

# Projects

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## Introduction

You may create Reporting Groups (Status Group) for Projects. These Projects may be activated in batches and documents.

Once the batches and / or documents are posted (updated to the ledger), you may generate various reports for each Projects on the Sidebar of the **Action** menu.

The processes for Projects are as follows:


1. Activate Projects
2. Create Project Groups (Status Group)
3. Create a New Project
4. Add [Budget](#) for Projects
5. Create Documents for a Project
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## Activate Projects

Projects are accessed from the Input menu. By default, The **Action** → **Projects** menu will be

inactive. You need to activate the projects in the Data Parameters.

### To Activate Projects:

1. Click on the **Setup** → **Setup** → **Data Parameters** menu. 
2. Select the Projects option in the Special Settings section of the screen.
3. Click on the **OK** button to save your changes.
4. Close the Set of Books and re-open the Set of Books again. The **Action** → **Projects** menu will be activated.

You may create Reporting Groups (Status Group) for Projects. These Projects may be activated in batches and documents.


Once the batches and / or documents are posted (updated to the ledger), you may generate various reports for each Projects on the Sidebar of the **Action** → **Projects** menu.

## Create Project Groups (Status Group)

You may create Reporting Groups for Projects. These Projects may be activated in batches and documents.

Once the batches and / or documents are posted (updated to the ledger), you may generate various reports for each Projects on the Sidebar of **Projects**.

### To Create Project Groups (Status Groups):

1. Click on the **Setup** → **Groups** menu. The Groups (Account Group 1 (default)) screen will be displayed.
2. Click on the **Status Group** button. The Status Group screen is displayed: 
3. If you wish to rename the Reporting Group Name - Status Group, over-type the description with your new description. This will change the description of the button for **Status Group**.
4. To add a new Group to the root directory or list, select the **REPORTING GROUP ROOT** on the list and click on the **New** button.
5. Enter the name of your Project and click on **REPORTING GROUP ROOT** on the list.
6. Repeat the process until you have entered all the Project Groups, etc.
7. Click on the **OK** button to save your changes and close or exit this screen.



You may click on the **Print** button to print a list of your Projects.

## Create a New Project

### To Create Project:

1. Click on the **Action** → **Projects** menu. The Projects screen (list view) is displayed:



2. Click on the **New** button. The Projects will automatically create the next Project code. The

Projects screen will change as follows:



3. Enter or select the following:
  - **Code** – This Code is automatically created. When clicking on the New button, it will automatically generate the next Project code.
  - **Enabled** – This is by default selected (ticked). You will not be allowed to close a project (remove the tick in the Enabled field) and click on the Save button, if there are any unposted documents.
  - **Description** – Enter the name for the Project.
  - **Start date** – Enter or select a date on which the Project commences.
  - **To** – Enter or select a date on which the Project ends (should be completed).
  - **Status** – Select a Group from the list.
  - **Budget** - Enter the budget (estimated project cost) for the Project.
  - **Debtor** - Select a debtor (customer / client) account.
4. Click on the **Save** button to save the record (Project). It will be added to the list.



If the default debtor (customer / client) account is selected, purchase documents (Purchases, Supplier Returns and Orders) and sales documents (Invoices, Credit Notes and Quotes) for the Project can only be processed for the default debtor (customer / client) account.

You may proceed to process purchase documents (Purchases, Supplier Returns and Orders) and sales documents (Invoices, Credit Notes and Quotes) for the Project. Once these documents have been generated, it will be added to the Document Entry list (for each document type).

Should you need to receive any payments for the project, or make any payments for the project, you need to activate these in the specific batch types and process the transactions in the batches.

## Create Documents for a Project

Once a Projects is activated and Project Codes are created, all purchase documents (Purchases, Supplier Returns and Orders) and sales documents (Invoices, Credit Notes and Quotes) could be processed as follows:

- For a selected Project in the **Action** → **Projects** menu.
- Any new documents may also be created (generated) in the normal Documents option (**Action** → **Documents** menu). You may then select the Project code.
- If any documents have not yet been posted, you may select and process them in the normal Documents option (**Action** → **Documents** button on the Sidebar). You may then edit them and select a different project.

