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Introduction/Course Description

In this course you will learn:

- How to use RADs to your advantage for Balance Sheet Reporting
- How to expand Project Accounting across the Multiview ERP to report on projects within your CIP account (Construction in Progress)
- How to report on budgets and actuals and maintain control of your individual projects

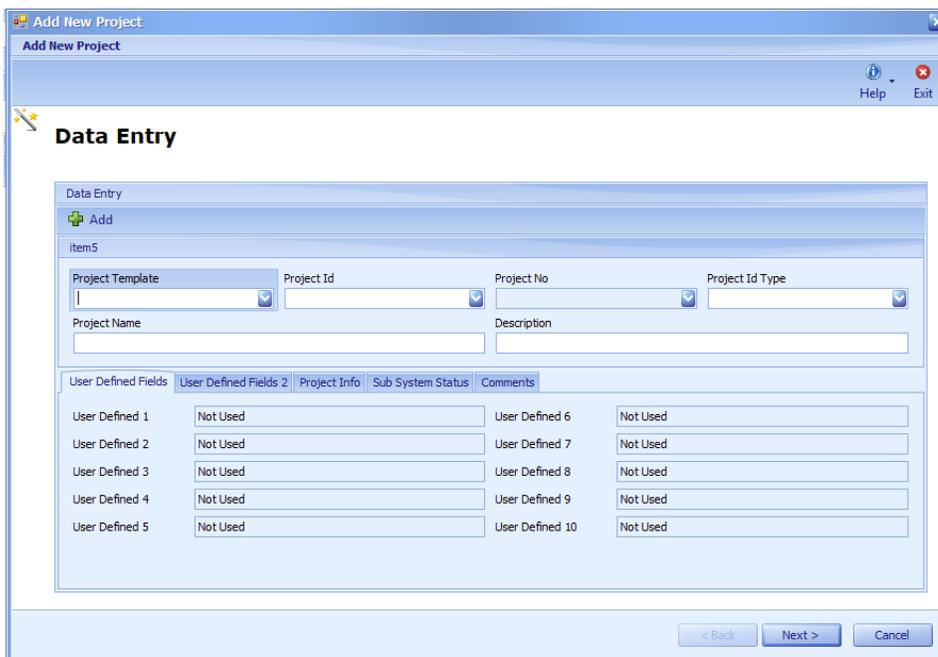
Business Case:

S.T.A.R. Labs (S.T.A.R.) is a laboratory specializing in scientific research and has seen much growth in the past several years, spreading across Canada and the US, as well as internationally. Privately funded, they recently implemented Project management and Commitments to track renovations and new builds for their laboratories spread throughout the world. In this session, we will demonstrate the capability of the PM module by showcasing examples of how S.T.A.R. sets up a project for a new Laboratory, including the use of our inquiry and reporting tools. We will also demonstrate how to use the construction in progress feature to make sure all assets get capitalized at the end of the project.

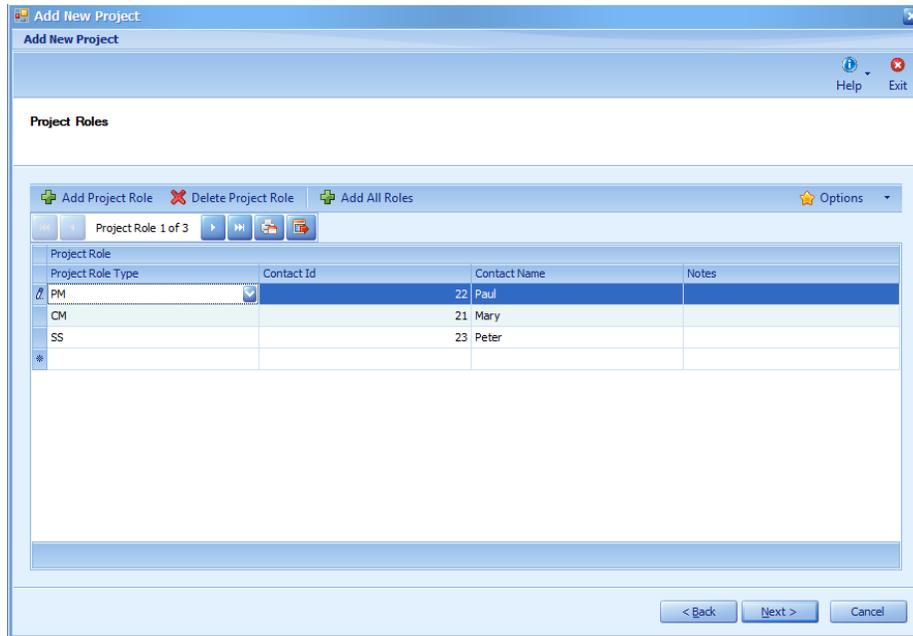
Project Management Demo Steps

1. Project Maintenance

- This screen is used to add or modify projects
- Navigate to Multiview → Project Management → Project Maintenance
- Hit '**Cancel**' to the Search Criteria window and then click '**Add New Project**'



- A window will open. We will enter/discuss the following fields:
 - **Project Template:** Project templates can be setup to default most fields on a new project such as the project id type, default schedule template, default budget, and the role types this project has.
 1. Enter a project template of **“BUILD”**.
 - **Project Id:** This is the unique identifier given to your project. This will automatically setup a RAD Id of the same name to the RAD type associated with the project management module.
 1. Enter a project id of **“HOUSTAR”**.
 - **Project Id Type:** This field represents a category of project for query purposes (for example a remodel vs new building). It also determines in which modules the project id can be used and if tied to Fixed Assets whether the items are capitalized as invoiced or at the end of the project.
 - **Project Name:** This is full name of the project.
 1. Enter a project name of **“Houston S.T.A.R. Lab”**
 - **Project Description:** This is a description of the Project Id.
 1. Enter a description of **“Build new Houston S.T.A.R. Lab”**
 - **User Defined Fields:** A project allows up to 20 UDFs that can be used to capture additional info related to the project. Validated UDFs can be used in VPA reports.
 - **Project Info:** This tab allows you to assign the project stats and assign end and start dates for the project.
 1. **Project Status: “Active”**
 2. **Project Start and End Dates:** Dates available for querying that indicate the overall project timeline. Under Project Info tab.
 3. Enter a start date under Project Info tab, of **“Feb 01, 2022”** and end date of **“Dec 31, 2023”**
 - **Sub System Status:** These fields default from the Project Id Type and thus are display only here. For each module, it indicates if project accounting is allowed.
 - **Comments:** An unlimited character field to store reference notes about the project available in inquiries.
- Click **Next**. Any default project roles (populated from the Project Template) will display here for you to enter the contact responsible for that role. Roles can also be added on-the-fly but the Contact Id needs to be predefined in the Contacts screen. If your project will require approvals by a particular person associated with a project (for example the PM) or you need to track who fills what role on which projects, this is where they are defined.
 - Enter Contact Id for CM(Construction Manager) as **“Mary”**
 - Enter Contact Id for PM (Project Manager) as **“Paul”**
 - Enter Contact Id for SS (Site Supervisor) as **“Peter”**

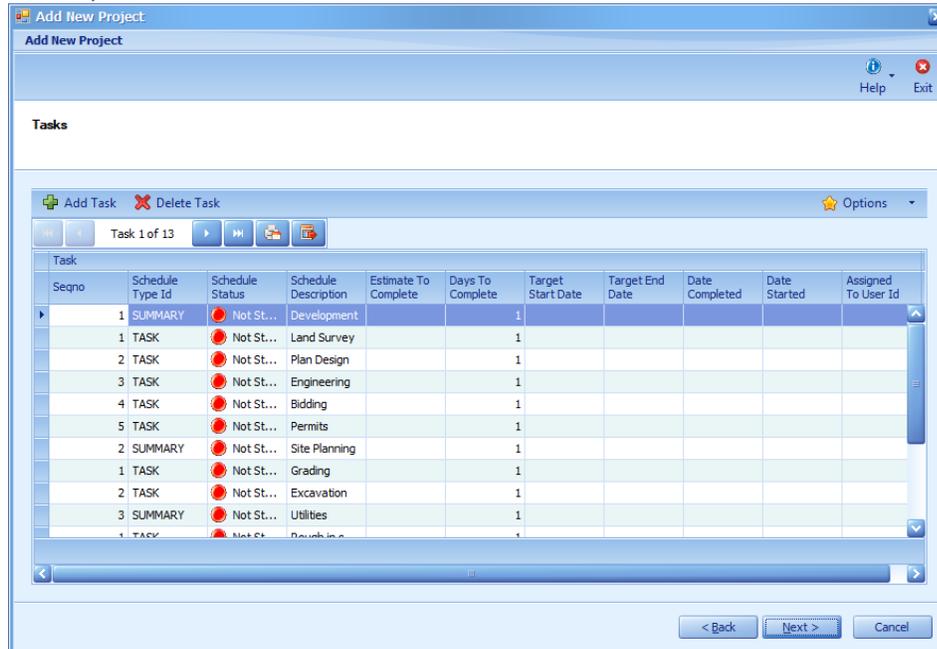


The screenshot shows the 'Add New Project' window with the 'Project Roles' section active. The window title is 'Add New Project' and it includes 'Help' and 'Exit' buttons. Below the title bar, there are buttons for 'Add Project Role', 'Delete Project Role', and 'Add All Roles', along with an 'Options' dropdown. A navigation bar shows 'Project Role 1 of 3'. The main area contains a table with the following data:

Project Role Type	Contact Id	Contact Name	Notes
PM	22	Paul	
CM	21	Mary	
SS	23	Peter	
*			

At the bottom of the window are '< Back', 'Next >', and 'Cancel' buttons.

- Click **Next**
 - This screen shows the tasks populated from the project template. Tasks can be added, deleted or modified at this screen.

