dk Business Solutions

- First Steps -

Quick Setup of Projects

8. August 2012

Software release
This documentation accompanies the software version 3.1 of dk Business
Solutions.

Reader comments
Any comments or suggestions regarding this publication are welcomed and should
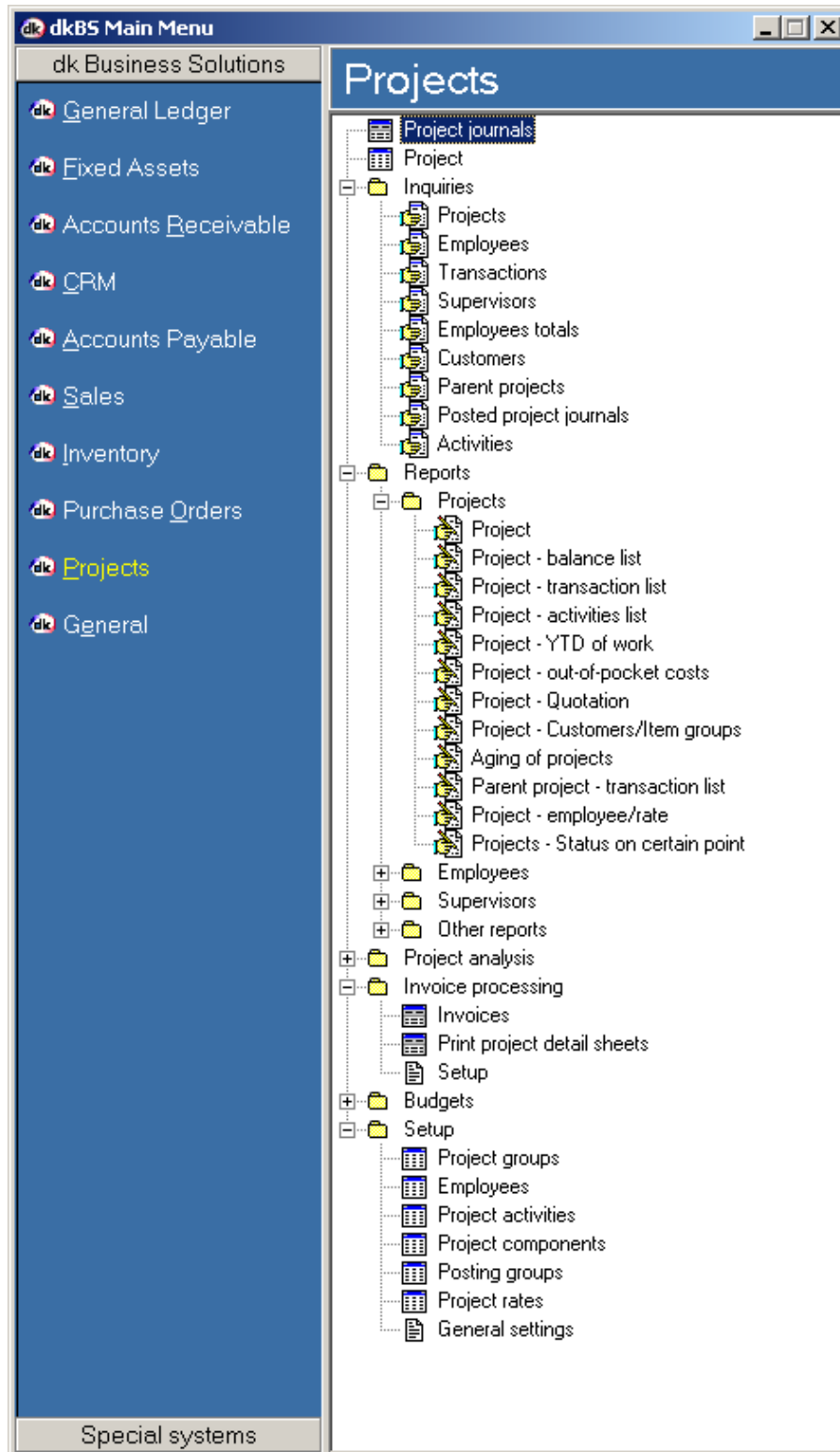be forwarded to the attention of:

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Introduction

The Quick Setup of the Projects module tells you how to set up projects, activities, journals and enter transactions quickly and perform the basic tasks you need to run your business. More detailed information can be found in the various manuals that come along with dkBS.

The Projects module can be used for variety of purposes. You may want to use only part of the module, or a wide range of features. The main purpose of the module is to keep track of time, items and financial funds used on project-oriented assignments. The tree structure of projects, where projects can be devided into main projects and sub-projects, enables you to control very small tasks, as well as long-term projects for large assignments with multiple aspects of project handling.

The main features of the Project module are:
- project structure creation, including activities and components
- forecast on hour-, cost-, revenue-, and item transactions
- registration of hour, cost, and item transactions in journals
- invoicing hour, cost and item transactions
- data presentation through reports, inquiry grids and analysis trees

The Quick Setup

The project structure

You define the project structure in dkBS. Projects are divided into sub-projects that can be divided into more projects. A project with sub-projects is referred to as a parent, and sub-projects are referred to as children. Activities can be setup on all project levels.

Journals

In the Projects module, several transactions are entered through journals. The benefit of entering transactions in journals instead of posting transactions directly, is that transactions can be checked, printed and edited before they are actually posted. Users can enter transactions in a journal during a certain period and at the end of the period all of the transactions can be posted (updated).

Transactions can be entered in the following journal types:

- Hour journals
- Item journals
- Cost journals

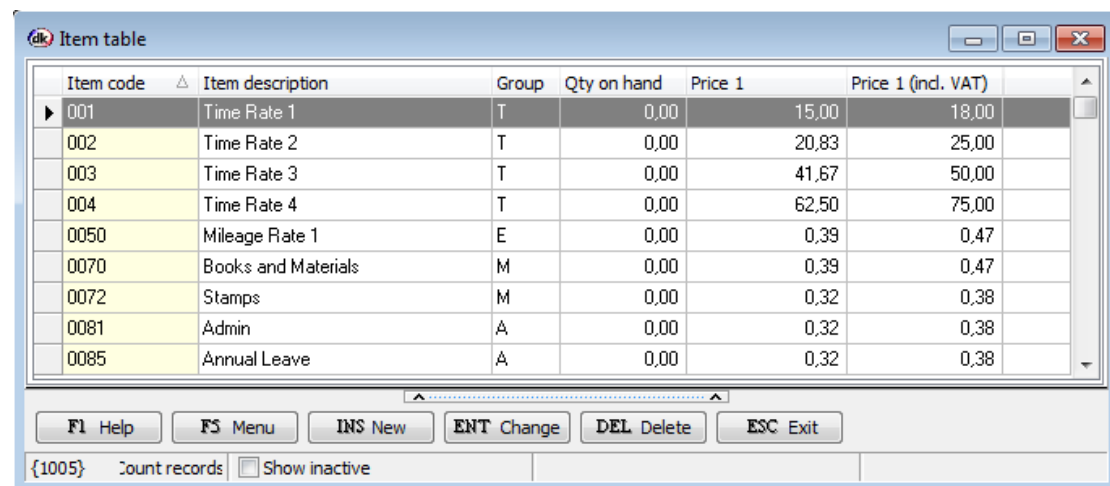Before we go on, let's take a quick look at what we need to do:

