL 2011 FP1, should run Project Allocation Processor (PA.PRO.00) for each period of the current year and then the current period. In future periods, run the process for only the period you are in. This process updates the database tables (PJPTDAIC and PJYTDAIC) that are read by the reports. If it
was previously run, you must run the process as a recalculation. We strongly recommend that you run as Preliminary to compare the results from your previous calculation before the Final mode for recalculation.

12. Print the Government Contractor/Operational Job reports for the period that you are in.

13. If it is year end, run Close Project year at Actual (AL.CPA.00) in the Allocator module. This process creates the adjustments for the difference between target and actual and updates the PJPTDAIC and PJYTDAC tables with the balance forward data. Make sure that you do this before General Ledger Closing (01.560.00) and Project closing in Close Period (PA.CLO.00), and only after you are satisfied that all transactions are entered and allocations run.
Correcting a “Process in Progress” Error

The Revenue Recognition (PA.REV.00) process (see “Revenue Recognition (PA.REV.00)” on page 251) must be run standalone, without contention from another process. When the system detects that a second session of such a process is being attempted, it generates an error message. In this case, wait until the first process completes.

There can be another cause for an Already in Progress error: the previously run update process terminated abnormally because of a hardware problem, software problem, or user intervention, which includes clicking Cancel in the status box during processing.

To reset the system parameter:
1. Close the current running copy of the update process.
2. Confirm that the database is in a consistent state (SQL should back out all unfinished transactions automatically).
3. Run Control Parameter Maintenance (PA.CNT.00).
4. Input the following Control Type and Control Code:

<table>
<thead>
<tr>
<th>Program</th>
<th>Type</th>
<th>Control Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAREV</td>
<td>PA</td>
<td>REV-RUN</td>
</tr>
</tbody>
</table>

5. Click Delete. Click Yes in the message box to delete the current record.
6. Close Control Parameter Maintenance (PA.CNT.00) and rerun the function.
Mixing Contract Types on a Project

There are cases where a project needs to be billed as a fixed price contract for the majority of the project but new tasks are added that need to be billed as time and materials.

To mix contract types within a single project:

1. Set up the project with a revenue recognition type of Percent Complete.
2. Set up the contract type at the project level to be fixed price.
3. The default contract type for tasks will be fixed price. For Time & Materials tasks, change the contract type to T&M.
4. In Percent Complete and Revenue Recognition Setup (PA.PCM.00), exclude those tasks that are T&M.
5. Set up the rate table for this project to have the task contract type as level one of the rate lookup. The second and subsequent levels would be based on whatever lookup is appropriate (by employee, by labor class, by project-labor class, etc.)
6. Set up the rates in Multi Level Rate Entry (AL.RAT.00). For the first level, only enter the fixed price contract type, with a rate of zero. (This causes the allocation to apply a zero rate for fixed price tasks. Since a rate does not exist for T&M, it goes to the next level of the rate hierarchy.) Then set up the normal rates for each of the levels for this rate table.
7. Set up an allocation to apply the T&M rates defined in the rate table. The fixed price tasks have a zero rate applied based on the rate table lookup.
8. Add the rate table ID and one or two allocation methods to the project in Project Maintenance (PA.PRJ.00).

When Revenue Recognition (PA.REV.00) is run, T&M tasks (excluded from processing in step 4) are not factored into the percent complete calculation. When the Allocation Processor (PA.PRO.00) is run, only T&M tasks have the billable rates applied.
Allocating Project Transactions

*Allocation Processor* (PA.PRO.00) distributes the costs of a project to other projects or to the General Ledger, calculates overhead charges based on actual amounts or units, applies rates to units (or amounts), creates revenue or fee entries, and performs other related processes. It uses actual transactions (from table PJTRAN) as the basis or source for the allocation amounts. The processor uses a sophisticated rate lookup system and posting matrix.

**To allocate project transactions:**

1. **Define rate keys** – Use *Key Definition* (AL.KEY.00) to identify the key fields to be used in determining rates. For example, to base rates on combinations of project, task, and labor class, you must set up three rate keys, one for each of these fields.

2. **Define rate tables** – To use automatic rate lookup, at least one rate table ID must be defined. Use *Rate Table Definition* (AL.RTD.00) to define which rate keys are to be used for a rate table. Multiple tables are supported for different projects to use different criteria to look up rates.

3. **Define allocation methods** – Use *Allocation Method Setup* (PA.MET.00) to specify which account categories are to be allocated and where the resulting allocation amounts are to be posted. The method is actually a systematic instruction on how to allocate a project. Multiple allocation methods may be defined if different projects need different instructions. If the allocation will create transactions in General Ledger, the post-to and offset company, account, and subaccount entries for the step must be specified within the method.

4. **Assign rate table and allocation method(s) to project** – Using *Project Maintenance* (PA.PRJ.00), a rate table ID and one or two allocation methods are specified in the Project Master (PJPROJ) for all projects that are to be allocated. A project may be associated with only one rate table for use in allocations (you can specify a different rate table for retrieving labor cost rates during labor entry).

5. **Enter rates** – Use *Multi Level Rate Entry* (AL.RAT.00) to specify the rate values for each combination of rate table and rate type.

6. **If the Project Allocator module is not installed,** use *Standard Rate Entry* (PA.RAE.00) to assign standard and exception rates to account categories for each combination of rate table and rate type.

7. **Run the Allocation Process** – The *Allocation Processor* (PA.PRO.00) calculates and applies the allocation amounts. When run in conjunction with the Multi-Company module, the *Allocation Processor* (PA.PRO.00) only allocates projects that belong to the current login company. In final mode, this function produces the final audit reports and generates new transactions in Project Management and Accounting and/or General Ledger. When creating project postings, billing transactions may optionally be posted directly to the Flexible Billings Invoice Detail table (PJINVDET) if set up to do so in *Billings Setup* (BI.SET.00). A preliminary mode is provided to allow review of the allocation amounts and adjustment of any rates or methods as necessary before final posting.

**Note:** If rates or methods are found to be incorrect after a final allocation is run or, if they must be changed after the final has run, *Allocation Processor* (PA.PRO.00) can be run in recalculation mode to reverse out previous allocations and to recalculate using the new information.
Reclassifying Project Transactions

Project Transaction Transfer (PA.PTT.00) provides the ability to reclassify eligible transactions from the Project Transactions table, PJTRAN, and its extension, PJTRANEX. See “Transfer of Project Transactions” on page 17 for a description of which transactions are eligible for transfer or edit.

You can split transactions regardless of the project’s currency. However, the transaction must have originated in the base currency. If the transaction was in any currency other than the base currency, it cannot be transferred.

To Transfer or edit project transactions:

1. Open the Project Transaction Transfer (PA.PTT.00) screen.

2. Enter or select the project of the transactions you want to transfer or edit.

3. If necessary, select additional values to use as filters for the eligible transactions. Additional selection criteria include task, account category, GL account, subaccount, company, employee, labor class, vendor, and module, among others.

4. Enter the ending period for the transactions.

5. If you want to include transactions that have already been billed in the Flexible Billings module, select the Include Billed Transactions check box.

6. Choose the order in which you want to see transactions that appear in the grid from the Sort Order list.

7. Click the Load button to display eligible transactions in the grid.
8. If you want to reclassify multiple transactions to the same project, task, account category, GL account, or subaccount, do one of the following:
   - To transfer or edit all transactions displayed in the grid, click the Select All button.
   - To transfer or edit only some of the transactions displayed in the grid, select the Selected for Bulk Edit check box for the transactions that you want to process.
   a.) Click the Bulk Edit button to open the Bulk Edit (PA.PTT.01) subscreen.

   ![Bulk Edit (PA.PTT.01)](image)

   Figure 3: Bulk Edit (PA.PTT.01)

   b.) In Bulk Edit (PA.PTT.01), enter or select the destination for which you want to transfer the selected transactions in the Transfer To fields. If you leave a field blank, the destination of the transferred transactions will remain unchanged from the source transactions.
   c.) Click the Apply to Selected button to close Bulk Edit and return to Project Transaction Transfer.

9. If you want to split a transaction to multiple projects, tasks, account categories, GL accounts, subaccounts, or companies, highlight a row in the grid and click the Split button to open the Split Transaction (PA.PTT.02) subscreen.

   The program keeps track of the units and amounts and displays the following information at the bottom of the screen:
   - The original units and amounts from the source transaction appear in the Transaction fields.
   - The units and amounts transferred in the current batch appear in the Transfer fields.
   - The units and amounts yet to be transferred appear in the Remaining fields.

   The units and amounts in the Transfer To fields must equal the units and amounts in the Transaction fields in order for you to return the information you entered in the Split Transaction subscreen back to the main Project Transaction Transfer screen. The Project, Task, Account,
Category, GL Account, GL Subaccount, and Company fields display ****** if you saved more than one row in the Split Transaction subscreen.

![Split Transaction (PA.PTT.02)](image)

Figure 4: Split Transaction (PA.PTT.02)

a.) In Split Transaction (PA.PTT.02), enter or select the destination to which you want to transfer the selected transaction in the Transfer To fields. If you leave a field blank, the destination of the transferred transaction will remain unchanged from the source transaction.

b.) Enter the number of units and the monetary amount you want to transfer to the destination and click OK.

- If the units and amounts transferred do not equal the units and amounts in the source transaction, continue transferring units and amounts to other projects, tasks, account categories, GL accounts, or subaccounts.
- If you have transferred all units and amounts from the source transaction to one or more destinations, Split Transaction (PA.PTT.02) closes, returning to Project Transaction Transfer (PA.PTT.00).

10. If you did not use Bulk Edit, individually modify the fields that you want to change in the grid.

11. When you are finished reclassifying, splitting, or bulk editing transactions, you can set the batch to release later (or immediately if you have access rights to do so) or leave the batch in process.
Duplicating Allocation Methods

To duplicate an allocation method, creating a template for a new method:

1. Choose Tools | Options.
2. On the Application tab, select the Show Grid Row Numbers check box.
3. Select the entire row by placing the cursor on the row number. For multiple rows, drag the cursor down the column of row numbers until all rows are highlighted.
4. Choose Edit | Copy or press CTRL+C to copy the highlighted rows to the Windows® clipboard.
5. Place the cursor in Method and click New or press CTRL+N to clear the current method from the screen.
6. Assign the new allocation method code and description.
7. Highlight the first cell of the grid and select Paste or press CTRL+V.
8. Now, maintain the rate types as usual.
Applying Per Diem Rates

To apply variable per diem rates:

1. Add a rate type in Code File Maintenance (PA.CFM.00) for per diem.
2. Define the lookup hierarchy in Rate Table Definition (AL.RTD.00). Select a rate table and the rate type assigned for per diem. If different rates are needed by project, create the first level of the lookup to include project. The next level might be customer. If other lookup schemes are needed, other levels need to be created.
3. Set up per diem rates in Multi Level Rate Entry (AL.RAT.00).
4. If the Project Allocator module is not installed, set up the rate for the per diem account category in Standard Rate Entry (PA.RAE.00).
5. In Allocation Method Setup (PA.MET.00), create a step in the method assigned to the project that uses the per diem account category. The allocation basis is units and the rate type is what is assigned above (step 1). Post the entry to the appropriate account category (such as Per Diem Revenue or Earned-not-Billed Revenue).
6. The Allocation Processor (PA.PRO.00) applies the per diem rate.
Reversing Previous Allocations

To reverse the transactions created by a final allocation without replacing them with new transactions:

1. Create an allocation method that has no steps.
2. Change the project’s allocation method to this new method.
3. Run the Allocation Processor (PA.PRO.00) in recalculation mode only for the selected project. Doing so creates reversing entries in both the General Ledger and Project Management and Accounting modules that effectively eliminate the original allocation postings.
Automatically Incrementing the Project or Task ID

To set up automatic numbering of project or task IDs:

1. Determine the correct code type by viewing the structure of the project or task in *Flexible Key Maintenance* (PA.FKM.00).

![Flexible Key Maintenance (PA.FKM.00)](image)

*Figure 5: Flexible Key Maintenance (PA.FKM.00) shows the structure of the project ID. Note that the second segment is numeric.*

2. Open *Code Type Maintenance* (PA.COT.00) to the selected code type. In the Data 1 Field frame, check *Visible*, enter the length of the segment in *Length*, and set the *Mask* to 9-Numeric.

![Code Type Maintenance (PA.COT.00)](image)

*Figure 6: Code Type Maintenance (PA.COT.00) shows the configuration of the validated first segment of the project ID.*
3. Open **Code File Maintenance** (PA.CFM.00) to the selected code type and assign a starting number to each segment value by entering the starting number minus 1, which represents the last used number.

![Image of Code File Maintenance](image)

*Figure 7: Code File Maintenance (PA.CFM.00) shows the starting values for the incrementing second segment*

4. When setting up a new project or task, click the **FlexKey** button on the **Project** or **Task** tab of **Project Maintenance** (PA.PRJ.00) to open **Flexible Key Entry** (PA.FEN.00). When the cursor is in the field to be incremented, click the **Increment** button.

![Image of Flexible Key Entry](image)

*Figure 8: Flexible Key Entry (PA.FEN.00) for the project ID*

5. **Flexible Key Entry** (PA.FEN.00) closes and returns the next available number to the **Project** or **Task** tab of **Project Maintenance** (PA.PRJ.00).

**Note:** Do not use the character specified as the separator between segments as an entered value when setting up task IDs. For example, if your task ID appears in Microsoft Dynamics as XX-NNNNN, the dash is most likely the character designated as the separator character and you should not enter it as part of the task ID.
Using Quick Send for Project Documents

Quick Send allows you to send project invoices and construction billings to customers electronically. You can maintain the Quick Send options for these document types on the Quick Send tab in Project Maintenance (PA.PRJ.00). See “Project Maintenance, Quick Send Tab” on page 211 and “Additional Receivers (PA.PRJ.01)” on page 215 for more information.

Entering Project Quick Send Preferences

To allow documents for a project to be sent electronically, create the project’s Quick Send preferences on the Quick Send tab of Project Maintenance (PA.PRJ.00). The project’s preferences are indicated for each document (Project Invoice and Construction Billing) defined on Quick Send Setup (21.951.00) in the Shared Information module. Additional recipients can also be defined for each document on Additional Receivers (PA.PRJ.01). For more information about setting up Quick Send, see “Setting up Quick Send” in the Shared Information help or user’s guide.

To enter project Quick Send preferences:

1. Click the Quick Send tab of Project Maintenance (PA.PRJ.00). The Quick Send tab of Project Maintenance (PA.PRJ.00) appears.

Figure 9: Quick Send tab of Project Maintenance (PA.PRJ.00)

2. Select Project Invoice or Construction Billing in Document Type.
3. Select Quick Send to allow the document to be sent electronically for the project.
4. In Delivery Method, select the method to deliver the document to the customer.
5. In Request Priority, select the priority level assigned to the request of the document.
6. (Optional) Enter the email address where the document should be sent in **Receiver Email Address** and the email address that sends the email in **Reply Email Address** if **Delivery Method** is **Email**.

7. Select the type of file that contains the document in **Email Attachment File Type**.

8. (Optional)
   - In **Fax Receiver Name**, type the name of the person who will receive the fax of the document.
   - In **Fax Prefix**, type numbers or spaces that are required before the fax number is dialed.
   - Select **Dial Area Code** to include the area code when the fax number is dialed.
   - In **Receiver Fax Number**, type the telephone number that will receive the fax.
   - In **Fax Sender Name**, type the name of the person who will send the fax.
   - In **Sender Fax Number**, type the telephone number that will send the fax.
   - Select **Include Fax Cover Sheet** to send a cover sheet as the first page of the fax if **Delivery Method** is Fax.

9. (Optional) Select **Urgent**, **For Review**, **Please Comment**, **Please Reply**, or **Please Recycle** to have the descriptions included on the fax cover sheet in the Notes area if **Include Fax Cover Sheet** is selected.

10. (Optional) In **Subject Text**, type text that appears as the subject of an email or on the fax cover sheet in the Re: (Regarding) area for the document.

11. (Optional) In **Body Text**, type text that appears in the body of an email or on the fax cover sheet in the Notes area for the document.

12. Repeat steps 2 through 12 for each document to be sent electronically to the customer.
To enter additional recipients for a document:

1. Display the project’s Quick Send preferences for the document on the Quick Send tab of Project Maintenance (PA.PRJ.00).
2. Click the Additional Receivers button. Additional Receivers (PA.PRJ.01) displays.

3. In Delivery Method, select the method to deliver the document to the additional recipient.
4. In Request Priority, select the priority level assigned to the request of the document.
5. (Optional) Enter the email address where the document should be sent in Receiver Email Address and the email address that sends the email in Reply Email Address if Delivery Method is Email.
6. Select the type of file that contains the document in Email Attachment File Type.
7. (Optional)
   - In Fax Receiver Name, type the name of the person who will receive the fax of the document.
   - In Fax Prefix, type numbers or spaces that are required before the fax number is dialed.
   - Select Dial Area Code to include the area code when the fax number is dialed.
   - In Receiver Fax Number, type the telephone number that will receive the fax.
   - In Fax Sender Name, type the name of the person who will send the fax.
   - In Sender Fax Number, type the telephone number that will send the fax.
   - Select Include Fax Cover Sheet to send a cover sheet as the first page of the fax if Delivery Method is Fax.
8. (Optional) Select Urgent, For Review, Please Comment, Please Reply, or Please Recycle to have the descriptions included on the fax cover sheet in the Notes area if Include Fax Cover Sheet is selected.
9. (Optional) In Subject Text, type text that appears as the subject of an email or on the fax cover sheet in the Re: (Regarding) area for the document.
10. (Optional) In **Body Text**, type text that appears in the body of an email or on the fax cover sheet in the Notes area for the document.

11. Repeat steps 3 through 10 for each additional recipient for the document.

**Sending Documents Electronically**

Invoices and construction billings created in Flexible Billings can be sent and resent electronically to project stakeholders using *Invoice Print* (BI.INV.00) or *Construction Billing Print* (BI.CNP.00) for a final print or reprint. For more information, see the “Sending Invoices and Construction Billings Electronically” topic in the Flexible Billings help or user’s guide.

**Viewing Quick Send Request Details**

When an invoice created in Flexible Billings is sent electronically to a customer, a Quick Send request is created. You can view Quick Send request details on the Shared Information *Quick Send Inquiry* (21.200.00) screen. In Flexible Billings, you can open *Quick Send Inquiry* (21.200.00) from *Invoice Inquiry* (BI.INQ.00). For more information, see the “Viewing Quick Send Request Details” topic in the Flexible Billings help or user’s guide.
Project Controller Screens

Acct Category Maintenance (PA.ACC.00)

Use Acct Category Maintenance (PA.ACC.00) to set up and maintain the Account Category Master table (PJACCT). Account categories are used to group transactions logically. An account category indicates in plain language the type of charge or revenue for a project-task combination. Typically, an account category represents a group of related General Ledger account numbers.

Acct Category Maintenance, Master Information Tab

The Master Information tab of Acct Category Maintenance stores the primary information about an account category in the Account Category Master table (PJACCT).

![Figure 11: Acct Category Maintenance, Master Information tab](image)

Following are the field descriptions for the Master Information tab of Acct Category Maintenance (PA.ACC.00).

**Acct Category**

Acct Category categorizes transactions in Project Management and Accounting by indicating, in plain language, the type of charge (or revenue) against a project-task combination. For example, an expense transaction for a particular project-task may be for labor, materials, or overhead expense. Account categories such as LABOR, MATERIALS, and OVERHEAD could be set up to capture this information. The relationship between a Project Management and Accounting account category and a General Ledger account number is established by assigning an account category to the account number in General Ledger’s Chart of Accounts Maintenance (01.260.00). Multiple account numbers may be linked to each account category.

**Note:** An account category may not be deleted if there are records that reference it in the summary tables. If you click Delete, the system prompts to read the summary table (PJPTDROL), which may take some time, or to cancel the delete operation.

**Description**

Enter an optional freeform description of the account category.

**Acct Group**

Acct Group is an optional field used to group a related set of account categories for custom reporting purposes. The field is validated in the code file (code type AGRP).
**Acct Type**

*Acct Type* indicates the basic General Ledger type of account category. Options are:

- Revenue (RV)
- Expense (EX)
- Asset (AS)
- Liability (LB)
- Non-accounting (NA)

This field is used extensively by Project Management and Accounting screens when processing and displaying information. For example, only revenue- and expense-type transactions determine net profit. In addition, the account type indicates to the system the natural sign (debit or credit) of the transaction. Typically, revenue types are credits while expense types are treated as debits.

Transactions in Project Management and Accounting that match the natural sign of the account type are always shown as positive. A negative number therefore provides visibility into contra-bookings. For example, a transaction that posted as a credit to a revenue account number in the financial modules, indicating positive revenue, appears as a positive number when it posts to a revenue account category in Project Management and Accounting. The NA type is used for non-accounting entries such as billed-to-date.

**Note:** Since non-accounting entries do not have a natural sign (debit or credit), do not associate them with General Ledger account numbers. Accounting entries flowing into the Project Management and Accounting modules from the financial and distribution modules will post to the non-accounting account category as a positive number regardless of the natural sign of the General Ledger account number.

**Sort Number**

*Sort Number* determines the relative order in which account categories are presented in some inquiry screens. For example, when a list of summary totals is presented by account category in *Project Net Profit* (PA.PNR.00), the account category with the lowest sort number appears first. Some sites assign ranges of numbers to the various account types (such as 0-299 for revenue and 300-599 for expense) so that revenue account categories always appear first in the inquiry screens, followed by the expense account categories.

**Status**

The following options are available:

- Active (A) – This record is open and valid for new input/charges.
- Inactive (I) – This record is no longer active, and new input is prevented. Existing data may be processed.
- Purge (P) – Reserved for future use but not used at this time.

**Tax Category**

Enter a tax category to be assigned to all transactions that post to the current account category. This optional entry is validated in the Sales Tax Category table (SLSTAXCAT). The Flexible Billings module uses the tax category of the billing item to determine whether to add tax amounts to invoices.

**Budgeted**

Select whether the account category can be budgeted in *Budget Maintenance* (PA.BSM.00). If set to No, the account category cannot have a budget amount associated with it in *Budget Maintenance* (PA.BSM.00). If set to Yes, the account category can be used in *Budget Maintenance* (PA.BSM.00) and appear on the *Project Profile* (PA.010.00) report. The default is Yes.
**Budget Template**

Select whether the account category will be listed when a template is used in *Budget Maintenance* (PA.BSM.00). Only those account categories that are commonly budgeted should be set to Yes, as individual entries cannot be deleted once they have been pasted into the screen, although clicking Cancel removes all templated account categories. The default is No.

**Account Class**

*Account Class* is used by *Percent Complete and Revenue Recognition Setup* (PA.PCM.00) to identify what class of expense account categories will be used for the computation of the completion percentage. Valid selections are:

- **Labor** – The computation of percent complete is based only on labor.
- **Production Units** – The computation of percent complete is based only on units of production.
- **Other** – The computation of percent complete is based only on account categories that have this account class.
- **N/A** – This selection, which is the default, serves as a generic account class. It is used by the All Expenses selection in *Percent Complete and Revenue Recognition Setup* (PA.PCM.00).

**Trans Class**

The transaction class of an account category determines which amount “buckets” to update. If the Employee Utilization module is active, the Utilization Rollup (PJUTLROL) and Task Employee Master (PJPENTEM) tables are updated. Valid selections are:

- **Labor** – Assign the Labor transaction class to all labor-related account categories that generate transactions for utilization purposes.
- **Revenue** – Assign the Revenue transaction class to all revenue-related account categories that generate revenue transactions for utilization purposes. Revenue transactions only post amounts to PJUTLROL, not units (hours).
- **Adjustment** – Assigning a transaction class of Adjustment to an account category indicates that the transaction will be treated as an adjustment (write up, write down, or write off) for utilization purposes.
- **Expense** – The transaction class of Expense is used when employee-related cost and revenue need to include more than labor but will not affect the units (hours). Examples of this type of transaction include per diem, and telephone charges.

**Schedulable**

*Schedulable* is not currently used within Project Management and Accounting. The default value is No.
Acct Category Maintenance, ID Fields Tab

Use the **ID Fields** tab of **Acct Category Maintenance** (PA.ACC.00) for attaching optional identification or reference data to an account category. Fields are flexibly defined for ID type CA in **ID Maintenance** (PA.IDM.00) where the caption, length, mask, and type of validation are established.

Reserved fields cannot be maintained. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER have fixed attributes and cannot have their validation, mask, or length changed by flexible field parameters. These options are available only to CHAR (string) type fields. See the online schema help for field lengths and reserved status.

The following are the field descriptions for the **ID Fields** tab.

**PTD Indirect Group**

Set **PTD Indirect Group** if you print the Government Contractor/Operational Job reports or use **Indirect Rate Calculator** (AL.IRC.00). It is one of the allocation groups that you set up in General Ledger **Allocation Group Maintenance** (01.290.00). The Possible Values lookup displays only allocation groups that have the **Actual Period-to-Date Allocation Method**.

Specify the allocation group that is associated with the account category. For more information, see Government Contractor/Operational Reports on page 43.

**YTD Indirect Group**

Set **YTD Indirect Group** if you print the Government Contractor/Operational Job reports or use **Indirect Rate Calculator** (AL.IRC.00). It is one of the allocation groups that you set up in General Ledger **Allocation Group Maintenance** (01.290.00). The Possible Values lookup displays only allocation groups that have the **Actual Year-to-Date Allocation Method**.

Specify the allocation group that is associated with the account category. For more information, see Government Contractor/Operational Reports on page 43.

**Comment**

Specify information about the account category that you want to maintain in **Comment**.

**Target Rate**

Specify an optional target rate that appears on Government Contractor/Operational Job reports that display target rates. This rate is for presentation purposes only. It is not used in any calculations.
**Acct Category Maintenance, GL Cross-Reference Tab**

The **GL Cross-Reference** tab of *Acct Category Maintenance* (PA.ACC.00) displays the General Ledger account numbers that reference the selected account category. This includes their description and account type. The information is read from the Account Cross-reference table (PJ_Account). You can maintain the association between account number and account category only in General Ledger’s *Chart of Accounts Maintenance* (01.260.00).

*Figure 13: Acct Category Maintenance, GL Cross-Reference tab*

**GL Account**

The chart of account number associated with the current account category appears in view only mode.

**Description**

The description of the account number appears in view-only mode.

**Type**

The account type of the account number appears in view-only mode.
Address Maintenance (PA.ADR.00)

Use Address Maintenance (PA.ADR.00) to enter and maintain addresses for a variety of documents and master records. Using Address Type, several types of addresses can be entered for a document. Address Maintenance (PA.ADR.00) may only be accessed from the primary program that maintains the document or master record. It cannot be run directly from the menu.

![Address Maintenance (PA.ADR.00)](image)

**Figure 14: Address Maintenance (PA.ADR.00)**

*Note:* When this program is accessed, the calling program passes two parameters. The first is Address Key Code, which identifies the type of master record or document for the address (such as PROJECT). Valid key codes are stored in the code file (reserved code type ADKY). The second parameter is the Key Value, which links the address to a particular master record or document.

Following are the field descriptions for Address Maintenance (PA.ADR.00).

**Address Key**

Address Key is passed from original screen (for example, Project Maintenance (PA.PRJ.00) passes the project ID as its address key). It relates the address to the master record or document (for example, the project displayed in Project Maintenance). The field name varies according to the screen that accessed Address Maintenance (PA.ADR.00). Contract ID, project ID, subcontract ID, and subcontractor vendor are examples of address keys.

**Address Type**

Select the type of address being entered. Address Type is validated in the code file (code type ADTY). This is a reserved code type and is not user-maintainable.

**Company Name**

Type the company name into this optional freeform text field.

**Individual**

Type the name of the primary contact at the company into this optional freeform text field.

**Title**

Type the title of the primary contact at the company into this optional freeform text field.
Address Line 1
Type the first line of the company address into this optional freeform text field.

Address Line 2
Type the second line of the company address into this optional freeform text field.

City
Type the name of the city into this optional freeform text field.

State
Enter a two-character state or province code, which is validated in the State/Province table.

Zip Code
Type the zip or postal code into this optional freeform text field.

Phone
Type the area code and telephone number into this optional freeform text field.

Country/Region
Enter a three-character country or region code, which is validated in the Country/Region table.

Fax
Type the area code and fax number into this optional freeform text field.

Email Address
Type the email address of the individual or company into this optional freeform text field.
AR Invoice Interface (PA.ARI.00)

The AR Invoice Interface (PA.ARI.00) creates invoices in the Accounts Receivable module from appropriate project transactions. The function creates an unreleased batch in the Batch Master table (BATCH), Accounts Receivable Document table (ARDOC), and Accounts Receivable Transaction table (ARTRAN). Standard Accounts Receivable screens are then used for editing, releasing, and printing the invoices. This screen can only process transactions for one company at a time. Only projects that belong to the login company are selected.

The following is a list of the valid contract types used by this screen:

- INT – Internal or non-billable contracts
- TMR – Time and Materials contracts that post revenue as work is performed
- TMW – Time and Materials contracts whose costs go through Work In Progress
- FPR – Fixed Price contracts that post revenue as work is performed
- FPW – Fixed Price contracts whose costs go through Work In Progress
- CPR – Cost Plus contracts that post revenue as work is performed
- CPW – Cost Plus contracts whose costs go through Work In Progress

The transfer process is initiated by clicking Process Company (company ID). The process reads the Project Master table (PJPROJ) based on the selection criteria in Customer and Project. Only projects with contract types FPR, FPW, TMR, TMW, CPR, and CPW are read. Once the eligible projects are read, the program reads the project transactions from the Project Transaction table (PJTRAN) that have a blank Status for the specified fiscal period. The records are read and sorted by task, account category, and transaction date. Only billable transactions are selected based on the contract type of the project. The following guidelines apply:

- For contract types FPR, FPW, TMR, and TMW, only transactions with an account category of Unbilled are read.
- For contract types CPR and CPW, only transactions with account categories Unbilled, Unbilled Overhead, and Unbilled Fee are read.

The account categories above are cross-referenced to the actual account category specified in Project Controller Setup (PA.SET.00).
To prevent duplicate posting, the program updates all transaction records that have been successfully processed with a B in the Transaction Status field (PJTRAN.tr_status). The counters for the batch number and reference number are the same as those used for documents generated within the Accounts Receivable module. The BATCH table stores the batch number and the REFNBR table stores the reference number; both values can be viewed in AR Setup (08.950.00). For each invoice or credit memo, one record is created in the Accounts Receivable Document table (ARDOC). Accounts Receivable transaction (ARTRAN) records are created at two different levels based on whether the detail or summary option is selected.

The General Ledger account and subaccount values for Accounts Receivable transaction posting are stored in the control file and maintained in Project Controller Setup (PA.SET.00). The General Ledger account and subaccount used in the ARTRAN records are determined as follows:

- For contract types FPR and TMR – Use unbilled General Ledger account and subaccount values.
- For contract types FPW, TMW, and CPW – Use revenue General Ledger account and subaccount values.
- For contract type CPR – Use unbilled, unbilled overhead, and unbilled fee General Ledger account and subaccount values, depending on the account category in the Project Transaction record.

The subaccounts for the above account categories can be set to the wildcard character $p$, instructing the system to use the corresponding character from the default subaccount in the Project Master record.

**Note:** If a transaction has a company ID that differs from the company ID that will be posted on the corresponding Accounts Receivable trade transaction (which will be the company of the project or login company), the program verifies that the appropriate record is on file in the Intercompany table. For the lookup, the company of the transaction is used as the “From Company” and the company of the project is used as the “To Company.” In addition, the screen used is 08400 and the module used is Accounts Receivable.

Following are the field descriptions for **AR Invoice Interface** (PA.ARI.00).

**Select Company area**

The **Select Company** area allows you to select a specific company or all companies.

**Specific**

Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

**All**

Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Fiscal Period**

**Fiscal Period** is a six-character field used to select Project Transaction (PJTRAN) records for processing, and to set the posting period in the Accounts Receivable batch created. A warning message appears if the period entered in this field is less than the current Accounts Receivable period from AR Setup (08.950.00).

**Customer**

**Customer** is used for selecting customers for processing. A left-to-right mask may be used for specifying a customer prefix to process. For example, if C5 is entered, projects for which customer ID begins with C5 are selected for processing. If this field is blank, all customers are eligible for processing.
Project

Project is used for selecting projects for processing. A left-to-right mask may be used for specifying a project prefix to process. For example, if P5 is entered, projects that begin with P5 are selected for processing. If this field is blank, all projects with the appropriate contract type that belong to the current login company are eligible for processing.

The Possible Values list is limited to projects with companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Invoice Date

Invoice Date is written to the ARDOC.DocDate field. It is unverified and defaults to the current date.

AR Document Desc

This optional freeform description updates the ARDOC.DocDesc and BATCH.descr fields.

Project / Customer (option buttons)

This option determines whether a new invoice is created for each project or for each customer. If the invoice is created by customer, one invoice may contain transactions for several projects. This setting defaults to Invoice by Project.

Summarize Transactions / Detail Transactions (option buttons)

This option determines the level at which transactions are written to the Accounts Receivable batch. If you select Detail Transactions, one Accounts Receivable transaction (ARTRAN) record is created for each Project Transaction (PJTRAN) record. If you select Summarize Transactions, Project Transaction records are summarized until a break in task, with one exception: if the contract type of the current project being processed is CPR, a record is written to the AR Transaction table whenever the account category changes. This setting defaults to Summarize Transactions.

Invoices Only / Credit Memos Only (option buttons)

This option determines which type of document is generated in the Accounts Receivable batch, invoices or credit memos. An invoice is recognized whenever the total sum of all transactions for a document is greater than zero. Credit memos are recognized whenever the total sum of all transactions for the document is less than zero. If this option is set to process invoices only and a credit memo is found, an informative message is written in the list box and the credit memo is skipped. Conversely, when this option is set to process credit memos, invoices are skipped. This setting defaults to Invoices Only.

List Box

This area displays error messages found when processing. The possible validation errors are:

- No General Ledger account found in Project Controller Setup (PA.SET.00) for the appropriate account category.
- General Ledger subaccount not found (or blank) in Project Controller Setup (PA.SET.00) for the appropriate account category.
- Project and default task from Project Controller Setup (PA.SET.00) not found in the Project Entity table (PJPENT).
- Customer selected on screen not equal to customer for selected project, or customer in project not found in CUSTOMER table.
- Invoice or credit memo skipped – processing credit memos or invoices only.

Once the processing of an invoice or credit memo generates an error message, further processing on it discontinues and all posting for it is undone. The process then resumes with the next invoice or credit memo. An informative message also appears in this area as invoices or credit memos are successfully created.
Process Company {company ID} (button)

Clicking this button starts the AR Invoice Interface (PA.ARI.00) load process that transfers unbilled project transactions to the Accounts Receivable module. A single invoice batch is created with journal type PA. The process will be limited to projects with companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.
Assignment Inquiry (PA.RTI.00)

Assignment Inquiry displays the tasks that an employee or subcontractor is assigned to. Employees can use it to see their currently assigned tasks. Managers can use it to see their employees’ performance against budget.

The Change Currency button in the application toolbar is activated when Activate Foreign Currency Project Management is selected on the PC Options and Setup tab in Project Controller Setup (PA.SET.00). The amounts appear by default in the project currency.

![Assignment Inquiry](image)

**Figure 16: Assignment Inquiry**

**Important note about data security:**

The screen displays certain information under certain circumstances. **Actual Cost** displays the amount of the actual labor cost from posted timecards charged to the selected task. **Budget Cost** displays the estimated or projected amount of labor cost for working on the selected project. The amount is calculated as the number of hours allotted for working on the task in Resource Assignment (PA.RAS.00) multiplied by the resource’s hourly rate in Employee/Position Rate Maintenance (TM.EPJ.00). If the employee does not have an hourly rate in Employee/Position Rate Maintenance, this amount will appear as zero. **Net Revenue** displays the amount of revenue generated from the resource’s actual labor cost. These columns appear in the grid only under the following circumstances:

- You are inquiring into your own tasks. The association between resource ID and user ID is established in Employee and Resource Maintenance (PA.EMP.00).
- You are the designated supervisor or manager of the selected employee. The designation of a resource’s supervisor and manager is maintained in Employee and Resource Maintenance (PA.EMP.00).
- You have at least view access rights to Employee/Position Rate Maintenance (TM.EPJ.00).

**Note:** You can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.
Following are the field descriptions for Assignment Inquiry.

**Resource/Employee**

Enter the employee ID of the employee or resource whose tasks you want to see. The employee's name appears in the adjacent field. If you do not specify an employee, the screen displays the tasks for which you are assigned. If your employee ID is not associated with your user ID in Employee and Resource Maintenance (PA.EMP.00), the screen will not display any information when you first open it.

**Start Date/End Date**

Enter the starting and ending dates of the period for which you want to view task assignment information. If you leave these fields blank, the program calculates the default date range based on the current business date and the number in Default Day Range for Timecard Schedule and Task List in Project Controller Setup (PA.SET.00). The range is calculated as the date plus or minus the default date range. The start and end date of the assignment record must overlap the calculated date range for an assignment record to display. This means that the assignment start date is less than or equal the end date range AND the assignment end date is greater than or equal to the start date range. If the assignment start and end dates are blank, the program uses the task start and end dates. If they are blank, the program uses the project start and end dates. If the assignment, task, and project start/end dates are blank, the record will not appear unless the selection date range is blank.

**Select**

Select the type of task you want to view from the list. Options are:

- **All** – Display all tasks for the resource.
- **Actuals Charged** – Display only tasks that have actuals charged to them.
- **No Actuals Charged** – Display only tasks that have not had actuals charged to them.

**OK – Load**

Press this button to display the tasks that meet your selected criteria.
Budget Maintenance (PA.BSM.00)

Use Budget Maintenance (PA.BSM.00) to add or change budget information. Two versions of budgeted information are available, Original Budget and Estimate at Completion (EAC). Companies often consider the EAC to be a revised budget that is periodically updated based on current projections. Consequently, such companies enter original budget information and initially set the EAC values equal to the budget values but as the project progresses, the original budget information is left unchanged and only the EAC information is updated. For this reason, when adding a new line to the grid, the EAC Amount defaults to the Budget Amount and the EAC Units default to the Budget Units. However, when maintaining a saved entry, changing the budget amount does not automatically change the EAC amount.

The currency buttons in the application toolbar are activated when Activate Foreign Currency Project Management is selected on the PC Options and Setup tab in Project Controller Setup (PA.SET.00). The budget is entered in the project currency. Once you select a currency exchange rate and save the first budget entry, you can no longer change the currency exchange rate. That initial exchange rate is used for all project budget related entries for the remainder of that project.

Figure 17: Budget Maintenance (PA.BSM.00)

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

In addition, budgeted and EAC amounts and units may be time-phased, or entered by period. Since there is no direct relationship between the total budget or EAC and the time-phased totals, they do not have to be equal. Therefore, a budget may be input for the duration of the project and then time-phased for only the first several months. Budget Schedule and EAC Schedule screens accessed using buttons at the bottom of Budget Maintenance can be used for entering the time-phased data, which appears in inquiries and reports that present monthly budget and EAC information.

By clicking Template, a new budget can be created from a budget template that contains the most commonly budgeted account categories can provide a starting point for entering new budgets.

Note: If you are using the historical budgeting feature (the Store History of Budget Revisions Entered in Project Budgeting check box is selected in Project Controller Setup), all fields of this screen appear in view-only mode. Historical budgeting requires that all Budget and EAC amounts be entered in Budget Revision Maintenance (BU.BRM.00).
Following are the field descriptions for *Budget Maintenance* (PA.BSM.00).

**Project**
Enter the project ID whose budget/EAC information is being entered or maintained. This required entry is validated in the Project Master table (PJPROJ). The project description appears in the adjacent field. The projects are limited to projects with companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you see only those projects that have company 0060 set as their Company ID.

**Project Company**
The company associated with the project, this defaults from the company entered on the *Project* tab in *Project Maintenance* (PA.PRJ.00). The company name is also displayed.

**Task**
Enter the task ID whose budget/EAC information is being entered or maintained. The entry in this required field is validated in the Task Master table (PJPENT). The task description appears in the adjacent field.

**Acct Category**
Enter the account category to be budgeted. This required entry is validated in the Account Category Master table (PJACCT). The account category description appears in the adjacent field.

**Budget Units**
Enter the total number of budgeted units for the account category specified in *Acct Category*. This number, stored in the Project-to-Date Summary table (PJPTDSUM), represents the budgeted units for the duration of the project.

This optional entry is used for capturing and tracking the projected quantities that may accompany a monetary amount. For example, the budget for labor may be 100 hours (units) for a total of $1,000.00 (amount).

*Note:* The captions for *Budget* and *EAC* can be flexibly defined in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

**Rate**
*Rate* is used for calculating a budget amount from the budgeted units and serves only as an aid to data entry. If the user inputs a number into *Budget Units*, enters a rate here, and then tabs out of *Rate*, *Budget Amount* is automatically calculated as the units multiplied by the rate. If *Rate* is set to zero, the budgeted amount must be input manually into *Budget Amount*.

The rate is also used to calculate the *EAC Amount* using the entry in *EAC Units* in the same manner.

**Budget Amount**
If *Budget Units* and *Rate* have not been input for this line, manually enter the total budgeted amount for the account category specified in *Acct Category*. This number, stored in the Project-to-Date Summary table (PJPTDSUM), represents the budgeted monetary amount for the duration of the project. *Budget Amount* is automatically re-calculated whenever the value at *Rate* or *Budget Units* is changed.

*Note:* The captions for *Budget* and *EAC* can be flexibly defined in *Project Controller Setup* (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.
EAC Units
Enter the number of estimate at completion (EAC) units for the account category specified in Acct Category. This number, stored in the Project-to-Date Summary table (PJPTDSUM), represents the EAC units for the duration of the project.

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

This optional entry is used to capture and track the anticipated quantities that may accompany a monetary amount. For example, the EAC for labor may be 100 hours (units) for a total of $1,000.00 (amount).

Note: When adding a new line to the grid, this value defaults to the Budget Units.

EAC Amount
If EAC Units and Rate have not been input for this line, manually enter the total Estimate at Completion (EAC) amount for the account category specified in Acct Category. This number, stored in the Project-to-Date Summary table (PJPTDSUM), represents the total EAC monetary amount for the duration of the project. EAC Amount is automatically recalculated whenever Rate or EAC Units is changed.

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

The EAC amount is the amount anticipated to complete the task. Although it initially defaults to the budget amount, it is a second version of the budget and is considered the most current. The EAC Amount and Units may be updated using this screen or the Project Analyzer module’s EAC Maintenance (IQ.EAC.00). If each change to the EAC or budget needs to be captured and stored for audit trail purposes, use Budget Revision Maintenance (BU.BRM.00) in the Project Budgeting module.

Note: When adding a new line to the grid, this value defaults to the budget amount. If EAC units have been saved, however, changing the budget units does not automatically change the EAC units. This field is automatically recalculated only when the rate or EAC units is changed.

Budget Schedule (button)
Clicking Budget Schedule opens Budget Schedule (PA.BSM.01), which allows you to enter original budget data by fiscal period, or time-phased budgets.

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

EAC Schedule (button)
Clicking EAC Schedule opens EAC Schedule (PA.BSM.01), which allows you to enter EAC data by fiscal period, or time-phased EAC.

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

Template (button)
When creating the initial budget for a project-task combination, clicking Template retrieves a standard set of account categories and displays them in the grid. Budget and EAC units and amounts can then be entered for the account categories. To add an account category to the template, set Budget Template for the account category to Yes in Acct Category Maintenance (PA.ACC.00). Template becomes disabled once budgets have been saved for a project-task.
Resource Assignment (button)

Clicking this button opens Resource Assignment (PA.RAS,00) for assigning resources to tasks and creating labor budgets from the assignments. For more information about creating labor budgets from task assignments, see “Resource Assignment (PA.RAS,00)” on page 246.
Budget Schedule (PA.BSM.01)

Time-phased budgeted amounts and units are maintained with this screen. The project, task, and account category are passed to this screen from Budget Maintenance (PA.BSM.00). Amounts and units are keyed in for each period of the selected fiscal year. Since there is no direct relationship between the total budget and the time-phased totals, they do not have to be equal. Therefore, a budget may be input for the duration of the project and then time-phased for only the first several months, although only the time-phased data appears in the reports and inquiries that present monthly or month to date (MTD) budget information.

![Budget Schedule (PA.BSM.01)](image)

**Figure 18: Budget Schedule (PA.BSM.01)**

**Note:** After entering data in this screen, you must save new entries by clicking **Save** before returning to the previous screen or entering data for another fiscal year.

Following are the field descriptions for **Budget Schedule (PA.BSM.01).**

**Fiscal Year**
Enter the MM-YYYY fiscal year for which time-phased budgets are being entered. In most cases, this required field defaults to the current year.

**Revision Date**
Revision Date displays the system-maintained date that the time-phased data was last updated.

**Units**
Enter the budgeted units for the specified account category and fiscal period, which is stored in the Budget-by-Period Summary table (PJBUDSUM). For original budget data, the database field **Budget Plan** is blank.

This optional entry is used to capture and track the projected quantities that may accompany a monetary amount. For example, the budget for labor may be 100 hours (units) for a total of $1,000.00 (amount).

**Amount**
Enter the budgeted amount for the specified account category and fiscal period, which is stored in the Budget-by-Period Summary table (PJBUDSUM).

**Annual Budget**
These fields display the total entered units and amounts for all periods for the selected fiscal year.
EAC Schedule (PA.BSM.01)

Time-phased Estimate at Completion (EAC) amounts and units are maintained using EAC Schedule (PA.BSM.01). The project, task, and account category are passed to this screen from Budget Maintenance (PA.BSM.00). Amounts and units are keyed in for each period of the selected fiscal year. Since there is no direct relationship between the EAC and the time-phased totals, they do not have to be equal. Therefore, an EAC may be input for the duration of the project and then time-phased for only the first several months, although it is the time-phased data that appears in the reports and inquiries that present monthly EAC information.

![EAC Schedule (PA.BSM.01)](image)

**Note:** After entering data on this screen, you must save the entries by clicking **Save** before returning to the previous screen or entering data for another fiscal year.

Following are the field descriptions for EAC Schedule (PA.BSM.01).

**Fiscal Year**

Enter the MM-YYYY fiscal year for which time-phased EAC information is being entered. In most cases, this required field defaults to the current year.

**Revision Date**

**Revision Date** displays the system-maintained date that the time-phased data was last updated.

**Units**

Enter the EAC units for the specified account category and fiscal period, which is stored in the Budget-by-Period Summary table (PJBUDSUM). For EAC data, the database field **Budget Plan** is 00.

This optional entry is used to capture and track the anticipated quantities that may accompany a monetary amount. For example, the EAC for labor may be 100 hours (units) for a total of $1,000.00 (amount).

**Amount**

Enter the EAC amount for the specified account category and fiscal period, which is stored in the Budget-by-Period Summary table (PJBUDSUM).

**Annual Budget**

These fields display the total units and amounts entered for all periods for the selected fiscal year.
Close Period (PA.CLO.00)

Use Close Period (PA.CLO.00) to close the current period. The current period is stored in the control file (control parameter PA CURRENT-PERIOD). In order to close the period, the several conditions must first be met. See the “Closing the Current Period” procedure on page 65 for more information.

Figure 20: Close Period (PA.CLO.00)

Close Period (PA.CLO.00) also checks for unapproved timecards for the current period. If any are found, a warning message is displayed but the close is not blocked. A warning message is also issued if the General Ledger, Accounts Payable, or Accounts Receivable modules are not closed for the current period.

If Close Period (PA.CLO.00) detects that the current period is also the last period of the fiscal year, the title of Begin Processing changes to Begin Year-end Close, and Close Period (PA.CLO.00) closes the year. If a year-end close takes place, balance forward amounts are calculated for those projects that have their balance forward switch on and summary records are written for the new year.

For both a fiscal period close and a year-end close, the Control parameter PA CURRENT-PERIOD is updated with the new fiscal period and the allocations sort files (PJALLSRT and PJALLGL) are completely cleared. If any Allocation reports from Auto-Started Allocations are desired, they must be run before closing the period.

Following are the field descriptions for Close Period (PA.CLO.00).

Current Period / Next Period
Current Period displays the current fiscal period, while Next Period displays the upcoming fiscal period.

Begin Processing / Begin Year-end Close (button)
When clicked, a process is started that closes the current period or the current year. The title of the button indicates whether it is a regular or year-end close process, which is determined automatically by Close Period (PA.CLO.00).

If errors appear in the messages area, correct the error condition and re-run Close Period. Errors are typically caused by open batches in integrated modules. View the list of modules checked in the Modules Checked in PeriodCls field of Project Controller Setup (PA.SET.00).
Code File Maintenance (PA.CFM.00)

Use Code File Maintenance (PA.CFM.00) to view or to maintain entries in the code file (PJCODE). Entries categorized as reserved or system-maintained may not be modified.

Figure 21: Code File Maintenance (PA.CFM.00)

Following are the field descriptions for Code File Maintenance (PA.CFM.00).

**Code Type**

*Code Type* is used to identify a subset of validation codes within the code file table (PJCODE). Each code type identifies a logical table of values, stored within one physical table. The code type is validated in the Control Parameters table (PJCONTRL) which is maintained using Code Type Maintenance (PA.COT.00).

**Category**

This display field indicates the category of the code type, which must be one of the following four classes:

- **User-Created** – These code types are user-defined tables created by end-users to validate ID fields or other user-defined fields, or to store lists/tables for their own reporting purposes. Project Management and Accounting screens do not have built-in assumptions or processes based on these code types.

- **User-maintained** – These code types are predefined to represent validation tables used for a specific field of the database, but the end user may input any values desired. An example of this type is Labor Class. The labor class code is defined in the database as a code that uses the code type LABC for validation. It is left to each company to define the particular values for that code.

- **Reserved** – Similar to user-maintained, these code types are predefined to represent validation tables used for a specific field. In this case, however, the particular values for the code type are also predefined and may not be altered by the end user. The system expects certain values and performs processing based on these values. An example of a code type in this category is Employee Pay Type (PTYP), which identifies whether an employee is hourly (HR) or salaried (S1 or S2). The values in this field are critical to the processing done by the *Time Review & Approval* (TM.TRA.00) process in the Time and Expense for Projects module.
- System-maintained – These code types are used and maintained internally within Project Management and Accounting and should never be modified by Code File Maintenance (PA.CFM.00) or Code Type Maintenance (PA.COT.00).

**Code Value**

*Code Value* is used to store the valid values of a code type. Fields in the functions that are described as code file-validated are validated against these values. There is no limit to the number of values for a specific code type.

**Note:** Make sure that each of the code values you create are not a subset of another code value. In some instances the code that is entered for a process acts as a wildcard. By selecting billing cycle ‘M’ for Billing Cycle in Automatic Invoice Creation (BI.AIC.00) both the billing cycle for MO and MS will be run along with a new one labeled with ‘M’. This wildcarding is meant to let you select multiple codes at the same time, if you want.

**Description**

Input an optional freeform description of the code value.

**Data 1 and Data 2**

*Data 1* and *Data 2* may be used to attach ancillary data to a code value. Each is flexibly defined for each code type using Code Type Maintenance (PA.COT.00). These values may themselves be subject to validation as defined in Code Type Maintenance (PA.COT.00).

**Data 3**

Although not shown on the sample screen, a third data field can be used to associate a date with the code value. Its title and visibility may be defined for each code type using Code Type Maintenance (PA.COT.00).
Code Type Maintenance (PA.COT.00)

*Code Type Maintenance* (PA.COT.00) allows the maintenance of code types, the logical tables in the Code File table (PJCODE). Some examples of code types are CURR for currency codes or EMPT for employee types. The title, category, length, and mask of the code type are defined in this screen. In addition, there are three optional user-defined data fields for each code type. The actual values for each code type are established in *Code File Maintenance* (PA.CFM.00). Although there are many predefined and system-defined code types, new code types (new validation tables) may be added for the user-defined ID and user fields. The code types created or maintained by this screen are stored in the Control Parameters table (PJCONTRL).

![Figure 22: Code Type Maintenance (PA.COT.00)](image)

Following are the field descriptions for *Code Type Maintenance* (PA.COT.00).

**Code Type (header)**

Enter the key used to identify a subset of codes within the Code File table (PJCODE). Each code type is a logical grouping of values stored within the physical Code File table.

