Infor SyteLine
Projects User Guide

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Project Management

Projects Overview

A project is similar to a job, but it differs in size and scope. Projects are usually large in scale.

A project consists of a project header, project tasks, and project resources. You can cross-reference project resources to other transactions in SyteLine. You can report on costs from each level of the project individually or roll up costs into the entire project cost.

The Estimate Projects form allows you to perform certain what-if situations without actually working in a project. Once you set up an estimate project, you can copy it over to a project using the Copy Projects form.

One of the biggest benefits to creating a project is that you can recognize revenue without having to invoice. The Revenue Milestones button on the Projects form allows you to set up revenue milestones which recognizes revenue at milestones that you determine.

Invoice milestones can also be created using the Invoice Milestones button on the **Projects** form so that an invoice is sent out when certain milestones are reached. Revenue milestones and invoice milestones are completely separate, but you can link the two.

View project transactions on the **Project Transactions** form.

The **Process Project Milestones** activity calculates unrelieved WIP and revenue recognition amounts, creates revenue milestones for the amounts calculated, nominates them and posts them. Invoice milestones are also created and nominated if selected.

NOTE: If you use progressive billing with Projects, your desired result is likely billing costs to your customer so that they owe you money each time. This is the main purpose of using progressive billing with Projects. You can, though, still have large fluctuations in your costs ending up with a credit to a customer, depending on how you structure your project. For example, a company machines a part out of 3,000 pounds of titanium that results in 2,400 pounds of scrap. That scrap has considerable value and is then treated as a by-product and credited to the customer at the end of the project. This might not be a desired result.

Costs

All job costs associated in a job-project cross reference are absorbed by the project. The costing method of the item is not used in this relation. Projects uses cost method Specific.

Job costs are a sub set of project costs. The summation of all of the job costs, resource costs (not cross referenced to jobs), and direct project labor, equate to the total project cost with the additional overhead and G & A.

Project WIP is accredited the job (sub job) cost at the time job inventory or labor transactions are committed. The associated project cost code is accredited and the associated job cost code is accredited.

Cost Codes

The project is defined in terms of job cost codes and project cost codes with job costs rolling up into a project cost code. This retains the job costing detail throughout. The project cost codes and job cost codes are never displayed together because job cost codes are a sub set of project cost codes.

As costs are reported against jobs or sub jobs, the job cost code %Complete increases its value respectively, and the project cost code increases its value respectively.

Before you start

Before creating a project, set up the following information:

- Project Parameters
- Project Types
- Project Cost Codes
- Project Retention Codes
- Project/Job Period Costs
- Project/Job Accumulated Cost by Period

Projects Form

Use the Projects form to set up a project header and any information that applies to the entire project. On the **Projects** form, you can do the following:

- Create project number and description
- Choose project status
- Choose project type
- Choose the customer and ship to addresses

  NOTE: If the Customer field is left blank, you must choose a project type that is non-billable. See Project Types for more information on project types.

- Choose the start and end date for the project
- Decide whether or not to track changes to a project
- Choose the overhead rate
- Choose the G & A rate
- Choose the WIP relief method
- Choose the milestone cost calculation method and percentage
- Choose the milestone revenue calculation method and percentage

- Enter the planned cost
- Decide whether or not to auto nominate invoice milestones
- Choose the invoice method
- Choose the invoice terms
- Choose an exchange rate if applicable
- Choose the retention code and retention terms
- Choose tax information

See the Project Tasks Overview for information about a project task.

See the Project Resources Overview for information about a project resource.

Project Resources Overview

Use the Project Resources form to add resources to a project and then link them to other areas of the system. Resources allow material cost to be rolled into a project. The header fields display information from the Projects form, including:

- Project number
- (Description)
- (Customer name)
- Customer number
- (Ship to)
- Status of the project
- End date
- Project type

Body fields display the following information from the Project Tasks form:

- Task number
- (Description)
- Status

Body fields also display the following item information specific to this form:

- Item
- Description
- Sequence
- Sort by fields

Project Tasks Overview

Use the Project Tasks form to attach specific tasks to a project. You can roll costs to this level of the project and analyze them. You can use tasks as a project management tool to track the progress of specific project activities. You can attach resources to a task on the Project Resources form, or you can have a task that is not attached to a resource.

The header fields display the following project information from the Projects form:

- Project number
- (Description)
- (Customer name)
- Customer number
- (Ship to)
- Status of the project
- End date
- Project type

Body fields display the following information specific to this form:

- Task number
- (Description)
- Task date
- Status of this task

General Tab - Use the General tab to enter contact and date information for the task. If the task is cross-referenced to a customer order, that order number displays.

% Complete Tab - The % Complete tab displays Actual, Forecast and Budgeted cost by cost code for the individual tasks in the project, as well as summaries of the G & A and Overhead costs for those categories. In addition, the percent left to complete and the cost left to complete for each of these costs is tallied. You can add and remove cost codes to be tallied for this task and update the budgeted and forecasted cost for these codes at any time during the project.