Step/Task	Location in dkBS
1. Create rates/items (minimum 1)	Inventory – Items
2. Link rates/items to employee	Projects – Setup – Employees
3. Create project activities	Projects – Setup – Projects activities
4. Setup (look at) general settings	Projects – Setup – General settings
5. Create customers	Account receivable – Customers
6. Create projects	Projects – Projects
7. Create projects rates	Projects – Setup – Projects rates
8. Start entering transactions in journals	Projects – Projects journals
9. View posted transactions	Projects – Projects – F5 Menu
10. Invoicing	Projects – Invoice processing
11. Adjusting transactions	Projects – Inquiries – Projects – F5 Menu – Adjust transactions
12. Reports	Projects – Reports
13. Inquiries	Projects – Inquiries
14. Analysis	Projects – Project analysis

Next 14 steps

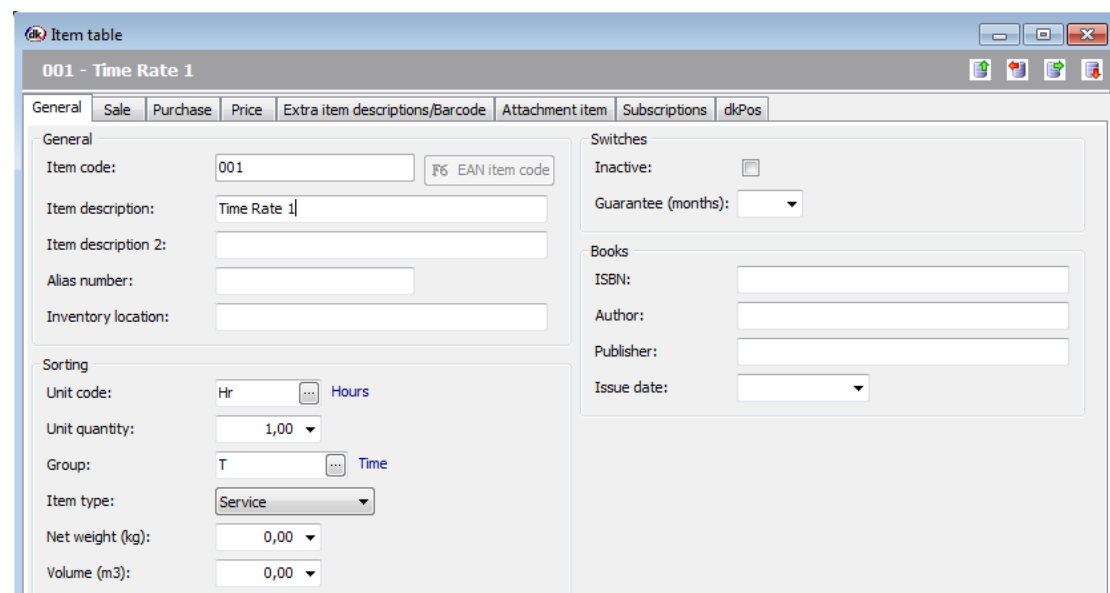## 1. Create rates/items (cost and sales prices)

Rates / items (cost and sales prices) are setup in the item table in the Inventory module. These items can be of type work or service.

Go to Inventory – Items

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the items table.

On the General tab you must enter a unique item code for the current item, enter the description for the item, select appropriate type for the item (Work, Service, Stock or Equipment) and group and complete entering the information in the applicable fields.
On the Sale tab you must enter the VAT category for sale, the sale posting group and complete entering the information in the applicable fields.
On the Purchase tab you must enter the VAT category for purchase, the purchase posting group and complete entering the information in the applicable fields.

On the Price tab, optionally, enter the cost price and the sale price.
On the Dimension tab, optionally, select the dimensions to use when posting to the item and for reporting.

Fields that are completed are populated either from values entered on other tabs, or the first values from a list of choices.

Optionally, click on the [F5 Menu] button:

Click on		To...
Foreign price		Set up or view foreign prices.
Bar code		Set up or view Bar codes for the selected item.
Warehouses		Set up or view item information in warehouses.
Vendors		Set up or view vendors for selected item.
Item transactions		View all transactions for the selected item.
Item list		Print a list of all your items.
Print shelf label		Print shelf label.
Information tree	Ctrl+T	View various information regarding the vendor on a tree like form.
Sales information		View verious sales information for the selected item.
Notebook		Set up or view additional item information in a notebook.
Notebook – Report		Print information from the notebook, you can select sheets.
Attached files		Attache files or folders to the item. The files can be of any type, i.e. doc, xls, pdf and jpg.
Picture		Set up or view picture of the selected item.
Maintenance	→	Change various fields for selected items.
Data transfer	→	Various data transfer functions

Shortcut key:
Alt + Insert To copy information from an existing item, with all attached information into a new one with the same information.

2. Link rates (cost and sales prices) to employee

Go to Projects – Setup – Employees
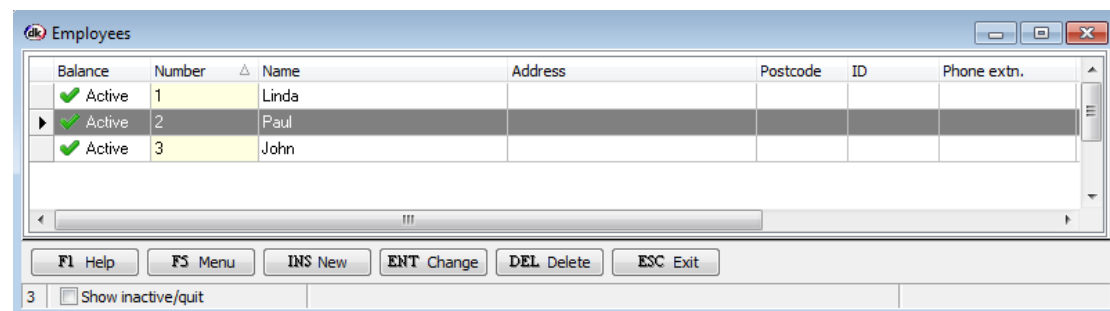
Press Enter or select the [ENT Change] button for each employee that is going to use the Project module (entering his working time). Then on the Project accounting tab you must enter appropriate rate (item from the item table).