**Caption (header)**

Enter a short description of the code type to be used as a label on screens such as *Code File Maintenance* (PA.CFM.00).

**Len (header)**

This entry determines the maximum length of the code value.

**Category**

Each code type must be assigned one of the following classes:

- **User-Created** – These code types are user-defined tables created to validate ID fields or other user-defined fields, or to store lists/tables for custom reporting purposes. Project Management and Accounting functions do not perform any processing based on values for these code types.

- **User-Maintained** – These code types are predefined as validation tables designed for use in a specific field of the database. However, the user may input any values desired. An example of this type is Labor Class. The labor class code is a predefined field in the database that uses
code type LABC for validation, but each site must define the labor class codes that are valid for that site.

- **Reserved** – Similar to User-Maintained, these code types are predefined and designed for the use of validation in a specific field of the database. However, the values are also predefined and may not be altered. Some of these values have specific meanings, assumptions, or processing associated with them.

- **System-Maintained** – These code types are used and maintained internally by Project Management and Accounting and can never be modified by Code File Maintenance (PA.CFM.00) or Code Type Maintenance (PA.COT.00).

**Edit Mask**

This field defines the edit mask for the Code. Possible values are:

- **U** – Uppercase ASCII
- **W** – Uppercase Alphanumeric
- **9** – Numeric
- **X** – ASCII

**Data Fields**

Up to three ancillary fields may be defined to be associated with the code type. The parameters specified in the data fields determine the visibility and validation rules for the three fields. **Data Field 3 (date)** is reserved for a date; thus, the only attributes associated with that field are the visible property and the caption (**Data Field 4 (float)** is currently unused). These ancillary fields are maintained using Code File Maintenance (PA.CFM.00) when the particular code values are being established.

**Visible (Data 1, 2, and 3)**

This check box controls the display of the corresponding data field. If selected, the field appears on the screens. If this check box is not selected, the field does not appear on the Code File Maintenance (PA.CFM.00) screen.

**Code Type (Data 1 and 2)**

**Code Type** specifies whether the data field will be validated in the code file using the code type entered in this field. Note that **Code Type**, **Field Class**, and **Values** are all mutually exclusive validation methods.

**Caption (Data 1, 2, and 3)**

**Caption** is a short description of the data field that is used as a label on screens such as Code File Maintenance (PA.CFM.00).

**Len (Data 1 and 2)**

**Len** defines the length of the data field.

**Field Class (Data 1 and 2)**

**Field Class** determines whether a user-defined data field will be validated against one of the master files in this list. If validation is desired, select one of the master files in the list; otherwise select None. **Code Type**, **Field Class**, and **Values** are all mutually exclusive validation methods.

**Mask (Data 1 and 2)**

**Mask** defines the edit mask for the data field. Possible values are:

- **U** – Uppercase ASCII
- **W** – Uppercase Alphanumeric
- 9 – Numeric
- X – ASCII

**Values (Data 1 and 2)**

You can specify a discrete list of valid values in **Values**. To input values, enter them in this field separated by commas. If no validation of values is desired, leave this field blank.

**Code Type**, **Field Class**, and **Values** are mutually exclusive validation methods.
Commitment Detail Inquiry (PA.CMD.00)

Commitment Detail Inquiry (PA.CMD.00) displays the commitment records for a specific project, one or all tasks of the project, and one or all account categories for which commitments have posted. **Type/Module** indicates the source of the commitment information (PO = Purchasing, IN = Inventory, CN = Subcontracts, TM = Time and Expense for Projects Labor). The records are shown in **PO Date**, **PO Number**, **Src Batch/Doc#** document (or batch) number, and **Invent ID** order. **Total Amount** and **Total Quantity** at the bottom of the screen display the total of the records currently shown in the grid.

The Application Toolbar change currency button is activated when **Activate Foreign Currency Project Management** is selected in **Project Controller Setup** (PA.SET.00), **PC Options and Setup** tab. The amounts will appear by default in the project currency.

![Commitment Detail Inquiry (PA.CMD.00), Grid View](image)

**Figure 23:** Commitment Detail Inquiry (PA.CMD.00), Grid View

**Note:** You can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

In order to retrieve the records, a project ID must be entered in **Project**, **Task** and **Acct Category** are optional. **OK - Load Grid** must be clicked unless an account category has been entered, in which case the search is initiated automatically after tabbing out of the field.

If the Communicator module is installed, **Send Messages** (CO.MMT.00) can be accessed by clicking a button to notify someone about the commitment information.
This screen may be accessed from the menu or by clicking the Drill button in Task Net Profit (PA.PND.00) or Project Net Profit (PA.PNR.00) when focus is placed on the Commitment column. In this case, the individual transactions that make up the amount shown in the cell are shown.

![Commitment Detail Inquiry (PA.CMD.00), Form View](image)

Following are the field descriptions for Commitment Detail Inquiry (PA.CMD.00).

**Project**
Project is the primary identifier for transactions and summary data in Project Management and Accounting, just as the account number is the primary identifier in General Ledger. The title, length, and mask may be flexibly defined using Flexible Key Maintenance (PA.FKM.00). The project ID is validated in the Project Master table (PJPROJ).

The Possible Values list is limited to projects with companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Project Company**
The company associated with the project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company name is also displayed.

**Task**
Task is used to select one task or all tasks for the selected project. The title, length, and mask may be flexibly defined using Flexible Key Maintenance (PA.FKM.00). If this field is blank, all tasks for the selected project are displayed.

**Acct Category**
Acct Category is used to select the account category to be displayed. If Acct Category is blank, all account categories that have commitments posted to them are shown.
OK – Load Grid (button)

Clicking OK - Load Grid begins the search for commitment detail records from table PJCOMDET using the selected criteria. The data appears in **PO Date** and **PO Number**.

If a task and/or account category has been entered, changing the project resets both the task and account category. Changing the task resets the account category.

**Module**

Module displays the module code of the source transaction. The following values may appear:

- **PO** – Purchase orders from the Purchasing module
- **CN** – Subcontracts from the Contract Management module that have not been paid in full
- **TM** – Labor that has not yet been approved and posted in the Time and Expense for Projects module

**Type**

Type displays the type (the batch type stored in the database) of the source transaction. If the transaction originated in the Purchasing module, this represents the purchase type of the line item, which may be one of the following:

- **GP** – Goods for project (expense created by PO receipt). Calculation: order quantity minus received quantity, then extended using PO unit price.
- **PI** – Goods for Project Inventory (expense created by PO receipt). Calculation: (project inventory quantity ordered minus project inventory quantity consumed) times unit cost on the purchase order.
- **PS** – Goods for Project Sales Order (expense created by Purchase Order). Calculation: (project inventory quantity ordered minus project inventory quantity consumed) times unit cost on the purchase order.
- **GN** – Goods for non-inventory (expense created by PO receipt). Calculation: order quantity minus received quantity.
- **GD** – Goods for drop shipment (expense created by AP voucher). Calculation: order quantity minus vouchered quantity, then extended using PO unit price.
- **SP** – Service for projects (expense created by AP voucher). Calculation: extended amount minus vouchered amount and order quantity minus vouchered quantity.
- **MI** – Miscellaneous (expense created by PO receipt). Calculation: extended amount minus received amount and order quantity minus received quantity.
- **FR** – Freight (expense created by PO receipt). Calculation: extended amount minus received amount and order quantity minus received quantity.

In addition, the following types may appear from commitments originating in Project Management and Accounting:

- **LABR** – Labor from unposted timecards created by *Labor Commitment Load* (TM.LCL.00) in the Time and Expense for Projects module.
- **CN** – Unpaid subcontract amounts entered into *Subcontract Maintenance* (CN.SUB.00) in the Contract Management module.

**PO Date**

**PO Date** displays the date of the purchase order that generated the commitment.

**PO Number**

**PO Number** displays the number of the purchase order that generated the commitment.
**Src Batch/Doc#**
Src Batch/Doc# displays the batch or document number of the source transaction.

**Qty**
Qty displays the quantity remaining on the purchase order that generated the commitment. This remainder is calculated as the original purchase order quantity minus any received quantities on released Accounts Payable vouchers associated with the purchase order that have posted to Project Management and Accounting via *Financial Transaction Transfer* (PA.TRN.00).

**Amount**
Amount displays the amount remaining on the purchase order that generated the commitment. This remainder is calculated in one of two ways:

- If the purchase order contained quantities ordered, Amount represents the original purchase order quantity minus any received quantities on released Accounts Payable vouchers associated with the purchase order that have posted to Project Management and Accounting via *Financial Transaction Transfer* (PA.TRN.00) multiplied by the purchase order unit price.
- If the purchase order did not contain quantities ordered, Amount represents the original purchase order amount minus any received amounts on released Accounts Payable vouchers associated with the purchase order that have posted to Project Management and Accounting via *Financial Transaction Transfer* (PA.TRN.00).

**Company ID**
Company ID identifies the company for which the source transaction was posted.

**Invent ID**
Invent ID identifies the inventory ID of the item displayed on the purchase order that generated the commitment.

**Invent Desc**
Invent Desc identifies the inventory description of the item displayed on the purchase order that generated the commitment.

**Vendor**
Vendor identifies the vendor name displayed on the purchase order that generated the commitment.

**Vend#**
Vend# identifies the vendor ID displayed on the purchase order that generated the commitment.

**Vouch#**
Vouch# identifies the number of the unreleased voucher that will relieve the commitment and become an actual expense once the voucher is released and posted to Project Management and Accounting via *Financial Transaction Transfer* (PA.TRN.00).

**Request Date**
Request Date identifies the required date for the item from the purchase order that generated the commitment.

**Promise Date**
Promise Date identifies the promise date for the item from the purchase order that generated the commitment.
GL Acct
GL Acct identifies the General Ledger account number entered for the item from the purchase order that generated the commitment.

GL Subacct
GL Subacct identifies the subaccount for the item from the purchase order that generated the commitment.

Comment
Comment displays the transaction description of the purchase order detail for the purchase order that generated the commitment.

Pjt Batch ID
Pjt Batch ID identifies the number of the batch created when you ran Financial Transaction Transfer (PA.TRN.00) manually and it created the commitment for the project from the purchase order. If Financial Transaction Transfer runs automatically for the Purchasing module, this field displays the PO number.

Src Line Nbr
Src Line Nbr identifies the system-assigned line ID for the item from the source document that generated the commitment. If Financial Transaction Transfer runs automatically for the Purchasing module, this field displays the PO line ID.

Employee Name
Employee Name displays the name associated with the employee ID entered for labor or other employee-specific transactions.

Rate
Rate displays the rate applied to the transaction if automated rate processing was applied to the source transaction.

Employee ID
Employee ID displays the ID entered for employee-specific transactions.

Document Date
Document Date displays the document date, often a purchase order date, associated with the source transaction.

Labor Class
Labor Class displays the labor class code associated with a labor transaction.

Task (grid)
Task displays the task ID for the item from the transaction that generated the commitment.

Acct Category (grid)
Acct Category displays the account category charged for the item from the transaction that generated the commitment.

Total Quantity
Total Quantity displays the sum of all Qty fields displayed in the grid, representing the total of all units committed for the selection criteria specified.
Total Amount

Total Amount displays the sum of all Amount fields displayed in the grid, representing the total of all monetary amounts committed for the selection criteria specified.
Control Parameter Maintenance (PA.CNT.00)

Control Parameter Maintenance (PA.CNT.00) is used to view or to maintain entries in the Project Control table (PJCONTRL). Control file entries are system parameters, configuration flags, and option switches that determine how Project Management and Accounting operates at a particular site. Control parameters are categorized by control types that in turn are broken down into control codes. While all the control codes are stored in this table, there may be other maintenance and setup screens to facilitate data entry. For example, the definition and attributes of the project and task fields are stored in this table but are maintained using Flexible Key Maintenance (PA.FKM.00). Update access rights for this screen should be limited to the system administrator.

![Control Parameter Maintenance (PA.CNT.00)](image)

Figure 25: Control Parameter Maintenance (PA.CNT.00)

Following are the field descriptions for Control Parameter Maintenance (PA.CNT.00).

**Control Type**

**Control Type** is combined with the control code to form a unique key for a record in the control file. The control type is a categorization of a subset of the parameters within the control file table. New control types are defined using Code Type Maintenance (PA.COT.00).

**Control Code**

**Control Code** is combined with control type, forming a unique key to identify the record in the control file.

**Description**

Input an optional freeform description of the control parameter. It is generally used for reference or display only.

**Control Data**

**Control Data** contains the actual parameter value. The format of this field depends on the control type.
Delete Project Detail (PA.PUR.00)

Use Delete Project Detail (PA.PUR.00) to purge records from selected tables, reducing the volume of data in the database. Two types of purges are available: Historical Purge, which deletes records by date, and Project Purge, which deletes records by project.

Since Delete Project Detail (PA.PUR.00) does not archive the deleted records, a backup of the database must be performed before proceeding. In addition, since the purged data cannot be retrieved, access rights to Delete Project Detail (PA.PUR.00) must be severely restricted.

Delete Project Detail, Historical Purge Tab

The Historical Purge process deletes records posted to previous fiscal years through fiscal year-end while ensuring that data for the current year remains in the database. The data to be purged is selected by selecting the appropriate check boxes. When the process completes, the screen displays the number of records deleted from each table.

![Delete Project Detail (PA.PUR.00) - Contoso, LtdDemo](image)

Figure 26: Delete Project Detail, Historical Purge tab

Implementer’s Notes:

When Project & Utilization History is selected, Delete Project Detail (PA.PUR.00) permanently deletes the project transaction records through the selected year from table PJTRAN. The process also deletes project actual summary and rollup records through the selected year from PJACTSUM and PJACTROL. However, it does not delete the project-to-date summary and rollup records in PJPTDSUM and PJPTDROL, allowing sites whose projects span multiple years to view accurate project-to-date balances, although the supporting detail will be available only for those fiscal years that remain in the database.

Document records that are stored in both header and detail tables are selected by the posting period or date in the header record (e.g., Timesheet Header date). For each header record that is eligible for purging, the corresponding detail records are also deleted.

Note: If an unexpected system error occurs during record deletion, resolve the system error and rerun the purge.

Error Conditions that Block a Purge:

The Analysis process considers the following exception conditions as errors. Detection of any one of these prevents the process from changing the project status from Purge to Delete.
- The project has had a transaction posted to it during the current fiscal year (or a future year). The project will not become eligible for purging until the next fiscal year.

- A record containing the project exists in the Timecard Detail table (PJLABDET) and the timecard that contains the record has an unposted status in the Timecard Header table (PJLABHDR). To correct this condition, complete and approve the timecard.

- A record containing the project exists in the Daily Timecard Detail table (PJLABDLY) and the timecard that contains the record has an unposted status in the Timecard Header table (PJLABHDR). To correct this condition, complete and approve the timecard.

- A record containing the project exists in the Timesheet Detail table (PJTIMDET) and the timesheet that contains the record has an unposted status in the Timesheet Header table (PJTIMHDR). To correct this condition, complete and approve the timesheet.

- A record containing the project exists in the Units of Production Detail table (PJUOPDET) and the timesheet that contains the record has an unposted status in the Timesheet Header table (PJTIMHDR). To correct this condition, complete and approve the timesheet.

- A record containing the project exists in the Expense Report Detail table (PJEXPDET) and the expense report that contains the record has an unposted status in the Expense Report Header table (PJEXPHDR). To correct this condition, complete and approve the expense report.

- The project is a primary billing project and the subsidiary projects that bill under the project are not being purged concurrently (the process first analyzes subsidiary projects, then billing projects). To correct this condition, set the status of all projects that bill under the project to P using Project Maintenance (PA.PRI.00) or change the subsidiary projects to billing projects using Billing Information Maintenance (BI.BMM.00).

- A record containing the project exists in the Invoice Header table (PJNIHDR) with an unposted status. To correct this condition, complete the billing process for all unposted drafts for the project.

- A record containing the project exists in the Invoice Detail table (PJNIHDDET) with a status other than Billed or Purged. To correct this condition, bill or purge all remaining unposted details for the project.

- A record containing the project exists in the Construction Billing Header table (PJBILHDR) with an unposted status. To correct this condition, use Construction Billing Entry (BI.CNB.00), Construction Billing Print (BI.CNP.00), and Invoice & Adjustment Posting (BI.REG.00). If the balance should not ever be billed, use Construction Billing Entry (BI.CNB.00) to set the Scheduled Value of each line to the Previously Billed amount and process the zero-amount billing. An alternate method would be to bill the balance and use Invoice Reversal & Duplication (BI.IRV.00) to reverse the billing.

- A record containing the project exists in the Subcontract Master table (PJSUBCON) with a status other than Done/Closed or Canceled. The process then searches the Subcontract Detail table (PJSUBDET) for line items that have not been paid in full (the total amount authorized for payment against the line item is less than the revised line item amount, which includes the original line item amount plus all approved amounts from subcontract change orders). To correct this condition, enter a subcontract change order to reduce the line item amount using Subcontract Change Orders (CN.COS.00) and set the subcontract status to Canceled using Subcontract Maintenance (CN.SUC.00). If the unpaid amount will not ever be paid, enter a subcontract change order to reduce the line item amount using Subcontract Change Orders (CN.COS.00) and set the subcontract status to Canceled using Subcontract Maintenance (CN.SUC.00).

- A record containing the project exists in the Subcontract Payment Header table (PJPAYHDR) with an unposted status. To correct this condition, complete the payment process using Subcontract Payment Request Entry (CN.SPR.00), Payment Request Review & Approval (CN.PRA.00), and Automatic Payment Analysis (CN.APA.00).
- A record containing the project exists in the Project Change Order table (PJCOPROJ) with a status other than Approved or Canceled. To correct this condition, set the status of all project change orders for the project to Approved or Canceled using Project Change Orders (CN.COP.00).

- A record containing the project exists in the Subcontract Change Orders table (PJCOSUBH) with a status other than Approved or Canceled. To correct this condition, set the status of all subcontract change orders for the project to Approved or Canceled using Subcontract Change Orders (CN.COS.00).

**Exception Conditions that Generate Warnings:**

The Analysis process generates a warning under the following conditions. Whether a warning prevents the project and its details from being deleted (by leaving the project’s status unchanged) or allows the purge to proceed (by changing the project’s status to D) is determined by the Purge Projects with Warnings box.

- A record for the current fiscal year exists for the project in the Project Actual Summary and Rollup tables (PJACTSUM and PJACTROL) with a balance forward amount for an account category that has an Account Type of Asset or Liability (in Acct Category Maintenance (PA.ACC.00)).

- A record in the Allocation Methods table (PJALLOC) references the project in the Post Project and/or Offset Project fields. Use Allocation Method Setup (PA.MET.00) to view the allocation method that contains the project in its allocation steps.

- Time-phased budgets exist in the current year for the project in one or more of the following tables: Budget by Period Rollup (PJBUDROL), Budget by Period Summary (PJBUDSUM), or Budget Revisions by Period (PJREVTIM). Use Budget Schedule and EAC Schedule (PA.BSM.01) to view the records in PJBUDSUM/PJBUDROL. Use Budget Revision by Period (BU.RVP.00), which is accessed from Budget Revision Maintenance (BU.BRM.00), to view the records in PJREVTIM.

- Unreleased scheduled billing and/or revenue records exist for the project in the Billings Schedule Detail table (PJBSDDET) or the Revenue Schedule Detail table (PJBSREV). Use Scheduled Billings & Revenue Entry (BI.SBE.00) to view the records.

- The project has a Revenue Recognition Type of CC (Completed Contract) or PC (Percent Complete) and the Computed Percent Complete or the Entered Percent Complete is less than 100. Percent Complete values are calculated or entered in Percent Complete and Revenue Recognition Setup (PA.PCM.00). The Revenue Recognition Type and Percent Complete values are stored in the Project Master Extended Information table (PJPROJEX).

Following are the field descriptions for the **Historical Purge** tab of **Delete Project Detail** (PA.PUR.00).

**Purge History through fiscal year**

Enter the fiscal year through which data will be purged. The process deletes records whose posting period is less than or equal to the last period of the fiscal year entered from the selected tables. This required entry defaults to two years preceding the current fiscal year, but may be overridden. The system verifies that the entered year is not the current fiscal year.
Time & Expense Reports (check box)
Selecting the Time & Expense Reports check box purges timecard/timesheet and expense report document data from the following tables:

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Table Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJEXPAUD</td>
<td>Expense Report Audit Trail</td>
</tr>
<tr>
<td>PJEXPHDR</td>
<td>Expense Report Header</td>
</tr>
<tr>
<td>PJEXPDDET</td>
<td>Expense Report Detail</td>
</tr>
<tr>
<td>PJLABAUD</td>
<td>Labor Audit Trail</td>
</tr>
<tr>
<td>PJLABHDR</td>
<td>Labor Entry Header</td>
</tr>
<tr>
<td>PJLABDET</td>
<td>Labor Entry Detail</td>
</tr>
<tr>
<td>PJLABDLY</td>
<td>Daily Labor Entry Detail</td>
</tr>
<tr>
<td>PJTIMHDR</td>
<td>Timesheet Header</td>
</tr>
<tr>
<td>PJTIMDET</td>
<td>Timesheet Detail</td>
</tr>
<tr>
<td>PJUOPDET</td>
<td>Units of Production Detail</td>
</tr>
</tbody>
</table>

Labor History (check box)
Selecting the Labor History check box purges labor history from the following table:

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Table Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJLABDIS</td>
<td>Labor Distribution</td>
</tr>
</tbody>
</table>

Project & Utilization History (check box)
Selecting the Project & Utilization History check box purges transaction, summary, and rollup records through the end of the entered year from the following tables:

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Table Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJACTROL</td>
<td>Project Actual Rollup</td>
</tr>
<tr>
<td>PJACTSUM</td>
<td>Project- Task Actual Summary</td>
</tr>
<tr>
<td>PJBUDROL</td>
<td>Budget by Period Rollup</td>
</tr>
<tr>
<td>PJBUDSUM</td>
<td>Budget by Period Summary</td>
</tr>
<tr>
<td>PJCHARGD</td>
<td>Project Charge Batch Detail</td>
</tr>
<tr>
<td>PJCHARGH</td>
<td>Project Charge Batch Header</td>
</tr>
<tr>
<td>PJCOMDET</td>
<td>Commitment Detail</td>
</tr>
<tr>
<td>PJCOMROL</td>
<td>Project Commitment Rollup</td>
</tr>
<tr>
<td>PJCOMSUM</td>
<td>Project Task Commitment Summary</td>
</tr>
<tr>
<td>PJTRAN</td>
<td>Project Transaction File</td>
</tr>
<tr>
<td>PJTRANEX</td>
<td>Project Transaction Extended Data</td>
</tr>
<tr>
<td>PJUTGOAL</td>
<td>Employee Goal Hours and Revenue</td>
</tr>
<tr>
<td>PJUTLROL</td>
<td>Employee Utilization Rollup</td>
</tr>
</tbody>
</table>

Begin Processing (button)
Clicking Begin Processing initiates the purge process. A dialog box appears, warning of the impending permanent deletion of records from the database with the option to proceed or cancel the process. The default option is to cancel processing. When the process completes, the number of records deleted from each table appears on the screen.
Delete Project Detail, Project Purge Tab

The Project Purge is a two-step process. The first step is an analysis of the records posted to projects whose status has been set to Purge, searching for the exception conditions that generate warning messages or block the purge altogether (the project status is maintained using Project Maintenance (PA.PRJ.00)). Any errors and warnings appear on the screen. If the Analysis phase of the process does not detect any exception conditions for a project, the project’s status is changed to D (Delete). The second step, the Purge phase, may then be run and the project, with all its detail, is deleted from the database. Summary information about the purged records is written to a log file. Projects that have transactions posted to them in the current fiscal year cannot be purged.

![Image of Project Purge Tab]

**Note:** Whether a project whose only exception conditions are warnings, not errors, may have their status changed to D if Purge Projects with Warnings is selected.

Following are the field descriptions for the Project Purge tab of Delete Project Detail (PA.PUR.00).

**Analysis/Purge**

- **Analysis** – If Analysis is selected, the process reads all projects that have a status of P (Purge) and analyzes these projects for conditions that would block the purge or generate a warning. If the process detects any error or warning conditions, the errors and warnings appear in the list box. Pertinent data regarding the projects that are eligible for purging also appear on the screen. The process then changes the status of eligible projects from P to D (Delete). Whether projects whose only exception conditions are warnings (not errors) are eligible for purging is determined by Purge Projects with Warnings.

- **Purge** – Once the Analysis has been performed, selecting the Purge process causes all eligible records to be deleted permanently from the database. The following is a listing of the tables purged:
<table>
<thead>
<tr>
<th>Table Name</th>
<th>Table Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJACTROL</td>
<td>Project Actual Rollup</td>
</tr>
<tr>
<td>PJACTSUM</td>
<td>Project-Task Actual Summary</td>
</tr>
<tr>
<td>PJADDR</td>
<td>Addresses Table</td>
</tr>
<tr>
<td>PJALLAUD</td>
<td>Allocation Audit</td>
</tr>
<tr>
<td>PJBILL</td>
<td>Project Billing Information Master</td>
</tr>
<tr>
<td>PJBILLCH</td>
<td>Construction Billing Header</td>
</tr>
<tr>
<td>PJBILLCN</td>
<td>Construction Billing Detail</td>
</tr>
<tr>
<td>PJBILLSB</td>
<td>Project Split Billing Information</td>
</tr>
<tr>
<td>PBJSDET</td>
<td>Billings Schedule Detail</td>
</tr>
<tr>
<td>PBJSHDR</td>
<td>Billings &amp; Revenue Schedule Header</td>
</tr>
<tr>
<td>PBBSREV</td>
<td>Revenue Schedule Detail</td>
</tr>
<tr>
<td>PBUDROL</td>
<td>Budget by Period Rollup</td>
</tr>
<tr>
<td>PBUDSUM</td>
<td>Budget by Period Summary</td>
</tr>
<tr>
<td>PJCMDDET</td>
<td>Commitment Detail</td>
</tr>
<tr>
<td>PCOMROLD</td>
<td>Project Commitment Rollup</td>
</tr>
<tr>
<td>PJOJCOMMUM</td>
<td>Project Task Commitment Summary</td>
</tr>
<tr>
<td>PJPJROJ</td>
<td>Project Change Order</td>
</tr>
<tr>
<td>PJCOSUBD</td>
<td>Subcontract Change Order Detail</td>
</tr>
<tr>
<td>PJEMPJ</td>
<td>Employee Project Rates</td>
</tr>
<tr>
<td>PJEQRATE</td>
<td>Equipment Cost Rate</td>
</tr>
<tr>
<td>PJINVDET</td>
<td>Billing Invoice Detail / Unbilled Detail</td>
</tr>
<tr>
<td>PJINVHDR</td>
<td>Billing Draft / Invoice Header</td>
</tr>
<tr>
<td>PJINVTXT</td>
<td>Billing Invoice Text</td>
</tr>
<tr>
<td>PJNUTEDET</td>
<td>Joint Pay Detail</td>
</tr>
<tr>
<td>PJNTNTHDR</td>
<td>Joint Pay Header</td>
</tr>
<tr>
<td>PJNOTES</td>
<td>Notes</td>
</tr>
<tr>
<td>PJPAYDET</td>
<td>Subcontractor Payment Detail</td>
</tr>
<tr>
<td>PJPAYHDR</td>
<td>Subcontractor Payment Header</td>
</tr>
<tr>
<td>PJPENT</td>
<td>Task (Project Entity) Master</td>
</tr>
<tr>
<td>PJINTEMP</td>
<td>Task Employee Master</td>
</tr>
<tr>
<td>PJINTEX</td>
<td>Task Master Extended Information</td>
</tr>
<tr>
<td>PJPROJ</td>
<td>Project Master</td>
</tr>
<tr>
<td>PJPROJEM</td>
<td>Project Employee Master</td>
</tr>
<tr>
<td>PJPROJEX</td>
<td>Project Master Extended Information</td>
</tr>
<tr>
<td>PJPTDROL</td>
<td>Project Current Rollup</td>
</tr>
<tr>
<td>PJPTDSDUM</td>
<td>Project-Task Current Summary</td>
</tr>
<tr>
<td>PJRATE</td>
<td>Rate File</td>
</tr>
<tr>
<td>PJPRESSHD</td>
<td>Resource Planning Header</td>
</tr>
<tr>
<td>PJPRESSSUM</td>
<td>Resource Planning Amounts</td>
</tr>
<tr>
<td>PJREVGET</td>
<td>Budget Revision Account Category</td>
</tr>
<tr>
<td>PJREVHDR</td>
<td>Budget Revision Header</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>PJREVTIM</td>
<td>Budget Revisions by Period</td>
</tr>
<tr>
<td>PJREVTSK</td>
<td>Budget Revision Tasks</td>
</tr>
<tr>
<td>PJRULEX</td>
<td>Billing Load Exceptions</td>
</tr>
<tr>
<td>PJSECDET</td>
<td>Project Security Detail</td>
</tr>
<tr>
<td>PJSUBCON</td>
<td>Subcontract Header</td>
</tr>
<tr>
<td>PJSUBDET</td>
<td>Subcontract Detail</td>
</tr>
<tr>
<td>PJTRAN</td>
<td>Project Transaction File</td>
</tr>
<tr>
<td>PJTRANEX</td>
<td>Project Transaction Extended Data</td>
</tr>
<tr>
<td>SNOTE</td>
<td>Microsoft Dynamics SL Notes</td>
</tr>
</tbody>
</table>

**Purge Projects with Warnings (check box)**

When the Analysis phase is run, Purge Projects with Warnings determines whether projects whose only exception conditions are warnings (not errors) are eligible for purging. If checked, projects that generate warnings without error conditions have their status set to D (Delete). If blank (the default), the status of each project for which only warning conditions exist remains unchanged. In other words, selecting the Purge Projects with Warnings check box means that projects that generate only warnings are treated as if no exception conditions existed. If the check box is not selected, projects that generate only warnings are treated the same as projects that generate errors.

**Note:** This check box can be selected only if Analysis is chosen. If Purge is chosen, this check box becomes disabled.

**Begin Processing (button)**

Clicking Begin Processing initiates the Analysis or Purge process as determined by the Analysis/Purge selection.
Employee and Resource Maintenance (PA.EMP.00)

Use Employee and Resource Maintenance (PA.EMP.00) to set up and maintain the Resource Master table (PJEMPLOY). Resources include people such as employees and subcontractors. You can also have non-person resources, such as conference rooms.

If the Time and Expense for Projects module is installed, Emp Type and Position/Rates appear on the screen. In addition, if the Employee Utilization module is registered and activated, the Goal Hours/Rev button is visible. Finally, Assignment Inquiry allows you to view the tasks to which the selected resource is assigned.

Following are the field descriptions for Employee and Resource Maintenance (PA.EMP.00).

ID #

Enter the ID that will be used for uniquely identifying a resource. It might be a company ID, a social security number, or other identifier. The resource ID is stored and validated in the Resource Master table (PJEMPLOY). If you are using the Payroll module, type the employee ID in ID# or press F3 and select the employee ID from the Employee list.

Name/Description

Enter the employee name or a description of the resource. To indicate which name will be used for sorting, immediately precede that name by @, as in Sean P. @Alexander for sorting on “Alexander.”

Person/Resource

Select the resource type from the Person/Resource list. Valid options are Person and Non-person Resource, with the default being Person.
**Generic (check box)**

To create a generic resource, assign an ID and description, then select this check box. For example, resource ID DEV might represent a generic Developer resource.

**Status**

**Status** indicates the resource’s status. The following options are available:

- **Active (A)** – The current resource is active and valid for new input/charges.
- **Hold (H)** – This status is not used at this time, but is reserved for future use.
- **Inactive (I)** – The current resource is no longer active and new input is prevented. Existing data will continue to be processed.
- **Purge (P)** – Only resources that have a status of Purge can be deleted, preventing the accidental deletion of an active resource.

**Emp Type**

This optional field can be used for grouping a related set of employees for reporting or inquiry purposes, or for selecting a subset of timecard transactions to be processed by the Time and Expense for Projects module’s *Pay Labor Interface* (TM.PLI.00). The field is validated in the code file (code type EMPT).

**Subcontractor (check box)**

When checked, this field indicates that the resource is a subcontractor.

**Project Executive (check box)**

When selected, this field indicates that the resource is a project executive. A project executive can see all projects Project Analyst in Web Apps and in the Project Analyst SSRS reports. A non-project executive can see only those projects for which they are defined as the Project Manager. For more information about the Project Analyst reports, see the “Project Analyst SSRS Reports” topic in the Analyzer Help or user’s guide.

**Hire Date**

This optional field can be used for storing the resource’s first date of employment.

**Company ID**

Enter the default (home) company of the resource, which is validated in the Company table. This entry is required and defaults to the current login company. The company name appears in the adjacent field.

**GL Subaccount**

Input the resource’s default (home) General Ledger subaccount into this required field. The subaccount, which usually represents a financial organization, is validated in the SUBACCT table. The description of the subaccount appears in the adjacent field. The subaccount can be used for controlling ledger posting of labor and allocations and is used as a selection criterion and sort option for reports, inquiries, and approval processes.

**Supervisor**

Enter the ID of the resource’s supervisor. If the Communicator module is installed, a Communicator and/or email message notifies the person designated as the supervisor when a resource completes a timecard or expense report. The resource’s supervisor, manager, or designated approver must review and approve or reject timecards. If these hierarchical levels are not required, enter the ID of the resource’s immediate superior in **Supervisor** and leave **Manager** blank. This optional field is also available as a selection criterion in several Time and Expense for Projects reports.
Note: The caption for Supervisor can be flexibly defined in Project Controller Setup (PA.SET.00). To override the Supervisor caption in various screens and reports, enter the custom caption in Employee Manager1.

Manager
Enter the ID of the resource’s manager into this optional field. The supervisor, manager, or designated approver must review and approve or reject timecards and expense reports. If these hierarchical levels are not required, enter the ID of the resource’s immediate superior in Supervisor and leave Manager blank.

Note: The caption for Manager can be flexibly defined in Project Controller Setup (PA.SET.00). To override the Manager caption in various screens and reports, enter the custom caption in Employee Manager2.

User ID
Enter the Microsoft Dynamics SL user ID of the resource, or press F3 and select the user ID from the User/Group list. This field is used for associating the resource ID with the user ID for authentication by Web Apps and Report Server.

Although this field is optional, you should enter a value to associate the SL user ID with the project employee so that employees can use Microsoft Dynamics SL Web Apps. Only one project employee should be associated with an SL user ID or errors will occur when using Web Apps.

In addition, if entered, the employee/resource ID is provided automatically to Assignment Inquiry (PA.RTI.00) and the time and expense entry screens in the Time and Expense for Projects module based on the user ID.

Hours per Day
Enter the number of hours that the current resource normally works each day for custom reporting and analysis, if desired. The default for this optional field is 8.

Hours per Week
Enter the number of hours that the current resource normally works each week for custom reporting and analysis, if desired. The default for this optional field is 40.

Termination Date
Termination Date is used for storing the resource’s last date of employment. Although this field is optional, it affects the list of resources that appears in Timecard Status (TM.TCS.00).

Exp Report Approval Limit
Enter the maximum amount that the current resource can approve on expense reports. Approval limits are enforced when Enable Approval Limit Checking is selected in Time and Expense Setup (TM.SET.00). If Enable Approval Limit Checking is not selected, the resource can approve expense reports of any amount, regardless of the number entered in this field.

Revenue Budget Calc Method
Select an override method for special resource types, like subcontractors (non-employees) or ODC types. Options are:

- Default to Project – use the project’s calculation method (this is the default)
- Hours * Rate – multiply the budgeted hours by a rate retrieved from the rate tables for the rate type specified in the Revenue Budget Rate Type field in Project Maintenance (PA.PRJ.00).
- Cost Markup – the rate is first multiplied by the labor cost budget, and then this result is added to the labor cost budget to determine the revenue budget. The units in the revenue budget are set to the same value as the units in the labor budget.
Resource GL Cost Account
Specify the GL account number user for budgeting non-person resources. The account number must be associated with an account category to be used in this field. This field is not available if Person/Resource is set to Person.

Labor Revenue Acct Cat
Enter or select an optional account category for use in calculating the revenue budget for a project from the labor cost. This account category typically serves as an override for special situations where the default account category specified for Revenue in Project Controller Setup (PA.SET.00) is not suitable for revenue calculated from labor cost.

Location
Enter or select the default location of the employee or resource. Location is an optional field that is validated in the code file, code type ELOC.

Skill 1 and 2
Enter or select up to two skills of the employee or resource. Skill 1 and Skill 2 are optional fields that are validated in the code file, code type ESKL.

Level
Enter or select the level of the employee or resource. How you set up levels is left to you to decide, because Project Management and Accounting does not perform any processing on Level. Level is an optional field that is validated in the code file, code type ELEV.

License/Cert
Enter or select the ID or type of license or certification that the employee or resource has. License/Cert is an optional field that is validated in the code file, code type ELIC.

Vendor ID
Enter the vendor ID of each employee who may submit expense reports or advance requests using the Time and Expense for Projects module’s Travel & Expense Report Entry (TM.ENT.00) if Interfaced to Accounts Payable is selected in the Expense Setup tab of Time and Expense for Projects’ Time and Expense Setup (TM.SET.00). Vendor IDs are established and maintained in Accounts Payable.

Email User Name
Enter the email address of each employee who may receive messages via email from the Communicator module (if installed). The email user name can be the full email address or the alias (the name as it exists in the email system's address book).

Send Email To
Send Email To determines whether this employee receives Communicator messages via Communicator messaging, email messaging, or both. If set to Mail or Both, validation ensures that Email User Name is not blank.

Advance Balance
For each employee who has received a travel advance, enter the outstanding advance amount in this field. This amount is typically entered when first implementing the Time and Expense for Projects module. Thereafter, the Advance Used / Advance Amount / Repayment Amount in Time and Expense for Projects’ Travel & Expense Report Entry (TM.ENT.00) maintains this balance automatically.

Other Employee ID Fields
These fields may be used to attach additional identification or reference information to an employee record. They are flexibly defined using ID type EM in ID Maintenance (PA.IDM.00) where their title,
length, mask, and type of validation are established. Flexibly defined fields explicitly defined in the SQL
database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation,
mask, or length modified by flexible field parameters. These options are only available to CHAR (string)
type fields. ID fields designated as Reserved may not be modified. See the online schema help for field
lengths and reserved status.

**Position/Rates (button)**
Clicking **Position/Rates** opens the Time and Expense for Projects module’s *Employee Position/Rate
Maintenance* (TM.EPJ.00). This button is not visible if the Time and Expense for Projects module is not
registered.

**Assignment Inquiry (button)**
Clicking **Assignment Inquiry** opens *Assignment Inquiry* (PA.RTI.00) for entering or viewing the tasks to
which the employee or resource is assigned.

**Goal Hours/Rev (button)**
Clicking **Goal Hours/Rev** opens *Employee Goal Maintenance* (UZ.EGM.00), where the employee’s goal
direct hours are maintained, when the Employee Utilization module is installed. The button is not
visible if the Employee Utilization module is not registered.
Equipment Rate Maintenance (PA.ERM.00)

Use Equipment Rate Maintenance (PA.ERM.00) to maintain equipment cost rates. This screen may be opened from the menu or accessed from Equipment/Resource Maintenance (PA.EQU.00), which passes the equipment ID to this screen. Three rates are stored for each Equipment Rate record (PJEQRATE) created. The first rate is the usage rate, which is applied to the time the equipment is actually used. The second is a standby rate, which is applied to the time the equipment is out at the job site but not used. The third rate is a flexible rate that can be used for any custom purpose.

![Equipment Rate Maintenance (PA.ERM.00)](image)

Following are the field descriptions for Equipment Rate Maintenance (PA.ERM.00).

**Equipment ID**

*Equipment ID* is used to identify the equipment within Project Management and Accounting. This required entry is validated in the Equipment/Resource table (PJEQUIP), which is maintained using Equipment/Resource Maintenance (PA.EQU.00). The equipment description appears in the adjacent field.

**Project**

*Project* is optional but, if entered, is used to attach special rates to a particular project. This field defaults to N/A, meaning the rates are not applicable (not project-specific). Project-specific rates are always applied before non-project-specific, and are used when the timesheet line item is posted in Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00). If a project is entered, the project description is shown on the screen.

**Effective Date**

This is the date when rates become effective for the specific equipment ID and project. When functions such as Time and Expense for Projects’ Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00) retrieve data from this table, the most recent effective date that occurs before the posting date is used.

**Unit of Measure**

Input the unit of measure (hours, pounds, square feet, etc.) that applies to the line item. No validation occurs on this field.
Rate 1, 2, and 3
These fields store the rates used by the posting process within Time and Expense for Projects’ Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00). The descriptions used for the captions of these fields are obtained from the code file (code type EQRT).
Equipment/Resource Maintenance (PA.EQU.00)

Use Equipment/Resource Maintenance (PA.EQU.00) to maintain the Equipment/Resource Master table (PJEQUIP). Information such as equipment type, status, General Ledger subaccount, and project are entered here.

Equipment/Resource Maintenance, Equipment Info Tab

The Equipment Info tab of Equipment/Resource Maintenance stores the primary information about a piece of equipment in the Equipment Master table (PJEQUIP).

Figure 30: Equipment/Resource Maintenance, Equipment Info tab

Following are the field descriptions for the Equipment Info tab of Equipment/Resource Maintenance (PA.EQU.00).

Equip/Resource ID
Enter the ID that uniquely identifies a piece of equipment within Project Management and Accounting.

Description
Enter a freeform description of the equipment into this optional field.

Status
This field is used to indicate the item’s status in Project Management and Accounting. The following options are valid:

- Active (A) – The item is active and valid for new input.
- Inactive (I) – The item is no longer active and new input is stopped.
- Purge (P) – This option is reserved for future use but is not used at this time.

Equipment Type

Equipment Type is an optional field used to group a related set of items for reporting or inquiry purposes. This field is validated in the code file (code type EQUP). Equipment types are established using Code File Maintenance (PA.CFM.00).
Company ID
Enter the ID for the company to which the resource or piece of equipment belongs.

GL Subaccount
This field is used to store a General Ledger subaccount representing the financial organization to which the equipment or resource belongs. It is the subaccount used in the offset record posted to General Ledger by Time and Expense for Projects’ Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00) posting process and is validated in the SUBACCT table.

Project
Project is used to store the ID for the project and is validated in the Project Master table. Time and Expense for Projects’ Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00) posts equipment offset entries to the current project if Offset Project Posting is selected.

Post to General Ledger
Post to General Ledger controls whether General Ledger postings are created for equipment entries when you click Post Timesheet in Time and Expense for Projects’ Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00). This data is stored in reserved ID field ER_ID05 (position 2) in the Equipment Master table (PJEQUIP).

Offset Project Posting
Offset Project Posting controls whether offset project postings are created in addition to the charged equipment postings when you click Post Timesheet in Time and Expense for Projects’ Project Timesheet Entry (TM.PTE.00) or Project Timesheet with Rate/Amount Entry (TM.PTA.00). This data is stored in reserved ID field ER_ID05 (position 1) in the Equipment Master table (PJEQUIP).

Equipment Loc
Equipment Loc provides a place to store the physical location of the equipment into this optional field. This data is unverified and is stored in reserved ID ER_ID01 in the Equipment Master table (PJEQUIP).

Equipment Rates (button)
Clicking Equipment Rates opens Equipment Rate Maintenance (PA.ERM.00) to view or enter rates for the equipment/resource ID currently displayed.
Equipment/Resource Maintenance, Additional Info Tab

This tab is used to view and maintain the flexibly defined identification (ID) fields for equipment and resources. It is accessed from Equipment/Resource Maintenance (PA.EQU.00). These values are stored in the Equipment Master table (PJEQUIP). Twenty ID fields can be set up for capturing site-specific, equipment-related information, although some are not user-maintainable.

![Figure 31: Equipment/Resource Maintenance, Additional Info tab](image)

Following are the field descriptions for the Additional Info tab of Equipment/Resource Maintenance (PA.EQU.00).

**Equipment ID Fields**

These fields may be used to attach additional identification or reference information to an equipment record. They are flexibly defined for code type EQ using ID Maintenance (PA.IDM.00), where their caption, length, mask, and type of validation are established. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters. These options are only available to CHAR (string) fields.

As the reserved status of these fields may change, see the online schema for current information regarding the availability of a particular field.
Financial Transaction Transfer (PA.TRN.00)

Use Financial Transaction Transfer (PA.TRN.00) to post released project-related transactions from selected modules in Financial Management and Distribution Management to Project Management and Accounting.

The process creates new transactions in the Project Transactions table (PJTRAN) only for source transactions that reference a valid project ID and that have a period-to-post matching the fiscal period on the screen. You can run the process for the current or a future fiscal period. In addition, if the Allow Posting of a Financial Batch to a Prior Period check box is selected in Project Controller Setup (PA.SET.00), you can run the process for a closed period, provided it occurs within the current fiscal year. You can transfer transactions from all integrated modules or selectively from a specific module.

The modules that can create project transactions are Accounts Payable, Accounts Receivable, General Ledger, Payroll, Advanced Payroll, and Inventory. Project-related transactions entered in Cash Manager’s Cash Account Transactions (20.010.00) are transferred with General Ledger transactions. Project-related transactions entered in Purchasing’s Receipt/Invoice Entry (04.010.00) are transferred with Accounts Payable transactions. Project-related transactions entered in Order Management’s Sales Orders (40.100.00) are transferred with Accounts Receivable transactions. In addition, commitment detail and summary records are created from purchase orders entered in Purchasing’s Purchase Orders (04.250.00), unposted timecards entered in Time and Expense for Projects, and subcontracts with a status of Committed and an outstanding amount not yet invoiced entered in Contract Management’s Subcontract Maintenance (CN.SUB.00). For technical details about the transfer process for each module, see “Transfer of Financial Transactions” on page 11.

The process checks each transaction’s project, task, and account category to ensure that they exist in the Project Management and Accounting tables. If a validation error occurs, the transaction is suspended. Run Transaction Transfer Suspense (PA.RJT.00) to view a listing of suspended transactions.

The process also checks the transactions from the source module to verify that they meet the following criteria:

- The transaction was entered with an account number that is associated with an account category.
- The transaction in the integrated module has a period to post that matches the fiscal period on the screen.
- The transaction was not previously transferred to Project Management and Accounting.
An exchange rate exists in Currency Manager for the source transaction currency to the project currency using the project currency rate type and the transaction date. If the exchange rate is not found, the transaction is suspended.

If such a transaction is found, a new record is written to the Project Transaction table (PJTRAN). The appropriate summary information, such as the totals for project and task actuals-to-date, is also updated. The status in the source transaction is then updated to indicate it has been posted to Project Management and Accounting, thereby preventing the transaction from transferring again.

If the **Automatic Financial Transaction Transfer** check box is selected in **Project Controller Setup** (PA.SET.00), the batch release process in the source module transfers all project-related transactions automatically as they are released. In this case, you would use this screen only under certain circumstances, such as when you have used **Transaction Transfer Re-queue** (PA.RQU.00) to reset the transfer status of previously suspended transactions. When transactions are processed automatically, run the **Transaction Transfer Messages** (PA.220.00) report to see summary information about all auto-transfer batches for the period and to identify any batches that generated errors.

**Note:** When the **Automatic Financial Transaction Transfer** check box is selected in **Project Controller Setup**, **Financial Transaction Transfer** does not transfer released transactions from Payroll or Advanced Payroll. To transfer information from the Payroll and Advanced Payroll modules, you must run **Financial Transaction Transfer** manually.

If the **Automatic Financial Transaction Transfer** check box is not selected in **Project Controller Setup** (PA.SET.00), each module is processed independently. When running the transfer from the menu, a status message appears upon completion indicating the batch number assigned to the transfer process, the number of records posted, and the number in error. These manual batches do not appear on the **Transaction Transfer Messages** (PA.220.00) report.

To obtain a listing of the transactions that were successfully posted, whether the transfer was automatic or manual, run the **Transaction List by Batch** (PA.070.00) report for the appropriate batch number.

**Process Already In Progress Error**

When run from the menu, **Financial Transaction Transfer** (PA.TRN.00) must be run stand-alone; that is, only one transfer process may run at a time. In addition, this program may not be run while **Time and Expense for Projects’ Labor Commitment Load** (TM.LCL.00) is running. When the system detects that a second process of either type is attempting to run, it generates an error message. In this case, wait until the first process completes before commencing the second. When using the automatic transfer option (**Automatic Financial Transaction Transfer** is checked in **Project Controller Setup** (PA.SET.00)), the program processes each batch separately, allowing multiple transfers to be in progress simultaneously.

Another condition causing the Already in Progress error occurs when the previously run update process terminated abnormally due to a hardware problem, software problem, or user intervention, which includes clicking **Cancel** in the status box during processing. In this case, message 0244 appears (Another process of the same type is being run at this time or a previous run aborted. If you would like to continue, make sure that another process is not already running and click **Yes**). Answering yes allows the transfer to proceed.

**Processing Source Transactions in a Foreign Currency**

**Financial Transaction Transfer** (PA.TRN.00) posts transactions and commitment information from the financial and distribution modules in project currency within the Project Transaction (PJTRAN) and Commitment Detail (PJComDet) tables. Each transaction or commitment record contains the source transaction’s currency information in the CURY fields (for example, CuryTranAmt, CuryID, etc.). The transaction currency is converted to the project currency by retrieving an exchange rate from the Currency Manager module. The conversion is from the transaction currency to the project currency using the project’s currency rate type and the transaction date.

In PJTRAN, the base currency code is stored in field **BaseCuryID** and the base currency amount is stored in the **Amount** field. The CURY fields contain the basis amounts for the billing transactions, which could be in the base currency or the foreign currency, depending on the billing currency of the
project. The ProjCury fields contain the project currency information. For example, ProjCuryAmount, ProjCuryID, and so on.

Financial Transaction Transfer (PA.TRN.00) may update the Billed-to-Date amount for a project from specific postings, typically those from the Accounts Receivable module as specified on the Billed to Date Setup tab of Project Controller Setup (PA.SET.00). This update is usually the result of project-related invoices entered manually into Accounts Receivable. Since the transfer of currency information also occurs for the Billed-to-Date transactions, each project’s Billed-to-Date transactions carry the source transaction’s currency code and currency amount for inquiry purposes.

Following are the field descriptions for Financial Transaction Transfer (PA.TRN.00).

Fiscal Period

Fiscal Period is a six-digit code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current period. Project-related transactions in the source module whose period to post matches the entered period are eligible to be transferred.

If Allow Posting of a Financial Batch to a Prior Period is selected in Project Controller Setup (PA.SET.00), the period is validated to be in the current fiscal year or a future year. A warning appears if the period entered has been closed in Project Management and Accounting.

If the check box is not selected, posting to a closed period is prevented and the period entered is validated to be in the current period or a future period.

Module

Select the module from which transactions in a specific financial or distribution module will be transferred to Project Management and Accounting when you click Begin Processing. Check boxes in Project Controller Setup (PA.SET.00) determine which modules appear in this list. Selecting All causes transactions from all modules in the list to be transferred. If you select GL, eligible transactions entered in the Cash Manager module are transferred with General Ledger transactions. If you select AP, eligible actuals entered in the Purchasing Receipts screen transfer with Accounts Payable transactions. If you select PR, eligible transactions in the Advanced Payroll module are transferred with Payroll transactions. The defaults, if no modules are indicated in Project Controller Setup (PA.SET.00), are Accounts Payable, Accounts Receivable, and General Ledger.

Begin Processing (button)

When you click Begin Processing, a process is started that transfers financial transactions from the selected module(s) to the Project Management and Accounting tables. A separate process is called for each module, except Accounts Receivable, which uses two processes, Invoice Transfer and Payment Transfer. Each process prints a status line in the status box on the screen indicating the number of transactions processed. A warning appears if any transactions were suspended due to an incorrect project, task, or account category. To research suspended transactions, run Transaction Transfer Suspense (PA.RJT.00).
Fiscal Period Maintenance (PA.FPM.00)

Use Fiscal Period Maintenance (PA.FPM.00) to define the fiscal periods used in selected functions. The screen allows the input of a unique period number and the association of a starting date and ending date for that period.

Note: An accounting period is one that does not represent a range of calendar days but instead usually consists of a single day. It may be used for year-end adjustments or closing transactions. Accounting periods should be input into this grid with the start and end dates equal to the last day of the fiscal year or period.

Following are the field descriptions for Fiscal Period Maintenance (PA.FPM.00).