### Invoices for Stock Items:

1. Click on the **Action** → **Projects** menu. The Projects screen (list view) is displayed:



2. Select a Project.
3. Click on the **New** button.



If the default debtor (customer / client) account is selected for the Project, purchase documents (Purchases, Supplier Returns and Orders) and sales documents (Invoices, Credit Notes and Quotes) for the Project can only be processed for the default debtor (customer / client) account. The Debtor Accounts or Creditor Accounts screens will not be displayed.

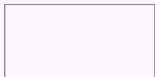
4. A new Document number (e.g. Invoice number) and the debtor (customer / client) account's details will be displayed.
5. Select the stock item(s), etc. Add any comments, etc. (as necessary) to the Invoice, etc.
6. Click on the **OK** button.
7. The list view of the Projects screen is displayed. Click on the **Save** button to save the Invoice to the project. The Invoice will be added to the documents list for Projects:



If the No Print Confirmation setting in the **Setup** → **Stock Information** screen is not selected (not ticked), the confirmation message "*Do you wish to Print the Invoice now?*" will be displayed. Click on the **Yes** button to print the Invoice (or on the **No** button not to Print the Invoice at this stage).

## Create Invoices for Hours

Should you need to invoice a debtor (customer / client) for services rendered on an hourly basis (e.g. consulting, etc.), you may use the Hours category to schedule and process quotes (invoices) with a few mouse-clicks. The Calendar (Planner) is the electronic diary, time sheet, which integrates the billing of your debtors (customers / clients).



This option generates Quotes and not Invoices. The reason for this, is:

- Quotes are used to schedule the hourly services in the future.
- Once the service is rendered, the Quotes are edited and confirmed (converted to invoices).

You may also view and print the Invoice on the **Documents** tab of the Debtor account (**Action** → **Debtor**). Once the Invoice is posted (updated to the ledger), it will be listed as a debit transaction on the Transactions tab of the Debtor account.

You may also select a specific person (salesperson) which will render these services.

### To Process Invoices for Hours:

1. If the Calendar is not automatically displayed, click on the **Action** → **Calendar** menu.
2. Select the day and a time slot to schedule the hours.
3. Select a date and right-click on a time slot. On the context menu, select the Add Event... option. The Untitled – Event screen will be displayed.
4. On the Untitled Event screen, enter and / or select the following:
  - **Subject** - Leave blank. This will automatically be filled in with the debtor

(customer / client) account code, description and Salesperson when selecting it.

- **Category** - Select Hours (Magenta colour).
- **Hours** - Click on the Hours field. Select a debtor customer account.
- **Projects** - Empty is the default project. Select a Project from the list.
- **Salesperson**- Select a salesperson.



If the consultant or the salesperson is not added you need to exit this screen and first add a salesperson in the **Setup** → **Salesperson** or in the **Setup** → **Groups (Salesperson)** menu.

- **All day event** - Leave blank.
- **Start Time** - Select 2012/12/01. This is the date and time as selected on the Calendar from where the Untitled - Event screen was launched. If this date is not correct, you may select the correct date. Enter or select the time slot, if not correct.
- **End Time** - Enter the time expected to finish the project.
- **Appointment Recurrence** - The default is None. You may select Daily, Weekly, Monthly by Day, Monthly by Date, Yearly by Day, Yearly by Date or Custom.
- **Repeat Until** - Field disabled. If any other option than None on the Appointment Recurrence field is selected, you may select or enter a date.
- **Reminder** - You may activate it and set the Minutes, Hours or Days to remind you in advance to process invoices for hours.
- After scheduling the invoices for hours, the screen should display as follows:



The Subject and the Titlebar will display the debtor (customer / client) account code and name as well as the name of the salesperson (consultant). It should also display the Project code and description.