You must enter Daytime rate, Overtime rate, Driving rate (Mileage rate) and Work time for each working day.

Note. Cost price must be entered. It can be entered on the employee in "Expenses per daytime unit" or on the Item card in the cost price field. This cost dose not get posted to General ledger, but is use within the Projects module in margin analysis.

3. Create project activities

Activities are specific tasks to be performed on a specific project or several projects. An activity could be a specific activity on a specific construction project, or activity on a specific service project. If, for instance, your project is building a house, it could be structured in different ways or if, for instance, your project is bookkeeping for a specific client, then it could also be structured in different ways.

Example 1: A contractor has been assigned the task of building a garage. The garage will be build out of wood and the customer wants electricity and light in the garage. Since this is a simple project, there is no need for more than one level in the project structure and a reasonable setup could be like the following:

Project Number (code) = 0005 Garage construction for the Johnson's house

Activities:

01 Foundation
02 Constructing the garage
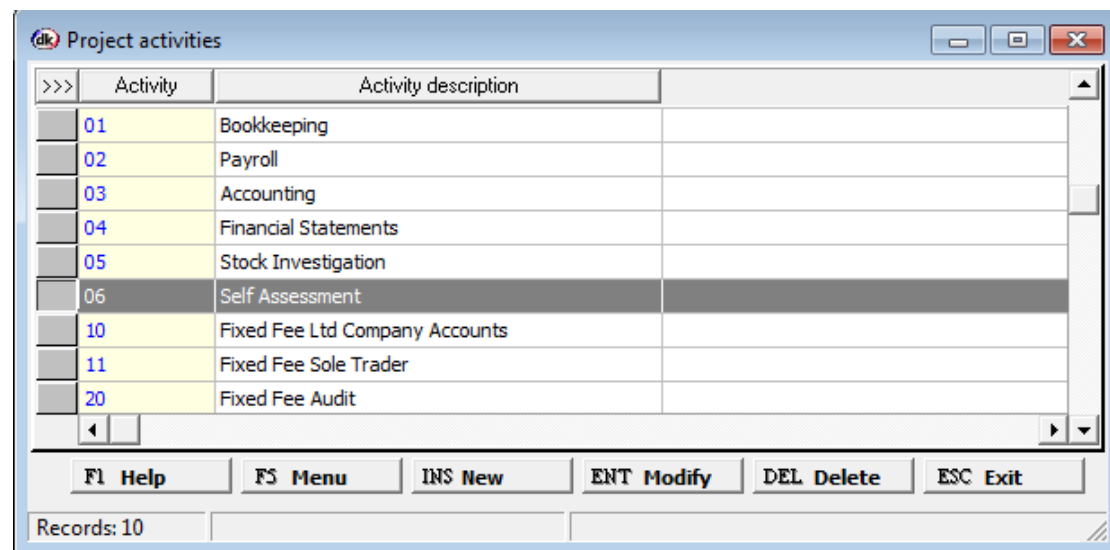03 Wiring the garage for electricity
04 Painting the walls

Example 2: An accountant has been assigned the task of keeping the company's books for a specific client. Since this is also a simple project, there is no need for more than one level in the project structure and a reasonable setup could be like the following:

Project Number (code) = 0015 Company's bookkeeping for Office Stationary Ltd.

Activities:

01 Bookkeeping
02 Payroll
03 Accounting
04 Financial Statements
05 Stock Investigation

To create project activities, go to Projects – Setup – Project activities

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the activities table.

On the General tab you must enter a unique number (Code) for the current activity, enter the description and select appropriate type. Type can be {Work, Sickness, Vacation, Price variation, Sickness – child, Vacation without salary and Payed vacation). You can restrict the registration of transactions to activity. On the Project rate tab you can enter rates, like daytime, overtime and mileage.

4. Setup (look at) general settings

Go to Projects – Setup – General settings

On the Project tab and Project journal tab are several setup you need to take a close look at. You must tick "Use Project activities" if you want to break projects down to specific tasks. You can look at activities as specific tasks to be performed on a specific project. You can also tick "Use Project components", which is another dimension in the Project structure, similar to activities. You can look at components as specific tasks to be performed on a specific activity.

If you tick "Create project for new customer" then each time you create a customer, a new project is created. It is entirely up to the user to decide if he wants to have the system create a project automatically each time a new customer is created, or he creates a project manually.

On the Project journal tab you could, for example tick "Description taken from activity description", then when entering hour transactions in the hour journal the activity description is defaulted as the line text, which user can overwrite or add more text.

When you setup the Projects module these settings, shown above, are typical for a small service company, that have a client base which they service on a regular basis and the project structure is relatively simple and no need for sub-projects.

5. Create customers

Working with Accounts receivable involves the following:
- Setting up specific information related to Accounts receivable (because you can select from the related tables in the Customer table)
- Creating customer accounts
- Accessing transactions
- Recording payments

Go to Accounts receivable – Customers

You can create a record on each of your customer that contains basic information you can use throughout dkBS.
Press Insert key on the keyboard, or select the [INS New] button to create a new line in the Customer table.

On the General tab you must enter a unique account number for the current customer, enter the name of the customer and complete entering the information in the applicable fields.

On the Sale tab you must enter the posting group for the customer and complete entering the information in the applicable fields.

On the Payments tab, optionally, you may enter payment term, payment mode, interest term and bank account information.

On the Invoice handling tab, optionally, select how to handle invoices.

On the CRM tab, optionally, select the contact methods and personal information.

On the Categories tab, optionally, select the categories to use for reporting and analysis.

On the Dimension tab, optionally, select the dimensions to use when posting to the account and for reporting.

Fields that are completed are populated either from values entered on other tabs, or the first values from a list of choices.

Optionally, click on the [F5 Menu] button:

Click on		To...
Report – Customer list		Print a list of all your customers. You have several options, you can select type of report and whether to print information from the notebook.
Single labels		Print customer information on a label.
Customer transactions		View all transactions that you have entered to the customer.
Customers without transactions		Print a list of all customers without transactions.
Customer balance		Show all customers balance in a table with drill down capability.
Item recipients		Set up or view information on item recipients.
Contacts		Set up or view information on contacts.
Monthly totals		View monthly statistics for the customer, like discounts, profit margin, turnover, payments and payment history.
Information tree	Ctrl+T	View all information regarding the customer on a tree like form.