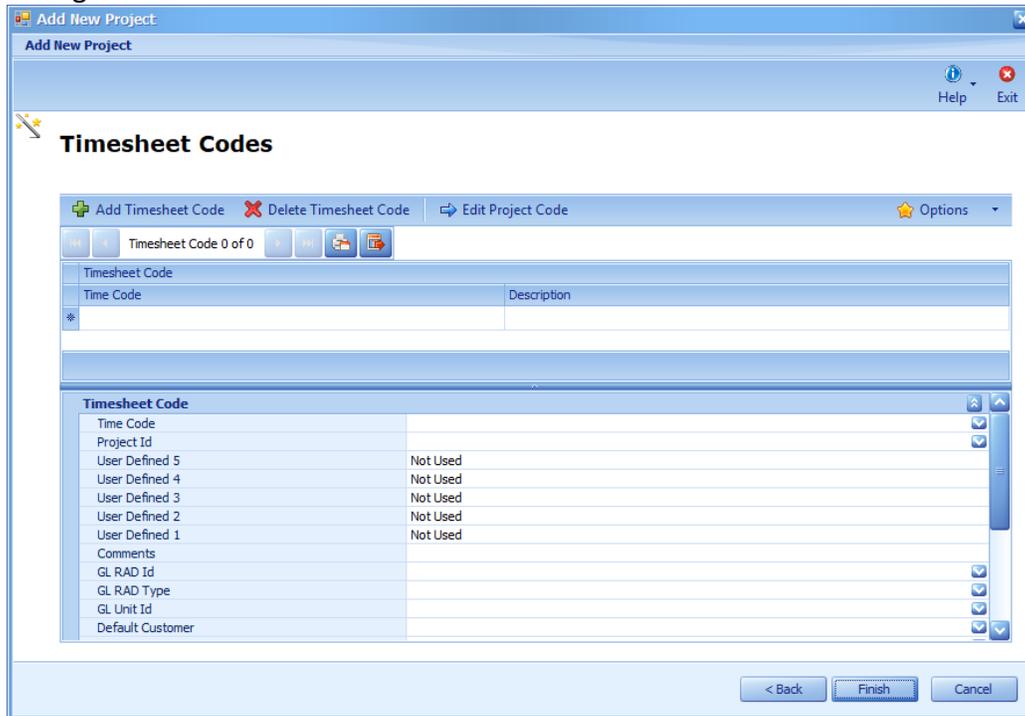


The screenshot shows the 'Add New Project' window with the 'Tasks' section active. The window title is 'Add New Project' and it includes 'Help' and 'Exit' buttons. Below the title bar, there are buttons for 'Add Task' and 'Delete Task', along with an 'Options' dropdown. A navigation bar shows 'Task 1 of 13'. The main area contains a table with the following data:

Seqno	Schedule Type Id	Schedule Status	Schedule Description	Estimate To Complete	Days To Complete	Target Start Date	Target End Date	Date Completed	Date Started	Assigned To User Id
1	SUMMARY	Not St...	Development		1					
1	TASK	Not St...	Land Survey		1					
2	TASK	Not St...	Plan Design		1					
3	TASK	Not St...	Engineering		1					
4	TASK	Not St...	Bidding		1					
5	TASK	Not St...	Permits		1					
2	SUMMARY	Not St...	Site Planning		1					
1	TASK	Not St...	Grading		1					
2	TASK	Not St...	Excavation		1					
3	SUMMARY	Not St...	Utilities		1					
4	TASK	Not St...	Reurb...		1					

At the bottom of the window are '< Back', 'Next >', and 'Cancel' buttons.

- Click **Next**. This step allows you to create a timesheet code for this project if using the Time Management module in Multiview.



- Click **Finish**. Then select **“Yes”** to the message asking **“Do you want to query for the new Project?”**
 - The docking panels on the right side of this screen summarize the information we selected through the **“Add New Project”** wizard. On the Tasks panel, click on **“Edit Gantt Chart”** to populate your task target start/end dates.
 - Since we are using Project Accounting workflow, click the **“Actions”** button on the top menu bar and click **“Submit New Project”** for approval.

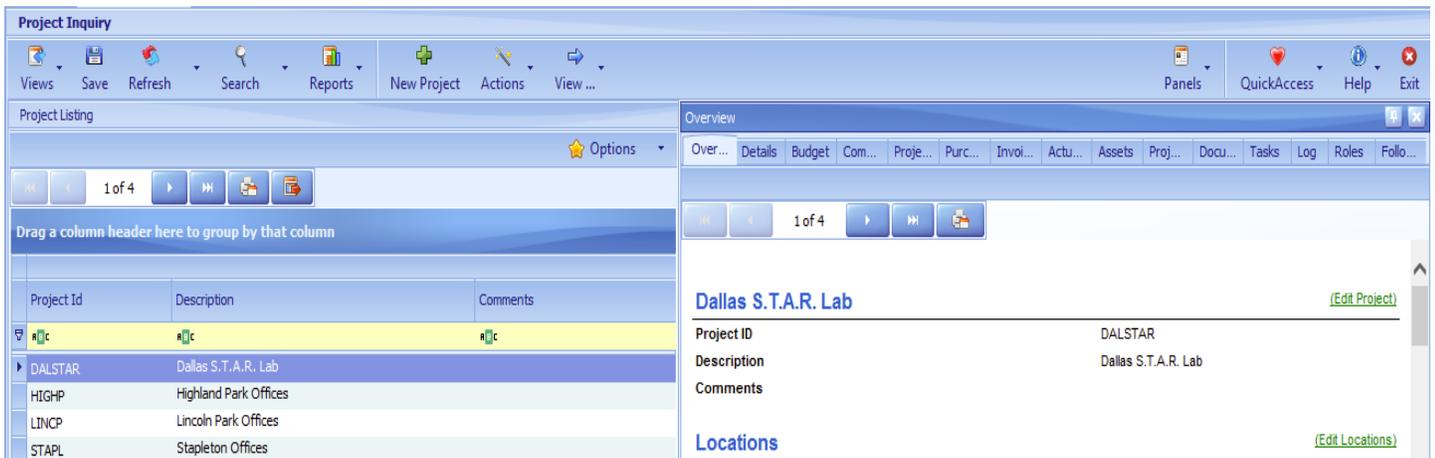
3. Workflow Approval

- Go back to the main menu. Click **“Workflow”** and then click **“Workflow Todo List”**. Because our project is set up for workflow approval, we need to approve our project via workflow.
- Click on the saved query **“Project request”**. Here you’ll see the projects waiting to be approved via workflow. Find your project and click **“Process”** in the docking panel and then click **“Ok”**. Because this particular workflow is setup to be approved by two approvers, we’ll need to click **“Refresh”** and process this item again.
- Approve the new project. This will change the project status from **“In Approval”** to **“Active”**.

4. Project Inquiry

- This screen is used to inquire on multiple projects at once. We will utilize a saved query to look up all the Laboratory locations actively being built.

Field	Operator	Value (From)	Value (To)
Project Id Type	Equals	BUILD	
Project Status	Is One Of	Active	



The screenshot displays the 'Project Inquiry' application interface. On the left, a 'Project Listing' table shows a list of projects. The 'Dallas S.T.A.R. Lab' project is selected and highlighted in blue. The table has columns for Project Id, Description, and Comments. On the right, an 'Overview' panel provides details for the selected project, including its Project ID (DALSTAR), Description (Dallas S.T.A.R. Lab), and Comments. The interface includes a menu bar at the top with options like Views, Save, Refresh, Search, Reports, New Project, Actions, and View. There are also navigation buttons and a search bar.

Project Id	Description	Comments
DALSTAR	Dallas S.T.A.R. Lab	
HIGHP	Highland Park Offices	
LINCP	Lincoln Park Offices	
STAPL	Stapleton Offices	

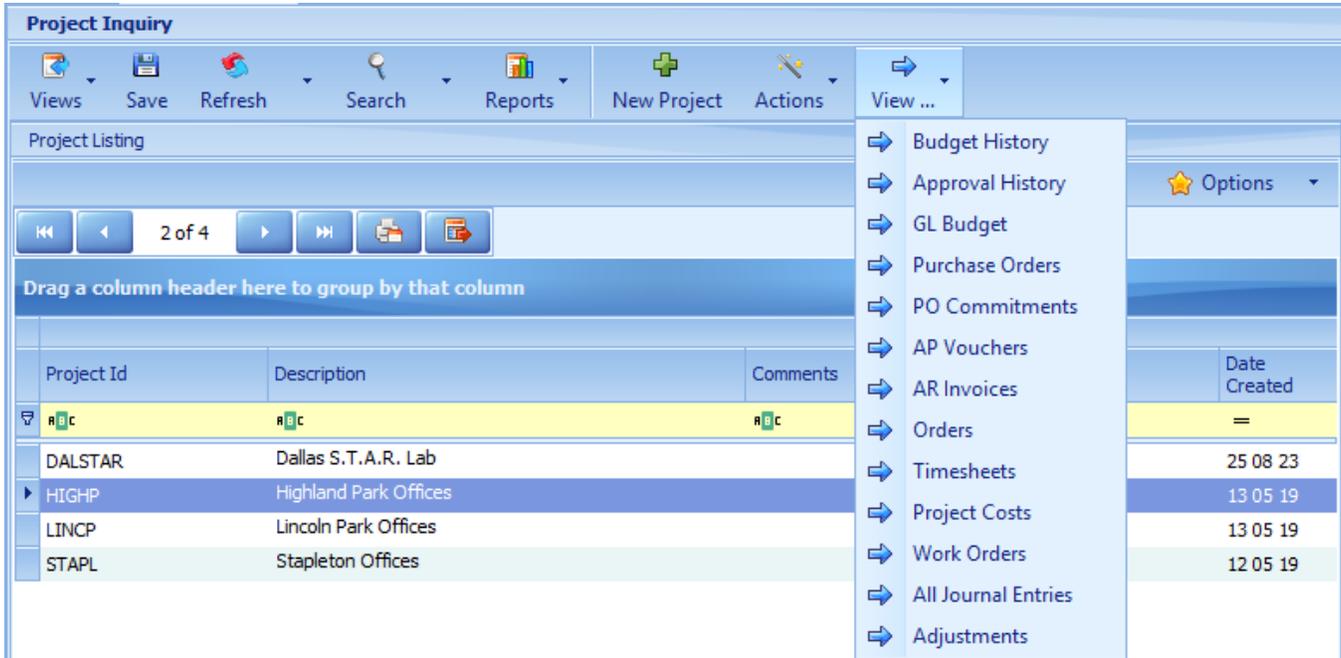
Dallas S.T.A.R. Lab (Edit Project)

