

# Project Series Feature Guide

A Look at Project Series Release 6.0 for Dynamics and eEnterprise



GREAT PLAINS

## Abstract

Project accounting has become an important part of project management. By managing the financial component of project management, project accounting addresses the challenge of tracking time, expenses, equipment usage and materials, purchase order processing, recognizing revenue, billing for services and employee utilization and realization.

The ever-changing technology industry is driving the professional services market to take on increasingly complex projects that span multiple locations over longer periods of time. As well, the sheer number of projects continues to grow, demanding more of project managers in the same amount of time. Times like these call for an efficient, integrated project accounting solution that streamlines the processes that have commonly been handled through spreadsheets, expanded general ledgers and word-processing systems.

Great Plains Project Series is an integrated approach to project accounting that allows project managers to efficiently manage projects with a strong integration to a proven financial management application.

The objective of this guide is to help you understand how the Project Series can help you manage profitability by managing project costs, invoicing and information. This is a technical paper that provides a straightforward look at the new features in Project Series 6.0 for Dynamics and eEnterprise.

We hope that it provides you the facts you need to analyze how a solution like the Project Series can help your business. And, we hope that you contact Great Plains if you have any questions at [projectaccounting@greatplains.com](mailto:projectaccounting@greatplains.com).

“The difference between winning a customer’s project and winning a customer’s business is your project management process. The difference between winning profitable projects and avoiding unprofitable ones is project accounting software.”

—*Kent Bettisworth, President  
Bettisworth & Associates, Inc.*

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## 1.0 Executive Summary

The professional services market has significantly grown during the past decade due to a heightened demand for expertise and service in the fast moving technology industry. Business consulting, IT consulting, software development, advertising, design, architecture, engineering and public relations firms, to name a few, have exploded their service business to accommodate a market that demands expert knowledge and execution.

Project management is key to being competitive in the professional services industry. Specifically, strong project costing, revenue recognition, billing and reporting are the underlying project accounting needs that all project-run organizations experience. These businesses have run their projects through disparate, non-integrated systems that appear to lend them the project information they need. Projects are becoming increasingly complex, spread over multiple time periods and locations, and project managers are looking for a solution that allows them to set up complex budgets that track project expenses, invoice customers per their needs and provide real-time information regarding actual versus budgeted status. And, this information must be available off-line or via the Internet, allowing quick access from any location.

Great Plains Project Series meets the demands of this growing market. Through multi-level project setup and tracking, Project Series delivers project accounting functionality while integrating to a proven business management application in Great Plains Dynamics and Great Plains eEnterprise. Users experience strong budgeting, time and expense tracking, purchasing, revenue recognition, billing and reporting functionality in the Project Series. And, as projects expand into multiple locations, users of the Project Series will have the convenience of reporting and approving employee time and expenses from any location through the offline reporting capabilities of Personal Data Keeper and via the Internet with e.Timesheet.

With the opportunities that Project Series delivers to project-driven organizations, project managers can spend more time on the projects themselves, versus managing complex data flow.

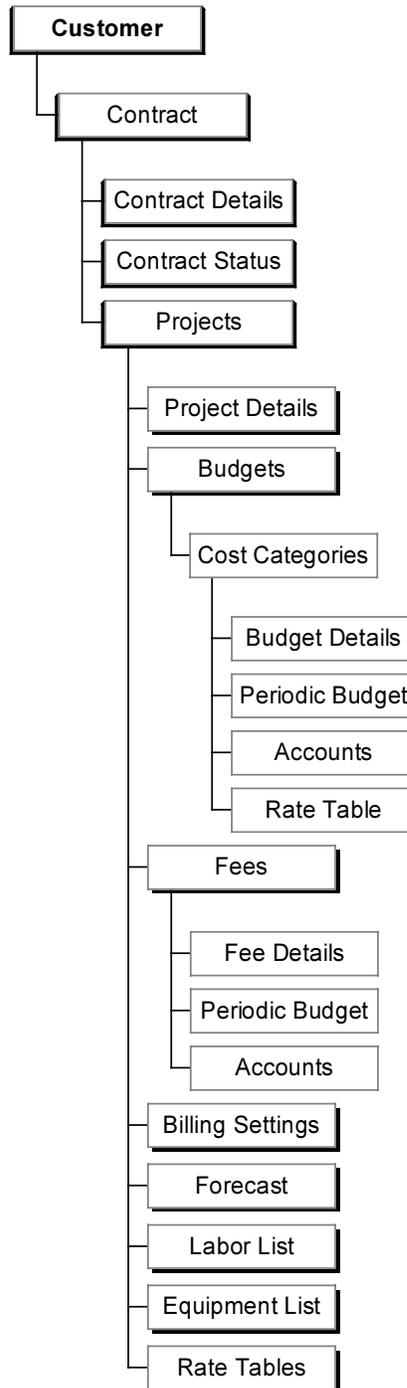
## 2.0 Typical Customers

Typical customers that use the Project Series provide their clients project-based services or internally track project-type information and therefore, require an automated system to manage business information. Most often, Project Series customers purchase the solution due to the following reasons:

1. The project complexity or volume in their organization has exceeded the functionality of spreadsheets and the capacity of their general ledger.
2. Project managers require on-line, real-time access to accounting data, yet accounting needs to maintain data integrity and ensure organizational security.
3. The billing process is client specific:
  - Multiple contract types and revenue recognition methods
  - Task specific billing or mark-up rates
  - Expense type billing formats, annotation requirements and billing cycles