Payment history		View the payment history for the customer.
Notebook	Ctrl+M	Set up or view additional information for the customer in a notebook. The notebook can hold several sheets.
Notebook – Report		Print information from the notebook, you can select sheets.
Properties		Set up properties to the customer.
Attached files		Attache files or folders to the customer. The files can be of any type, i.e. doc, xls, pdf and jpg.
Activities		
Activity calendar		
Create customer notebook		Create notebook for selected customers.
Change customer setup		Change setup parameters for customers.
Create invoice		Create a sales invoice to the customer.
Reverse sales invoice		Reverse a specific sales invoice, selected from a list.
Read from CSV file		Import customers from a CSV file. The column in the file must be labeled accordingly.
Show closed	Ctrl+S	
Letter/Post	→	Select: Print letter/document; Sent email letter; Send email or Create marketing list

Shortcut key:
Alt + Insert To copy information from an existing customer, with all attached information into a new one with the same information.

6. Create projects

In dkBS terminology, a project is a communion of sub-projects, activities (if used) and components (if used) with a common goal. A project usually has limited resources and must meet demands regarding time and financial funds. In addition, the project customer is known.

The user defines the project structure in dkBS. Projects can be created for each customer, only one level with no sub-projects, or projects can be devided into sub-projects that can be divided into more projects. A project with sub-projects is referred to as a parent and sub-projects are referred to as children. Activities may be setup for all projects and for all project levels. The same applies for components.

Project types
The project module has four pre-defined project types:

Project type	Description
Time project	No fixed price is agreed upon for this kind of project. The project is invoiced as work progresses. Payment can be settled by means of an ordinary invoicing procedure.
Service project	Is basically the same as Time project.
Quotation project	The contractor has agreed to a fixed price contract (quote) before the project starts. This kind of project can be invoiced and posted according to the completed percentage principle

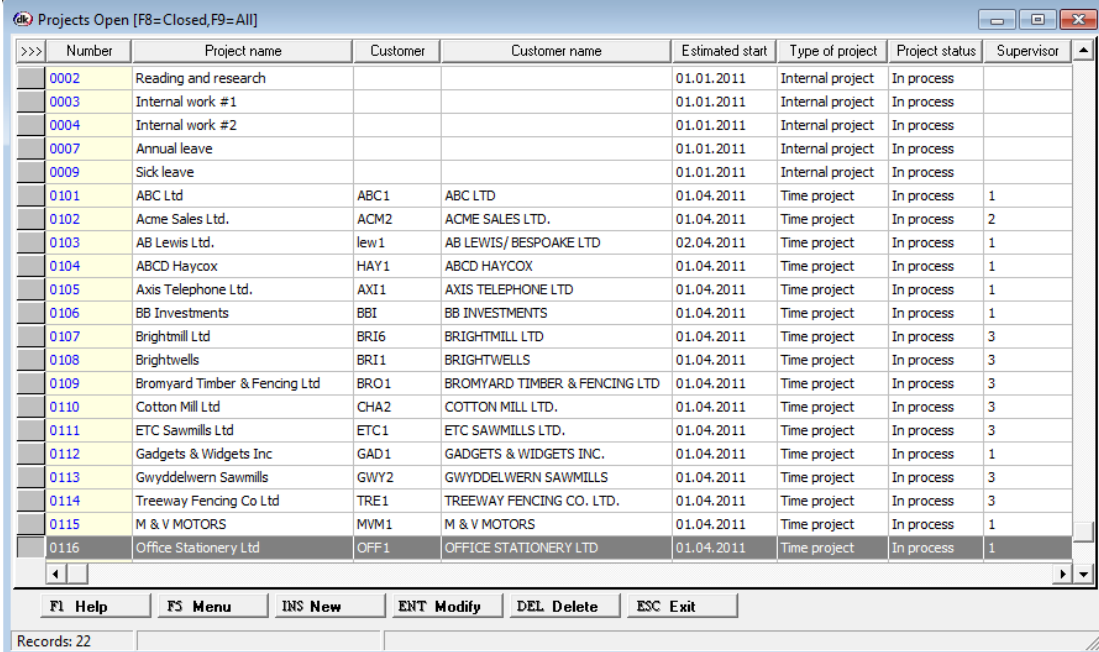|	
	or the completed contract (quote) principle.
Internal project	Usually transactions on internal projects are non-chargeable and no sales prices are set up on this kind of project. Typical internal project could be Office administration, Reading and research, etc.

Setting up a project

Before you begin setting up projects, it is useful to know how to work in a multiple project level environment or in a one project level environment.

Note It is a good idea to establish standards for how project hierarchies should be structured before you begin setting up projects.

Note Before setting up a project, set up the appropriate number sequence if you want the system to automatically allocate a number to a new project, go to Projects – Setup – General settings and see "4. Setup (look at) general settings"

To set up a project

From the Projects menu, select Projects. The projects table window opens

Projects Open [F8=Closed,F9=All]

>>>	Number	Project name	Customer	Customer name	Estimated start	Type of project	Project status	Supervisor
	0002	Reading and research			01.01.2011	Internal project	In process	
	0003	Internal work #1			01.01.2011	Internal project	In process	
	0004	Internal work #2			01.01.2011	Internal project	In process	
	0007	Annual leave			01.01.2011	Internal project	In process	
	0009	Sick leave			01.01.2011	Internal project	In process	
	0101	ABC Ltd	ABC1	ABC LTD	01.04.2011	Time project	In process	1
	0102	Acme Sales Ltd.	ACM2	ACME SALES LTD.	01.04.2011	Time project	In process	2
	0103	AB Lewis Ltd.	lew1	AB LEWIS/ BESPOAKE LTD	02.04.2011	Time project	In process	1
	0104	ABCD Haycox	HAY1	ABCD HAYCOX	01.04.2011	Time project	In process	1
	0105	Axis Telephone Ltd.	AXI1	AXIS TELEPHONE LTD	01.04.2011	Time project	In process	1
	0106	BB Investments	BBI	BB INVESTMENTS	01.04.2011	Time project	In process	1
	0107	Brightmill Ltd	BRI6	BRIGHTMILL LTD	01.04.2011	Time project	In process	3
	0108	Brightwells	BRI1	BRIGHTWELLS	01.04.2011	Time project	In process	3
	0109	Bromyard Timber & Fencing Ltd	BRO1	BROMYARD TIMBER & FENCING LTD	01.04.2011	Time project	In process	3
	0110	Cotton Mill Ltd	CHA2	COTTON MILL LTD.	01.04.2011	Time project	In process	3
	0111	ETC Sawmills Ltd	ETC1	ETC SAWMILLS LTD.	01.04.2011	Time project	In process	3
	0112	Gadgets & Widgets Inc	GAD1	GADGETS & WIDGETS INC.	01.04.2011	Time project	In process	1
	0113	Gwyddelwern Sawmills	GWY2	GWYDDELWERN SAWMILLS	01.04.2011	Time project	In process	3
	0114	Treeway Fencing Co Ltd	TRE1	TREEWAY FENCING CO. LTD.	01.04.2011	Time project	In process	3
	0115	M & V MOTORS	MVM1	M & V MOTORS	01.04.2011	Time project	In process	1
	0116	Office Stationery Ltd	OFF1	OFFICE STATIONERY LTD	01.04.2011	Time project	In process	1

F1 Help	F5 Menu	INS New	ENT Modify	DEL Delete	ESC Exit

Records: 22

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the projects table.

