



**dk** Business Solutions

- First Steps -

## Quick Setup of Projects

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**Software release**

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

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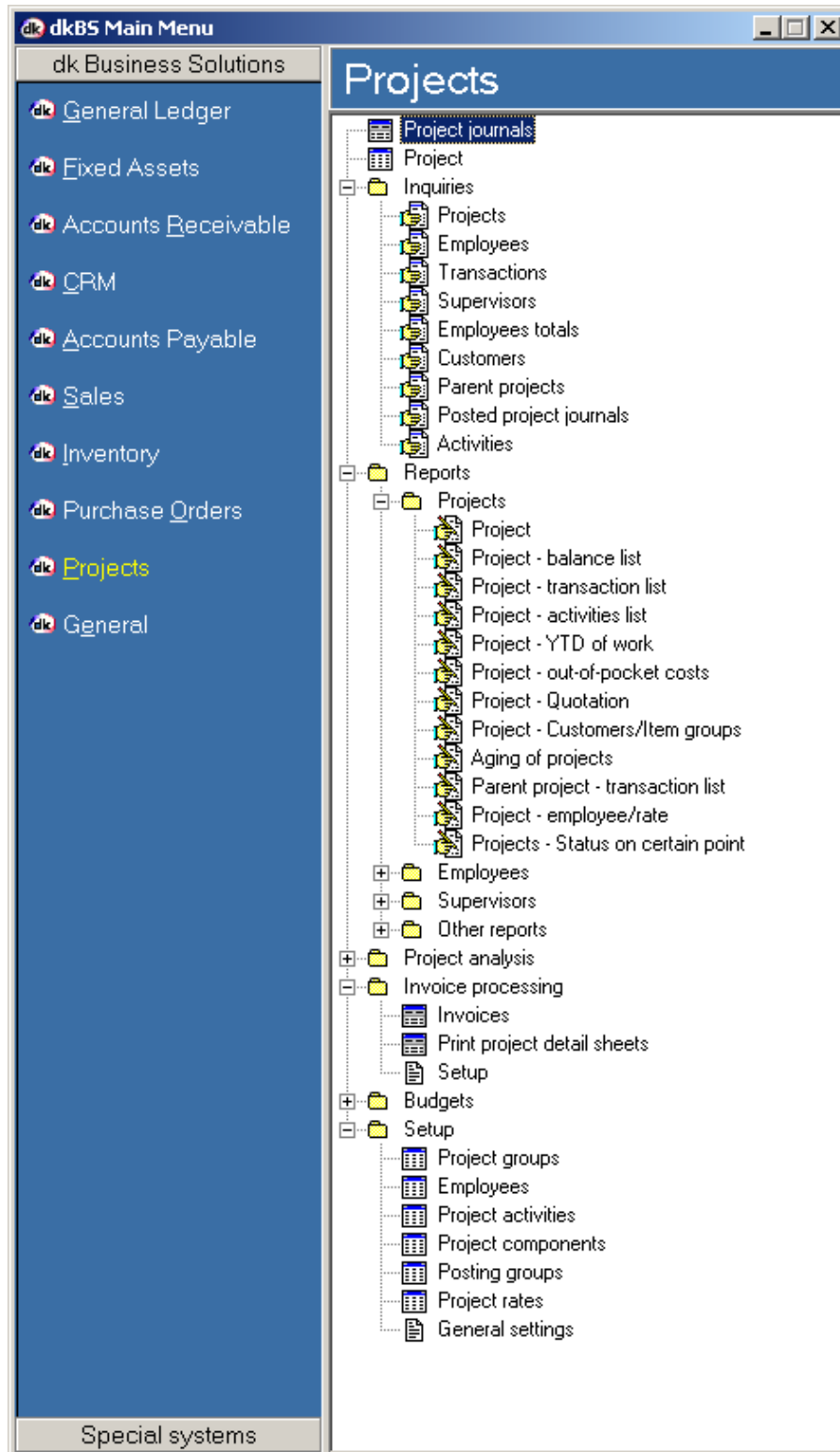
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## Introduction

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 divided 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:

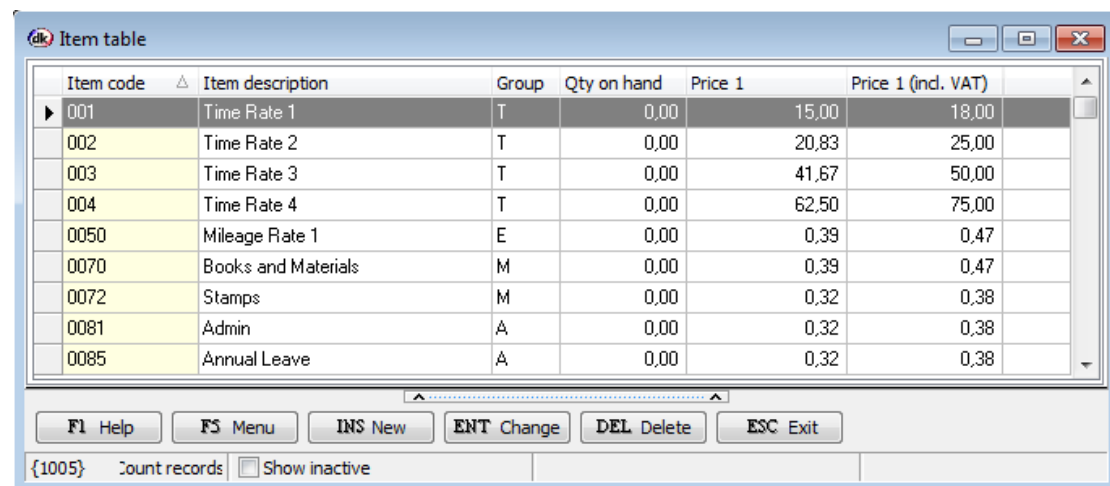
Step/Task	Location in dkBS
1. Create rates/items (minimum 1)	Inventory – Items
2. Link rates/items to employee	Projects – Setup – Employees
3. Create project activities	Projects – Setup – Projects activities
4. Setup (look at) general settings	Projects – Setup – General settings
5. Create customers	Account 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)

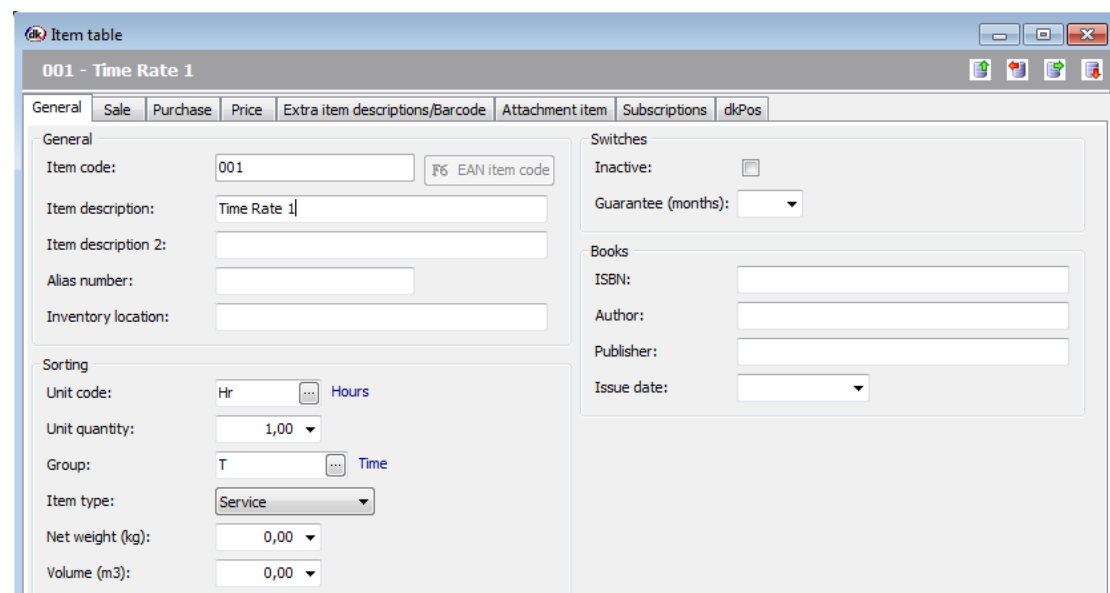
Rates / items (cost and sales prices) are setup in the item table in the Inventory module. These items can be of type work or service.