### 3.0 Project Series Work Breakdown Structure

Release 6.0 represents a significant increase in functionality for the Project Series. Since Release 1.0 in 1994, Project Series focuses on satisfying the needs of the professional services market. The Project Series organizes project information in the following hierarchy:



Release 6.0 for the Project Series provides increased functionality that supports more project types, allowing professional services organizations to grow with the product. Primarily Release 6.0 offers:

1. Additional project types
2. Additional revenue recognition methods
3. Greater budgeting functionality
4. Better project definition and tracking capabilities
5. Enhanced billing features

## 4.0 Project Types

### 4.1 Accounting

The process of determining the points at which revenues and expenses should be recognized by businesses engaged in contracts is a complex subject. Many countries have specific standards that must be followed. Many countries recognize the American Institute of Certified Public Accountants (AICPA) as the source for guidance in accounting standards. Within the contract accounting area, the AICPA has published Statement of Position (SOP) 81-1 as the basis for accounting on Fixed Price and Cost Plus contracts. SOP 81-1 is also at the heart of SOP 97-2 that covers software revenue recognition. Businesses more often than not must account for their contracts according to these SOP's. SOP 81-1 and 97-2 are very explicit about how accounting should be performed for various contract/project types. While Project Series does not implement everything that the SOPs cover, every effort has been made to ensure that the accounting performed by Project Series conforms with SOP 81-1.

### 4.2 Project Types

Project Series 6.0 supports both short and long-term project types, which include:

1. Time and Materials (TM) – the company provides services and is reimbursed at specific rates for the time and materials expended for those services.
2. Fixed Price (FP) – the price is not usually subject to any adjustment because of costs incurred by the contractor.
3. Cost Plus (CP) – a project that allows for the reimbursement of allowable or otherwise defined costs incurred plus a fee that represents profit.

Each project type has many variations and Project Series 6.0 supports several different options to allow users to tailor the setup to their needs.

## 5.0 Revenue Recognition

Project Series 6.0 supports several accounting methods for performing revenue recognition across Time and Materials, Fixed Price and Cost Plus project types. These methods are listed in this section.

### 5.1 Accrual Methods

Time and Materials projects use two different accrual methods for revenue recognition:

1. When Performed - revenues are accrued and recognized when the data entry transactions are posted. At the time of billing, revenues are moved from Unbilled revenue accounts to Sales.
2. When Billed - revenues will not be recorded in the accounting system until the project is billed.

### 5.2 Percentage of Completion Method

Percentage of Completion method can be applied to Fixed Price and Cost Plus projects. Two different measures can be used to determine percentage complete:

1. Cost to Cost – revenues are recognized on a percentage completion basis calculated on project costs. The formula for applying the cost to cost method is:  $(\text{Cost to date} / \text{Projected Total Cost}) * \text{Project Price} = \text{Earned Revenue}$
2. Efforts Expended – revenues are recognized on a percentage completion basis calculated on direct labor hours. The formula for applying the Efforts Expended method is:  $(\text{Labor Hours to date} / \text{Projected Total Labor Hours}) * \text{Project Price} = \text{Earned Revenue}$

### 5.3 Completed Contract Method

The Completed Contract method can be applied to Fixed Price and Cost Plus projects. Using this method, revenues are not recognized until the project is substantially completed.

### 5.4 Ratable

Ratable is a special method used to recognize the revenue from Service Fees. These fees typically take the form of an annual service contract. Revenues are recognized ratably over the term of the project.

### 5.5 Combining and Segmenting

When using Fixed Price or Cost Plus projects, the revenue recognized during a given period may be affected significantly by the combining or segmenting of contracts and projects. In release 6.0, the default is for projects to be combined and contracts to be segmented. The user will have the option of segmenting the entire project or conversely to combine all of the projects in a contract.

## 5.6 Loss Provisions

While nobody wants to experience a loss, it is a fact of business life and special accounting entries must be made to accommodate it. Project Series 6.0 fully supports loss accounting.

# 6.0 Budgeting Enhancements

## 6.1 Baselines

When the budget and schedule information is satisfactory, users will have the option to freeze the budget so they can use it for tracking progress after the project is under way. This original budget is called a baseline. Release 6.0 implements baselines by allowing the original budget to be entered using an Estimate project status. Changing the project status to Open will freeze the original budget as the baseline.

## 6.2 Schedule Information

Project Series currently allows tracking progress by costs, effort or revenues. Project Series 6.0 will allow users to schedule Begin and End dates for each budget item. Once baselined, actual Begin and End dates will be automatically updated based on entered transactions as well as line status. Begin and End dates will be available to forecast as well, and will be based on accounting periods within the organization.

## 6.3 Billing Types

Project Series has three different billing types that can be specified on a line-by-line basis. They are:

- Standard – a standard billable transaction that will be billed according to the specified profit type.
- No-charge – a transaction will appear in billing but will not generate any revenues regardless of the profit type. This is useful when a normally billable transaction cannot be billed, but you still want to communicate to the customer that the work was performed.
- Non-billable – a transaction that will not generate revenues and will not be included in the billing process or on the invoice.

For Fixed Price and Cost Plus projects the billing type will always be Standard.

## 6.4 Profit Types

Profit types determine the method used for establishing profit and/or revenue amounts during budgeting. Depending on the project type, profit type may also determine accruals during transaction entry. In Release 6.0 the profit types available will be:

- None – there is no profit associated with this line item.
- Billing Rate – A fixed rate that includes costs as well as profit.
- Markup % - Profit is a percentage of the unit cost.
- Profit per Unit /Fixed - A fixed profit amount per unit of effort whose line item total does not change with changes in forecast or actuals.