On the General tab you must enter a unique number or have the system automatically allocate it, enter the project name (description), Customer, Project type, Project status and Method of invoicing, Estimated start and complete entering the information in the applicable fields. You can, optionally, enter owner, supervisor and employee to the project and a default activity.

On the Create invoices tab you must specify how hours and cost is shown on an invoice (hours can be accumulated after: {Employees, Rates, Transactions, Project activities} and cost can be accumulated after {Item codes (rates), Transactions}) and how discount is calculated and complete entering the information in the applicable fields.

On the Quotation info. tab, if the project type is Quotation project, you must enter information regarding the fixed price (quote).

On the Service information tab, if the project type is Service project, you may specify service.

On the Dimension tab, optionally, select the dimensions to use when posting to the project and for reporting.

Fields that are completed are populated either from values entered on other tabs, or the first values from a list of choices.

Optionally, click on the [F5 Menu] button:
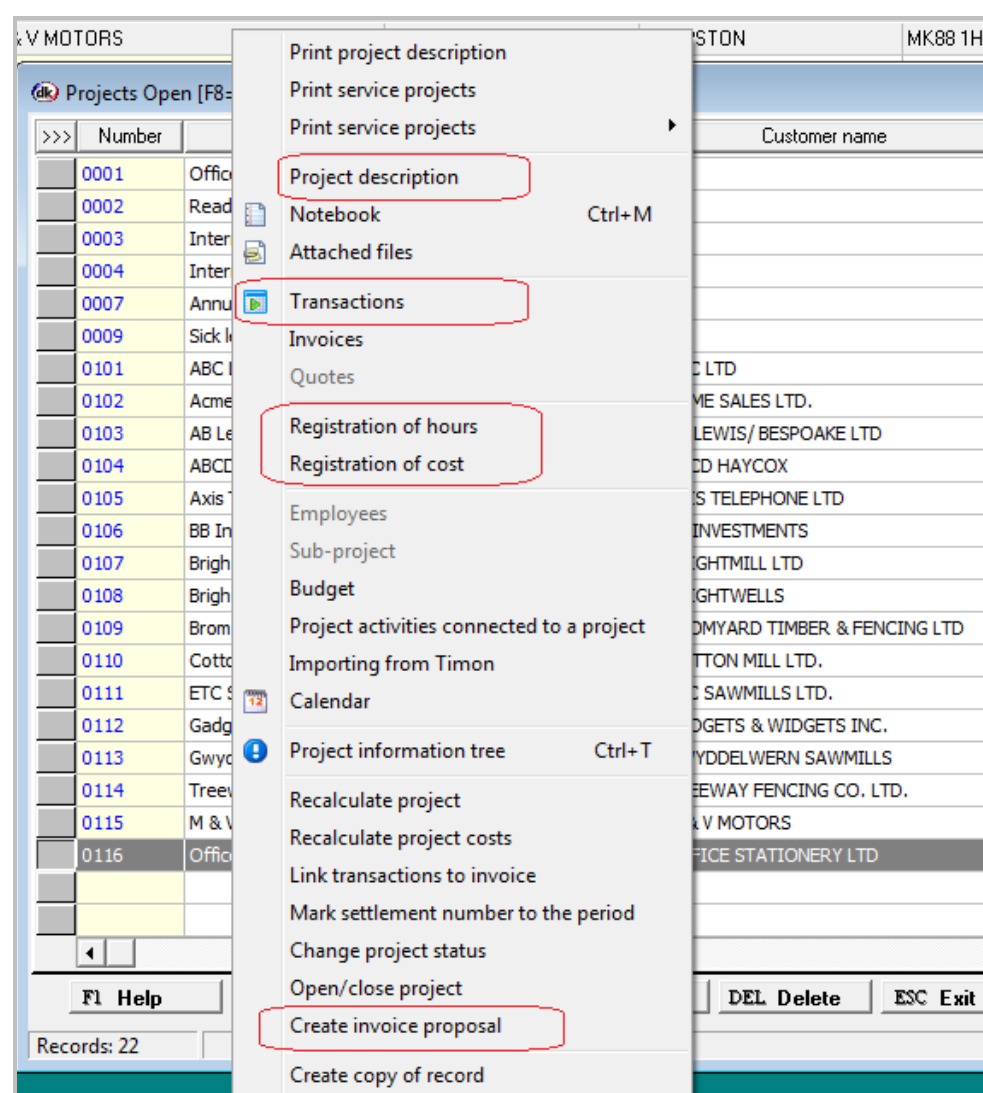
Click on	To...
Print project description	Print a project layout with a detailed service description. This layout can be tailor-made. Go to Setup-General settings and click on the Project description tab
Print service projects requests	Print service requests for all projects of type Service project.
Send service projects requests via Email	Send the project layout (projects request) via Email to the customer, supervisor, owner or employee.
Project description	Enter a detailed description of the project.
Notebook	Set up or view additional information for the project in a notebook. The notebook can have several sheets.
Attached files	Attache files or folders to the project. The files can be of any type, i.e. doc, xls, pdf and jpg.
Transactions	View all transactions that you have entered to the project.
Invoices	View all invoices that have been created. You can display and print the updated invoices.
Quotes	
Registration of hours	Enter and post hour transactions directly on a specific project (on-project transactions)
Registration of cost	Enter and post item transactions directly on a specific project (on-project transactions)
Employees	
Sub-project	
Budget	
Calendar	
Information tree Ctrl+T	View various information regarding the project on a tree like

form.
Recalculate project
Recalculate project cost
Link transactions to invoice
Mark settlement number to the period
Change project status
Open/close project
Create project invoice

Shortcut key:
Alt + Insert   To copy information from an existing project, with all attached information into a new one with the same information.

