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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

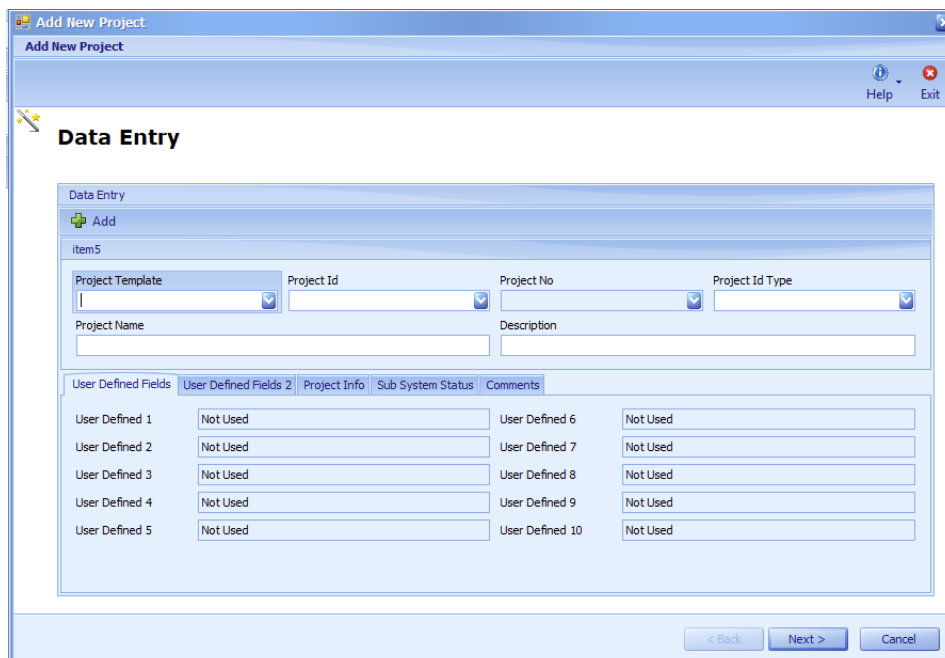
Business Case:

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.

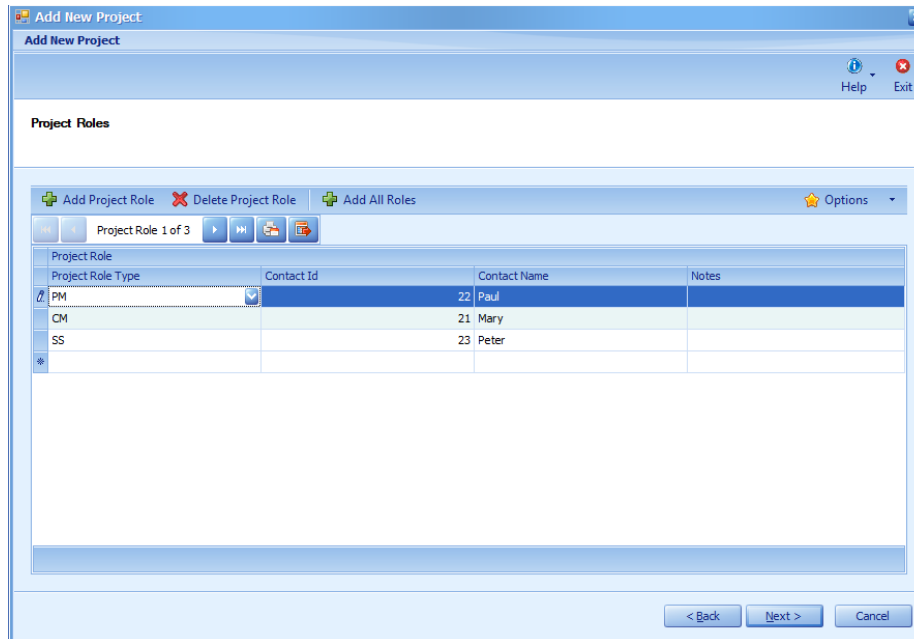
Project Management Demo Steps

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"**



Add New Project

Project Roles

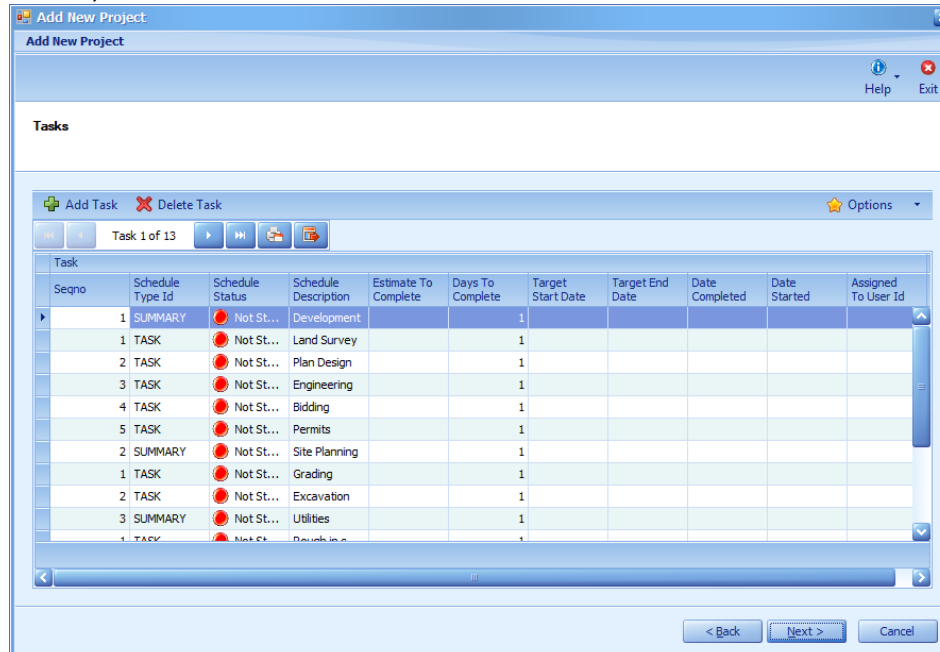
+ Add Project Role - Delete Project Role + Add All Roles ☆ Options