% Complete Details Tab - The information on this tab differs from the Percent Complete tab in that it is broken down by cost code AND monthly period, giving you even more detail than is on the Percent Complete tab.

WIP Tab - The WIP tab displays totals for each of the task WIP accounts as costs are posted.

WIP Relieved Tab - The WIP Relieved tab displays totals for each of the task WIP accounts as WIP is relieved.

MS Project Tab- The MS Project tab allows links to be set up between the Microsoft Project application and the SyteLine project. Each SyteLine task you create can be a task on the Microsoft project. The project and its tasks must first be created in SyteLine and then exported to Microsoft Project. Predecessors can be assigned from within SyteLine or added in Microsoft Project. Project information can be updated in either MS Project or SyteLine and then exported to the other application. However, a new task created in MS Project will not appear in SyteLine until a task with the same task number is manually added in SyteLine.

MS Work Resources Tab - Use this tab to define work resources for a task.

Microsoft Project Integration

The system can import and export project task data to and from Microsoft Project. If you have Project installed on your local computer, import and export buttons appear on the Project Tasks form. This information is exported:

- Project name and number
- Project tasks
- Project Resources
- Predecessor tasks
- Resource names
- Duration
- Start date
- Finish date.

Calendar Types

The system supports two MS Project calendar types:

- **8 hour** - 8:00am to 5:00pm, Monday through Friday
- **24 hour** - 24 hours a day, seven days a week.

When you open the Project Tasks form, the system analyzes at the Default Shift Calendar. If the calendar includes hours outside of the standard 8:00am to 5:00pm range, then it tells MS Project to use a 24 hour calendar.

Create a Project

Before creating a project, set up the following information:

- Project Parameters (Default and General)
- Project Types
- Project Cost Codes

NOTE: The following steps cover only the basic requirements to create a record.

1. On the **Projects** form, select **Actions > New** to add a new project.
2. Enter a project number in the Project field, or let the system choose a number for you when you save the record.

3 Enter the date when the project was entered into the system or accept the default value of the system date.

4 Select the project type in the **Type** field.

5 On the Address tab, select a Customer and Ship To number.

6 On the General tab, select the product code in the **Product Code** field.

7 On the General tab, enter a date range in the **Start Date** and **End Date** fields.

8 Select **Actions > Save** to save the project record.

Create a Project Resource

1 Choose the project and task on the Project Resources form for which you wish to add a resource.

2 Select **Actions > New** to add a project resource.

3 Select a valid item number from the Items form in the Item field. You can enter a non-inventory item by supplying an item number that is not found on the Items form.

4 Enter the project cost code to determine which General Ledger account is affected by this item's costs.

5 Enter a warehouse for this resource.

6 Enter the number of items required to complete this task. You cannot enter a quantity less than or equal to zero (0). If the item is serial tracked, the quantity must be a whole number.

7 The unit of measure for an inventoried item displays from the Items form. If you entered a non-inventoried item, enter the unit of measure associated with this item. Use the browser button to bring up a list of units of measure.

8 Save your changes.

Create a Project Task

1 On the **Project Tasks** form, select **Actions > New** to add a new task.

2 Accept the default task number, or enter a new number.

3 Select the date range. The task date range must fall within the date range of the parent project.

4 Select **Actions > Save** to save the record.

Create a Revenue Milestone

1. Choose the project number on the Revenue Milestones form. Only projects with a WIP relief method of **Revenue Recognition** display in the drop-down.
2. Enter the milestone number in the Milestone Number field.
3. Enter a description in the (Description) field.
4. Enter the planned complete date on the General tab. The planned complete date is the date you expect to print and post the milestone.
5. Enter the planned cost amounts.
6. Enter the planned revenue amount.
7. Select the milestone cost calculation method on the Revenue Recog tab. This is a required field:
    - **Manual** - If you choose manual, you must manually enter the milestone costs on the General tab of the Revenue Milestones or Estimate Revenue Milestones forms.
    - **% Of Project Cost** - This method multiplies the total planned cost by the amount in the Percentage field.
    - **% Of Milestone Revenue** - This method multiplies the total planned revenue by the amount in the Percentage field.
    - **% Of M/S Requirements** - This method multiplies all task costs by the amount in the Percentage field. The system adds all forecast costs from the % Complete tab on the Project Tasks form for all task requirements and all projected costs from the resource requirements on the Project Resources Cost tab to get all task costs.
    - **Unrelieved Cost** - This method calculates the cost that has accumulated since the last revenue recognition milestone posting.
    - **Custom** - The custom option is reserved code to be used if there are custom processing routines created for your company.
8. Select the milestone revenue calculation method:
    - **Manual** - If you choose manual, you must enter the revenue amount on the Revenue Milestones or Estimate Revenue Milestones forms.
    - **% Over Milestone Cost** - The percentage you enter in the Percentage field serves as the markup of the milestone cost. This markup is the revenue that is recognized.
    - **% Of Project Revenue** - This method multiplies the percentage you enter in the Percentage field by the total planned revenue from the Revenue tab of the Projects form.
    - **Custom** - The custom option is used if there are custom processing routines created for your company.
9. Select the Requirements tab to add requirements for each milestone. It is not necessary to have a requirement for a milestone.
10. If you are utilizing advance payments, use the Create Advance Payment Invoice and Advance Payment Deduction Amount fields to add advance payment information.
11. Save your changes.