- Profit per Unit/Variable - A fixed profit amount per unit of effort whose line item total does change with changes in forecast or actuals.
- % of Baseline - Profit is computed as a percentage of the baseline cost plus overhead.
- % of Actual - Profit is computed as a percentage of actual cost plus overhead.
- Total Profit – Total profit is realized on the line item.

The 6.0 profit types will apply to project types as follows:

Profit Type	Time and Materials	Fixed Price	Cost Plus
None	Y	Y	Y
Billing Rate	Y	N	N
Markup %	Y	N	N
Profit per Unit – Fixed	N	Y	Y
Profit per Unit – Variable	N	N	Y
% of Baseline	N	Y	Y
% of Actual	N	N	Y
Total Profit	N	Y	Y

## 6.5 Completion Tracking

To accurately track the progress of tasks, Project Series 6.0 implements multiple percentage completion indicators as well as individual budget line item status indicators. For percentage completion, Project Series maintains three different percentage completion values:

- Cost % Complete – Actual Costs/Forecasted Total Costs
- Quantity % Complete – Actual Quantities/Forecasted Total Quantities
- Revenue Recognition % Complete – When combining, this percentage indicates cost categories contribution to the overall progress of the combined project.

Statuses have always been available for Contracts and Projects. For Release 6.0 these extend to cost categories in the budget to facilitate completion tracking. The allowable line statuses at all three levels will be:

- Open – Open status will allow new transactions to be entered.
- On Hold – On Hold status will not allow new transactions.
- Closed – Closed status does not allow new transactions and percentage complete values are maintained at 100%.
- Estimate –When a cost category has a status of estimate, changes can be made to the baseline. Transactions may not be entered against items with an Estimate status.

- Completed – Completed status will allow new transactions to be entered. This will signify that the item is substantially complete. For projects using the Completed Contract accounting method, the system will be notified that upon completion, revenue recognition can be performed. If retentions are being accrued, Completed status will signal the system that retentions may be invoiced.

In addition to the standard status values, Contracts and Projects can have five additional user defined statuses.

## 6.6 Forecasting

Once a project is under way, managers often know early on that the baseline is no longer accurate. In order to communicate the expected values against the baseline for tracking and billing purposes, Release 6.0 will allow users to forecast several values. The following data values may have forecasted values:

- Start Date
- End Date
- Unit Cost
- Quantity
- Total Cost
- Billing Type

Forecasting may be performed on individual budget line items or in a project level forecasting window, where all forecast changes for the entire budget can be made on a single entry window. Forecast values may be changed at any time. If subsequent actual values invalidate the forecast values, the forecast will be automatically updated.

## 6.7 Periodic Budgeting

Periodic Budgeting will allow users to budget individual line item dollar values by period. This should not be confused with scheduling of resources, which will be post Release 6.0 capability. Periodic budgeting will assist finance and accounting in preparing cash budgets and revenue streams as well as providing a basis for measuring periodic performance. Project Series periodic budgets are not General Ledger budgets.

Once baselined, the Periodic Budgeting capability will track actual performance as well as allow for new forecasts to be entered.

## 6.8 Fees

One recurring theme in our research and in customer feedback is the need to charge various types of fees. These fees take various forms and serve various purposes. Fees are only limited by the creativity of the people creating the contracts. The big advantage of fees is the ability to manage your revenue stream independent of the costs incurred or the revenue recognition method. Because of the diversity of fees in professional services, we have chosen to implement a more generic solution that allows more control over fees, what they represent, how they are calculated and how they are recognized.

A new master table type called fees will be implemented to allow the definition of any number of fees that can be used on projects. Fees are similar to cost categories in their architecture but do not have a cost component. Fees will not be used in data entry transactions but only during billing (see Figure 1).

Release 6.0 supports four different types of fees:

1. Retention – Amounts withheld from progress billings until the project is substantially complete on Fixed Price and Cost Plus projects.
2. Service – A service fee is an amount that is applied and recognized over a specified period of time. Service fees can only be used in T&M projects.
3. Project Fees – On T&M projects Project Fees are recognized when billed. Project Fees on T&M projects can be used to bill lump sums. On Fixed Price and Cost Plus projects, Project Fees are part of the project amount and are recognized according to the revenue recognition method for the project.
4. Retainers – Used in T&M projects, retainers are pre-payments to be applied to services performed later.

Figure 1

In addition to specifying a type, you can also specify several other attributes for a fee to determine how the fee is calculated, what it is based on and what accounts it will post to.

To use fees, you specify what fees are to be applied against the project in the Billing Settings for that project. This is similar to specifying cost categories for a budget. Fees can be scheduled, assigned a specific frequency, etc.

## 6.9 Overhead

In Project Series 6.0 overhead can be setup on timesheets or by cost category. Release 6.0 allows overhead to be specified as an amount per unit or a percentage of actual cost. A unique overhead account for posting will be available to specify by cost category. When added to project budgets, the overhead values may be edited to tailor the overhead calculation to that specific project. Overhead will then be available for calculation for any transaction type.

## 7.0 Project Definition Windows

To accommodate Release 6.0 features, significant changes to the way projects are defined or setup is essential. The structure of setting up projects is a four-level structure, which starts with the Customer; then allows you to set up multiple Contracts; for every Contract you can define unlimited Projects; and for every project, you can assign an unlimited number of Cost Categories. With the addition of new project types and revenue recognition methods, the Project Maintenance window will be considerably enhanced to accommodate the new functionality.