Project Role 1 of 3

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

< Back Next > Cancel

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



Add New Project

Tasks

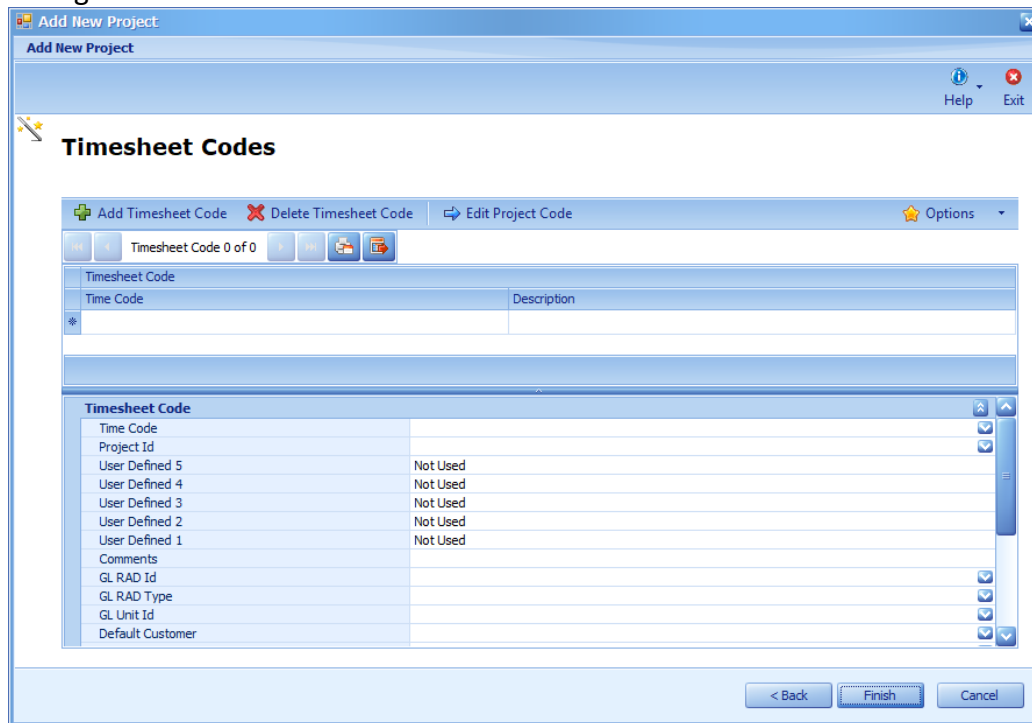
+ Add Task - Delete Task ☆ Options

Task 1 of 13

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...	Drainage		1					

< Back Next > Cancel

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



The screenshot shows the 'Add New Project' window with the 'Timesheet Codes' section active. The window has a title bar 'Add New Project' and standard window controls. Below the title bar is a toolbar with 'Add Timesheet Code' (green plus), 'Delete Timesheet Code' (red X), 'Edit Project Code' (blue arrow), and 'Options' (yellow star). The main area is titled 'Timesheet Codes' and contains a table with two columns: 'Time Code' and 'Description'. The table is currently empty. Below the table is a section titled 'Timesheet Code' with a list of fields: 'Time Code', 'Project Id', 'User Defined 5', 'User Defined 4', 'User Defined 3', 'User Defined 2', 'User Defined 1', 'Comments', 'GL RAD Id', 'GL RAD Type', 'GL Unit Id', and 'Default Customer'. To the right of these fields are checkboxes, some of which are checked. At the bottom of the window are three buttons: '< Back', 'Finish', and 'Cancel'.

- 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.

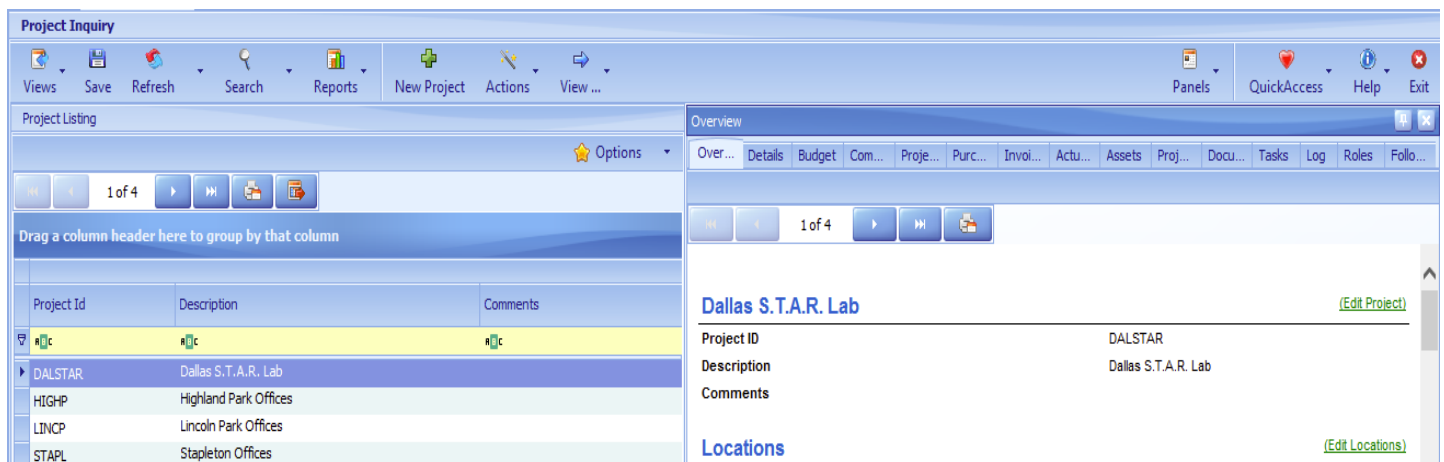
3. Workflow Approval

- 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	



Project Inquiry

Views Save Refresh Search Reports New Project Actions View ... Panels QuickAccess Help Exit

Project Listing

Options

1 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	

Overview

Over... Details Budget Com... Proje... Purc... Invol... Actu... Assets Proj... Docu... Tasks Log Roles Follo...