Go to Inventory – Items



Item code	Item description	Group	Qty on hand	Price 1	Price 1 (incl. VAT)
001	Time Rate 1	T	0,00	15,00	18,00
002	Time Rate 2	T	0,00	20,83	25,00
003	Time Rate 3	T	0,00	41,67	50,00
004	Time Rate 4	T	0,00	62,50	75,00
0050	Mileage Rate 1	E	0,00	0,39	0,47
0070	Books and Materials	M	0,00	0,39	0,47
0072	Stamps	M	0,00	0,32	0,38
0081	Admin	A	0,00	0,32	0,38
0085	Annual Leave	A	0,00	0,32	0,38

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



**001 - Time Rate 1**

General | Sale | Purchase | Price | Extra item descriptions/Barcode | Attachment item | Subscriptions | dkPos

**General**

Item code: 001

Item description: Time Rate 1

Item description 2:

Alias number:

Inventory location:

**Sorting**

Unit code: Hr  Hours

Unit quantity: 1,00

Group: T  Time

Item type: Service

Net weight (kg): 0,00

Volume (m3): 0,00

**Switches**

Inactive: ☐

Guarantee (months):

**Books**

ISBN:

Author:

Publisher:

Issue date:

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:

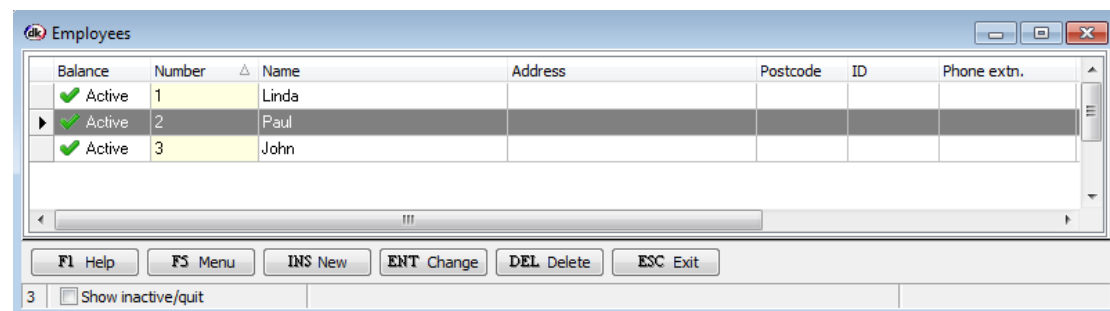
Click on		To...
Foreign price		Set up or view foreign prices.
Bar code		Set up or view Bar codes for the selected item.
Warehouses		Set up or view item information in warehouses.
Vendors		Set up or view vendors for selected item.
Item transactions		View all transactions for the selected item.
Item list		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 various 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).

The screenshot shows the 'Employees' window with the 'General' tab selected for employee 'Linda'. The window is divided into several sections:

- Miscellaneous:** Reference (empty), Short name (Linda).
- Rates:**
  - Daytime rate: 003 (Time Rate 3)
  - Expenses per daytime unit: 0,00
  - Department rate: 0,00
  - Overtime rate: 003 (Time Rate 3)
  - Expenses per overtime unit: 0,00
  - Driving rate (km): 0050 (Mileage Rate 1)
  - Driving rate (trip): (empty)
  - Driving (km sp.ch.): (empty)
  - Driving (km or ch.): (empty)
  - Travelling allowances rate: (empty)
- Transfer to payroll:** OT not paid (checkbox), Unpaid OT: 0,00
- Work time:**
  - Monday: 8,00
  - Tuesday: 8,00
  - Wednesday: 8,00
  - Thursday: 8,00
  - Friday: 8,00
  - Saturday: 0,00
  - Sunday: 0,00

At the bottom, there are buttons for F1 Help, F2 Browse, F5 Menu, ESC Exit, and F12 Save.

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

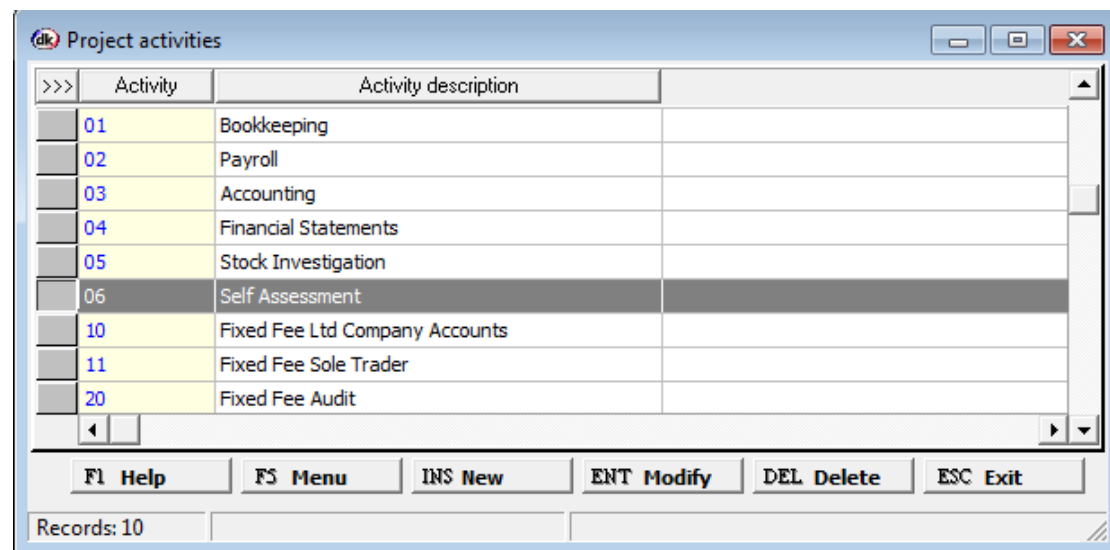
Example 2: An accountant has been assigned the task of keeping the company's books for a specific client. Since this is also a simple project, there is no need for more than one level in the project structure and a reasonable setup could be like the following:

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



The screenshot shows a window titled "Project activities" with a table containing the following data:

Activity	Activity description
01	Bookkeeping
02	Payroll
03	Accounting
04	Financial Statements
05	Stock Investigation
06	Self Assessment
10	Fixed Fee Ltd Company Accounts
11	Fixed Fee Sole Trader
20	Fixed Fee Audit

Below the table, there are buttons for "F1 Help", "F5 Menu", "INS New", "ENT Modify", "DEL Delete", and "ESC Exit". At the bottom left, it says "Records: 10".