In addition to the window changes you will view in this section of the Guide, note that the Asset Log transaction type has been refined and renamed to Equipment Log and the Expense Log to Miscellaneous Log. These functionality and name changes better reflect what the transaction types are used for.

### 7.1 Project Maintenance

The most noticeable changes to the Project Maintenance window will be the additional header fields and the movement of budget information to a separate window (see Figure 2).

The screenshot shows the Project Maintenance window with the following fields and values:

- Customer ID: AARONFIT0001
- Contract Number: SOFTW
- Project ID: EXP
- Project No.: SOFTWEXP
- Project Name: Employee Expenses
- Type: Time and Materials
- Status: Open
- Project Class ID: (empty)
- Project Mgr ID: ALVA0001
- Business Mgr ID: (empty)
- Estimator: (empty)
- Department: SALE
- Purchase Order No.: (empty)
- Project Amount: \$42,000.00
- Accounting Method: When Performed
- Combine for Revenue Recognition: (unchecked)
- Customer Contact: (empty)
- User Defined 1: (empty)
- User Defined 2: (empty)
- Sub Acct Format: ??? -### -??
- On Account: (empty)
- Def Billing Type: STD
- Begin Date: 1/1/98
- End Date: 9/1/98
- Closed to Project Costs: (unchecked)
- Closed to Billings: (unchecked)

Summary Table:

Cost To Date	Billings To Date	Receipts	Cost% Compl	Committed Cost	Profit Margin	Margin %
\$566.38	\$0.00	\$0.00	2.62%	\$0.00	(\$566.38)	

Buttons: Billing Settings, Budget, Fees, Forecast, Access List, Equip List, Accounts

Figure 2

### 7.2 Budget Maintenance

The Budget Maintenance window is a new window used for entering budgets for each cost category per project. The scrolling window for entering the budget records used to be on the Project Maintenance window but will now be included in this window. The Budget Maintenance window provides display options for filtering the records displayed on the scrolling window per transaction usage (see Figure 3).

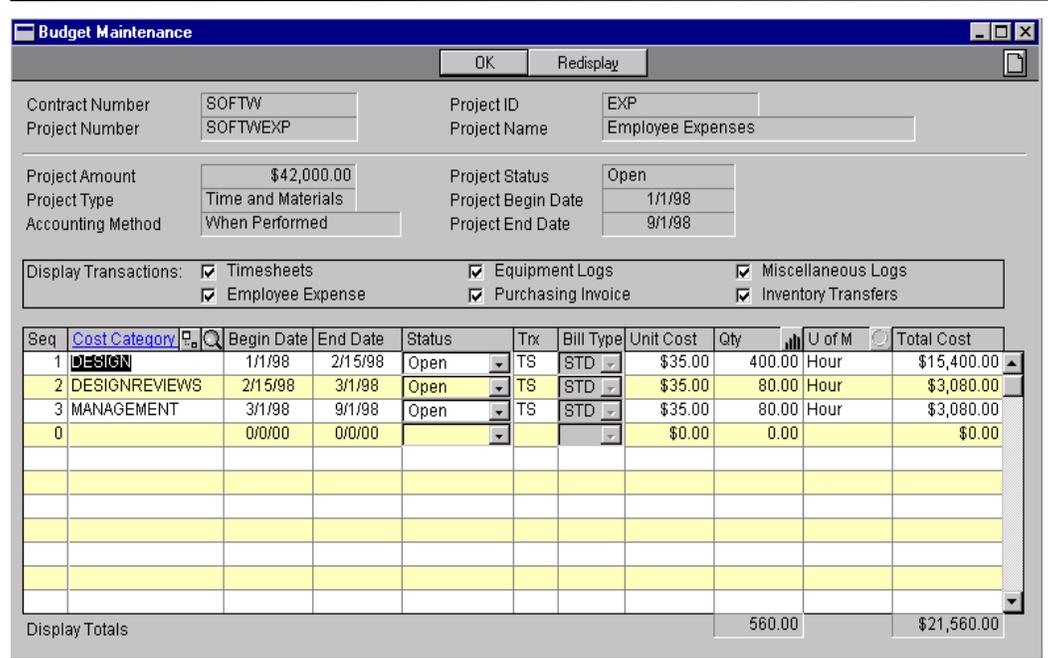


Figure 3

### 7.3 Budget Detail Entry

Budget records may be entered and modified either through the Budget Maintenance window or through the Budget Detail Entry window. This window will be used for entering budget fields that do not appear on the Budget Maintenance scrolling window, and will include both baseline and forecast data (see Figure 4).



## 8.0 Billing Enhancements

### 8.1 Cycle Billing

Cycle Billing allows you to generate large numbers of invoices in a single operation. Release 6.0 expands these capabilities by adding several new parameters for specifying frequency of billing with nine separate billing frequencies supported.

Each frequency may be further refined to specify the billing date and the cutoff date to be used. For example, for a weekly frequency you may specify the day of week to generate the invoices and also the day of week to cut off the billing. Therefore you can set up a billing cycle such as bill weekly on Monday using the previous Friday as the cutoff date. You can also limit the billing cycle to only include certain transaction types or fees.

Multiple billing cycles may be attached at the project level to allow for weekly labor billing and monthly expense billing. When processing billing cycles, a range of billing cycles may be processed at one time (see Figure 6).