1 of 4

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

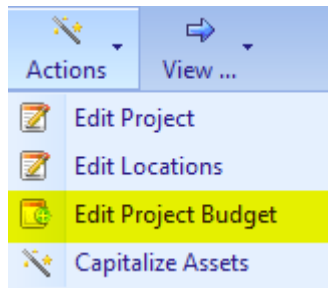
Date Created
=
25 08 23
13 05 19
13 05 19
12 05 19

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: [R4, C0]-[R4, C-2] Content: Rule

Report Properties

Filters: Actual Base Amount (US)

1 Grid

Stapleton Offices

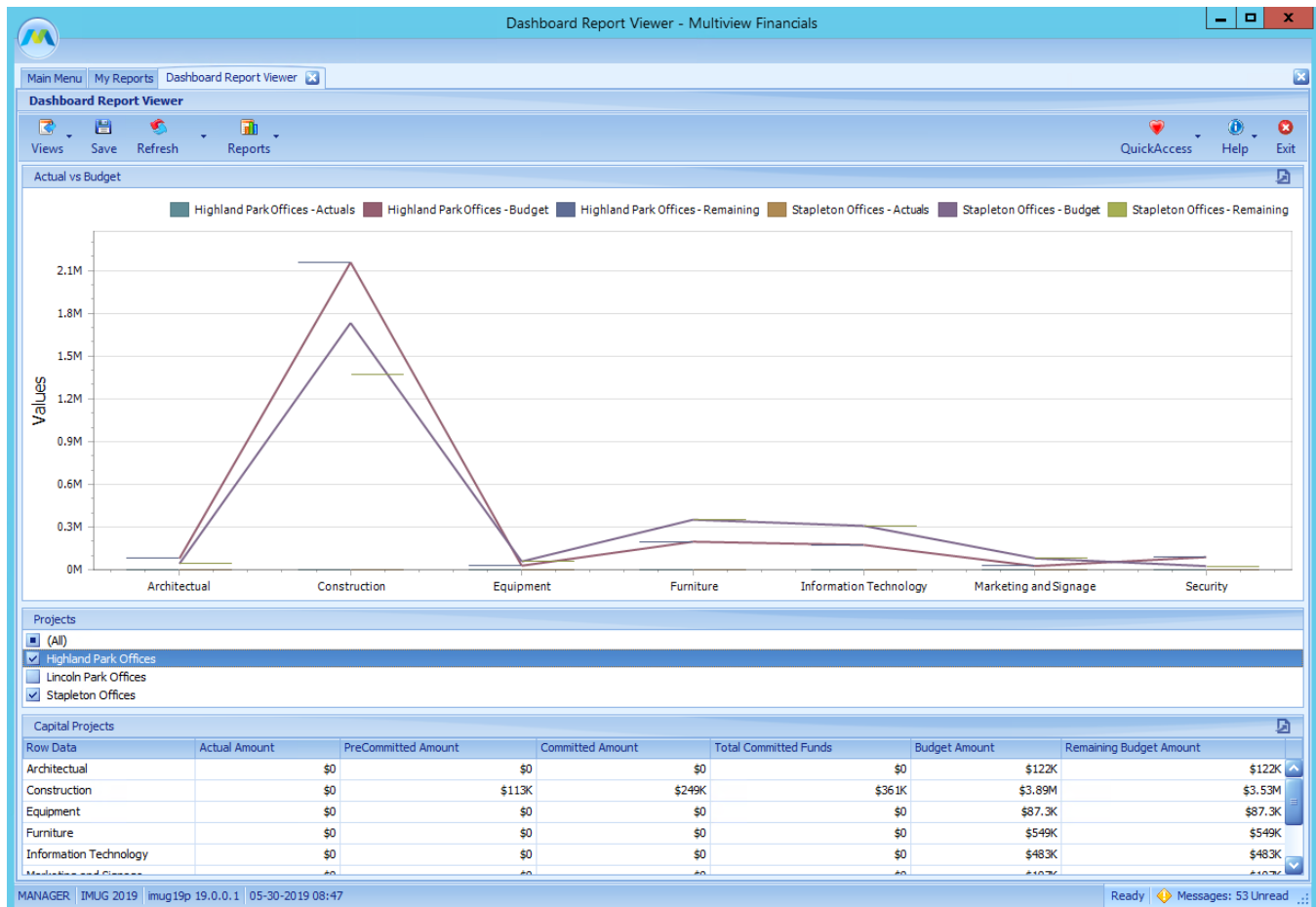
	1	2	3	4	5	6	7	8
		+	+	+	=	+	=	=
		Actuals	PreCommitment Total	Commitment Total	Total Committed Funds	Total Budget	Remaining Funds	Variance %
4								
5	+	Construction	112,500	248,800	361,300	1,733,692	1,372,392	21
6		Architectural				42,660	42,660	-
7	+	Furniture				351,721	351,721	-
8	+	Information 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	1
1	Stapleton Offices
2	Highland Park Offs
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.