Project ID: DALSTAR
Description: Dallas S.T.A.R. Lab
Comments:

Locations (Edit Locations)

- The docking panels on the right side of the screen allow us to review and in some cases modify details of the project. Note that we can also customize this screen to include more docking panels based on your business needs.
 - **Overview:** Shows a summarized view of your project in web format where you can interact with each part of the project.
 - **Details:** Shows a vertical listing of the Project Id, UDFs and sub system usage as defined in Project Maintenance
 - **Budget:** Quick view of the project's budget and the amount spent for each line item in the budget.
 - **Commitment Summary:** Summary pivot table for each project and their accompanying project costs. This is the same information you would get in the Commitment Budget Inquiry form.
 - **Project Pivot:** Allows you to create a pivot table on active projects and their attributes such as their 20 UDFs.
 - **Purchase Order:** Summary of all purchase Orders for the project. You can create new PO's or view them individually or as a group
 - **Invoices:** Summary of all invoices in AP for the project. You can view invoices that are matched to POs or invoices that are simply coded to the project.
 - **Actuals:** Summary of all journal entries associated with the project. You can drill down to the Journal Entry. These will include all transactions (including invoices and vouchers) in the General Ledger
 - **Assets:** Project Management allows you to record the asset using defaults when recording a voucher in the General Ledger. This is based on setups of the products and Purchase Fors in Purchase Order. These are capitalized Assets.
 - **Project Costs:** Costs that are associated with the project that have been capitalized or can be capitalized. This will also include overhead that has been identified and can be capitalized.
 - **Documents:** Allows user to attach/view external documents related to the project such as a design document or permit.
 - **Tasks:** Used to view the status of each task in the project schedule.
 - **Log:** A place to review and add key items that have happened or general notes relative to the project. To use the log requires Event Types be setup. In simple cases, one called Note is all you need but if you have advanced alert, query, or reporting needs then 1 or more Event Types might make that easier. Events do not have a status or date other than the date the event happened. There is no concept of an outstanding event (that would be a task).
 - **Project Roles:** Used to view the contacts associated with the selected project.
 - **Follow-ups:** Used to attach a 'reminder' or a follow-up on a project that can be assigned to yourself or others to address.

- On the menu bar at the top of the screen there is an “Actions” button.
- On the menu bar at the top of the screen there is also a “View” button. This allows you to view all associated transactions related to this project for each sub system.
 - Select DALSTAR project id and then use the View button to view Purchase Orders associated with this project.



Project Inquiry

Views Save Refresh Search Reports New Project Actions View ...

Project Listing

2 of 4

Drag a column header here to group by that column

Project Id	Description	Comments
DALSTAR	Dallas S.T.A.R. Lab	
HIGHP	Highland Park Offices	
LINCP	Lincoln Park Offices	
STAPL	Stapleton Offices	

Options

- ⇒ Budget History
- ⇒ Approval History
- ⇒ GL Budget
- ⇒ Purchase Orders
- ⇒ PO Commitments
- ⇒ AP Vouchers
- ⇒ AR Invoices
- ⇒ Orders
- ⇒ Timesheets
- ⇒ Project Costs
- ⇒ Work Orders
- ⇒ All Journal Entries
- ⇒ Adjustments

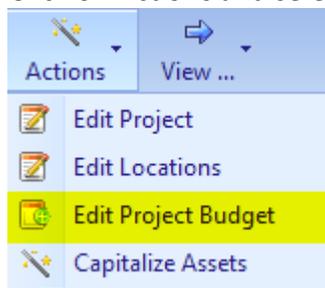
Date Created
=
25 08 23
13 05 19
13 05 19
12 05 19

1. Alternatively, you could click on the Purchase Order tab to view each PO and either create or view the POs that are associated with the project. If a project is created from the Project Purchase Order screen, it will automatically add the Project Id to the Header. This will automatically add the CIP Project id to each GL Distribution on the PO.
2. Clicking on any of the other Inquiries will drill down directly to the information requested for the Project that you are highlighting – GL Budget will take you to the Budget Transaction Inquiry, AP Vouchers takes you to the Voucher Inquiry screen.

4. Budget and Commitments

- Project Management uses Budgets and Commitments to track the costing of your projects. Budgets allow you to set your expense limits for each project based up on approved budgets. Commitments allow you to track the *potential* costs flowing through Purchase Order as Pre-Commitments and Commitments and into Accounts Payable or GL as Actuals.
- Purchase Order is a necessity if you are looking to track and approve projects properly. Tracking only against Actuals is like ‘shutting the barn door after the horses have escaped’. It’s too little, too late because the expenses are already actuals.
- Commitments starts at the Purchase Order level. It does not incorporate Requisitions at this point.
- First step is to setup the Budget in Project Inquiry and then setup the Commitments and workflow in Purchase Order.

1. Click on Actions and select Edit Project Budget



2. We will create a new budget and select a Template – in this case, we will select Template Office. This template is setup in Project Budget Templates. The budget template can be setup with a specific Line Spread Method and should include the secondary project cost (RAD Type) and id (RAD Id), as well as the Business unit and Account(s).
 - Suggestion is that you use one Project RAD – setup in Project Module Options, One Project Cost RAD – again, setup in Project Module Options and a single unit (Balance Sheet) and CIP account...
3. The project budget will be built automatically for you depending on the Project Budget Templates you create. You can now add or delete lines for your project budget. You can also add the Budget Amounts in the Project Budget Editor form.

5. Project Cube

- It is possible to create VPA reports using a PM cube. A project management cube will contain all transactions with a project RAD id only. It also allows you to report on any validated project UDFs.
- From the My Reports screen we will look at an example of a report built with PM named “Capital Projects”
- The layers view contains a list of our project ids. On the rows is our CIP account with a CIP Task RAD on top to view the account by CIP category. The columns display actual to budget along with both \$ and % variances. Included is a secondary component that enhances our Project Management module – Commitments.

Range: [R-4, C0]-[R-4, C-2] Content: Rule

Report Properties: Filters: Actual Base Amount (US)

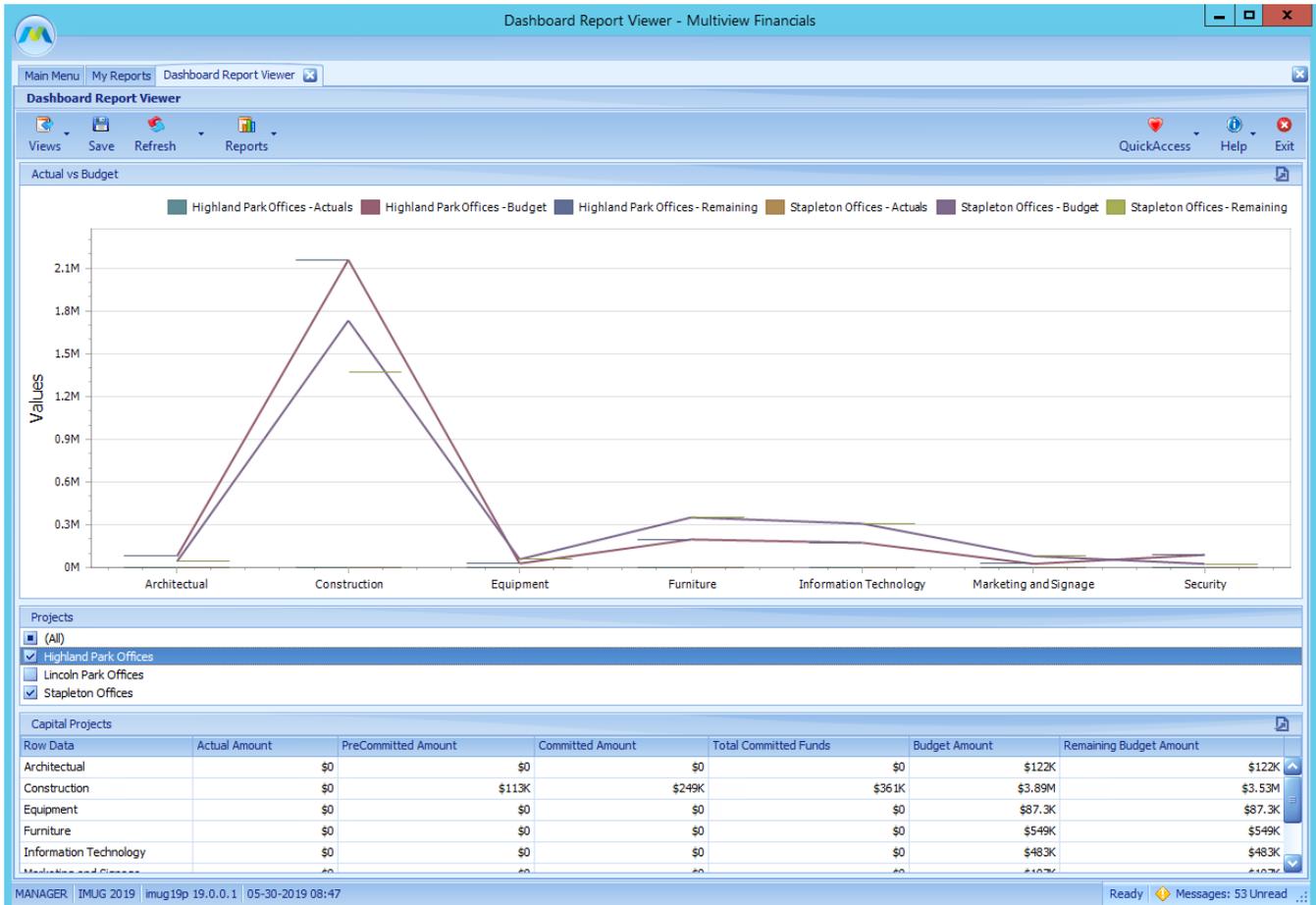
1 Grid								
Stapleton Offices								
	1	2	3	4	5	6	7	8
		+	+	+	=	+	=	=
		Actuals	PreCommitment Total	Commitment Total	Total Committed Funds	Total Budget	Remaining Funds	Variance %
4								
5	+ Construction		112,500	248,800	361,300	1,733,692	1,372,392	21
6	Architectual					42,660	42,660	
7	+ Furniture					351,721	351,721	
8	+ Information Technology					308,759	308,759	
9	Marketing and Signage					80,904	80,904	
10	Security					26,110	26,110	
11	Equipment					58,386	58,386	
12	-- All CIP Tasks		112,500	248,800	361,300	2,602,232	2,240,932	14
13								
14								