The screenshot shows the 'Billing Cycle Maintenance' window. At the top, there are navigation buttons (back, forward, search) and a dropdown menu set to 'by Cycle ID'. Below this are 'Save', 'Clear', and 'Delete' buttons. The main form contains the following fields and options:

- Billing Cycle ID:** WEEKLY
- Billing Cycle Description:** Per week
- Frequency:** Weekly
- Details:** Every Sunday
- Cut off Date:** Previous Saturday
- Def. Billing Format:** Summary A
- Include Fees:** Project (unchecked), Service (checked), Retainer (unchecked)
- Include Transaction Types:**
  - Timesheets (checked)
  - Equipment Logs (checked)
  - Miscellaneous Logs (checked)
  - Purchasing Invoice (checked)
  - Employee Expense (checked)
  - Inventory Transfers (checked)

Figure 6

### 8.2 Improved Time and Materials Billing Entry

Release 6.0 significantly simplifies the entry of T&M project billing entries. Entry will be straightforward allowing the user to quickly see how much is available to be billed and how much will be billed. Partial billing, as well as separating items within the current invoice, will be accomplished by splitting transactions so different billing parameters can be applied to the same originating transaction (see Figure 7).

**Time and Materials Billing**

Document No. BILL0000000000002 Cutoff Date 2/8/00  
 Customer ID AARONFIT0001 Project Number SOFTWEXP  
 Customer Name Aaron Fitz Electrical Project Name Employee Expenses

Bill All Do Not Bill All

Display:  Timesheets  Equipment Logs  Miscellaneous Logs  Employee Expense  Inventory

		Current				Invoice			
Date	Cost Owner	Cost Category ID	Qty	Amount	Type	Write Up/Dn	Qty	Amount	Bill
1/26/00	BURN0001	DESIGN	11.00	\$825.00	STD	\$0.00	11.00	\$825.00	<input type="checkbox"/>
USASTCITY-6*		\$0.00 Hour		\$75.00	Project...			\$75.00	<input type="checkbox"/>
1/26/00	BLAC0001	DESIGNREVIEWS	9.00	\$675.00	STD	\$0.00	9.00	\$675.00	<input checked="" type="checkbox"/>
USASTCITY-6*		\$47.25 Hour		\$75.00	Project...			\$75.00	<input type="checkbox"/>
1/29/00	BURN0001	MANAGEMENT	7.00	\$525.00	STD	\$0.00	7.00	\$525.00	<input type="checkbox"/>
USASTCITY-6*		\$0.00 Hour		\$75.00	Project...			\$75.00	<input type="checkbox"/>
2/2/00	BURN0001	MANAGEMENT	11.50	\$862.50	STD	\$0.00	11.50	\$862.50	<input checked="" type="checkbox"/>
USASTCITY-6*		\$60.38 Hour		\$75.00	Project...			\$75.00	<input type="checkbox"/>

Total Project Billing Amount \$1,537.50 Total Displayed Billing Amount \$1,537.50  
 Total Project Tax Amount \$107.63 Total Displayed Tax Amount \$107.63

Figure 7

### 8.3 Progress Billing

Progress Billing is the billing method used to support Fixed Price and Cost Plus contracts. Earned revenue is calculated based on the percentage completion accounting method specified for the project. The Progress Billing window is designed to show how the amount to bill was derived. The user may modify the amount to be billed if a different amount is desired than the one calculated by the accounting method. The layout of the window will show past earnings and billings as well as the current earnings and amounts to be billed (see Figure 8).

**Progress Billing Entry**

Document No. BILL0000000000002 Cutoff Date 3/7/00  
 Customer ID ADAMPARK0001 Project Number ADAMTESTRAIN  
 Customer Name Adam Park Resort Project Name ADAMTESTRAIN

Display:  Timesheets  Equipment Logs  Miscellaneous Logs  Purchasing Invoice  Employee Expense

Cost Category ID	% Comp	Amount Earned	Previously Billed	Earned This Period	Billing Amount
Name	Accounting Method	Tax Schedule ID	Tax	Retention Amount	
AIRFARE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00
ALLOWANCE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00
CABFARE	0.00%	\$0.00	\$0.00	\$0.00	\$0.00
DEMO	43.42%	\$124.09	\$0.00	\$124.09	\$124.09
DESIGN	59.80%	\$228.73	\$0.00	\$228.73	\$228.73
DESIGNREVIEWS	27.60%	\$123.16	\$0.00	\$123.16	\$123.16

Total Project Billing Amount \$475.99 Total Displayed Billing Amount \$475.99  
 Total Project Tax Amount \$0.00 Total Displayed Tax Amount \$0.00  
 Total Retention Amount \$0.00 Total Displayed Retention Amount \$0.00

Figure 8



## 8.6 Sales Applies

Release 6.0 will modify the Sales Apply window of Dynamics and eEnterprise to support the tracking of cash receipts against projects. Because Project Series will be able to invoice multiple projects per invoice, cash receipts must be applied not only against an invoice but also against individual projects.

Auto-apply will allow all Project Series invoices together with the Dynamics and eEnterprise documents to be picked-up (auto-applied) according to the due date or document number. If the amount is not sufficient to cover the entire invoice, the first project that was entered will be covered first and so on. To modify projects covered, the Apply Projects window will appear (see Figure 10).

Receipts are maintained in all Project Series Totals and appropriate history files. Summary windows and reports will reflect Receipts as well as Billings whenever appropriate.