Project Journal Transaction Inquiry

Views

Save

Refresh

Search

Reports

Show Journal

Show Source

Transactions

Options

1 of 2

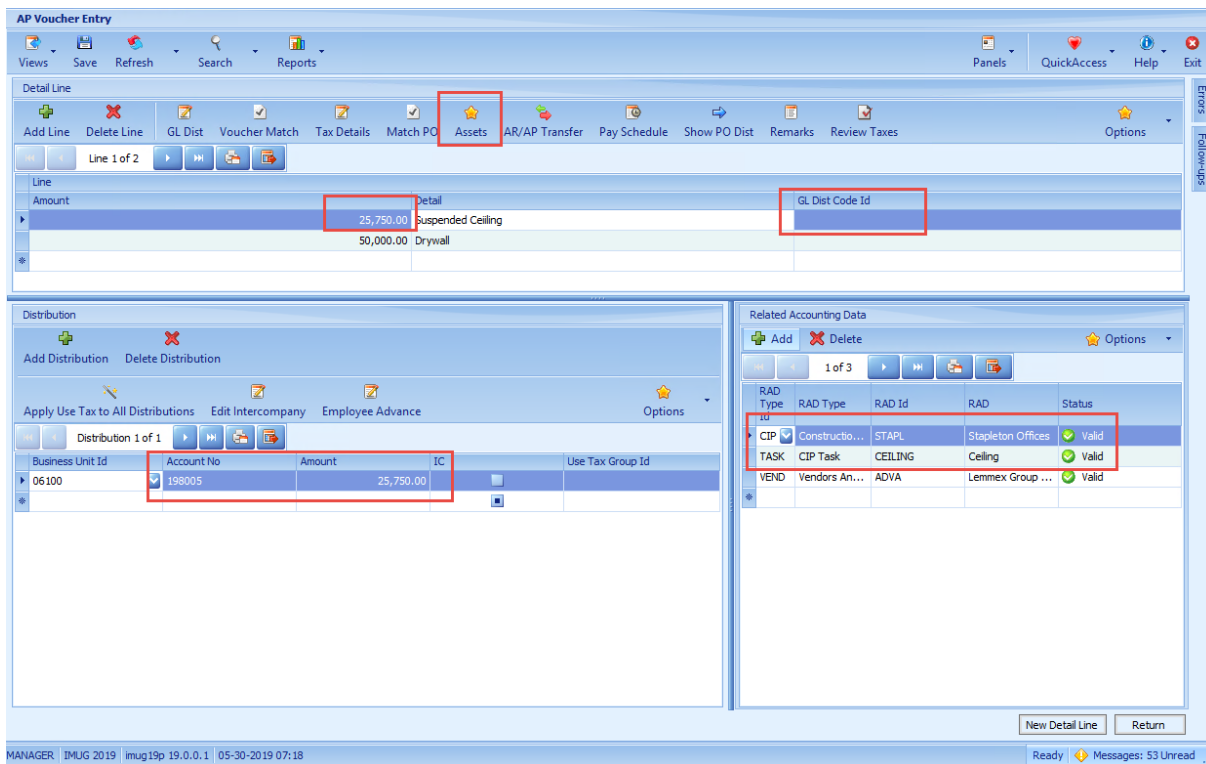
Drag a column header here to group by that column

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.



AP Voucher Entry

Views Save Refresh Search Reports Panels QuickAccess Help Exit

Detail Line

Add Line Delete Line GL Dist Voucher Match Tax Details Match PO **Assets** AR/AP Transfer Pay Schedule Show PO Dist Remarks Review Taxes Options

Line 1 of 2

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

Distribution

Add Distribution Delete Distribution

Apply Use Tax to All Distributions Edit Intercompany Employee Advance Options

Distribution 1 of 1

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

Related Accounting Data

Add Delete Options

1 of 3

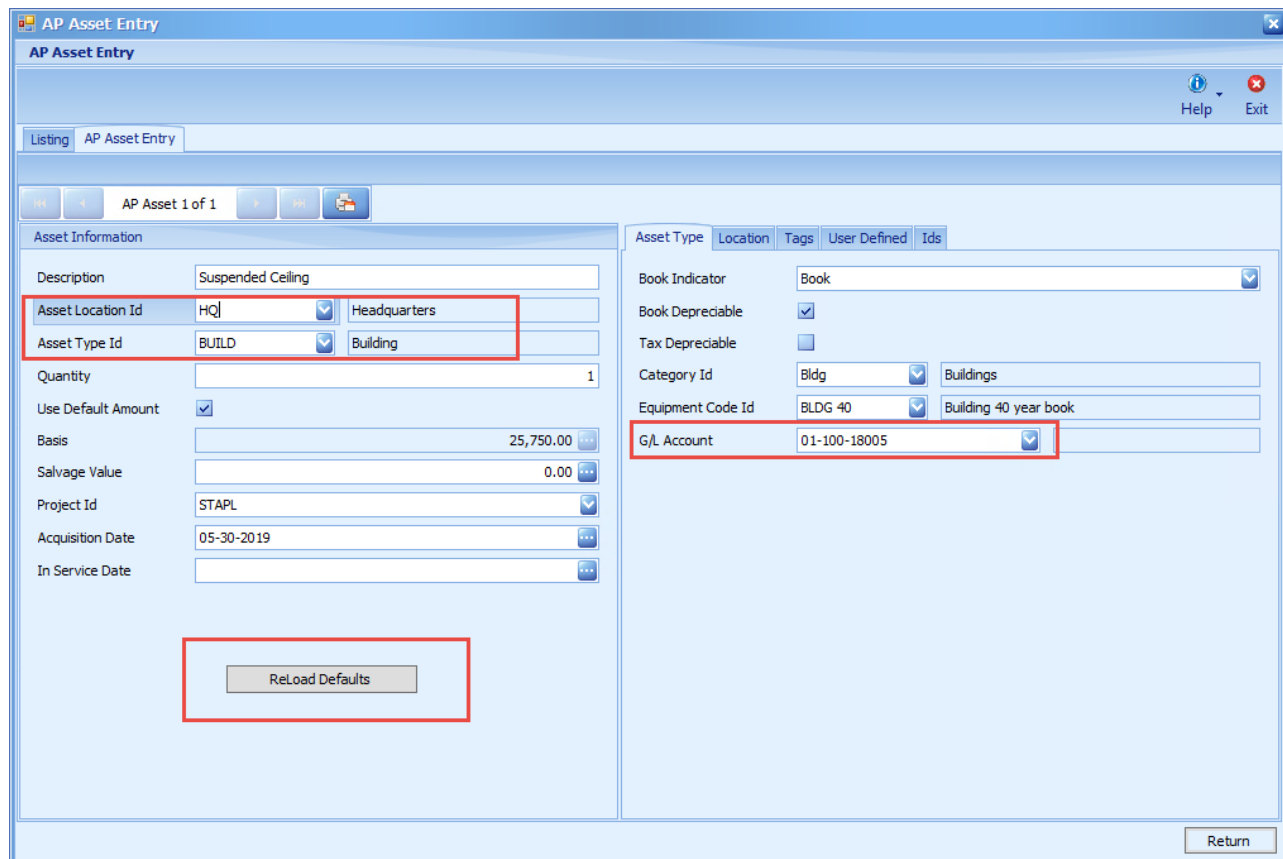
RAD Type	RAD Id	RAD	Status
CIP	Constructo...	STAPL	Stapleton Offices
TASK	CIP Task	CEILING	Ceiling
VEND	Vendors An...	ADVA	Lemmex Group ...

