



Infor SyteLine Projects User Guide

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Chapter 1: About Projects

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 this 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.

See [Creating a Project](#) on page 9.

See the [Project Tasks Overview](#) on page 7 for information about a project task.

See the [Project Resources Overview](#) on page 6 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 this information from the **Project Tasks** form:

- Task number
- (Description)
- Status

Body fields also display this 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 this 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.

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.

Creating a Project

Before creating a project, set up this 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**.
Note: If the **Customer** field is left blank, you must choose a project type that is non-billable.
- 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 You can also specify this information for the project on this form:
 - Whether or not to track changes to a project
 - The overhead rate
 - The G & A rate
 - The WIP relief method
 - 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
- 9 Select **Actions > Save** to save the project record.

Creating 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. 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.

Creating 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.

Creating 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 **Cost** tab of the **Project Resources** form 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.

Creating an Invoice Milestone

Invoice milestones allow invoices to be sent out when your project reaches certain milestones. To set up a milestone:

- 1** Choose the project number on the **Invoice Milestones** form. Only projects with a **WIP Relief Method of Revenue Recognition** display in the drop-down.
- 2** Specify the milestone number in the **Milestone Number** field. Use the browser button to bring up a list of milestone numbers for this project.
- 3** Specify a description in the **(Description)** field.
- 4** Select the **Planned Complete Date** on the **General** tab. The planned complete date is the date you expect to print and post the milestone.
- 5** Specify the **Planned Invoice Amount** and any other optional information in the fields on the **General** tab. If you select **Ignore Retention On Invoice**, no retention is calculated on this invoice.
- 6** On the **Requirements** tab, you can specify any milestone requirements.
- 7** Select the **Requirements** tab to add requirements for each milestone. It is not necessary to have a requirement for a milestone.
- 8** If you are utilizing advance payments, use the **Create Invoice for Advance Payment** and **Advance Payment Deduction Amount** fields to add advance payment information.
- 9** Save the record.

Using Project Advance Payments

To set up and use advance payments for projects:

- 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**.
See [Creating a Project](#) on page 9.
- 3 Open the **Revenue Milestones** form and create a milestone for the project you just created. Select the **Create Advance Payment Invoice** field.
- 4 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.
- 5 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.
- 6 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.
- 7 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.
- 8 To handle invoicing and additional milestones:
 - a 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.
 - b When payment is received, post the advance payment transaction on the **Invoice Posting** form.
 - c 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.
 - d Check the **Projects** form for a summary of advance payment balances and invoice deductions.

Setting Cost Code and Schedule Variance for Projects

On the **Project Parameters** form, you set up cost code and schedule variances to use for projects.

Cost Code Variance is the allowable percent deviation (budgeted costs / actual costs in terms of the cost codes) that a project or group of projects is allowed to deviate within a period. Each record in the selection set for a cost code or group of cost codes is evaluated for this condition, and the overall group is evaluated. In the group, if the cost code variance exceeds the lower deviation, a yellow warning symbol is displayed on the **Project/Job Period Costs** form for the appropriate record. A project, project task, or project resource is evaluated against all cost codes as a group, with the project displaying a caution indicator if the cost code variance is exceeded for the current period. If the upper % deviation is exceeded, a problem indicator is displayed on the **Project/Job Period Costs** form for the appropriate record. If neither warning situation is present, a check mark is displayed.

Schedule Variance is the allowable percent deviation (budgeted costs / actual costs) that a project can have and still be considered in a state of control in terms of the schedule. Each record in the **Project/Job Accumulated Cost By Period** form is evaluated for this condition, and the overall project is evaluated in the **Projects** form as of the current state. On evaluation of the state of the project, project task, or project resource, the project is considered in danger of becoming out of control if the lower % deviation is exceeded for a point in time; a caution indicator is then displayed on the **Project/Job Accumulated Cost By Period** form for the appropriate record. If the project exceeds the upper % deviation, the project is considered out of control with a problem indicator displayed on the **Project/Job Accumulated Cost By Period** form. If neither warning situation is present, a check mark is displayed.