Layers View

1	Stapleton Offices
2	Highland Park Offi
3	Lincoln Park Office

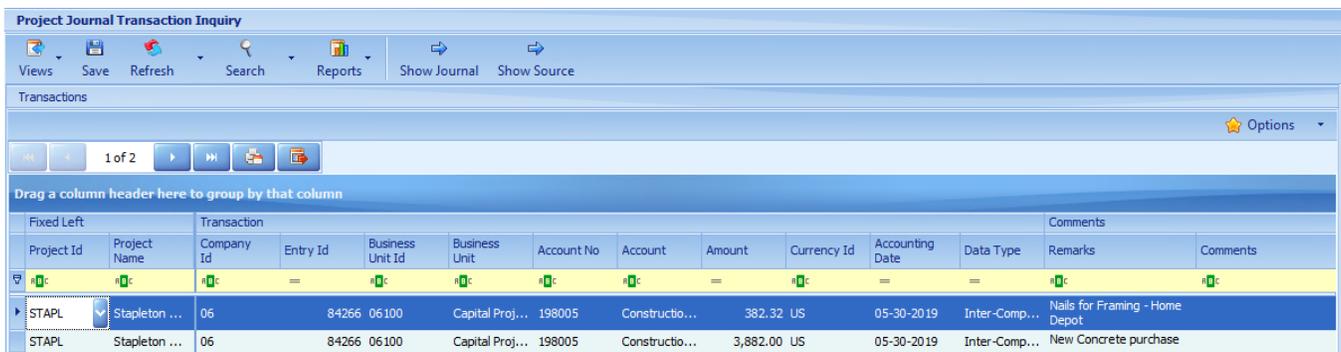
- You can still drill down from a PM cube. It will take you to the Project Journal Transaction Inquiry screen.
 - Right click on the Actual amount for Architectural at the Stapleton Offices and choose “View Transactions”.

- You can also create Dashboards from the reports that you've created in Commitment Budget Inquiry, Project Management Queries or the Project Management Cube. These Dashboards will enhance any reporting that you might use for Project Managers or the Executive team.



6. Project Journal Transaction Inquiry

- This screen is the same as the Journal Transaction Inquiry with the exception that it will only return transactions that have a project RAD assigned to them. It also allows you to search on any of your project UDFs so you can bring those in to your analysis and pivot functionalities.

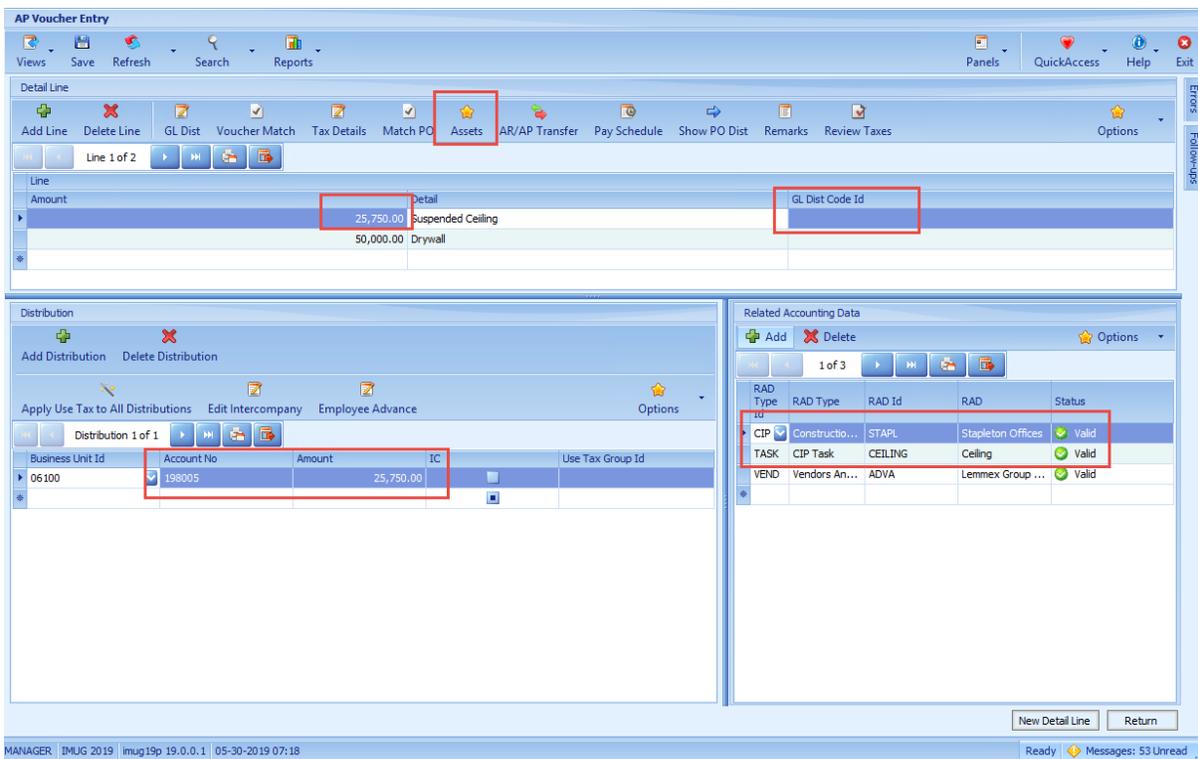


Fixed Left	Transaction										Comments		
Project Id	Project Name	Company Id	Entry Id	Business Unit Id	Business Unit	Account No	Account	Amount	Currency Id	Accounting Date	Data Type	Remarks	Comments
STAPL	Stapleton ...	06	84266	06100	Capital Proj...	198005	Constructio...	382.32	US	05-30-2019	Inter-Comp...	Nails for Framing - Home Depot	
STAPL	Stapleton ...	06	84266	06100	Capital Proj...	198005	Constructio...	3,882.00	US	05-30-2019	Inter-Comp...	New Concrete purchase	

Appendix A: Capital Assets in Progress

1. Voucher Entry

- If you are not using Purchase Orders, CIP starts when you pay for something that will be considered an asset when it is complete and placed into service. Until then, the costs of a constructed asset are accumulated in a CIP account that sits on the balance sheet.
- Each voucher detail line has some key fields of interest:
 - **GL Dist Code Id:** This is the CIP account that will be the debit when the AP entry is posted. Alternatively you could manually record the U/A distribution.
 - **Project Id:** When using the project module, this is the capital project you are building up. If supplied, the debit to CIP will have a RAD id for this project and all assets/costs will be linked to this project.
 - **Assets:** Click this button to launch the wizard that identifies this line item as an asset.



The screenshot displays the 'AP Voucher Entry' window. The 'Detail Line' section contains the following data:

Line	Amount	Detail	GL Dist Code Id
	25,750.00	Suspended Ceiling	
	50,000.00	Drywall	

The 'Distribution' section shows the following data:

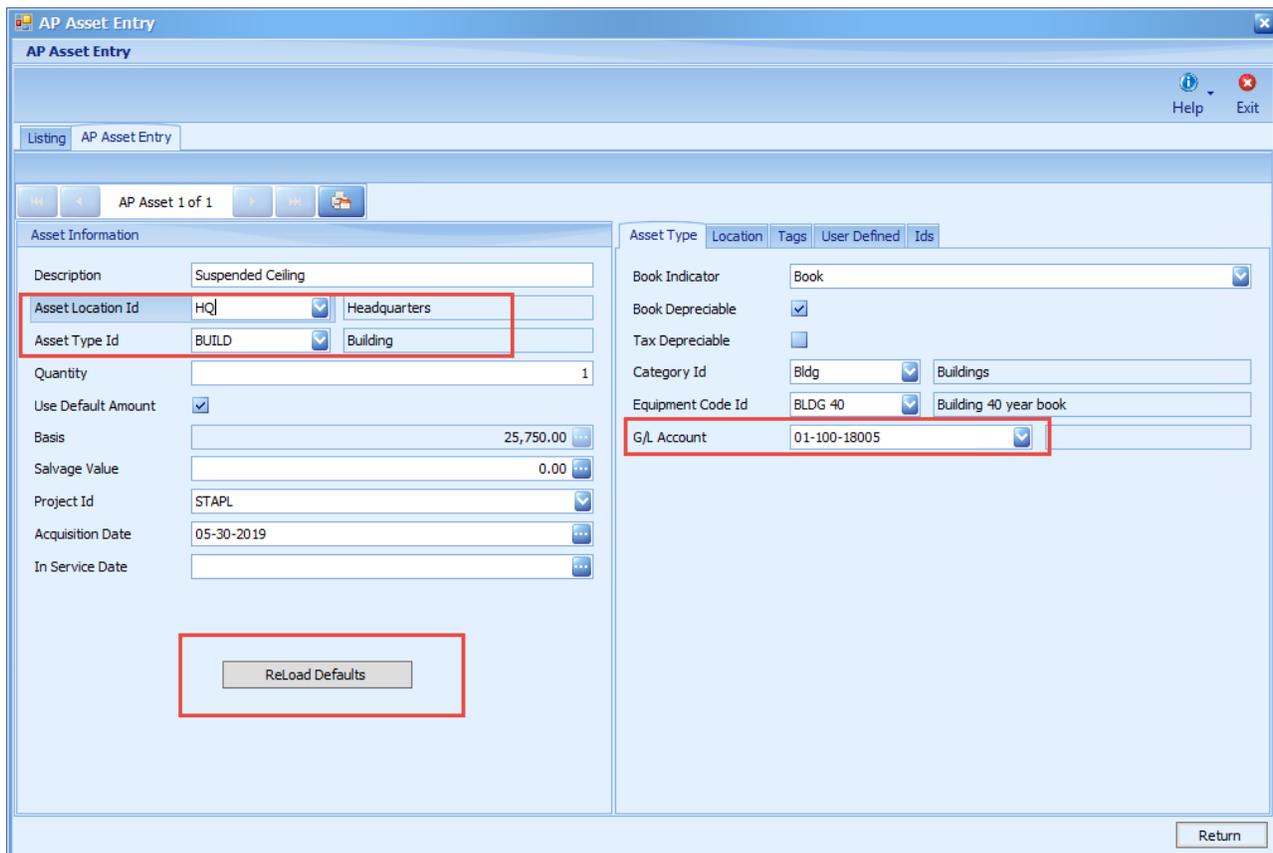
Business Unit Id	Account No	Amount	IC	Use Tax Group Id
05100	198005	25,750.00		