New Detail Line Return

MANAGER IMUG 2019 imug19p 19.0.0.1 05-30-2019 07:18 Ready Messages: 53 Unread

- 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.



AP Asset Entry

Listing AP Asset Entry

AP Asset 1 of 1

Asset Information

Description: Suspended Ceiling

Asset Location Id: HQ | Headquarters

Asset Type Id: BUILD | Building

Quantity: 1

Use Default Amount: ☒

Basis: 25,750.00

Salvage Value: 0.00

Project Id: STAPL

Acquisition Date: 05-30-2019

In Service Date:

Asset Type Location Tags User Defined Ids

Book Indicator: Book

Book Depreciable: ☒

Tax Depreciable: ☐

Category Id: Bldg | Buildings

Equipment Code Id: BLDG 40 | Building 40 year book

G/L Account: 01-100-18005

ReLoad Defaults

Return

- 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

Project Asset Inquiry										
Views Save Refresh Search Reports										
Listing AP Asset Entry										
AP Asset Entry 1 of 1										
AP Asset Entry										
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 40	HIGHP	18,500.00	1103	

- 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

Data Entry Capitalize Assets

1 of 1

item5

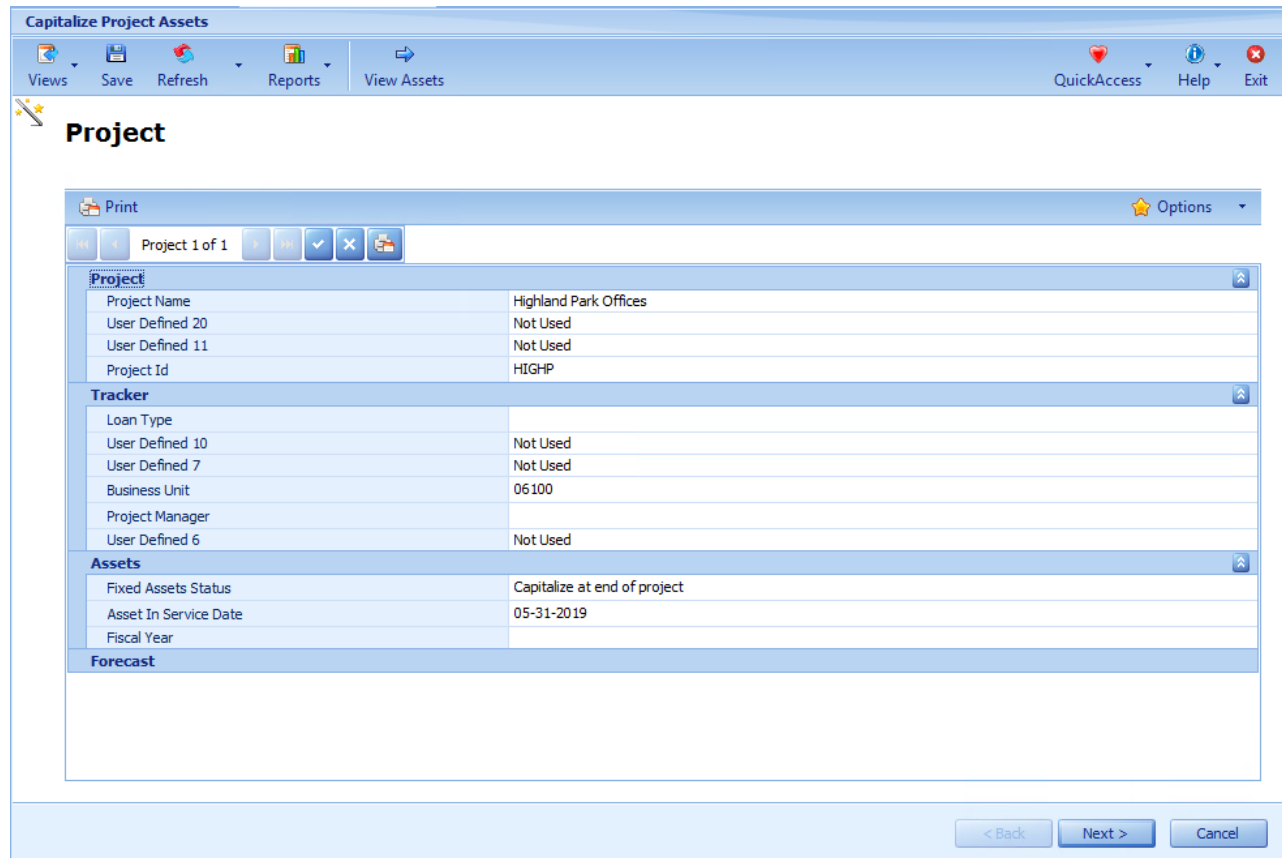
Project Template	Project Id	Project No	Project Id Type
BUILD	HIGHP		BUILD
Project Name		Description	
Highland Park Offices		Highland Park Offices	
Project Status	Project End Date	Project Start Date	
Active	01-18-2021	06-14-2018	
User Created	Date Created		
MANAGER	05-13-2019		