Priority Level

The Priority Level is a numeric value you assign as a warning priority between the **Cost Code Variance** and the **Schedule Variance**. You might assign Schedule Variance a '1' and Cost Code Variance a '2', but you can use other numeric values, the lowest one being the higher priority. The priority level comes into play only when Cost Code Variance and Schedule Variance have the same warning level. Only one warning displays (on the **Project**, **Project Tasks**, and **Project Resources** forms), and the priority level determines which warning displays if both have the same warning level. You can enter a value for both **Priority Level** fields that is the same. In this case, the Schedule Variance is given the priority.

Be aware of these priority level rules:

- If both the **Cost Code Variance** and **Schedule Variance** have a problem indicator, the indicator displays the one with the highest Priority Level (the lowest number in the **Priority Level** field).
- If both the Cost Code Variance and Schedule Variance have a caution indicator, then the indicator also displays the one with the highest Priority Level (the lowest number in the **Priority Level** field).
- If one has a problem indicator (and the other does not), the problem indicator is shown.
- If one has a caution indicator (and the other has a check mark), that variance's caution indicator is shown.
- If both have a check mark, then a check mark is displayed with the text "In Control."

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.

If you change the status from **Finalized** to **Printed** and save the record, this 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, this 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.

Chapter 2: Cross-References

Cross-Referencing a Project Resource to a Job Order

Cross-referencing creates a reference-only link between the project resource and the job order.

- 1 On the **Project Resources** form, add a new resource to a project.
- 2 On the **Source** tab, select **Job** in the **Source** field.
- 3 To cross-reference the project resource to an existing job order, specify the job number in the unlabeled field next to the **Source** field. To create a new job and assign a particular job number, specify the job number. To create a new job and allow the system to assign a job number, leave the field blank.
- 4 If your planning mode is APS, select or clear the **Plan on Save** field.
- 5 Select **Actions > Save** to save the record.
- 6 Click **Source**. The message "Cross-reference will be performed from the Project Resource to Job" displays.
- 7 Click **OK**. The system automatically creates the job order and inserts the job number into the Reference field.
- 8 Optional: You can click **Source** again to display the cross-referenced job order.
- 9 To create sub-jobs for subassemblies that are cross-referenced to the project resource, open the **Copy Routing BOM** form.
- 10 In the **From Category** field, select **Current** (to use the current routing/BOM to create the sub-jobs; to use a different job's routing/BOM, select **Job**).
- 11 In the **Copy Indented BOM** field, select **Yes**.
- 12 In the **Item** field, select the item number from which to copy the current routing/BOM (if you selected **Job** in the **Category** field, select the job from which to copy the job routing/BOM in the **Job** field.)
- 13 In the **To Category** field, select **Job**.
- 14 In the **Job** field, specify the ID of the job to which you cross-referenced the project resource in the previous steps.
- 15 Click **Process**. This activity copies the routing/BOM to the cross-referenced parent job and creates sub-jobs for each subassembly in the routing/BOM. The sub-jobs will not have Start or End dates until you run the APS Planning activity or perform Get ATP/CTP on the customer order line.

Note: You can cross-reference to a range of jobs using the **Material Planner Workbench** form.

Cross-Referencing a Project Resource to a Purchase Order

Cross-referencing creates a link between the project resource and the purchase order line. Also, when you cross-reference a PO line to a project resource, the supply that the PO line creates is reserved for that project; no other demand order can use it.

- 1 On the **Project Resources** form, add a new resource to a project.
- 2 On the **Source** tab, specify **Purchase Order** in the **Source** field.
- 3 To cross-reference the project resource to an existing purchase order line, specify the PO number in the first unlabeled field next to the **Source** field and specify the PO line number in the second unlabeled field.
To create a new purchase order and assign a particular PO number, enter the PO number. To create a new purchase order and allow the system to assign a PO number, leave the field blank.
- 4 If your planning mode is APS, select or clear the **Plan on Save** field.
- 5 Select **Actions > Save** to save the record.
- 6 Click **Source**. The message "Cross-reference will be performed from the Project Resource to Purchase Order" displays.
- 7 Click **OK**. The system automatically creates the purchase order header and line information and inserts the PO number and line number into the **Source** fields.
- 8 Optional: You can click **Source** again to display the cross-referenced PO line.