The 'Related Accounting Data' section shows the following data:

RAD Type	RAD Type	RAD Id	RAD	Status
CIP	Constructio...	STAPL	Stapleton Offices	Valid
TASK	CIP Task	CEILING	Ceiling	Valid
VEND	Vendors An...	ADVA	Lenmex Group ...	Valid

- When the Asset button is pushed a new window is displayed for AP Asset Entry. If the voucher detail is actually 10 individual assets you have to enter in 10 assets and the sum of the book basis should equal the asset line amount. The key fields are:
 - **Asset Location Id:** This code defaults fields that tell us the location in the AMS system where the asset is going to live such as AMS company, location, and a segment of the GL Account.

- **Asset Type:** This code defaults fields that tell us what the asset will be in the AMS system such as the Equipment Code and a segment of the GL Account.
- **Load Defaults:** Pressing load defaults uses the values from the Asset Location Id and Asset Type fields (and possibly the Asset Type Mapping screen) to derive values needed for the AP Asset entry.
- **GL Account:** The Fixed Assets module uses a GL segment type code. It is possible to derive this from the defaults above.



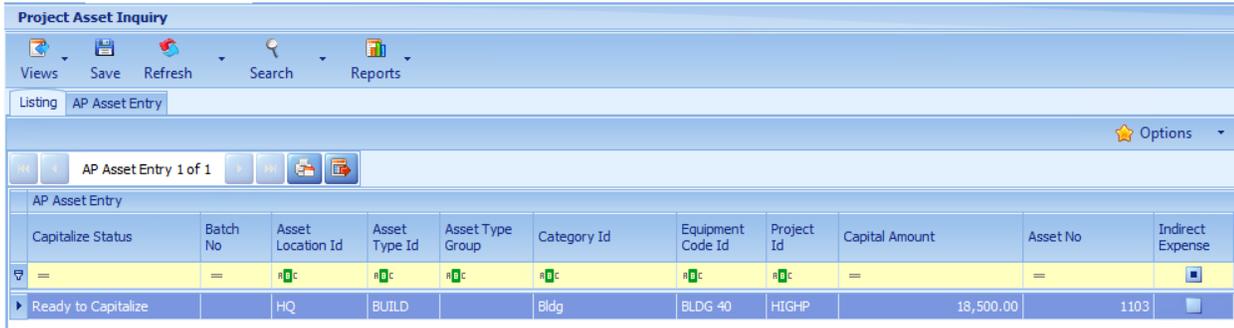
The screenshot shows the 'AP Asset Entry' window with the following data:

Section	Field	Value
Asset Information	Description	Suspended Ceiling
	Asset Location Id	HQ Headquarters
	Asset Type Id	BUILD Building
	Quantity	1
	Use Default Amount	<input checked="" type="checkbox"/>
	Basis	25,750.00
	Salvage Value	0.00
	Project Id	STAPL
	Acquisition Date	05-30-2019
	In Service Date	
Asset Type	Book Indicator	Book
	Book Depreciable	<input checked="" type="checkbox"/>
	Tax Depreciable	<input type="checkbox"/>
	Category Id	Bldg Buildings
	Equipment Code Id	BLDG 40 Building 40 year book
G/L Account	01-100-18005	

- Return and Post the voucher.
- When using the AMS module outside of CIP posting an asset from AP would create an asset record in the Pending Transactions screen. However since this CIP asset is part of a project where the AMS module is set to “Capitalize at End of Project” it is put in a “Ready to Capitalize” status and will not hit Pending Transactions or the Assets screen until we capitalize assets at the end of the project.

2. Project Assets Inquiry

- This screen is used to view assets related to a project and their capitalization status.
- Use the query – Highland Park Project



The screenshot shows the 'Project Asset Inquiry' window. At the top, there are menu options: Views, Save, Refresh, Search, and Reports. Below that, there's a 'Listing' tab and 'AP Asset Entry' selected. A navigation bar shows 'AP Asset Entry 1 of 1'. The main table has the following columns: Capitalize Status, Batch No, Asset Location Id, Asset Type Id, Asset Type Group, Category Id, Equipment Code Id, Project Id, Capital Amount, Asset No, and Indirect Expense. The first row shows 'Ready to Capitalize', '-' for Batch No, 'HQ' for Asset Location Id, 'BUILD' for Asset Type Id, 'Bldg' for Asset Type Group, 'BLDG' for Category Id, 'BLDG 40' for Equipment Code Id, 'HIGHP' for Project Id, '18,500.00' for Capital Amount, '1103' for Asset No, and a small square icon for Indirect Expense.

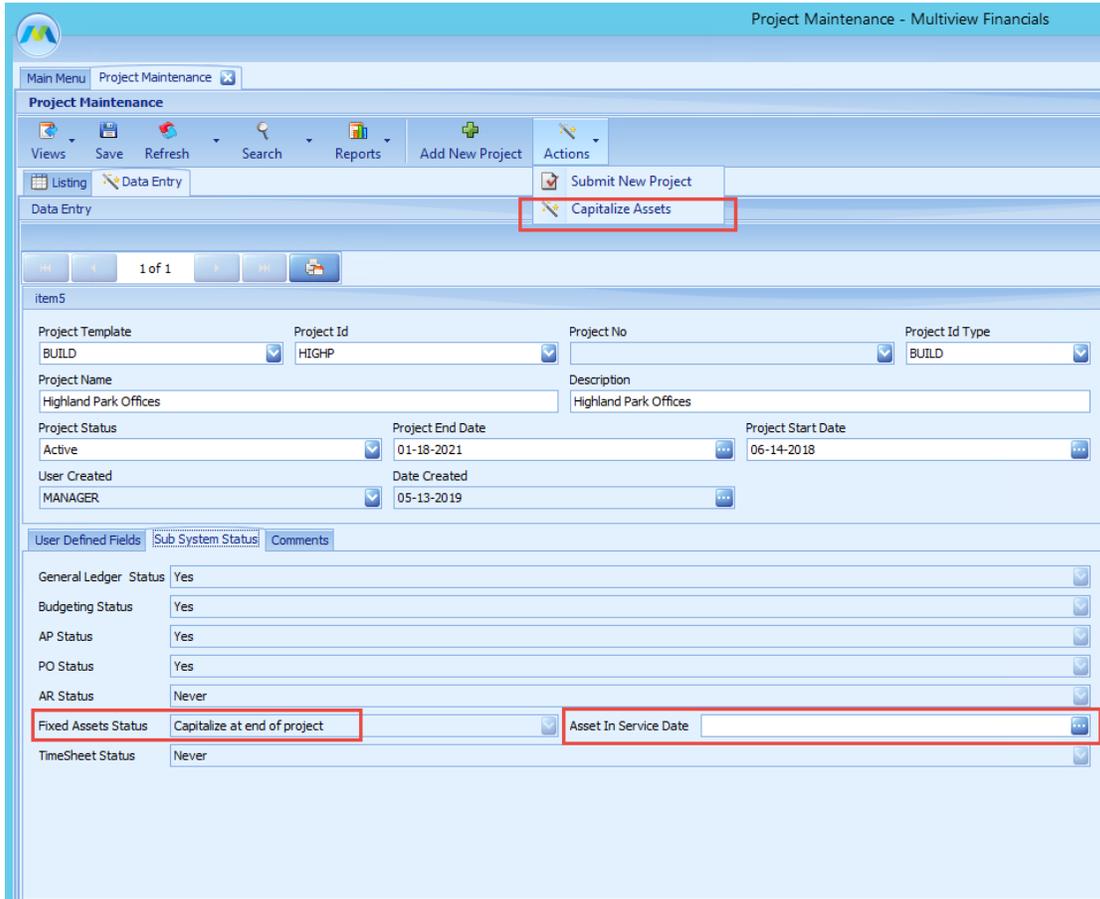
Capitalize Status	Batch No	Asset Location Id	Asset Type Id	Asset Type Group	Category Id	Equipment Code Id	Project Id	Capital Amount	Asset No	Indirect Expense
Ready to Capitalize	-	HQ	BUILD	Bldg	BLDG	BLDG 40	HIGHP	18,500.00	1103	<input type="checkbox"/>

- Once the asset is Capitalized you will be able to view the Asset details in the Fixed Assets docking panel of this screen.

3. Project Maintenance

- To capitalize assets related to a project, go to the Project Maintenance screen.
- Query on project id = HIGHP
- Each project has a flag called Fixed Assets Status. The value can be None, Capitalize at end of project or Capitalize as invoiced.
 - If none, or as invoiced, each time you post your AP voucher batch, the assets are immediately sent to the Fixed Asset module as a new acquisition.
 - If the Fixed Asset status is at the end of a project, the project requires an “Asset in Service Date”. As you post AP batches for a project with this status they are held back from Fixed Assets and given a status of “Ready to Capitalize”.