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

The image displays two side-by-side screenshots of the 'Company setup' dialog box, specifically the 'Project' and 'Project journal' tabs.

**Left Screenshot (Project tab):**

- General:**
  - ☒ Use project activities
  - ☐ Use project components
  - ☐ Use foreign desc. for projects, groups, activities, ...
- Project:**
  - ☒ Automatic project number allocation
    - Current project no: 0044
  - ☒ Create project for new customer
  - Item code for quote invoice: [ ]
  - Item no. for single invoice line: [ ]
  - Item desc.: [ ]
  - ☐ Transfer project to "Closed project" when invoiced
  - ☐ Show unit price and amount incl. VAT
  - ☐ Show projects as a tree
  - ☐ Use the new grid for transactions inquiry
  - ☐ Enter information for project on chart of account

**Right Screenshot (Project journal tab):**

- Project journal:**
  - Type of journal registration: Standard time reg.
  - ☐ Enter hours sold
  - ☒ Enter overtime
  - ☒ Enter driving cost Unit: Km
  - ☐ Enter travel allowances
  - ☐ Stop in employees no. when entering transactions
  - ☐ Employees must enter hourly rate
  - ☐ Allow to enter transactions on "Not started" project
  - ☐ Allow to enter transactions on "Finished" project
  - ☒ Enter detail text with transaction
  - ☐ Time registering open: 09.09.2008 – 09.09.2008
  - ☐ Cost registering open: 09.09.2008 – 09.09.2008
  - ☐ Description taken from activity description in journal
  - ☐ Register markup percentage in registration of cost
  - ☐ Enter discount percentage in registration of cost

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

Gender	Number	Name	Address	Address2	Postcode	Group	Phone 1
Company	lew1	AB LEWIS/ BESPOAKE LTD	WHITE CLIFF ROAD	ORLETON	SY8 7JU	01	01568 799995
Company	HAY1	ABCD HAYCOX	23 HIGH STREET	HODDESDON	EN11 8LR	01	01992 999 000
Company	AX11	AXIS TELEPHONE LTD	EUROPA HOUSE	FERENSWAY	HU1 3UT		08453732395
Company	BJD1	B & J JOHNSTON LTD.	10 OAKTREE ROAD	THE TIMBER YARD	SY7 0UU		01234 530207
Company	BIL1	BILFIELD TREE SURGERY	58 OAKTREE ROAD	CORNER COTTAGE	HR6 8UU		01568 611693
Company	BOB1	BOB VALENTINE SCHOOL	THE SHOOTING SCHOOL	LLANBEDROG	LL53 7PG		01758 740810
Company	BRI6	BRIGHTMILL LTD	LONG HILL ROAD	WESTERN BUSINESS PARK	HR6 0UU		01568 611999
Company	BRI1	BRIGHTWELLS	EASTERS COURT	LEOMINSTER	HR6 0UU		01568 611999
Company	BRO1	BROMYARD TIMBER & FENCING LTD	99 STATION ROAD	BROMYARD	HR7 4TT		
Company	BUC2	BUCKNELL NURSERIES	12 OAKTREE ROAD	THE TIMBER YARD	SY7 0YY	01	01234 873055
Company	BUR1	BURFORD HOUSE GARDENS	28 CASTLE STREET	TENBURY WELLS	AN2 9BT		
Company	CAR1	C A ROBERTS	ONE RIDGE ROAD	LIGHTWOOD GREEN	LL13 777		01987 712345
Company	CHR1	CHRSTMAS TREE SALES	41 MAKEADEAL ST.	GUILDFORD	GU8 9AB		01483 555 1234
Company	CL1	CLIFFORD BARNES TIMBER LTD	BRICKFIELDS LANE	23 YELLOW BRICK ROAD	LL99 9TN		01800 700568
Company	COR1	CORWEN FORESTRY LTD	TYN LLIDIART IND EST	CORWEN	LL00 9ZZ		01444442144

Invoice no.	Date	Customer name	Salesperson	Campaign	Total discount	Total VAT	Total
3766	02.09.2008	BROMYARD TIMBER & FENCING LTD	1		0,00	105,00	705,00
3765	01.09.2008	BROMYARD TIMBER & FENCING LTD	1		0,00	128,48	862,64
3611	12.07.2007	BROMYARD TIMBER & FENCING LTD	1		0,00	164,31	1.103,19
3603	30.05.2007	BROMYARD TIMBER & FENCING LTD	1		0,00	105,97	711,49
4					0,00	503,76	3.382,32

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.

**Customers**

**BRO1 - BROMYARD TIMBER & FENCING LTD**

General | Sale | Payments | Invoice handling | CRM | Creditcard | Categories

**General**

Number: BRO1

Name: BROMYARD TIMBER & FENCING LTD

Search name:

Address: 99 STATION ROAD  
BROMYARD  
HFDS

Postcode: HR7 4TT

Municipality: GB

Country: GB UNITED KINGDOM

Country of origin:

VAT number:

Group:

Marking:

**Communication**

Phone 1:

Phone 2:

Mobile phone 1:

Mobile phone 2:

Fax:

Email:

Website:

**Other**

Closed:

F1 Help F2 Browse F5 Menu ESC Exit F12 Save

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	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.

>>>	Number	Project name	Customer	Customer name	Estimated start	Type of project	Project status	Supervisor
	0001	Office administration			01.01.2011	Internal project	In process	
	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

F1 Help   F3 Menu   INS New   ENT Modify   DEL Delete   ESC Exit

Records: 23

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 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 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

Internal project

or the completed contract (quote) principle.  
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

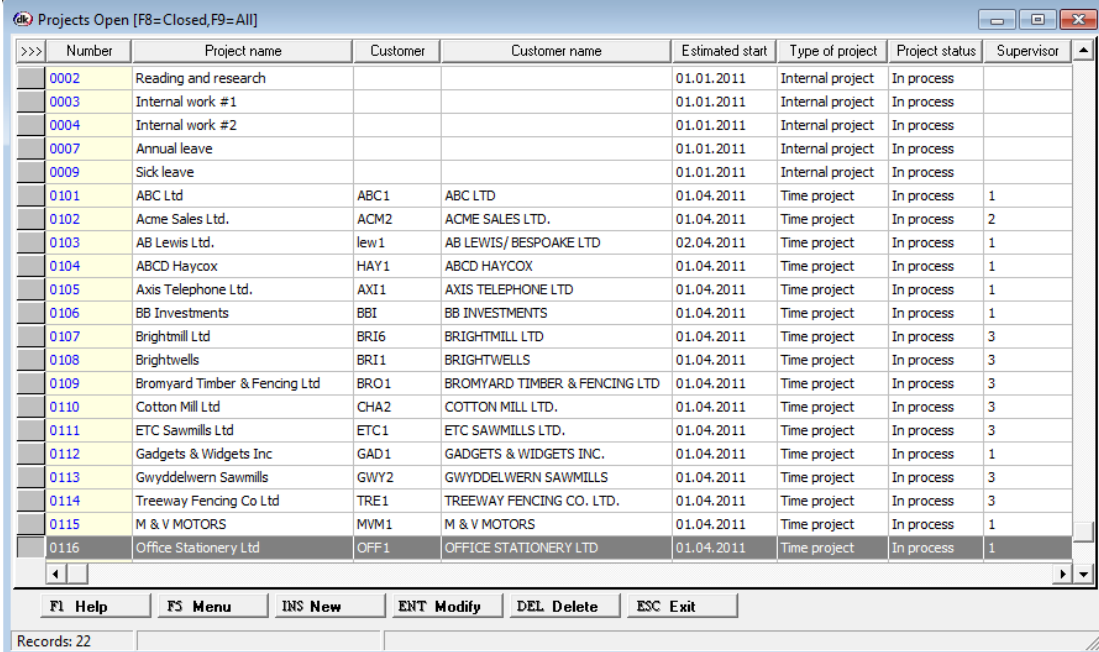
Before you begin setting up projects, it is useful to know how to work in a multiple project level environment or in a one project level environment.