The screenshot shows the 'Apply Projects' window. At the top, there are buttons for 'OK', 'Unapply', and 'Auto Apply'. Below these are input fields for 'Document No.', 'Date', 'Biller Document No.', 'Transaction Type', 'Customer ID', and 'Name'. A dropdown menu labeled 'Default Apply First To:' is also present. Below these fields are two more input fields: 'Doc. Original Amount' and 'Doc. Unapplied Amount', with a link for 'Billing Unapplied Amount'. The main part of the window is a table with the following columns: 'Apply To Project', 'Project Total Billing', 'Amount Remaining', 'Cost Category Apply Amount', 'Fee Apply Amount', and 'Total Applied Amount'. The table has several rows, with the first few rows highlighted in yellow.

Apply To Project	Project Total Billing	Amount Remaining	Cost Category Apply Amount	Fee Apply Amount	Total Applied Amount

Figure 10

## 8.7 Fees Billing Window

The Fees Billing window will list all of the fees that are included on the invoice. Any of the fee types that are intended to be collected will be displayed. Fees may be modified to be anything the user wants. Retention fees will only appear here when the retentions have been released for collection. Retentions being withheld will be listed in the More Info window for the document.

## 9.0 Purchasing & Receiving Enhancements

### 9.1 Purchase Order Entry

Full integration between Project Series Purchase Order and Dynamics and eEnterprise Inventory is a reality in Release 6.0. Items set up in Inventory can be applied against a project simply by selecting the item from the Inventory look-up located on the screen. And, drop-ship items can now be entered via Project Series Purchase Order to apply these types of items against projects (see Figure 10).

The screenshot shows the 'PA Purchase Order Entry' window. At the top, there are navigation buttons and a search field set to 'by Document No.'. Below this are buttons for 'Save', 'Delete', 'Print', and 'Void'. The main form contains several fields for order details:

- Type: PO Number
- Date: 3/7/00
- Default Site: WAREHOUSE
- PO Format to Use: PO Format A
- Vendor ID: ADVANCED0001
- Name: Advanced Office System
- PO Status: New
- Currency ID: Z-US\$
- User ID: sa

Below these fields is a table with columns: Project Number, Site ID, Cost Category ID, U of M, Item Number, Qty Canceled, Unit Cost, and Extended Cost.

Project Number	Site ID	Cost Category ID	U of M	Item Number	Qty Canceled	Unit Cost	Extended Cost
ADAMTESTHARDW	WAREHOUSE	HARDWARE	Each	HDWR-ASP-0100	0	35,000.00	70,000.00
ADAMTESTHARDW	WAREHOUSE	HARDWARE	Each	HDWR-SWM-0250	0	12,500.00	12,500.00
						0.00	0.00
						\$0.00	\$0.00

At the bottom of the window, there is a summary section:

Subtotal	\$82,500.00	Remaining PO Subtotal	\$82,500.00
Trade Discount	\$0.00		
Freight			
Miscellaneous	\$0.00		
Tax	\$0.00		
Total	\$82,500.00		

Figure 10

### 9.2 Receiving Entry

In the case that items are received separate from a vendor invoice, the Project Series 6.0 will include Receiving Entry. This new transaction type allows users to receive items and track them against projects prior to or after receiving the vendor invoice (see Figure 11).

**Receivings Transaction Entry**

Receipt Number    Save    Delete    Void    Post    Auto-Rcv

Type: Receipt No. Vendor Doc. No. Date Batch ID

Shipment P1000000000000003 1009 3/7/00

Vendor ID Name Currency ID

ADVANCED0001 Advanced Office Systems Z-US\$

PO Number Project Number Cost Category ID Item Number

Qty Shipped	Unit Cost	Qty Ordered	Qty Invoiced	Extended Cost
U of M	Site ID	Taxes	Previously Shipped	Previously Invoiced
P0000000000000001	ADAMTESTHARDW		HDWR-SWM-0250	
1	0.00	0	0	\$0.00
	WAREHOUSE	\$0.00	0	0
0.00	\$0.00	0.00	0.00	\$0.00
		\$0.00	0.00	0.00

Subtotal	0	1099 Amount	\$0.00
Trade Discount	0	Payment Terms	
Freight	0	Cash	
Miscellaneous	0	Check	
Total Tax	0	Credit Card	
Total Doc. Amount	0	Terms Discount Taken	
		On Account	

Distributions

Figure 11

## 10.0 Time & Expense Tracking Enhancements

### 10.1 e.Timesheet

Project Series 6.0 allows employees to enter and submit project or non-project time via their Internet browser with e.Timesheet. Integrated with Project Accounting, Personal Data Keeper and with US Payroll, e.Timesheet allows employees to enter and save their time for later – or submit it directly for approval. And, managers can approve timesheets via e.Timesheet, allowing a quick and easy method for getting labor expenses to Project Accounting for posting and invoicing (see Figure 12).

Employee ID: 12345678 Document Date: 2/28/2000

Employee Name: Ellery Queen Comments:

Begin Date: 2/28/2000 Comments for a standard Time Sheet.

Ending Date: 03/07/2000

Document Number: TS123456 Generate Time Sheet

Project	Task	Billing Type	M	T	W	T	F	S	S	Total
AFITZDYNAIIMP	MANAGEMENT	HOUR	0.0	8.0	8.0	0.0	8.0	0.0	0.0	24.0
AFITZDYNAIIMP	AFITZDYNAIIMP	HOLI	0.0	.5	0.0	0.0	0.0	0.0	0.0	0.5
AFITZDYNAIIMP	3	HOUR	0.0	2.2	0.0	0.0	0.0	8.3	0.0	10.5
AFITZDYNAIIMP	MANAGEMENT	SALY SICK VACN	0.0	0.0	0.0	8.6	0.0	0.0	0.0	8.6

Create New Line Item Remove Line Item

Save Submit Discard Delete Save Template

Figure 12 – Screenshot subject to change prior to release

### 10.2 Personal Data Keeper Timesheet Wizard

New to Personal Data Keeper is the Timesheet Wizard, which allows user to select a previous timesheet format to apply against a new timesheet, pulling existing project, cost category and hours information from earlier submitted timesheets.