- Use the “Actions” button at the top of the screen to capitalize assets related to the project. This button will launch a new screen called Capitalize Project Assets.



Project Maintenance - Multiview Financials

Main Menu Project Maintenance

Project Maintenance

Views Save Refresh Search Reports Add New Project Actions

Listing Data Entry Submit New Project Capitalize Assets

1 of 1

item5

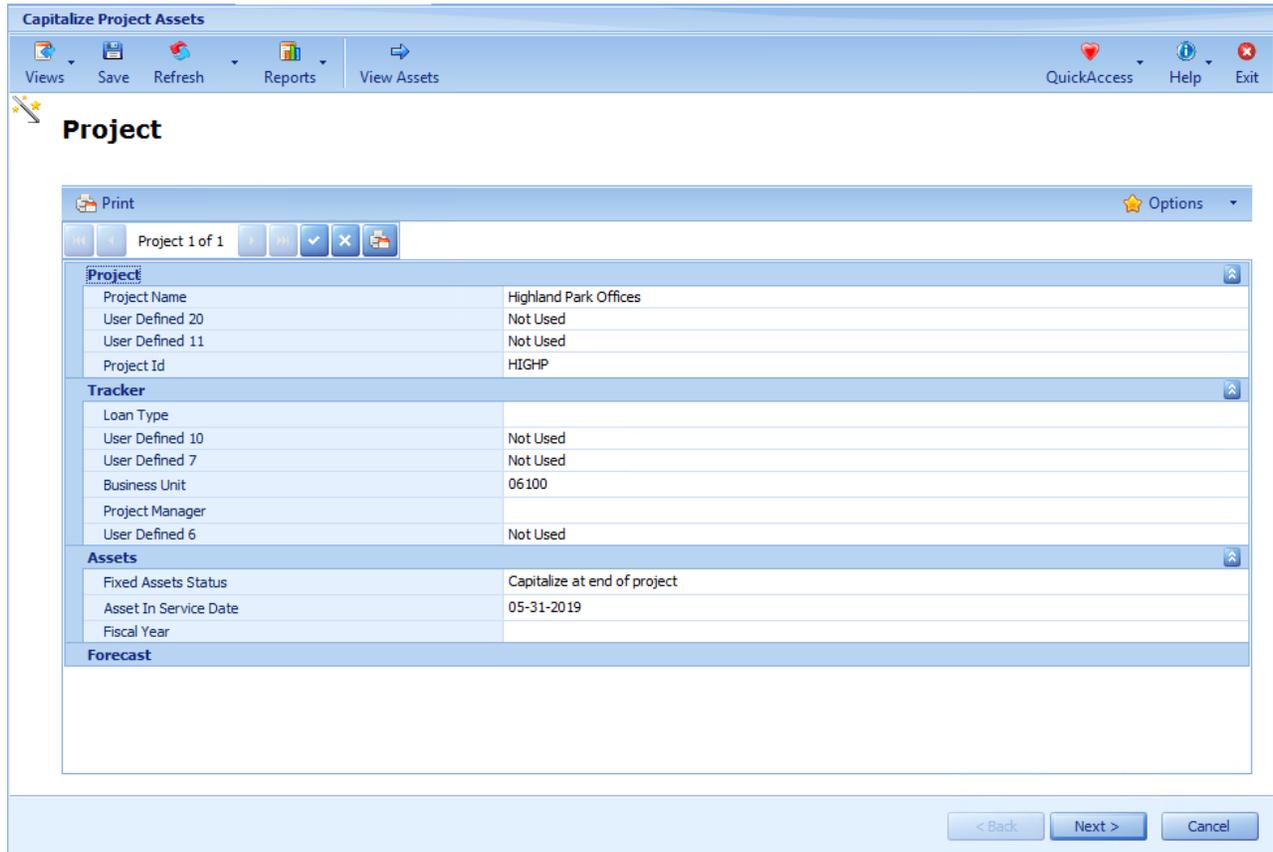
Project Template	Project Id	Project No	Project Id Type
BUILD	HIGHP		BUILD
Project Name		Description	
Highland Park Offices		Highland Park Offices	
Project Status	Project End Date	Project Start Date	
Active	01-18-2021	06-14-2018	
User Created	Date Created		
MANAGER	05-13-2019		

User Defined Fields Sub System Status Comments

General Ledger Status	Yes
Budgeting Status	Yes
AP Status	Yes
PO Status	Yes
AR Status	Never
Fixed Assets Status	Capitalize at end of project
Asset In Service Date	
TimeSheet Status	Never

4. Capitalize Project Assets

The capitalize project assets wizard starts with a detail view of the project. Hit Next.



- The next step reviews how the asset is categorized. It is possible to modify/correct asset details at this time. You can also select the status of how each asset line should be categorized.
 - **New:** Default neutral status. If a selection is not made here the next step will default to capitalize as group.
 - **Capitalize as group:** If selected will group asset lines with the same setting as a single asset in the AMS module. Presently, the wizard determines the group by the following fields however Multiview is able to customize the grouping requirements based on your business needs:
 - FA Company
 - PROJECT Id
 - Asset Location
 - Asset Type
 - Vendor
 - Invoice #
 - Acquisition Date

- In Service Date
- Book/Tax, and Book versus Tax Depreciable flags
- Description
- User 1 to 6
- Equipment code
- GL account

Capitalize individually: Will create an individual asset for this line item.

Do not capitalize: Will not create an asset for this line item. You may select this if you need to wait to create an asset for this line. For example if you have indirect expense for which the bills are still coming in and will be allocated to this line item.

Capitalize Project Assets

Views Save Refresh Reports View Assets

Review Categories (Step 1)
Review how asset is categorized

Reload Defaults View Voucher View PO Force Allocations Allocate using Other Project
ReCalc In Service Date Options

AP Asset Entry 1 of 1

Drag a column header here to group by that column

Fixed Left	Select Status	Indirect Expense	Indirect Allocation	Accrual Status	Asset Location Id	Asset Type	Category
	New	<input type="checkbox"/>	<input type="checkbox"/>	Non Accrual	HQ	Building	Buildings

Select Status dropdown menu:

- Select Status
- New
- Capitalize as Group
- Capitalize Individually
- Do Not Capitalize

- Click on Next to review how indirect expenses have been allocated across direct expenses (N/A to this demo).
- Click Next for a summary of how assets have been grouped

Capitalize Project Assets

Views Save Refresh Reports View Assets QuickAccess Help

Review Summary (Step3)
Review how assets have been grouped

Grouped Assets

Asset Groups 1 of 1

Select Group Id

Select Group Id	Select Status	Asset Location Id	Asset Type Id	Equipment Code Id	Description	Acquisition Date	Asset No	G/L Account	Book Indicator	Book Depreciable	Fixed Right Basis
1	Capitalize as Group	HQ	BUILD	BLDG 40	Glazing	05-31-2019	1103	01-100-18005	Book	<input checked="" type="checkbox"/>	18,500.00

- Click Next to review the acquisition entries that will be created.

Capitalize Project Assets

Views Save Refresh Reports View Assets QuickAccess Help Exit

Review Generated Acquisitions (Step4)

Edit Transaction Re Validate Update GL Master

1 of 1

Asset No	Company	Batch No	Book No	Book	Description	Equipment Code	Book In-Service	Book Basis	Book Salvage Value	Parent Asset No	Book Life	Error
1136	06	529	0.0	Building	BLDG 40	05-31-2019	18,500.00	0.00		480 Mon...		No Errors.

- Click Next. When you are ready to post the assets click "Finish"

Capitalize Project Assets

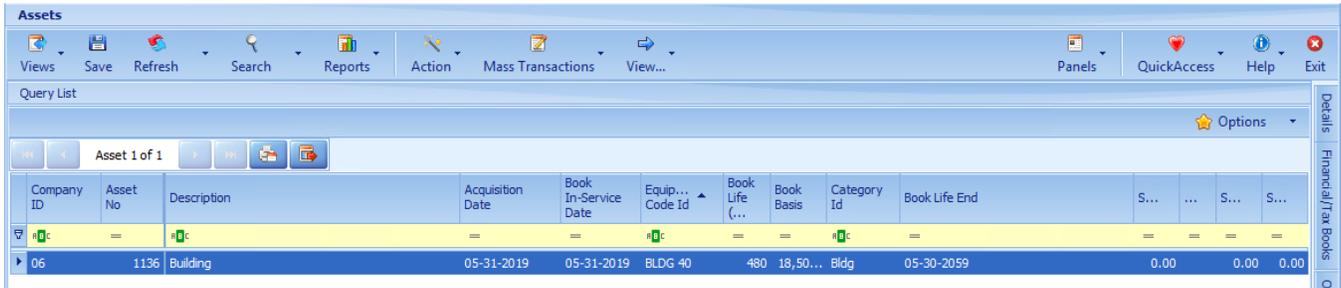
Views Save Refresh Reports View Assets QuickAccess Help Exit

Post Assets (Step 5)

You have successfully completed the wizard

5. Assets

- Query on Project Id = <xxxxx> (where xxxxx is your project, in this case HIGHP) to view the final asset record



Company ID	Asset No	Description	Acquisition Date	Book In-Service Date	Equip... Code Id	Book Life (...)	Book Basis	Category Id	Book Life End	S...	S...	S...	S...
06	1136	Building	05-31-2019	05-31-2019	BLDG 40	480	18,50...	Bldg	05-30-2059	0.00	0.00	0.00	0.00