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
	<div> New <div> Select Status New Capitalize as Group Capitalize Individually Do Not Capitalize </div> </div>	<input type="checkbox"/>	<input type="checkbox"/>	Non Accrual	HQ	Building	Buildings

- 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

Assets												
Views Save Refresh Search Reports Action Mass Transactions View...												
Query List												
Asset 1 of 1												
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...
06	1136	Building	05-31-2019	05-31-2019	BLDG 40	480	18,50...	Bldg	05-30-2059	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

Main Menu
 Project Module Options

Project Module Options

Views Save Refresh Reports Create Project Views

Data Entry

Project ID Rad
 CIP

Include Project RAD on Control Distributions
☐

Handler

Commitment Budget Group
 COMMIT

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

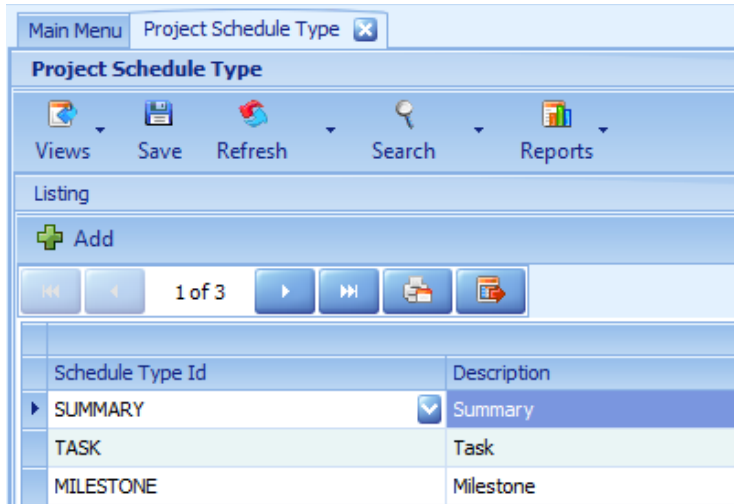
4. Project Event Types

- 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		X Delete	
1 of 1			
Event Type		Description	
NOTE		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.

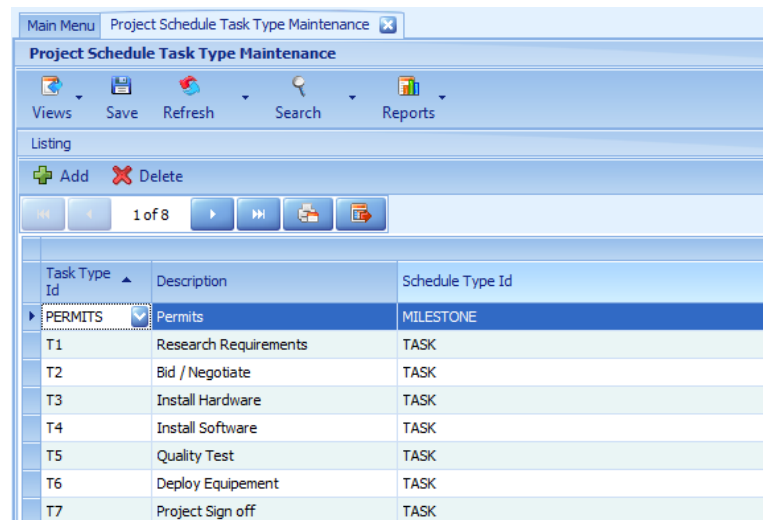


The screenshot shows the 'Project Schedule Type' maintenance window. It includes a toolbar with 'Views', 'Save', 'Refresh', 'Search', and 'Reports' buttons. Below the toolbar is a 'Listing' section with an 'Add' button and a pagination bar showing '1 of 3'. The main table lists three schedule types: SUMMARY, TASK, and MILESTONE, each with a corresponding description.

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.