### 10.3 Personal Data Keeper Calendar User Interface

For easy time entry, Personal Data Keeper will have a new calendar-type user interface for entering time (see Figure 13). The weekly day listing will be formatted to match the beginning date of the pay period selected.

The screenshot shows the 'Timesheet Entry' application window. At the top, there are buttons for 'Save', 'Delete', and 'Submit'. Below these are fields for 'Doc. Type' (Standard), 'Employee ID' (ATK10001), 'Doc. Date' (3/2/00), 'Period' (9), 'Begin' (3/1/00), 'End' (3/7/00), and 'Document No.' (ATK10001-TS-030100-1). There are also fields for 'Status' (In Progress), 'Currency' (USA), and 'Comment' (dave).

The main part of the window is a table with columns for 'Project Number', 'Cost Category ID', 'Code', 'Bill Type', and days of the week (Wed, Thur, Fri, Sat, Sun, Mon, Tue), plus a 'Total' column. The table contains two rows of data:

Project Number	Cost Category ID	Code	Bill Type	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Total
ADSBILL	DESIGN	SALY	STD	0.00	0.00	0.00	8.00	8.00	14.48	0.00	30.48
ADSPRODUCTION	CONSULTING	SALY	STD	0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00
Totals:							8.00	8.00	22.48		38.48

Figure 13

### 10.4 Personal Data Keeper Employee Expense Options

Expense Entry within Personal Data Keeper has also been enhanced to allow users to assign Start and End Dates rather than a pre-determined date range for entering expenses against. As well, employees can apply multiple expense types to their line items, which include: Reimbursable, Company Paid and Personal. They can also specify a Payment Method of Company Credit Card, Personal Credit Card or Cash per expense item submitted.

### 10.5 Personal Data Keeper Multicurrency

Enter time and expenses in originating or functional currencies in Personal Data Keeper with new multicurrency functionality. By clicking the multicurrency icon, users can see currency translations on screen.

### 10.6 Personal Data Keeper Proxy Options

Streamline the time and employee expense report collection process by using the new Proxy feature for Timesheet Entry and Employee Expense Entry in Personal Data Keeper. This new feature allows administrative staff to enter time and expenses for project management staff in an effort to save time.

## 11.0 Miscellaneous Enhancements

### 11.1 Multicurrency

Project Series 6.0 provides multicurrency functionality in the following transaction types: Timesheet Entry, Employee Expense Entry, Equipment Logs and Miscellaneous Logs. This new feature allows users to enter amounts in originating or functional currencies, and then view currency changes on screen by clicking the multicurrency button.

### 11.2 Negative Amounts in Transactions

Sometimes errors in documents are discovered after posting has occurred. To adjust for these errors, Project Series Timesheet, Employee Expense, Equipment Log, and Miscellaneous Log will allow negative values to be submitted against a project. The old process of using Debit and Credit Memos will no longer be required. You will still be allowed to use referenced transactions if you wish finer tracking of changes. These transactions will automatically adjust distributions based on whether the overall document is a Debit or a Credit.

### 11.3 Explorer

Project Series users can take advantage of the Dynamics and eEnterprise Explorer in Release 6.0. Modeled after the ever-popular Windows Explorer, this tool enables users to quickly locate pertinent project lists and transaction information from one comprehensive screen. Lists can be modified using simple column customization options.

## 12.0 Reports Enhancements

### 12.1 Reports Digest

Listed below are the Reports that are available in Project Series 6.0. There are a total of 80 customizable reports – and, they are now available in a graphical view for easier formatting.

Report Type	Report Name	Sort Options
Setup	Project Setup	N/A
	Timesheets Setup	N/A
	Equipment Logs Setup	N/A
	Miscellaneous Logs Setup	N/A
	Inventory Transfer Setup	N/A
	Employee Expenses Setup	N/A
	Purchase Order Setup Report	N/A
	Purchasing Invoice Setup Report	N/A
	Billing Setup	N/A
Maintenance	User Class List	Class ID and Description
	User List	User ID, Name, Class ID
	Customer Class List	Class ID and Description

Report Type	Report Name	Sort Options
Maintenance cont...	Customer List	Customer ID, Name, Class ID User Defined1
	Employee Class List	Class ID and Description
	Employee List	Employee ID, Name, Class ID, User Defined1
	Vendor Class List	Class ID and Description
	Vendor List	Vendor ID, Name, Class ID, User Defined1
	Equipment Class List	Class ID and Description
	Equipment List	Equipment ID, Name, Class ID, User Defined1
	Miscellaneous Class List	Class ID and Description
	Miscellaneous List	Miscellaneous ID, Name, Class ID, User Defined1
	Cost Category Class List	Class ID and Description
	Cost Category List	Cost Category ID, Name, Class ID, User Defined1
	Contract Template List	Contract Template ID, Name
	Project Template List	Contract Template ID, Project Template ID, Name, Class ID
	Unit of Measure Schedule	Unit of Measure Schedule and Description
	Contract Class List	Class ID and Description
	Contract List	Customer ID, Contract Number, Contract ID, Contract Name, Contract Class ID, Salespersons ID, User Defined1
	Project Class List	Class ID and Description
	Project List	Customer ID, Contract Number, Project Number, Project ID, Project Name, Project Class ID, Project Manager, User Defined1
	Job Title, Rate Table List	Rate Table ID
	Employee Rate Table List	Rate Table ID
	Fee List	Fee ID
	Labor Assignment List	Rate Table ID
	Equipment Assignment List	Rate Table ID
Overhead List for All	Cost Category ID	
Overhead List by Customer	Customer ID	
Cards	Project Access Edit List	N/A
	Equip Rate Table List	N/A
	Billing Cycle List	N/A
Billing Activity	Invoice Register <i>Fiscal Year and Month to filter Billing Invoices</i>	Customer ID, Customer Name
	Aged Work-In-Process	Customer ID, Customer Name
	List-by Project	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department