Fiscal Period
Enter a six-digit fiscal period in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year.

Start Date
Enter the starting date of the fiscal period.

End Date
Enter the ending date of the fiscal period.

Comment
Input a freeform comment or description of the fiscal period into this optional field.
Flexible Key Entry (PA.FEN.00)

Flexible Key Entry (PA.FEN.00) is accessible only from a master setup or maintenance screen such as Project Maintenance (PA.PRJ.00) using the FlexKey button adjacent to the field to be entered or incremented. This function provides the ability to enter flexible keys as individual segments with an option to increment the key automatically. It is particularly helpful if the database uses a long project ID or a project ID with a large number of segments. This screen also provides a way to have possible values (F3) lookup capability for each segment, if desired. By clicking Increment, one of the numeric segment values can be automatically assigned. See the description of the Increment button for an explanation of the increment methods supported for automatic incrementing. The key entered here is returned to the screen from which Flexible Key Entry (PA.FEN.00) was accessed.

Figure 34: Flexible Key Entry (PA.FEN.00)

Note: The title of this screen varies depending on the flexible key (project, task, contract, subcontract, or submittal) being maintained or incremented (the increment capability applies to the project and task flexible keys).

Following are the field descriptions for Flexible Key Entry (PA.FEN.00).

Flexible Key Entry Fields

Between one and six flexible key entry fields appear on this screen, where each field represents a segment of the flexible key. Flexible key fields and their segments are defined using Flexible Key Maintenance (PA.FKM.00). Depending on the definition, a component may be validated against a list of values, a master file, or against a table in the code file. You can view and select possible values by pressing F3 when the field is validated against a master file or the code file.

Increment (button)

When you click Increment, the screen searches for the last segment field that is numeric and that is not validated in a values list, master file, or code file. If one is found, the program automatically assigns the value from an incrementing numeric counter. The numeric counter is always incremented by one. The program combines all the segments back into a single key value.

Control parameter PA AUTOINC-{flexkeyid} (where the flexible key ID is PROJECT or TASK) controls which incrementing number is used. These control file parameters are maintained using Project Controller Setup (PA.SET.00).
For more information about setting up automatic incrementing of flexible keys, see “Automatically Incrementing the Project or Task ID” on page 80. There are three options for determining what the program will use for the counter:

- **Auto-Number Based On the Value of Another Segment** – If **Segment Number** in **Project Controller Setup** (PA.SET.00) contains a segment number (1 to 6), it signifies that the numeric counter is based on the indicated segment and the last used number is stored in the **Data1** field of **Code File Maintenance** (PA.CFM.00) containing the value of that segment. The program retrieves the numeric value, increments it by one, and updates the code file record. The code type used to look up the code file record is either input in **Segment Type** in **Project Controller Setup** (PA.SET.00) or taken from the segment’s flexible key definition.

**Example:** Your organization uses a two-segment project ID in which the first segment is validated in the code file for the Project Category code type and the second segment is a numeric counter. In this case, entering 1 indicates that automatic numbering is based on segment 1, enabling each project category to have its own numeric series. When you click the **Increment** button in **Flexible Key Entry** (PA.FEN.00), the last assigned number for the project category is retrieved from the **Data1** field of the Project Category code file record, automatically incremented by one, and displayed on the screen.

If the segment’s flexible key definition indicates that this segment is not code file-validated and the code type is obtained from **Project Controller Setup** (PA.SET.00), the program automatically adds the entry to the code file, if it does not already exist, with a starting number of 1. This is very useful if the segment to be incremented is based on a value such as the customer ID, since the user does not need to set up a counter for each customer manually. If the segment value or code type is incorrect, the program displays an error message.

- **Auto-Number Based On A System Parameter** – If **Counter** in **Project Controller Setup** (PA.SET.00) contains a number, it is treated as a numeric counter. The program retrieves the counter value, increments it by one, updates the **Counter** field, and uses this as the flexible key value.

- **Auto-Number Based On the Current Value Displayed on the Screen** – If both **Segment** and **Counter** in **Project Controller Setup** (PA.SET.00) are blank and the control file entry PA AUTOINC-flexkeyid does not exist or is blank, the last **Segment** field that is numeric and not validated for the current key displayed on the screen is used as the counter.
Flexible Key Maintenance (PA.FKM.00)

Flexible Key Maintenance (PA.FKM.00) provides setup of the flexible key fields by allowing each site to determine how these fields are captioned, segmented, masked, and validated.

There are four validation methods for each segment: None, Code Type (using a user-defined table such as activity codes), Field Class (customer, subaccount, or employee), or Values (a discrete list of possible selections). For example, the project key might be segmented into two pieces, client and contract. The client segment could be validated using the Customer field class while the contract segment would not be validated. The task key could be set up with three segments – job class, task, and unit – such that only the job class segment was validated against a user-defined table called Job Class (JOBC).

The number and length of the segments must be defined during system setup. The segment length and validation parameters must never be changed once data has been loaded. Captions (field names) may be modified at any time.

**Note:** When the configuration of the Task flexible key is saved, it updates Shared Information’s Flexkey Definition (21.320.00) with the appropriate information.

Following are the field descriptions for Flexible Key Maintenance (PA.FKM.00).

**Field Type**
Select the flexible key for which you are establishing attributes.

**Caption**
This entry determines the screen caption and specifies the label or site-specific terminology for the flexible key field. For example, at some sites, the flexible key field **Task** may be referred to as “Job.” If the caption “Job” should appear wherever a task ID is prompted for on a screen, input the caption “Job” for the field type **Task**.

**Number of Segments**
This entry determines the number of segments that comprise the flexible key field. Each segment can be named and defined independently.
**Delimiter**
Input the character, such as a dash or a period, to be used as the delimiter when a flexible key is prompted for on a screen. This character appears on the screen when the flexible key is entered and also appears on reports but does not need to be input.

#
This display field indicates the number of the segment to be defined.

**Caption**
Enter the screen caption for the segment. The caption appears at the segment field in *Flexible Key Entry* (PA.FEN.00).

**Len**
Enter the number of characters allowed for the segment (the length).

**Mask**
This selection determines the edit mask for the segment. Possible options are:
- U – Uppercase ASCII
- W – Uppercase Alphanumeric
- 9 – Numeric

*Note:* A segment must be numeric if you want it to increment automatically when assigning new projects or task IDs. For more information about setting up automatic incrementing of flexible keys, see “Automatically Incrementing the Project or Task ID” on page 80.

**Code Type**
Entry of a code type indicates that the values entered into the segment are to be validated in the code file table (PJCODE). Each segment of a flexible key field can use a validation method that differs from the other segments of the same field.

*Note:* Code Type, Field Class, and Values validation methods are mutually exclusive.

**Field Class**
Selection of a field class indicates that the values entered in the segment will be validated against one of the master files in the Field Class list. If validation is desired, select one of the master files in the list; otherwise select None. Each segment of a flexible key field can use a validation method that differs from the other segments of the same field.

*Note:* Code Type, Field Class, and Values validation methods are mutually exclusive.

**Values**
If there is a discrete set of valid values for the segment, the values may be entered into this field separated by commas. Each segment of a flexible key field can use a validation method that differs from the other segments of the same field.

*Note:* Code Type, Field Class, and Values validation methods are mutually exclusive.

**Field Length**
The system-calculated sum of the lengths of all the segments for the flexible key field is displayed in this field. This sum represents the maximum length of the flexible key field.
Flexible Report Column Maintenance (PA.RPC.00)

A flexible column report is a Crystal Reports that allows the selection of the account categories (or, in some cases, General Ledger account numbers) to be included in predefined report columns. *Flexible Report Column Maintenance* (PA.RPC.00) maintains the column values that are stored in the Report Column table (PJREPCOL). Only reports that use flexibly defined columns can be maintained here, including the *Project Task Summary* (PA.100.00), *Project Profitability Report* (PA.120.00), and *Project Billing Analysis* (PA.130.00) reports.

![Figure 36: Flexible Report Column Maintenance (PA.RPC.00)](image)

Each row in this window is refers to a specific column number of a specific report identified by a report code. The report code must specify an existing Crystal Reports. Each row specifies an account category or General Ledger account number for which amounts are to be shown or included in the corresponding column number.

A column heading may be changed to reflect more accurately the meaning at a specific site. If there are multiple rows for the same column number (more than one account category or General Ledger account number is included in the column), the column heading of the last column in the list is shown on the report.

See “Flexible Column Reports” on page 39 for a description of the available flexible column reports and their column definitions. See “Government Contractor/Operational Reports” on page 43 for a description of the available flexible row reports designed primarily for government contractors.

**Note:**
- Only the column heading can be changed on an existing row. The report ID, column number, account category, and General Ledger account number of an existing row cannot be modified. If any of these fields need to be changed, add a new row by clicking New, input the desired values for the row, update (save) the new row, and delete the old (incorrect) row.
- The *Profitability by Project Manager* (IQ.010.00) and *Profit Detail/Summary by Project ID* (IQ.020.00) reports use the report column definitions for *Project Profitability Report* (PA.120.00).

Following are the field descriptions for *Flexible Report Column Maintenance* (PA.RPC.00).

**Report**

Enter the report ID, which is the Crystal Reports code/number plus version (for example, PA1000), whose flexibly defined columns are to be defined. Generally, a flexibly defined column allows the selection of the account categories (or for some reports, the General Ledger account numbers) to appear in the column and the associated title heading for the column.
The same report can have multiple versions by using a different number at the end of the Report number. For example, you can create PA100-0 and PA100-1 so that there are two different versions of the same report that use the same report. When you set up the two versions, the first one has a ‘0’ in front of the report name and the second has a ‘1’. In order to take advantage of both versions, go to Report Control Maintenance (98.300.00) and look up PA100. You can add different named reports each with a ‘0’ or ‘1’ in the beginning. The leading number indicates which report format it uses.

**Column**

Enter the column number on the report (numbered left to right, starting at 1) to be defined. Multiple rows are allowed for the same column number.

**Acct Category**

In most flexible column reports, the account category is used to select transactions for inclusion on the report.

**GL Account**

Some reports, such as the Employee Report (PA.050.00), use the General Ledger account number rather than the account category for selection purposes. The value entered here is validated in the GL Account table.

**Column Heading**

Enter the text to appear as the column heading when the report prints. When multiple rows are entered for the same column of the same report, as when the data from several account categories or General Ledger accounts are shown in one column, the column heading of the last record appears on the report.
ID Maintenance (PA.IDM.00)

Use ID Maintenance (PA.IDM.00) to maintain the attributes of the Project Management and Accounting identification (ID) fields. ID fields are fields in master tables that can be used as desired by each site to store additional information. For example, an ID field in the Employee Master table could be used to store each employee’s annual review date. The attributes of an ID field can be flexibly defined such that that the caption, length, mask, and type of validation are determined by the options chosen in this screen.

Some ID fields cannot be altered because they are reserved for internal use by Project Management and Accounting processes. When an ID field is reserved, Reserved is selected and no maintenance is allowed. See the online schema for current field attributes and reserved status.

Following are the field descriptions for ID Maintenance (PA.IDM.00).

ID Field
This field is used to identify an ID field. Each ID field in the system is associated with a hard-coded internal system name and stored in the various tables of each database. Generally, these names are composed of a two-character table prefix and a sequential number. For example, the first ID field of the Employee Master is EM01 and the tenth ID field of the Project Master is PM10.

Reserved
If Reserved is selected, the ID field is reserved for the system’s use. A reserved ID field can only be viewed; no maintenance is allowed. If this check box is not selected, the parameters may be modified.

Visible
Visible controls the display of the corresponding ID field. If selected, the field appears on the appropriate screen. If clear, the field does not appear on the screen.

Code Type
Code Type specifies that the ID field should be validated against values in the code file using the code type entered here. Code Type, Field Class, and Values validation methods are mutually exclusive.

Field Class
Field Class defines whether an ID field should be validated against one of the master files in the field class list. If validation is desired, select one of the master files in the list. Otherwise, select None. Code Type, Field Class, and Values validation methods are mutually exclusive.
Values

Values defines whether a user-defined data field is to be validated against the values listed in this field. To input values, type them into this field separated by a comma. If no validation of values is desired, leave this field blank. **Code Type, Field Class, and Values** validation methods are mutually exclusive.

Caption

Enter a short description of the ID field to be used as a label on screens where the ID information is maintained or displayed.

Len

This value determines the maximum length of the user-defined field. If the ID field is to be validated by one of the three methods outlined above, be sure that the field length matches the maximum length of the values that may populate the field.

Edit Mask

This field defines the edit mask for the ID field. If the ID field is to be validated by one of the three methods outlined above, be sure that the edit mask matches that of the values that may populate the field. Possible values are:

- U – Uppercase ASCII
- W – Uppercase Alphanumeric
- 9 – Numeric
- X – ASCII
Import / Export File Mapping (PA.IEM.00)

Use Import/Export File Mapping (PA.IEM.00) to maintain the Import/Export Mapping table (PJIMPEXP), which specifies the sequence of fields for data imported into and exported from selected screens in Project Management and Accounting. Depending on the map type chosen, different fields appear in the body of the screen. For example, if the map type selected is Budget Revision, fields such as Project, Task, and Account Category are appropriate to import or export from/to the Budget Revision tables.

Figure 38: Import/Export File Mapping (PA.IEM.00)

Following are the field definitions for Import/Export File Mapping (PA.IEM.00).

Map Type
Map Type defines what data is imported into or exported from the system. After making the selection and tabbing out of this field, the appropriate fields are displayed in the body of the screen.

Map ID
Enter a user-assigned ID to be used as part of the primary key to allow for multiple mappings of the same map type.

Description
Enter an optional freeform description containing further information about a map type/map ID combination.

Column #
The fields that are displayed in each of the columns vary according to the map type selected. For each field, enter a sequence number to specify the relative order in which the data is exported from or imported into the system.

For exporting, any field may be given a sequence number. A zero may be entered to omit the field from the export file. For importing use, a zero cannot be entered into a key field for the record. For example, Project, Task, and Acct Category should not be set to zero for an import into Budget Revision Maintenance (BU.BRM.00) because these fields are required in the screen.

The example above illustrates a mapping for a budget revision:

- Map Type = Budget Revision
• Map ID = 0141
• Project = 2
• Task = 3
• Acct Category = 1
• Units = 4

This configuration specifies that the fields in the import or export file are in the order **Acct Category**, **Project**, **Task**, and **Units**. **Rate**, **Amount**, **Task Description**, **Start Date**, and **End Date** are not imported or exported. To import or export data, go to the appropriate screen; for example, **Budget Revision Maintenance** (BU.BRM.00), and click **Import from a file** or **Export to a file** on the application toolbar.
Message Text Maintenance (PA.MSG.00)

Use Message Text Maintenance (PA.MSG.00) to maintain the text options for the error, warning, and informational messages displayed throughout Project Management and Accounting screens. Note that you can change only the message text, not the message number.

Figure 39: Message Text Maintenance (PA.MSG.00)

Following are the field descriptions for Message Text Maintenance (PA.MSG.00).

**Message Number**

*Message Number* is a system-assigned numeric field that uniquely identifies a message within Project Management and Accounting. Both the message number and text are displayed when an event or condition occurs.

**Category**

*Category* is a general categorization of the message and is validated in the code file (reserved code type MCAT). Most messages in the system have a category of GR, indicating a general routines message.

**Message Text**

This field contains message text that cannot exceed a maximum length of 255 characters. Up to three substitution parameters may be included within the message, using the syntax ($1) for the first, ($2) for the second, and ($3) for the third. The program supplies values for these parameters, if appropriate, when the message is generated.
Notes and Comments (GR.NOT.00)

Project Management and Accounting has its own notations feature. Notes provide a method of storing user comments and freeform text related to important master records. *Notes and Comments* (GR.NOT.00) is accessed from screens that contain the **Comments** button or **Comments** button.

![Figure 40: Notes and Comments (GR.NOT.00)](image)

Following are the field descriptions for *Notes and Comments* (GR.NOT.00).

**Note Type**

*Note Type* is a display field showing the type of note being maintained. The description of the note type comes from the code file (reserved code type NOTE).

**Key Value**

*Key Value* is a display field showing the key value or identifier of the master record associated with the note. The key value is determined automatically by the screen invoking the notes capability. For example, if the function is called from the *Project Maintenance* (PA.PRJ.00) screen, the key is *Project*. If a note is being added for a timecard, the timecard’s document number is the key.

**Note Number**

*Note Number* combined with the key value uniquely identifies a note. In Project Management and Accounting, a master record may have multiple notes attached to it by assigning incremental numbers. The default for this field is 01. Usually, the number is assigned sequentially. The possible values (*F3*) key is available at this field to show all current notes for the key value. The navigation buttons (first, previous, next, and last) are also available to help peruse through the notes. To enter a new note, enter the next note number to be assigned in this field and tab.

**Note Text**

*Note Text* is used to key in the text of the note. Each note may contain up to 765 characters. Insert and cut/copy/paste operations from the Windows® clipboard are supported in this field.
Password Maintenance (PA.PWD.00)

Password Maintenance (PA.PWD.00) provides the entry and maintenance of security passwords, which are prompted for in certain screens. Specific key values, such as company ID, employee ID, and subaccount, trigger prompting for a password in selected inquiry and approval screens throughout the system, particularly in review and approval screens. This screen is used to associate the key value with its corresponding password.

![Password Maintenance (PA.PWD.00)](image)

For security reasons, it is important that this screen be restricted from unauthorized use. See the System Manager Help or user’s guide for information about assigning access rights.

Following are the field descriptions for Password Maintenance (PA.PWD.00).

**Password Type**
This required entry, which is validated in the code file (reserved code type PASS), specifies the type of password to be entered or maintained. Valid password types are CPNY for company passwords, EMP for employee passwords, and ORG for organizational (subaccount) passwords.

**Key Value**
Enter the secured key value to be password protected. For example, if the password type is CPNY, enter the Company ID to password-protect in the secured screens.

**Note:** Unlike Company- and Employee-level security, organizational security uses passwords for subaccounts and portions thereof. Since the entry of partial values is supported, use of organizational security entails careful planning.
Example: To establish organizational security for subaccount 00-000-00-00-00-00, passwords would need to be established for all the following key values:

- 0
- 00
- 000
- 0000
- 00000
- 000000
- 0000000
- 00000000
- 000000000
- 0000000000
- 00000000000
- 000000000000

Note: Subaccount values are entered without delimiters (-).

Password

Enter the password for the specified Password Type and Key Value. Passwords can contain from 6 to 22 characters. They can include both upper- and lowercase letters in addition to numerals and special characters such as punctuation. Passwords being changed or added must contain at least three of these character types.

Password is a required entry whenever a user tries to view or process information in a secured program. When users enter their password on a secured screen, the characters in the password do not appear.
Percent Complete and Revenue Recognition Setup (PA.PCM.00)

Use Percent Complete and Revenue Recognition Setup (PA.PCM.00) to configure revenue recognition options and maintain the completion percentage for a project. The completion percentage may be input at the project level or task level within the project. There is no implicit relationship between task-level percentages and the project-level percentage (the percentage at the project level is not necessarily the sum or weighted average of the task-level percentages). Revenue Recognition (PA.REV.00) uses the various options and user-specified completion percentages to calculate the current revenue of a project or task.

![Percent Complete and Revenue Recognition Setup](PA.PCM.00)

**Note:** If the Unbilled Revenue option is selected in Project Controller Setup (PA.SET.00), exercise caution when assigning project-level or task-level revenue accounts in this screen. The posting option was provided for those sites that wish to accumulate revenue as unbilled until invoiced (invoice posting rules exist in Billing Rules Maintenance (BI.RUL.00) to relieve unbilled revenue and post to revenue). Assigning override revenue accounts when this option is used could potentially result in a duplicate booking of revenue amounts, once from Revenue Recognition (PA.REV.00) and again from Flexible Billing’s Invoice & Adjustment Posting (BI.REG.00).

Following are the field descriptions for Percent Complete and Revenue Recognition Setup (PA.PCM.00).

**Project**

Input the project whose options are to be maintained into this required field, which is validated in the Project Master table (PJPROJ). The project description appears in the adjacent field.

The projects are limited to projects with companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you see only those projects that have company 0060 set as their Company ID.

**Project Company**

The company associated with the project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company name is also displayed.
Rev Recog Type

Rev Recog Type determines whether the project is subject to revenue recognition and, if so, whether it should use the percent complete, completed contract, or fee method. If None is chosen, the project is skipped when Revenue Recognition (PA.REV.00) is run. If the Completed Contract option is chosen, revenue recognition entries post at the project level. If Fee is chosen, the caption for Pct Complete changes to **Fee %**, the **Amounts or Units** list displays Amounts and becomes unavailable, and the **Compute % Complete** button becomes unavailable.

Rev Recog at Pjt or Task

Rev Recog at Pjt or Task determines whether the revenue recognition calculation and posting occur at the project level or task level. If Project is chosen, the completion percentage and revenue calculations take place at the project level and the Revenue Recognition (PA.REV.00) process disregards the task-level completion percentages. If Task is chosen, a revenue amount is calculated for each task that has a contract value (or revenue budget) and the Revenue Recognition (PA.REV.00) process disregards the project-level completion percentage.

**Note:** If the Completed Contract option is chosen in Rev Recog Type, revenue recognition entries post only at the project level.

Use Task Subacct for Rev Postings

Use Task Subacct for Rev Postings becomes available only when revenue recognition posts at the task level. It specifies that revenue amounts post to the various subaccounts specified at the task level. If clear, Revenue Recognition (PA.REV.00) posts to the subaccount specified for revenue (or unbilled revenue) in Project Controller Setup (PA.SET.00) is used.

Pjt Rev Account

Pjt Rev Account specifies the revenue General Ledger account for the project. It determines which of multiple revenue accounts Revenue Recognition (PA.REV.00) posts to for the current project. The project revenue account is validated in the GL Account Attached table (PJ_ACCOUNT) and must be an active account in the Chart of Accounts table (ACCOUNT). The associated account category in PJ_ACCOUNT is also used for the posting. If not entered, the General Ledger account and the account category specified for revenue (or unbilled revenue) on the Revenue Setup tab of Project Controller Setup (PA.SET.00) are used. Prior postings to the revenue account must be reclassified in General Ledger if this account is changed.

Pct Complete

You can manually enter the estimated completion percentage of the project into this optional field. The percentage input into this field may not exceed 100. If zero is entered and Revision Date is blank, the completion percentage is automatically calculated by Revenue Recognition (PA.REV.00). If zero is entered and Revision Date contains a date, the system assumes that zero percent complete is the desired percentage for use by Revenue Recognition (PA.REV.00).

Fee %

Enter the percentage that, when multiplied by the cost total and then added to the cost total, will equal the amount of fee revenue calculated by Revenue Recognition (PA.REV.00).

**Example:** If the percentage of fee revenue for the project is 8% and the project-to-date costs for the project total $1,000.00, Revenue Recognition calculates the project-to-date amount of the fee revenue for the project as 1000 + (1000 x .08), or $1,080.00. If fee revenue has previously been calculated and posted for the project, the process subtracts the amount of the previous posting from the project-to-date amount and the remainder posts as fee revenue in the current period.
Revision Date (Project)

Revision Date represents the date the project reached the percentage entered. When entering an estimated completion percentage for month-end, the last day of the month should be input here regardless of the current date. The date may be set to blank by pressing F5.

Amounts or Units

This selection determines whether amounts or units are used when Revenue Recognition (PA.REV.00) calculates the completion percentage at either the project or the task level. Completion percentage figures are automatically calculated by Revenue Recognition (PA.REV.00) when the entered completion percentage is zero.

Account Class

This selection determines which expense account categories to include in the calculation of the completion percentage at either the project or the task level. Revenue Recognition (PA.REV.00) automatically calculates the completion percentages when the entered completion percentage is zero. The first value in this list, All Expenses, indicates that all account categories with an account type of EX are included. The other values in this list relate to the Account Class flag selected in Acct Category Maintenance (PA.ACC.00), which is stored in the Account Category Master table (PJACCT).

Compute % Complete (button)

Clicking Compute % Complete initiates processing to compute and display the percentage expended to date on a project. The computation sums actual expenses and computes their percentage of the EAC expenses for all tasks. The formula used is identical to the formula used by the Revenue Recognition (PA.REV.00) process. The percent complete computation options (Amounts/Units, Account Class) are taken into consideration when the completion percentage figure is calculated. The computed percentage is displayed for information only.

Task

After entering a project ID and tabbing out of Project, the grid displays all the tasks for the project in this column, with the task description shown in the adjacent column.

Percent Complete

Enter the estimated completion percentage of the task, which may not exceed 100. If zero is entered and the task revision date is blank, the task percent complete is calculated by Revenue Recognition (PA.REV.00).

Fee %

Enter the percentage that, when multiplied by the cost total and then added to the cost total, will equal the amount of fee revenue calculated by Revenue Recognition (PA.REV.00).

Revision Date (Task)

Revision Date represents the date the task is expected to reach the percentage entered. This date is independent of the project revision date.

Note: The date may be set to blank only while in form view by pressing F5.

Use in Rev Recog

Use in Rev Recog determines whether this task is included in task-level revenue recognition calculations. This selection is stored in PJPENTEX.PE_ID20 where include is represented by a zero and exclude is represented by a one. This option does not apply to project-level revenue recognition.
Task Rev Account

Task Rev Account specifies the revenue General Ledger account for the task. It specifies which of multiple revenue accounts Revenue Recognition (PA.REV.00) posts to for the current task. The task revenue account is validated in the GL Account Attached table (PJ_ACCOUNT) and must be an active account in the Chart of Accounts table (ACCOUNT). The associated account category in PJ_ACCOUNT is also used for the posting. If Task Rev Account is blank and a project-level account has been specified in the Pjt Rev Account, the project-level account is used. If a project-level account has not been entered, the General Ledger account and the account category specified for revenue (or unbilled revenue) on the Revenue Setup tab of Project Controller Setup (PA.SET.00) are used. Prior postings to the revenue account must be reclassified in General Ledger if this account is changed.
PMA Integrity Check (PA.BLD.00)

PMA Integrity Check (PA.BLD.00) rebuilds the project summary and rollup tables (PJACTROL, PJACTSUM, PJPTDROL, and PJPTDSUM) from the Project Transactions table (PJTRAN). The screen can also be used during the initial implementation of the Employee Utilization module to create historical data in the Employee Utilization Rollup table (PJUTLROL) from existing transactions. In addition, employee utilization history can be reconstructed following a change to utilization periods (e.g., periods are changed from monthly to weekly in Utilization Period Maintenance (UZ.PER.00)). A rebuild of all summary and rollup tables may also be necessary when changing fiscal periods and/or fiscal year-end. When these events occur, synchronizing summary and rollup records with transaction data can be time-consuming and costly. PMA Integrity Check (PA.BLD.00) accomplishes these tasks by zeroing out fields in records or, in some cases, deleting entire records, before rebuilding the tables. For this reason, the entire database must be backed up and all users must exit Microsoft Dynamics SL before proceeding.

Implementer’s Notes on Rebuilding PJUTLROL:

Before rebuilding the Employee Utilization Rollup table (PJUTLROL), the process performs the following checks:

- At the start of processing, the function deletes all PJUTLROL records and blanks out the utilization period from all PJTRAN records (PJTRAN.tr_id26 is set to \( b \)).
- System registration is examined to ensure that the Employee Utilization module (module code UZ) is registered.
- The process verifies that the Employee Utilization module has been activated (Activate Utilization Process is selected in Project Controller Setup (PA.SET.00)).

The process then reads only those PJTRAN records that have a fiscal period greater than or equal to the starting period. In order to qualify for further processing, the PJTRAN record must meet the following criteria:

- The PJTRAN record must contain a project ID (PJTRAN.project cannot be blank), which must exist in the Project Master table (PJPROJ) and have a Utilization Type assigned to it (PJPROJ.pm_id37 cannot be blank).
- The PJTRAN record must contain an employee ID (PJTRAN.employee cannot be blank).
- The account category of the transaction must have a transaction class of Labor, Revenue, or Adjustments (PJACCT.id5_sw must be L, R, or A).

**Figure 43: PMA Integrity Check (PA.BLD.00)**

**Note:** For detailed instructions on implementing the Employee Utilization module, see the “Setting up Employee Utilization” section of the Employee Utilization Help or user’s guide.
The process determines the utilization period for qualifying transactions according to the following rules:

- If the transaction date falls within the date range of the fiscal period, the process uses the transaction date to determine the UZ period. This is accomplished by looking up the fiscal period of the transaction (PJTRAN.fiscalno) in the Project Fiscal Periods table (PJFISCAL) and comparing the transaction date of the transaction (PJTRAN.trans_date) to the starting and ending dates of the fiscal period (PJFISCAL.start_date and PJFISCAL.end_date, respectively). If PJTRAN.trans_date >= PJFISCAL.start_date and PJTRAN.trans_date <= PJFISCAL.end_date, the corresponding utilization period is retrieved from the Utilization Periods table (PJUTPER) and written to PJTRAN.tr_id26.

- If the transaction date falls outside the date range of the fiscal period, the following logic is applied:
  - If the transaction date is before the first day of the fiscal period, the process uses the first day of the fiscal period to determine the UZ period.
  - If the transaction date is after the last day of the fiscal period, the process uses the last day of the fiscal period to determine the UZ period.

For example, if fiscal periods are set up this way in Fiscal Period Maintenance (PA.FPM.00):

<table>
<thead>
<tr>
<th>Fiscal Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-2001</td>
<td>01/01/01</td>
<td>01/31/01</td>
</tr>
<tr>
<td>02-2001</td>
<td>02/01/01</td>
<td>02/28/01</td>
</tr>
<tr>
<td>03-2001</td>
<td>03/01/01</td>
<td>03/31/01</td>
</tr>
</tbody>
</table>

If utilization periods are set up this way in Utilization Period Maintenance (UZ.PER.00):

<table>
<thead>
<tr>
<th>UZ Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001-01</td>
<td>12/31/00</td>
<td>01/06/01</td>
</tr>
<tr>
<td>2001-02</td>
<td>01/07/01</td>
<td>01/13/01</td>
</tr>
<tr>
<td>2001-03</td>
<td>01/14/01</td>
<td>01/20/01</td>
</tr>
<tr>
<td>2001-04</td>
<td>01/21/01</td>
<td>01/27/01</td>
</tr>
<tr>
<td>2001-05</td>
<td>01/28/01</td>
<td>02/03/01</td>
</tr>
<tr>
<td>2001-06</td>
<td>02/04/01</td>
<td>02/10/01</td>
</tr>
<tr>
<td>2001-07</td>
<td>02/11/01</td>
<td>02/17/01</td>
</tr>
<tr>
<td>2001-08</td>
<td>02/18/01</td>
<td>02/24/01</td>
</tr>
<tr>
<td>2001-09</td>
<td>02/25/01</td>
<td>03/03/01</td>
</tr>
<tr>
<td>2001-10</td>
<td>03/04/01</td>
<td>03/10/01</td>
</tr>
<tr>
<td>2001-11</td>
<td>03/11/01</td>
<td>03/17/01</td>
</tr>
<tr>
<td>2001-12</td>
<td>03/18/01</td>
<td>03/24/01</td>
</tr>
<tr>
<td>2001-13</td>
<td>03/25/01</td>
<td>03/31/01</td>
</tr>
</tbody>
</table>

A transaction dated 1/15/01 and posted to fiscal period 02-2001 will be assigned utilization period 2001-05, while a transaction dated 3/15/01 and posted to fiscal period 02-2001 will be updated with utilization period 2001-09.

Once a qualifying PJTRAN record is updated with the correct utilization period, it updates PJUTLROL. Following are the field descriptions for PMA Integrity Check (PA.BLD.00).

**Rebuild All Summary Records**

When this option is selected, all records are deleted from the actual summary tables PJACTROL, PJACTSUM, and, if the Employee Utilization module is registered and active, PJUTLROL. It also zeroes
out all actual amounts and units in the project summary tables PJPTDROL and PJPTDSUM, leaving budget and commitment data intact. The process then rebuilds PJACTROL, PJACTSUM, and PJUTLROL and reconstructs the actual amounts and units in PJPTDROL and PJPTDSUM from PJTRAN.

**Note:** When the Project Management and Accounting tables contain data for prior fiscal years, the balance forward amounts and units in PJACTROL and PJACTSUM are recalculated automatically, so it is not necessary to reopen the last period of each previous fiscal year to run Year End Close (PA.YEC.00).

**Rebuild by Selected Project except UZ (Employee Utilization)**

When this option is selected, the screen prompts for a project ID and rebuilds the PJACTROL, PJACTSUM, PJPTDROL, and PJPTDSUM records only for the selected project (since PJUTLROL does not store data by project, this option cannot be used for rebuilding it).

**Note:** When the Project Management and Accounting tables contain data for prior fiscal years, the balance forward amounts and units in PJACTROL and PJACTSUM are recalculated automatically, so it is not necessary to reopen the last period of each previous fiscal year to run Year End Close (PA.YEC.00).

**Rebuild UZ Summary**

When this option is selected, the process first deletes all PJUTLROL records and removes the utilization period from all PJTRAN records. The process then reads each record in PJTRAN and determines whether the data is relevant to the functionality in the Employee Utilization (UZ) module. The appropriate utilization period is determined and written only to those PJTRAN records that have a fiscal period greater than or equal to the Starting Fiscal Period and that qualify as being utilization-related. Records that have been updated with the correct utilization period individually update PJUTLROL, ensuring that the data viewed in the Employee Utilization inquiries is properly synchronized with the original transactions.

**Note:** The Employee Utilization module must be registered and active (*Activate Utilization Process* is selected in *Project Controller Setup* (PA.SET.00)) to use this option.

**Project**

When **Rebuild by Selected Project except Employee Utilization** is selected, enter, or select from possible values, the project whose project summary and rollup records will be rebuilt. If this field is blank, the process rebuilds the summary and rollup records for all projects.

A partial value may be entered. Selection is based on the partial value, which is always assumed to read from left to right. For example, if A5 is entered, all projects that begin with A5 are selected for processing. Selection cannot be based on middle or end of field values. If a valid ID is entered, the project description appears immediately below.

**Starting Fiscal Period**

When **Rebuild UZ Summary** is selected, enter the fiscal period from which to begin rebuilding utilization history. The period is validated in the Project Fiscal Periods table (PJFISCAL), which is maintained in Fiscal Period Maintenance (PA.FPM.00).
Project Charge Entry (PA.CHG.00)

Use **Project Charge Entry (PA.CHG.00)** to enter transactions directly into the Project Management and Accounting tables. These transactions are generally charges or revenue activities that have not been captured automatically via an interface, such as from Accounts Payable or Accounts Receivable, or from labor transactions in the Time and Expense for Projects module. This screen may also be used to load the balance forward amounts during initial implementation. The transactions are input as a batch. Some of the fields shown in the sample screen are ID fields that can be used to capture site-specific, project-related information. See the description for transaction ID fields as some fields are reserved for system use.

The application toolbar currency buttons are activated when **Activate Foreign Currency Project Management** is selected in **Project Controller Setup (PA.SET.00), PC Options and Setup** tab. Once a currency is selected for the batch, only projects with that currency can be selected on charge entries.

When data is entered using rates set up in **Standard Rate Entry (PA.RAE.00)** the rates found are converted to the project currency to calculate the **Amount**.

![Figure 44: Project Charge Entry (PA.CHG.00)](image)

Following are the field descriptions for **Project Charge Entry (PA.CHG.00)**.

**Type**

**Type** is a display field that shows the description of the batch type. Charges entered into this screen have a batch type of CHRG stored in the Charge Header table (PJCHARGH) and the Project Transactions table (PJTRAN). This batch type appears in certain reports and inquiries that present transaction detail.
Batch Nbr

**Batch Nbr** is a unique identifier for a group of transactions. If this field is left blank, the system automatically assigns this number to a new batch from the table PJDOCNUM.

**Period**

**Period** is a six-digit fiscal period code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. In most cases, the period is validated to be in the current period (the default) or a future period. However, if Allow Posting of a Financial Batch to a Prior Period is selected in Project Controller Setup (PA.SET.00), the period is only verified to be in the current fiscal year or a future year. With this option selected, if the entered period has been closed in Project Management and Accounting, a warning message appears.

**System Code**

**System Code** identifies the source system or module as PA (the default value), although it is possible to change the system code to another value selected from the possible values listing using F3. The values are validated in the code file (reserved code type SYST). This system code appears in certain reports and inquiries that present transaction detail.

**Desc**

**Desc** is an optional freeform description of the batch.

**Rate Table**

**Rate Table** is an optional field identifying a table of rates that can be used to calculate amounts from units. The rate table IDs are defined using Rate Table Definition (AL.RTD.00) in the Project Allocator module and are validated in table PJRTAB. For a detailed explanation of applying rates, see “Rate Lookup” on page 57.

**Note:** This entry overrides the rate table ID specified for the project in Project Maintenance (PA.PRJ.00). If this field is blank and a rate type is input into the next field, the rate table ID stored with the project in the Project Master table (PJPROJ) is used.

**Company ID (required)**

Enter the company ID for this batch. The default is the logged on company. This is validated against the Company table. The company name is also displayed. This box is enabled when Multi-Company is active.

**Note:** The batches are limited to companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you see only those projects that have company 0060 set as their Company ID.

**Batch Handling**

**Batch Handling** sets the status of the batch. The following are the possible settings for this field and their implications:

- **In Progress (I)** – The batch may be maintained and modified in any way. The batch does not post when you close the screen. Instead, it remains available for modification when the batch is retrieved.
- **Release Now (R)** – The batch is posted upon exiting the screen or entering another batch.
- **Release Later (B)** – The batch is ready to be posted. Project Charge Batch Release (PA.REL.00) may be used to release (post) a range of batches, or all batches, with a status of B (Balanced). If a batch amount has been entered, Batch Total must balance with Batch Amount in order to save the batch with this status.
- **Posted (P)** – The batch has been posted and may no longer be maintained. The entries in the batch are displayed in view mode only.
Rate Type

Rate Type is an optional field specifying the type of rate to be used when calculating a posting amount. The field is validated in the code file (code type RATE), which is maintained in Rate Type Definition (PA.RTM.00). Within a rate table, any number of rate types can be set up using Rate Table Definition (AL.RTD.00) in the Project Allocator module. When rates are entered via Multi Level Rate Entry (AL.RAT.00) in the Project Allocator module, each rate is associated with a rate type. Examples of rate types used in this screen are Labor and Materials. Only those Rate Types that are associated with the base currency (as defined on the Currency Info tab of GL Setup (01.950.00)) can be selected, since this function posts only to PJTRAN only in base currency. Rate Types are set up using Rate Type Definition (PA.RTM.00).

Batch Amount

Batch Amount is an optional field used as a control total to ensure that the transactions have been input correctly. To use this feature, key in the expected sum of the transaction amounts in the batch. If the actual total of the batch does not equal this amount, posting of the batch is not allowed. Batch amount validation does not take place if this amount is left set to zeroes.

Entries

Entries displays the number of transactions contained within the batch.

Batch Total

Batch Total displays the system-calculated total of all line item amounts in the batch. For the batch to be balanced, the batch total displayed here must equal the batch amount entered into the previous field unless the batch amount is zero.

Note: Since the entries posted from this screen do not create transactions in the financial modules, the batch does not need to be balanced (the sum of the debit entries does not need to equal the sum of the credits).

Recalc

Recalc controls the calculation of the amount using the units and a rate from the Rate table. When this field is set to Automatic (the default) and units are input or changed in an existing record, Amount is automatically calculated (units multiplied by rate) as the user tabs through the fields. Note that for automatic amount calculation, a rate table ID and rate type must be keyed in the Batch Header record and a rate must be found using rate table lookup routines. For a detailed explanation of applying rates, see “Rate Lookup” on page 57. If a rate table ID is not entered and a rate type is input in the Batch Header, the rate table ID specified for the project in Project Maintenance (PA.PRJ.00) is used. If a rate cannot be found or Recalc is set to Manual, the amount must be input.

Employee

Enter an employee ID if the transaction is employee-related. It is validated in the Resource Master table (PJEMPLOY). The employee ID may be used for rate retrieval, for presentation on invoices generated in the Flexible Billings module, and for reporting purposes.

Project

Enter the project to be charged into this required field, which is validated in the Project Master table (PJPROJ).

Task

Enter the task to be charged into this required field, which is validated in the Task Master table (PJPENT).
Subtask
Enter or select the subtask for the transaction. The subtask is validated in table PJPENSTEM using project, task, and employee.

Acct Cat
Enter the account category to be charged into this required field, which is validated in the Account Category Master table (PJACCT).

Trans Dt
Enter the date that the transaction occurred. **Trans Dt** is a required entry used as a selection criterion in many processes and reports.

Units
Enter the number of units for a transaction. Examples of units are hours, pieces, pounds, etc. If entered, **Units** may be used when applying rates as well as for presentation purposes on invoices and reports.

Amount
**Amount** is used to capture the transaction amount. Normally, all amounts are keyed in as positive numbers (although a negative amount can be entered into this field), regardless of account category. If units have been entered and rate lookup is performed, this field may be calculated automatically by the system.

Comment
Enter an optional freeform comment or description of the transaction. The comment may print on invoices generated in the Flexible Billings module and may appear in inquiries and reports as well.

Ref Nbr
**Ref Nbr** is generally used to store a source document reference number for the event that generated a Project Charge transaction. Examples might be an Accounts Payable voucher number or Accounts Receivable invoice number. The equivalent field in the financial and distribution modules is **RefNbr**. You would typically use this optional field for entering transactions that originated in one of the financial or distribution modules but were rejected in *Financial Transaction Transfer* (PA.TRN.00) and were not processed when resubmitted after running *Transaction Transfer Re-queue* (PA.RQU.00).

Src Line Nbr
**Src Line Nbr** is an optional reference field used to store a line number associated with the source document generating the project charge transaction. Examples might be an Accounts Payable voucher line number or a General Ledger journal line number. The equivalent field in the financial and distribution modules is **LineNbr**.

Vendor
**Vendor** is a reference field used to store the vendor ID for a transaction, typically for Accounts Payable-related charges. Although the lookup of possible values in the Vendor Master table (VENDOR) is available, this field is not validated. The vendor ID may be used in looking up rates as well as for presentation purposes on invoices and reports.

Company ID
Enter the company ID for this transaction, which is validated in the Company table. Entry into this field is required and defaults to the company of the project.
GL Acct
Enter the General Ledger account number for this record, which is validated in the GL Account table. Although entries made in Project Charge Entry (PA.CHG.00) do not update any of the financial and distribution modules, the General Ledger account associated with a transaction appears on some inquiries and reports. It may also serve as a selection criterion for some reports.

GL Subacct
Enter the General Ledger subaccount for the record, which is validated in the GL SubAcct table. Although entries made in Project Charge Entry (PA.CHG.00) do not update any of the financial and distribution modules, the subaccount associated with a transaction may serve as a selection criterion in some processes. It may also appear in some inquiries and reports.

Note: When the account-subaccount validation option is used (Validate Account/Subaccount is selected in GL Setup (01.950.00)), the company, General Ledger account, and General Ledger subaccount are validated together in the AcctSub table. If Valid Combos Required for SUBACCOUNT is not selected in Shared Information’s FlexKey Definition (21.320.00), the subaccount entered here is not validated in the GL SubAcct table.

Billable
Billable specifies whether the transaction is eligible to be loaded into the Flexible Billings module via Billings Transaction Load (BI.BTL.00) or the Allocation Processor (PA.PRO.00) if an option in Billings Setup (BI.SET.00) is selected. This field is passed to PJTRAN in the TR_STATUS field when the batch is released. A blank value in TR_STATUS means the transaction is eligible for loading into Flexible Billings. An N means the transaction is not eligible to be loaded.

Unit of Measure
Input an optional freeform unit of measure (for example, hours, pounds, or square feet) for the line item.

Equipment
Enter an optional equipment ID if the transaction is equipment-related. If entered, it is validated in the Equipment Master table (PJEQUIP). The equipment ID may be used for rate retrieval, for presentation on invoices generated in the Flexible Billings module, and for reporting purposes.

Invoice #
Enter an optional invoice number to store a source invoice number for the event that generated a Project Charge transaction. Examples include an AP invoice number or AR invoice number. You would typically use this optional field for entering transactions that originated in one of the financial or distribution modules but were rejected in Financial Transaction Transfer (PA.TRN.00) and were not processed when resubmitted after running Transaction Transfer Re-queue (PA.RQU.00).

PO Number
Input an optional freeform PO number for the line item into this non-validated field.

Batch #
Enter an optional batch number to store a source batch number for the event that generated a Project Charge transaction. Examples include an AP voucher batch or GL journal batch. You would typically use this optional field for entering transactions that originated in one of the financial or distribution modules but were rejected by Financial Transaction Transfer (PA.TRN.00) and were not processed when resubmitted after running Transaction Transfer Re-queue (PA.RQU.00).
Labor Class
Enter an optional labor class for a labor-related transaction. If entered, it is validated in the code file (code type LABC). The labor class may be used for rate retrieval, for presentation on invoices generated in the Flexible Billings module, and for reporting purposes.

Invoice Date
Enter an optional invoice date to store a source invoice date for the event that generated a Project Charge transaction. Examples include an AP invoice date or AR invoice date. You would typically use this optional field for entering transactions that originated in one of the financial or distribution modules but were rejected by Financial Transaction Transfer (PA.TRN.00) and were not processed when resubmitted after running Transaction Transfer Re-queue (PA.RQU.00).

Transaction ID Fields
These fields may be used to store additional information with the transaction. The ID available fields are flexibly defined for ID Code TR using ID Maintenance (PA.IDM.00).
As the use of these fields may change, see the online schema to obtain the current reserved status of a field.

Source/Cost Category
Source/Cost Category is an optional field used to store a cost account category for a billing or revenue transaction. If entered, it must exist in the Account Category Master table (PJACCT). This field represents the source account category (usually a cost account) for a billing or revenue transaction. For example, if a revenue entry is being entered (the result of a rate being applied to labor), the charged account category is a fee or revenue account category but the source/cost category would be direct labor. This field is stored in the Data1 column or in the Project Charge Detail table (PJCHARGD).
Project Controller Setup (PA.SET.00)

Use Project Controller Setup (PA.SET.00) to establish the system options and parameters required by the Project Management and Accounting modules.

Project Controller Setup, General Information Tab

These entries maintain batch counters and the current fiscal period in Project Management and Accounting.

![Project Controller Setup, General Information Tab](image)

**Figure 45: Project Controller Setup, General Information tab**

Following are the field descriptions for the **General Information** tab of Project Controller Setup (PA.SET.00).

**Project Controller Current Period**

*Project Controller Current Period* displays the current Project Management and Accounting period. After the initial system setup, *Close Period* (PA.CLO.00) maintains the current field automatically.

**Last Financial Transaction Transfer Batch #**

*Last Financial Transaction Transfer Batch #* displays the last batch number assigned by *Financial Transaction Transfer* (PA.TRN.00). Because batch numbers must be unique within the system and are automatically assigned by the system, do not change this value manually.

**Last Charge Entry Batch Number**

*Last Charge Entry Batch Number* displays the last batch number assigned by *Project Charge Entry* (PA.CHG.00). Because batch numbers must be unique within the system and are automatically assigned by the system, do not change this value manually.
Last Allocation Batch Number

Last Allocation Batch Number displays the last batch number assigned by either the Allocation Processor (PA.PRO.00) or Revenue Recognition (PA.REV.00). Because batch numbers must be unique within the system and are automatically assigned by the system, do not change this value manually.

Installed Modules

Installed Modules lists the Project Management and Accounting modules currently installed in your application environment.

Delay Timer for Status

Use Delay Timer for Status to set the number of seconds that a status message appears in the status bar at the bottom of the screen before being automatically cleared, allowing you to determine how long status messages remain visible in the status bar for users to see. The messages are stored in table PJTEXT and maintained using Message Text Maintenance (PA.MSG.00).

Project Manager1 / Project Manager2

Entry into these fields overrides the default captions for the Project Manager and Business Manager fields wherever they appear.

Employee Manager1 / Employee Manager2

Entry into these fields overrides the default captions for the employee Supervisor and Manager fields wherever they appear.

Original Budget

Entry into this field overrides the default caption for Original Budget wherever the field appears.

EAC

Entry into this field overrides the default caption for EAC wherever the field appears.

FAC

Entry into this field overrides the default caption for FAC wherever the field appears.
Project Controller Setup, PC Options and Setup Tab

These entries establish parameters for inter-module posting, flexible key configuration, and period closing requirements.

![Project Controller Setup, PC Options and Setup Tab](image)

Figure 46: Project Controller Setup, PC Options and Setup tab

Following are the field descriptions for the **PC Options and Setup** tab of **Project Controller Setup** (PA.SET.00).

**Project IDs to be included in IQ.PAS.01**

Select which two of the user-defined ID fields in the Project Master table (PJPROJ) will appear on the Analyzer’s **Multi-Projects View** (IQ.PAS.01) inquiry.

**Store History of Budget Revisions Entered in Project Budgeting (check box)**

Select this option to store budget history by fiscal period. You must use **Budget Revision Maintenance** (BU.BRM.00) in the Project Budgeting module for maintaining all budgets in order to record their fiscal period. This option is not available if you do not have Project Budgeting installed and registered.

There cannot be any unposted budget revisions with a revision type of Complete Replacement when you select this option. The program looks at unposted budget revisions in the Project Budgeting module and if it finds any with a Complete Replacement revision type, it displays an error message and clears the option, preventing you from activating this feature until you post the budget revisions or change their revision type. If no such budget revisions exist, a warning message appears advising you that a utility will start that creates budget records in the Budget History tables PJBHSROL and PJBHSSUM. Because the records will be created using the current period as their fiscal period, you should run the utility only at the beginning of a new period.
Transfer AR Payments/Req Default Task
Select **Transfer AR Payments/Req Default Task** if invoice and payment transactions are to be transferred from Accounts Receivable to Project Management and Accounting. If this check box is not selected, the payment transactions entered into **Payment Application (08.030.00)** for project-related invoices cannot be transferred by the Accounts Receivable payment transfer portion of **Financial Transaction Transfer (PA.TRN.00)**.

**Note:** When this option is selected, **Default Task for Sys Postings** must be set up for each project that may be charged within the Accounts Receivable module.

Auto Add Default Task to New Project
Select this check box if the Default Task for System Postings will be created automatically when a new project is added. If the check box is not selected, the default task must be created manually.

Default Task for Sys Postings
Specify the default task that must exist for each project that is input into the header of documents entered in Accounts Receivable. This field is required for Accounts Receivable invoice and payment transactions posted to AR Trade to be transferred to Project Management and Accounting. This entry also specifies the task to which the project transactions created by several Project Management and Accounting processes post. If the default task is not specified, or the specified task does not exist for the project being processed, these functions post to the first task of the project.

Non Post Project
**Non Post Project** defines a special project ID for use in transactions that are not to be transferred to Project Management and Accounting by **Financial Transaction Transfer (PA.TRN.00)**. When this value is entered into the **Project** field of an integrated entry screen, it designates the transaction as not being project-related and not to be transferred to Project Management and Accounting.

A few of the screens that integrate with Project Management and Accounting are **Purchase Orders (04.250.00)** in Purchasing, **Voucher and Adjustment Entry (03.010.00)** in Accounts Payable, **Invoice and Memo (08.010.00)** in Accounts Receivable, and **Journal Transactions (01.010.00)** in General Ledger.

When a General Ledger account is associated with an account category, validated input into the **Project** field is required. Using **Non Post Project** makes **Project** optional. **Non Post Project** should be set to a value that cannot be charged, such as all Zs. By default, **Non-Post Project** is set to 0 and cannot be blank.

Default Task Desc - Segment #
Enter the task segment number to be used in creating the default task description of new tasks entered on the **Task** tab of **Project Maintenance (PA.PRJ.00)**. The segment must be based on a code type in **Flexible Key Maintenance (PA.FKM.00)** since the default description for the task is the description for the code input in **Code File Maintenance (PA.CFM.00)**. For example, if Job Class is the name of the first task segment, then the job class could be further broken down by the classes 000, 001, 002, etc., which are entered as codes for code type JOBC in **Code File Maintenance (PA.CFM.00)**. Once set up, only these codes are valid for entry in the first segment of the task flexible key. The description of the job class becomes the default task description.