**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



>>>	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   F3 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.

Projects Open [F8=Closed,F9=All]

**0116 Office Stationery Ltd**

General | Create invoices | Quotation info. | Service information | Dimensions

Number: 0116  
 Project name: Office Stationery Ltd  
 Parent project:   
 Customer: OFF1 OFFICE STATIONERY LTD  
 User:   
 Project group:   
 Owner:   
 Supervisor: 1 Linda  
 Employee:   
 Activity:   
 Contact:   
 Type of project: Time project  
 Project status: In process  
 Method of invoice: Monthly  
 Posting group:   
 Estimated start: 01.04.2011  
 Estimated end: . .  
 Enter activity in journal: ☐

F1 Help F2 Browse F5 Menu ESC Exit F12 Save

Records: 22

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.

Projects Open [F8=Closed,F9=All]

**0116 Office Stationery Ltd**

General | Create invoices | Quotation info. | Service information | Dimensions

Invoice with one line (T+C) ☐  
 Invoice with one work line ☐  
 Hours accumulate after: Project activities  
 Cost accumulates after: Item codes  
 Date order on invoice ☐

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.

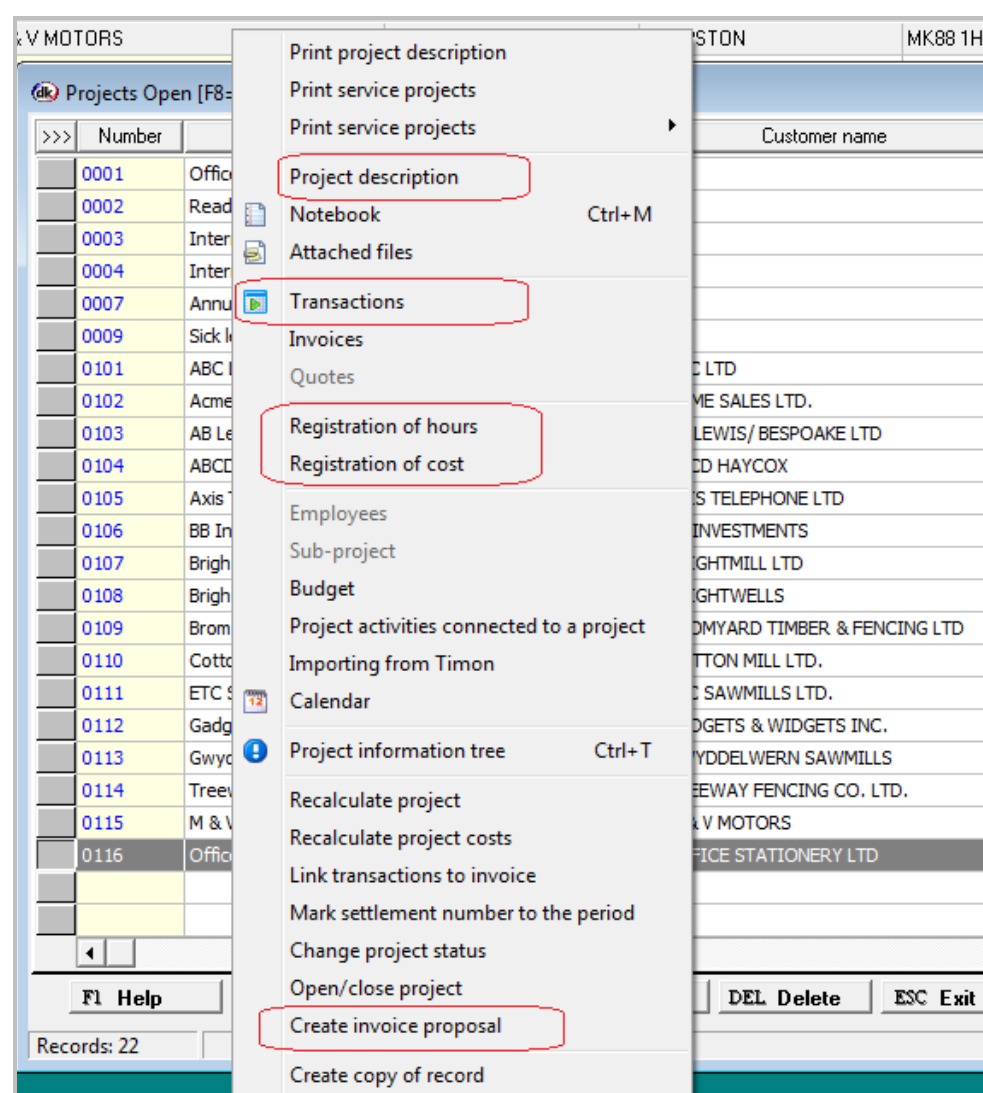
On the Quotation info. tab, if the project type is Quotation project, you must enter information regarding the fixed price (quote).

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

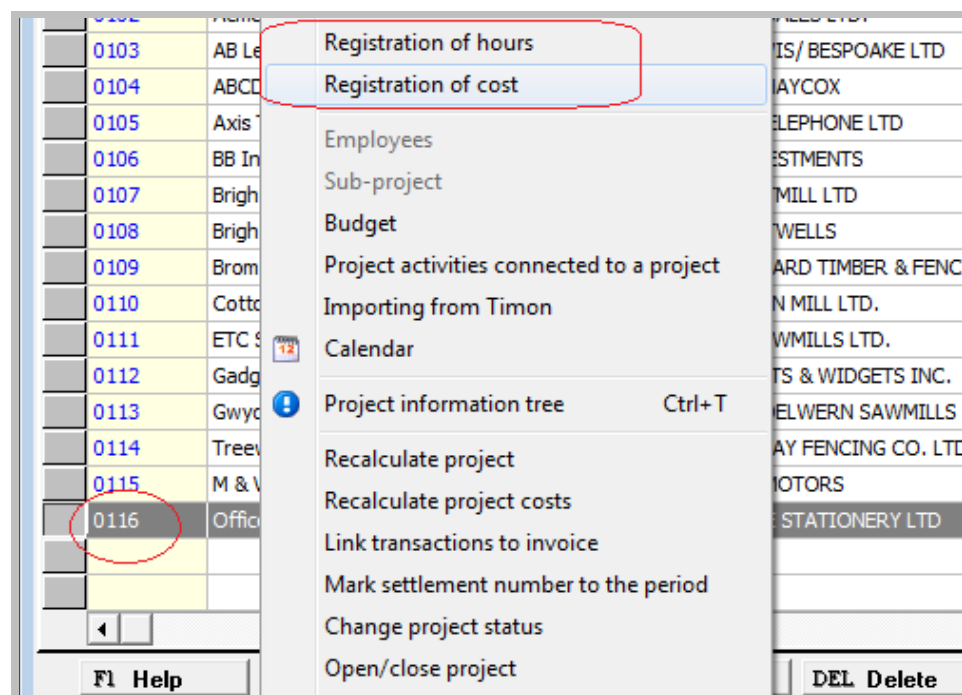
The project stage is changed manually and can be changed one step ahead and one step backwards at a time.