Report Type	Report Name	Sort Options
Billing Activity cont...	Retention - All	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department
	Retention - by Customer	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department
	Pre-Billing Worksheet- T&M <i>Fiscal Year and Month fields to filter Billing Invoices</i>	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department
	Pre-Billing Worksheet- CP/FP <i>Fiscal Year and Month fields to filter Billing Invoices</i>	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department
Posting Journals	Timesheet	Document No., Audit Trail Code, Posting Date, Batch ID
	Employee Expense	Document No., Audit Trail Code, Posting Date, Batch ID
	Equipment Log	Document No., Audit Trail Code, Posting Date, Batch ID
	Miscellaneous Log	Document No., Audit Trail Code, Posting Date, Batch ID
	Billing	Document No., Audit Trail Code, Posting Date, Batch ID
	Revenue Recognition	Document No., Audit Trail Code, Posting Date, Batch ID
	Inventory Transfer	Document No., Audit Trail Code, Posting Date, Batch ID
	Purchase Order	Document No., Audit Trail Code, Posting Date, Batch ID
	Receivings	Document No., Audit Trail Code, Posting Date, Batch ID
	Purchase Invoice	Document No., Audit Trail Code, Posting Date, Batch ID
	Project Closing	Document No., Audit Trail Code, Posting Date, Batch ID
Budget	Cash Budget	Project
	Periodic Budget	N/A
Performance	Earnings from Contracts <i>Fiscal Year to filter rows</i>	Customer ID, Contract ID, Contract Number, Contract Class ID, Contract Manager ID, Business Manager ID, Salesperson ID
	Contracts Completed <i>Fiscal Year to filter rows</i>	Customer ID, Contract ID, Contract Number, Contract Class ID, Contract Manager ID, Business Manager ID, Salesperson ID
	Contracts in Progress <i>Fiscal Year and Period to filter rows</i>	Customer ID, Contract ID, Contract Number, Contract Class ID, Contract Manager ID, Business Manager ID, Salesperson ID

Report Type	Report Name	Sort Options
Performance cont...	Contracts in Progress by Customer <i>Fiscal Year and Period to filter rows</i>	Customer ID, Contract ID, Contract Number, Contract Class ID, Contract Manager ID, Business Manager ID, Salesperson ID
	Projects in Progress by Customer <i>Fiscal Year and Period to filter rows</i>	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department
	Projects in Progress by Cost Category <i>Fiscal Year and Period to filter rows</i>	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department
	Net Write-downs <i>Period to filter rows</i>	Customer ID, Customer Name
Employee Utilization	Monthly Employee Utilization	Last Name, First Name, Employee ID
	YTD Employee Utilization	Last Name, First Name, Employee ID
	Annual Employee Utilization	Last Name, First Name, Employee ID
	Monthly Utilization – Department	Last Name, First Name, Employee ID
	YTD Utilization – Department	Last Name, First Name, Employee ID
	Annual Utilization – Department	Last Name, First Name, Employee ID
	Monthly Utilization – Job Title	Last Name, First Name, Employee ID
	YTD Utilization – Job Title	Last Name, First Name, Employee ID
	Annual Utilization – Job Title	Last Name, First Name, Employee ID
Equipment Utilization	Monthly Equipment Utilization	Equipment ID, Equipment Name, Equipment Class ID
	YTD Equipment Utilization	Equipment ID, Equipment Name, Equipment Class ID
	Annual Equipment Utilization	Equipment ID, Equipment Name, Equipment Class ID
Statement	Statement	Customer ID, Customer Name
Project Status	Earned Value Analysis	Customer ID, Contract Number, Project ID, Project Number, Project Class ID, Project Manager ID, Business Manager ID, Department

## 13.0 Conclusion

The Great Plains Project Series provides a complete project accounting solution for mid-sized businesses. Integrated with Dynamics and eEnterprise, the Project Series manages the operational project accounting issues that growing organizations have.

With a seamless integration to Dynamics and eEnterprise, Project Series enables budgeted tasks to directly relate to general ledger accounts; employee time updates Payroll, subcontractor and employee expenses update Accounts Payable, billings update Accounts Receivable and materials are transferred from Inventory. Information is easily tracked, managed and distributed – and, the Project Series is flexible to work the way the user works.

As the demands within the services sector continue to grow, demanding new project types, new forms of revenue recognition and a larger variety of billing options, the Great Plains Project Series will be ready to serve you. As an organization known for its service, Great Plains understands the need for project accounting across many industries. These opportunities are an assurance that the Project Series will grow as the industry grows, meeting the needs of professional service organizations around the globe.