**Note:** The segment number must not be greater than the total number of segments for the task flexible key.

Default Day Range for Timecard Schedule and Task List
Set the default number of days that appear in **Day Range** in **Timecard Entry (TM.TCE.00)** and **Timecard with Rate/Amount Entry (TM.TEA.00)** in the Time and Expense for Projects module. This optional entry must be a whole number between 0 and 999.

The time entry screens and **Assignment Inquiry (PA.RTI.00)** use this value to determine which tasks to display by default, although the user can override the value in the entry or inquiry screen. If this value
is not zero or blank, the start and end dates of the task are compared to the start and ending dates of
the timecard or inquiry. If the start date is greater than the ending date plus the value in this field, the
task does not appear. If the end date is less than the start date minus the value in this field value, the
task does not appear.

**Segment# (Auto-Increment – Project and Task)**

The following paragraphs describe the parameters used in automatic incrementing. Before you can
enter the parameters in Project Controller Setup, you must complete the setup procedure described in
“Automatically Incrementing the Project or Task ID” on page 80.

Entry into this field sets up one of three options for the automatic number assignment of the project or
task ID by clicking the **Increment** button in Flexible Key Entry (PA.FEN.00). The number keyed into this
field represents the segment number of the flexible key on which the number series is based. The
segment number specified in this field must be code file-validated (because Data1 of the code file is
used to store the last used number, and must be numeric). In addition, this value must be a valid
segment number for the project or task. Otherwise, a code type must be input in the corresponding
**Segment Type** (next to Segment#).

**Example:** Your organization uses a two-segment project ID in which the first segment is validated in
the code file for the Project Category code type and the second segment is a numeric counter. In this
case, entering 1 indicates that automatic numbering is based on segment 1, enabling each project
category to have its own numeric series. When you click the **Increment** button in Flexible Key Entry
(PA.FEN.00), the last assigned number for the project category is retrieved from the Data1 field of the
Project Category code file record, automatically incremented by one, and displayed on the screen.

**Segment Type (Auto-Increment – Project and Task)**

The following paragraphs describe the parameters used in automatic incrementing. Before you can
enter the parameters in Project Controller Setup, you must complete the setup procedure described in
“Automatically Incrementing the Project or Task ID” on page 80.

Entry into this field sets up one of three options for automatically incrementing the project or task ID
using **Increment** in Flexible Key Entry (PA.FEN.00). When a number is keyed into **Segment#**
(immediately to the left of this field), it represents the segment of the flexible key on which the number
series is based. **Segment Type** provides an optional code type for looking up the last used number
(stored in Data1 of the code file record).

**Example:** Given a two-segment project ID in which the first segment is validated in the code file for the
CUST code type, which uses field class validation in the CUSTOMER table, and the second segment a
numeric counter, **Segment #** could be set to 1. This indicates that automatic numbering is based on
segment 1 (the customer), giving each customer ID its own numeric series. **Segment Type** would be
set to CUST, indicating where to find the last used number. When you click **Increment** in Flexible Key
Entry (PA.FEN.00), the last used number for the customer is retrieved from Data1 of the CUST code
file record, automatically incremented by one, and displayed on the screen. Note that this field is
optional. If blank, Flexible Key Entry (PA.FEN.00) assumes that the segment is code file-validated and
reads the code type from the segment definitions established in Flexible Key Maintenance
(PA.FKM.00). The segment type option is generally used when the segment is not validated in the code
file (such as Customer, which is validated in the Customer Master table) and the incrementing counter
needs a place to be stored.

**Counter (Auto-Increment – Project and Task)**

The following paragraphs describe the parameters used in automatic incrementing. Before you can
enter the parameters in Project Controller Setup, you must complete the setup procedure described in
“Automatically Incrementing the Project or Task ID” on page 80.

Entry into this field sets up one of three options for automatically incrementing the project or task ID
using **Increment** in Flexible Key Entry (PA.FEN.00). The number keyed into this field represents the
numeric counter for the project or task. For example, for a two-segment project ID in which the first
segment is a project type and the second segment a system-wide sequentially assigned number, this
field would be initially set to 0. This would represent the last used project sequence number.
Whenever a new project or task number is requested by clicking the **Increment** button in *Flexible Key Entry* (PA.FEN.00), this number is retrieved, automatically incremented, and displayed on the screen.

**Modules Checked in Period Cls**

*Modules Checked in Period Cls* indicates which financial and distribution modules should be checked for open (not released) batches before allowing the Project Management and Accounting period to be closed. Normally, it is sound practice to check all financial modules integrated with Project Management and Accounting for open batches so that all project-related transactions are transferred to the project system before closing it. If this field is blank, *Close Period* (PA.CLO.00) automatically checks the General Ledger, Accounts Payable, and Accounts Receivable modules for open batches. To customize the list of modules checked, enter the two-character module codes separated by any delimiter (comma, space, semi-colon, etc.) into this field.

The following is a list of the two-character module codes:
- **AP** – Accounts Payable
- **AR** – Accounts Receivable
- **GL** – General Ledger
- **IN** – Inventory
- **PR** – Payroll
- **PO** – Purchasing

**Note:** It is possible to disable module-checking altogether by setting this parameter to NA. This is not recommended, however, because transactions that affect a project's profitability might not be transferred to Project Management and Accounting, causing project analyses to be inaccurate.

**Financial Modules Integrated**

*Financial Modules Integrated* indicates which financial and distribution modules are interfaced with and have transactions to be transferred to Project Management and Accounting. *Financial Transaction Transfer* (PA.TRN.00) uses this parameter to determine which transfer programs to run. If this field is blank, *Financial Transaction Transfer* (PA.TRN.00) only transfers transactions from General Ledger, Accounts Payable, and Accounts Receivable. *Close Period* (PA.CLO.00) also uses those values to check for financial transactions that have not been posted from Project Management and Accounting to the financial modules before allowing a period to be closed. To customize the list of modules, enter the two-character module codes separated by any delimiter (comma, space, semi-colon, etc.) into this field.

The following is a list of the two-character module codes:
- **AP** – Accounts Payable
- **AR** – Accounts Receivable
- **GL** – General Ledger
- **IN** – Inventory
- **PR** – Payroll
- **PO** – Purchase Commitments

**Note:** If the Contract Management module is installed, include PO in this module list in order to activate the commitment load program even if the Purchasing module is not being used. If PO is not included, commitments for subcontracts will be missing from reports and inquiries.

**Automatic Financial Transaction Transfer**

This check box determines whether the release processes in the modules that interface with Project Management and Accounting automatically transfer project-related entries to the Project Management and Accounting tables. If this check box is selected, the release processes in General Ledger, Accounts Payable, Accounts Receivable, Purchasing (including subcontracts from Contract Management), and Inventory run *Financial Transaction Transfer* (PA.TRN.00) for the specific batch being released. Multiple transfer batches are created when the release screen processes more than
one batch containing project-related entries. If this check box is not selected, Financial Transaction Transfer (PA.TRN.00) must be run manually from the menu.

**Note:** Activating this feature by selecting this check box does not prevent Financial Transaction Transfer (PA.TRN.00) from being run from the menu. Thus, should a transfer process be disrupted (such as by clicking Cancel), the entries can still be transferred manually. It might be necessary to run the process periodically even if this option is selected because Financial Transaction Transfer (PA.TRN.00) does not automatically process project-related actuals from Payroll or Advanced Payroll.

**Allow Posting of a Financial Batch to a Prior Period**

This check box determines whether Financial Transaction Transfer (PA.TRN.00) can transfer entries from modules that interface with Project Management and Accounting to a closed Project Management and Accounting period. If this check box is selected, entries can post to a closed Project Management and Accounting period provided the fiscal period occurs within the current fiscal year (posting to a prior fiscal year in Project Management and Accounting is not permitted under any circumstances). If this check box is not selected, entries cannot post from other modules to a closed Project Management and Accounting period.

**Note:** When entries are permitted to post to closed Project Management and Accounting periods, it may be necessary to run the Allocation Processor (PA.PRO.00) and/or Revenue Recognition (PA.REV.00) in the closed period in order to complete the processing of the newly transferred entries.

**Summarize Payroll FTT Records**

Selecting this check box causes Financial Transaction Transfer (PA.TRN.00) to summarize PRTRAN records into a single PJTRAN record for all PRTRAN records that have the same account category (i.e., all transactions have an account number that is associated with the same account category), project ID, task ID, employee ID, and transaction date. If this check box is not selected, all qualified PRTRAN records create separate PJTRAN records.

**Activate Utilization Process**

This check box determines whether selected processes update the Utilization Rollup table (PJUTLROL). If the Employee Utilization module is installed, this check box should be selected in order for certain postings to update the table (the check box does not appear if the module is not registered). If this check box is not selected, PJUTLROL will not be updated properly, even if the module is registered. Since the update to PJUTLROL occurs automatically when qualified transactions are released, it might be advisable to leave this check box clear while the Employee Utilization module is being implemented (i.e., setting up utilization periods and employee utilization goals) and then select this check box when all setup is complete.

**Default Utilization Type**

Specify the default utilization type for each new project set up in Project Maintenance (PA.PRJ.00). The values are validated in the Utilization Type table (PJUTTYPE). This field does not appear if the Employee Utilization module is not registered.

**Recap GL Postings**

This check box determines whether General Ledger postings created by the Allocation Processor (PA.PRO.00) are recapped by project within each subaccount-account. If clear, the General Ledger postings are written by project-task within subaccount-account. The field defaults to clear, or non-recapped.

**No Zero Amount Postings**

When this check box is selected, Allocation Processor (PA.PRO.00) skips posting transactions with zero amounts and non-zero units. If this check box is cleared, Allocation Processor does not suppress posting zero amounts.
Selection by Batch

This check box determines whether the batch release process for the source transaction runs Allocation Processor (PA.PRO.00). If the check box is selected, all programs that create and post batches (actual transactions only, not budgets or commitments) to the Project Management and Accounting tables also write the batches to the Allocations work/input table (PJTRANWK). The Allocation Processor (PA.PRO.00) then reads this table by source batch number when performing allocations. See the documentation for the Allocation Processor (PA.PRO.00) for more information.

Auto-started Allocations

This check box is enabled only if the Selection by Batch check box is selected. If selected, each release process that creates and posts an actuals batch to the Project Management and Accounting tables automatically starts the Allocation Processor (PA.PRO.00) in the background immediately following the release process. Please see the documentation for the Allocation Processor (PA.PRO.00) for more information.

Method Number

When the Auto-started Allocations check box is selected, you can specify whether Allocation Processor (PA.PRO.00) runs both allocation methods for each project automatically or only the first allocation method.

Activate Foreign Currency Project Management

Selecting this check box lets you set up a project currency in Project Maintenance (PA.PRJ.00), that differs from the base currency. This field is disabled if the Currency Manager module is not activated. By default, the check box is cleared.

Activate Foreign Currency Billing and Multi Currency Expense Entry

Selecting this check box lets you set up allocation rates by using non-base currencies preparatory to generating invoices in foreign currencies. This field is disabled if the Currency Manager module is not activated. This field is independent of the Activate Foreign Currency Project Management check box.

Auto-started Communicator Destination

If this field appears on the screen, it is enabled only if Automatic Financial Transaction Transfer or Auto-started Allocations is selected. Enter the employee ID of the individual who will receive Communicator messages generated by the automatically started Financial Transaction Transfer (PA.TRN.00) or Allocation Processor (PA.PRO.00) that runs in the background of a posting process. See “Financial Transaction Transfer (PA.TRN.00)” on page 136 or “Allocation Processor (PA.PRO.00)” on page 277 for more information.

Note: It is not necessary to view each individual message in the Communicator module to verify that all auto-started processes completed without error, although View Messages (CO.CMD.00) and/or the Communicator to Mail interface (CO.MAL.00) may be used if desired. To review the status of all auto-started allocation batches for a given fiscal period, run the Allocation Processor Messages (PA.460.00) report. The Transaction Transfer Messages (PA.220.00) report prints the status of each auto-started transfer batch for the selected fiscal period.
Project Controller Setup, Revenue Setup Tab

These entries establish default account categories and General Ledger account numbers for use by the Revenue Recognition (PA.REV.00) process, the AR Invoice Interface (PA.ARI.00) process, the Allocation Processor (PA.PRO.00), the Billing Worksheet by Task/Project (PA.190.00) reports, and the Contract Management module.

- The fields in the Acct Category column specify the standard account categories posted to by the Revenue Recognition (PA.REV.00) process. They also designate other revenue/billing-related account categories, primarily used by AR Invoice Interface (PA.ARI.00), Allocation Processor (PA.PRO.00), and the Billing Worksheet by Task/Project (PA.190.00) report.
- The fields in the GL Acct column designate the General Ledger accounts updated by the Revenue Recognition (PA.REV.00) and AR Invoice Interface (PA.ARI.00) processes.
- The fields in the Subaccount column indicate the subaccounts used in both PJTRAN and GLTRAN records generated by the Revenue Recognition (PA.REV.00) and AR Invoice Interface (PA.ARI.00) processes. These fields may use the wildcard substitution character p in any or all character positions. This indicates that the corresponding character from the project’s default subaccount should be used in that position. In addition, the subaccount for Retention may use the wildcard character b to indicate substitution by the corresponding character from the subaccount of the Bill With Project for use within the Flexible Billings module.

Note: If postings from Revenue Recognition (PA.REV.00) to the General Ledger are not desired, set the accounts and subaccounts for Revenue, Deferred Revenue, and Unbilled to the same values, respectively. Revenue Recognition (PA.REV.00) generates General Ledger postings but the debits and credits equal and offset each other.
Following are the field descriptions for the Revenue Setup tab of Project Controller Setup (PA.SET.00).

Contract Value
Specify the account category for contract value, which represents the total contracted amount, revenue budget, or selling price for the specified project-task. Contract value may be entered on the Budget tab of Project Maintenance (PA.PRJ.00), Budget Maintenance (PA.BSM.00), or Budget Revision Maintenance (BU.BRM.00) in the Project Budgeting module. Contract Value usually has an account type of NA (non-accounting) in Acct Category Maintenance (PA.ACC.00). Revenue Recognition (PA.REV.00) may use the EAC amount or units for this account category when computing earned revenue. In addition, Billing Entry by Percent (BI.PCB.00) in the Flexible Billings module uses the Contract Value EAC amount when calculating the amount of the billable transaction to create.

Revenue
This account category is used to post the calculated revenue amount for the percent complete method and the completed contract method when the completion percentage reaches 100%. The account type for this account category is typically Revenue in Acct Category Maintenance (PA.ACC.00).

- GL Acct – This account is used to post the calculated revenue amount for the percent complete method and for the completed contract method when the completion percentage reaches 100%. When revenue is positive, this is posted as a credit. It is also used by the AR Invoice Interface (PA.ARI.00) to post revenue into Accounts Receivable batches created when revenue is recognized as work is billed and the contract type of the project is FPW, TMW, or CPW. When the unbilled transaction is positive, this is posted as a credit.

- Subaccount – This subaccount is used to post the calculated revenue amount for the percent complete method and the completed contract method when the completion percentage reaches 100%. It is also used in AR Invoice Interface (PA.ARI.00) to post revenue into Accounts Receivable batches created when revenue is recognized as work is billed (contract type of the project = FPW, TMW, or CPW). When the unbilled transaction is positive, this is posted as a credit.

Deferred Revenue
This account category is used to post the calculated revenue amount for the completed contract revenue recognition method when the completion percentage is less than 100%. This account category is optional but must be entered if completed contract accounting is used in Revenue Recognition (PA.REV.00). If not used, this field should be blank.

Note: The account type for this account category should be Revenue in Acct Category Maintenance (PA.ACC.00), although it may be a liability in General Ledger’s Chart of Accounts Maintenance (01.260.00).

- GL Acct – This account is used to post the calculated revenue amount for the completed contract revenue recognition method when the completion percentage is less than 100%. When revenue is positive, this is posted as a credit.

  This account is optional but must be set up if completed contract accounting is used.

- Subaccount – This subaccount is used to post the calculated revenue amount for the completed contract method when the completion percentage is less than 100%.

  This subaccount is optional but must be set up if completed contract accounting is used.

Unbilled
This is the offset to the revenue postings and usually indicates the billable amount. The account type of this account category is typically ASSET. This field is optional but, if blank, unbilled details are not stored within Project Management and Accounting. This could affect invoice processing in the Flexible Billings module and the AR Invoice Interface (PA.ARI.00).

- GL Acct – This is the offset to the revenue postings in the Revenue Recognition (PA.REV.00) process. When revenue is positive, this is posted as a debit. In AR Invoice Interface
(PA.ARI.00), this account is used to post unbilled transactions in the Accounts Receivable batch to the ledger. When the unbilled transaction from Project Management and Accounting is positive, this is posted as a credit.

- Subaccount – In Revenue Recognition (PA.REV.00), this is the offset to the revenue postings. In AR Invoice Interface (PA.ARI.00), it is used to post unbilled transactions in the Accounts Receivable batch to the ledger. When the unbilled transaction from Project Management and Accounting is positive, this is posted as a credit.

**Unbilled Fee**
This account category is used primarily by cost plus contracts for allocated items. The account type of this account category is typically ASSET in Acct Category Maintenance (PA.ACC.00). Entry into this field is optional. If not used, this field should be blank.

- GL Acct – In AR Invoice Interface (PA.ARI.00), this account is used to post unbilled transactions in the Accounts Receivable batch to the ledger. When the unbilled transaction from Project Management and Accounting is positive, this is posted as a credit.

- Subaccount – In AR Invoice Interface (PA.ARI.00), this subaccount is used to post unbilled transactions in the Accounts Receivable batch to the ledger. When the unbilled transaction from Project Management and Accounting is positive, this is posted as a credit.

**Unbilled Overhead**
This account category is used primarily by cost plus contracts for allocated items. The account type of this account category is typically ASSET in Acct Category Maintenance (PA.ACC.00). Entry into this field is optional. If not used, this field should be blank.

- GL Acct – In AR Invoice Interface (PA.ARI.00), this account is used to post unbilled transactions in the Accounts Receivable batch to the ledger. When the unbilled transaction from Project Management and Accounting is positive, this is posted as a credit.

- Subaccount – In AR Invoice Interface (PA.ARI.00), this subaccount is used to post unbilled transactions in the Accounts Receivable batch to the ledger. When the unbilled transaction from Project Management and Accounting is positive, this is posted as a credit.

**Work in Process**
This is the account category used to hold costs for some time, usually relieved when revenue is recorded. The account type of this account category is typically ASSET in Acct Category Maintenance (PA.ACC.00).

- GL Acct – This field is currently unused.

- Subaccount – This field is currently unused.

**Retention**
This entry updates the retention account category in Billings Setup (BI.SET.00), which is used by the Flexible Billings module to store retained amounts. The account type of this account category is typically ASSET in Acct Category Maintenance (PA.ACC.00).

- GL Acct – This field updates the retention General Ledger account used in Billing Setup (BI.SET.00) of the Flexible Billings module to store retained amounts. The account type in Chart of Accounts Maintenance (01.260.00) should be ASSET.

- Subaccount – This field updates the retention General Ledger subaccount in Billing Setup (BI.SET.00) used by the Flexible Billings module to store retained amounts.
Revenue Recognition based on (option buttons)
These radio buttons indicate how Revenue Recognition (PA.REV.00) calculates the current revenue. Options are:

- Contract Value – If Contract Value is selected, then revenue is calculated as the contract value multiplied by the completion percentage. This is the default value.
- Revenue Budget – If Revenue Budget is selected, then revenue is calculated as the EAC budget of the revenue account category (as defined at the top of this screen) multiplied by the completion percentage.

Revenue Recognition Posts to (option buttons)
These option buttons indicate how Revenue Recognition (PA.REV.00) posts the current revenue. Options are:

- Revenue – If Revenue is selected, Revenue Recognition (PA.REV.00) posts to the revenue account category and General Ledger account (as defined at the top of this screen). This is the default value.
- Unbilled Revenue – If Unbilled Revenue is selected, the unbilled revenue account category, General Ledger account, and General Ledger subaccount become visible below the option buttons and Revenue Recognition (PA.REV.00) posts to these values.

Unbilled Revenue Cat, GL, Sub
These three fields become visible only when Unbilled Revenue is selected. They represent the unbilled revenue account category, General Ledger account, and General Ledger subaccount used by the Revenue Recognition (PA.REV.00) process.
Project Controller Setup, Equipment/UOP Setup Tab

These entries establish default account categories and General Ledger accounts for use by the optional equipment posting process in Time and Expense for Projects' Project Timesheet Entry (TM.PTE.00).

![Project Controller Setup, Equipment/UOP Setup tab](image)

Figure 48: Project Controller Setup, Equipment/UOP Setup tab

Following are the field descriptions for the **Equipment/UOP Setup** tab of Project Controller Setup (PA.SET.00).

**Equipment Expense (Acct Category)**

This account category is used to post the equipment charges. The amount is calculated upon entry of equipment and units using the applicable cost rate from the equipment table (PJEQRATE), which is maintained by Equipment Rate Maintenance (PA.ERM.00). The account type of this account category is typically EXPENSE.

**Equipment Offset (Acct Category)**

This account category is used to track usage charged out or billability of the equipment. When posting equipment charges, an offset posting will be created in the Project Transactions table (PJTRAN) if the Offset Project Posting check box is selected in Equipment/Resource Maintenance (PA.EQU.00). The account type of this account category should be REVENUE (or EXPENSE if a contra-revenue posting is preferred).

**Units of Production (Acct Category)**

This account category is used to provide a Project Management and Accounting-only entry, not an accounting entry. The account type of this account category should typically be NON-ACCOUNTING.

**Equipment Expense (GL Acct)**

This account is used to post the equipment charges. When the amount is positive, this is posted as a debit.
Equipment Offset (GL Acct)
This is the offset to the equipment charges posting. When the amount is positive, this is posted as a credit.
Project Controller Setup, Billed To Date Setup Tab

These entries determine which postings from Accounts Receivable update the BILLED TO DATE account category when Financial Transaction Transfer (PA.TRN.00) is run.

Figure 49: Project Controller Setup, Billed To Date Setup tab

Following are the field descriptions for the Billed To Date Setup tab of Project Controller Setup (PA.SET.00).

**Billed To Date Acct Category**

The billed-to-date amount is stored in a special account category, which must be entered into the Account Category master table (PJACCT) as an active record with an account type of NA because it does not correspond to a General Ledger account number. The billed-to-date amount can be entered directly into the Project Management and Accounting tables using Project Charge Entry (PA.CHG.00) but is generally updated automatically from invoices posted by Invoice & Adjustment Posting (BI.REG.00) in the Flexible Billings module or by invoices transferred from Accounts Receivable.

**Acct Category**

Enter, or select from possible values, the account categories that should update the BILLED TO DATE account category. The account category is read from the account number entered into the grid of Accounts Receivable’s Invoice and Memo (08.010.00). For amounts posted to an account number to update this account category, the account must be associated with an account category in General Ledger’s Chart of Accounts Maintenance (01.260.00). The account category description appears in the adjacent field.
Project Controller Setup, Bill to a Maximum Setup Tab

These entries specify the account categories that can have a maximum amount (ceiling or cap) imposed on them during allocations, the posting rules for the “over-max” adjusting transaction, and the employee for the “over-max” billing transaction.

![Image of Project Controller Setup, Bill to a Maximum Setup tab](image)

Following are field descriptions for the **Bill to a Maximum Setup** tab on **Project Controller Setup** (PA.SET.00).

**Acct Category**

Enter each primary account category that might be capped. The account category is validated in the Account Category Master table (PJACCT) to be active (PJACCT.Acct_Status must be A). Typically, the account type of the **Acct Category** is Revenue.

When the Allocation Processor (PA.PRO.00) creates postings to this account category, it retrieves the current balance for the project and account category from the Project Rollup table (PJPTDROL) and compares the balance to the maximum amount designated for the Account Category in **Project Maximums Maintenance** (PA.PMM.00) in order to determine whether the maximum will be exceeded.

**Note:** It might be helpful to review the **Allocation Methods Report** (PA.410.00) to see the account categories to which the Allocation Processor (PA.PRO.00) might post in order to determine which account categories might be capped.

**Additional Acct Category**

Enter the account category that will have its balance added to the balance of the primary account category when determining whether an allocated transaction will cause the project’s maximum to be exceeded. The account category is validated in the Account Category Master table (PJACCT) to be active (PJACCT.Acct_Status must be A). Typically, the account type of the **Additional Acct Category** is Revenue.

For projects that recognize revenue at billing, the Allocation Processor (PA.PRO.00) often marks up cost transactions and posts them to an unbilled revenue account category such as UNBILLE
REVENUE. Invoice & Adjustment Posting (BI.REG.00) moves the amount billed from UNBILLED REVENUE to REVENUE when posting the invoice. Using Additional Acct Category provides the ability to combine the balances of UNBILLED REVENUE and REVENUE in order to determine whether the maximum will be exceeded during allocations.

**Over-Max Adjustment Acct Category**

Enter the account category to which the “over-max” adjusting transaction will post when the maximum amount of the project is exceeded during allocations. The account category is validated in the Account Category Master table (PJACCT) to be active (PJACCT.Acct_Status must be A). Typically, the account type of Over-Max Adjustment Acct Category is Revenue.

When the Allocation Processor (PA.PRO.00) determines that an allocated transaction will cause the project’s maximum to be exceeded, it creates a transaction for this account category that has a negative amount for only that portion of the allocated amount that exceeds the maximum. Once the maximum has been exceeded, the sum of the balances of this account category and the primary Acct Category (and Additional Acct Category, if any) equals the project’s maximum amount.

**Note:** In order to accommodate task-level maximums, the account category you select in Over-Max Adjustment Account Category cannot be the same as the account category you selected in Acct Category or the one you selected in Additional Acct Category (these are usually the revenue or billing accounts being limited).

**Offset Acct Category**

Enter the account category to which the offset to the “over-max” adjusting transaction will post when the maximum amount of the project is exceeded during allocations. The account category is validated in the Account Category Master table (PJACCT) to be active (PJACCT.Acct_Status must be A). Typically, the account type of the Offset Acct Category is Asset. This entry is optional but if this field is left blank, the GL account fields will be unavailable.

**Note:** It might be helpful to review the Allocation Methods Report (PA.410.00) to see the account categories to which the Allocation Processor (PA.PRO.00) might post in order to determine what the offset to the Over-Max Adjustment Acct Category should be. For example, if the allocation method posts marked-up cost transactions to UNBILLED REVENUE with an offset to UNBILLED WORK PERFORMED, the offset to the over-max posting might be UNBILLED WORK PERFORMED.

**Over-Max Adjustment GL Acct**

If General Ledger postings will accompany the Project Management and Accounting postings for the “over-max” transaction, enter the account number for the “over-max” posting in this field. Typically, this account number is associated with Over-Max Adjustment Acct Category. This field is unavailable if Offset Acct Category is blank.

**Offset GL Acct**

If General Ledger postings will accompany the Project Management and Accounting postings for the offset to the “over-max” transaction, enter the account number for the offset posting in this field. Entry into this field is required if an Over-Max Adjustment GL Acct has been specified. Typically, this account number is associated with the Offset Acct Category.

**Billing/Expense Acct Category**

Enter the account category of the billing record created from the “over-max” adjusting transaction when the maximum amount of the project is exceeded during allocations. The account category is validated in the Account Category Master table (PJACCT) to be active (PJACCT.Acct_Status must be A).

When the Allocation Processor (PA.PRO.00) determines that an allocated transaction will cause the project’s maximum to be exceeded, it creates a transaction for the Over-Max Adjustment Acct Category that has a negative amount for only that portion of the allocated amount that exceeds the maximum. The billing record for the “over-max” transaction will have the Billing/Expense Acct Category. For example, if the “over-max” transaction will post to an UNBILLED LABOR CAP account category, the
billing record created from the UNBILLED LABOR CAP transaction might have the account category ADJUSTMENTS for presentation on the invoice. If this field is blank, the billing record will carry the account category of the “over-max” transaction.

**Employee**

Enter the employee ID that will be used on labor-related “over-max” billing records. This field is validated in the Resource Master table (PJEMPLOY) to have a status of Active or Inactive.

Invoices that show employee detail sort the employees by employee ID. For this reason, assign an employee ID that is higher than regular employee IDs so that the “over-max” adjustment appears at the bottom of the list of employees who worked on the project. If **Employee** is blank and **Use Original Employee** is not checked, the adjusting billing records are created without an employee ID.

**Use Original Employee (check box)**

Select this check box to have labor-related “over-max” billing records carry the employee ID of the source transaction. If **Employee** is blank and **Use Original Employee** is not checked, the adjusting billing records are created without an employee ID.

**Override subaccount for offset transactions**

By default, the subaccount for the offset to the over-max transaction in both Project Controller and General Ledger is the project’s subaccount. If offset transactions should post to a different subaccount, specify the override subaccount for all offset transactions in this optional field.

**Note:** The override offset subaccount applies only to project-level maximums; the subaccount for task-level entries comes from the allocation method.
Project Employee Maintenance (PA.PEM.00)

Companies often wish to limit the projects for which an employee can charge time and expenses for security and accuracy purposes. By assigning employees to projects (or assigning projects to employees), erroneous or unauthorized charges are reduced. In addition, employees can more easily identify the correct project to charge when the number of projects that the employee sees when viewing possible values is restricted to those for which the employee has been assigned.

*Project Employee Maintenance* (PA.PEM.00) maintains the relationship between projects and employees. It provides the option of maintaining a list of projects per employee or a list of employees per project. There is also an option to designate a project as available for all employees to charge, which is especially useful for overhead or administrative projects. This information is stored in the Project Employee table (PJPROJEM).

**Project Employee Maintenance, Project Team Assignment Tab**

When a project ID is entered in the header of the *Project Team Assignment* tab of *Project Employee Maintenance* (PA.PEM.00), the entries in the grid represent all employees eligible to charge time and expenses to that project. In addition, there is an option to designate the project as chargeable by all employees. When this option is selected, a single record is added to the Project Employee Master table (PJPROJEM) for the project with the employee field set to “*” (the asterisk indicates that all employees may charge the project). If this check box is not selected, separate records are created for each project-employee combination.

![Figure 51: Project Employee Maintenance, Project Team Assignment tab](image)

Following are the field descriptions for *Project Employee Maintenance* (PA.PEM.00), *Project Team Assignment* tab.

**Project**

Enter the project to which employees are being assigned. It must be a valid project in the Project Master table (PJPROJ) with a status of Active or Inactive (PJPROJ.status_pa must be A or I). The description of the project assigned in *Project Maintenance* (PA.PRJ.00) appears in the adjacent field.

**Available to All Employees (check box)**

Select *Available to All Employees* if *Project* entered in the header is chargeable by all employees in the time and expense entry screens of the Time and Expense for Projects module. Selecting this check box
is equivalent to selecting the **Available for All Employees to Charge** check box in *Project Maintenance* (PA.PRJ.00). When this check box is selected, the grid is disabled.

**Note:** The following screens restrict the projects that employees may charge to unless **Available for All Employees to Charge** is selected:

- *Timecard Entry* (TM.TCE.00)
- *Timecard with Rate/Amount Entry* (TM.TEA.00)
- *Time Detail* (TM.DLY.00)
- *Project Timesheet Entry* (TM.PTE.00)
- *Project Timesheet with Rate/Amount Entry* (TM.ITA.00)
- *Travel & Expense Report Entry* (TM.ENT.00)
- *Timecard Entry* (Web Apps)
- *Expense Report Entry* (Web Apps)

When the **Available to All Employees** check box is clear, only the specific employees in the grid may charge time and expenses to the project. When this is the case, no employees can charge time or expenses to the project until they have been individually assigned to the project using this screen.

**Employee Nbr**

Enter the Employee ID of each employee eligible to charge time and expenses to the project input in the header. The employee name appears in the adjacent field.

**Project Employee ID Fields**

These fields may be used to attach additional identification or reference information to a Project Employee (PJPROJEM) record. They are flexibly defined for ID code PV using *ID Maintenance* (PA.IDM.00), where their caption, length, mask, and type of validation are established. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters. These options are only available to CHAR (string) fields.

As the reserved status of these fields may change, see the online schema help for current information regarding the availability of a particular field.

**Delete All (button)**

Clicking **Delete All** deletes all employees in the PJPROJEM table associated with the current project. A warning message appears first to protect against accidental deletions.
Project Employee Maintenance, Projects by Employee Tab

When an employee ID is entered in the Projects by Employee tab, the entries in the grid represent all the projects for which this particular employee is eligible to charge time and expenses. Projects that are available for all employees to charge on timecards and expense reports are excluded.

![Figure 52: Project Employee Maintenance, Projects by Employee tab](image)

Following are the field descriptions for Project Employee Maintenance (PA.PEM.00), Projects by Employee tab.

**Employee**

Enter the ID used to identify an employee within Project Management and Accounting. The employee ID is assigned in Employee and Resource Maintenance (PA.EMP.00) and is stored and validated in the Resource Master table (PJEMPLOY). It could be a company ID number, a social security number, or other identifier. The employee’s name appears in the adjacent field.

**Project**

Enter the project for which the employee in the header may charge time and expenses. It must be a valid project in the Project Master table (PJPROJ) and have a status of Active or Inactive (PJPROJ.status_pa must be A or I). In addition, the project cannot have the Available for All Employees to Charge check box selected in Project Maintenance (PA.PRJ.00). The project description appears in the adjacent field.

**Project Employee ID Fields**

Project Employee ID Fields may be used to attach additional identification or reference information to a Project Employee (PJPROJEM) record. They are flexibly defined for ID code PV using ID Maintenance (PA.IDM.00), where their caption, length, mask, and type of validation are established. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters. These options are only available to CHAR (string) fields.

As the reserved status of these fields may change, see the online schema help for current information regarding the availability of a particular field.
Delete All (button)

Clicking Delete All removes all projects in the PJPROJEM table associated with the current employee. A warning message appears first to protect against accidental deletions.
Project Maintenance (PA.PRJ.00)

Use Project Maintenance (PA.PRJ.00) to set up and maintain project- and task-level properties. Entries update the Project and Task Master tables. You can also create or modify a project’s Doc Share settings and view project invoices and construction billing reports published to a Microsoft® SharePoint® site.

Figure 53: Project Maintenance with Doc Share configured and enabled

The Project Master tables, PJPROJ and its extension, PJPROJEX, store project-level attributes, including the following:

- Project ID
- Contract type
- Home company and subaccount
- Project manager
- Status with regard to other modules

The Task Master tables PJPENT and its extension, PJPENTEX, store task-level attributes, including the following:

- Task ID
- Contract type
- Home subaccount
- Task manager
• Status with regard to other modules
Many of the fields in the Project Master tables set up default values for the project’s tasks. You can override the project-level defaults with values in the Task Master tables when necessary.

Special note about deleting projects:
A project can be deleted only if there are no entries for that project in the Project Rollup table (PJPTDROL). Any actual, budgeted, or committed amount for a project writes to this table. When a project is deleted, all associated extension and task records are also deleted (from tables PJPROJEX, PJPENT, and PJPENTEX).
The deletion process does not check entry tables (project charge batches, budget revisions, timecards, etc.) for the presence of the project before deleting it. It is therefore extremely important to verify that the project ID to be deleted has not been used anywhere in the system before deleting it.

Following are the field descriptions for the toolbar and header area of Project Maintenance (PA.PRJ.00).

Create/Modify SharePoint Site (button)
Click Create/Modify SharePoint Site on the application toolbar if you want to set up or change a SharePoint site that will hold project documents. Shared Information SharePoint Site Configuration/Linking (21.960.00) appears when you click Create/Modify SharePoint Site. See “SharePoint Site Creation/Linking (21.960.00)” on page 222 for more information.

View Shared Documents (button)
Click View Shared Documents on the application toolbar to access project documents that reside on a SharePoint site.

Note:
• To view project documents in a SharePoint document library, you must first create the library by publishing at least one document to it.
• You must have access rights to the SharePoint site to view documents. Ask your Microsoft Dynamics SL system administrator for assistance.

Currency buttons
To use the currency buttons the Activate Foreign Currency Project Management check box must be selected on the PC Options and Setup tab in Project Controller Setup (PA.SET.00).

Click Select Currency to choose a currency.

Click Change Currency View to view the amounts in another currency.

Project
Project is the primary identifier for transactions and summary data in Project Management and Accounting, just as the account number is the primary identifier in General Ledger. The caption, length, and mask of the field may be flexibly defined using Flexible Key Maintenance (PA.FKM.00).

Clicking the FlexKey button opens Flexible Key Entry (PA.FEN.00) to view the project’s individual segment descriptions. If a segment is validated in the code file, possible segment values may be viewed and selected by pressing F3 at the field of the appropriate segment. Automatic incrementing of a project’s segment is also accomplished in this screen if configured to do so in Project Controller Setup (PA.SET.00). See “Automatically Incrementing the Project or Task ID” on page 80 and “Flexible Key Entry (PA.FEN.00)” on page 140 for more information.
Description

Enter a freeform description of the project. You cannot use the any of the following characters in this field:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.</td>
<td>period</td>
</tr>
<tr>
<td>\</td>
<td>backslash</td>
</tr>
<tr>
<td>&quot;</td>
<td>quotation mark</td>
</tr>
<tr>
<td>/</td>
<td>slash</td>
</tr>
<tr>
<td>:</td>
<td>colon</td>
</tr>
<tr>
<td>;</td>
<td>semicolon</td>
</tr>
<tr>
<td>?</td>
<td>question mark</td>
</tr>
<tr>
<td>‘</td>
<td>apostrophe</td>
</tr>
<tr>
<td>&lt;</td>
<td>less than</td>
</tr>
<tr>
<td>&gt;</td>
<td>greater than</td>
</tr>
<tr>
<td>*</td>
<td>asterisk</td>
</tr>
</tbody>
</table>
Project Maintenance, Project Tab

Use the Project tab of Project Maintenance (PA.PRJ.00) to set up and maintain the Project Master table (PJPROJ) and its extension (PJPROJEX).

![Project Maintenance, Project tab](image)

**Figure 54: Project Maintenance, Project tab**

Following are the field descriptions for the Project tab of Project Maintenance (PA.PRJ.00).

**Company ID**

Enter the company ID for this project. This required entry, which is validated in the Company table, defaults to the current login company. The company name appears in the adjacent field. This box is enabled when Multi-Company is active.

**Note:**

- Once a project has been entered into the database, the company ID can be changed only if the project has not accumulated any project-to-date actual amounts or units for revenue or asset account categories.
- The list of projects is limited to the companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you see only those projects that have company 0060 set as their Company ID.
**Start Date**
Input the starting date for the project into this optional field.

**End Date**
Enter the anticipated finish date of the project.

**Contract**
Enter the contract ID associated with the project. If the Contract Management module is registered and validation against the Contract Master is Available, possible values may be viewed and selected by pressing F3. This field is validated in the Contract Master table (PJCONT). Contract ID is one of the various selection criteria in *Project Analyzer* (IQ.PAS.00) in the Analyzer module and in *Project Analyst* in Report Server. If the Contract Management module is not registered, this field accepts any freeform entry. Multiple projects can be associated with the same contract ID, regardless of the availability of the Contract Management module.

**PO Number**
Enter an optional freeform purchase order number or billing reference for the project.

**Contract Type**
Enter an optional code to identify the type of contract associated with the project. The values are validated in the code file (code type CONT). This code and the code assigned at the task level are used by screens that calculate billable and maximum billable amounts. *Contract Calculation Method* in the code file record is used to designate these computations. Some examples are Fixed Price (FP), Time and Materials (TM), Cost Plus (CP), etc. The contract type description appears in the adjacent field.

**Utilization Type**
If the Employee Utilization module is registered, enter the utilization type of the project into this required field. The values are validated in the Utilization Type table (PJUTTYPE). The default value, which may be overwritten, is read from *Default Utilization Type* in *Project Controller Setup* (PA.SET.00). This field does not appear if the Employee Utilization module is not registered.

Utilization types are entered and maintained in *Utilization Type Maintenance* (UZ.TYP.00). Time that is charged to the project can then be associated with a utilization type. The time is rolled up into a reporting table (PJUTLROL) by employee, utilization period, and utilization type for reporting purposes.

**Revenue Recog Type**
*Revenue Recog Type* determines the method used by *Revenue Recognition* (PA.REV.00) when calculating and posting revenue for the project. If no method is specified for the project (None), *Revenue Recognition* (PA.REV.00) bypasses it during processing. There are currently two methods of recognizing revenues:

- **Percent Complete (PC)** – Revenue-to-date is calculated as the completion percentage multiplied by the contract value or revenue EAC (estimate at completion) and posts to a revenue account and account category. The revenue offset posts to an asset account category and General Ledger account, usually termed unbilled receivables. The account number and account category for Revenue and Unbilled are specified on the *Revenue Setup tab of Project Controller Setup* (PA.SET.00). The options for using contract value EAC or revenue EAC as the basis for the calculation and for having *Revenue Recognition* (PA.REV.00) post to an unbilled revenue account category and account instead of revenue are also selected in *Project Controller Setup* (PA.SET.00).

- **Completed Contract (CC)** – Revenue-to-date is calculated as the completion percentage multiplied by the contract value or revenue EAC (estimate at completion) and posts to a deferred revenue account with an offset to unbilled receivables. When the project reaches 100% complete, prior postings to deferred revenue are reversed and revenue-to-date updates a revenue account. You specify the account number and account category for deferred revenue.
revenue, revenue, and unbilled in Project Controller Setup (PA.SET.00). The option to use contract value EAC or revenue EAC as the basis for the calculation is also selected in Project Controller Setup (PA.SET.00).

- **Fee (FE)** – Revenue-to-date is calculated as the cost + (cost*fee percentage). The fee percentage is maintained in Percent Complete and Revenue Recognition Setup (PA.PCM.00).

**Direct or Revision Budget**

If the Project Budgeting module is installed, you can choose how the budget must be entered.

- If you choose Direct Budgeting, you can use Budget Maintenance (PA.BSM.00) for entering and maintaining budget information. When you use direct budgeting, budget entries update the project summary and rollup tables as soon as you save the entries.
- If you choose Budget by Revisions, you must use Budget Revision Maintenance (BU.BRM.00) in the Project Budgeting module for entering and maintaining budget information. When you use revision budgeting, budget entries must undergo a review and approval process before they update the project summary and rollup tables.

If you do not use the Project Budgeting module, Direct Budgeting is the only option available to you.

**Balance Forward at Year End**

Balance Forward at Year End determines whether the year-end total of a project’s budgets and actuals are rolled forward as the beginning balance for the coming year during the year-end Close Period (PA.CLO.00) process. Projects that span multiple fiscal years should have this check box selected so that the ending balance is rolled forward to the next year. For annual projects or those that are re-budgeted each year without regard to previous years, this check box should not be selected so the beginning balance is set to zero for the next year.

**Available for All Employees to Charge**

Select this check box if the project is chargeable by all employees in the labor and expense entry screens of the Time and Expense for Projects module. If this check box is not selected, only the specific employees input in Project Employee Maintenance (PA.PEM.00) may charge time and expenses to the project.

**Note:** Selecting this check box imitates selecting the Available to All Employees check box in Project Employee Maintenance (PA.PEM.00). Conversely, clearing the check box also clears the corresponding check box in Project Employee Maintenance (PA.PEM.00). When this is the case, no employees can charge time or expenses to the project until they have been assigned to the project in Project Employee Maintenance (PA.PEM.00).

**Resource Assignment Required to Charge Tasks**

Selecting this check box indicates that resources must be assigned to tasks of the project before they can charge the tasks in the Time and Expense for Projects module. Resources can be assigned to tasks in Resource Assignment (PA.RAS.00).

**Project Manager**

Enter the employee ID of the project manager, which serves as a selection item in many screens and reports. In addition, several alerts generated automatically by the Communicator module (when installed) are sent to this individual. This optional entry is validated in the Resource Master table (PJEMPLOY), which is maintained by Employee and Resource Maintenance (PA.EMP.00). The employee name appears in the adjacent field.

If you overrode the default caption for the project manager in Project Controller Setup (PA.SET.00), that caption replaces Project Manager on this screen.

**Note:** The caption of this field may be flexibly defined in Project Controller Setup (PA.SET.00). To override the caption for Project Manager in various screens and reports, enter the custom caption in Project Manager1.
**Business Mgr**
Enter the employee ID of the business manager of the project, which serves as a selection item in several functions and reports. This optional entry is validated in the Resource Master table (PJEMPLOY), which is maintained in Employee and Resource Maintenance (PA.EMP.00). The employee name appears in the adjacent field.

**Note:** The caption for Business Manager may be flexibly defined in Project Controller Setup (PA.SET.00). To override the Business Manager caption in various screens and reports, enter the custom caption in Project Manager2.

**Customer**
Enter the customer ID of the customer to be billed for work on the project. If entered, it is validated in the Customer Master table (CUSTOMER). This field is optional and needs only to be entered for external projects. However, it is required in order to establish the billing master record in Billing Information Maintenance (BLBMM.00) in the Flexible Billings module (if installed). The customer name appears in the adjacent field.

**Salesperson**
Enter or select the salesperson ID for the project. The default for this optional field is the salesperson for the customer (maintained in Accounts Receivable’s Customer Maintenance (08.260.00) and validated in the SALESPERSON master table). The name of the salesperson appears in the adjacent field.

**Note:** If you save the project with a customer ID and salesperson ID and then change Customer to a different customer ID, the salesperson for the new customer will become the default for the project.

**Project Currency area**

**Code**
Enter the currency that will be used for the project. Amounts post in this currency when transactions are posted to the project. The currency code is validated in the CURRNCY table. The description of the currency is retrieved from CURRNCY and shown next to Project Currency Code in the adjacent field. The value of the Project Currency Code is stored in ProjCuryID of the Project Master table (PJProj).

This field is enabled when Activate Foreign Currency Project Management is selected on the PC Options and Setup tab in Project Controller Setup (PA.SET.00), and defaults to the base currency code as established on the Currency Info tab in GL Setup (01.950.00). If you specify a non-base currency, the Currency Rate Type and Fixed Currency Rate fields are enabled. After transactions or budgets have posted to the summary and rollup records for the project, all project currency fields are disabled and cannot be changed.

**Note:** To avoid receiving “System Message 6094: Warning - Currency Rate not found; please enter.” when processing foreign transactions within Project Management and Accounting, all currencies must be input in the following way. In Currency Manager, in either the Currency Rate Maintenance by ID (24.270.00) screen or the Currency Rate Maintenance by Date (24.271.00) screen, specify the non-base currency ID in From and the base currency ID in To. If the order of the entries is reversed, Project Maintenance (PA.PRJ.00) displays the System Message 6094 error.

**Rate Type**
Enter the currency rate type associated with Project Currency Code. This field is enabled and required when the Project Currency Code is any value other than the base currency ID. The rate type is validated in the CURYRTTP table. After transactions or budgets have posted to the summary and rollup records for the project, all project currency fields disabled and cannot be changed.

When using the combination of Project Currency Code and Project Currency Rate Type to translate amounts, the logic for looking up the conversion rate is as follows:

- The From Currency is set to the Bill Currency Code of the project
- The **To Currency** is set to the base currency ID
- The **Type ID** is set to the **Currency Rate Type** of the project
- The **Effective Date** is set to the business date of the user who is logged on

For this set of values, a conversion rate in the CuryRate table must be in effect. If no conversion rate is returned, an error message appears and the project information cannot be saved until the error condition is corrected.

**Revenue Recognition (check box)**
When the **Revenue Recognition** check box is selected, the percent complete calculated in **Revenue Recognition** (PA.REV.00) is calculated by using project currency. When **Revenue Recognition** check box is cleared, the percent complete calculated **Revenue Recognition** (PA.REV.00) is calculated by using base currency. Additional screens that use this functionality include the following:

- **Percent Complete Maintenance** (PA.PCM.00)
- **Revenue Recognition** (PA.REV.00)
- **Scheduled Billings and Revenue Release** (BI.SBR.00)

**Bill Currency area**

**Code**
Enter the currency that will be used for billing the project and that will print on all invoices produced for the project. Amounts also post in this currency when the **Allocation Processor** (PA.PRO.00) runs for the project. The currency code is validated in the CURRENCY table. The description of the currency is retrieved from CURRENCY and shown next to Bill Currency Code in the adjacent field. When the project is saved, the value of the Bill Currency Code is stored in BillCuryID of the Project Master table (PJProj).

This field only becomes enabled when **Activate Foreign Currency Billing and Multi Currency Expense Entry** is selected on the **PC Options and Setup** tab in **Project Controller Setup** (PA.SET.00). It defaults to the base currency code as established on the Currency Info tab in GL Setup (01.950.00). If a non-base currency is input, the **Billing Currency Rate Type** and **Fixed Rate** fields become enabled. Once transactions or budgets have posted to the summary and rollup records for the project, all billing currency fields become disabled and can no longer be changed.

**Note:** When processing foreign currency invoices within Project Management and Accounting, all currencies must be input (in the Currency Manager screen **Currency Rate Maintenance by ID** (24.270.00) or **Currency Rate Maintenance by Date** (24.271.00)) with the non-base currency ID in **From** and the base currency ID in **To**. If the order of the entries is reversed such that the base currency ID is in **From**, **Project Maintenance** (PA.PJ.00) displays System Message 6094: “Warning - Currency Rate not found; please enter.”

**Rate Type**
Enter the currency rate type associated with **Billing Currency Code**. This field is enabled only when the **Billing Currency Code** is other than the base currency ID and is validated in the CURYRTTP table. Use of a currency rate type is optional; however, when the project is saved, this field must not be blank if **Fixed Currency Rate** is set to zero. Once transactions or budgets have posted to the summary and rollup records for the project, all billing currency fields become unavailable for further maintenance.

When using the combination of **Billing Currency Code** and **Billing Currency Rate Type** to translate amounts, the logic for looking up the conversion rate is:

- The **From Currency** is set to the Bill Currency Code of the project
- The **To Currency** is set to the base currency ID
- The **Type ID** is set to the Currency Rate Type of the project
- The **Effective Date** is set to the business date of the database
For this set of values, a conversion rate in the CuryRate table must be in effect. If no conversion rate is returned, an error message appears and the project information cannot be saved until the error condition is corrected.

**Fixed Rate**

Enter the fixed currency rate to be associated with the billing currency for the duration of this project. When **Billing Currency Code** contains a non-base currency ID and this field contains a value other than zero, this rate is used to convert the billing currency amount to base currency in the Allocator and Flexible Billings modules. When using the combination of **Billing Currency Code** and **Fixed Rate** to translate amounts, the fixed rate is the multiplier that, when applied to an amount in the billing currency, yields the amount in the base currency. This conversion rate is stored with up to nine post-decimal places. After entry of a fixed conversion rate, a message appears:

“1.00 \( \{ \text{billing currency} \} = X.XX \{ \text{base currency} \} \) and 1.00 \( \{ \text{base currency} \} = X.XX \{ \text{billing currency} \} \)”

**Example:** If a company, whose base currency is BAS, bills a Canadian client in CAN currency and the conversion rate of 1.333333333 is entered, **PC Message Number 1370** reads: “1.00 CAN = 1.333333333 BAS and 1.00 BAS = .75 CAN.”

Use of a fixed conversion rate is optional. However, if the project’s **Billing Currency Code** is not the base currency of the database and **Billing Currency Rate Type** is blank, validation assures that the value of this field is other than zero when the project is saved. Once transactions or budgets have posted to the summary and rollup records for the project, all billing currency fields become unavailable for further maintenance.

**Alloc Method 1 and 2**

An allocation method is a group of instructions or steps that detail the calculations of an allocation. Designate an allocation method code for the project if the transactions charged to the project are to be allocated by the Allocation Processor (PA.PRO.00). Allocation methods are maintained in **Allocation Method Setup** (PA.MET.00). This entry is optional for those projects whose transactions do not require allocation. The description of the allocation method code appears in the adjacent field.

If the project uses two allocation methods, enter the second allocation method code in **Alloc Method 2**. You might set up an allocation method for allocating costs that all projects use, and then set up multiple revenue allocation methods so that each project or contract type has its own method for calculating revenue.

When **Allocation Processor** (PA.PRO.00) runs automatically (the Auto-started Allocations check box in **Project Controller Setup** (PA.SET.00) is selected), the process can run both allocation methods as a single process or run only the first allocation method, depending on the selection chosen in the **Method Number** list in **Project Controller Setup** (PA.SET.00).

**Rate Table ID**

Enter the rate table ID used by the Allocation Processor (PA.PRO.00) for the current project. The value entered here also serves as the default rate table in **Project Charge Entry** (PA.CHG.00). The rate table description appears in the adjacent field.