### Entering transactions directly (on-project transactions) on projects

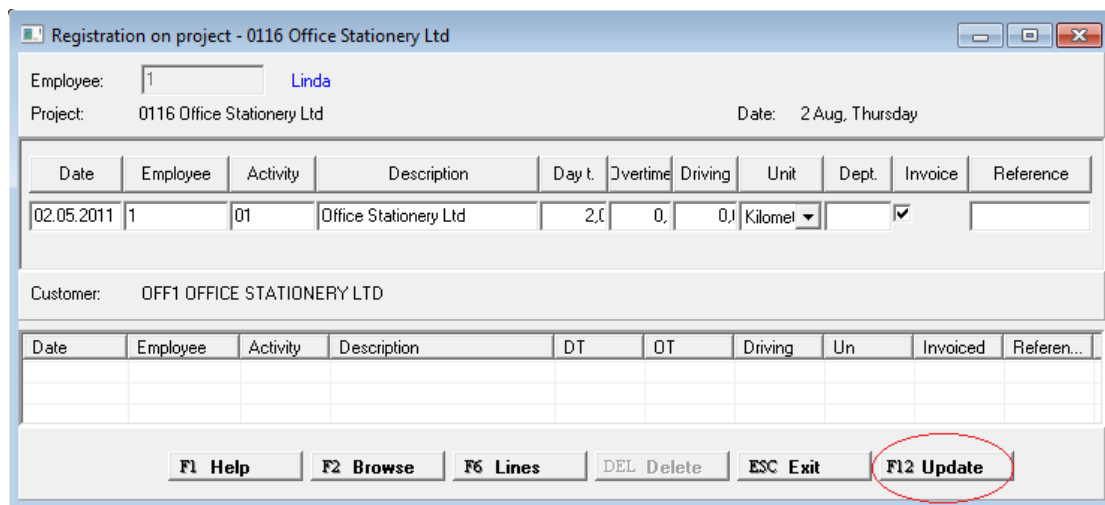
On-project (by bypassing journals) transactions are entered on projects. The procedure for entering on-project transactions is the same for time, service and quotation (fixed price) projects. On-project transactions for these type of projects are entered in the same window.

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



Registration on project - 0116 Office Stationery Ltd

Employee: 1 Linda  
Project: 0116 Office Stationery Ltd Date: 2 Aug, Thursday

Date	Employee	Activity	Description	Day t.	Overtime	Driving	Unit	Dept.	Invoice	Reference
02.05.2011	1	01	Office Stationery Ltd	2,0	0,	0,1	Kilomet		<input checked="" type="checkbox"/>	

Customer: OFF1 OFFICE STATIONERY LTD

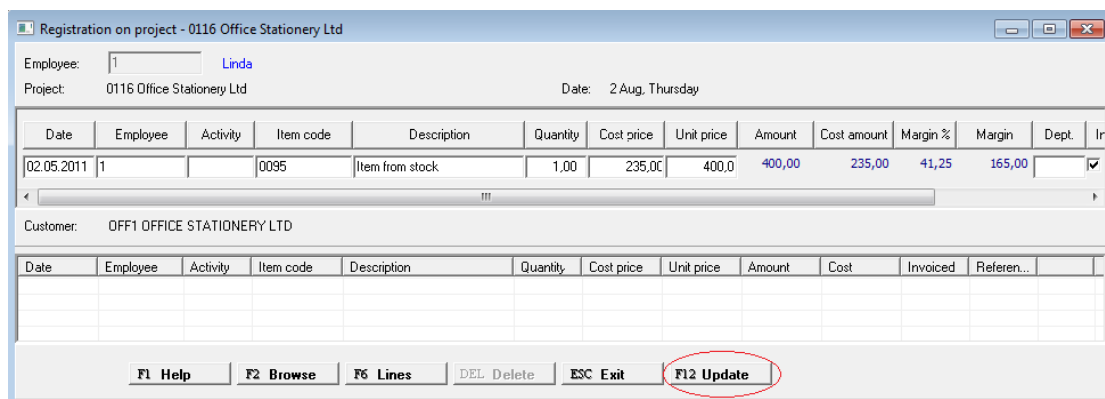
Date	Employee	Activity	Description	DT	OT	Driving	Un	Invoiced	Referen...

F1 Help F2 Browse F6 Lines DEL Delete ESC Exit **F12 Update**

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



Registration on project - 0116 Office Stationery Ltd

Employee: 1 Linda  
Project: 0116 Office Stationery Ltd Date: 2 Aug, Thursday

Date	Employee	Activity	Item code	Description	Quantity	Cost price	Unit price	Amount	Cost amount	Margin %	Margin	Dept.	Ir
02.05.2011	1		0095	Item from stock	1,00	235,00	400,0	400,00	235,00	41,25	165,00		<input checked="" type="checkbox"/>

Customer: OFF1 OFFICE STATIONERY LTD

Date	Employee	Activity	Item code	Description	Quantity	Cost price	Unit price	Amount	Cost	Invoiced	Referen...

F1 Help F2 Browse F6 Lines DEL Delete ESC Exit **F12 Update**

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 individual 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 individual 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

>>	Date	Project	Activity	Description	Day t.	Overtime	D
	01.04.2011	0116	01	General bookkeeping	4,00	0,00	
	01.04.2011	0001		Staff meeting	1,00	0,00	
	01.04.2011	0101	03	Enter cost		0	
	04.04.2011	0116	01	Check registration		0	
	04.04.2011	0003		Print registration		0	
	04.04.2011	0106	07	Post registration		0	
				Print time sheet			

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).

>>	Date	Project	Activity	Description	Day t.	Overtime
	01.04.2011	0116	01	General bookkeeping	4,00	0,00
	01.04.2011	0001		Staff meeting	1,00	0,00
	01.04.2011	0101	03	Enter cost		0
	04.04.2011	0116	01	Check registration		0
	04.04.2011	0003		Print registration		0
	04.04.2011	0106	07	Post registration		0
				Print time sheet		

The item journal window appears.