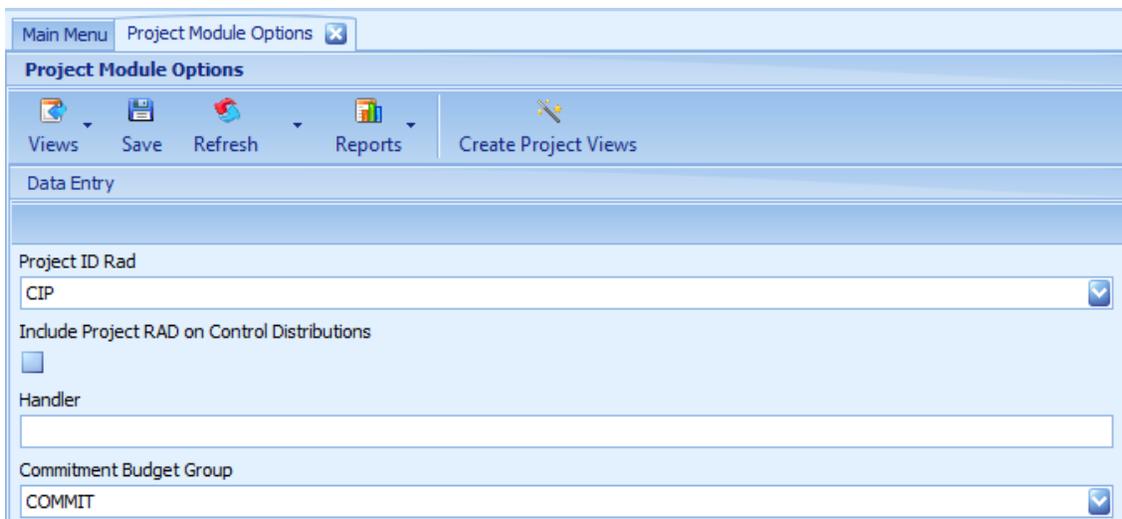
6. Overview of Accounting Entries

#	Unit	Account	Project Rad	Amount	Comment
1	601	198005 CIP	HIGHP	Dr. 18,500	Voucher Entry User Dist
	601	2100 AP		Cr 18,500	AP Offset
2	1560	1410 BLDING	HIGHP	Dr 18,500	Capitalizing the asset when it goes into service
	601	198005 CIP	HIGHP	Cr 18,500	Relieve CIP Account

Appendix B: Project Management Setups

1. Project Module Options

- Identify RAD Type used for Projects (CIP in our example)
- Identify if RADs are forced on AP/AR Control Accounts (No in our example)
- If using budgets, identify the Commitment Budget Group to use for commitments



Project Module Options

Views Save Refresh Reports Create Project Views

Data Entry

Project ID Rad

Include Project RAD on Control Distributions

Handler

Commitment Budget Group

2. Project User Defined Fields

- UDFs are used to allow you to store additional information related to a project. Any UDF with a data type of “Validated” can also be pulled into a VPA Cube for use in data analysis and reporting.

3. Project Id Type

- A project id type is used to define the different types of projects that you might create. Typically there is only 1 but there are business cases that use more than 1 for query purposes. For example splitting out store expansions, renovations and new stores. A project id type also defines the default subsystems that will use this type of project id.

Project Id Type Maintenance

Views Save Refresh Reports Panels QuickAccess Help Exit

Listing Data Entry

Listing

+ Add Options

4 of 4

Project Id Type	Project Id Type Description	PO Status	AP Status	AR Status	Fixed Assets Status	Budgeting Status	General Ledger Status	TimeSheet Status
IT	IT Projects	Yes	Yes	Never	Not used	Never	Yes	Yes
LN	Loan Number	Never	Never	Never	Not used	Never	Never	Never
RENO	Renovations	Yes	Yes	Yes	Capitalize at end of project	Yes	Yes	Yes
BUILD	New Store	Yes	Yes	Yes	Capitalize at end of project	Yes	Yes	Never

4. Project Event Types

- Use if you need alerts to find a specific type of event being logged on a project. In simple cases you can use one such as “Note”. Another example might be “Agreement Signed” or “Product Shipped”. Notes are added as they happen. There is no concept of an outstanding Event (you can use tasks for that).

Main Menu Project Event Types

Project Event Types

Views Save Refresh Reports

Listing Data Entry

Data Entry

+ Add - Delete

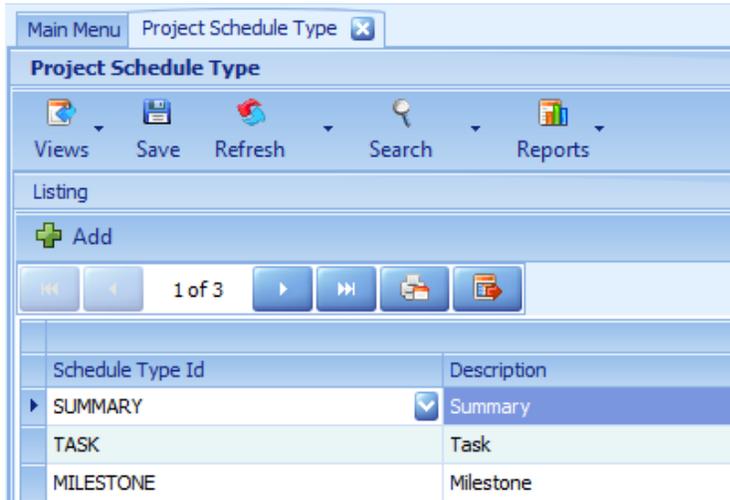
1 of 1

Event Type: NOTE Description: Note

Default Notes

5. Project Schedule Type

- A schedule type is typically a code such as Phase, Task or Milestone. It defines a type of schedule item, not a particular task itself.

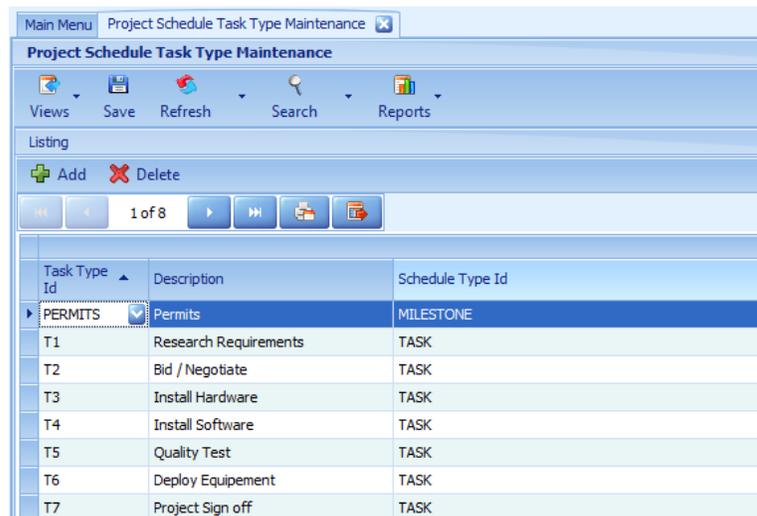


The screenshot shows the 'Project Schedule Type' maintenance interface. It includes a toolbar with 'Views', 'Save', 'Refresh', 'Search', and 'Reports' buttons. Below the toolbar is a 'Listing' section with an 'Add' button and a table of schedule types. The table has two columns: 'Schedule Type Id' and 'Description'. The 'SUMMARY' row is selected.

Schedule Type Id	Description
SUMMARY	Summary
TASK	Task
MILESTONE	Milestone

6. Project Schedule Task Type

- A schedule task type is a particular task of a particular schedule type and is used in advanced cases. For instance, you might have a milestone schedule type but 2 key project Milestones: Construction Start Date and Construction Complete date. By creating a schedule task type, you can tag the tasks that represent these 2 milestones and also use them for reports, alerts and queries across all project schedules. Other examples setup in our database can be viewed in the screenshot below.

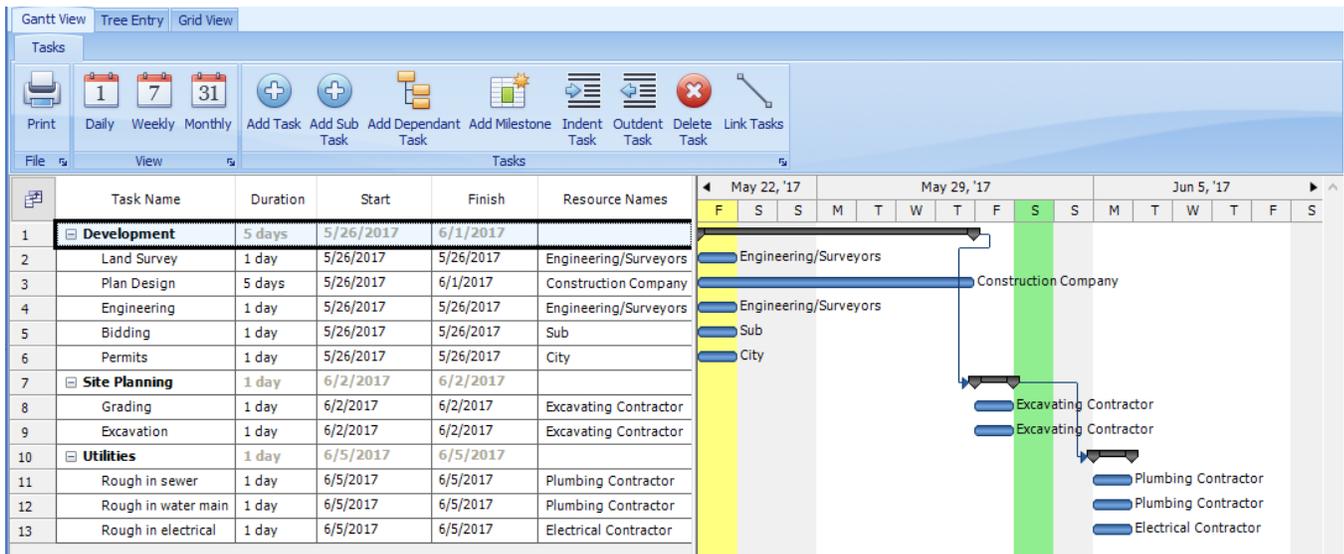


The screenshot shows the 'Project Schedule Task Type Maintenance' interface. It includes a toolbar with 'Views', 'Save', 'Refresh', 'Search', and 'Reports' buttons. Below the toolbar is a 'Listing' section with 'Add' and 'Delete' buttons and a table of task types. The table has three columns: 'Task Type Id', 'Description', and 'Schedule Type Id'. The 'PERMITS' row is selected.