Note: You can cross-reference to a range of purchase order lines using the **Material Planner Workbench** form.

Deleting or Updating a Project Resource Cross-Reference

Cross-referencing creates a reference-only link between the project resource and the job order or PO. After a cross-reference is created, you can change it by either removing the line item or changing the cross-reference information, thus deleting the cross-reference. When this happens, the system displays a warning message indicating the cross-reference will be unlinked.

To view unlinked references, you can filter on the **Unlinked Reference** check box. You can then do one of the following:

- Clear the **Unlinked Reference** check box so that the record is no longer unlinked. There is no indication in the system that the record was ever cross-referenced.
- Delete the supply record.
- Leave the **Unlinked Reference** check box selected.

Chapter 3: Performance Obligation Events

Creating and Processing Project Milestone Events

There are three types of project milestone events that you can utilize: Project, Task Completion Event, and Performance Obligation Event. Create and manage notifications for these events, as well as fulfillment of performance obligations, by following these steps:

- 1 On the **Publications** form, ensure that the appropriate users have subscribed to the Project Completion Alert, Project Task Completion Alert, and Project Obligation Completion Alert publications.
- 2 On the **Project Obligation Group Cost Codes** form, specify obligation groups and their associated cost codes. Once a group has been assigned to a performance obligation event, it cannot be deleted.
- 3 Open the **Project Milestone Events** form.
- 4 Specify this information in the Project group of fields:

Project

Select the project.

Enable MS for Project Completion

Select this field to enable notifications for all users subscribed to the Project Completion Alert publication, as well as any additional users specified in the **User Notification** field.

- 5 Specify this information in the Task Completion Event group of fields:

Enable MS for Task Completion

Select this field to enable notifications for all users subscribed to the Project Task Completion Alert publication, as well as any additional users specified in the **User Name** field.

Task

Ensure that the list of tasks is correct and complete. Corrections or additions can be made on the **Project Tasks** form.

Enable MS for Task Completion

Select this field to enable notifications when this specific task is complete. Notifications will be set to all user subscribed to the Project Task Completion Alert publication, as well as any additional users specified in the **User Name** field.

- 6 For each performance obligation, specify this information in the Performance Obligation Event group of fields:

Enable MS for Performance Obligation

Select this field to enable notifications for all users subscribed to the Project Obligation Completion Alert publication, as well as any additional users specified in the **User Name** field.

Invoicing

Select this field to indicate that an invoice milestone must be created and processed before the Processed field is selected, which indicates that obligation event is complete.

Obligation

Select the cost type of the obligation. Choose **Labor**, **Material**, **Other**, or **All**.

Obligation Group

Select one of the obligation groups that you created in step 2. Leave this field blank to apply the event to all obligation groups.

Project MS

Specify the type of milestone. Choose **Cost**, **Hours**, **Percent Complete**, or **Time Elapsed**. If you select **Time Elapsed**, the system prompts you to create a background task. This background task will be used to trigger the event, rather than the **Next MS Threshold** amount that other milestone types use. If you fail to create a background task, the **Project MS** selection will change from **Time Elapsed** to **Cost**.

Recurring

Select this field if future event thresholds of this type will always be the same. When each recurring event is complete, a new event is automatically created with the same threshold. This field is disabled when **Project MS** is **Time Elapsed**.

MS Threshold

Meeting, or exceeding, the value specified here creates a milestone alert, which indicates that an invoice milestone can be created and processed. This field is disabled when **Project MS** is **Time Elapsed**.

Project Task

Select the project task with which to associate this obligation, or leave this field blank to avoid associating it with a specific project task.

- 7 After all sequences are created, click **Save**. The system calculates the **Next MS Threshold** amount for the initial sequence of each **Project MS** type, with the exception of **Time Elapsed**, which uses a background task to control event triggering. However, for events marked as **Recurring**, the system creates a new obligation event with the same information and calculates the threshold for that event.
- 8 If you have added or removed project cost codes, click the **Recalculate Obligations** button to recalculate the accumulated totals and next scheduled amounts. You may also perform this task on the **Project Obligation Group Cost Codes** form. This step is only necessary if project or job transactions have occurred. We recommend that you complete all of your modifications before you click this button.
- 9 After an event is triggered, if the **Invoicing** field is selected, the system waits for an invoicing milestone to be processed before it marks the event as processed. If the **Invoicing** field is not selected, the system immediately marks the event as processed.