Registration of cost

Employee: 1 Linda

Descr.: Linda - April 2011

Valid from: 01.04.2011 to 30.04.2011

Identity:

>>	Date	Project number	Activity	Item code	Description	Quantity	Cost price	Unit price	Amount	Cost
	04.04.2011	0116		0095	Item from stock	2,00	235,00	400,00	800,00	
	04.04.2011									

Office Stationery Ltd

Monday

Total price: 800.00

Total cost price: 470.00

Margin: 330.00 41.25 %

F1 Help

F2 Browse

F5 Menu

INS New

ENT Modify

DEL Delete

ESC Exit

F12 Save

2:1

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

Date	Empl	Type	Activity	Tx/Item	Description	Reg. qty	Qty sold	Amount	Cost	Invoice	Invd
01.04.2011	1	Dayt	01	003	General bookkeeping	4,00	4,00	167	100	0	X
04.04.2011	1	Dayt	01	003	General bookkeeping	2,00	2,00	83	50	0	X
05.04.2011	1	Dayt	01	003	General bookkeeping	2,00	2,00	83	50	0	X
06.04.2011	1	Dayt	07	003	9:00-11:00 Meeting with Wilson, financial matters	2,00	2,00	83	50	0	X
06.04.2011	2	Dayt	05	002	General stock investigation with Steve	4,00	4,00	83	60	0	X
08.04.2011	1	Dayt	03	003	Assisting Carol with paying bills	2,00	2,00	83	50	0	X
04.04.2011	1			0095	Item from stock	0,00	0,00	800	470	0	X
11.04.2011	2		01		Assisting Steve with purchase orders	3,00	3,00	0	0	0	X

Margin: 553 Cost: 830 Amount: 1.383 Invoiced (%): 1.383,32

F1 Help F2 Browse F5 Menu F6 Condition F7 Print ESC Exit

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).

Date	Empl	Type	Activity	Tx/Item	Description	Reg. qty	Qty sold
01.04.2011	1	Dayt	01	003	General bookkeeping	4,00	4,00
04.04.2011	1	Dayt	01	003	General bookkeeping	2,00	2,00
05.04.2011	1	Dayt	01	003	General bookkeeping	2,00	2,00
06.04.2011	1	Dayt	07	003	9:00-11:00 Meeting with Wilson, financial matters	2,00	2,00
06.04.2011	2	Dayt	05	002	General stock investigation with Steve	4,00	4,00
08.04.2011	1	Dayt	03	003	Assisting Carol with paying bills	2,00	2,00
04.04.2011	1			0095	Item from stock	0,00	0,00
11.04.2011	2		01		Assisting Steve with purchase orders	3,00	3,00

Margin: 553 Cost: 830 Amount: 1.383 Invoiced (%): 1.383,32

F1 Help F2 Browse F5 Menu F6 Condition F7 Print ESC Exit

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

**Create invoice proposals**

**Selection for invoice(s)**

It is possible to make one invoice for one project or make many invoices from a batch of projects [xxxx..xxxx or xxx.xxx.xxx]. You can also specify date and sales person for the invoice/invoices.

Delimitation | Project-selection

Project number: [ ]

Period on invoice: 01.04.2011 – 30.04.2011 [ ]

Supervisor: [ ]

Project activities: [ ]

**Information for invoice**

Invoice | Header text | Line text

Date: 30.04.2011 [ ]

Salesperson: 1 [ ]

☐ Transfer the latest project description to a invoice

F2 Browse F12 Confirm ESC Exit F1 Help

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.

**Invoice proposals**

Customer	Customer name	Address	Postcode	Date	Salesper...	Total	Contact name
BB1	BB INVESTMENTS	HI-TECH HOUSE	LL00 7PP	30.04.2011	1	275,00	
ABC1	ABC LTD	1 HIGH STREET	EN11 8XX	30.04.2011	1	300,00	
ACM2	ACME SALES LTD.	1 ABBAY ROAD	EN11 7XX	30.04.2011	1	100,00	
BRI6	BRIGHTMILL LTD	LONG HILL ROAD	HR6 0UU	30.04.2011	1	100,00	
ETC1	ETC SAWMILLS LTD.	1 NEEDLE STREET	SY00 0W	30.04.2011	1	200,00	
lew1	AB LEWIS/ BESPOKE LTD	WHITE CLIFF ROAD	SY8 7UU	30.04.2011	1	300,00	
MVM1	M & V MOTORS	THE GARAGE	MK88 1HH	30.04.2011	1	150,00	
OFF1	OFFICE STATIONERY LTD	HI-TECH HOUSE	SG13 2UH	30.04.2011	1	700,00	
TRE1	TREWEAY FENCING CO. LTD.	UNIT 12	WS12 000	30.04.2011	1	250,00	

Item code	Item description	Item gr...	UOM	Quantity	Unit price	Discount %	Net amount	Net amount incl. VAT
003	Bookkeeping	T		8,00	41,67	0,00	333,33	400,00
003	Accounting	T		2,00	41,67	0,00	83,33	100,00
002	Stock Investigation	T		4,00	20,83	0,00	83,33	100,00
003	Consulting	T		2,00	41,67	0,00	83,33	100,00
				16,00	36,46	0,00	583,33	700,00

Lines

F1 Help F5 Menu F7 Print INS New ENT Change DEL Delete ESC Exit

{8} Count records

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

**Project invoice**

General information | Item recipient | Texts | Miscellaneous

Number: OFF1 OFFICE STATIONERY LTD Date: 30.04.2011

Address: HI-TECH HOUSE 27 HIGH STREET LUDLOW DemoText

Postcode: SG13 2UH

Country: GB UNITED KINGDOM

Contact: Salesperson: 1 Linda

Disc. percentage: 0,00

ID number: -

Reference: Price 1

Project number: 0116 Incl. VAT

>>	Item code	Description	Quantity	Disc. %	Unit	Unit price	Net	Margin	Margin %
	003	Bookkeeping	8,00	0,00		41,67	333,33	133,33	40,00
	003	Accounting	2,00	0,00		41,67	83,33	33,33	40,00
	002	Stock Investigation	4,00	0,00		20,83	83,33	23,33	28,00
	003	Consulting	2,00	0,00		41,67	83,33	33,33	40,00

Pr. name: Office Stationery Ltd

Subtotal: 583,33 Discount: 0,00 VAT: 116,67 Total: 700,00

F1 Help F2 Browse F5 Menu INS New ENT Modify DEL Delete ESC Exit F12 Save

5:4

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.

Transactions linked to invoice										
Project numl 0116		Office Stationery Lt		Customer: OFF1		OFFICE STATIONER'				
>>	Date	Empl.	Description	Type	Rate/Item nbr.	Registered quantity	Quantity sold	Balance	Unit price	Sales amount
	01.04.2011	1	General bookkeeping	Daytime	003	4,00	4,00	Invoice	41,67	167
	04.04.2011	1	General bookkeeping	Daytime	003	2,00	2,00	Invoice	41,67	83
	05.04.2011	1	General bookkeeping	Daytime	003	2,00	2,00	Invoice	41,67	83

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.

>>	Item code	Description	Quantity	Disc. %	Unit	Unit price	Net	Margin	Margin %
	003	Bookkeeping	8,00	0,00		41,67	333,36	133,36	40,00
	003	Accounting	2,00	0,00		41,67	83,33	33,33	40,00

Transactions linked to invoice										
Project numl 0116		Office Stationery Lt		Customer: OFF1		OFFICE STATIONER'				
>>	Date	Empl.	Description	Type	Rate/Item nbr.	Registered quantity	Quantity sold	Balance	Unit price	
	05.04.2011	1	General bookkeeping	Daytime	003	2,00	2,00	Invoice	41,67	
	04.04.2011	1	General bookkeeping	Daytime	003	2,00	2,00	Invoice	41,67	
	01.04.2011	1	General bookkeeping	Daytime	003	4,00	4,00	Invoice	41,67	

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.