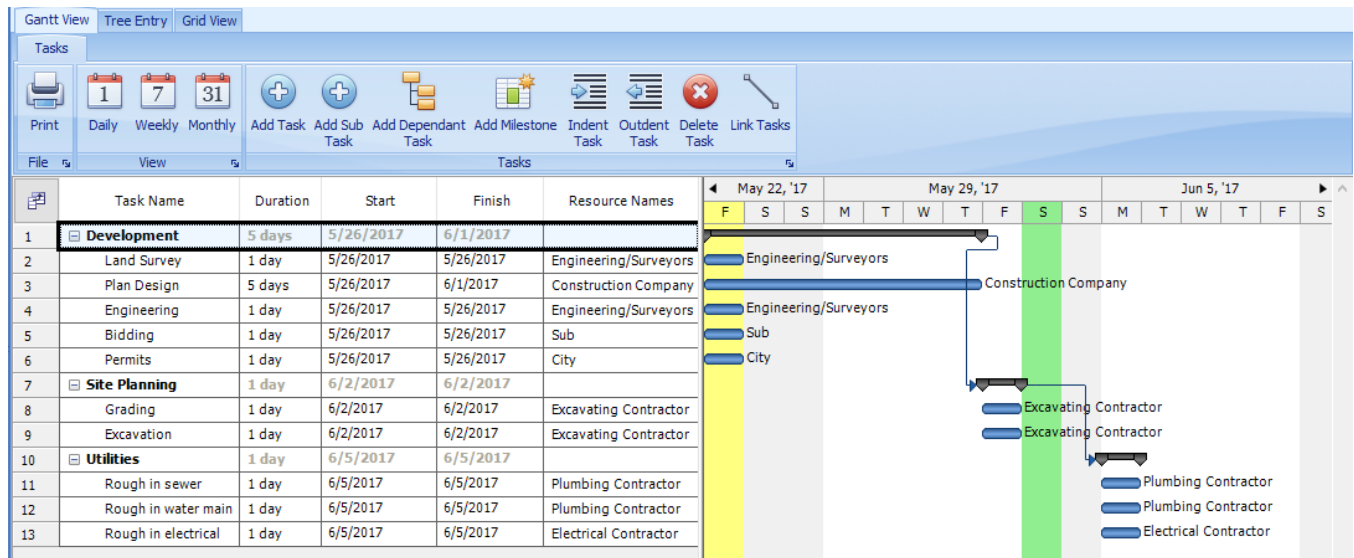


The screenshot shows the 'Project Schedule Task Type Maintenance' window. It includes a toolbar with 'Views', 'Save', 'Refresh', 'Search', and 'Reports' buttons. Below the toolbar is a 'Listing' section with 'Add' and 'Delete' buttons and a pagination bar showing '1 of 8'. The main table lists task types, including 'PERMITS' and several tasks (T1-T7) associated with 'TASK' or 'MILESTONE' schedule types.

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.

+

Add Contact Type

⏪

⏩

Contact Type 7 of 7

⏴

⏵

🖨

📄

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

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"/>	

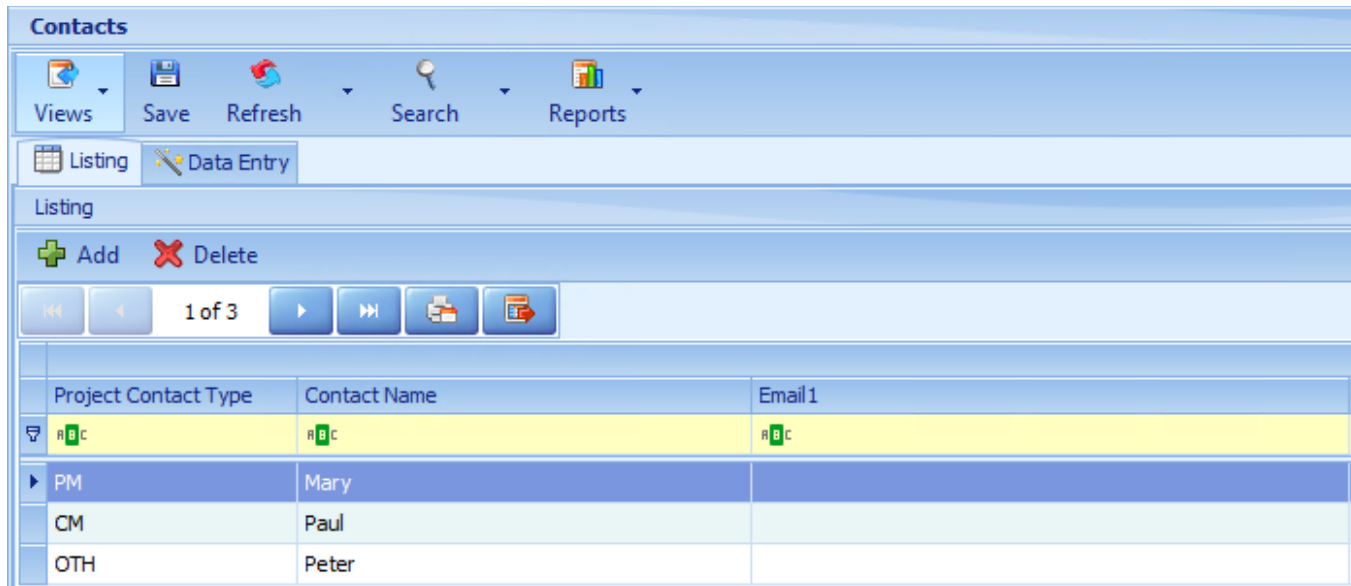
10. Project Template Maintenance

- 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					Role Template	
+ Add Options					Details Role Template	
4 of 4					+ Add Role - Delete Role	
					+ Add All Options	
Role 1 of 3					Role	
Project Template	Description	Budget Template Id	Schedule Template Id	Project Id Type	Project Role Type	
TEST	Test		IT	IT		
IT	IT Project		IT	IT		
RENO	Renovation		RENO	RENO		
BUILD	New Store	BUILD	BUILD	BUILD	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.