**Labor Account**

Enter the General Ledger account number used as the secondary default when posting labor charges to the current project in the Time and Expense for Projects module (if installed). Labor account at the task level is the primary default. It must be a valid account (in the Chart of Accounts table) that is associated with an account category.

**Labor Rate Table ID**

Enter an optional rate table ID to be used for determining labor rates in **Time Review & Approval** (TM.TRA.00), **Timecard with Rate/Amount Entry** (TM.TEA.00), **Project Timesheet with Rate/Amount Entry** (TM.PTA.00), and **Time Detail** (TM.DLY.00) when accessed from **Timecard with Rate/Amount Entry** (TM.TEA.00).
GL Subaccount
Enter the home General Ledger subaccount of the project, which is validated in the SUBACCT table. The subaccount description appears in the adjacent field.

The subaccount, which usually represents a financial organization, is used throughout Project Management and Accounting as a selection criterion for many functions and a primary sort criterion for many reports. The project’s home subaccount is also used when creating General Ledger postings in Allocation Processor (PA.PRO.00) and Revenue Recognition (PA.REV.00), among others.

Project Controller Status
Project Controller indicates the project’s status within the Project Management and Accounting modules. When the overall project status is other the Active, this status takes precedence over the status indicators of individual modules. The following values are valid:

- **Active (A)** – This record is open and valid for input/output.

**Note:** Use **Create Project** in Order Management’s Sales Orders (40.100.00) or Shippers (40.110.00) to create Active status projects that are a copy of a Template status project.

- **Inactive (I)** – This record is no longer active and new input is prevented. Existing data may be processed.

- **Plan (M)** – Project is in a planning or proposal state and cannot be charged to, but entry of budget information and resource assignments are allowed. The project’s business manager or other authorized user must activate the project by changing the project’s status from Plan to Active before the project can be charged. Projects that have been activated can have their status reset to Plan only if no actuals or commitments have posted to it.

**Note:**
- Changing the project’s status to Active causes the status of all tasks for the project to become active. If individual tasks should not become active when the project is activated, it will be necessary to change the status of such tasks back to Plan manually on the Task tab.

- Use **Create Project** in Order Management’s Sales Orders (40.100.00) or Shippers (40.110.00) to create Plan status projects that are a copy of a Template status project.

- **Template (G)** – This project can be used only as a template for creating new projects. You cannot enter charges against it.

**Note:** Use **Create Project** in Order Management’s Sales Orders (40.100.00) or Shippers (40.110.00) to create Active or Plan status projects that are a copy of a Template status project.

- **Purge (P)** – Purge the current project and all entries posted to it. You cannot set the status of a Manufacturing Work Order project to Purge.

- **Terminate (T)** – Not used at this time but reserved for future use.

- **Delete (D)** – This status cannot be selected from within this screen. **Delete Project Detail** (PA.PUR.00) changes the status of purge able projects from P to D if all conditions have been met.

External Modules (AP, AR, GL, PO, LB, IN) Status
These check boxes indicate the records status regarding specific Microsoft Dynamics SL modules. When Project Controller status is Active, a check box that is not selected prevents the project from being charged only in the specific module (when Project Controller status is not Active, the project cannot be charged in any module). The following modules use this status:

- **AP** – Accounts Payable
- **AR** – Accounts Receivable
- **GL** – General Ledger
- **PO** – Purchasing
- LB – Labor – This “module” code includes Time and Expense for Projects, Payroll, and Advanced Payroll
- IN – Inventory

Billing Information (button)
Clicking Billing Information opens Flexible Billings’ Billing Information Maintenance (BI.BMM.00), if installed. A current project must be displayed or a new one saved in order to use this button. See the Flexible Billings documentation for more information.

Project Maximums (button)
Pressing this button opens Project Maximums Maintenance (PA.PMM.00) for maintaining the revenue ceiling for the current project. See “Project Maximums Maintenance (PA.PMM.00)” on page 224 for more information.

Revenue Recog. Setup (button)
Clicking Revenue Recog. Setup opens Percent Complete and Revenue Recognition Setup (PA.PCM.00), passing the project ID as a parameter. A current project must be displayed or a new one saved in order to use this button. See “Percent Complete and Revenue Recognition Setup (PA.PCM.00)” on page 154 for more information.

Addresses (button)
Clicking Addresses opens Address Maintenance (PA.ADR.00) to maintain a variety of addresses for the current project. See “Address Maintenance (PA.ADR.00)” on page 92 for more information.

Project Amounts (button)
Clicking Project Amounts opens the Contract Value and Revenue Information (PA.PRJ.04) subscreen, which displays both amount and units of the contract value and revenue budget for the current project.
Project Maintenance, Task Tab

Use the Task tab of Project Maintenance (PA.PRJ.00) to set up and maintain the Task Master table (PJPENT) and its extension (PJPENTEX). Budgets can be entered for the highlighted task (if saved) by clicking the Budgets tab.

**Figure 55: Project Maintenance, Task tab**

Task master ID fields may be used to attach additional reference information to a task. ID Maintenance (PA.IDM.00) is used to define the caption, length, mask, and type of validation for these fields. Flexibly defined fields explicitly defined in the SQL database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters. These options are only available to CHAR (string) fields. Reserved fields may be not be entered or altered. See the online schema help for field attributes and reserved status.

**Special note about deleting tasks:**
A task may be deleted only if there are no entries for that task in the Project Summary table (PJPTDSUM). Actual, budget, and commitment amounts for a task write to this table. In addition, the program verifies that no percent completion records exist for the task. If they do exist, they must be manually deleted in Percent Complete and Revenue Recognition Setup (PA.PCM.00).

This process does not check entry tables (project charge batches, budget revisions, timecards, etc.) for the existence of the task before deleting. It is therefore extremely important to verify that the task ID to be deleted has not been used anywhere in the system before deleting it.

Following are the field descriptions for the Task tab of Project Maintenance (PA.PRJ.00).
Task

Task represents the breakdown of activities for a project. The caption, length, and mask of this field may be flexibly defined using Flexible Key Maintenance (PA.FKM.00). Flexible Key Maintenance (PA.FKM.00) can also break the task into input segments, each of which may be validated separately. Segment validation takes place only when setting up tasks. Once set up, the task is validated in the Task Master table as part of a specific project.

The task ID must be unique within a project. The same task ID may be assigned to multiple projects but each is stored as its own separate task master record with its own description.

Clicking the FlexKey button opens Flexible Key Entry (PA.FEN.00) to view the task's individual segment descriptions. If a segment is validated in the code file, possible segment values may be viewed and selected by pressing F3 at the field of the appropriate segment. Automatic incrementing of a task's segment is also accomplished here if configured to do so in Project Controller Setup (PA.SET.00). See “Automatically Incrementing the Project or Task ID” on page 80 and “Flexible Key Entry (PA.FEN.00)” on page 140 for more information.

Note: Do not use the character specified as the separator between segments as an entered value when setting up task IDs. For example, if your task ID appears in Microsoft Dynamics as XX-NNNNN, the dash is most likely the character designated as the separator character and you should not enter it as part of the task ID.

Description

Enter an optional freeform description of the task. If Default Task Desc - Segment # in Project Controller Setup (PA.SET.00) contains a segment number, this description defaults to the code file description for the specified segment when that segment has been defined in Flexible Key Maintenance (PA.FKM.00), to be validated against the code file (PJCODE). The default description may be overwritten if desired.

Contract Type

Contract Type identifies the type of contract associated with the task. The values are validated in the code file (code type CONT). This code and the code assigned at the project level are used by screens and reports that determine or calculate billable and maximum billable amounts. Contract Calculation Method in the code file record determines these computations. Some examples are Fixed Price (FP), Time and Materials (TM), Cost Plus (CP), Cost Plus to a Maximum (CPM), etc.

Manager

Input the employee ID of the task’s manager into this optional field. This entry is validated in the Resource Master table (PJEMPLOY), which is maintained in Employee and Resource Maintenance (PA.EMP.00). The employee name appears in the adjacent field.

Start Date

Input the starting date of the task into this optional field.

End Date

Input the anticipated ending date of the task into this optional field.

Tax ID 1, 2, and 3

Enter up to three tax IDs for the transactions charged to this task into these optional fields, which are validated against the tax codes or tax groups maintained in the Shared Information module. These codes must be entered if using automatic sales tax processing in the Flexible Billings module.

The default value depends on the sales tax default option selected in AR Setup (08.950.00). If Previous Line on Document is selected, the defaults for tax IDs are those on the previous line in the Task grid. If Customer Defaults is selected, the tax IDs default to the first tax ID set up for the customer of the project, provided a customer ID has already been designated for the project.
Note: If the tax IDs for the task are assigned or changed after a billing schedule is established in Scheduled Billing Entry (BI.SBE.00), manually maintain the tax IDs for any remaining unreleased billing details. Failure to do so will result in tax being incorrectly calculated or omitted altogether.

GL Subaccount
Enter the home General Ledger subaccount of the task, which is validated in the SUBACCT table. The task’s home subaccount, which usually represents a financial organization, is widely used throughout Project Management and Accounting. For example, several processes post transactions to the task-level subaccount. If none is specified for the task, the project-level subaccount is used.

Earnings Type
Earnings Type is used by the Time and Expense for Projects’ Pay Labor Interface (TM.PL.I.00) for creating payroll transactions. Earnings Type represents the benefits, deductions, and pay rate multiplier associated with regular hours, overtime, vacation time, etc. When posting labor is entered into the Time and Expense for Projects module, an earnings type is assigned to each labor transaction. Only earnings types with a pay rate multiplier of 1.0 should be entered here. This field is optional but, if input, is validated in the code file (code type EARN). Earnings type may also be specified at the project and task levels in Project Maintenance (PA.PRJ.00).

Time and Expense for Projects posting processes assign the task’s earnings type to each labor transaction; if Earnings Type is not defined for the task, the project’s Earnings Type is used. If Earnings Type is not specified either for the project or for the task, the default earnings types that have been defined in Time and Expense Setup (TM.SET.00) are applied.

Unit of Measure
Enter a freeform production unit of measure in this optional field. Production unit of measure is used to describe a common unit of measure when many different units of measure are in use on the same project. For example, a road construction project may incur expenses for labor by hour and by salary. In addition, equipment expenses may accrue by day or by week. Instead of calculating the completion percentage based on expenditures, a unit of production method may be used that determines completion percentage by, for example, the number of miles of road construction completed. Units of Production is a non-accounting entry and posts only to Project Management and Accounting tables. Units of production entries are input into Project Timesheet Entry (TM.PTE.00) and Project Timesheet with Rate/Amount Entry (TM.PTA.00) in the Time and Expense for Projects module.

Work Location
Work Location is used by the Time and Expense for Projects’ Pay Labor Interface (TM.PL.I.00) when creating payroll transactions. Several payroll components, such as state income tax, state disability insurance, etc., are dependent upon where work is physically performed rather than where the employee resides. The transaction’s work location is passed from the Time and Expense for Projects module (if installed) to a foreign payroll system by Time and Expense for Projects’ Pay Labor Interface (TM.PL.I.00).

This ID field is optional but, if input, is validated in the code file (code type WLOC). Work location may also be entered at the project and task levels in Project Maintenance (PA.PRJ.00). Pay Labor Interface (TM.PL.I.00) assigns the task’s work location to each labor transaction; if Work Location is not specified for the task, the project’s work location is used.

Workers Comp Cd
Workers Comp Cd is used to classify an employee for workers’ compensation insurance. For example, office workers may have a code and associated rate that differs from construction workers due to differing risk factors for injuries. Workers Comp Cd is associated with labor transactions. This field is optional but, if input, is validated in the code file (code type WKCC). Workers’ compensation codes may also be entered at the project and task levels in Project Maintenance (PA.PRJ.00) and at the employee level in the Time and Expense for Projects’ Employee Position/Rate Maintenance (TM.EPJ.00).
Time and Expense for Projects’ Timecard Entry (TM.TCE.00) and other labor capture screens assign the task’s workers’ compensation code to each labor transaction; if **Workers Comp Cd** is not specified for the task, the project’s workers’ compensation code is used. If **Workers Comp Cd** is not defined for either the project or the task, the default workers’ compensation code for the employee (as specified in Employee Position Rate Maintenance (TM.EPJ.00)) is applied to the transaction.

**Labor Account**

**Labor Account** is an optional entry designating the default chart of account number used when posting labor charges to this task in the Time and Expense for Projects module (labor account at the project level is the secondary default). It must be a valid account in the Chart of Accounts table that is associated with an account category.

**Forecast Labor Class**

Enter or select the task’s labor class. You can use this field for custom reporting, if desired.

**Mgr T&E Review**

**Mgr T&E Review** indicates whether Time and Expense line items charged to this task require acceptance by the project manager via Line Item Approvals in Web Apps before being available for approval and posting. The list has two selections, Required (the default) and Not Required (essentially an override of the project header value).

This field is optional, and is visible on the screen only if the corresponding flag in the project header is set to Required.

**Allocate**

**Allocate** determines whether the transactions that post to the current task are allocable by **Allocation Processor** (PA.PRO.00) if the appropriate rate information is set up. If set to No, **Allocation Processor** (PA.PRO.00) will bypass all transactions posted to this task, even when applicable rate information exists.

**PA Status**

**PA Status** indicates the task’s status regarding the modules in Project Management and Accounting. This status indicator takes precedence over the status indicators of individual modules. The following values are valid:

- **Active (A)** – The current record is open and valid for input/output.
- **Inactive (I)** – The current record is no longer active and new input is prevented. Existing data may be processed.
- **Plan (M)** – Task is in a planning or proposal state and cannot be charged to, but entry of budget information and resource assignments are allowed. The project’s business manager or other authorized user must activate the project by changing the project’s status from Plan to Active before the project can be charged. Changing the project’s status to Active causes the status of all tasks for the project to become active. If individual tasks should not become active when the project is activated, manually change the status of such tasks back to Plan.
- **Purge (P)** – Not used at this time but reserved for future use.
- **Terminate (T)** – Not used at this time but reserved for future use.

**External Modules (AP, AR, GL, PO, LB, IN) Status**

These check boxes indicate the task’s status for entries from the financial and distribution modules. When **PA Status** is Active, a check box that is not selected prevents the task from being charged only in the specific module (when **PA Status** is Inactive, the task cannot be charged in any module). The following modules use this status:

- **AP** – Accounts Payable
- **AR** – Accounts Receivable
• GL – General Ledger
• PO – Purchasing
• LB – Labor: This “module” code includes Time and Expense for Projects, Payroll, and Advanced Payroll
• IN – Inventory

**Budgets (button)**
Clicking **Budgets** opens **Budget Maintenance (PA.BSM.00)** for entering and maintaining a task’s budgets and Estimate at Completion values. See “Budget Maintenance (PA.BSM.00)” on page 100 for more information.

**Invoice Comments (button)**
Clicking **Invoice Comments** opens **Notes and Comments (GR.NOT.00)** for maintaining task-level comments that may be printed on the project’s invoice, depending upon the invoice format for the project. Only the first comment (Note Number 01) can be included on invoices. See “Notes and Comments (GR.NOT.00)” on page 151 for more information.

**Copy Tasks (button)**
Clicking **Copy Tasks** opens **Copy Tasks (PA.PRJ.05)**, enabling you to copy tasks from an existing project to the current project. Tasks may be copied even if tasks already exist for this project, as validation assures that existing tasks are not duplicated.

**Resources (button)**
Clicking **Resources** opens **Resource Assignment (PA.RAS.00)** for assigning resources to the selected task.

See “Resource Assignment (PA.RAS.00)” on page 248 for more information.
Project Maintenance, Budgets Tab

Use the Budgets tab of Project Maintenance (PA.PRJ.00) for setting up and maintaining project budgets. Budgets are entered for an account category at the task level. The application toolbar currency buttons are enabled when the Project Currency is not set to base currency. This enables the entry of budgets in the project currency. This screen is not maintainable if the Project Budgeting module is registered; it may be viewed for inquiry purposes only.

Figure 56: Project Maintenance, Budgets tab

**Note:** Entries made in this screen update both the budget and EAC (estimate at completion) values for the project, task, and account category, in contrast to Budget Maintenance (PA.BSM.00), which allows budgets and EACs to be maintained separately.

Following are the field descriptions for the Budgets tab of Project Maintenance (PA.PRJ.00).

**Task**

Enter the task ID to be budgeted.

**Acct Cat**

Enter the account category to be budgeted. The account category is used to categorize the budget transactions in Project Management and Accounting. It indicates the type of charge (or revenue) expected for the project-task.
Original Budget Units
Enter the total budgeted units for an account category for a project-task. This value represents the budget for units or hours for the duration of the project-task and is stored in the Project Summary table (PJPTDSUM).

Note: The caption for Budget can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for budget, this caption will appear using your custom term.

Rate
This optional field is used during entry of budgets to calculate a budget amount from the budgeted units. It is intended only as an aid to data entry. If budget units and rate are entered, Budget Amt is automatically calculated as the rate multiplied by the units. This field may be bypassed and the budgeted unit and amount fields may be input directly.

Original Budget Amt
Enter the total amount budgeted for an account category for a project-task. This value represents the monetary budget for the duration of the project-task and is stored in the Project Summary table (PJPTDSUM). If values were input into Budget Units and Rate, this amount is automatically calculated by the system but may be overwritten.

Note: The caption for Budget can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for budget, this caption will appear using your custom term.
Project Maintenance, Additional Info Tab

Use the Additional Info tab of Project Maintenance (PA.PRJ.00) to view and maintain the project’s ship to ID and flexibly defined identification (ID) fields. These values are stored in the Project Master table (PJPROJ) and its extension (PJPROJEX) and may be used to attach any type of identification or reference data to a record. They are flexibly defined using ID type PM in ID Maintenance (PA.IDM.00), where the caption, length, mask, and type of validation are established.

ID fields explicitly defined in the SQL Server database as DATE, FLOAT, or INTEGER fields have fixed attributes and cannot have their validation, mask, or length modified by flexible field parameters. These options are only available to CHAR (string) fields. Reserved fields may not be updated or altered. See the online schema help for field attributes and reserved status.

Figure 57: Project Maintenance, Additional Info tab

Following are the field descriptions for the Additional Info tab of Project Maintenance (PA.PRJ.00).

ShipTo ID
Enter the ship to ID associated with the customer input for the current project. The combination of customer and the value entered here is validated in the SOADDRESS table.

Earnings Type
Earnings Type is used by the Time and Expense for Projects’ Pay Labor Interface (TM.PLI.00) when creating payroll transactions. It represents the benefits, deductions, and pay rate multiplier associated with regular hours, overtime, vacation time, etc. When posting labor input into the Time and Expense
for Projects module, an earnings type is assigned to each labor transaction. Only earnings types with a
pay rate multiplier of 1.0 may be entered here.

This ID field is optional but, if input, is validated in the code file (code type EARN). Earnings type may
also be specified at the task level on the Task tab. Time and Expense for Projects’ posting processes
assign the task’s earnings type when entering or posting each labor transaction; if Earnings Type is not
defined for the task, the project’s earnings type is used. If Earnings Type is not specified for either the
project or the task, the default earnings types defined in Time and Expense Setup (TM.SET.00) are
applied.

Prev Wage Cd

Prev Wage Cd associates a project with a set of rates for use in Time and Expense for Projects.
Prevailing wage is the general heading for the government’s regulations and controls on the rate of
pay for work performed under federal or state guidelines. This field is optional but, if input, is validated
in the code file (code type PWAG). When a project is assigned a prevailing wage code and employees
charge time to the project in the Time and Expense for Projects module, the Certified Payroll flag of the
timecard or timesheet line item defaults to Yes. Wages that are charged to prevailing wage projects
appear on the Certified Payroll Report (TM.060.00).

Work Location

Work Location is used by Time and Expense for Projects’ Pay Labor Interface (TM.PLI.00) when
creating payroll transactions. Several payroll components, such as state income tax and state
disability insurance, are dependent upon where work is physically performed rather than where the
employee resides. The transaction’s work location is passed from the Time and Expense for Projects
module (if installed) to a foreign payroll system by Time and Expense for Projects’ Pay Labor Interface
(TM.PLI.00).

This ID field is optional but, if input, is validated in the code file (code type WLOC). Work location may
also be entered at the task level on the Task tab. The Pay Labor Interface (TM.PLI.00) assigns the
task’s work location to each labor transaction. If work location is not specified for the task, the
project’s work location is used.

Mgr T&E Review

This option indicates if Time and Expense line items charged to the current project require pre-
approval (using Line Item Approvals in Web Apps) before becoming available for approval and posting.
The list has two options, Required and Not Required (which is the default).

This field is optional, and will only be visible on the screen if Enable Mgr Review of Time and Expense
Items in Time and Expense Setup (TM.SET.00) is selected.

Revenue Budget Rate Type

Enter or select the rate type for use when calculating the project’s revenue budget from the labor
budget.

Revenue Budget Calc Method

Select the method by which the system can calculate the project’s revenue budget from the labor
budget. Options are:

- Hours * Rate – multiply the budgeted hours by a rate retrieved from the rate tables for the
  rate type specified in the Revenue Budget Rate Type field
- Cost Markup – the rate is first multiplied by the labor cost budget, and then this result is
  added to the labor cost budget to determine the revenue budget. The units in the revenue
  budget are set to the same value as the units in the labor budget.

When calculating a project’s revenue budget from its labor budget, the system must determine the
account category for revenue derived from labor. The account category is determined in the following
sequence.
1. The account category entered in the **Labor Revenue Acct Cat** field in *Employee and Resource Maintenance* (PA.EMP.00) and stored in the employee master (ID field em_id11).

2. The account entered in the **Task Rev Acct** field in *Percent Complete and Revenue Recognition Setup* (PA.PCM.00) and stored in PJPENTEX.pe_id24. Since this value is a GL account, the account category must be read from the GL Account Cross Reference table (PJ_Account).

3. The account entered in the **Pjt Rev Account** field in *Percent Complete and Revenue Recognition Setup* and stored in PJПроJEX.pm_id24. Since this value is a GL account, the account category must be read from the GL Account Cross Reference table (PJ_Account).

4. The account category specified for **Revenue** in *Project Controller Setup* (PA.SET.00) and stored in Control Parameter “PA REVENUE.”

**Workers’ Comp Cd**

*Workers’ Comp Cd* is used to classify an employee for workers compensation insurance. For example, office workers may have a different code and associated rate than construction workers due to differing risk factors for injuries. Since each state has its own laws governing workers’ compensation insurance, a workers’ compensation code is assigned to each transaction in the Time and Expense for Projects module.

This field is optional but, if input, is validated in the code file (code type WKCC). *Workers’ Comp Cd* may also be entered at the task level on the **Task** tab, and at the employee level using Time and Expense for Projects’ **Employee Position/Rate Maintenance** (TM.EPJ.00), **Timecard Entry** (TM.TCE.00) and other labor capture screens in the Time and Expense for Projects module assign the task’s workers’ compensation code to each labor transaction. If *Workers’ Comp Cd* is not specified for the task, the project’s workers’ compensation code is used. If *Workers’ Comp Cd* is not defined for either the project or the task, the default workers’ compensation code for the employee (as specified in **Employee Position/Rate Maintenance** (TM.EPJ.00)) is applied to the transaction.

**Probability Percent**

The project manager may specify the likelihood of a proposed project becoming a real project. While Project Management and Accounting does not perform any processing on this optional field, it may be used for custom reporting when planning a project or entering a proposal, if desired.

**Shipper Invoicing Method**

**Shipper Invoicing Method** is the manner in which Order Management shippers for the project are billed.

- If you choose **Invoice in Order Management**, shippers for the project are billed in Order Management. Accounts Receivable billing transactions and Inventory cost transactions are created by processing the Order Management Sales Journal (40.690.00) report. **Financial Transaction Transfer** (PA.TRN.00) updates the project for the billing and cost transactions.

- If you choose **Invoice in Project Flexible Billings**, shippers for the project are billed in Flexible Billings. Flexible Billing invoice detail records and Inventory cost transactions are created based on the detail of shippers by processing the Order Management Sales Journal (40.690.00) report. Invoices are generated, which update the project and create billing transactions for Accounts Receivable. **Financial Transaction Transfer** (PA.TRN.00) updates the project for the cost transactions. You should choose this option for time and material contracts.

- If you choose **Shipper does not Create Invoice**, shippers for the project are billed in Flexible Billing but invoices do not contain the detail of shippers. Inventory cost transactions are created by processing the Order Management Sales Journal (40.690.00) report. **Financial Transaction Transfer** (PA.TRN.00) updates the project for the cost transactions. Invoices are generated in Flexible Billings according to the project’s billing schedule and billing transactions are created for Accounts Receivable. You should choose this option for fixed price contracts.

If you do not have billing rules defined for projects in the Flexible Billings module, Invoice in Order Management is the only option available to you.
Create Invoice Drafts (check box)

Create Invoice Drafts determines whether Flexible Billing invoice drafts are created for invoice detail records when Order Management shippers are billed in Flexible Billings. This option is available when Shipper Invoicing Method is set to Invoice in Project Flexible Billings and Allow Multiple Unposted Invoices on Flexible Billings Billings Setup (BI.SET.00) is selected.

Disable Document Publishing to SharePoint (check box)

If you do not plan to post documents for this project to a SharePoint site, select the Disable Document Publishing to SharePoint check box. Selecting this check box suppresses the automatic creation of a SharePoint site or document library that would otherwise occur when the Enable Default Creation check box is selected on System Manager’s SharePoint Site Configuration (98.360.00).

Clear Disable Document Publishing to SharePoint to post documents for this project on a SharePoint site.
Project Maintenance, Quick Send Tab

Use to define project stakeholder Quick Send preferences for project invoices and construction billings.

**Figure 58: Project Maintenance, Quick Send tab**

**Document Type**

**Document Type** indicates the kind of document that will be sent electronically. Document types are *Project Invoice* and *Construction Billing*.

**Quick Send (check box)**

Select the **Quick Send** check box to confirm that the kind of document you chose in **Document Type** will be sent to the project stakeholder using Quick Send. If the check box is cleared later, Quick Send will not transmit the document type. However, the project stakeholder’s Quick Send preferences will not be removed.

**Delivery Method**

**Delivery Method** is the manner in which an electronically-transmitted document will be received by the project stakeholder. Delivery methods are Email and Fax. The method defaults from **Delivery Method** on *Quick Send Setup* (21.951.00) in the Shared Information module for the document type.
Request Priority
Request Priority is the precedence assigned to the request of an electronically-transmitted document. Request priorities are High, Low, and Normal. This setting defaults from Request Priority on Quick Send Setup (21.951.00) in the Shared Information module for the document type.

Receiver Email Address
Receiver Email Address identifies where email messages transmitting documents to the project stakeholder will be delivered. The receiver’s email address defaults from Email Address on Address Maintenance (PA.ADR.00) for the billing address defined for the project or from Email Address on the Address tab of Customer Maintenance (08.260.00) in the Accounts Receivable module.

Reply Email Address
Reply Email Address indicates the email address used when a project stakeholder replies to an email message that contains a project invoice or the construction billing. This email address defaults from Reply Email Address on Quick Send Setup (21.951.00) in the Shared Information module for the document type.

Email Attachment File Type
Email Attachment File Type specifies the format of files that will be created to hold documents you will send to the customer. File types for documents sent electronically via email are Text, Word, Crystal Reports, Excel, Adobe Acrobat, Rich Text, XML, and Comma-separated values. File types for documents sent electronically via fax are Text, Word, Excel, and Rich Text. The file type defaults from Email Attachment File Type on Quick Send Setup (21.951.00) in the Shared Information module for the document type.

Fax Receiver Name
Fax Receiver Name designates the name that will appear on the cover sheet accompanying documents faxed to the project stakeholder. The name defaults from Individual on Address Maintenance (PA.ADR.00) for the billing address defined for the project or from Attention (Bill To) on the Address tab of Customer Maintenance (08.260.00) in the Accounts Receivable module.

Fax Prefix
Use Fax Prefix to specify a sequence of numbers, such as a country code (for example, 061 011), that must be dialed prior to the Receiver Fax Number.

Dial Area Code (check box)
If you select Dial Area Code, the first three digits of Receiver Fax Number will be dialed as the area code when documents are transmitted to the project stakeholder. Clear this check box if the fax phone number is a local number for which dialing the area code is not required.

Receiver Fax Number
Receiver Fax Number designates the phone number that will receive documents faxed to the project stakeholder. The fax number defaults from Fax on Address Maintenance (PA.ADR.00) for the billing address defined for the project or from Fax/Ext (Bill To) on the Address tab of Customer Maintenance (08.260.00) in the Accounts Receivable module.

Fax Sender Name
Fax Sender Name specifies the name of the individual who will send the documents to the project stakeholder. The name defaults from Fax Sender Name on Quick Send Setup (21.951.00) in the Shared Information module for the document type.
Sender Fax Number

Sender Fax Number indicates the phone number that will be the source of documents faxed to the project stakeholder. The fax number defaults from Sender Fax Number on Quick Send Setup (21.951.00) in the Shared Information module for the document type.

Include Fax Cover Sheet (check box)

Include Fax Cover Sheet indicates whether a cover sheet should precede a document sent to a project stakeholder. The setting defaults from Include Fax Cover Sheet on Quick Send Setup (21.951.00) in the Shared Information module for the document type. For more information about the fax cover sheet, see “Using Application Server” in the Application Server Help or user’s guide.

Fax Response (check boxes)

Your selections in the Fax Response check boxes will appear in the Notes area of the fax cover sheet. Select one or more to indicate how you want the receiver to process the fax. The Fax Response check boxes are:

- **Urgent** — Defaults from Fax Response – Urgent on Quick Send Setup (21.951.00) in the Shared Information module for the document type.
- **For Review** — Defaults from Fax Response – For Review on Quick Send Setup (21.951.00) in the Shared Information module for the document type.
- **Please Comment** — Defaults from Fax Response – Please Comment on Quick Send Setup (21.951.00) in the Shared Information module for the document type.
- **Please Reply** — Defaults from Fax Response – Please Reply on Quick Send Setup (21.951.00) in the Shared Information module for the document type.
- **Please Recycle** — Defaults from Fax Response – Please Recycle on Quick Send Setup (21.951.00) in the Shared Information module for the document type.

Subject Text

Subject Text is the wording that appears in the Subject line of an email message or in the Re: (Regarding) area on the fax cover sheet that accompanies documents sent to the project stakeholder. The text defaults from Subject Text on Quick Send Setup (21.951.00) in the Shared Information module for the document type.

You can specify the following variables within the subject text to personalize each email message or fax:

- `<Project Description>`
- `<Customer Name>`
- `<Invoice Number>`
- `<Document Amount>`
- `<Company Name>`

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to customize the default subject text for project invoice document types: “Current invoice from `<Company Name>`”. If the company name is Contoso, Ltd, the subject text for the email message or fax cover sheet that accompanies each invoice sent electronically reads, “Current invoice from Contoso, Ltd”.

Body Text

Body Text is the wording that appears in the body of an email message or in the Notes area on a fax cover sheet. The text defaults from Body Text on Quick Send Setup (21.951.00) in the Shared Information module for the document type.
You can specify the following variables within the body text to personalize each email message or fax:

- `<Project Description>`
- `<Customer Name>`
- `<Invoice Number>`
- `<Document Amount>`
- `<Company Name>`

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

**Example:** You enter a variable to personalize the body text for project invoice document types: “Here is an invoice for `<Customer Name>`”. When you send an invoice electronically to the project stakeholder, Kim Abercrombie, the email message or fax cover sheet body text reads, “Here is an invoice for Kim Abercrombie”.

**Additional Receivers (button)**

Click to display *Additional Receivers (PA.PRJ.01)*, on which you can add other recipients of project documents.
Additional Receivers (PA.PRJ.01)

Use to define additional recipients of a project invoice or construction billing and set up their Quick Send preferences. When a project invoice or construction billing is sent electronically, it is transmitted to each receiver.

![Additional Receivers (PA.PRJ.01) Window](image)

**Project ID**

*Project ID* displays the project ID associated with the additional receiver.

**Document Type**

*Document Type* displays the kind of document associated with the additional receiver.

**Use Preferences of Primary Receiver**

Select the *Use Preferences of Primary Receiver* check box to confirm the Quick Send preferences of the additional receiver are the same as the primary receiver’s Quick Send preferences defined on the *Quick Send* tab of *Project Maintenance* (PA.PRJ.00).

**Delivery Method**

*Delivery Method* is the manner in which an electronically-transmitted document will be received by the additional recipient. Delivery methods are Email and Fax. The delivery method for the document type defaults from *Delivery Method* on the *Quick Send* tab of *Project Maintenance* (PA.PRJ.00) when the *Use Preferences of Primary Receiver* check box is selected or from *Delivery Method* on *Quick Send Setup* (21.951.00) in the Shared Information module when the *Use Preferences of Primary Receiver* check box is not selected.

**Request Priority**

*Request Priority* is the precedence assigned to the request for an electronically-transmitted document. Request priorities are High, Low, and Normal. The request priority for the document type defaults from...
**Request Priority** on the **Quick Send** tab of **Project Maintenance** (PA.PRJ.00) when the **Use Preferences of Primary Receiver** check box is selected or from **Request Priority** on **Quick Send Setup** (21.951.00) in the Shared Information module when the **Use Preferences of Primary Receiver** check box is not selected.

**Additional Receiver is the Project Manager**

Select the **Additional Receiver is the Project Manager** check box to confirm the additional receiver is the manager of the project.

**Receiver Email Address**

**Receiver Email Address** identifies where email messages transmitting documents to the additional recipient will be delivered. The email address defaults from **Email User Name** on **Employee and Resource Maintenance** (PA.EMP.00) when the **Additional Receiver is the Project Manager** check box is selected.

**Reply Email Address**

**Reply Email Address** indicates the email address used when a project stakeholder replies to an email message that contains a project invoice or construction billing. The email address for the document type defaults from **Reply Email Address** on the **Quick Send** tab of **Project Maintenance** (PA.PRJ.00) when the **Use Preferences of Primary Receiver** check box is selected or from **Reply Email Address** on **Quick Send Setup** (21.951.00) in the Shared Information module when the **Use Preferences of Primary Receiver** check box is not selected.

**Email Attachment File Type**

**Email Attachment File Type** specifies the format of files that will be created to hold documents you will send to the additional recipient. File types for documents sent electronically via email are Text, Word, Crystal Reports, Excel, Adobe Acrobat, Rich Text, XML, and Comma-separated values. File types for documents sent electronically via fax are Text, Word, Excel, and Rich Text. The file type for the document type defaults from **Email Attachment File Type** on the **Quick Send** tab of **Project Maintenance** (PA.PRJ.00) when the **Use Preferences of Primary Receiver** check box is selected or from **Email Attachment File Type** on **Quick Send Setup** (21.951.00) in the Shared Information module when the **Use Preferences of Primary Receiver** check box is not selected.

**Fax Receiver Name**

**Fax Receiver Name** designates the name that will appear on the cover sheet accompanying documents faxed to the additional recipient. The name defaults from **Name/Description** on **Employee and Resource Maintenance** (PA.EMP.00) when the **Additional Receiver is the Project Manager** check box is selected.

**Fax Prefix**

Use **Fax Prefix** to specify a sequence of numbers, such as a country code (for example, 061 011), that must be dialed prior to the **Receiver Fax Number**. The fax prefix defaults from **Fax Prefix** on the **Quick Send** tab of **Project Maintenance** (PA.PRJ.00) when the **Use Preferences of Primary Receiver** check box is selected.
Dial Area Code (check box)

If you select Dial Area Code, the first three digits of Receiver Fax Number will be dialed as the area code when documents are transmitted to the project stakeholder. Clear this check box if the fax phone number is a local number for which dialing the area code is not required. The setting defaults from Dial Area Code on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected.

Receiver Fax Number

Receiver Fax Number designates the phone number that will receive documents faxed to the additional recipient.

Fax Sender Name

Fax Sender Name specifies the name of the individual who will send the documents to the additional recipient. The name defaults from Fax Sender Name on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Fax Sender Name on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected.

Sender Fax Number

Sender Fax Number indicates the phone number that will be the source of documents faxed to the additional recipient. The number defaults from Sender Fax Number on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Sender Fax Number on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected.

Include Fax Cover Sheet (check box)

Include Fax Cover Sheet indicates whether a cover sheet should precede a document sent to the additional recipient. The setting defaults from Include Fax Cover Sheet on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Include Fax Cover Sheet on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected. For more information about the fax cover sheet, see “Using Application Server” in the Application Server Help or user’s guide.

Fax Response (check boxes)

Your selections in the Fax Response check boxes will appear in the Notes area of the fax cover sheet. Select one or more to indicate how you want the additional recipient to process the fax. The Fax Response check boxes are:

- **Urgent** — Defaults from Fax Response – Urgent on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Fax Response – Urgent on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected.

- **For Review** — Defaults from Fax Response – For Review on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Fax Response – For Review on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected.

- **Please Comment** — Defaults from Fax Response – Please Comment on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Fax Response – Please Comment on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected.
Subject Text

Subject Text is the wording that will appear in the Subject line of an email message or in the Re: (Regarding) area on the fax cover sheet that accompanies documents sent to the additional recipient. The text defaults from Subject Text on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Subject Text on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected.

You can specify the following variables within the subject text to personalize each email message or fax:

- <Project Description>
- <Customer Name>
- <Invoice Number>
- <Document Amount>
- <Company Name>

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.

Example: You enter a variable to customize the default subject text for project invoice document types: “Current invoice from <Company Name>”. If the company name is Contoso, Ltd, the subject text for the email message or fax cover sheet that accompanies each invoice sent electronically reads, “Current invoice from Contoso, Ltd”.

Body Text

Body Text is the wording that appears in the body of an email message or on the fax cover sheet in the Notes area. The text defaults from Body Text on the Quick Send tab of Project Maintenance (PA.PRJ.00) when the Use Preferences of Primary Receiver check box is selected or from Body Text on Quick Send Setup (21.951.00) in the Shared Information module when the Use Preferences of Primary Receiver check box is not selected.

You can specify the following variables within the body text to personalize each email message or fax:

- <Project Description>
- <Customer Name>
- <Invoice Number>
- <Document Amount>
- <Company Name>

Each variable must begin with a less-than symbol (<) and end with a greater-than symbol (>). Also, the first letter of each word in the variable name must be capitalized and the rest of each word must be in lowercase letters.
Example: You enter a variable to personalize the body text for project invoice document types: “Here is an invoice for <Customer Name>”. When you send an invoice electronically to the project stakeholder, Kim Abercrombie, the email message or fax cover page body text reads, “Here is an invoice for Kim Abercrombie”.

OK (button)
Clicking OK after viewing information on this secondary screen closes this window, returning to Project Maintenance (PA.PRI.00).

Cancel (button)
Clicking Cancel closes this window without recording any changes to the database, returning to the Quick Send tab of Project Maintenance (PA.PRI.00).
Contract Value and Revenue Information (PA.PRJ.04)

Clicking the **Project Amounts** button in *Project Maintenance* (PA.PRJ.00) opens *Contract Value and Revenue Information* (PA.PRJ.04) to view the amount and units for the contract value and revenue budget at the project level. Data is obtained from the Project Rollup table (PJPTDROL). The account categories used for **Contract Value** and **Revenue** are specified on the **Revenue Setup** tab of *Project Controller Setup* (PA.SET.00).

![Contract Value and Revenue Information (PA.PRJ.04)](image)

**Figure 60: Contract Value and Revenue Information (PA.PRJ.04)**

Following are the field descriptions for *Contract Value and Revenue Information* (PA.PRJ.04).

**Contract Value Amount**

Budgeted amounts for the account category specified for **Contract Value** (on the **Revenue Setup** tab of *Project Controller Setup* (PA.SET.00)) are rolled up to the project level and appears in display-only mode.

**Contract Value Units**

Budgeted units for the account category specified for **Contract Value** (on the **Revenue Setup** tab of *Project Controller Setup* (PA.SET.00)) are rolled up to the project level and appears in display-only mode.

**Revenue Budget Amount**

Budgeted amounts for the account category specified for **Revenue** (on the **Revenue Setup** tab of *Project Controller Setup* (PA.SET.00)) are rolled up to the project level and appears in display-only mode.

**Revenue Budget Units**

Budgeted units for the account category specified for **Revenue** (on the **Revenue Setup** tab of *Project Controller Setup* (PA.SET.00)) are rolled up to the project level and appears in display-only mode.

**OK (button)**

Clicking **OK** after viewing information on this secondary screen closes this window, returning to *Project Maintenance* (PA.PRJ.00).
Copy Tasks (PA.PRJ.05)

Use Copy Tasks (PA.PRJ.05) to copy the tasks of one project to another project. If there are tasks already in the grid, validation assures that the system does not create duplicates of these tasks.

![Copy Tasks (PA.PRJ.05)](image)

*Figure 61: Copy Tasks (PA.PRJ.05)*

Following are the field descriptions for Copy Tasks (PA.PRJ.05).

**Source Project**

Enter the project from which you wish to copy tasks to the current project.

**Copy Tasks (button)**

Copy Tasks reads the task records for the source project (in the Task Master table PJPENT.Pjt_Entity) and compares them to the contents of the Task grid for the current project. If the program finds a task ID that matches a task ID in the grid, it bypasses that task, preventing the creation of duplicate records. If it does not find a matching key value, it copies the task into the grid.

**Cancel (button)**

Clicking Cancel closes this window without recording any changes to the database, returning to the Task tab of Project Maintenance (PA.PRJ.00).
**SharePoint Site Creation/Linking (21.960.00)**

*SharePoint Site Creation/Linking (21.960.00)* appears when you click *Create/Modify SharePoint Site* on the application toolbar. Use this screen to review and modify a project’s SharePoint settings. The settings are based on options selected in System Manager *SharePoint Site Configuration* (98.360.00).

**Note:** Whether you simply review the settings or change them, you must click **OK** in this screen to prepare a SharePoint site to receive the project’s documents.

![SharePoint Site Creation/Linking (21.960.00)](image)

**Site Selection**
Accept the default or select another option. Changing the default Site Selection option clears the information in the Site Options area.

**Create New SharePoint Site**
Select this option to build a SharePoint site that will hold the project’s documents.

**Create New SharePoint Document Library**
Select this option if you want to create a storage area on an existing SharePoint site that will contain the project’s documents.

**Link to Existing SharePoint URL**
Select this option to enter the Web address of an existing SharePoint site that will hold the project’s documents.

**Site Options**
Accept the defaults or enter new information as needed. Changing the Site Selection option clears these boxes.
SharePoint Site URL
Full Web address of a SharePoint site or document library you want to create, or of an existing SharePoint site to which you will link.

- If you are creating a new site, use the format http://<Valid Site Name>/<Subsite Prefix + Project ID> (for example, http://Contoso_1/ConsProjCO123000).
- If you are creating a new document library, use the format http://<Valid Site Name>/<Document Library Name+_+ Project ID> (for example, http://Contoso_1/FlexInv_CO123000).
- If you are linking to an existing site, enter a valid URL to the established SharePoint subsite or document library on the site which will receive the project’s documents.

SharePoint Site Title
Name of the site. The title is visible at the top of the SharePoint site main page. It defaults to the subsite prefix and project ID you entered in SharePoint Site URL.

Note: SharePoint Site Title is available only if you selected Create New SharePoint Site.

SharePoint Site Description
Short explanation of the site’s purpose. This could include a short summary of its contents.

Note: SharePoint Site Description is available only if you selected Create New SharePoint Site.

Document Library Options Selection
The project document types that are approved for publishing to a SharePoint site are listed in this area. You can accept the defaults or select those document types that you want to make available for this project on a SharePoint site.

Enabled
If this check box is selected, the document type will be published to the SharePoint site you specified. Clear the check box if you do not want to publish documents of this type to the SharePoint site.

Document Library Type
Category of the project document that can be published to a SharePoint site (for display only).

Document Library URL
In this box, you can specify the full Web address of an existing SharePoint document library that will hold documents for this project that are of the specific type. For example, you want to store the project’s construction billing reports in a different document library than the one that will hold its Flexible Billing invoices, so you enter different Web addresses for each document type.
Project Controller and Project Allocator

Project Maximums Maintenance (PA.PMM.00)

Both private industry and government often have a contract with a customer that limits the cumulative billed amount for a project to a predefined maximum or ceiling. This billing maximum amount might not be the same as the total contract value or revenue budget. It might be equal to the portion of the overall contract that is currently complete. This type of limit is common for two contract types: time and materials, in which labor and materials are marked up for billing, and cost plus, which adds overhead and profit margins to actual costs.

The application toolbar currency buttons are activated when Activate Foreign Currency Project Management is selected in Project Controller Setup (PA.SET.00), PC Options and Setup tab. The amounts entered are in the project currency. Enforcement of the maximums occurs in Allocation Processor and uses the base amounts.

The system keeps track of the total amount of revenue recognized to date and compares this amount to the predefined maximums, automatically keeping the net revenue amount from exceeding the maximum. When it does exceed the maximum, the excess amount becomes an adjustment to the total billable amount, providing a complete audit trail. For situations where the maximum is increased, either temporarily or permanently, the adjustment transaction can be written off in Invoice & Adjustment Maintenance (BI.BAM.00).

The calculation of billing amount and revenue for T&M and cost plus contracts is performed by the Allocation Processor (PA.PRO.00), which automatically compares cumulative revenue amounts to predefined maximums. Other billing methods in Project Management and Accounting are therefore not affected and manual billing using Invoice & Adjustment Maintenance is still available, providing some level of control while allowing for exceptions and manual override.

Contractual limits can be imposed at both the project and task levels. Allocation postings are limited at the account category level within the project or task, providing flexibility and options. However, setup and maintenance must be performed by someone who is knowledgeable about which account categories represent billable categories (as set up in the Project Controller Setup posting matrix) and/or which represent revenue. The maximum amounts are always set in the base currency of the database.

The Allocation Processor “detects” when a transaction will cause the maximum of an account category to be exceeded by comparing the maximum amount to the sum of the previously posted amounts and the amount of the new transactions it is creating as it processes each incoming source transaction. The allocated transaction is marked-up or reclassified as specified in the allocation method, then an additional “over-max” transaction is created that offsets only that portion of the allocated transaction.
that exceeded the maximum. The allocated and “over-max” transactions always net to the maximum amount. The posting rules (account category and account number) for the offset “over-max” transaction are specified at the system level in Project Controller Setup.

More information is available in “Limiting Postings to Revenue” on page 66 and in “Project Controller Setup, Bill to a Maximum Setup Tab” on page 182.

Following are the field descriptions for Project Maximums Maintenance.

**Project**

This field displays in view-only mode the project ID and description of the current project in Project Maintenance (PA.PRJ.00). Any over-maximum adjustments created for a project-level over-maximum condition use the project’s default company and subaccount.

If you add a project level maximum (no task specified), there must be a default task for the project. Specify the system-wide default task in Project Controller Setup (PA.SET.00) and verify that it exists for the project on the Task tab of Project Maintenance (PA.PRJ.00). When a maximum is exceeded and adjustment transactions are created, all project-level adjustments take place against the default task in order to differentiate between a project-level adjustment and a task-level adjustment. This is necessary for both audit trail purposes and to keep the project-level and task-level over-max calculations accurate.

In addition, if you add a project level maximum (no task specified) and Bill Currency Code in Project Maintenance (PA.PRJ.00) is not the base currency of the company, the project must have a value in Fixed Currency Rate (rather than in Currency Rate Type).

Allocation Processor (PA.PRO.00) can take into account a change in the maximum or ceiling amount and make the appropriate adjustments. This means that if a new maximum or ceiling is negotiated with the customer (at either the project or task level), the maximum can be changed and the next time a transaction that is subject to the maximum is processed, Allocator will create adjustments according to the new maximum, including reversing out a previous adjustment.

**Example:** If the billing limit was $10,000 and billings totaled $11,000 in month 1, Allocator will write an adjustment to lower the billing to $10,000. In month 2, if the limit is raised to $12,000, and a $1000 billable transaction is processed, Allocator will reverse out the previous adjustment, so that an additional $2000 is billed, totaling $12,000 for the entire project.

Note that this would also work on an Allocator Recalculation, but there must be a rate change or new transaction to trigger the Recalculation. That is, you cannot change only a ceiling and then run Allocation Processor in Recalculation mode. The program would not detect any rate changes or any new transactions, and so no processing would take place.

Project-level calculations take place at a summary level, after all the task-level calculations have taken place, and all new transactions are written to PJTRAN and the summary tables. This is necessary because the project-level adjustment must take into account and be reduced by any adjustments made at the task level. If this does not occur, project adjustments could be overstated. For this reason, project-level adjustments do not appear in preliminary Allocator reports, only in final reports.

**Project Company**

The company associated with the project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company name is also displayed.

**Task**

Leaving this field blank or set to “n/a” indicates that the maximum applies to the entire project. Providing a task ID indicates that the maximum applies to the task. You can enter limits at both the project level and the task level within the same project.

If the grid contains both a task- and a project-level maximum for the same account category, the program sums the task maximums and compares the sum to the project maximum. If the sum of all the task maximums exceeds the project total, the following message appears: “Warning, the total of the task maximums for account category <acctcat-value> is greater than the project maximum. Continue (Y/N)?”
**Note:** Do not add a task level maximum to the default task specified in *Project Controller Setup* (PA.SET.00).

Task-level over-maximum adjustments appear on both preliminary and final allocation reports.

**Account Category**

Enter the account category that will have a revenue maximum imposed on it. This field is validated against the account categories specified as eligible to be capped in the Project Revenue Maximums table (PJPROJMX), which is maintained using *Project Controller Setup* (PA.SET.00).

**Additional Account Category**

This field displays in view-only mode the account category that will have its balance added to the balance of the primary Account Category when determining whether an allocated transaction will cause the revenue maximum to be exceeded. For projects that recognize revenue at billing, the *Allocation Processor* (PA.PRO.00) often marks up cost transactions and posts them to an unbilled revenue account category such as UNBILLED REVENUE. *Invoice & Adjustment Posting* (BI.REG.00) moves the amount billed from UNBILLED REVENUE to REVENUE when posting the invoice. Using an Additional Account Category provides the ability to combine the balances of UNBILLED REVENUE and REVENUE in order to determine whether the maximum will be exceeded during allocations. The Additional Account Category is specified for the selected Account Category in *Project Controller Setup* (PA.SET.00).

**Max Amount**

Enter the maximum amount allowed for postings to the selected account category. The default amount, which can be overwritten, is the Estimate at Completion (EAC) amount for the selected project and Account Category.

**Note:** Since the Additional Account Category is rarely budgeted, as its amounts eventually update the primary Account Category, the EAC amount of the Additional Account Category is not added to the EAC of the primary Account Category.

**Total Current Balance**

This field displays in view-only mode the sum of the to-date balance of the selected Account Category and Additional Account Category.
Project Net Profit (PA.PNR.00)

*Project Net Profit (PA.PNR.00)* provides net profit and budget analysis for a project or a group of projects, showing one line of information for each account category. Also available in this function is a graphical representation of the data and the ability to drill down to supporting detail. In addition, you can view project documents that are available on a SharePoint site.

![Project Net Profit (PA.PNR.00), form view with Doc Share enabled](image)

Although any period may be input and inquired into, project-to-date actual information is not available for inquiries into future fiscal years (until the current year has been closed and the balances rolled forward). Inquiries into future periods of the current year are supported. Commitment information from subcontracts is available only after *Financial Transaction Transfer* (PA.TRN.00) runs for the Purchasing module. Commitment information from timecards is available only after you run *Labor Commitment Load* (TM.LCL.00).

Only account categories with an account type of Revenue or Expense are displayed. Three total lines are calculated and displayed. The **Total Revenue** line is the sum of all revenue account categories. The **Total Costs** line is the sum of expense account categories. If both revenue and expense account categories are present, a **Net Total** line is calculated as revenue minus expenses. The variance is the difference between the total budget and the EAC amount.

Also available in this screen is a graphical representation of the data and the ability to drill down to supporting detail. A single row or column may be graphed by selecting it from the grid and clicking on the Graphical display button. Clicking Communicator opens Send Messages (CO.MMT.00) in the Communicator module (if purchased) to notify someone about the profitability of a project. Clicking Task Net Profit opens Task Net Profit (PA.PND.00), where a profit analysis for all tasks may be viewed.

Clicking Drill down opens Transaction Detail Inquiry (PA.TRD.00) in order to view the individual transactions that make up the amount for the selected project and account category. Note that if the Commitment column is highlighted when you click Drill down, Commitment Detail Inquiry (PA.CMD.00) opens for viewing the individual commitment details.