Transactions linked to invoice										
Project numl 0116		Office Stationery Lt		Customer: OFF1		OFFICE STATIONER'				
>>	Date	Empl.	Description	Type	Rate/Item nbr.	Registered quantity	Quantity sold	Balance	Unit price	
	05.04.2011	1	General bookkeeping	Daytime	003	2,00	2,00	Invoice	41,67	
	04.04.2011	1	General bookkeeping	Daytime	003	2,00	1,50	Invoice	41,67	
	01.04.2011	1	General bookkeeping	Daytime	003	4,00	3,00	Invoice	41,67	

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.

>>	Item code	Description	Quantity	Disc. %	Unit	Unit price	Net	Margin	Margin %
	003	Bookkeeping	6,50	0,00		41,67	270,86	108,36	40,00
	003	Accounting	2,00	0,00		41,67	83,33	33,33	40,00
	002	Stock Investigation	4,00	0,00		20,83	83,33	23,33	28,00
	003	Consulting	2,00	0,00		41,67	83,33	33,33	40,00

Registration on project - 0116 Office Stationery Ltd

Employee: 1 Linda  
Project: 0116 Office Stationery Ltd  
Date: 3 Aug. Friday

Date	Employee	Activity	Item code	Description	Quantity	Cost price	Unit price	Amount
30.04.2011	1		0095	Item from stock	2,00	235,00	400	800,00

Customer: OFF1 OFFICE STATIONERY LTD

F1 Help F2 Browse F6 Lines DEL Delete ESC Exit F12 Update

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.

lew1	AB LEWIS/ BESPOAKE LTD	WHITE CLIFF ROAD	SY8 7UU	30.04.2011	1	300,00	
MVM1	M & V MOTORS	THE GARAGE	MK88 1HH	30.04.2011	1	150,00	
OFF1	OFFICE STATIONERY LTD	HI-TECH HOUSE	SG13 2UH	30.04.2011	1	1.660,03	
TRE1	TREWEAY FENCING CO. LTD.	UNIT 12	WS12 000	30.04.2011	1	250,00	

Item code	Item description	Item gr...	UOM	Quantity	Unit price	Discount %	Net amount	Net amount ind. VAT
003	Accounting	T		3,00	41,67	0,00	125,00	150,00

Lines

F1 Help F5 Menu F7 Print INS New ENT Change DEL Delete ESC Exit

{8} Count records

## 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.

**Edit project transaction**

Project: Office Stationery Ltd

Project number: 0116

Descr.: General bookkeeping

Invoice: ☒

Credit balance: Invoice

Employee: 1

Project activity: 01

Rate: 003

Reference: dkPanel1

Date: 01.04.2011

Cost per unit: 25,00

Unit price: 41,67

Registered hours/quar: 4,00

Sales hours/quantity: 3,00

Dept.:

Fund:

Cost:100,00

Amount:125,00

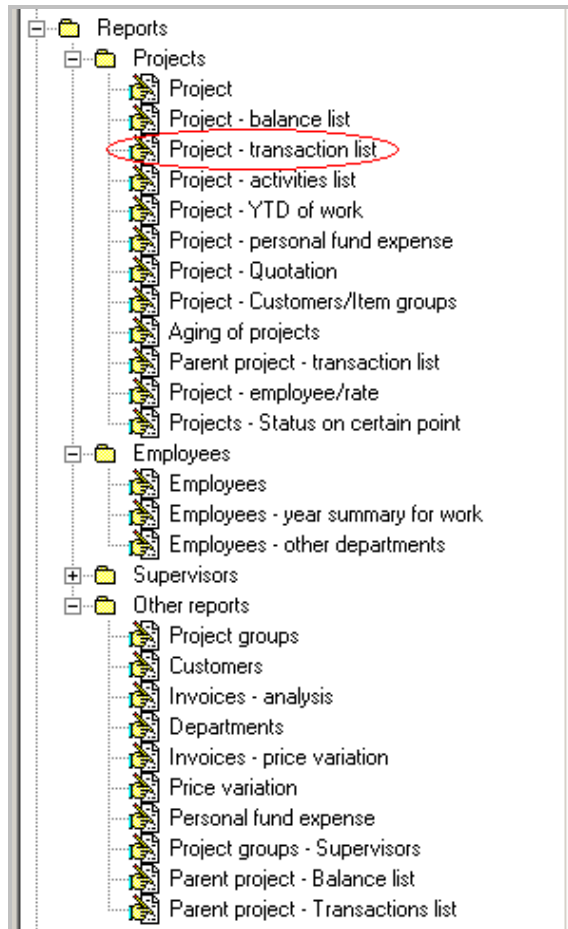
DEL Delete    F12 Confirm    ESC Exit

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.

A screenshot of a dialog box titled 'Report selection - Project transactions'. It has four tabs: 'Selection', 'Options', 'Project selection', and 'Dimensions'. The 'Selection' tab is active. Below the tabs, there is a section labeled 'Enter selection' containing several input fields: 'Project number:', 'Employees:', 'Pr. activities:', 'Date:' (with a date range from 01.04.2011 to 30.04.2011 and a calendar icon), and 'Supervisors:'. Each input field has a small square button to its right.

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.

Report - Project - transaction list

RDS - Demo Company  
7.8.2012 15:38

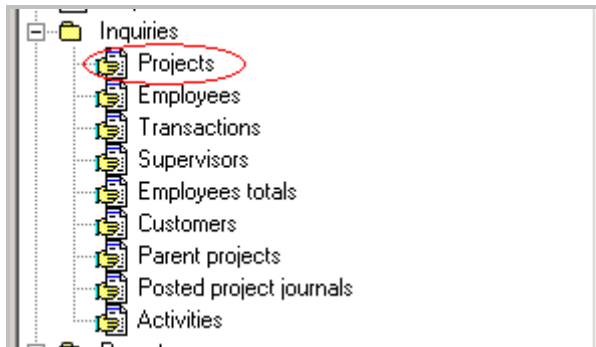
**PROJECT TRANSACTIONS**

Page 1

Date	Employee	Type	Description	Rate/Pno.	tered quantity	Quantity sold	Costs	Amount	Invoice	Sp.
Selected to print transactions for period 01.04.2011 to 30.04.2011										
<b>0101 ABC Ltd. Customer:ABC1 ABC LTD</b>										
01.04.2011	Linda	Dayt.	Accounting	003	3,00	3,00	75,00	125,00		I
07.04.2011	Linda	Dayt.	General accounting	003	3,00	3,00	75,00	125,00		I
Total transaction:					6,00	6,00	150,00	250,00		
<b>0102 Acme Sales Ltd. Customer:ACM2 ACME SALES LTD.</b>										
01.04.2011	Paul	Dayt.	General stock investigation	002	4,00	4,00	60,00	83,33		I
Total transaction:					4,00	4,00	60,00	83,33		
<b>0103 AB Lewis Ltd. Customer:lew1 AB LEWIS/ BESPOAKE LTD</b>										
06.04.2011	Linda	Dayt.	General accounting	003	6,00	6,00	150,00	250,00		I
Total transaction:					6,00	6,00	150,00	250,00		
<b>0106 BB Investments Customer:BB1 BB INVESTMENTS</b>										
04.04.2011	Linda	Dayt.	13:00-18:00 Meeting with Owen and Susy to ...	003	4,00	4,00	100,00	166,67		I
04.04.2011	Linda	Parent	13:00-18:00 Meeting with Owen and Susy to ...	004	1,00	1,00	35,00	62,50		I
Total transaction:					5,00	5,00	135,00	229,17		