Using Project Advance Payments

This help topic discusses how advance payments relate to projects. For general information about projects and project tasks, use the links below or the menu bar.

Project Settings

1. On the Project Parameters form, define the general ledger account that will be used to record invoices generated from an advance payment invoice. If advance payment is received before an invoice is sent to the customer, the money is recorded as an open payment. After an advance payment invoice is generated, the money is moved to the advance payment account.
2. Create a project with a WIP Relief Method of **Revenue Recognition**.

Revenue Milestones

1. Open the Revenue Milestones form and create a milestone for the project you just created. Select the **Create Advance Payment Invoice** field.
2. Nominate the revenue milestone on the Revenue Milestone Nomination form.

   NOTE: If you attempt to nominate a milestone that will cause the total advance payment deduction amount to exceed the total amount invoiced, an error displays and the milestone is not nominated.
3. Post the revenue milestone on the Print/Post Project Revenue Milestones form. This action causes an invoice milestone to be created with the same settings as the revenue milestone. After posting the revenue milestone, the Projects form is updated with the advance payment information defined on the milestone.

Invoice Milestones

1. Create the advance payment on the Invoice Milestones form if one was not automatically generated from a revenue milestone. Enter the invoice information, then select the **Create Advance Payment Invoice** field.
2. Nominate the invoice milestone on the Invoice Milestone Nomination form.

   NOTE: If you attempt to nominate a milestone that will cause the total advance payment deduction amount to exceed the total amount invoiced, an error displays and the milestone is not nominated.

Invoicing and Additional Milestones

1. Create A/R invoices on the Post Project Invoice Milestones form. If an A/R invoice is generated for a milestone marked as an advance payment invoice, the distribution uses the general ledger advance payment account defined on the Project Parameters form.

- If an A/R invoice is generated for a milestone marked as an advance payment, the distribution should use the general ledger advance payment account defined on the Project Parameters form.
- If an A/R invoice is generated for a milestone **not** marked as an advance payment, the invoice will be reduced by amount entered in the Advance Payment Deduction Amount field, and will use the Unbilled A/R account.

2 When payment is received, post the advance payment transaction on the Invoice Posting form.

3 As new milestones are created, use the Advance Payment Deduction Amount field to define how much of the advance payment to apply to each invoice. When entering an amount in the Advance Payment Deduction Amount field, the To be Deducted field on the Projects form is updated when you save the milestone.

4 Check the Projects form for a summary of advance payment balances and invoice deductions.

Tracking Project Changes

Use the **Project Change Orders** form to track project changes. You can also set the **Change Status** for a project on this form. The grid shows a summary of the Project Tasks and Resources that have changed. To see a detailed view of the changes, use the **Project Change Order Detail Report**.

Follow these steps when using the **Project Change Orders** form:

1 If you know the Project number, specify the number and click **Filter-in-Place**. Otherwise, turn off the filter and select your project.

2 The fields are populated as follows:

Change

The change number of the project is displayed.

Change Date

The date of the last change is displayed.

User Name

The name of the user who made the last change is displayed.

3 You can set the **Change Status** to one of these values:

- Opened
- Finalized
- Printed

4 In the grid, you can view details related to the project.

5 If you changed the **Change Status**, save the record.

Notes

When you change the status from Finalized to Printed and save the record, a warning message is displayed:

Project [#] is currently being tracked, changes to it will create a new change order.

If the project change order status is Finalized when updating or deleting a project, project task, project resource, a message is displayed:

[Action] was not successful.

Project Change Order that has [Project: XXX] and [Change: XXX] and [Chg Status: Finalized] Exists.

Running the Project Change Order Detail Report

Use the **Project Change Order Detail Report** to generate a summary report of the changes made to a project. Follow these steps to run the report:

1. Launch the Project Change Order Detail Report.
2. Select the change status types to include in the report:
   - Open
   - Finalized
   - Printed
3. Select **Print Change Text** if you want to include the project change order notes in the report output.
4. Select **Print Change Detail** if you want to include of the changes made to the project in the report output.
5. Use the check boxes to select if you want to include internal and external notes in the report output.
6. Select the ranges to include in the report output for these fields:
   - Project
   - Change
   - Task
   - Resource
   - Change Date
7. Select **Increment Date** to have the system automatically increment the dates in the report output.
8. Click **Preview** to view the report output before printing.
9. Click **Print** to run the report and print the output.

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