Clicking Inventory Allocated to Projects Inventory opens Inventory Allocated to Projects Inquiry (10.224.00) in order to view the individual project allocated inventory items that make up the amount for the selected project ID.
Clicking **View Shared Documents** opens the SharePoint site where Flexible Billing invoices and construction billing reports for the specific project are available for viewing. When you move your mouse pointer over **View Shared Documents**, the path to the SharePoint site where the project documents are located appears.

The application toolbar currency buttons are activated when **Activate Foreign Currency Project Management** is selected in **Project Controller Setup (PA.SET.00)**, **PC Options and Setup** tab. The amounts will appear in the project currency.

This screen may be accessed from the Project Controller menu or by clicking **Project Net Profit** in **Project Analyzer (IQ.PAS.00)** from the Analyzer module (if installed).

![Project Net Profit (PA.PNR.00), grid view](image)

Following are the field descriptions for **Project Net Profit (PA.PNR.00)**.

**Project**

Enter the project ID whose profit data is to be displayed. This selection field accepts entry of a beginning partial project ID, which is read from left to right (if the Analyzer module is registered). Matching projects are rolled up into one line per account category. If the entire project ID is entered, the project description appears in the adjacent field.

**Period**

**Period** is a six-digit fiscal period code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. Inquiries into future periods of the current year are supported. Although any period may be requested, the project-to-date actual information is not available for future fiscal years until the current year has been closed and the balance forward data calculated.

**Project Company**

The company associated with the project, this defaults from the company entered on the **Project** tab in **Project Maintenance (PA.PRJ.00)**. The company name is also displayed.

**Roll up Projects**

Selecting this check box causes the data to be rolled up to the level of the value entered. For example, selecting this check box and entering CO123 at **Project** causes the amounts for all projects that begin
with CO123 to be summarized, or rolled up, at the account category level. If this check box is not selected, entry of CO123 at Project only displays the amounts that posted to the specific project CO123 (if it exists).

Amount / Units
Amount / Units is used to determine whether the information in the grid is displayed in amounts (monetary) or in units (quantity). When this selection is changed, the program clears the grid and reloads the data.

MTD Amount
MTD means month-to-date. This is the month-to-date amount for the selected fiscal period.

PTD Amount
PTD means project-to-date. In contrast to year-to-date, the project-to-date amount may include amounts for prior fiscal years.

Commit
Commit means commitments for the project. Commitments represent amounts and units on open purchase orders, unvouchered portions of subcontracts, and labor on unposted timecards.

PTD + Commit
This is the sum of project-to-date actuals plus commitments.

ETC Amount
ETC means estimate-to-complete, which is calculated as EAC minus (PTD + Commit).

EAC Amount
EAC means estimate at completion. In companies that do not allow changes to original budgets, EAC often represents the revised or current budget, which can differ from the original budget amount.

Original Budget
This represents the amount and units originally budgeted at project inception.

Variance
Variance is calculated as EAC minus Original Budget and shows the amount by which the project’s budget has been revised since its inception.

Task Net Profit (button)
Clicking Task Net Profit opens Task Net Profit (PA.PND.00), passing the current project ID (or the one with focus in the grid) as context.
Project Net Profit Graph (PA.GRA.00)

Click **Graphical display** to graph any row or column in the grid by first selecting the subject (row or column) and then clicking **Graphical display**. A single row is graphed by clicking on the **Account Category** column and then clicking **Graphical display**. A single column of the grid may be graphed by first clicking on any cell other than **Account Category**. The column is graphed from the selected cell downward (cells appearing above the highlighted cell are not graphed).

![Row Graph](image1)

*Figure 66: Project Net Profit (PA.GRA.00), Row Graph*

![Column Graph](image2)

*Figure 67: Project Net Profit (PA.GRA.00), Column Graph*
The pie chart and bar graph are color coded as follows:

<table>
<thead>
<tr>
<th>Row Graph</th>
<th>Column Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals = dark blue</td>
<td>Revenue = blue</td>
</tr>
<tr>
<td>Commitments or Actuals plus Commitments = green</td>
<td>Expenses = yellow</td>
</tr>
<tr>
<td>Budgets/estimates = yellow</td>
<td>Task subtotal if zero or positive = black</td>
</tr>
<tr>
<td>Positive variance = black</td>
<td>Task subtotal if negative = red</td>
</tr>
<tr>
<td>Negative variance = red</td>
<td></td>
</tr>
</tbody>
</table>

Following are the field descriptions for Project Net Profit (PA.GRA.00).

**Graph Subject**

**Graph Subject** is a variable field that displays the subject or context of the graph. When graphing a column, the column name is displayed. If graphing a row, the account category is shown.

**Note:** When the graph is at the task level, the task number prefaces the column or account category.
Project Summary Inquiry (PA.PSI.00)

*Project Summary Inquiry* (PA.PSI.00) provides summary information for actual amounts, commitments, and budgets by period. Amount or unit data may be displayed for a specific project-task-account category. **Task** may also be blank, causing data for all tasks of the project to be summarized for the project-account category combination entered. Variances are also displayed, calculated by subtracting actuals and commitments (PTD only) from budgets. Budgets may be presented either as the original budget or as the EAC (estimate at completion) by selecting an option in the upper right portion of the screen.

The application toolbar change currency button is activated when **Activate Foreign Currency Project Management** is selected in *Project Controller Setup* (PA.SET.00), **PC Options and Setup** tab. The amounts will appear by default in the project currency.

![Project Summary Inquiry (PA.PSI.00)](image)

**Figure 68: Project Summary Inquiry (PA.PSI.00)**

Following are the field descriptions for *Project Summary Inquiry* (PA.PSI.00).

**Project**

Enter the ID of the project for which summary information is requested. The project ID is validated in the Project Master table (PJPROJ). The project description appears in the adjacent field.

**Project Company**

The company associated with the project, this defaults from the company entered on the **Project** tab in *Project Maintenance* (PA.PRJ.00). The company name is also displayed.

**Year**

This entry determines which fiscal year's data is displayed in the grid. The year of the current period is the default.

**Task**

Enter the ID of the task for which summary information is requested. The task ID is validated in the Task Master table (PJPENT) to be part of the specified project. The task description appears in the adjacent field.

If **Task** is blank, the data for all tasks of the selected project is summarized.
Acct Category
Enter the account category for which summary information is requested. The account category is validated in the Account Category Master table (PJACCT).

Amt / Units
Amt / Units determines whether summarized amounts or units are displayed. Changing the option refreshes the grid.

EAC / Original
EAC / Original determines whether estimate at completion (EAC) or original budget data is displayed. Changing the option refreshes the grid.

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

Period
Period displays each fiscal period number for the selected year.

MTD Actual
MTD Actual displays the month-to-date balance of all actual transactions meeting the selection criteria for the specified fiscal period.

MTD Budget
MTD Budget displays the monthly budget or estimate at completion (EAC) for the specified fiscal period of the project-task-account category or the project-account category selected.

Note: The presentation of monthly budget and EAC data requires the entry of time-phased budget and EAC data into the Budget Schedule and EAC Schedule subscreens of Budget Maintenance (PA.BSM.00).

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

Variance (MTD)
Variance is calculated as MTD Budget minus MTD Actual.

YTD Actual
YTD Actual displays the year-to-date balance of all actual transactions meeting the selection criteria for the specified fiscal period.

YTD Budget
YTD Budget displays the year-to-date budget or estimate at completion (EAC) for the specified fiscal period of the project-task-account category or the project-account category selected.

Note: The presentation of year-to-date budget and EAC data requires the entry of time-phased budget and EAC data into the Budget Schedule and EAC Schedule subscreens of Budget Maintenance (PA.BSM.00).

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.
Variance (YTD)
Variance is calculated as YTD Budget minus YTD Actual.

PTD Actual
PTD Actual displays the project-to-date balance of all actual transactions meeting the selection criteria for the specified fiscal period.

PTD Commit
PTD Commit displays a snapshot of all current commitments meeting the selection criteria for the project-task-account category or the project-account category selected.

PTD + Commit
PTD + Commit displays the sum of PTD Actual and PTD Commit.

PTD Budget
PTD Budget displays the project-to-date total budget or estimate at completion (EAC) for the project-task-account category or the project-account category selected.

Note: The presentation of project-to-date budget and EAC data requires the entry of time-phased budget and EAC data into the Budget Schedule and EAC Schedule subscreens of Budget Maintenance (PA.BSM.00).

Note: The captions for Budget and EAC can be flexibly defined in Project Controller Setup (PA.SET.00). If your company uses different terminology for these budget types, these captions will appear using your custom terms.

Variance (PTD)
Variance is calculated as PTD Budget minus PTD + Commit.
Project Charge Batch Release (PA.REL.00)

Use Project Charge Batch Release (PA.REL.00) to post multiple project charge batches in one process. Batches created in Project Charge Entry (PA.CHG.00) with a status of Release Later are eligible for selection by entering a range of batch numbers or leaving the range blank, thereby selecting all eligible batches.

Figure 69: Project Charge Batch Release (PA.REL.00)

Following are the field descriptions for Project Charge Batch Release (PA.REL.00).

**Fiscal Period**

Fiscal Period is a six-digit code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. A warning message is displayed if the period entered is not the current period. Only batches whose fiscal period matches that entered here are eligible to be processed.

**Batch Range**

These fields are used to select one or more batches for posting. A single batch may be chosen for posting by keying in, or selecting from possible values, a batch number in the first field. A range may be selected by keying in or selecting an ending batch number in Through.

**Begin Processing (button)**

When you click Begin Processing, a process is started that reads project charge batches from the Project Charge Batch Header and Detail tables. The status of the batch must be B (balanced for release later) and the fiscal period must match that entered on the screen. If the batch range is blank, all eligible batches are posted. The results of the process are shown in the list box, including how many batches were posted.
Project Transaction Transfer (PA.PTT.00)

Use Project Transaction Transfer (PA.PTT.00) to reclassify key data in eligible source transactions. See “Transfer of Project Transactions” on page 17 for a description of eligible transactions and to “Reclassifying Project Transactions” on page 74 for procedural information about this screen.

Transfer of project transactions can only be between projects with the same currency. Split transactions can only be done between projects that are in the base currency.

Note: This powerful utility is intended for use by an administrator or other authorized “power user.” Be sure to assign access rights accordingly.

![Project Transaction Transfer (PA.PTT.00) - Contoso, Ltd.Demo](image)

Figure 70: Project Transaction Transfer (PA.PTT.00)

Note: Releasing the batch creates new records in PJTRAN and PJTRANEX according to the following rules:

- Corresponding general ledger entries are created automatically for all entries except
  - those originating in Project Charge Entry (PA.CHG.00). The system looks for transactions where PJTRAN.batch_type = CHRG, which do not have an impact on GL, even when a GL account was entered for the transaction in Project Charge Entry.
  - those originating in the Time and Expense for Projects module and updated GL via GL Labor Posting (TM.GLP.00). Since posting labor to GL from Time and Expense for Projects is an optional interface, the transfer process must determine whether the interface is being used before it creates any GL postings. It therefore checks to see whether the Require GL Labor Posting to Close check box in Time and Expense Setup (TM.SET.00) is selected. If the process
determines that running *GL Labor Posting* is not required when closing a period, it creates only project postings.

- The release process will create the following PJTRAN and PJTRANEX in a batch containing
  - balanced project transactions (units and amounts net out to zero) that exactly reverse out the originating transaction post the transaction using the new data
  - transactions that reverse any allocations generated by the originating transaction
- All reversing transactions (originating and related allocations) are marked as allocated.

The release process creates destination project transactions with a blank allocated flag (PJTRAN.alloc_flag), which allows the *Allocation Processor* (PA.PRO.00) to pick them up and create any necessary allocations. The system recognizes these as new project transactions.

- The process creates project transactions marked as *not* having been processed by *Billing Transactions Load* (BI.BTL.00) that can post to the billing system based on existing billing load rules.
- The created project and GL transactions contain an audit trail back to the originating transaction.
- The GL Journal batch is an unposted batch after being released as a transfer batch (module = PA, JrnType = TFR).
- The GL transactions are marked as having already been transferred to Project Controller (GLTRAN.pc_status = 2) to prevent them being processed by *Financial Transaction Transfer* (PA.TRN.00) and causing duplicate entries.

Following are the field descriptions for *Project Transaction Transfer* (PA.PTT.00):

**Selection Criteria area**

The fields in the Selection Criteria area are useful for filtering the eligible transactions that appear in the grid. Most fields are optional. Only project transactions (stored in PJTRAN and PJTRANEX) are eligible for transfer. In addition, only originating transactions are eligible. An originating transaction comes from a source document within Microsoft Dynamics SL, such as a voucher, timecard, journal entry, etc. Project transactions created by *Allocation Processor* (PA.PRO.00) or *Invoice and Adjustment Posting* (BI.REG.00) are *not* originating transactions and are *not* eligible for transfer.

**Project**
Enter or select the project of the transactions you want to transfer. The project must have an active status (PJPROJ.status_PA = A).

**Task**
You can optionally specify the task of the transactions you want to transfer.

**Acct Cat**
You can optionally specify the account category of the transactions you want to transfer.

**GL Account**
You can optionally specify the GL account of the transactions you want to transfer.

**GL Subaccount**
You can optionally specify the subaccount of the transactions you want to transfer.

**Week End Date**
You can optionally specify the week-ending date of timecard transactions you want to transfer.
Ref Nbr
You can optionally specify the reference number of the transactions you want to transfer. The reference number is the value stored in PJTRAN.voucher_num.

From Period
You can optionally specify the beginning period of the transactions you want to transfer. If you do not specify a beginning period, the grid displays transactions posted to the current Project Controller period.

Through Period
Enter or select the ending period of the transactions you want to transfer. The default for this required entry is the current Project Controller period.

Company
You can optionally specify the company ID of the transactions you want to transfer. The company is validated to be an active company in the current application database.

Employee
You can optionally specify the employee ID of the transactions you want to transfer.

Labor Class
You can optionally specify the labor class of the transactions you want to transfer.

Vendor
You can optionally specify the vendor ID of the transactions you want to transfer.

Billable
You can optionally select the billable status of the transactions you want to transfer.

Module
You can optionally specify the module code of the transactions you want to transfer. Valid options are:
- PA – the transaction originated in the Project Controller module
- BI – the transaction originated in the Flexible Billings module
- TM – the labor transaction originated in the Time and Expense for Projects module
- TE – the expense report transaction originated in the Time and Expense for Projects module
- AP – the transaction originated in the Accounts Payable module
- AR – the transaction originated in the Accounts Receivable module
- IT – the transaction originated in a non-Project Management and Accounting module other than AP and AR

Start/End Date
These optional fields allow you to specify a date range for the transactions you want to transfer.

Sort 1, 2, 3
You can select the order in which transactions appear in the grid by selecting the values on which you want to sort.
Include Billed Transactions (check box)

If you select this check box, the transactions that appear in the grid include source transactions that were billed and posted in Flexible Billings (bill_status='B') in addition to other non-billed transactions. Clearing this check box indicates that source transactions that created invoice detail records that are billed and posted in Flexible Billings (bill_status='B') will not appear in the grid. The ability to exclude billed invoice transactions in the transfer screen depends on the transaction being posted by allocations in full detail.

Transactions that are selected for billing in Flexible Billings (bill_status='S') will never show in the grid regardless of the check box.

Clear (button)

Clicking this button clears all selection criteria.

Load (button)

Clicking this button fills the grid with the transactions that meet the selection criteria.

Batch area

The fields in the Batch area pertain to the batch that will be created by the transfer of the selected transactions. These fields populate the batch header.

Batch

The system-assigned batch number appears in this field.

Period to Post

Specify the Project Controller period to which you want the batch to post. The default is either the period you specified in Through Period or the current Project Controller period, whichever occurs later.

If the Allow Posting of a Financial Batch to a Prior Period check box in Project Controller Setup (PA.SET.00) is selected, the period can be a closed fiscal period in the current fiscal year but not in a prior (closed) fiscal year. If the entered period occurs before the current Project Controller period, a warning message appears.

If you change Period to Post after transactions have loaded in the grid, the program verifies that none of the transactions posted to a period earlier than the revised fiscal period.

Status

This field displays the status of the batch. Valid selections are:

- B (Balanced) – the batch is available for the release process
- U (Unposted) – the batch is released but not posted to GL
- P (Posted) – the batch is released and posted to GL
- H (Hold) – the batch is on hold/in process
- V (Voided) – the batch was deleted by a user
- S (Suspended) – errors were encountered during the release process

Handling

Select how to handle the batch. Valid selections are:

- O – In Process
- R – Release Now
- B – Release Later using Release Project Transfer Batches (PA.RPT.00).

**Transactions area**
The transactions that meet the selection criteria appear in this area in detail. You can change only some of the values in the transaction record. Most of the fields display information from the source transaction in view-only mode.

**Selected for Bulk Edit (check box)**
Selecting this check box indicates multiple transactions will be transferred together.

**Transfer (check box)**
Transfer is selected when you make edits to a transaction line. When the batch transactions appear, none of the transactions have the Transfer check box selected.

**Project**
Enter or select the project to which you want to transfer the selected transaction. The default for this required field is the project of the source transaction.

**Task**
Enter or select the task to which you want to transfer the selected transaction. The default for this required field is the task of the source.

**Acct Cat**
Enter or select the account category to which you want to transfer the selected transaction. The default for this required field is the account category of the source transaction.

**GL Account**
You can optionally specify the GL account that will be updated by the transfer. The default for this optional field is the GL account of the source transaction if one exists.

**GL Subaccount**
Enter or select the subaccount to which you want to transfer the selected transaction. The default for this required field is the subaccount of the source transaction.

**Company**
Enter or select the company to which you want to transfer the selected transaction. The default for this required field is the subaccount of the source transaction.

**Units**
The units from the source transaction appear in view-only mode.

**Amount**
The amount from the source transaction appears in view-only mode.

**Tran Date**
The transaction date from the source transaction appears in view-only mode.

**Description**
The description from the source transaction appears in view-only mode.
Period
The fiscal period to which the source transaction posted appears in view-only mode.

Company
The description from the source transaction appears in view-only mode.

Employee
The employee from the source transaction appears in view-only mode.

Week Ending
The week-ending date from the source timecard appears in view-only mode.

Ref Nbr
The reference number from the source transaction appears in view-only mode.

PO Number
The PO number from the source transaction appears in view-only mode.

Invoice Date
The invoice date from the source transaction appears in view-only mode.

Labor Class
The labor class from the source transaction appears in view-only mode.

Vendor
The vendor from the source transaction appears in view-only mode.

Module
The module code from the source transaction appears in view-only mode.

Batch
The batch number from the source transaction appears in view-only mode.

Batch Type
The batch type from the source transaction appears in view-only mode.

Orig Project
The project from the source transaction appears in view-only mode.

Orig Task
The task from the source transaction appears in view-only mode.

Orig Acct Cat
The account category from the source transaction appears in view-only mode.

Orig GL Acct
The GL account number from the source transaction appears in view-only mode.

Orig GL Sub
The subaccount from the source transaction appears in view-only mode.
Orig Cpany
The company from the source transaction appears in view-only mode.

Split (button)
If you click this button, Split Transaction (PA.PTT.02) opens for you to take a single source transaction and transfer it to multiple transactions. For example, you could take a single transaction and split it between two different tasks. The program keeps track of the amounts and units being transferred and ensures that the entries balance.

Bulk Edit (button)
If you click this button, Bulk Edit (PA.PTT.01) opens for you to transfer multiple transactions to the same project, task, account category, GL account, and/or subaccount simultaneously.

Select All (button)
If you click this button, all transactions in the grid are selected for transfer.

Clear Selections (button)
If you click this button, all transactions that were previously selected for transfer become deselected.

Bulk Edit (PA.PTT.01)
The fields on this subscreen allow you to transfer multiple transactions to the same project, task, account category, GL account, and/or subaccount simultaneously. If you leave a field blank, the corresponding value from the source transaction remains unchanged.

![Bulk Edit (PA.PTT.01)](image)

Following are the field descriptions for Bulk Edit (PA.PTT.01).

Transfer to Project
If you enter or select a project in this field, all transactions selected for bulk edit will be transferred to the new project. If you leave this field blank, the project in the new transactions will remain unchanged from the source transaction.

Transfer to Task
If you enter or select a task in this field, all transactions selected for bulk edit will be transferred to the new task. If you leave this field blank, the task in the new transactions will remain unchanged from the source transaction.

Transfer to Acct Cat
If you enter or select an account category in this field, all transactions selected for bulk edit will be transferred to the new account category. If you leave this field blank, the account category in the new transactions will remain unchanged from the source transaction.
Transfer to GL Acct
If you enter or select a GL account in this field, all transactions selected for bulk edit will be transferred to the new GL account. If you leave this field blank, the GL account in the new transactions will remain unchanged from the source transaction.

Transfer to GL Subacct
If you enter or select a subaccount in this field, all transactions selected for bulk edit will be transferred to the new subaccount. If you leave this field blank, the subaccount in the new transactions will remain unchanged from the source transaction.

Transfer to Company
If you enter or select a company in this field, all transactions selected for bulk edit are transferred to the new company. If you leave this field blank, the company in the new transactions remains unchanged from the source transaction.

Cancel (button)
When you click this button, Bulk Edit closes without making any changes.

Apply to Selected
When you click this button, Bulk Edit closes and the project, task, account category, GL account, and/or subaccount fields updates the rows that were selected as specified in Bulk Edit (PA.PTT.01).

Split Transaction (PA.PTT.02)
The fields on this subscreen allow you to transfer a single transaction to multiple tasks, account categories, GL accounts, or subaccounts. If you leave a field blank, the corresponding value from the source transaction remains unchanged. The program keeps track of the amounts and units being transferred and ensures that the entries balance.

You can split transactions regardless of the project’s currency. However, the transaction must have originated in base currency. If the transaction was in any currency other than the base currency, it cannot be transferred.

![Split Transaction (PA.PTT.02), form view](image)

Following are the field descriptions for Split Transaction (PA.PTT.02).
Transfer to Project
Enter or select another project to which a portion of the selected transaction will be transferred. The default for this field is the project from the source transaction. If you leave this field blank, the project remains unchanged from the source transaction.

Transfer to Task
Enter or select another task to which a portion of the selected transaction will be transferred. The default for this field is the task from the source transaction. If you leave this field blank, the task remains unchanged from the source transaction.

Transfer to Acct Cat
Enter or select another account category to which a portion of the selected transaction will be transferred. The default for this field is the account category from the source transaction. If you leave this field blank, the account category remains unchanged from the source transaction.

Transfer to GL Acct
Enter or select another GL account to which a portion of the selected transaction will be transferred. The default for this field is the GL account from the source transaction. If you leave this field blank, the GL account remains unchanged from the source transaction.

Transfer to GL Subacct
Enter or select another subaccount to which a portion of the selected transaction will be transferred. The default for this field is the subaccount from the source transaction. If you leave this field blank, the subaccount remains unchanged from the source transaction.

Transfer to Company
Enter or select another company to which a portion of the selected transaction will be transferred. The default for this field is the company from the source transaction. If you leave this field blank, the company remains unchanged from the source transaction.

Units
Enter the number of units from the source transaction that you want to transfer.

Amount
Enter the amount from the source transaction that you want to transfer.

Cancel (button)
When you click this button, Split Transaction closes without making any changes.

OK (button)
When you click this button, Split Transaction closes and the apportioned transaction updates the row that was specified in Split Transaction (PA.PTT.02). The row contains asterisks in the Project, Task, Acct Cat, GL Account, and GL Subaccount fields to indicate that there are multiple “transfer to” transactions for the item.
If you click OK and the transferred units and amount do not match the units and amount of the originating transaction, a message will appear.

Account Selection (PA.PTT.03)
If you change the account category of a transaction, a corresponding change to the GL Account will accompany the transfer. The appropriate account category will be populated from the PJ_ACCOUNT table, which stores the association between the account number and the account category. If an
account category is associated with more than one GL account, *Account Selection* (PA.PTT.03) opens for you to determine which GL account to use in the transfer posting.

*Figure 73: Account Selection (PA.PTT.03)*

Select the GL account you want to use and click **OK**. Clicking **Cancel** closes this subscreen without returning a GL account to *Project Transaction Transfer*. 
Release Project Transfer Batches (PA.RPT.00)

Use Release Project Transfer Batches (PA.RPT.00) to release batches created in Project Transaction Transfer (PA.PTT.00) that had the **Handling** set to **Release Later**.

![Image of Release Project Transfer Batches (PA.RPT.00)](image)

**Figure 74: Release Project Transfer Batches (PA.RPT.00)**

**Select Company area**

The **Select Company** area allows you to select a specific company or all companies.

**Specific**

Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

**All**

Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Detail Area**

**Selected (check box)**

Select to release a transaction batch from **Project Transaction Transfer** (PA.PTT.00) for posting.

**Batch**

Numeric code that uniquely identifies each batch that can potentially be released for posting.

**Company**

Company’s identification number and name. You only have access to companies for which you have access rights in this screen.
Status
Current condition of each transaction batch. Values are as follows:
- Hold — Not to be released.
- Balanced — Ready for release.
- Partially Released — Could not be completely released due to an out-of-balance document or other problem.
- Partially Voided — Void was interrupted and must be completed.

Created User
User ID for the user who entered the batch into the system.

Created Dated
Date that the batch was created.

Select All (button)
Click to select all unposted batches for release to posting.

Clear Selections (button)
Click to clear all batches which prevents all unposted batches from being released to posting.

Begin Processing (button)
Click Begin Processing to start the release process.
Resource Assignment (PA.RAS.00)

Use Resource Assignment (PA.RAS.00) to select resources by certain attributes and assign them to the tasks of your project. Task assignments update the Task Employee table, PJPENTEM, and the Project Employee table, PJPROJEM.

**Figure 75: Resource Assignment (PA.RAS.00)**

**Special note about reconciling budgets:**

This budgeting facility is intended to assist the accountant or manager in initially establishing resource budgets and estimates. It is not intended to be a complete budgeting maintenance facility. There is no interaction between the entries made in this screen and updates made to the budget by other facilities. This budget updating facility does not do any variance calculations; it simply replaces existing records. Budget refinements made in other programs could be overwritten when this facility is used.

In addition, the budget amounts created by this budgeting facility do not reflect any deleted assignments, as they might have been deleted in a previous session or by another user. For example, if a user enters an employee whose labor account is “Direct Labor” and updates the labor budget from the assignment information, then deletes this assignment without remembering to update the budget again, the budget amount will remain in the database. If the user then adds a new resource assignment with a labor account of “Contract Labor” and updates budgets, budget amounts for both accounts will exist in the database. This scenario is unlikely to occur in companies that use only one labor account. In the many companies that use multiple labor accounts, do not grant delete access rights to this screen. Without delete access rights, users must set the hours and amount to zero in order to logically delete an assignment.

Following are the field descriptions for Resource Assignment (PA.RAS.00).

**Project**

Enter or select the project for which you want to find and assign resources. The project description appears in the adjacent field.
Project Company
The company associated with the project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company name is also displayed.

Task
Enter or select the task for which you want to find and assign resources. The task description appears in the adjacent field.

Subtask
A subtask can represent an additional level in a work breakdown structure (WBS) if one is needed. The field can be optional or required, depending on the setting of the Resource Assignment Required to Charge Tasks check box for the current project in Project Maintenance (PA.PRJ.00). If the check box is selected and the assignment records for the project, task, and employee all have a subtask, this entry is required. If an assignment record has a blank subtask, this field can be blank. Subtask is optional if the Resource Assignment Required to Charge Tasks check box for the project is cleared.

Resource/Employee
Enter or select the ID of the resource that is being assigned. The resource name appears in the adjacent field.

Start Date/End Date
This field displays the starting and ending dates of the task. If the task does not have starting and ending dates, the starting and ending dates of the project appear. If the project does not have starting and ending dates, the business date appears in both fields. Start Date cannot be blank, nor can it occur after the End Date.

Actual Hours
This field displays in view-only mode any actual hours that have posted to the task.

Estimated Hours
Enter the number of hours that you anticipate the selected resource will work on the task.

Estimated Cost
If this amount appears on the screen, it represents the number of budgeted hours multiplied by the resource’s hourly rate in Employee/Position Rate Maintenance (TM.EPJ.00). This field does not appear if you do not have access rights to Employee/Position Rate Maintenance. If visible, you can overwrite the calculated amount (or enter the amount if the resource does not have an hourly rate).

This amount is displayed and maintained in the project currency. If foreign currency management is on, you can use the currency toggle to display the base currency amount.

Update Budget (button)
Click this button to update the budget tables with hours and amounts from the assignments. If the resource is a person, the budgeted account category is read from the labor account of the task or, if blank, from the project. If neither the project nor the task has a labor account specified for it, the account number associated with the resource’s default labor class in Employee/Position Rate Maintenance (TM.EPJ.00) is used. If the resource is not a person, the program uses the Resource GL Cost Account in Employee and Resource Maintenance. When the program retrieves a GL account number, it looks at the account category associated with the account number and updates the budget fields for the account category. You can only use this feature if you have update access rights to Budget Maintenance (PA.BSM.00).

Note: If you are using the historical budgeting feature (the Store History of Budget Revisions Entered in Project Budgeting check box is selected in Project Controller Setup), this button appears in view-only
mode. Historical budgeting requires that all Budget and EAC amounts be entered in *Budget Revision Maintenance* (BU.BRM.00).
Revenue Recognition (PA.REV.00)

Revenue Recognition (PA.REV.00) creates revenue transactions in both General Ledger and Project Management and Accounting based either on the completion percentage of a project or task or on the fee percentage for the project. The program calculates and posts either at the project or task level. Since only one company (the current login company) can be processed at a time, the function will only select those projects that belong to the login company. For a project to be processed by this function, the project must have a status of Active or Inactive and have a revenue recognition type of Percent Complete, Completed Contract, or Fee specified in Project Maintenance (PA.PRJ.00) or Percent Complete and Revenue Recognition Setup (PA.PCM.00). Percent complete projects post to either the revenue or unbilled revenue account category with an offset to unbilled, while completed contract projects post to deferred revenue (until the completion percentage is 100%, at which time all previous postings to DEFERRED REVENUE are reversed and posted to REVENUE). All posting account information is set up in Project Controller Setup (PA.SET.00). In addition, a revenue account override may be set up for a project and/or task in Percent Complete and Revenue Recognition Setup (PA.PCM.00).

![Figure 76: Revenue Recognition (PA.REV.00)](image)

The program is self-correcting; that is, any previous revenue or deferred revenue postings are reversed, the new revenue-to-date calculated, and the net change posted. If the program is run in preliminary mode, no updating is done but the anticipated revenue calculation is displayed and can be printed.

Each project is processed individually. Upon completion of a final process, the batch number assigned is displayed along with the computations for each project or task processed. In addition, the Transaction List by Batch (PA.070.00) report prints an audit trail of all transactions created by a final process.

**Note:** The Revenue Recognition (PA.REV.00) process must be run stand-alone, without contention from another process. When the system detects that a second session of such a process is being attempted, it generates an error message. See “Correcting a "Process in Progress" Error” on page 71 for more information.

**Percent Complete and Completed Contract Projects**

The completion percentage for the project and task can be entered into Percent Complete and Revenue Recognition Setup (PA.PCM.00). If Percent complete contains 0.00 and the revision date is not entered, the process automatically calculates a completion percentage automatically based on the
EAC expenses. The Percent Complete and Revenue Recognition Setup (PA.PCM.00) screen also maintains several option flags at the project level that determine how the completion percentage is calculated (using amounts or units, what group of account categories, and which tasks) as well as whether revenue recognition takes place at the project or task level.

You can optionally have Revenue Recognition base its calculations on Forecast at Completion (FAC) rather than EAC by setting up a control parameter. This is a global option that affects all projects that have their revenue (or unbilled revenue) calculated by the Revenue Recognition process. To use FAC rather than EAC, open Control Parameter Maintenance (PA.CNT.00) and enter the following:

<table>
<thead>
<tr>
<th>Control Type</th>
<th>Control Code</th>
<th>Control Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA</td>
<td>REVREC-FAC</td>
<td>Y</td>
</tr>
</tbody>
</table>

Be sure to capitalize “Y.”

See “Percent Complete” on page 34 for more information.

**Fee Percent Projects**

Enter the fee percentage for the project in Percent Complete and Revenue Recognition Setup (PA.PCM.00). The fee percentage will be multiplied by the cost total and then added to the cost total to calculate the amount of fee revenue.

**Example:** If the percentage of fee revenue for the project is 8% and the project-to-date costs for the project total $1,000.00, Revenue Recognition calculates the project-to-date amount of the fee revenue for the project as 1000 + (1000 x .08), or $1,080.00. If fee revenue has previously been calculated and posted for the project, the process subtracts the amount of the previous posting from the project-to-date amount and the remainder posts as fee revenue in the current period.

Following are the field descriptions for Revenue Recognition (PA.REV.00).

**Select Company area**

The Select Company area allows you to select a specific company or all companies.

**Specific**

Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

**All**

Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Preliminary/Final**

Preliminary/Final determines whether the process runs in Preliminary or Final mode. A Preliminary process performs all calculations and displays the results but does not perform any updates, while Final mode updates PJTRAN and GLTRAN.

**GL Subaccount**

This optional entry may be used to select the home General Ledger subaccount of the projects to be processed. Since the subaccount usually represents a financial organization, entry into this field provides the ability to recognize revenue for a group of projects, such as those in division CO.

This selection field allows a partial value to be input. Selection is based on the partial value, which is always assumed to read from left to right. For example, if CO is entered, all records are selected for which the subaccount of the project begins with CO. Selection cannot be based on middle or end of field values.
Project
Entry of a project ID into this optional field allows the selection of a specific project or projects for processing. If a valid project ID is entered, the description of the project assigned in Project Maintenance (PA.PRJ.00) appears in the adjacent field.

A partial value may be entered. Selection is based on the partial value, which is always assumed to read from left to right. For example, if CO is entered, all projects that begin with A5 are selected for processing. Selection cannot be based on middle or end of field values.

The Possible Values list is limited to projects with companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Fiscal Period
Fiscal Period is a six-digit code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current period.

If Allow Posting of a Financial Batch to a Prior Period is selected in Project Controller Setup (PA.SET.00), the period is validated to be in the current fiscal year or a future year. A warning appears if the period entered has been closed in Project Management and Accounting.

If the check box is selected, posting to a closed period is prevented and the period entered is validated to be in the current period or a future period.

Display Results / Display & Print
Display Results / Display & Print provides the option to display the results of a preliminary process only in the status box on the screen or to both display and print the results. When run in Final mode, the printout is generated automatically. The printout is directed to the Windows default printer.

Begin Processing (button)
Clicking this button initiates the revenue recognition process. Each project of the login company in the system that has a revenue recognition type of PC (percent complete), CC (completed contract), or FE (fee) and status of A (active) or I (inactive) in the Project Master table (PJPROJ) is selected and processed. Each project is considered one logical database transaction. The program calculates and posts revenue either at the project or task level based on a flag maintained in Percent Complete and Revenue Recognition Setup (PA.PCM.00) and stored in the third character of the Project Master ID field PM_ID13. If this is a task-level process, only tasks with a contract value (or revenue budget) are processed. The default is to process all tasks; however, a flag at the task level in Percent Complete and Revenue Recognition Setup (PA.PCM.00) allows a task to be skipped by this process. See “Processing Flow and Calculations” on page 34 for information about the processing flow and calculations used for each project (or task). If you are using the historical budgeting feature (the Store History of Budget Revisions Entered in Project Budgeting check box is selected in Project Controller Setup), the completion percentage will be calculated using the EAC at the end of the period for which the process is being run.

The process will be limited to projects with master companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.
Site Maintenance (PA.SIT.00)

Site Maintenance (PA.SIT.00) allows you to set up optional location identifiers for custom reporting uses, if desired.

Figure 77: Site Maintenance (PA.SIT.00)

Following are the field descriptions for Site Maintenance (PA.SIT.00).

Site ID
Enter a numeric ID to identify a site within Project Management and Accounting.

Description
Enter an optional freeform description of the site.

Email Address
You can enter an email address to associate with the site if desired.

Type
You can optionally designate each site as a remote or host site.
Task Net Profit (PA.PND.00)

Task Net Profit (PA.PND.00) provides net profit and budget analysis for all or selected tasks of a project. A partial task value may be entered for selection purposes. If the Analyzer module is installed, matching tasks may be rolled up into one line per account category by entering a number in # of Summary Chars. If this value is zero, the display shows one line for each account category of each task.

Also available in this screen is a graphical representation of the data and, in conjunction with the Analyzer module, the ability to export the contents of the grid to a Microsoft Excel® spreadsheet for further analysis. Subtotals of the revenue and expense account categories within each task (or rollup record) and the net amounts are calculated and may be displayed. Variance is calculated as Total Budget minus EAC Amount.

In this screen you can also view project documents that are available on a SharePoint site.

Although any period may be input and inquired into, project-to-date actual information is not available for inquiries into future fiscal years (until the current year has been closed and the balances rolled forward). Inquiries into future periods of the current year are supported. In addition, commitment information for subcontracts is available only after Financial Transaction Transfer (PA.TRN.00) runs for the purchasing module. Commitment information from unposted timecards is available only after you run Labor Commitment Load (TM.LCL.00).

Clicking the Excel button at the bottom of the screen provides the ability to export the contents of the grid, including the fiscal period, project ID, and project description, to a Microsoft Excel® spreadsheet. This feature is only available with the purchase of the Analyzer module. Other functionality is available by clicking other buttons at the bottom of the window. A single row or column may be graphed by selecting it from the grid and clicking the Graphical display button. Clicking the Communicator button opens Send Messages (CO.MMT.00) in the Communicator module to notify someone about the profitability of a task.

Of special note is the Drill down button that opens Transaction Detail Inquiry (PA.TRD.00) or Commitment Detail Inquiry (PA.CMD.00), depending on which column is highlighted in the grid. If the focus is on the Commitment column, Commitment Detail Inquiry appears. In all other cases,
Transaction Detail Inquiry (PA.TRD.00) appears in order to view the individual transactions that make up the amount for the selected project and account category.

Clicking **Inventory Allocated to Projects Inquiry** opens Inventory Allocated to Projects Inquiry (10.224.00) in order to view the individual project allocated inventory items that make up the amount for the selected project ID and task ID.

Clicking **View Shared Documents** opens the SharePoint site where Flexible Billing invoices and construction billing reports for the specific project are available for viewing. When you move your mouse pointer over **View Shared Documents**, the path to the SharePoint site where the project documents are located appears.

This screen may be accessed from the Project Controller menu by clicking **Task Net Profit** in Project Analyzer (IQ.PAS.00) in the Analyzer module, or by clicking **Task Net Profit** in Project Net Profit (PA.PNR.00) in the Project Controller module.

The application toolbar currency buttons are activated when **Activate Foreign Currency Project Management** is selected in Project Controller Setup (PA.SET.00), **PC Options and Setup** tab. The amounts will appear in the project currency.

**Note:** You can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

![Figure 79: Task Net Profit (PA.PND.00), grid view](image)

Following are the field definitions for **Task Net Profit** (PA.PND.00).

**Project**

Enter the project whose tasks will be viewed into this required field. The project description is displayed in the adjacent field.

**Period**

**Period** is a six-digit code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current period but may be changed to any valid period.
Although any period can be input and inquired into, project-to-date actual information is not available for inquiries into future fiscal years until the current year has been closed and the balances rolled forward. Inquiries into future periods of the current year are supported.

**Project Company**
The company associated with the project, this defaults from the company entered on the **Project** tab in *Project Maintenance* (PA.PRJ.00). The company name is also displayed.

**Task**
Task is used to select a subset of tasks for the input project. This field is optional and, if blank, data for all tasks of the project is displayed. A partial task value may be entered, from left to right, in which case only tasks beginning with the characters entered are displayed. If a valid task ID is entered, the task description appears in the adjacent field.

**# of Summary Chars**
Entering a number $n$ in this field rolls up task records whose first $n$ characters match into one line per account category. This feature is only available with the purchase of the Analyzer module.

**Acct Type**
Acct Type determines which account type(s) are to be displayed. This feature is only available with the purchase of the Analyzer module. The account type (Asset, Liability, Revenue, Expense, or Non-accounting) is established for each account category using *Acct Category Maintenance* (PA.ACC.00). The following options are available:

- All – Display data for all account categories, regardless of account type.
- Rev/Exp Only – Display data only for account categories with an account type of Revenue or Expense. This is the default setting.
- Expense Only – Display data only for account categories with an account type of Expense.
- Revenue Only – Display data only for account categories with an account type of Revenue.

When this selection is changed, the program clears the grid and reloads the data.

**Amt / Units**
Amt / Units determines whether the information in the grid is displayed in amounts (monetary) or in units (quantity). When this selection is changed, the program clears the grid and reloads the data.

**Subtotaling Options**
Subtotaling Options determines whether subtotal lines are displayed in the grid. Subtotals are calculated for each task and for the entire display. This feature is only available with the purchase of the Analyzer module. There are three subtotaling options available:

- Display Subtotals – Lists both details and subtotal lines.
- Display ONLY Subtotals – Lists subtotal lines only. Detail lines are not displayed.
- No Subtotals – Lists detail lines only. Subtotal lines are not displayed. This option should be used if the data is to be uploaded to Microsoft Excel® and displayed using pivot tables.

**Note:** After you change the subtotaling option, tab out of this field (or click on another field) to redisplay the data.

**MTD Amount**
MTD means month-to-date. This is the month-to-date amount for the selected fiscal period.
PTD Amount
PTD means project-to-date. In contrast to year-to-date, the project-to-date amount may include amounts for prior fiscal years.

Commit
Commit means commitments for the task. Commitments represent amounts and units on open purchase orders, unvouchedered portions of subcontracts, and labor on unposted timecards.

PTD + Commit
This is the sum of project-to-date actuals plus commitments.

ETC Amount
ETC means estimate-to-complete, which is calculated as EAC minus (PTD + Commit).

EAC Amount
EAC means estimate at completion. In companies that do not allow changes to original budgets, EAC often represents the revised or current budget, which can differ from the original budget amount.

Original Budget
This represents the amount and units originally budgeted at project inception.

Variance
Variance is calculated as EAC minus Original Budget and shows the amount by which the task’s budget has been revised since its inception.

Excel Options (button)
Clicking Excel Options opens Analyzer’s Excel Options (IQ.EXC.00) where the options for exporting the data in the grid to a Microsoft Excel® spreadsheet are configured. If pivot tables are used to display data, the No Subtotals subtotaling option should be selected to prevent subtotal lines from being uploaded into Excel. This feature is available only with the purchase of the Analyzer module.
Task Net Profit Graph (PA.GRA.00)

Click **Graphical display** to graph any row or column in the grid by first selecting the subject (row or column) and then clicking **Graphical display**. A single row is graphed by clicking on the **Acct Category** column and then clicking **Graphical display**. A single column of the grid may be graphed by first clicking on any cell other than **Acct Category**. The column is graphed from the selected cell downward (cells appearing above the highlighted cell are not graphed).

![Figure 80: Task Net Profit (PA.GRA.00), Row Graph](image)

![Figure 81: Task Net Profit (PA.GRA.00), Column Graph](image)
The pie chart and bar graph are color coded as follows:

<table>
<thead>
<tr>
<th>Row Graph</th>
<th>Column Graph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals = dark blue</td>
<td>Revenue = blue</td>
</tr>
<tr>
<td>Commitments or Actuals plus Commitments = green</td>
<td>Expenses = yellow</td>
</tr>
<tr>
<td>Budgets/estimates = yellow</td>
<td>Task subtotal if zero or positive = black</td>
</tr>
<tr>
<td>Positive variance = black</td>
<td>Task subtotal if negative = red</td>
</tr>
<tr>
<td>Negative variance = red</td>
<td></td>
</tr>
</tbody>
</table>

Following are the field descriptions for Task Net Profit Graph (PA.GRA.00).

**Graph Subject**

**Graph Subject** is a variable field that displays the subject or context of the graph. When graphing a column, the column name is displayed. When graphing a row, the account category is shown.

**Note:** When graphing data at the task level, the task ID prefaces the column or account category.
Excel Options (IQ.EXC.00)

Use Excel Options (IQ.EXC.00) to specify options for exporting a grid of information from several inquiry screens to a Microsoft Excel spreadsheet. Complete the information in Excel Options (IQ.EXC.00) before clicking the Excel button to specify whether the file will be exported to a new or existing file.

![Image of Excel Options (IQ.EXC.00)](image)

**Figure 82: Excel Options (IQ.EXC.00)**

Following are the field descriptions for Excel Options (IQ.EXC.00).

**Create new Excel file (check box)**

This setting determines whether Excel opens an existing file or creates a new one. If you select this box, you will create a new file. Click OK to return to the inquiry screen from which you are exporting the data, then click the Excel button on the application toolbar. The system exports the contents of the current inquiry into a new Excel spreadsheet. When the spreadsheet is closed, Excel prompts for the save operation and file destination.

If you clear the check box, Browse becomes available. Clicking this button opens the standard Windows file directory dialog box, which allows you to update an existing file.

When you select an existing Excel file, the Macro to be executed and First Sheet Displayed are optional. If those fields are blank, the sheet that was the target of the pasted-to request appears. If you specify both, the program runs Macro to be executed first and then runs First Sheet Displayed.

**Example:** The user would like to create an Excel pivot table from the data shown in the grid for Multi Projects View (IQ.PAS.01). The program creates an Excel file with a macro that creates a pivot table in sheet17 from the spreadsheet in sheet1. One way to create such a macro is to use the pivot table wizard to create the pivot table with the Record Macro option set to On. In Excel Options (IQ.EXC.00), Where to paste data is set to sheet1, Macro to be executed is set to the macro name, and First Sheet Displayed is set to sheet17.

**Excel File Name**

Excel File Name specifies the name of the existing spreadsheet selected for the Excel export. The field is not applicable when you select Create new Excel file.

**Where to paste data**

Where to paste data specifies the name of the sheet where the program will paste grid data when you supply an existing spreadsheet file name and location. The default is Sheet1. The field is not applicable when you select Create new Excel file.

**Macro to be executed**

Macro to be executed specifies a Microsoft Excel macro that will run after you export the data from the grid to an existing spreadsheet. The field is not applicable when you select Create new Excel file.
First Sheet Displayed

First Sheet Displayed specifies the sheet that appears after you export the data from the grid to an existing spreadsheet. The field is not applicable when you select Create new Excel file.

OK

Pressing OK closes Excel Options (IQ.EXC.00), returning to the inquiry screen.
Transaction Detail Inquiry (PA.TRD.00)

Use Transaction Detail Inquiry (PA.TRD.00) to display the detail transactions for a specific project, a specific task or all tasks, and a specific account category or all account categories. If the MTD (Month to Date) option is selected, only transactions for the selected period are shown. If All is selected, all transactions are displayed regardless of the period to which they were posted.

The application toolbar change currency button is activated when Activate Foreign Currency Project Management is selected in Project Controller Setup (PA.SET.00), PC Options and Setup tab. The amounts will appear by default in the project currency.

In order to retrieve records a project ID must be entered. Task and Acct Category are optional. OK - Load must be clicked unless an account category is entered, which causes the search to begin automatically after tabbing out of the field.

Clicking a button opens the Send Messages (CO.MMT.00) function in the Communicator module (if installed) to notify someone about the transaction data.

This window may be accessed from the Project Controller menu or by clicking the Drill down button in Task Net Profit (PA.PND.00) or Project Net Profit (PA.PNR.00). In this case, the screen displays the individual transactions that make up the amount shown in the selected cell.

Note that when looking up possible values (F3) in Acct Category, only account categories with existing transactions for the specified project and task are listed.

Note: You can sort the contents of the grid by clicking on the heading of the column on which you want to sort the records.

Following are the field descriptions for Transaction Detail Inquiry (PA.TRD.00). For the display fields, only B.Type and Alloc Flag are defined. Many of the other fields also exist in Project Charge Entry (PA.CHG.00) and you can see help for that screen.

Project

The project ID is validated in the Project Master table (PJPROJ).
Project Company
The company associated with the project, this defaults from the company entered on the Project tab in Project Maintenance (PA.PRJ.00). The company name is also displayed.

Task
Enter a valid task ID to select one task for the requested project. The task is validated in the Task Master table (PJPE). If Task is blank, the screen displays the data for all tasks of the selected project.

Acct Category
Acct Category is used to select the account category of the transactions to be displayed. If Acct Category is blank, the screen displays the data for all account categories.

Period
Period is a six-digit code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current period, although any period may be input.

Time Period
If the MTD option is selected, only transactions for the selected period are shown. If All is selected, all transactions are displayed regardless of the period to which they were posted.

OK - Load (button)
Clicking OK - Load begins the search for transaction detail records from table PJTRAN using the entered criteria. The records are presented by order of transaction date.

If a task and/or account category has been entered, to clear these fields for the next search, change Project to reset both Task and Acct Category or change Task to reset the account category.

B. Type
B. Type represents the type of source batch or document that generated this transaction. Depending on the source of the transaction, some of the possible values are:

<table>
<thead>
<tr>
<th>Source</th>
<th>Batch Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Charge Entry</td>
<td>CHRG</td>
</tr>
<tr>
<td>Project Timecard Posting</td>
<td>LABR</td>
</tr>
<tr>
<td>General Ledger</td>
<td>Journal Type</td>
</tr>
<tr>
<td>Inventory</td>
<td>Journal Type</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Document Type</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Document Type</td>
</tr>
</tbody>
</table>

Alloc Flag
Alloc Flag indicates whether a transaction has been allocated and also whether is it subject to allocation. The flag may have one of the following values:

- ‘ ’ – The transaction has not been allocated and is available for allocation.
- X – The transaction was created by the Allocation Processor (PA.PRO.00) and is not available for allocation.
- A – The transaction has already been allocated and will be skipped by any regular allocation process. However, the Allocation Processor (PA.PRO.00), run in recalculation mode, can read and potentially reallocate this transaction.
Transaction Transfer Re-queue (PA.RQU.00)

All project-related entries in modules that integrate with Project Management and Accounting are validated when input and therefore usually flow smoothly to the Project Management and Accounting tables during Financial Transaction Transfer (PA.TRN.00). However, if any problems arise in the transfer process, the transactions become suspended. Possible reasons that a transaction could not be transferred include an incorrect project, incorrect task, or incorrect account category. Transaction Transfer Re-queue (PA.RQU.00) resets the transfer status flag of all the transactions within a module that Financial Transaction Transfer (PA.TRN.00) could not post to Project Management and Accounting for a selected period. The processing may be for a specific module, such as AR or AP, or for all modules. Once the condition that caused the transactions to become suspended has been corrected and Transaction Transfer Re-queue (PA.RQU.00) has reset the transfer status of the suspended transactions, Financial Transaction Transfer (PA.TRN.00) can be run again and the suspended transactions will then post to Project Management and Accounting.

![Figure 84: Transaction Transfer Re-queue (PA.RQU.00)](image)

**Note:** When entries are released in a module that integrates with Project Management and Accounting, each project-related record is created with its transfer status (xxTRAN.PC_status) set to 1. When Financial Transaction Transfer (PA.TRN.00) successfully processes the transaction, it changes the transfer status to 2, thereby preventing the transaction from being transferred again. When Financial Transaction Transfer (PA.TRN.00) cannot process the record, it changes the transfer status to 9. Transaction Transfer Re-queue (PA.RQU.00) processes only those records that have a transfer status of 9 and changes their transfer status back to 1.

Following are the field descriptions for Transaction Transfer Re-queue (PA.RQU.00).

**Module Selection (check boxes)**

Selecting one of these check boxes chooses the corresponding module for processing when you click **Begin Processing**. One or more modules can be requested for the same run.

**Period**

Enter a six-digit fiscal period in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current period. Project-related transactions in the source module whose period to post matches the entered period are eligible to be re-queued for transfer.

If **Allow Posting of a Financial Batch to a Prior Period** is selected in Project Controller Setup (PA.SET.00), the period is validated to be in the current fiscal year or a future year. A warning appears if the period entered has been closed in Project Management and Accounting.
If the check box is not selected, processing within a closed period is prevented and the period entered is validated to be the current period or a future period.