Project stages
Project stages are changed manually. A full project cycle comprises the following stages:
- Not started
- In process
- On hold
- Finished

The project stage is changed manually and can be changed one step ahead and one step backwards at a time.

Entering transactions directly (on-project transactions) on projects
On-project (by bypassing journals) transactions are entered on projects. The procedure for entering on-project transactions is the same for time, service and quotation (fixed price) projects. On-project transactions for these type of projects are entered in the same window.
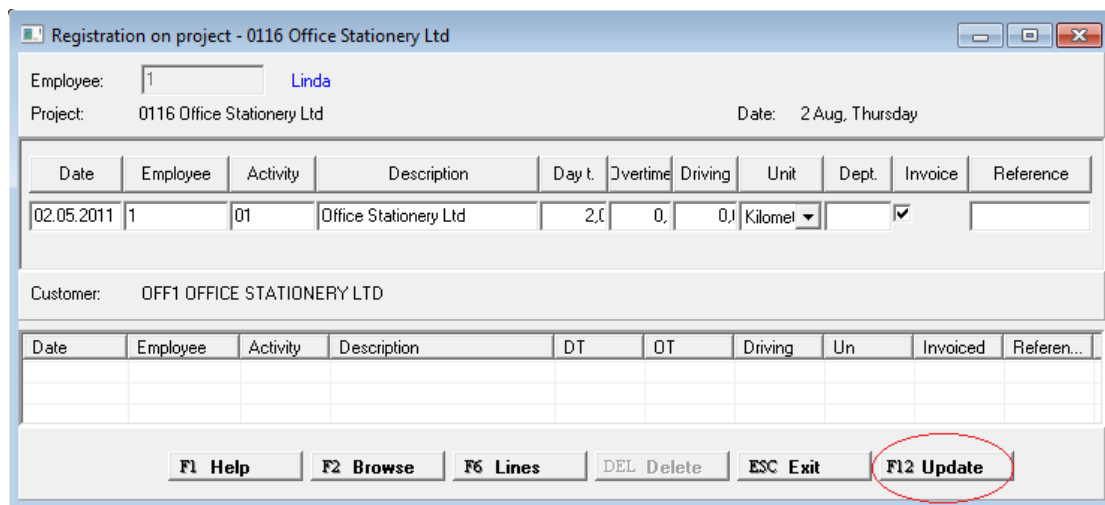
From the Projects menu, select Projects and select the project you want to enter transactions on. Then from the F5 Menu select Registration of hours to enter hour transactions or select Registration of cost (items) to enter cost transactions.

On-project transactions – Registration of hours

Select the project (Project 0116), then F5 Menu, then Registration of hours
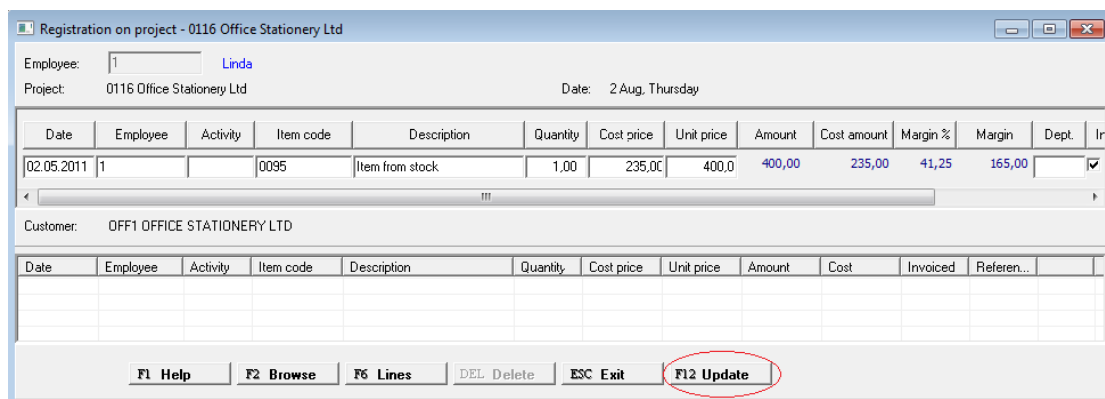
Finish entering the line and press [F12 Update] to Update (post) the hour transaction on the project.

On-project transactions – Registration of cost (items)

Select the project (project 0116), then F5 Menu, then Registration of cost

Finish entering the line and press [F12 Update] to update (post) the item transaction on the project.

7. Create projects rates (project specific cost and sales prices)

Rates / items (cost and sales prices) are setup in the item table in the Inventory module. These items can be of type work or service (*see "1. Create rates/items (cost and sales prices)" on page 7*).

Rates / items (cost and sales prices) that apply to projects in general will normally be set up in the Inventory module under Items and are then linked to employees. Project specific cost and sales prices are set up in the window that are open via Setup – Project rates.

To create projects rates, go to Projects – Setup – Project rates

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the project rates table.

On the General tab you must specify project, employee, activity, daytime rate, overtime rate and a description.

8. Start entering transactions in journals

In the Projects module, several transactions are entered through journals. The benefit of entering transactions in journals instead of posting transactions directly (on-project transactions), is that transactions can be checked and edited before they are actually posted. Users can enter transactions in a journal during a certain period and at the end of the period all of the transactions can be posted (updated).

Transactions can be entered in the following journal types:

- Hour journals
- Items journals
- Cost journals

Hour journals
In the hour journals either an indivtual employee or an administrator can enter the amount of hours to be registered for a specified period of time.

Items journals
In the items journal you can register inventory transactions. Either an indivtual employee or an administrator can enter the items.

Cost journals
The cost journal is based on the ledger journals or vendor journals. When entering a vendor invoice either in the general ledger journal or the vendor journal you can specify a project for the cost. You can specify a cost price and a sales price.

For every transaction line the type need to be Project and you need to specify item code (cost code). The amount that goes to the vendor ledger is the cost price and then you specify the sales price.

Working with journals
Hours and costs on projects are entered in journals.

Enter transactions in hour journal
From the Projects menu select Journals to open the Journals window

Press Insert key on the keyboard, or select the [INS New] button to create a new line in the journal table.
Press Enter key on the keyboard, or select the [ENT Modify] button to keep on entering transactions to the highlighted journal.

The Time sheet window opens

You enter your employee number, description for the journal and select the period.

Then you start entering the lines.

For each line you enter the posting date, project, activity, transaction text (description), day time hours, overtime hours, driving (mileage in km/miles or trips), Whether the hours and mileage will be invoiced, reference and some additional text (description). You repeat the procedure, until you have finished entering lines.