- 10** The system looks for the next event sequence with the same **Obligation**, **Obligation Group**, **Project MS**, and **Project Task**, then calculates its **Next MS Threshold** amount. If the event is recurring, the system creates a new sequence, then copies that recurring sequence's information into it.

How Performance Obligation Event Thresholds and Amounts are Processed

The tables below demonstrate how various performance obligation event settings affect the ways in which the system calculates the **Next MS Threshold** and **MS Amount** fields.

After creating five sequences and saving the record, the system populates the **Next MS Threshold** amount for the first sequence of each **Project MS** type. In this case, there are two types, so the system populates sequences 10 and 20.

Se-quence	Pro-cessed	Invoicing	Recur-ring	Project MS	MS Threshold	Next MS Threshold	MS Amount
10	No	Yes	No	Hours	100	100	0
20	No	No	No	Cost	3000	3000	0
30	No	Yes	No	Hours	100	0	0
40	No	Yes	Yes	Hours	50	0	0
50	No	No	No	Cost	3000		0

When hours reach 100, an alert is triggered. The **Invoicing** field is selected, indicating that an invoice milestone should be created, but by the time that happens, five more hours have been recorded, so the system updates the **MS Amount** field with the 100 hours specified by the threshold, plus the 5 additional hours logged prior to the creation of the invoice milestone. The next sequence with the same **Project MS** is sequence 30, so the system marks sequence 10 as Processed, then adds the sequence 30 threshold to the sequence 10 actual amount and populates the **Next MS Threshold** field for sequence 30.

Se-quence	Pro-cessed	Invoicing	Recur-ring	Project MS	MS Threshold	Next MS Threshold	MS Amount
10	Yes	Yes	No	Hours	100	100	105
20	No	No	No	Cost	3000	3000	0
30	No	Yes	No	Hours	100	205	0
40	No	Yes	Yes	Hours	50	0	0
50	No	No	No	Cost	3000	6000	0

When hours reach the next threshold of 205, another alert is triggered, but by the time the invoice milestone is created, the actual amount is 215. Sequence 30 is marked as Processed and the system finds the next sequence with the same **Project MS** type. Because sequence 40 is specified as recurring, however, the system creates a new sequence 60 and uses that to display the new **Next MS Threshold** amount. Once the sequence 60 threshold has been reached, and the invoice milestone created, the system continues creating and processing new sequences based on the recurring threshold.

Se-quence	Pro-cessed	Invoicing	Recur-ring	Project MS	MS Threshold	Next MS Threshold	MS Amount
10	Yes	Yes	No	Hours	100	100	105
20	No	No	No	Cost	3000	3000	0
30	Yes	Yes	No	Hours	100	205	215
40	No	Yes	Yes	Hours	50	0	0
50	No	No	No	Cost	3000	6000	0
60	No	Yes	No	Hours	50	265	0

When cost equals the initial threshold of 3000, an alert is triggered. For this sequence, however, the **Invoicing** field is not selected, so the **MS Amount** equals the **Next MS Threshold Amount**. Sequence 20 is marked as Processed and the system locates the next sequence with the same **Project MS** type and populates the **Next MS Threshold** field with the sequence 20 **MS Amount** of 3000 plus the sequence 50 **MS Threshold** of 3000.

Se-quence	Pro-cessed	Invoicing	Recur-ring	Project MS	MS Threshold	Next MS Threshold	MS Amount
10	Yes	Yes	No	Hours	100	100	105
20	Yes	No	No	Cost	3000	3000	3000
30	Yes	Yes	No	Hours	100	205	215
40	No	Yes	Yes	Hours	50	0	0
50	No	No	No	Cost	3000	6000	0
60	No	Yes	No	Hours	50	265	0