**Begin Processing (button)**

Clicking **Begin Processing** initiates the process.
Transaction Transfer Suspense (PA.RJT.00)

All project-related entries in the financial modules are validated when input and therefore should flow smoothly to the Project Management and Accounting tables during Financial Transaction Transfer (PA.TRN.00) without error. However, if any problems are encountered in the transfer process, the transactions become suspended. Transaction Transfer Suspense (PA.RJT.00) produces an error report listing all the transactions for a selected period that did not post to Project Management and Accounting by Financial Transaction Transfer (PA.TRN.00). Possible reasons that a transaction did not transfer include an incorrect project, incorrect task, or incorrect account category. The report may be printed for a specific module, such as Accounts Receivable or Accounts Payable, or for all modules.

![Figure 85: Transaction Transfer Suspense (PA.RJT.00)](image)

Note: Transactions that have been suspended due to a correctable condition can be re-queued for transfer by using Transaction Transfer Re-queue (PA.RQU.00). If the condition that caused the transaction to become suspended has since been addressed, run Transaction Transfer Re-queue (PA.RQU.00), then run Financial Transaction Transfer again.

Following are the field descriptions for Transaction Transfer Suspense (PA.RJT.00).

**Module Selection**

Selecting one of these check boxes chooses the corresponding report for processing when you click **Start Reports**. One or more reports can be requested for the same run.

**Print Preview**

If **Print Preview** is selected, the report prints to the screen in preview mode rather than going directly to the printer.

**Print All**

When **Print All** is selected, reports for all modules listed on the screen are produced.

**Period**

**Period** is a six-digit code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current period. Suspended transactions whose period to post matches the entered period are eligible for reporting.

If **Allow Posting of a Financial Batch to a Prior Period** is selected in Project Controller Setup (PA.SET.00), the period is validated to be in the current fiscal year or a future year. A warning appears if the period entered has been closed in Project Management and Accounting.
If the check box is not selected, posting to a closed period is prevented and the period entered is validated to be the current period or a future period.

**Start Reports (button)**
Clicking **Start Reports** initiates the report process.
Project Controller Screens for Allocation

The following section contains reference material for Project Controller functions that are used for allocation processing.

Allocation Method Setup (PA.MET.00)

Use Allocation Method Setup (PA.MET.00) to define the methods used to calculate and post allocations. Allocation methods are sets of the ordered steps to be executed and the calculations to be performed in the allocation process. The methods are the rules for each allocation. The various steps in the method define the account category to be allocated, the rate type to apply, the project postings to create, and the General Ledger postings to generate. The Allocation Method Report (PA.410.00) may be helpful in reviewing allocation methods once they have been established.

![Allocation Method Setup (PA.MET.00)](image)

Certain fields in this screen allow entry of wildcard characters. Usually, these fields are key fields (such as Project, Task, or GL Subaccount) that designate where a transaction will be charged. Wildcarding allows the substitution of characters from another source into the key field. Special wildcard characters and their corresponding source are:

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Source</th>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>s</td>
<td>Source Transaction</td>
<td>(PJTRAN)</td>
</tr>
<tr>
<td>t</td>
<td>Task Master</td>
<td>(PJPENT)</td>
</tr>
<tr>
<td>e</td>
<td>Resource Master</td>
<td>(PJEMPLOY)</td>
</tr>
<tr>
<td>p</td>
<td>Project Master</td>
<td>(PJPROJ)</td>
</tr>
</tbody>
</table>
Note: Not all fields accept all of the above wildcard characters. See the appropriate field description for help with the valid options for each field.

Wildcard characters are always entered as lowercase to differentiate them from valid constants. The wildcard characters may be keyed into any character position (up to the entire field). The wildcard characters will be replaced by the corresponding characters in the same position from the same field in the source. For this reason, do not designate an Edit Type or Mask that allows lowercase characters when setting up the flexible key parameters for any field that allows wildcarding (e.g., Subaccount) as doing so might cause a conflict with the wildcard characters. If wildcard characters are keyed in, normal table validation does not take place.

Example: To allocate an amount to the same department as the home department of the project being allocated, where the department is represented by the last four characters of a 10-character subaccount, the Post GL Subaccount field would be keyed in as 0001-55-pppp. Wildcard substitution loads the General Ledger subaccount in the transaction with company 0001, location 55, and the department from the project.

Following are the field descriptions for Allocation Method Setup (PA.MET.00).

Method
Enter the identifier for an allocation method, which is a group of instructions or steps that defines the calculations applied to project transactions. Since each allocation method can be associated with one or more projects, different projects that have the same contract type often use the same allocation method.

If Activate Multiple-Currency Billing is checked in Project Controller Setup (PA.SET.00), validation ensures that only one currency other than base currency is associated with all rate types input for a method. For this reason, it may be necessary to create multiple allocation methods that perform the same computations in order to process all the various currencies that may be billed.

Description
Description is a freeform description of the allocation method. For example, “cost plus allocations” may be the description for the method used by all projects whose contract type is Cost Plus.

Type
Enter or select an Allocation Type. You can use this optional entry to assign a user-defined classification to the allocation method, such as REV for calculating revenue and COST for calculating costs.

Step
Step is a numeric field indicating the relative order in which each allocation step should be processed. It is also the unique identifier for a record in an allocation method. To allow for the subsequent insertion of additional steps, increment each step by 10.

Desc
Desc may be used as a freeform description of the allocation step.

Calc Type
Calc Type identifies the type of calculation to be performed on the data for the account categories specified for the step. Valid options are:

- Calculate & Hold – Either the units or the amount to be used in the computation will be taken from the record that is being processed. The result of the computation will not be posted, but rather will be held for use by a subsequent step in the method.
- Calculate & Post – Either the units or the amount to be used in the computation will be taken from the record that is being processed. The result of the computation will be posted as defined in the step.
• Subtotal & Hold – Either the units or amount to be used in the computation will be derived by subtotaling the result of computations performed in prior steps of the method. The result of the computation will not be posted, but rather will be held for use by a subsequent step in the method.

• Subtotal & Post – Either the units or amount to be used in the computation will be derived by subtotaling the result of computations performed in prior steps of the method. The result of the computation will be posted as defined in the step.

Begin / End Acct

Begin / End Acct designates a range of account categories to be processed in the allocation step. If a transaction has an account category before the beginning account category or after the ending account category, it cannot be allocated by this step. It is therefore important to input the range in alphabetical order by account category. The beginning and ending values are the same if the step applies to a single account category. These fields are only applicable when the corresponding calculation type is Calculate and Hold or Calculate and Post.

Begin / End Step

Begin / End Step designates a range of steps to be subtotaled in this allocation step. The beginning and ending values are the same if the calculation processes information from a single step. These fields are only applicable when the corresponding calculation type is Subtotal and Hold or Subtotal and Post.

Rate Type

Rate Type specifies the type of rate to be used when calculating an allocation or posting amount. Rate types are established in Rate Type Definition (PA.RTM.00) and stored in the code file (code type RATE).

If the Activate Multiple-Currency Billing check box is selected in Project Controller Setup (PA.SET.00), validation ensures that only one currency other than base currency is associated with all rate types input for a method. For this reason, it may be necessary to create multiple allocation methods that perform the same computations in order to process all the various currencies that may be billed.

When rates are entered using Multi-Level Rate Entry (AL.RAT.00), each rate is associated with a rate type. Thus, rate types are a way of identifying subsets of rates within a rate table and are used as search criteria during rate table lookup. Some examples of rate types are Billing, Overhead, Equipment, and Fee rates.

If multiple allocation methods should use the same steps but different rate types in order to process the same markups in different currencies, simply copy the steps from a base currency method to a new one, then change all values in Rate Type to those that use the desired currency. Be sure to copy a method that contains only rate types in base currency in order to avoid receiving an error message due to currency mixing. For more information, see “Duplicating Allocation Methods” on page 77.

Note: The documentation for Rate Table Definition (AL.RTD.00) contains instructions for defining rate tables.

Alloc Rate

Alloc Rate is used to enter an allocation rate used only for the current step. In other words, it overrides the normal rate table lookup. This field may not be entered if a rate type has been specified. When entered, the basis amount or quantity is multiplied by the rate to calculate an allocation amount.

When the corresponding calculation type is Subtotal and Hold or Subtotal and Post, and the rate type and allocation rate are not entered, the allocation rate defaults to 1.0000. Override the default rate to perform a Flat Amount computation, in which the rate becomes the allocation amount regardless of the source amount or units.

Note: Although Allocation Method Setup (PA.MET.00) does allow a rate or multiplier to be entered on a step, there is no currency code associated with it. If a rate is entered into Alloc Rate in Allocation Method Setup (PA.MET.00), the base currency is assumed.
Alloc Basis

Alloc Basis indicates whether the amount, units, or rate is to be the basis for the allocation calculation. Options are:

- **Amount (A)** – Use Amount from the transaction record (or from previous steps if this is a subtotaling step) to multiply by the rate.
- **Units (U)** – Use Units from the transaction record (or from previous steps if this is a subtotaling step) to multiply by the rate.
- **Flat Amount (F)** – Multiply the rate by 1.0000 to calculate the allocation amount; that is, consider the rate to be a flat amount.

This field is applicable when the corresponding calculation type is Calculate and Hold or Calculate and Post. For Subtotal and Hold or Subtotal and Post, the only option available is Amount (A).

PTD Indirect Group

The PTD Indirect Group is set if you are running the Government Contracting/Operational Job reports or the Indirect Rate Calculator (AL.IRC.00). It is one of the allocation groups that you set up in General Ledger Allocation Group Maintenance (01.290.00). The Possible Values lookup will only display allocation groups that have the Actual Period-to-date Allocation Method.

Type or select the allocation group that you want to associate with the allocation method step. For more information, see Government Contractor/Operational Reports on page 43.

YTD Indirect Group

The YTD Indirect Group is set if you are running the Government Contracting/Operational Job or the Indirect Rate Calculator (AL.IRC.00). It is one of the allocation groups that you set up in General Ledger Allocation Group Maintenance (01.290.00). The Possible Values lookup will only display GL Allocation Groups that have the Actual Year-to-date Allocation Method.

Type or select the allocation group that you want to associate with the allocation method step. For more information, see Government Contractor/Operational Reports on page 43.

Post Project

Post Project designates the project to be updated when the allocation transaction is created. This field only applies to steps with a calculation type of Subtotal and Post or Calculate and Post. The wildcard character s (lowercase) is valid in any character position, indicating that it is to be replaced by the corresponding character from the source transaction’s project. Validation assures that, once a rate type associated with a non-base currency is input for any step within the method, all Post Project and Offset Project fields in the method contain all ‘s’ (indicating “source project”). If a non-base currency is associated with a rate type anywhere in the grid, an error message will be given if this field does not contain all ‘s.’ If no wildcard characters are used, the field is validated in the Project Master table (PJPROJ). This entry is required if project postings will be produced.

Post Task

Post Task designates the task to be updated when the allocation transaction is created. This field only applies to steps with a calculation type of Subtotal and Post or Calculate and Post. The wildcard character s is valid in any character position, indicating that the character is to be replaced by the corresponding character from the source transaction’s task. If no wildcard characters are used, the field is validated to be a valid task for the project in the Task Master table (PJPENT). Post Task must be entered when Post Project is not blank.

Post Acct Cat

Post Acct Cat designates the account category to be updated when the allocation transaction is created. This field only applies to steps with a calculation type of Subtotal and Post or Calculate and Post. This value may be set to default to the account category of the source transaction by entering all s in this field. If no wildcard characters are used, the field is validated in the Account Category Master table (PJACCT). This entry is required if project postings will be produced.
Example: Transactions for a project that has a Time & Materials contract type are often marked up and posted to a revenue account category, such as REVENUE or UNBILLED REVENUE.

**Offset Project**

**Offset Project** designates the project to be updated if an offset allocation transaction is created. This field only applies to steps with a calculation type of Subtotal and Post or Calculate and Post. The wildcard character s (lowercase) is valid in any character position, indicating that the character is to be replaced by the corresponding character from the source transaction’s project. Validation assures that, once a rate type associated with a non-base currency is input for any step within the method, all **Post Project** and **Offset Project** fields in the method contain all ‘s’ (indicating “source project”). If a non-base currency is associated with a rate type field anywhere in the grid, an error message will be given if this field does not contain all ‘s.’ If no wildcard characters are used, the field is validated in the Project Master table.

**Offset Task**

**Offset Task** designates the task to be updated if an offset allocation transaction is created. This field only applies to steps with a calculation type of Subtotal and Post or Calculate and Post. The wildcard character s is valid in any character position, indicating that the character is to be replaced by the corresponding character from the source transaction’s task. If no wildcard characters are used, the field is validated in the Task Master table (PJPENT).

**Offset Acct Cat**

**Offset Acct Cat** designates the account category to be charged if an offset allocation transaction is created. This field is only applicable to steps with a calculation type of Subtotal and Post or Calculate and Post. This value may be set to default to the account category of the source transaction by entering all s in this field. If no wildcard characters are used, the field is validated in the Account Category Master table. This field may be blank if no offset project posting is desired.

Example: Transactions for a project that has a Time & Materials contract type are often marked up and posted to a revenue account category, such as REVENUE or UNBILLED REVENUE, with an offset to an asset account category, such as UNBILLED AR.

**Debit Company ID**

**Debit Company ID** designates the company to be debited when the allocation transaction is posted to the General Ledger. This field applies only to steps with a calculation type of Subtotal and Post or Calculate and Post, and is required if the **Debit GL Account** has been entered. Wildcard characters s, e, and p (Source, Employee, and Project) may be used in this field. However, they cannot be mixed within the field and cannot be mixed with non-wildcard characters.

**Debit GL Account**

**Debit GL Account** designates the General Ledger account number to be debited when the allocation transaction is posted to the General Ledger. This field only applies to steps with a calculation type of Subtotal and Post or Calculate and Post, and is required if General Ledger postings will be produced.

**Debit GL Subacct**

**Debit GL Subacct** designates the General Ledger subaccount to be debited when the allocation transaction is posted to the General Ledger. This field applies only to steps with a calculation type of Subtotal and Post or Calculate and Post and is required if General Ledger postings will be produced. All valid wildcard characters (s, t, e, and p) may be used in this field. If t is used and the task’s subaccount is blank, the *Allocation Processor* (PA.PRO.00) substitutes the General Ledger subaccount of the project if the tasks subaccount is blank.

**Note to sites that use the Bill to a Maximum facility:**

When a project has a billing maximum and the step in the allocation method posts to the account category or additional account category specified on the **Bill to a Maximum Setup** tab of Project
Controller Setup (PA.SET.00), the subaccount fields in this step become very important. If the transaction being processed causes the billing maximum to be exceeded, an "over-max" transaction will be generated and posted to the project. The General Ledger posting of this transaction depends on the value of the subaccount fields in this step. If the subaccount fields on the allocation step are blank, then the over-max transaction does not post to General Ledger. If they are non-blank, the over-max transaction does post to General Ledger.

Note: If the following situations all apply to your organization:

- the Bill to a Maximum account category from Project Controller Setup is used only for calculation purposes and is most likely set up as a non-accounting account category (such as when you use multiple revenue account categories and need to sum them because the project maximum is one cap amount across all account categories); and
- you do not want this transaction to post to General Ledger; and
- you do want the over-max transaction (if an over-max condition occurs) to post to General Ledger;

You can accomplish this scenario by providing subaccounts for the allocation step but leave the GL account fields blank.

Credit Company ID

Credit Company ID designates the company to be credited when the allocation transaction is posted to the General Ledger. This field applies only to steps with a calculation type of Subtotal and Post or Calculate and Post and is required if the Credit GL Account has been entered. Wildcard characters s, e, and p (Source, Employee, and Project) may be used in this field. However, they cannot be mixed within the field and cannot be mixed with non-wildcard characters.

Credit GL Acct

Credit GL Acct designates the General Ledger account number to be credited when the offset allocation transaction is posted to the General Ledger. This field applies only to steps with a calculation type of Subtotal and Post or Calculate and Post. It is required if General Ledger postings will be produced.

Credit GL Subacct

Credit GL Subacct designates the General Ledger subaccount to be credited when the offset allocation transaction is posted to the General Ledger. This field applies only to steps with a calculation type of Subtotal and Post or Calculate and Post. It is required if a Credit GL Acct has been entered. All valid wildcard characters (s, t, e, and p) may be used in this field. If t is used and the task’s subaccount is blank, the Allocation Processor (PA.PRO.00) substitutes the General Ledger subaccount of the project if the tasks subaccount is blank.

Note to sites that use the Bill to a Maximum facility:

When a project has a billing maximum and the step in the allocation method posts to the account category or additional account category specified on the Bill to a Maximum Setup tab of Project Controller Setup (PA.SET.00), the subaccount fields in this step become very important. If the transaction being processed causes the billing maximum to be exceeded, an “over-max” transaction will be generated and posted to the project. The General Ledger posting of this transaction depends on the value of the subaccount fields in this step. If the subaccount fields on the allocation step are blank, then the over-max transaction does not post to General Ledger. If they are non-blank, the over-max transaction does post to General Ledger.

Note: If the following situations all apply to your organization:

- the Bill to a Maximum account category from Project Controller Setup is used only for calculation purposes and is most likely set up as a non-accounting account category (such as when you use multiple revenue account categories and need to sum them because the project maximum is one cap amount across all account categories); and
• you do not want this transaction to post to General Ledger; and
• you do want the over-max transaction (if an over-max condition occurs) to post to General Ledger;

You can accomplish this scenario by providing subaccounts for the allocation step but leave the GL account fields blank.

**Full Detail (check box)**
When the Full Detail check box is selected, the Allocation Processor (PA.PRO.00) creates an allocation transaction in the project transactions tables (PJTRAN and PJTRANEX) on a one-to-one basis with the allocated source transaction. In other words, no consolidation or summarization of transactions occurs. Many of the fields from the source transaction are written to the allocated transaction. The following is a list of these fields:

- Source Account Category (stored in PJTRAN.data1)
- Comment
- Vendor
- Transaction IDs [stored in tr_idnn where nn = 01-04 and 06-10]
- Labor Class Code [stored in tr_id05]
- Employee
- Subaccount
- User Fields [stored in the corresponding user field]
- Transaction Date

In addition, the fiscal period number, system code, batch ID, and system-generated detail number of the source transaction are concatenated and stored in the field PJTRANEX.tr_id12 of the allocated transaction.

This information is particularly useful when the allocated transaction is the basis for billing a customer. Time and Materials-type billings generally require full detail to support invoicing.

**Emp Detail (check box)**
Emp Detail determines whether transactions produced by the Allocation Processor (PA.PRO.00) will include the employee ID (the check box is selected) or leave Employee ID blank. This allows records containing different employees for the same project-task-account category to be consolidated if the detail is not required for use by other screens.

**Subacct Detail (check box)**
Subacct Detail indicates whether project transactions produced by the Allocation Processor (PA.PRO.00) will have the subaccount specified in the record (the check box is selected) or whether subaccount will be blank. This allows records with different subaccounts for the same project-task-account category to be consolidated if the detail is not required for use by other screens.

**Unit Post (check box)**
Unit Post indicates whether transactions produced by the Allocation Processor (PA.PRO.00) will have Units loaded from the source transaction (the check box is selected) or whether units will be zeroed out (the check box is not selected).

**Alloc Non-Bill**
Alloc Non-Bill controls allocating (or marking up) of non-billable transactions. The default selection in this list is No, meaning the step will not allocate non-billable transactions. Selecting Yes means the step will allocate non-billable transactions. The field is stored in PJALLOC.al_id05 with blank meaning Yes and N meaning No. If the step is a subtotaling calculation type (SH or SP), this field is not applicable and is unavailable.
Note: If this field is set to Yes and non-billable transactions are to be processed, the Full Detail check box should be selected so that the output transaction carries the correct value (billable or non-billable). If the Full Detail check box is not selected, output transactions from allocations are always set to Billable.
Allocation Processor (PA.PRO.00)

Allocation Processor (PA.PRO.00) computes allocations based on the amounts or units of project actual transactions and posts them to the General Ledger and/or Project Management and Accounting. These allocations can apply indirect costs to projects, calculate fees and other revenue, transfer costs, or produce asset entries for items like Unbilled Receivables, Work in Process, or Construction in Progress. Source transactions, whether in the base currency or a foreign currency, may be marked up to create project and billing records in the billing currency of the project, if desired. In preliminary mode, reports are produced showing the calculations and projected amounts and/or General Ledger postings for the allocations, although no updating takes place. In final mode, this function produces the final audit reports and generates new transactions in Project Management and Accounting and/or General Ledger. In addition, when posting to the Project Transactions table (PJTRAN), invoice detail records may be created in the Flexible Billings module, if installed.

When you run Allocation Processor (PA.PRO.00), the indirect costs are calculated only on amounts, not units, and stored in the PJPTDAIC and PJYTDAIC tables. The amounts are then displayed on the Government Contracting/Operational Job reports.

If rates or methods are found to be incorrect or must be revised after a final allocation process has run, this screen can be run in recalculation mode. Recalculations reverse out previous allocations and re-post the new allocation transactions using the revised rates or methods.

When using project currency, the allocations are processed in base currency. Wherever the allocated project transaction records are written, the base currency amount is converted to the project currency amount by using the source transaction date and the project currency rate type. Project and task maximums are enforced by using the base currency.

Allocation Processor (PA.PRO.00) can operate in three modes:

- Regular Mode – In this mode, Allocation Processor (PA.PRO.00) runs online via the screen and the user selects all projects or a subset of projects (by subaccount, method code, or project prefix). Table PJTRAN is used to read the unallocated transactions. This mode is appropriate when a small number of projects and transactions need to be allocated, either weekly or monthly.
Batch Selection Mode – This mode is activated by selecting Selection by Batch in Project Controller Setup (PA.SET.00). In this mode, Allocation Processor (PA.PRO.00) also runs online using the screen, but it is possible to select by individual source posting batch. Table PJTRANWK is used to read the unallocated transactions and all allocations are considered recalculations (to avoid any possibility of duplicate posting). This mode is most useful during implementation when the ultimate intent is to run in Auto-Started Mode (3) but it is desirable to run Preliminary allocations so that Method Codes and rates can be reviewed and debugged. This mode is not normally used in a production environment.

Auto-Started Mode – This mode is activated by selecting Auto-Started Allocations in Project Controller Setup (PA.SET.00). In this mode, Allocation Processor (PA.PRO.00) runs in the background automatically whenever a process such as Financial Transaction Transfer (PA.TRN.00) or Time Review and Approval (TM.TRA.00) creates project actual transactions (as opposed to budgets or commitments) in the Project Management and Accounting tables. All batches are processed as Final but no reports are produced (they may be run after the fact, from the Allocator Reports menu, if desired). Since the process that initially creates the allocable PJTRAN records then proceeds to allocate them automatically, this screen is only used in Recalculation mode (allocation recalculation is still run online from the screen for situations in which rate or method code errors and need to be corrected). This mode is appropriate when many transactions are being allocated and transaction volume is high, or when allocations need to be expedited (e.g., for billing purposes). Note: In this mode, a Recalculation allocation is still run online from the screen for situations in which rate or method code errors occurred and need to be corrected.

Auto-Start/Background Mode:
When Allocation Processor (PA.PRO.00) is automatically started by the posting programs in background, the following assumptions apply:

1. No reports are produced (they may be manually run later from the menu).
2. All communications to the user take place through Communicator using the employee ID entered in Communicator Destination in Project Controller Setup (PA.SET.00).

   Note: It is not necessary to view each individual message in the Communicator module in order to verify that all auto-started processes completed without error, although View Messages (CO.CMD.00) and/or Communicator to Mail (CO.MAL.00) may be used if desired. To review the status of all auto-started allocation batches for a given fiscal period, run the Allocation Processor Messages (PA.460.00) report.

3. When run online, Allocation Processor (PA.PRO.00) must be in Recalculation mode.

Using two allocation methods for the same project:
You can assign two allocation methods for the same project. Allocation Method 1 is the primary method and always runs for the project in all cases. There are several uses for Method 2:

- Method 2 is essentially an extension of Method 1. You always run both methods together (you always select “Both” in Project Controller Setup (PA.SET.00) or Allocation Processor (PA.PRO.00)).
- Method 2 is a month-end or special processing scenario that you occasionally run after you run Method 1 allocations in Final mode.

   Note: In the second case, you must run Method 2 in Recalculation mode because Method 1 has already run and marked the transaction as having been allocated. Furthermore, you must select the “Both” option. Otherwise, the recalculation will reverse out the effects of Method 1.

Following are the field descriptions for Allocation Processor (PA.PRO.00).

Select Company area
The Select Company area allows you to select a specific company or all companies.
Specific
Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

All
Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

Preliminary/Final
Preliminary/Final determines whether the process runs in preliminary mode or final mode. If run in preliminary mode, it reads the PJTRAN records to be allocated, does the rate lookup and allocation calculations, and prints the Alloc. Proc./GL Posting Audit (PA.450.00) reports. No updates to the database take place in this mode. The program can be run in preliminary mode any number of times to review and verify that the correct transactions and rates are being applied. When run in final mode, the process performs the same activities as in preliminary but also updates the Project Transaction table PJTRAN (and Summary/Rollup tables) and/or the General Ledger transaction table GLTRAN. When posting to the Project Transaction table, billing transactions may optionally be created in the Invoice Detail table (PJINVDET).

Method Number
For projects that use two allocation methods, you can elect to run both methods or only the first method.

Recalculation
Recalculation determines whether the allocation process runs in normal mode or in recalculation mode. If you select Yes, the program reverses out the original allocation transactions for the specified fiscal period or date range and recalculates new postings. Typically, recalculation mode is used to correct transactions that were created by a previous final allocation process and that were incorrect due to the wrong allocation method or rates. The switch defaults to No (no recalculation) unless Auto-Started Allocations is selected in Project Controller Setup (PA.SET.00), in which case this value cannot be changed.

GL Subaccount
GL Subaccount is an optional entry used to select the home General Ledger subaccount of the projects to be allocated. The home subaccount of the transaction’s project from the Project Master table (PJPROJ) is used for this comparison, not the subaccount recorded in the transaction itself. Since the subaccount usually represents a financial organization, entry into this field provides the ability to run allocations for a group of projects, such as those in division 01.

This selection field allows a partial value to be input. Selection is based on the partial value, which is always assumed to read from left to right. For example, if a value of CO is entered, all records are selected for which the subaccount of the project begins with CO. Selection cannot be based on middle or end of field values.

Alloc Method
One or two allocation methods may be assigned to a project in Project Maintenance (PA.PRI.00). Each allocation method represents a sequence of allocation instructions or steps that are defined in Allocation Method Setup (PA.MET.00). On this screen, the allocation method is used as a criterion for selecting transactions to be allocated. If a method is specified, the description of the method assigned in Allocation Method Setup (PA.MET.00) appears in the adjacent field. If this field is blank, Alloc Method is not used as a selection criterion.
Project
Entry of a project ID into this optional field allows the selection of transactions for a specific project to be allocated. If a valid project ID is entered, the description of the project assigned in Project Maintenance (PA.PRJ.00) is displayed in the adjacent field.

A partial value may be entered. Selection is based on the partial value, which is always assumed to read from left to right. For example, if a value of A5 is entered, all projects that begin with A5 are selected for processing. Selection cannot be based on middle or end of field values. Since this field is used only for data selection, its entry is optional. If an entire project ID is entered, it is validated in the Project Master table (PJPROJ). If a partial value is entered, validation of the project ID cannot occur. If this field is blank, project ID is not used as a selection criterion and all projects with a status of active or inactive are selected (subject to the other selection criteria).

Transaction Cutoff Date
You can use Transaction Cutoff Date to select Project Transaction (PJTRAN) records for processing. If entered, the process selects records with a transaction date up to and including the cutoff date for processing. Entry into this field is optional. If Transaction Cutoff Date is blank, the function selects all transactions posted to the period entered in Selection/Posting Period. This field is not used in recalculation mode.

Selection/Posting Period
Selection/Posting Period is a six-digit code in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. It defaults to the current period. Project transactions whose period to post matches the entered period are eligible to be allocated. This period also becomes the financial period for posting the GL transactions, if applicable.

If Allow Posting of a Financial Batch to a Prior Period is selecting in Project Controller Setup (PA.SET.00), the period is validated to be in the current fiscal year or a future year. A warning appears if the entered period has been closed in Project Management and Accounting.

If the check box is not selected, processing within a closed period is prevented and the period entered is validated to be the current period or a future period.

Transaction Date
Transaction Date designates the date used as the transaction date in table PJTRAN for allocation transactions generated by this process. While entry into this field is required, this date is only used for creating project transactions when Full Detail is not checked in Allocation Method Setup (PA.MET.00). This date is not used for creating General Ledger transactions.

Batch Selection
These three fields are applicable only when the Batch Selection option is turned on (Selection by Batch is selected in Project Controller Setup (PA.SET.00)). If these fields are keyed in, the user may not key in other selection fields (Subaccount, Alloc Method Code, and Project).

Fiscal Period Number
This field is a six-digit fiscal period in the format MM-YYYY where MM represents the month/period number and YYYY represents the fiscal year. This field is the first part of the unique source batch number. It defaults to the Posting Period keyed in above.

System Code
This field is a two-character system or module code that is validated in the code file (code type SYST). This field is the second part of the unique source batch number.

Batch Number
This field is a 6-10 digit batch ID number. F3 may be used to list values from table PJTRANWK. This field is the third part of the unique batch number.
**Date Range for Recalculation**

These fields are applicable only when initiating an allocation recalculation process. You can select the transactions to be reprocessed by fiscal period range, transaction date range, or both.

**Start Period / Through Period**

Start Period / Through Period specifies the fiscal period range for transactions to be reversed and reprocessed. The interaction between period range and date range is as follows:

- You can enter **Start Period** and **Through Period** and leave **Start Date** and **Through Date** blank to select all transactions posted to the selected periods regardless of transaction date. Both periods must be in the current fiscal year and cannot be greater than **Selection/Posting Period. Through Period** is validated to occur after **Start Period**.
- You can leave **Start Period** and **Through Period** blank and enter **Start Date** and **Through Date** to select all transactions with transaction dates that fall within the dates, excluding any transaction posted to a fiscal period greater than **Selection/Posting Period**.
- You can enter both a period range and a date range. In this case, the period range takes precedence by acting as the first filter. The date range restriction applies only after the transaction has been verified to have a fiscal period in the period range. This combination can be useful if you want to re-allocate a specific week or day within a period, or re-allocate only through mid-month.
- For a Recalculation, you must either specify a period range or date range. Both ranges cannot be blank.

**Start Date / Through Date**

Start Date / Through Date specifies the date range for transactions to be reversed and reprocessed. The interaction between period range and date range is as follows:

- You can enter **Start Period** and **Through Period** and leave **Start Date** and **Through Date** blank to select all transactions posted to the selected periods regardless of transaction date. Both periods must be in the current fiscal year and cannot be greater than **Selection/Posting Period**.
- You can leave **Start Period** and **Through Period** blank and enter **Start Date** and **Through Date** to select all transactions with transaction dates that fall within the dates, excluding any transaction posted to a fiscal period greater than **Selection/Posting Period. Through Date** is validated to occur after **Start Date**.
- You can enter both a period range and a date range. In this case, the period range takes precedence by acting as the first filter. The date range restriction applies only after the transaction has been verified to have a fiscal period in the period range. This combination can be useful if you want to re-allocate a specific week or day within a period, or re-allocate only through mid-month.
- For a Recalculation, you must either specify a period range or date range. Both ranges cannot be blank.

**Begin Processing (button)**

Clicking this button starts the **Allocation Processor** (PA.PRO.00). It will process the company you selected. If you selected **All**, the process will run for each company in the current application database for which you have rights to this screen.

If a final allocation process is selected, records are retrieved according to the selection criteria entered and the following updates occur:

- The transactions being allocated are flagged as having been processed, preventing records from being processed more than once unless **Recalculation** is set to Yes. This allows allocations to be run as often as necessary throughout a fiscal period.
Note: In modes 2 and 3 (batch selection and auto-start), the transaction is deleted from PJTRANWK rather than flagging the record in PJTRAN.

- New Project Management and Accounting transactions are created if the step in the allocation method contains a post account category (and an optional offset account category).
- New General Ledger transactions are created if the step in the allocation method contains a debit company, account, and subaccount and a credit company, account, and subaccount.
- Billable project transactions created by this process can create records in the invoice detail table (PJINVDET) automatically if Load Billings in Allocations is checked on the Transaction Load Options tab of Flexible Billing’s Billings Setup (BI.SET.00).
Rate Type Definition (PA.RTM.00)

Use Rate Type Definition (PA.RTM.00) to set up Rate Types to be used by the Allocation Processor (PA.PRO.00), Timecard Entry (TM.TCE.00), or Invoice & Adjustment Maintenance (BI.BAM.00). Rate Type Definition (PA.RTM.00) replaces the use of Code File Maintenance (PA.CFM.00) for entering rate types. (The code type RATE is now set to System Maintained in Code Type Maintenance (PA.COT.00) and can no longer be maintained using Code File Maintenance (PA.CFM.00)).

Figure 88: Rate Type Definition (PA.RTM.00)

Note: The screens Project Charge Entry (PA.CHG.00) in the Project Controller module and Time and Expense Setup (TM.SET.00) in the Time and Expense for Projects module both contain Rate Type fields. These two screens only allow entry of those rate types whose Currency field is set to base currency of the database, which is specified in GL Setup (01.950.00). Rate types with currency codes other than the base currency ID can only be used within the Allocator and Flexible Billings modules.

When rates are entered using Multi Level Rate Entry (AL.RAT.00), each rate is associated with a rate type. Thus, rate types are a way of identifying subsets of rates within a rate table and are used as search criteria during rate table lookup. Some examples of rate types are Billing, Overhead, Equipment, and Fee rates.

Following are the field descriptions for Rate Type Definition (PA.RTM.00).

Rate Type Code
Enter a user-specified rate type code, which is stored and validated in the code file (code type RATE).

Description
Enter an optional freeform description of the Rate Type Code.

Currency
Enter or select a Currency code, which is validated in the CURRNCY table and used to associate a particular rate type with a currency. Each rate type may be associated with a single currency code, which is stored in the Data1 field of the code file (table PJCODE) for code type “RATE.” The default is the base currency of the database but can be overwritten. This field appears on the screen only if foreign currency billing has been activated in Project Controller Setup (PA.SET.00).
Standard Rate Entry (PA.RAE.00)

Standard Rate Entry (PA.RAE.00) provides a way to enter and maintain rates within Project Controller. Rates are based on a combination of rate table ID and rate type. Multiple rate tables and rate types can be created to accommodate all Time & Materials or Cost Plus contracts. A rate may be created as specific as to a project or as general as company-wide.

For each combination of rate table ID and rate type, three varieties of rates can be entered on this screen: a default rate, standard rates based on account category, and exception rates. Exception rates are based on the account category and one other user-specified factor. Rate values can be added, modified, or deleted in this screen.

The Allocation Processor (PA.PRO.00) applies rates when marking up or reclassifying transactions. When rates are retrieved, the program first attempts to find an exception rate. If it does not find one, it looks for a standard rate. If neither is applicable, the default rate is used.

Each run of the Allocation Processor (PA.PRO.00), whether final, preliminary, regular mode, batch mode, or auto-start mode is assigned a unique 10-digit batch number. This becomes the batch ID assigned to the GL and Project transaction batches, as well as the key selection field for printing and re-printing the audit trail reports (field name is alloc_batch). When run online, it appears in the right-hand corner of the screen. When run in background, it is referenced in the Communicator message.

Rates entered in Standard Rate Entry can be used only as multipliers in Allocation Processor (PA.PRO.00) or to assist in data entry in Project Charge Entry (PA.CHG.00). Standard Rate Entry cannot be used to create rate tables for use in Flexible Billing's Invoice & Adjustment Maintenance (BI.BAM.00), or Time and Expense for Projects' time entry and approval screens.

Following are the field descriptions for Standard Rate Entry (PA.RAE.00).

**Rate Table**

Rate Table is a required entry identifying a table of rates to be used by the Allocation Processor (PA.PRO.00) or by Project Charge Entry (PA.CHG.00), Flexible Billing's Invoice & Adjustment Maintenance (BI.BAM.00), and Time and Expense for Projects' time entry and approval screens when calculating amounts from units. Rate table IDs are entered and maintained in this screen and validated in table PJRTAB.

**Desc**

Input a freeform description of the rate table into this optional field.
Effective Date
Enter the date that the default rate becomes effective.

Rate Type
Rate Type is a code used when calculating an allocation or posting amount. This required entry is established in Rate Type Definition (PA.RTM.00). The description of the rate appears in the adjacent field. Within a rate table, multiple rate types can be established. Rate types provide a way to define subsets of rates within a rate table and serve as search criteria during rate retrieval.

Default Rate
The lookup process applies the Default Rate when neither the exception rate nor the standard rate is found.

Account Category (Standard Rates)
Account Category is a required entry that determines which transactions can have rates applied to them. The account category of a transaction is the key for standard rate retrieval.

Effective Date (Standard Rates)
Enter the date that the standard rate becomes effective.

Rate (Standard Rates)
Enter the standard rate to be used by the Allocation Processor (PA.PRO.00), Flexible Billing’s Invoice & Adjustment Maintenance (BI.BAM.00), Time and Expense for Projects’ time entry and approval screens, and Project Charge Entry (PA.CHG.00).

Exception Basis
Select the factor to be used to identify an exception condition. Exceptions can be based on the account category plus one of the following: project, task, or a project or task segment defined in Flexible Key Maintenance (PA.FKM.00). For example, if Task is selected, exception rates reentered here for each applicable task with its associated account category. When rate lookup is done by the Allocation Processor (PA.PRO.00), the task and account category are obtained from the transaction record and the function checks to see if an exception rate exists in this table.

Project / Project Segment / Task / Task Segment
Enter the ID of the value defined as the exception basis above that is to be excluded from the application of standard rates for this rate table/rate type combination. For example, if Project is the exception basis, enter the project ID to be excluded from standard rate lookup.

Account Category (Exception Rates)
Enter the account category to be excluded from the application of standard rates for this combination of rate table, rate type, and exception basis.

Effective Date (Exception Rates)
Enter the date that the exception rate becomes effective.

Rate (Exception Rates)
Enter the exception rate for transactions charged to the account category of the exception basis defined above.
Project Allocator Screens

The following section contains reference material for the Project Allocator screens.

Key Definition (AL.KEY.00)

Use Key Definition (AL.KEY.00) to establish and maintain the rate keys, which identify the criteria used when looking up rates in the following screens:

- Allocation Processor (PA.PRO.00)
- Project Charge Entry (PA.CHG.00)
- Invoice & Adjustment Maintenance (BI.BAM.00)
- Timecard with Rate/Amount Entry (TM.TEA.00)
- Project Timesheet with Rate/Amount Entry (TM.PTA.00)
- Time Review and Approval (TM.TRA.00)
- Time Review and Approval with Rates/Amounts (TM.TAA.00)

![Figure 90: Key Definition (AL.KEY.00)](image)

For example, to base labor rates on combinations of transactions’ subaccount, task, and labor class, set up Subaccount, Task ID, and Labor Class as rate keys. Key definitions are stored in the control parameter table (PJCONTRL). Each key can use one of several different validation methods:

- Against entries in the code file
- Against values in one of the master tables in the list
- Against a custom list of freeform values
- Not validated

Special rate keys

Rate keys for allocating labor transactions can be established for certain fields. Note that these rate keys can only be used for allocating labor transactions, not for calculating labor cost.
<table>
<thead>
<tr>
<th>Field</th>
<th>Length</th>
<th>Database Source</th>
<th>Start Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>User-defined Work Location</td>
<td>06</td>
<td>Work Loc/Type ID</td>
<td>01</td>
</tr>
<tr>
<td>User-defined Union Work Type</td>
<td>02</td>
<td>Work Loc/Type ID</td>
<td>07</td>
</tr>
<tr>
<td>System-created Hours Type</td>
<td>03</td>
<td>HrType/Shift/Earn</td>
<td>01</td>
</tr>
<tr>
<td>User-defined Shift code</td>
<td>07</td>
<td>HrType/Shift/Earn</td>
<td>04</td>
</tr>
<tr>
<td>User-defined Earnings Type code</td>
<td>10</td>
<td>HrType/Shift/Earn</td>
<td>11</td>
</tr>
</tbody>
</table>

**Note:** When establishing rate keys on partial values (e.g., first two characters of equipment ID, third segment of subaccount, etc.) and the partial value is not validated in the code file, select No Validation. Doing so, however, means that you will not be able to view possible values for the rate key value in Multi Level Rate Entry (AL.RAT.00).

Following are the field definitions for **Key Definition** (AL.KEY.00).

**Key**
Enter a rate key ID to associate a key with a rate that will be used during rate table lookup. In the example mentioned earlier, keys would be set up for transaction subaccount, task ID, and transaction labor class.

**Description**
Enter a freeform description of the rate key for display purposes in Rate Table Definition (AL.RTD.00) and Multi Level Rate Entry (AL.RAT.00).

**Length**
Enter the length of the rate key.

**Note:** If the rate key will be validated in the code file, be sure to match the length of the code file entry. Open Code Type Maintenance (PA.COT.00) and enter the code type to view the length of the field.

**Edit Mask**
The option selected from this list defines the edit mask, allowing the restriction of keys to numeric values only, alphanumeric only, etc. The default is Uppercase ASCII. Options and their associated database values are:

- U – Uppercase ASCII
- W – Uppercase Alphanumeric
- 9 – Numeric
- X – ASCII

**Note:** If the rate key will be validated in the code file, be sure to match the edit mask of the code file entry. Open Code Type Maintenance (PA.COT.00) and enter the code type to view the edit mask of the field.

**Code Type**
**Code Type** indicates that the key will be validated in the code file. If this option is selected, the screen prompts for a code type in the area below the buttons.

**Note:** When validating a rate key in the code file, be sure to match the length and edit mask of the code file entry. Open Code Type Maintenance (PA.COT.00) to view the length and edit mask of the field.
Field Class

Field Class indicates that the key will be validated against an entry in an existing master file. The corresponding field class is prompted for below the button. The list shows the available master tables. Rate keys that use field class validation can have their possible values viewed and selected in Multi Level Rate Entry (AL.RAT.00).

Values

This selection specifies that the rate key will be validated against a discrete set of user-specified values. When you select this option, a field appears for entering the values. The field accepts freeform values separated by a comma. The maximum length of the values list, which includes the rate key values, spaces, and comma separators, is 40 characters.

Note: If you select this option, you will not be able to view possible values in Multi Level Rate Entry (AL.RAT.00).

No Validation

This selection indicates that the key is not validated.

Note: If you select this option, you will not be able to view possible values in Multi Level Rate Entry (AL.RAT.00).

Field

The selected field is used by the rate lookup process to determine the rate to be applied to a transaction (typically, as part of the allocation process). Selection of a database source is required.

Note: Rate keys to be used for Flexible Billing’s Invoice & Adjustment Maintenance (BL.BAM.00) or Time and Expense for Projects’ time entry and approval screens must not reference the transaction table fields in the database source value. For invoicing, they must reference the billing detail fields or one of the master tables. For labor rates, they must reference the timecard data fields or one of the master tables. Conversely, rate keys used by Allocation Processor (PA.PRO.00) or Project Charge Entry (PA.CHG.00) must not reference billing detail or timecard fields.

Some of the eligible fields from the transaction table serve a dual purpose. In addition to serving as bases for rate retrieval, Project, Task, Account Category, and Employee can also be used for calculating revenue budgets from resource assignments. The database source fields that appear under “Project Master,” “Task Master,” and “Employee Master” can also be used for creating revenue budgets.

Start Position

Start Position designates where the key begins in the selected source database field. This allows a key to correspond to a component of a database field.
Multi Level Rate Entry (AL.RAT.00)

Use Multi Level Rate Entry (AL.RAT.00) to add and maintain user-defined rates. If desired, only a single, default rate needs to be set up for a rate table. For more complex multiple-level allocations, there are up to nine additional lookup levels available for each rate table. Each level allows for three specific lookup keys such as department, task, and employee. Rate values can be added, modified, or deleted in this screen. Rates are used by the Allocation Processor (PA.PRO.00) and may optionally be applied when entering charges in Project Charge Entry (PA.CHG.00), when entering invoice details in Flexible Billing’s Invoice & Adjustment Maintenance (BI.BAM.00), or when entering or approving time input into Time and Expense for Projects.

Figure 91: Multi Level Rate Entry (AL.RAT.00)

Note: Rate Key Value and Effective Date are keys into the PJRATE table. Therefore, when changing these values, the existing row is not actually changed; rather, a new row is created. To change or replace the keys of an existing row, delete the row and then add a new row onto a blank line. Changes only to the rate do not cause a new row to be created.

Following are the field descriptions for Multi Level Rate Entry (AL.RAT.00).

Rate Table
Rate Table identifies a table of rates used in the allocation computations or in calculating amounts from units in Project Charge Entry (PA.CHG.00), Flexible Billing’s Invoice & Adjustment Maintenance (BI.BAM.00), and Time and Expense for Projects’ entry and approval screens. Rate table IDs are entered and maintained using Rate Table Definition (AL.RTD.00) and are validated in table PJRTAB.

Rate Type
Enter the type of rate to be applied. The field is validated in the code file (code type RATE) and is user-defined. Any number of rate types can be set up using Rate Type Definition (PA.RTM.00). Rate types can be thought of as a way to define subsets of rates within a rate table and are used as search criteria during rate table lookup. Examples of rate types are billing, overhead, equipment, or fee rates. As all rates entered into this screen are associated with a rate type, entry into this field is required.

Rate Level
Each level can contain up to three rate keys. As many as 10 levels can be associated with a rate type in a rate table. Levels 1 through 9 represent a hierarchical search order defined in Rate Table Definition (AL.RTD.00). When a process performs a rate table lookup, level 1 is searched first. If a level
1 rate is not found, level 2 is then searched, etc. Level 0 is always used as the default if no other rates can be found. With the exception of level 0, each level can have its own unique set of rate keys.

Currency (code and description)
After entering or selecting a rate type, the currency code associated with the rate type appears in the Currency field. The currency code and its description cannot be maintained and appear only if the Activate Foreign Currency Billing check box is selected in Project Controller Setup (PA.SET.00). The description of the currency is retrieved from the CURRNCY table and displayed in the adjacent field.

Rate Key Values 1, 2, and 3
These fields are used to define the specific values for factors that are exceptions to the default rates. In the screen example above, Project, Employee, and Labor Class have been set up in Rate Table Definition (AL.RTD.00) as the key criteria to identify a special allocation rate. The caption, length, mask, and validation of the rate keys are determined using Key Definition (AL.KEY.00). When entering rates other than the default rate, at least one of these fields will be required, depending on the number of keys specified for the level in Rate Table Definition.

Effective Date
Effective Date indicates the date that the rate goes into effect. When searching records with multiple effective dates, the Allocation Processor (PA.PRO.00) selects the effective date that is closest to, but not greater than, the effective date.

Rate
Rate is used to store the rate used by the Allocation Processor (PA.PRO.00), Project Charge Entry (PA.CHG.00), Flexible Billing’s Invoice & Adjustment Maintenance (BI.BAM.00), and the Time and Expense for Projects time entry and approval screens.
Rate Table Definition (AL.RTD.00)

Use Rate Table Definition (AL.RTD.00) to set up and modify rate tables. A rate table defines the rate keys to be used at each level within a given rate type. Multiple tables are appropriate when different projects use different criteria to determine their allocation rates. A rate table entry consists of a rate type, such as billing or overhead, and up to nine levels of search hierarchy, each containing up to three lookup search keys such as project, task, account category, and employee. Rate tables are used by the Allocation Processor (PA.PRO.00) and can optionally be referenced when entering charges in Project Charge Entry (PA.CHG.00), Flexible Billing's Invoice & Adjustment Maintenance (BI.BAM.00), and Time and Expense for Projects' time entry and approval screens.

Figure 92: Rate Table Definition (AL.RTD.00)

Following are the field descriptions for Rate Table Definition (AL.RTD.00).

Rate Table

Rate Table identifies a table of rates that are used by the Allocation Processor (PA.PRO.00) or in calculating amounts from units in Project Charge Entry (PA.CHG.00), Flexible Billing's Invoice & Adjustment Maintenance (BI.BAM.00), or Time and Expense for Projects' time entry and approval screens.

Rate Type

Different types of rates can be stored in the same rate table. This field is used to specify the type of rate to be used when maintaining and/or calculating an allocation or posting amount. Rate types are entered and maintained in Rate Type Definition (PA.RTM.00). The field is validated in the code file (code type RATE) and is user-defined. Within a rate table, multiple rate types can be set up. When rates are entered, each rate is associated with a rate type. Thus, rate types are a way of defining subsets of rates within a rate table and are used as search criteria during rate table lookup. Examples of rate types are billing, overhead, equipment, or fee rates.
Note: For each combination of rate table and rate type, the screen prevents mixing of the transaction tables used in rate keys. All rate keys for all levels of a rate table-rate type combination must use the same transaction table (PJTRAN, PJLABDET, or PJINVDET) or one of the master tables as their database source (mixing within a rate table of rate keys based on master tables with rate keys based on transactions is allowed).

Example: When specifying the rate keys to be used for rate table XXXX and rate type YY, selection of a rate key that uses the Project Transactions table (PJTRAN) as the database source prevents later selection of a rate key that uses the Labor Detail table (PJLABDET) or the Invoice Detail table (PJINVDET) as the database source for rate type YY. Rate keys that use the Project Master (PJPROJ) or any other master table may still be used within rate type YY. To configure a rate table that uses PJLABDET or PJINVDET as the database source, new rate type ZZ must be created.

Note: Validation ensures that all rate types associated with the rate table are for, at most, one other currency besides the base currency of the database. If a rate type associated with a non-base currency is entered at Rate Type, PC Message Number 1367, “A Rate Table cannot have Rate Types associated with more than one currency (other than Base currency). This Rate Table has a Rate Type with Currency ID: {Currency XXXX} already associated with it. The Rate Type you input has Currency ID: {Currency YYYY} associated with it,” appears.

Rate Table Desc
Enter an optional freeform description of the rate table.

Currency (code and description)
After entering or selecting a rate type, the currency code associated with the rate type appears in the Currency field. The currency code and its description cannot be maintained and appear only if the Activate Foreign Currency Billing check box is selected in Project Controller Setup (PA.SET.00). The description of the currency is retrieved from the CURRNCY table and displayed in the adjacent field.

Level
These are display fields. Up to 10 level numbers may be associated with a rate type within a rate table ID. Levels 1 through 9 describe the hierarchical search order. When a process performs a rate table lookup, level 1 is searched first. If no level 1 rate is found, then level 2 is searched, etc. Level 0 is always used as the default if no other rates can be found. With the exception of level 0, each level can have its own unique set of rate keys.

Keys 1, 2, and 3
These fields are the key values used to associate with a rate. They are used during rate table lookup. The caption, length, mask, and validation of these fields are determined by the rate key code associated to it by the current rate table, rate type, and level.
Indirect Rate Calculator (AL.IRC.00)

This process reads the current General Ledger Allocation Group tables and calculates the source amounts, basis amounts (or factors), and indirect rates. It writes the results to three tables, the Indirect Rate Header table (PJPOOLH), the Indirect Rate Source table (PJPOOLS), and the Indirect Rate Basis table (PJPOOLB). After calculating the rates, the process can also produce the Statement of Indirect Expenses (PA.470.00).

Special Notes:

- The process reads the AllocGrp table for the allocation group with the lowest non-zero sequence number. The start/end fiscal period fields in the Allocation Group header are used for selection. Groups are only processed if the selected fiscal period falls between the values at Start Period and End Period (or the start/end are blank).

- The Status field is also used for selection. If the Allocation Group status is set to Inactive, the group will not be run.

- Once a valid allocation group is identified, the program reads each source account/subaccount/company combination from the AllocSrc table, then looks up the PTD and YTD amounts from the AcctHist table using the indicated ledger. Wildcards can be used in account and subaccount fields.

- When obtaining both PTD and YTD source amounts, the process also searches the PJPOOLB table for allocation amounts that may have been calculated to the same destination account/subaccount/company in a previous Allocation Group for the same fiscal period. The amounts, if found, are added to the amount found in AcctHist. The process updates the account and amounts into table PJPOOLS.

- The General Ledger Allocation Group calculation attributes (Allocation Method, Basis Ledger, and Use Basis Accounts) control where amounts are obtained. The program processes either PTD or YTD: You can run the process consecutively, first for YTD and then again for PTD.

- Unit Ratio and Percent: Factor column used to calculate Pool Base.

- Actual PTD and Actual YTD: Uses actual balances from the default ledger.