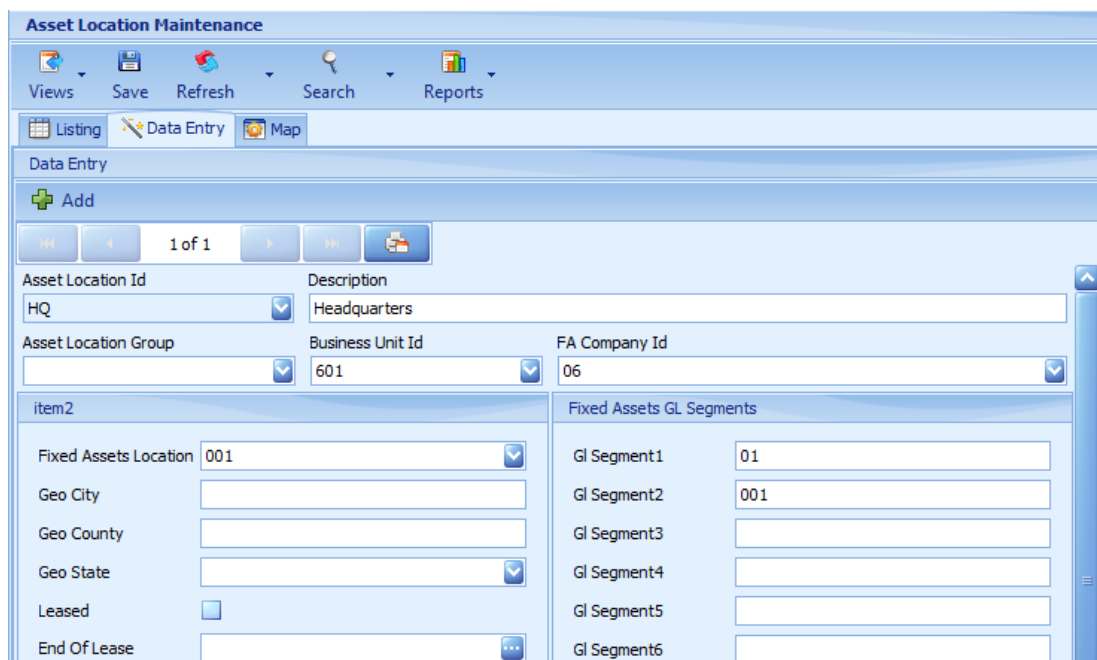
The screenshot shows the 'Contacts' application window. It has a top toolbar with 'Views', 'Save', 'Refresh', 'Search', and 'Reports'. Below the toolbar is a 'Listing' tab and a 'Data Entry' tab. The 'Listing' tab is active, showing a table with columns: 'Project Contact Type', 'Contact Name', and 'Email 1'. The table contains three rows: 'PM' with 'Mary', 'CM' with 'Paul', and 'OTH' with 'Peter'. The 'Data Entry' tab is also visible, showing a form for adding a new contact.

Project Contact Type	Contact Name	Email 1
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.



The screenshot shows the 'Asset Location Maintenance' application window. It has a top toolbar with 'Views', 'Save', 'Refresh', 'Search', and 'Reports'. Below the toolbar is a 'Listing' tab and a 'Data Entry' tab. The 'Data Entry' tab is active, showing a form for adding a new asset location. The form includes fields for 'Asset Location Id' (HQ), 'Description' (Headquarters), 'Asset Location Group', 'Business Unit Id' (601), and 'FA Company Id' (06). There is also a section for 'Fixed Assets GL Segments' with fields for 'GL Segment1' through 'GL Segment6'.

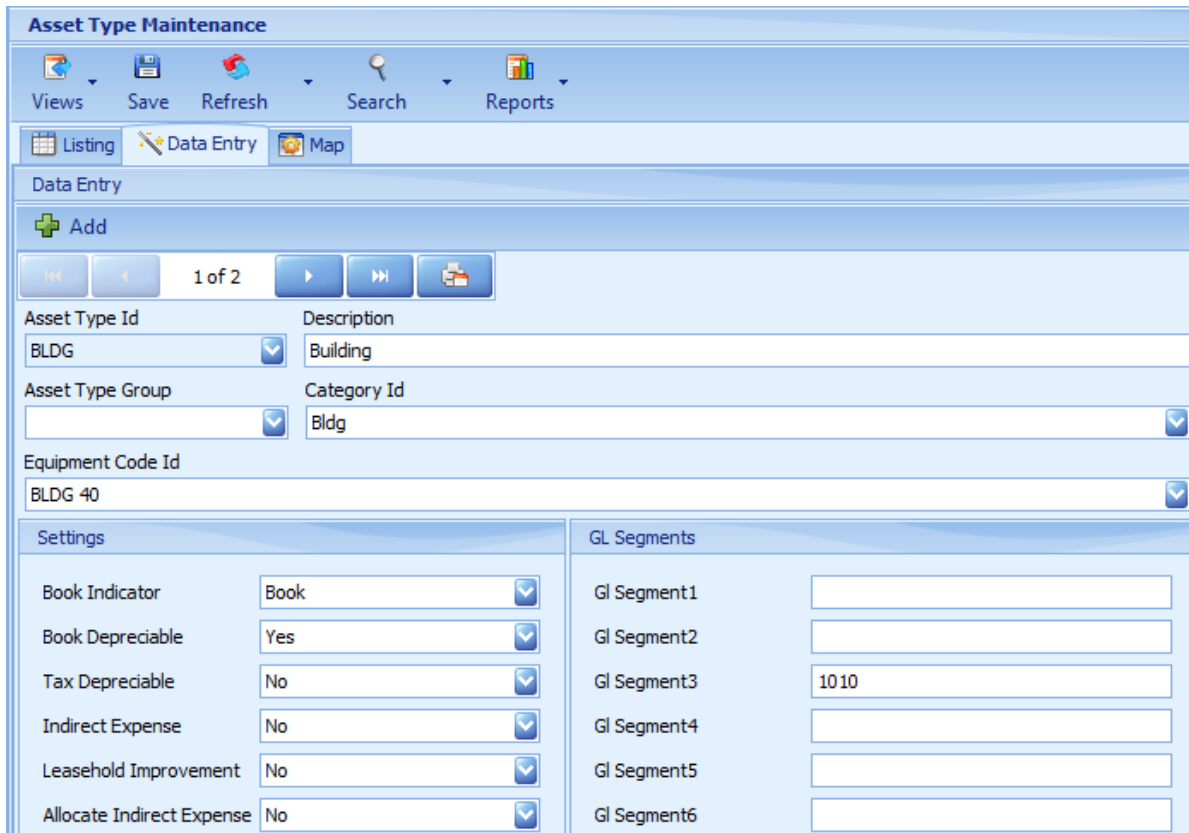
Asset Location Id	Description	Asset Location Group	Business Unit Id	FA Company Id
HQ	Headquarters		601	06

Fixed Assets Location	Geo City	Geo County	Geo State	Leased	End Of Lease
001				<input type="checkbox"/>	

Fixed Assets GL Segments
GL Segment1: 01
GL Segment2: 001
GL Segment3:
GL Segment4:
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.