When you have enter all transaction lines, say for one month, you must exit out of a new line (by pressing the [ESC Exit] button) and go to F5 Menu

You must check the registration to look for errors, print out the transaction lines in the journal and then post them.

Enter transactions in cost (item) journal

From the Projects menu select Journals. Then you must select your hours journal and then from the [F5 Menu] select Enter cost (items from the item table).

The item journal window appears.

You enter your employee number, description for the journal and select the period.

Then you start entering the lines.

For each line you enter the posting date, project, activity, item code, transaction text (description), quantity, cost price, unit price (sales price), tick whether the cost is to be invoiced and reference. You repeat the procedure, until you have finished entering lines.

When you have enter all transaction lines, say for one month, you must exit out of a new line (by pressing the [ESC Exit] button) and go to F5 Menu. You must check the registration to look for errors, print out the transaction lines in the journal and then post them.

Importing external transactions in separate journals

In case there is a need for receiving transactions from foreign systems, for example a timesheet done in MS Excel, you should use the journals for the reception of data. When attempting to post the journals the system will run through the standard checks and thus minimize the amount of imported errors from the foreign system.

From the Projects menu select Journals to open the Journals window, then press [F5 Menu] and select "Import from Excel (.csv)".

The layout of the „csv" file is the following:

"Date;Employee;Project;Description;Hours;Overtime;Driving;Activity;Component ;Dept;Cost centre"

Date fromat is dd.mm.yyyy
Overtime,Driving,Activity,Component,Dept and Cost centre can be left blank.

This file can be created in MS Excel and saved as a csv-file.

9. View posted transactions

Inquiries show the transactions of the selected project, employee, supervisor, customer or activities. Inquiries on hour and cost transactions by project, employee, supervisor, customer or activity are shown in windows, very similar to one another.

To view transaction go to the project table and from the F5 Menu select Transactions

You see all transaction, black transactions have been invoiced, blue not and green are unposted transactions. You can filter, group, sort and drill down (click the arrow). Press F5 Menu for more functionality, like Adjusting the transaction (Edit transaction), Invoice blue transactions (Create project invoice).

If you want to see transactions from unposted journals, then from the F5 Menu select Transactions from unposted journals.

To print out the inquiry, press [F7 Print] or select from the F5 Menu other print options.

For more inquiries go to Projects – Inquiries and then select the appropriate inquiry type.

10. Invoicing

Invoice proposal are created as an intermediate stage between transactions posted in journals and the posted invoice.

The following procedure details how to generate an invoice proposal.

To generate invoice proposals

To generate invoice proposal do one of the following:
- Click Invoice processing in the Projects menu, click Invoices to open the Invoice proposal window. Click [INS New] button to open the Create Project invoices.
- Click Projects in the Projects menu, click F5 menu and select Create project invoice.

The process Create Project invoices opens

You can select one project, range of projects (e.g. 0030..0042), or all projects that have uninvoiced transactions (leave the project number field blank). Period on invoice is the period to be invoiced (typical period is one month).

In the lower part you must enter the invoice date and salesperson.

Press [F12 Confirm] to generate invoice proposals.

In the invoice proposal window you can view, update and edit preliminary invoice transactions.

To edit an invoice proposal, click enter or double click the line to go into the invoice

You can change the quantity on lines, lower it or rise it or you can go to view transaction lines (press F8 or select View project lines from the F5 Menu) and change Quantity sold on specific lines.

You can also change the sale price (Unit price).
To view the transactions that are behind the Bookkeeping line (Quantity = 8.00)
press from the F5 Menu View project lines or just press F8 Button.

Let's say we want to change the quantity sold from 8 to 6.50. We can press
enter on the Bookkeeping line and change the Quantity to 6.50 and when the
invoice is printed, the change (6.50) will be evently distributed to the 3 lines that
are behind the invoice line.

Or we can bring up the 3 lines by pressing the F8 button, when we have the
bookkeeping line highlighted and then we can select the lines we want to change
and simply enter new Quantity sold.

We could e.g. change the last two lines. First line we change Qunatity sold from
2.00 to 1.50 and the second line we change Quantity sold from 4.00 to 3.00.

Then press F12 to update it to the invoice line.

You can add extra cost (items from stock or service items) to the invoice
proposal. From the F5 Menu, select Registration of cost.

Press the [F12 Update] button to have the line updated to the invoice proposal.

To print out invoice proposal, for each invoice proposal, select Print project invoice from the F5 Menu (F7 is short-cut key). You can only print one invoice proposal at time.

Rejecting invoice proposals

Before invoicing multiple invoice proposals it may be necessary to reject an entire proposal. To reject invoice proposals follow the procedure described below.

1. Go to the invoice proposal window by selecting Invoice processing in the Projects menu and then select Invoices.
2. Select the invoice proposal you want to reject.
3. Press the [Del Delete] button or the Delete key on the keyboard.

11. Adjust transactions

Cost and hour transactions that have been posted, but not yet invoiced, can be adjusted from the project module. Thus the foundation of invoices can be changed. One transaction line can be adjusted as a whole, or you can change only a part of the posted hours.

To adjust transaction, go to the project table and select the project. Then click [F5 Menu] – Transactions, and then again click [F5 Menu] and select Edit transaction.

The following transaction characteristic can be changed.

When finished making the adjustment, click [F12 Confirm] to post the update.

You can move transaction to another project by just typing in the project number.

12. Reports in the Projects module

From the Projects menu select Reports. Then you select the report you want to run.
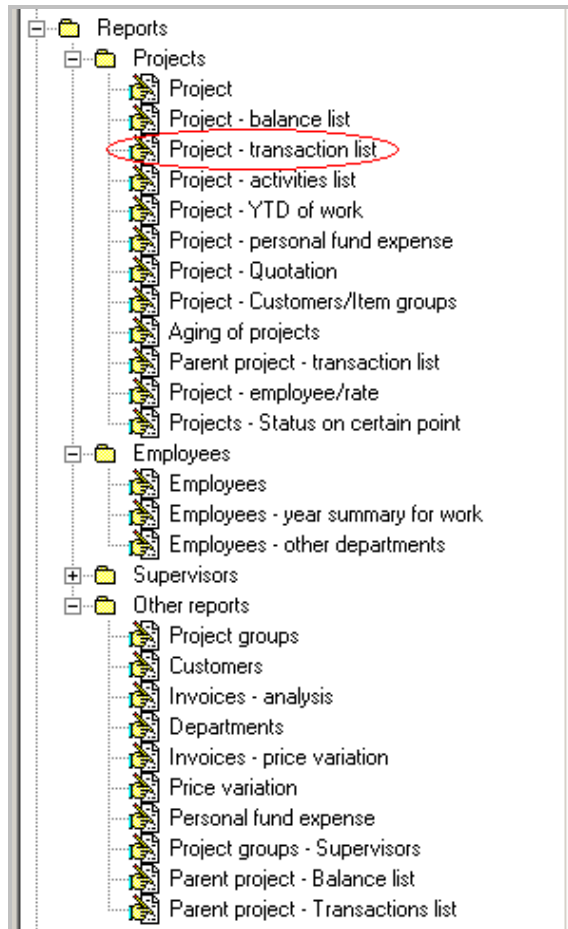
The main reports folder in Projects shows standard pre-set reports, such as Projects reports, Employees reports, Supervisors reports and other reports. There are other reports which can be found under other folders like Invoice processing, Budgets and Project analysis.