### 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.

Project transactions inquiries

Project: 0116 Date from: 1.4.2011 to: 30.4.2011

Drag a column header here to group by that column

Date	Employee	Activity name	Invoice	Description	Type of work	Item c...	Quantity	Sales quantity	Cost price	Total price
01.04.2011	1	Bookkeeping	<input checked="" type="checkbox"/>	General bookkeeping	Daytime	003	4,00	3,00	25,00	125,01
04.04.2011	1	Bookkeeping	<input checked="" type="checkbox"/>	General bookkeeping	Daytime	003	2,00	1,50	25,00	62,50
05.04.2011	1	Bookkeeping	<input checked="" type="checkbox"/>	General bookkeeping	Daytime	003	2,00	2,00	25,00	83,33
06.04.2011	1	Consulting	<input checked="" type="checkbox"/>	9:00-11:00 Meeting with Wilson, financial matters	Daytime	003	2,00	2,00	25,00	83,33
06.04.2011	2	Stock Investigation	<input checked="" type="checkbox"/>	General stock investigation with Steve	Daytime	002	4,00	4,00	15,00	83,33
08.04.2011	1	Accounting	<input checked="" type="checkbox"/>	Assisting Carol with paying bills	Daytime	003	2,00	2,00	25,00	83,33
30.04.2011	1		<input checked="" type="checkbox"/>	Item from stock	Cost	0095	2,00	2,00	235,00	800,00
							18,00	16,50		1.320,83

F1 Help F2 Browse F5 Menu F6 Condition F7 Print ESC Exit

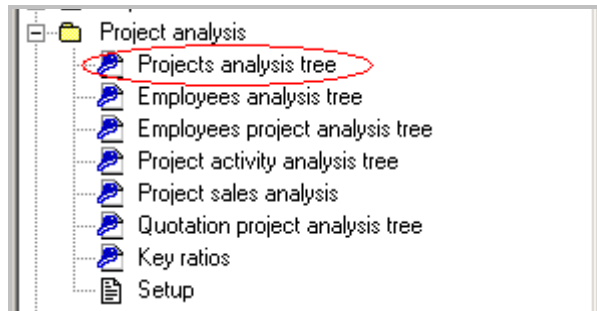
1:7

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.

The screenshot shows a window titled 'Projects analysis tree'. Below the title bar, there is a subtitle 'Period from: 01.04.2011 to: 30.04.2011'. The main area contains a table with the following columns: Items, Work (hours), Driving, Costs, Total costs, Totalam..., Not invoiced, -Discount ..., and Sale (hrs). The table lists several projects, with 'Freeway Fencing Co. Ltd [0114]' highlighted. At the bottom of the window, there are buttons for 'F7 Print', 'F5 Menu', 'ESC Exit', and 'F1 Help'.

Items	Work (hours)	Driving	Costs	Total costs	Totalam...	Not invoiced	-Discount ...	Sale (hrs)
ABC Ltd [0101]	6,0	0	0,00	150,00	250,00	250,00	250,00	
Acme Sales Ltd. [0102]	4,0	0	0,00	60,00	83,33	83,33	83,33	
AB Lewis Ltd. [0103]	6,0	0	0,00	150,00	250,00	250,00	250,00	
BB Investments [0106]	5,0	0	0,00	135,00	229,17	229,17	229,17	
Brightmill Ltd [0107]	4,0	0	0,00	60,00	83,33	83,33	83,33	
ETC Sawmills Ltd [0111]	8,0	0	0,00	120,00	166,67	166,67	166,67	
Freeway Fencing Co. Ltd [0114]	10,0	0	0,00	150,00	208,34	208,33	208,33	
M & V MOTORS [0115]	3,0	0	0,00	75,00	125,00	125,00	125,00	
Office Stationery Ltd [0116]	16,0	0	470,00	830,00	1.320,83	1.320,84	1.320,84	
Total	62,0	0	470,00	1.730,00	2.716,67	2.716,68	2.716,68	

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.

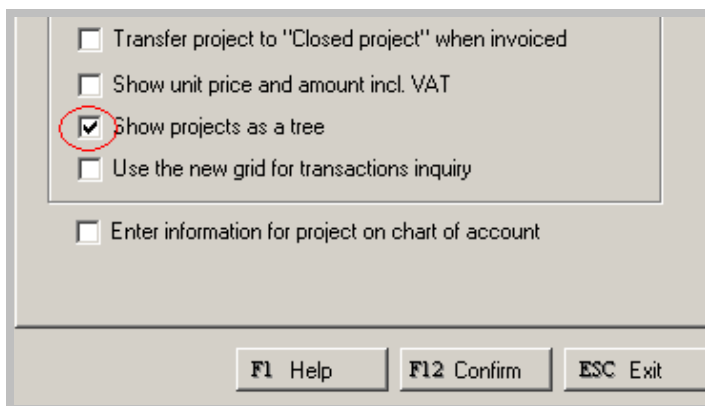
## Appendix

### 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".



☐ Transfer project to "Closed project" when invoiced

☐ Show unit price and amount incl. VAT

☒ Show projects as a tree

☐ Use the new grid for transactions inquiry

☐ Enter information for project on chart of account

F1 Help   F12 Confirm   ESC Exit

### 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.

The screenshot shows a software window titled "Projects - project". It contains a hierarchical tree on the left and a table of project details on the right. The tree shows a hierarchy of projects, with "0115-03: Mail" selected. The table lists the following data:

Number	Project name	Type of project	Project status	Customer name	Supervisor	Open/finished	Estimated start
0114	Treeway Fencing Co Ltd	Time project	In process	TREEWAY FENCING CO. LT	3	Open project	01.04.2011
0115	M & V MOTORS	Time project	In process	M & V MOTORS	1	Open project	01.04.2011
0115-01	Meetings	Time project	In process	M & V MOTORS	1	Open project	01.04.2011
0115-02	Education	Time project	In process	M & V MOTORS	1	Open project	01.04.2011
0115-03	Administration	Time project	In process	M & V MOTORS	1	Open project	01.04.2011
0115-03: Mail		Time project	In process	M & V MOTORS	1	Open project	01.04.2011
0115-03: Time sheets		Time project	In process	M & V MOTORS	1	Open project	01.04.2011
0115-03: Miscellaneous		Time project	In process	M & V MOTORS	1	Open project	01.04.2011
0116	Office Stationery Ltd	Time project	In process	OFFICE STATIONERY LTD	1	Open project	01.04.2011
0116-01	Meetings	Time project	In process	OFFICE STATIONERY LTD	1	Open project	01.04.2011
0116-02	Education	Time project	In process	OFFICE STATIONERY LTD	1	Open project	01.04.2011
0116-03	Administration	Time project	In process	OFFICE STATIONERY LTD	1	Open project	01.04.2011
0116-03: Mail		Time project	In process	OFFICE STATIONERY LTD	1	Open project	01.04.2011
0116-03: Time sheets		Time project	In process	OFFICE STATIONERY LTD	1	Open project	01.04.2011
0116-03: Miscellaneous		Time project	In process	OFFICE STATIONERY LTD	1	Open project	01.04.2011
0117	Computer Supplies Ltd	Time project	In process	COMPUTER SUPPLIES LTD	1	Open project	01.04.2011

At the bottom of the window, there is a menu bar with the following options: F1 Help, F5 Menu, INS New, ENT Change, DEL Delete, and ESC Exit.

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 format 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](http://www.bbc.co.uk)