- Ledger PTD and Ledger YTD: Uses balances in the Basis Ledger.

- Use Basis Accounts: When checked, use the basis account to calculate pool base. When unchecked, the destination accounts are used to calculate pool base.
- The next step of the process identifies each destination and basis account/subaccount/company combination from reading table AllocDest. One record is written to table PJPOOLB for each basis account, calculating the PTD and YTD amounts from AcctHist and from PJPOOLB in the same manner as the source amounts were calculated.
- After all the basis amounts (or factors) have been established, the program then calculates the YTD and PTD rates (total source amount / total basis amount), then re-reads the PJPOOLB table calculating the allocation amount for each destination account.
- For the source amount, the process always uses the Actual ledger 0000000000.
- If you choose Ledger Year-to-Date or Ledger Period-to-Date from the Allocation Method list in Allocation Group Maintenance (01.290.00), the process uses the ledger you specify in Basis Ledger for the basis amount. The value in Destination Ledger is not used because Indirect Rate Calculator does not write any destination transactions in General Ledger.
- If the basis ledger is a budget ledger, the program reads budget amounts to calculate the basis amount. If the basis ledger is an actual ledger, it reads actuals posted to GL.

Finally, the rates are updated in the PJPOOLH header table.

Following are the field descriptions for Indirect Rate Calculator (AL.IRC.00).

**Select Company area**

The Select Company area allows you to select a specific company or all companies.

**Specific**

Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

**All**

Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.

**Calculation Options area**

The Calculation Options determine what is calculated during the indirect rate calculation process.

**Calculate Rates and Amounts**

Select Calculate Rates and Amounts when you want to calculate indirect rates and calculate actual indirect amounts for projects configured to track them. For more information, see “How Target and Actual Reports Calculate Indirect Costs” on page 43.

**No Calculation**

Select No Calculations if you want to print the previous calculations without performing any new calculations.

**Calculate Amounts Only**

Select Calculate Amounts Only when you only want to calculate actual indirect amounts for projects configured to track them, using the current indirect rates. The Report Destination options are not available when this option is selected. For more information, see “How Target and Actual Reports Calculate Indirect Costs” on page 43.

**Report Destination area**

Selecting Printer or Screen causes the Statement of Indirect Expenses report to print to the printer or screen automatically following the calculation process.
Printer
Select Printer when you want the Statement of Indirect Expenses report to be printed to your default printer.

Screen
Select Screen when you want the Statement of Indirect Expenses report to display to the screen.

No Report
No Report instructs the program to perform its calculations but to suppress printing the report.

Fiscal Period
Enter the fiscal period for which indirect rates will be calculated. The period defaults to the current period but can be overwritten. Since the process creates and stores one set of records for each fiscal period, if the process is run more than once in a given period, each subsequent process deletes the previous records for that period and replaces them with new records.

Calculation Results
This area of the screen displays the results of the current calculation, showing one line, which includes pool sequence number, allocation group description, Project-To-Date rate, and Year-To-Date rate for each allocation group processed.

Begin Processing (button)
Clicking this button starts the calculation process for all allocation groups of the login company. The process runs all Allocation Groups that have a Pool Sequence number greater than 0 in ascending order. It is not possible to run individual pools. If two or more groups have the same sequence number, they are run in alphabetical order based on the Allocation group code.
Close Project year at Actual (AL.CPA.00)

This process will update the each Project’s indirect costs to actual cost for the year. A General Ledger batch is created and put on hold. The projects are updated with the difference between the provisional costs and the actual YTD indirect costs.

This process can only be run during the last period of the year. It processes costs with account categories that are associated with an allocation method.

If you selected All, the process will run for each company in the current application database for which you have rights to this screen. Before you run this process make sure that all costs are posted in the General Ledger, run the Indirect Rate Calculator (AL.IRC.00) and the Allocation Processor (PA.PRO.00) for the last time.

Run this process and then print the Government Contracting/Operational Job reports to review the results.

You can run this process for any allocation method/project combination. Make sure all combinations are covered before you close the Project year.

This process must be run before Closing (01.560.00) and Close Period (PA.CLO.00) for the last period of the year.

Select Company area

The Select Company area allows you to select a specific company or all companies.

Specific

Allows you to enter a specific company, limited to the companies for which you have access rights to this screen. The default is the logged in company.

All

Processes all companies for which you have access rights in this screen. For example, if you have access rights to company 0060 for this screen, you can process only those projects that have company 0060 set as their Company ID.
Fiscal Period

Fiscal Period displays the current period and year. You can only run this process if the Fiscal Period is the last period of the fiscal year. This is the period in which the transactions in the batch created are posted.

Alloc Method

(Optional) Specify the allocation method that you want to include in this process. Otherwise, if you do not specify a single allocation method, the process will include all allocation methods.

Project

(Optional) Specify the project ID that you want to include in this process. If a valid project ID is entered, the description of the project assigned in Project Maintenance (PA.PRJ.00) is displayed in the adjacent box.

Otherwise, you may specify a partial value. In this case, selection is based on the partial value, which is always assumed to read from left to right. For example, if you specify a value of A5, the process selects all projects that begin with A5. Selection cannot be based on middle or end of field values. If you specify the complete project ID, it is validated in the Project Master table (PJPROJ). If you specify a partial value, validation of the project ID does not occur. If this box is blank, project ID is not used as a selection criterion and all projects with a status of active or inactive are selected (subject to the other selection criteria).

Transaction Date

Transaction Date displays the business date. Specify another date if you prefer a date that differs from the default date.

Begin Processing (button)

Click Begin Processing to start the transaction processing.
Reports

Project Profile (PA.010.00)

Use the Project Profile (PA.010.00) report to view significant data from the Project Master table. The tasks for the project and their budgets appear in the lower portion of the report.

The account categories whose budgets are presented must have the Budgeted switch set to Yes in Acct Category Maintenance (PA.ACC.00). The sort number assigned to the account category determines the relative order in which the account categories appear.

Report formats

- Standard – Prints the report amounts in the Base currency.
- Project Currency – Prints the amounts in the Project currency.

Figure 95: Project Profile (PA.010.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Tasks Report (PA.020.00)

The Tasks Report (PA.020.00) produces a listing of tasks for each project. Task information shown includes task ID, description, start and end dates, status, and General Ledger subaccount.

Figure 96: Tasks Report (PA.020.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Budget Reports (PA.030.00)

The **Budget Reports (PA.030.00)** present comparisons of different types of budgets. The **Orig Budget, EAC and Variances (PA.030.00)** report compares the original budget amount and units against the EAC (estimate at completion) amount and units for each task of a project and calculates the variance between each budget type. One format shows amounts in base currency and a second format shows amounts in project currency.

**Figure 97: Orig Budget, EAC and Variances (PA.030.00)**

The **Orig Budget, EAC and FAC (PA.030.00)** report presents all three types of budget data that are used in Project Management and Accounting. The budgeted amount and units are shown for the original budget, the EAC, and the FAC (forecast at completion).
For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Account Category Report (PA.040.00)

The Account Category Report (PA.040.00) produces a listing of the account categories on file and shows the account category code, description, type, sort number, and status. The report is sorted alphabetically by account category.

<table>
<thead>
<tr>
<th>AccountCategory</th>
<th>Description</th>
<th>Group</th>
<th>Type</th>
<th>Sort</th>
<th>Status</th>
<th>Budgeted</th>
<th>BudgetTemplate</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUST “SHRINK”</td>
<td>Write-Off/Write-Down Expense</td>
<td>Account Class: Indirect Gsp</td>
<td>Not Accounting Schedulable</td>
<td>0</td>
<td>Active</td>
<td>No</td>
<td>For billing adjustments</td>
<td>Target Date</td>
</tr>
<tr>
<td>ADJUST “LARK”</td>
<td>Write-Off/Write-Down Expense</td>
<td>Account Class: Indirect Gsp</td>
<td>Not Accounting Schedulable</td>
<td>0</td>
<td>Active</td>
<td>No</td>
<td>For billing adjustments</td>
<td>Target Date</td>
</tr>
<tr>
<td>RE TRADE</td>
<td>Accounts Receivable Trade</td>
<td>Account Class: Indirect Gsp</td>
<td>Asset Schedulable</td>
<td>0</td>
<td>Active</td>
<td>No</td>
<td>For billing adjustments</td>
<td>Target Date</td>
</tr>
<tr>
<td>BILLED-TO-DATE</td>
<td>Billed-to-Date</td>
<td>Account Class: Indirect Gsp</td>
<td>Not Accounting Schedulable</td>
<td>0</td>
<td>Active</td>
<td>No</td>
<td>For billing adjustments</td>
<td>Target Date</td>
</tr>
<tr>
<td>BILLED-TM-BILL</td>
<td>Applied to Next Bill</td>
<td>Account Class: Indirect Gsp</td>
<td>Expense Schedulable</td>
<td>0</td>
<td>Active</td>
<td>Yes</td>
<td>Used in Cost Flow allocation</td>
<td>Target Date</td>
</tr>
<tr>
<td>CASH</td>
<td>Cash</td>
<td>Account Class: Indirect Gsp</td>
<td>Asset Schedulable</td>
<td>0</td>
<td>Active</td>
<td>No</td>
<td>For billing adjustments</td>
<td>Target Date</td>
</tr>
</tbody>
</table>

Figure 99: Account Category Report (PA.040.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Employee Report (PA.050.00)

The Employee Report (PA.050.00) displays information from the Employee Master table. Available sort options include name, employee ID, general ledger subaccount, and supervisor.

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Charges Summary/Detail (PA.060.00)

The Project Charges Summary/Detail (PA.060.00) reports provide an audit trail for those transactions input directly into Project Controller via Project Charge Entry (PA.CHG.00). Both summary and detailed versions of the report are available. The summary version presents only basic data such as project ID and description, task ID and description, account category, transaction date, comment, units, and amount, displaying two lines of information per entry. One format of the report prints in base currency and a second format prints in project currency.

Note: The entries made in Project Charge Entry (PA.CHG.00) do not update the financial modules.

Figure 101: Project Charges Summary (PA.060.00)

The detailed version of the report displays much of the subsidiary transaction information such as employee ID, vendor ID, voucher number, invoice number, etc. Options include the ability to select batches by status (print only posted batches or print only unposted batches). One format of the report prints in base currency and a second format prints in project currency.
<table>
<thead>
<tr>
<th>Batch No</th>
<th>Description</th>
<th>Status</th>
<th>Type</th>
<th>Period</th>
<th>System Code</th>
<th>Date</th>
<th>Date Type</th>
<th>Amount</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000000</td>
<td>Earthquake Retrofit Bldg 550</td>
<td>Trans</td>
<td>Date</td>
<td>11/17/1997</td>
<td>KD</td>
<td>Equipment</td>
<td>0.00</td>
<td>1,850.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earthquake Retrofit Bldg 550</td>
<td>Date</td>
<td>Type</td>
<td>11/18/1997</td>
<td>KD</td>
<td>Equipment</td>
<td>0.00</td>
<td>1,850.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earthquake Retrofit Bldg 550</td>
<td>Date</td>
<td>Type</td>
<td>11/19/1997</td>
<td>KD</td>
<td>Equipment</td>
<td>0.00</td>
<td>1,850.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Earthquake Retrofit Bldg 550</td>
<td>Date</td>
<td>Type</td>
<td>11/20/1997</td>
<td>KD</td>
<td>Equipment</td>
<td>0.00</td>
<td>1,850.00</td>
<td></td>
</tr>
</tbody>
</table>

Figure 102: Project Charges Detail (PA.060.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Transaction List by Batch (PA.070.00)

The Transaction List by Batch (PA.070.00) report displays the transactions contained in a specific batch. The batch may have originated within Project Controller (a final revenue recognition process generates this report automatically) or in other modules such as Accounts Payable or Accounts Receivable. The information is sorted by project, task, account category, and date. One format of the report print in base currency and a second format prints in project currency.
Account Category/GL Account XREF (PA.080.00)

The Account Category/GL Account XREF (PA.080.00) reports provide a cross-reference between the account category codes and the General Ledger account numbers with which they are associated. The Account Category XREF (PA.080.00) report lists, by account category, all the General Ledger account numbers linked to each account category. The report presents such data as account category description and status and account number description and status.

Figure 104: Account Category XREF (PA.080.00)
The GL Account XREF (PA.080.00) report presents the same data sorted by the General Ledger account number. The report lists each account number that is linked to an account category with its associated account category beside it.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Account Category</th>
<th>Description</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>11/14</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>123</td>
<td>3/25</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>134</td>
<td>4/26</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>145</td>
<td>5/27</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>156</td>
<td>6/28</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>167</td>
<td>7/29</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>178</td>
<td>8/30</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>189</td>
<td>9/31</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>200</td>
<td>10/12</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>211</td>
<td>11/13</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>222</td>
<td>12/14</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>233</td>
<td>1/15</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>244</td>
<td>2/16</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>255</td>
<td>3/17</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>266</td>
<td>4/18</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>277</td>
<td>5/19</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>288</td>
<td>6/20</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>299</td>
<td>7/21</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>310</td>
<td>8/22</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>321</td>
<td>9/23</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>332</td>
<td>10/24</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>343</td>
<td>11/25</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>354</td>
<td>12/26</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>365</td>
<td>1/27</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>376</td>
<td>2/28</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>387</td>
<td>3/29</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>398</td>
<td>4/30</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>409</td>
<td>5/31</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
</tbody>
</table>

*Figure 105: GL Account XREF (PA.080.00)*

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Task Summary (PA.100.00)

The Project Task Summary (PA.100.00) reports can be used for a variety of purposes depending on the column definitions. The example presents a comparison of current and project-to-date labor expenditures (both amount and units) against the EAC (estimated at completion) amount for the same labor account categories. It also compares the total amount billable against the amount billed, calculating the unbilled balance as the variance. The columns for this report are defined using Flexible Report Column Maintenance (PA.RPC.00). For more information about Flexible Report Column Maintenance, see “Flexible Column Reports” on page 39 or “Flexible Report Column Maintenance (PA.RPC.00)” on 144.

One format of the report prints in base currency and a second format prints in project currency. The primary sort for the currency report is by project then currency.

![Figure 106: Project Task Summary (PA.100.00)](image)
Current Project Task Summary - One format of the report print in base currency and a second format prints in project currency. The primary sort for the currency report is by project then currency.

Figure 107: Project Task Summary (Curr) (PA.100.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Aging/Recap Report (PA.110.00)

Use the Project Aging/Recap Report (PA.110.00) to view aged receivables by subaccount, project manager, customer, project, and invoice in detail or recap(summary) format. Any retained amounts also appear on the report.

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Project Description</th>
<th>Service Number</th>
<th>Invoice Date</th>
<th>Total</th>
<th>Current</th>
<th>30-59</th>
<th>60-90</th>
<th>91+</th>
<th>Retention Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C311</td>
<td>ACME Engineering</td>
<td>301145</td>
<td>12/18/98</td>
<td>1,750.00</td>
<td>1,750.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,750.00</td>
<td>1,750.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,750.00</td>
</tr>
<tr>
<td>GS0-0036</td>
<td>Jesse Manufacturing</td>
<td>301146</td>
<td>12/18/98</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0037</td>
<td>Anderson Law Office</td>
<td>301147</td>
<td>12/23/98</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0038</td>
<td>Jones Consulting</td>
<td>301148</td>
<td>12/23/98</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0039</td>
<td>Smith Architecture</td>
<td>301149</td>
<td>12/27/98</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0040</td>
<td>Brown Litigation</td>
<td>301150</td>
<td>12/28/98</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0041</td>
<td>Clark Consulting</td>
<td>301151</td>
<td>12/30/98</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0042</td>
<td>Davis Litigation</td>
<td>301152</td>
<td>1/1/99</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0043</td>
<td>Smith Engineering</td>
<td>301153</td>
<td>1/1/99</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0044</td>
<td>Jones Architecture</td>
<td>301154</td>
<td>1/3/99</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td>GS0-0045</td>
<td>Brown Engineering</td>
<td>301155</td>
<td>1/5/99</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL PROJECT</strong></td>
<td></td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
</tr>
</tbody>
</table>

**Total Customer**: 28,000.00, 28,000.00, 0.00, 0.00, 28,000.00
**Total Invoice**: 28,000.00, 28,000.00, 0.00, 0.00, 28,000.00

Figure 108: Project Aging/Recap Report (PA.110.00)
The Project Aging/Recap Report (PA.110.00) presents the aged receivables with the invoice detail suppressed.

Figure 109: Project Aging/Recap Report (PA.110.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Aging/Recap Report (SSRS) (PA.111.00)

The Project Aging/Recap Report (SSRS) (PA.111.00) is created using SQL Server Reporting Services (SSRS). However, it is like the Project Aging/Recap Report (PA.110.00) in the steps you will use to create it and the information it provides.

Use this report to view aged receivables by subaccount, project manager, customer, project, and invoice in detail or recap(summary) format. Any retained amounts also appear on the report.

Figure 110: Project Aging/Recap Report (PA.111.00), Project AR Aging format
The Project AR Aging Recap format of the report presents the aged receivables with the invoice detail suppressed.

Figure 111: Project Aging/Recap Report (PA.111.00), Project AR Aging Recap format

For an explanation of the standard options used to generate this report, see the Reporting Guide Help or user’s guide.
**Project Profitability Report (PA.120.00)**

The *Project Profitability Report* (PA.120.00) presents a summary of revenue, expense, and margin data for month-to-date, year-to-date, and project-to-date periods by subaccount, project manager, customer, and project. The account categories that are reported in each column are formatted in *Flexible Report Column Maintenance* (PA.RPC.00). The column definitions set up for this report are also used for *Profitability by Pjt Manager* (IQ.010.00) and *Profit Summary by Project ID* (IQ.020.00) in the Project Analyzer module. For more information about Flexible Report Column Maintenance, see “Flexible Column Reports” on page 39 or “Flexible Report Column Maintenance (PA.RPC.00)” on 144. One format of the report print in base currency and a second format prints in project currency.

![Project Profitability Report](image)

**Figure 112: Project Profitability Report (PA.120.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Billing Analysis (PA.130.00)

Use the Project Billing Analysis (PA.130.00) report to view the unbilled balance of each task of a project and to compare the amount billed against the maximum billable amount. The account categories for each column are defined in Flexible Report Column Maintenance (PA.RPC.00). For more information about Flexible Report Column Maintenance see “Flexible Column Reports” on page 39 or “Flexible Report Column Maintenance (PA.RPC.00)” on 144.

One format of the report prints in base currency and a second format prints in project currency.

Figure 113: Project Billing Analysis (PA.130.00)
The calculation of the Billable column depends on the contract type assigned to each task as follows:

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
<th>Billable Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Cost plus</td>
<td>Labor + expense + fee base</td>
</tr>
<tr>
<td>CPFF</td>
<td>Cost plus fixed fee</td>
<td>Labor + expense + fee base</td>
</tr>
<tr>
<td>CPIA</td>
<td>Cost plus incentive amount</td>
<td>Labor + expense + fee base</td>
</tr>
<tr>
<td>CPM</td>
<td>Cost plus to a maximum</td>
<td>The lesser of (labor + expense + fee base) or billing cap</td>
</tr>
<tr>
<td>CPSS</td>
<td>Cost plus shared savings</td>
<td>Labor + expense + fee base</td>
</tr>
<tr>
<td>FP</td>
<td>Fixed price</td>
<td>Billing cap</td>
</tr>
<tr>
<td>FPE</td>
<td>Fixed price plus expenses</td>
<td>Billing cap + expense</td>
</tr>
<tr>
<td>TM</td>
<td>Time and materials</td>
<td>Labor + expense + fee base</td>
</tr>
<tr>
<td>TME</td>
<td>Time to a maximum plus expenses</td>
<td>The lesser of labor or billing cap + (expense + fee base)</td>
</tr>
<tr>
<td>TMM</td>
<td>Time and materials to a maximum</td>
<td>The lesser of (labor + expense + fee base) or billing cap</td>
</tr>
</tbody>
</table>

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Task Analysis (PA.140.00)

The Project Task Analysis (PA.140.00) report can serve a variety of purposes depending on how the columns are defined. The example shows labor hours, labor amount, and travel amount for month-to-date (MTD) and project-to-date (PTD) periods. The account categories being reported are defined in Flexible Report Column Maintenance (PA.RPC.00). The MTD and PTD periods, as well as the committed, total, period-to-date EAC, and variance columns are predefined in the report layout. For more information about Flexible Report Column Maintenance see “Flexible Column Reports” on page 39 or “Flexible Report Column Maintenance (PA.RPC.00)” on page 163. One format of the report print in base currency and a second format prints in project currency.

![Figure 114: Project Task Analysis (PA.140.00)](image)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Transactions (PA.150.00)

Use the Project Transactions (PA.150.00) report to produce a listing of the project transaction records by project for a selected period, including the amount and hours or units for each transaction. The report sums the totals for each project and inserts a page break at each new project. The data is sorted in the following order:

- Company
- GL Subaccount
- Project Manager Name
- Project ID
- Task ID
- Account Category Sort Number
- Transaction Date.

One format of the report prints in base currency and a second format prints in project currency.

Figure 115: Project Transactions (PA.150.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Project Cost Analysis (PA.160.00)

The Project Cost Analysis (PA.160.00) report provides detailed cost information for charges associated with a project. Only account categories defined as expenses appear on the report. The detail line is at the account category level for each task with subtotals by task and project. The estimate at completion (EAC) and either original budget or forecast-at-completion (FAC) amounts are displayed on the detail line along with month-to-date and project-to-date actual costs. Percent complete figures, both reported and computed, also appear.

The report is sorted first by project ID, then by task ID, then by account category. A page break occurs with a change in project.

One format of the report print in base currency and a second format prints in project currency.

---

Figure 116: Project Cost Analysis (PA.160.00)-Estimated Pjt Cost Analysis

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
### Project List (PA.170.00)

The Project List (PA.170.00) report provides a master listing of projects on file. Information presented includes the project ID and description, project manager, company, customer, contract number, contract type, revenue recognition method, start and end dates, and reported completion percentage at the project level.

![Project List (PA.170.00)](image-url)

**Figure 117: Project List (PA.170.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Revenue and Billing Status Rpt (PA.180.00)

The *Revenue and Billing Status Rpt (PA.180.00)* displays a summary of the billing status and revenue by project. Information displayed includes project ID and description, contract type, revenue recognition method, project status, contract value, revenue-to-date, billed-to-date, unbilled, retained amount (if applicable), work in process, revenue backlog and billing backlog amounts. Totals are shown by project manager. The columns for this report are defined using *Flexible Report Column Maintenance (PA.RPC.00)*. For more information on Flexible Report Column Maintenance see “Flexible Column Reports” on page 39 or “Flexible Report Column Maintenance (PA.RPC.00)” on page 144.

One format of the report prints in base currency and a second format prints in project currency.

---

![Table Example]

*Figure 118: Revenue and Billing Status Rpt (PA.180.00)*

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Billing Worksheet by Task/Project (PA.190.00)

The *Billing Worksheet by Task/Project* (PA.190.00) reports are turnaround documents designed to assist in determining what to bill for the current period. Two versions of the report are available. The *Billing Worksheet by Project* (PA.190.00) report presents a project-level summary of charges preceding the current fiscal period, current charges, prior billed amounts, and a calculated unbilled balance owed by the customer. The columns to the right of the report are intended as workspace to note adjustments or comments as desired.

The account categories that appear on this report are those set up in the **Revenue Setup** tab of **Project Controller Setup** (PA.SET.00). One format of the report print in base currency and a second format prints in project currency.

---

**Figure 119: Billing Worksheet by Project (PA.190.00)**
The **Billing Worksheet by Task** (PA.190.00) report presents the same data at the task level (where appropriate) as the **Billing Worksheet by Project** (PA.190.00) report. One format of the report prints in base currency and a second format prints in project currency.

<table>
<thead>
<tr>
<th>Task</th>
<th>Billing Category</th>
<th>Source</th>
<th>Begin Bal</th>
<th>Current Billable</th>
<th>Less Current</th>
<th>Unbilled</th>
<th>Current to Bill</th>
<th>Billing to Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>00-00000. Default for system posting</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>AD-00003. Travel Time</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>CO-00291. General Consulting</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>DO-00191. Documentation</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Task Total*  
- 0.00  
- 0.00  
- 0.00  
- 0.00

---

**Figure 120: Billing Worksheet by Task (PA.190.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Budget vs Actual Amounts/Units (PA.200.00)

The Budget vs Actual Amounts/Units (PA.200.00) report compares EAC and actual amounts for all revenue and expense account categories for each task of a project. The total column for expenses sums actual expenses and purchasing commitments. For each task, there are expense, revenue, and net profit sections. In the expense and revenue sections, there is one line of detail for each account category. The account categories within the section are presented in sort number order (assigned in the Acct Category Maintenance function). The report is sorted by project, customer ID, and project manager. Each task begins on a new page.

One format of the report print in base currency and a second format prints in project currency.
The same data can be presented for EAC and actual units. One format of the report print in base currency and a second format prints in project currency.

**Figure 122: Budget vs. Actual Units (PA.200.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
# Units of Production Report (PA.210.00)

The **Units of Production Report (PA.210.00)** presents an analysis of actual vs. EAC (estimate at completion) units of production. “Units of production” is a term used to describe a common unit of measure when many different units of measure apply to the same project. Some examples of units of production are hours, miles, cubic yards, gross, and tons. Units of production are entered in Time and Expense for Projects’ **Project Timesheet Entry** (TM.PTE.00) and **Project Timesheet with Rate/Amount Entry** (TM.PTA.00). One format of the report print in base currency and a second format prints in project currency.

![Example of Units of Production Report](image)

**Figure 123: Units of Production Report (PA.210.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Transaction Transfer Messages (PA.220.00)

The Transaction Transfer Messages (PA.220.00) report provides an audit trail of transferred transactions processed by Financial Transaction Transfer (PA.TRN.00).

<table>
<thead>
<tr>
<th>Source</th>
<th>Created Date</th>
<th>System Code</th>
<th>Transfer Batch Nbr</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>000115</td>
<td>10/30/01</td>
<td>AP</td>
<td>0000040019</td>
<td>1 AP Transactions moved to the Project System in batch# 0000040019.0 rejected due to pjt/tsk/acct.</td>
</tr>
<tr>
<td>000123</td>
<td>10/30/01</td>
<td>AR</td>
<td>0000040020</td>
<td>1 AR Pay Transactions moved to the Project System in batch# 0000040020.0 rejected due to pjt/tsk/acct.</td>
</tr>
<tr>
<td>000141</td>
<td>10/30/01</td>
<td>GL</td>
<td>0000040018</td>
<td>1 GL Transactions moved to the Project System in batch# 0000040018.0 rejected due to pjt/tsk/acct.</td>
</tr>
<tr>
<td>000013</td>
<td>10/30/01</td>
<td>IN</td>
<td>0000040021</td>
<td>1 Inventory Transactions moved to the Project System in batch# 0000040021.0 rejected due to pjt/tsk/acct.</td>
</tr>
</tbody>
</table>

Records Printed: 4

Figure 124: Transaction Transfer Messages (PA.220.00)
Project – GL Reconciliation (PA.230.00)

The Project – GL Reconciliation (PA.230.00) report provides the ability to reconcile transactions posted to both General Ledger (in table GLTRAN) and Project Controller (in table PJTRAN). You can run the report at the project level or at the project-task level. In both cases, the report shows balances and variance amounts at the account category level. You can also choose whether to run the report for all account categories or to suppress lines in which the variance amount is zero.

You can select a range of fiscal periods on the Report tab. You can also select a range of projects on the Options tab.

The selection criteria for the data that appears on the report are as follows:

1. The records in GLTRAN and PJTRAN are linked by Project ID, task (optional), fiscal period, and account category.

2. The report selects only GL transactions that meet the following conditions:
   - Transactions must be released (GLTRAN.rlsed=1) but does not need to be posted.
   - Transactions must have a valid project ID.
   - Transactions must have a GL account that maps to an account category.

3. Since multiple GL accounts can be associated with the same account category, the report’s lowest detail level is the account category level, not the account level.

4. The report selects only GL transactions and project transactions for the company to which the user is currently logged on (GLTRAN.cpnyid and PJTRAN.cpnyid = current company).
Job Summary Report (PA.300.00)

The Job Summary Report (PA.300.00) has eight distinct formats that use the same report layout:

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA300a</td>
<td>Job Summary – Project at Target</td>
</tr>
<tr>
<td>PA300b</td>
<td>Job Summary – Task at Target</td>
</tr>
<tr>
<td>PA300c</td>
<td>Job Summary – Project at YTD Actual</td>
</tr>
<tr>
<td>PA300d</td>
<td>Job Summary – Task at YTD Actual</td>
</tr>
<tr>
<td>PA300e</td>
<td>Job Summary – Project at PTD Actual</td>
</tr>
<tr>
<td>PA300f</td>
<td>Job Summary – Task at PTD Actual</td>
</tr>
<tr>
<td>PA300g</td>
<td>Job Summary – Project at YTD Actual Delta</td>
</tr>
<tr>
<td>PA300h</td>
<td>Job Summary – Task at YTD Actual Delta</td>
</tr>
</tbody>
</table>

All reports show a summary of project and task labor, ODCs, indirect costs, revenue, and fee (profit). Columns display prior years, current period, the previous two periods, year-to-date, project-to-date, EAC, backlog, and committed amounts. Committed costs appear from subcontractors (in the Contract Management module), open purchase orders, and labor (if entered in the Time and Expense for Projects module). See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

If you do not enter a fiscal period in Period to Report, the report contains information for the current Project Controller period.

Specify the account categories that appear in these reports using Flexible Report Column Maintenance (PA.RPC.00). These eight report formats share the same row and column definitions. You need to set up definitions only for report PA.300.00 in Flexible Report Column Maintenance (PA.RPC.00) by typing PA300-0 in Report.
Job Summary Report – Project at Target One format of the report print in base currency and a second format prints in project currency.

![Image of Job Summary Report – Project at Target (PA-300a)](image_url)

**Figure 126: Job Summary Report – Project at Target (PA-300a)**
Job Summary Report – Task at Target - One format of the report print in base currency and a second format prints in project currency.

Figure 127: Job Summary Report – Task at Target (PA.300b)
Job Summary Report – Project at YTD Actual One format of the report print in base currency and a second format prints in project currency.

![Job Summary Report – Project at YTD Actual](PA.300c)

Figure 128: Job Summary Report – Project at YTD Actual (PA.300c)
Job Summary Report – Task at YTD Actual

One format of the report prints in base currency and a second format prints in project currency.

**Figure 129: Job Summary Report – Task at YTD Actual (PA.300d)**
Job Summary Report – Project at PTD Actual One format of the report print in base currency and a second format prints in project currency.

![Job Summary Report](image)

**Figure 130: Job Summary Report – Project at PTD Actual (PA.300e)**
Job Summary Report – Task at PTD Actual

One format of the report prints in base currency and a second format prints in project currency.

Figure 131: Job Summary Report – Task at PTD Actual (PA.300f)
Job Summary Report – Project at YTD Actual Delta

One format of the report prints in base currency and a second format prints in project currency.

Figure 132: Job Summary Report – Project at YTD Actual Delta (PA300g)
Job Summary Report – Task at YTD Actual Delta - One format of the report print in base currency and a second format prints in project currency.

Figure 133: Job Summary Report – Task at YTD Actual Delta (PA300h)
Labor Hours Detail (PA.310.00)

The Labor Hours Detail (PA.310.00) report displays hours incurred for the project. It includes columns for current period, year-to-date, and project-to-date. It does not display cost information, which is available in the Labor Hours and Cost Detail (PA.320.00) report. See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

If you do not enter a fiscal period in Period to Report, the report contains information for the current Project Controller period.

Specify the account categories that appear in this report using Flexible Report Column Maintenance (PA.RPC.00) by entering PA310-0 in the Report field.

Figure 134: Labor Hours Detail (PA.310.00) – double click to open in Adobe Reader
Labor Hours and Cost Detail (PA.320.00)

The Labor Hours and Cost Detail (PA.320.00) report displays labor hours and amounts incurred for the project. It provides supporting detail for the total labor amounts that appear on the Job Summary Reports (PA.300.00) and includes columns for current period, year-to-date, and project-to-date. To exclude cost information, use the Labor Hours Detail report (PA.310.00). See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

If you do not enter a fiscal period in Period to Report, the report contains information for the current Project Controller period.

Specify the account categories that appear in this report using Flexible Report Column Maintenance (PA.RPC.00) by entering PA320-0 in the Report field.

One format of the report print in base currency and a second format prints in project currency.

Figure 135: Labor Hours and Cost Detail (PA.320.00)
ODC Detail (PA.330.00)

The ODC Detail (PA.330.00) report provides supporting detail for the total ODC amounts that appear on the Job Summary Reports (PA.300.00). See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

If you do not enter a fiscal period in Period to Report, the report contains information for the current Project Controller period.

Specify the account categories that appear in this report using Flexible Report Column Maintenance (PA.RPC.00) by entering PA330-0 in the Report field.

One format of the report print in base currency and a second format prints in project currency.

![Figure 136: ODC Detail (PA.330.00)]
Revenue Detail (PA.340.00)

The Revenue Detail (PA.340.00) report provides supporting detail for the total revenue amounts that appear on the Job Summary Reports (PA.300.00). See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

Specify the account categories that appear in this report using Flexible Report Column Maintenance (PA.RPC.00) by entering PA340-0 in the Report field.

One format of the report print in base currency and a second format prints in project currency.

![Figure 137: Revenue Detail (PA.340.00)](image-url)
Cost Summary (PA.350.00)

The Cost Summary (PA.350.00) has three different formats, Cost Summary at Target (PA.350a), Cost Summary at YTD Actual (PA.350b), and Cost Summary at PTD Actual (PA.350c) which use the same report layout.

If you do not enter a fiscal period in Period to Report, the report contains information for the current Project Controller period.

The reports summarize costs incurred by project. They display labor, ODCs, and indirect costs per a given period. You can define up to seven groups of cost account categories. See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

These reports share the same row and column definitions. You need to set up definitions only for report PA.350.00 in Flexible Report Column Maintenance (PA.RPC.00) by entering PA350-0 in the Report field.

Cost Summary at Target- One format of the report print in base currency and a second format prints in project currency.

Figure 138: Cost Summary at Target (PA.350a)
Cost Summary at YTD Actual

One format of the report prints in base currency and a second format prints in project currency.

Figure 139: Cost Summary at YTD Actual (PA.350b)
Cost Summary at PTD Actual - One format of the report print in base currency and a second format prints in project currency.

Figure 140: Cost Summary at PTD Actual (PA.350c)
Revenue Summary (PA.360.00)

The Revenue Summary (PA.360.00) has three different formats, Project Revenue at Target (PA.360a), Project Revenue at YTD Actual (PA.360b), and Project Revenue at PTD Actual (PA.360c) which use the same report layout.

If you do not enter a fiscal period in Period to Report, the report contains information for the current Project Controller period.

The reports provide supporting detail for the calculation of the fee (profit) amount that appears on the Job Summary Reports (PA.300.00). They display labor, ODCs, indirect costs, revenue, and fee per a given period. See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

These reports share the same row and column definitions. You need to set up definitions only for report PA.360.00 in Flexible Report Column Maintenance (PA.RPC.00) by entering PA360-0 in the Report field.

Project Revenue at Target - One format of the report print in base currency and a second format prints in project currency.

Figure 141: Revenue Summary at Target (PA.360a)
Revenue Summary at YTD Actual - One format of the report print in base currency and a second format prints in project currency.

Figure 142: Revenue Summary at YTD Actual (PA.360b)
Revenue Summary at PTD Actual - One format of the report print in base currency and a second format prints in project currency.

Figure 143: Revenue Summary at PTD Actual (PA.360c)
Indirect Cost Analysis Report (PA.370.00)

The Indirect Cost Analysis Report (PA.370.00) report summarizes indirect costs incurred by project. There are two formats, Target vs YTD Actual (PA370a) and Target vs PTD Actual (PA370b). They display labor, ODCs, and indirect costs at both target and YTD Actual/PTD Actual. You can define an unlimited number of cost account categories. See “Government Contractor/Operational Reports” on page 43 for a description of how amounts are calculated.

This report shares the same row and column definitions as the Cost Summary (PA.350.00) reports. You need to set up definitions only for report PA.350.00 in Flexible Report Column Maintenance (PA.RPC.00) by entering PA350-0 in the Report field.

Indirect Cost Analysis – Target vs YTD Actual - One format of the report print in base currency and a second format prints in project currency.

![Figure 144: Indirect Cost Analysis – Target vs YTD Actual (PA.370.00a) – double click to open in Adobe Reader](image-url)
Indirect Cost Analysis – Target vs PTD Actual - One format of the report print in base currency and a second format prints in project currency.

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Contribution Type</th>
<th>% Variance</th>
<th>Base Target</th>
<th>Base Actual</th>
<th>Project Target</th>
<th>Project Actual</th>
<th>One / One (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR-1</td>
<td>Test Project 1</td>
<td>FRINGE</td>
<td>48.28%</td>
<td>2,156.66</td>
<td>1,823.08</td>
<td>(182.58)</td>
<td>182.58</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RSA</td>
<td>-14.92%</td>
<td>1,012.30</td>
<td>0.91</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER/CASH</td>
<td>65.15%</td>
<td>2,206.87</td>
<td>2,206.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR-2</td>
<td>Test Project 2</td>
<td>FRINGE</td>
<td>48.28%</td>
<td>1,407.02</td>
<td>1,202.21</td>
<td>(74.81)</td>
<td>74.81</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RSA</td>
<td>21.94%</td>
<td>1,011.48</td>
<td>929.29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER/CASH</td>
<td>65.32%</td>
<td>624.67</td>
<td>624.67</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR-3</td>
<td>Test Project 3</td>
<td>FRINGE</td>
<td>48.28%</td>
<td>816.42</td>
<td>591.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RSA</td>
<td>-32.33%</td>
<td>423.84</td>
<td>285.46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER/CASH</td>
<td>65.92%</td>
<td>796.50</td>
<td>796.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR-4</td>
<td>Test Project 4</td>
<td>FRINGE</td>
<td>48.28%</td>
<td>768.50</td>
<td>583.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RSA</td>
<td>21.94%</td>
<td>425.17</td>
<td>256.01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER/CASH</td>
<td>65.32%</td>
<td>991.78</td>
<td>991.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR-5</td>
<td>Test Project 5</td>
<td>FRINGE</td>
<td>48.28%</td>
<td>1,407.25</td>
<td>1,202.25</td>
<td>(205.02)</td>
<td>205.02</td>
<td>14%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RSA</td>
<td>21.94%</td>
<td>950.55</td>
<td>745.22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER/CASH</td>
<td>65.32%</td>
<td>1,355.55</td>
<td>1,355.55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR-6</td>
<td>Test Project 6</td>
<td>FRINGE</td>
<td>48.28%</td>
<td>816.42</td>
<td>624.67</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RSA</td>
<td>-32.33%</td>
<td>423.84</td>
<td>285.46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER/CASH</td>
<td>65.92%</td>
<td>796.50</td>
<td>796.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 145: Indirect Cost Analysis – Target vs PTD Actual (PA.370.00b) – double click to open in Adobe Reader
Allocation Methods Report (PA.410.00)

Use the Allocation Methods Report (PA.410.00) to report on the allocation steps and information associated with an allocation method code. It provides an easy way to review the allocation steps, calculation types, basis and post-to account categories, as well as the rate type and rates established in Allocation Method Setup (PA.MET.00).

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Allocation Rates Report (PA.420.00)

Use the *Allocation Rates Report* (PA.420.00) to show the allocation rates for each rate table ID, rate type, level, and effective date. Exception rates are also included, along with the key values 1 and 2, such as project ID and account category. For each rate table ID, level 0 represents the default rate, level 1 the exceptions, and level 2 the standard rates.

<table>
<thead>
<tr>
<th>Rate Table</th>
<th>Type</th>
<th>Level</th>
<th>Key Value 1</th>
<th>Key Value 2</th>
<th>Effective Date</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>999.0000</td>
<td>0.3500</td>
</tr>
<tr>
<td>CP</td>
<td>1</td>
<td>2</td>
<td>LABOR</td>
<td></td>
<td></td>
<td>0.0000</td>
</tr>
<tr>
<td>CP</td>
<td>2</td>
<td>0</td>
<td></td>
<td></td>
<td>999.0000</td>
<td>1.5000</td>
</tr>
<tr>
<td>CP</td>
<td>2</td>
<td>2</td>
<td>EQUIPMENT</td>
<td></td>
<td>999.0000</td>
<td>0.5000</td>
</tr>
<tr>
<td>CP</td>
<td>2</td>
<td>2</td>
<td>MATERIALS</td>
<td></td>
<td>999.0000</td>
<td>0.5000</td>
</tr>
<tr>
<td>CP</td>
<td>2</td>
<td>2</td>
<td>SUBCONTRACT</td>
<td></td>
<td>999.0000</td>
<td>1.0000</td>
</tr>
<tr>
<td>CP</td>
<td>2</td>
<td>2</td>
<td></td>
<td>TRAVEL</td>
<td>999.0000</td>
<td>0.5000</td>
</tr>
<tr>
<td>CP</td>
<td>B</td>
<td>0</td>
<td></td>
<td></td>
<td>1.0000</td>
<td></td>
</tr>
<tr>
<td>FP</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>1.0000</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>1.0000</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>B</td>
<td>0</td>
<td></td>
<td></td>
<td>999.0000</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>B</td>
<td>1</td>
<td>A20100000</td>
<td>ODCS</td>
<td>175.0000</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>B</td>
<td>1</td>
<td>A20100001</td>
<td>LABOR</td>
<td>150.0000</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>B</td>
<td>2</td>
<td>MATERIALS</td>
<td></td>
<td>125.0000</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>B</td>
<td>2</td>
<td>SUBCONTRACT</td>
<td></td>
<td>150.0000</td>
<td></td>
</tr>
<tr>
<td>TN</td>
<td>B</td>
<td>2</td>
<td>TRAVEL</td>
<td></td>
<td>115.0000</td>
<td></td>
</tr>
</tbody>
</table>

*Records printed: 21*

*Figure 147: Allocation Rates Report (PA.420.00)*

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Allocation Methods XREF (PA.430.00)

The Allocation Methods XREF (PA.430.00) report cross-references the allocation methods and the projects that use them. The data, which includes project status, customer ID, and home company, is sorted by allocation method code.

Figure 148: Allocation Methods XREF (PA.430.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Rate Tables Listing (PA.440.00)

Use the Rate Tables Listing (PA.440.00) report to view the structure of the rate tables. Sorted by the rate table ID, the information presented includes the rate types that have been established for each rate table. Within each rate type, the lookup hierarchies and the keys that comprise them are also shown.

Figure 149: Rate Tables Listing (PA.440.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user's guide.
The Allocation Processor (PA.PRO.00) produces two audit reports that can be directed to the printer or to the screen, depending upon whether a preliminary calculation or final posting process is run. The Allocation Processor Audit (PA.450.00) report shows the user-specified selection criteria at the top of the page followed by a listing of the allocation transactions that will be posted for each applicable project. The detailed listing shows the source information, cost basis, the allocation rate multiplier, and the amount to be recorded when a final allocation process is run. The transactions within the project are sorted and subtotaled by the post-to account category. One format of the report print in base currency and a second format prints in project currency.

The Allocation GL Posting Audit (PA.450.00) report provides a list of all the General Ledger transactions that will be created by the allocation process and is generated when running a preliminary or final allocation. The report is sorted by source project-task. The post-to project-task, General Ledger account and subaccount, units, and amount are shown on the report. A total amount for the batch appears at the bottom of the report.

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Allocation Processor Messages (PA.460.00)

When Allocation Processor (PA.PRO.00) runs in auto-start mode, you can review the status of all auto-started allocation batches for a given fiscal period by running the Allocation Processor Messages (PA.460.00) report.

![Allocation Processor Messages (PA.460.00) report]

*Figure 152: Allocation Processor Messages (PA.460.00)*
Statement of Indirect Expenses (PA.470.00)

The *Statement of Indirect Expenses* is an optional report that can be produced by the *Indirect Rate Calculator* (AL.IRC.00). It lists the rates to be applied to expenses in *Allocation Method Setup* (AL.MET.00) or *Multi Level Rate Maintenance* (AL.RAT.00).

*Figure 153: Statement of Indirect Expenses (PA.470.00)*
Code File Report (PA.810.00)

The Code File Report (PA.810.00) generates a hardcopy listing of the valid codes for each code type in the Code File table (PJCODE). The report, which is sorted by code type, displays attributes about the code type such as its length, whether it is user- or system-defined, and whether there are ancillary data fields associated with the code values. Following the code type information is a listing of all values defined for the code type, description, and ancillary values, if present.

![Figure 154: Code File Report (PA.810.00)](image)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Code Type Report (PA.820.00)

The Code Type Report (PA.820.00) lists all the information about the various code types in use within Project Management and Accounting. Code types are entered and maintained using Code Type Maintenance (PA.COT.00).

Figure 155: Code Type Report (PA.820.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
The **ID Field Report (PA.830.00)** lists all the information about the various ID fields in use within Project Management and Accounting. ID fields are entered and maintained using **ID Maintenance (PA.IDM.00)**.

**Figure 156: ID Field Report (PA.830.00)**

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Control Parameters List (PA.840.00)

Use the Control Parameters List (PA.840.00) report to view the entries in the control file (PJCONTRL). Many system parameters, including those established in the various setup screens, are stored in this table. Those few parameters that must be set up directly are entered in Control Parameter Maintenance (PA.CNT.00). Access to the screen and to this report is usually restricted to the system administrator.

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Report Column Listing (PA.850.00)

Use the Report Column Listing (PA.850.00) to review the column definitions of the flexible column reports.

Figure 158: Report Column Listing (PA.850.00)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Pjt GL Account Distribution (PA.900.00)

The Pjt GL Account Distribution (PA.900.00) report is a financial audit trail document that has been modified to include project-task information. The report is sorted by system (Accounts Payable, Accounts Receivable, etc.), batch number, and General Ledger account number, and shows one line per General Ledger journal detail with its associated project-task, if available.

![Figure 159: Pjt GL Account Distribution (PA.900.00)](image)

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
## Week End Date Listing (PA.910.00)

Use the Week End Date Listing (PA.910.00) report to view the labor periods used in the Time and Expense for Projects module.

<table>
<thead>
<tr>
<th>Labor Period</th>
<th>Fiscal Period</th>
<th>Timecard Period</th>
<th>Week Ending Date</th>
<th>Salary Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1999</td>
<td>08-1999</td>
<td>08</td>
<td>6/19/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>06-1999</td>
<td>06</td>
<td>6/12/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>04-1999</td>
<td>04</td>
<td>6/05/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>02-1999</td>
<td>02</td>
<td>6/02/1999</td>
<td>0.40</td>
</tr>
<tr>
<td>7-1999</td>
<td>07-1999</td>
<td>07</td>
<td>7/6/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>06-1999</td>
<td>06</td>
<td>7/13/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>05-1999</td>
<td>05</td>
<td>7/20/1999</td>
<td>1.00</td>
</tr>
<tr>
<td>1-1999</td>
<td>04-1999</td>
<td>04</td>
<td>5/7/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>02-1999</td>
<td>02</td>
<td>05/04/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>01-1999</td>
<td>01</td>
<td>05/03/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>00-1999</td>
<td>00</td>
<td>05/02/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>09-1999</td>
<td>09</td>
<td>05/01/1999</td>
<td>0.40</td>
</tr>
<tr>
<td>3-1999</td>
<td>08-1999</td>
<td>08</td>
<td>9/4/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>06-1999</td>
<td>06</td>
<td>9/1/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>04-1999</td>
<td>04</td>
<td>9/15/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>02-1999</td>
<td>02</td>
<td>9/19/1999</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>00-1999</td>
<td>00</td>
<td>9/20/1999</td>
<td>0.80</td>
</tr>
<tr>
<td>01-2000</td>
<td>01-2000</td>
<td>01</td>
<td>1/1/2000</td>
<td>0.20</td>
</tr>
<tr>
<td></td>
<td>00-2000</td>
<td>00</td>
<td>1/8/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>09-2000</td>
<td>09</td>
<td>1/12/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>08-2000</td>
<td>08</td>
<td>1/19/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>07-2000</td>
<td>07</td>
<td>1/26/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>06-2000</td>
<td>06</td>
<td>1/31/2000</td>
<td>1.00</td>
</tr>
<tr>
<td>02-2000</td>
<td>02-2000</td>
<td>02</td>
<td>2/8/2000</td>
<td>0.80</td>
</tr>
<tr>
<td></td>
<td>01-2000</td>
<td>01</td>
<td>2/12/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>00-2000</td>
<td>00</td>
<td>2/19/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>09-2000</td>
<td>09</td>
<td>2/26/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>08-2000</td>
<td>08</td>
<td>2/28/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>07-2000</td>
<td>07</td>
<td>3/05/2000</td>
<td>1.00</td>
</tr>
<tr>
<td>03-2000</td>
<td>03-2000</td>
<td>03</td>
<td>3/4/2000</td>
<td>0.40</td>
</tr>
<tr>
<td></td>
<td>02-2000</td>
<td>02</td>
<td>3/11/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>01-2000</td>
<td>01</td>
<td>3/18/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>00-2000</td>
<td>00</td>
<td>3/25/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>03-2000</td>
<td>03</td>
<td>4/15/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>02-2000</td>
<td>02</td>
<td>4/22/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>01-2000</td>
<td>01</td>
<td>4/29/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>00-2000</td>
<td>00</td>
<td>5/6/2000</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>09-2000</td>
<td>09</td>
<td>5/13/2000</td>
<td>1.00</td>
</tr>
</tbody>
</table>

*Figure 160: Week End Date Listing (PA.910.00)*

For an explanation of the extended report option fields used to generate this report, see “Reports” in the System Manager Help or user’s guide.
Index

A
Account Category and GL Account Cross Reference reports 308
Account Category Report 303
Acct Category Maintenance 87
Address Maintenance 92
Allocating project transactions 73
Allocation Method Setup 269
Allocation methods duplicating 77
Allocation Methods Report 352
Allocation Methods XREF 354
Allocation processing account/subaccount validation 61 excluding transactions 60 intercompany 61 offsetting transactions 60 posting transactions 60 process in progress error 60 rate entry 56 recapping GL postings 61 recording GL information 61 reprinting audit reports 62
Allocation Processor 277 rate lookup 57
Allocation Processor Audit Reports 356
Allocation Rates Report 353
Allocations, reversing previous 79
Applying per diem rates 78
AR Invoice Interface 94
Assignment Inquiry 98

B
Billing Worksheets reports 324
Budget Maintenance 100
Budget vs. Actual Amounts or Units reports 326

C
Close Period 65, 106
Close Project Year 297
Code File Maintenance 107
Code File Report 359
Code Type Maintenance 109
Code Type Report 360
Commitment Detail Inquiry 112
Contract types 94 calculation methods 37 mixing 72
Control Parameter Maintenance 118
Control Parameters List report 362
Correcting in progress error 71
Currency project 195
Currency billing 196

D
Day processing 62, 78
Delete Project Detail 119
Duplicating allocation methods 77

E
Employee and Resource Maintenance 126
Employee Report 304
Equipment Rate Maintenance 131
Equipment/Resource Maintenance 133
Error process already in progress 71
Estimated Project Cost Analysis report 321
Excel Options 261

F
Financial Transaction Transfer 136
Fiscal Period Maintenance 139
Flexible column reports 39, 68
Flexible Key Entry 140
Flexible Key Maintenance 142
Flexible Report Column Maintenance 144
Flexible row reports 43
Forecasted Project Cost Analysis report 321
Foreign currency activating 174 billing 174 project 174
Foreign currency invoicing effects on rate lookup 57
Functions Project Controller 1

I
ID Field Report 361
ID Maintenance 146
Import/Export File Mapping 148
In process error 71
Indirect Rate Calculator (AL.IRC.00) 294
Intercompany transactions 95

K
Key Definition 287
Index 369

Tasks Report 300
Tips
    Using Password Protection 9
Transaction Detail Inquiry 263
Transaction List by Batch report 307
Transaction Transfer Re-queue 265
Transaction Transfer Suspense 267
Transactions
    allocating 73
    intercompany 95
    transfer 11
Transfer of financial transactions 11
    Accounts Receivable 12
    General Ledger 13
    Inventory 14
    Purchasing 14

U

Units of Production Report 328
Using password protection 9

W

Week Ending List report 365