Let's take a look at Project – transaction list. This report gives you several types; either a summary or breakdown by transactions, employees, activities or type of work.

On the Selection tab, you can restrict the report to selected projects, employees, activities, supervisors and period.

On the Options tab, you can choose the breakdown, the transaction type and status.

On the Project selection tab, you can choose Project type, project status and all, open or closed projects.

Press F7 Print to print the report to printer or F6 Screen to print to the screen.

13. Inquiries in the Projects module

From the Project menu select Inquiries. Then you select the inquiry (lookup/query) you want to use.
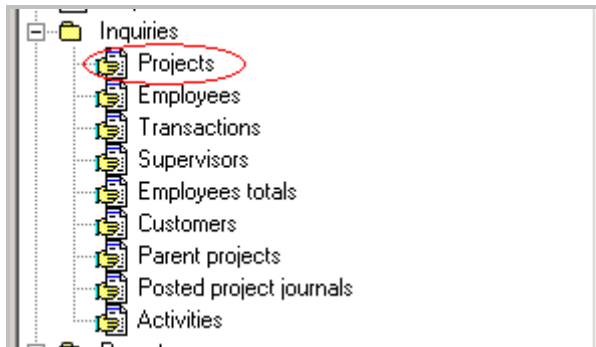
There are lots of inquiries to select, Projects inquiry, Employees inquiry, Transactions inquiry, Supervisors inquiry and other inquiries.

Let's take a look at Projects inquiry. This inquiry will bring up transactions on a specific project for specific period and specific transaction type. Press F6 Load to read in transactions.

To print the transactions press [F7 Print].
By pressing the F5 Menu you have several functions to select, like Edit transaction to adjust part of the transaction.

14.Analysis in the Projects module

From the Project menu select Project analysis. Then you select the analysis you want to run.
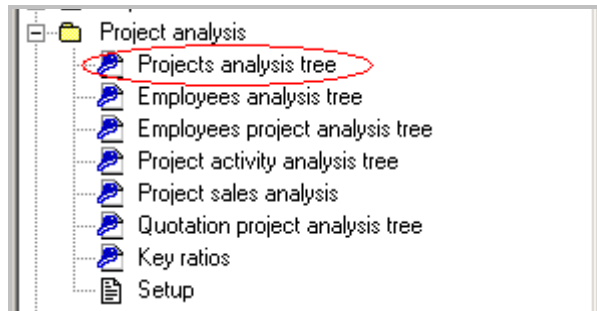
There are lots of analysis to select, Projects analysis, Employees analysis, Key ratios and other analysis.
Let's take a look at Projects analysis tree. This analysis will bring up tree form window for specific projects for specific period and specific projects type. Press F12 Load to run it.

To print the tree press [F7 Print]. You can select to print the tree as it is shown, or only the first level or all levels (the tree expanded).

You can drill down to transactions by pressing F5 Menu and then Transactions.
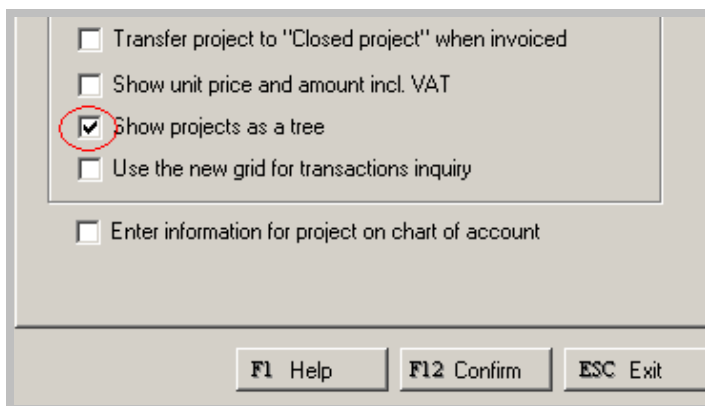You can export the tree to Excel by pressing F5 Menu and then Export to.

Appendix

Understanding the Project structure

Before you begin setting up projects, it is useful to know how to work in a multiple project level environment. Each project set up in the Projects window can be a parent to any number of child projects in a parent-child-grandchild hierarchy. Each child project inherits base data from the parent project.

It is a good idea to establish standards for how project hierarchies should be structured before you begin setting up projects.

If you are setting up a multiple project level environment, it can be useful to have the Projects window displayed in a tree view form. To do that, select from the Projects menu, Setup – General settings and tick "Show projects as a tree".

Project hierarchy example

A company need to keep track of time spend on activities such as meetings, trainings and administration. Furthermore, they want time spent on administration to be broken into different kind of administration, such as time spend on mail, time sheets and miscellaneous. The following structure of project numbers meets these demands.

This is one way of setting up projects. Another way could be setting up one project and then creating Meetings, Education, Mail, Time sheets and Miscellaneous as activities.

Importing external transactions in separate journals

In case there is a need for receiving transactions from foreign systems, for example a timesheet done in MS Excel, you should use the journals for the reception of data. When attempting to post the journals the system will run through the standard checks and thus minimize the amount of imported errors from the foreign system.

From the Projects menu select Journals to open the Journals window, then press [F5 Menu] and select "Import from Excel (.csv)".

The layout of the „csv" file is the following:

"Date;Employee;Project;Description;Hours;Overtime;Driving;Activity;Component ;Dept;Cost centre"

Date fromat is dd.mm.yyyy
Overtime,Driving,Activity,Component,Dept and Cost centre can be left blank.

This file can be created in MS Excel and saved as a csv-file.

"Your goals need to be realistic and achievable. If you set yourself unrealistic goals, you are only setting yourself up for the possibility of failure and disappointment. Larger tasks should be broken down into smaller, more manageable ones. This will make the large projects seem less daunting. It will also give you a sense of achievement on completion. When calculating how long you will need to complete a task, leave extra time in case the work takes longer than expected. This will relieve the time pressure."

Barbara Nance, Returning to Learning, www.bbc.co.uk