Task Type Id	Description	Schedule Type Id
PERMITS	Permits	MILESTONE
T1	Research Requirements	TASK
T2	Bid / Negotiate	TASK
T3	Install Hardware	TASK
T4	Install Software	TASK
T5	Quality Test	TASK
T6	Deploy Equipment	TASK
T7	Project Sign off	TASK

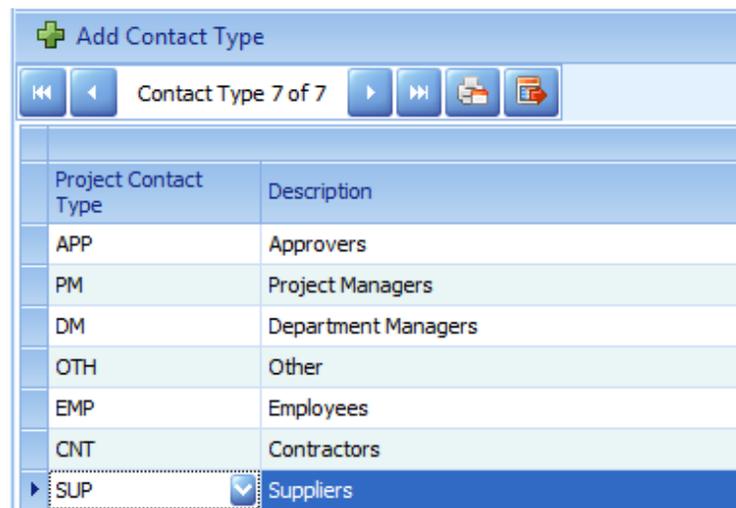
7. Project Schedule Template

- A schedule template represents a particular type of schedule that will be used with a particular type of project. If you have different types of projects with very different schedules (ex. Renovation vs new construction), create a template for each one. This step can be skipped if you won't be maintaining a time schedule for the project in Multiview. Use the Tree Entry view to associate a Schedule Task Type with a particular task.



8. Project Contact Type Maintenance

- Contact types are used to categorize various types of contacts you might require for a project. These could be companies, people, or both.



The screenshot shows the 'Add Contact Type' dialog box with a table of contact types:

Project Contact Type	Description
APP	Approvers
PM	Project Managers
DM	Department Managers
OTH	Other
EMP	Employees
CNT	Contractors
SUP	Suppliers

The 'SUP' contact type is selected, indicated by a checkmark in the selection column.

9. Project Role Type Maintenance

- If your project will require approvals by a particular person associated with a project or if you need to keep track of who fills what role on which projects then you can setup Role Types to define those. Role types can be associated with a contact type. Contact types are assigned to the Contact and are used to restrict which contacts can fill which type of role.

Project Role Type Maintenance

Views Save Refresh Search Reports

Listing

+ Add Project Role Type Options

Project Role Type 1 of 6

Project Role Type	Description	Project Contact Type	One Per Project	Use In Workf...
1	Approval		<input type="checkbox"/>	<input checked="" type="checkbox"/>
APP	Approver	APP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CM	Construction Manager	CNT	<input type="checkbox"/>	<input type="checkbox"/>
DM	Department Manager	DM	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PM	Project Manager	EMP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SS	Site Supervisor	CNT	<input type="checkbox"/>	<input type="checkbox"/>

10. Project Template Maintenance

- A project template is created to create complex defaults when creating new projects. This field is optional when creating a new project. It will provide defaults for the project id type, budget template, schedule template and roles.

Listing

+ Add Options

4 of 4

Project Template	Description	Budget Template Id	Schedule Template Id	Project Id Type
TEST	Test		IT	IT
IT	IT Project		IT	IT
RENO	Renovation		RENO	RENO
BUILD	New Store	BUILD	BUILD	BUILD
*				

Role Template

Details Role Template

+ Add Role Delete Role

+ Add All Options

Role 1 of 3

Role	Project Role Type
CM	
PM	
SS	

11. Contacts

- Contacts must be setup in order to be assigned to project roles. Contact types indicate a category of contact for use in queries and reports.

Contacts		
Views	Save	Refresh
Search	Reports	
Listing	Data Entry	
Listing		
+ Add X Delete		
1 of 3		
Project Contact Type	Contact Name	Email 1
REC	REC	REC
PM	Mary	
CM	Paul	
OTH	Peter	

Appendix C – Capital Assets In Process Setups

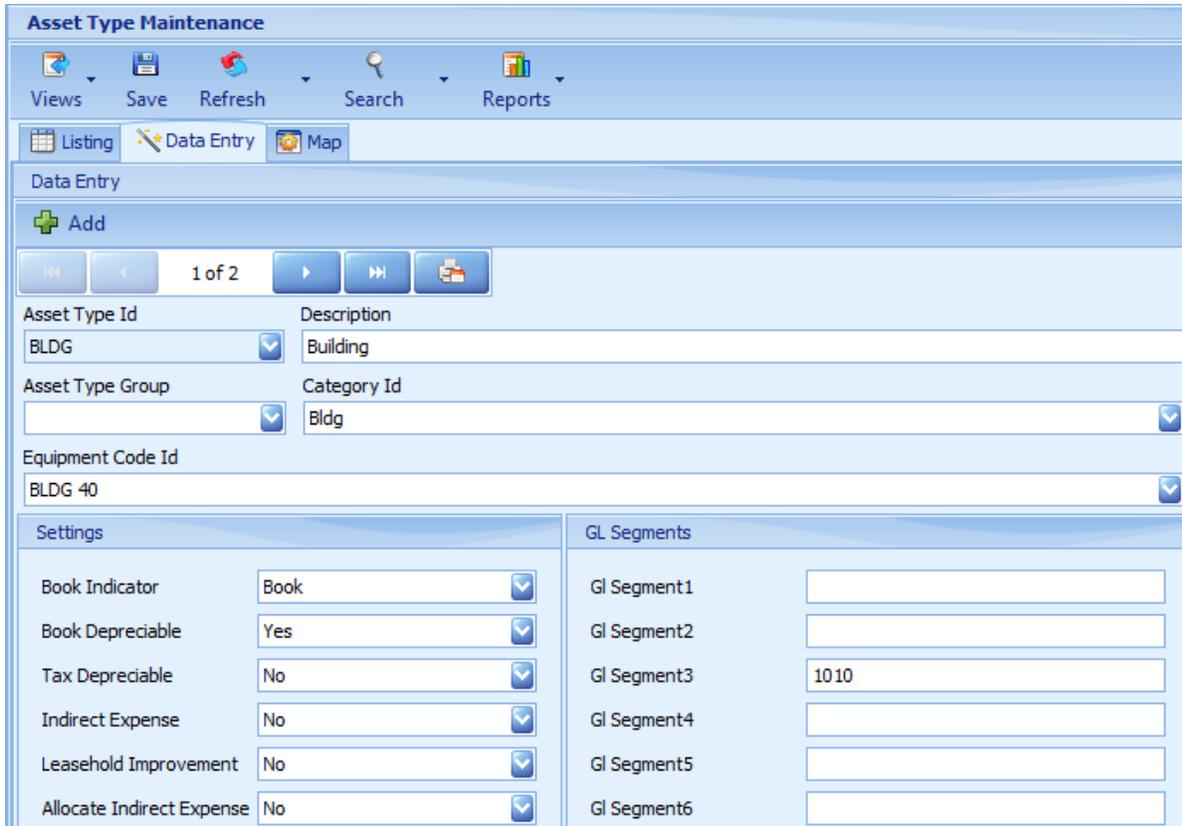
1. Asset Location Maintenance

- The Asset Location describes where the asset will be. It usually identifies the GL Company and Unit and location info such as City, State. It can also identify part of the GL account segments as presented here.
- If using PO, you can link the Asset Location with a Purchase For.

Asset Location Maintenance		
Views	Save	Refresh
Search	Reports	
Listing	Data Entry	Map
Data Entry		
+ Add		
1 of 1		
Asset Location Id	Description	
HQ	Headquarters	
Asset Location Group	Business Unit Id	FA Company Id
	601	06
item2	Fixed Assets GL Segments	
Fixed Assets Location	001	Gl Segment1
Geo City		01
Geo County		001
Geo State		Gl Segment3
Leased	<input type="checkbox"/>	Gl Segment4
End Of Lease		Gl Segment5
		Gl Segment6

2. Asset Type Maintenance

- The Asset Type's main purpose is to identify the Equipment Code (how it will depreciate) and what segment represents the asset in the GL Master account. Book and Depreciable flags also come from the Asset Type.
- If using PO, you can link the Asset Type to a PO Product.



Asset Type Maintenance

Views Save Refresh Search Reports

Listing Data Entry Map

Data Entry

+ Add

1 of 2

Asset Type Id: BLDG Description: Building

Asset Type Group: Category Id: Bldg

Equipment Code Id: BLDG 40

Settings		GL Segments	
Book Indicator	Book	GL Segment1	
Book Depreciable	Yes	GL Segment2	
Tax Depreciable	No	GL Segment3	1010
Indirect Expense	No	GL Segment4	
Leasehold Improvement	No	GL Segment5	
Allocate Indirect Expense	No	GL Segment6	

3. Asset Type Mapping

- The Asset Type Mapping screen is an advanced set of rules that can be used when the FA GL Account segments are not simply from the location and asset types. If you have multiple companies, or you have owned versus leased locations and the accounts to use differ from location to location, you can use the asset type mapping rules to build up those exceptions.

4. AMS Company

- In order to relieve the CIP account and post to the asset, the Post Acquisitions checkbox must be turned on under the AMS Company Processing Options (available under the Action button). Note we are investigating other alternatives to trigger relief of the CIP account in the future that stem from the Project Management module instead of Fixed Assets since most FA users prefer this setting remain off so that acquisitions are not double counted in the GL.