- Click on the **OK** button to register and save the Hours event.
5. On the Agenda topbar, click on the **Create invoices for hours** button. The following options screen is displayed:



6. Select the date from and date to in which the hourly fee is to be charged (e.g. 2012/12/01).
7. Click on the **Lookup** icon and select the stock item.
8. Click on the **OK** button to create the quote. The Information screen "Quotes generated will be displayed.
9. Click on the **OK** button.



This Quote may be viewed on the following options:

Document Entry screen as Unposted (i.e. Not converted to an Invoice).

- **Action** → **Projects** on the list of a selected Project.
- **Documents** tab of the Debtor account (**Action** → **Debtor**). Once the Quote is confirmed (converted to an invoice and the Invoice is posted (updated to the ledger), it will be listed as a debit transaction on the **Transactions** tab of the Debtor account.

You may need to edit the quote, e.g. add comments, change the hours, etc. change the Project code, before converting it to an Invoice.



The Hours – Event will be displayed in Purple (Magenta) colour on the time slot of the scheduled day. The Day in the calendar will also be underlined and displayed in a Purple (Magenta) font.

## Use Projects in Batches (Journals)

### Activate Projects in Batches (Journals)

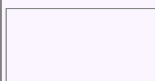
Once you have created the Status Groups, the Projects column will be displayed after the Account column; and (before the Tax column, if the No Tax option is not selected on the Advanced tab of the Options for this batch screen) before the Debit column.

1. Click on the **Action** → **Batch Entry** menu.
2. Select the specific Batch Type in which you need to activate Projects.
3. Click on the **F10: Setup** icon to set the Options for the selected batch. The Options for this batch screen will be displayed.
4. Click on the **Advanced** tab. The following screen is displayed:
5. To activate the Projects, tick the Projects tick box.
6. Click on the **OK** button. The selected batch entry screen will be opened and the Projects column will be inserted in the batch.



You may also:

- Click on the **Setup** → **Batch Types** menu.
- Select the Batch Type and click on the **Edit** button to access the Options for this batch



To deactivate Projects in a specific batch, simply repeat this process and remove the tick in the

### Process Transactions in Batches

Once you have created the Status Groups for Projects, the Project column will be displayed after the Account column; and (before the Tax column, if the No Tax option is not selected on the Advanced tab of the Options for this batch screen) before the Debit column.

When processing transactions, you may select the Projects from the Projects lookup.

#### To Process Transactions in Batches:

1. Click on the **Action** → **Batch Entry** menu.
2. Select the specific Batch Type in which you need to process transactions for Projects. Enter the transactions and select the Project from the Project lookup.

# Reports

There are five (5) reports available for Projects. These reports are created and maintained via the Reportman (...\\plug\_ins\reports\REPORTS\PROJECTS directory) and is follows:

Language Label ID Description (Report Name)

1. TRN\_27 Stock Item
2. TRN\_354 Statement
3. TRN\_960 Total
4. TRN\_2330 Hours
5. TRN\_20069 Transactions

This will translate depending on your Language selection when launching TurboCASH for the first time (after installation); or the Language selected in the **File** → **Switch Language** menu. For example; English (default), en-South Africa, en-UK will refer to “Stock Items” and if you select the en-American language, it will display as “Inventory Items” on the list of reports.

## To Generate Project Reports:

1. Click on the **Action** → **Projects** menu. The Projects screen (list view) is displayed:
2. The Projects screen (list view) will be displayed.
3. Select a Project.
4. Select a report on the list and click on the **Report** button.

## Project - Stock Items

This will list the details of the stock items and hours (created via the Calendar).

This will list the totals of all Invoices, Credit Notes, Purchases and Supplier Returns as well as a list of each of these documents. It will also list the Stock Code, Document Number, Stock Description, Date and Exclusive Amount for each stock item selected on a document.

<input type="checkbox"/> These documents do not need to be posted to be included in this report.
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## Project – Statements

This will list the totals of all Invoices, Credit Notes, Purchases and Supplier Returns as well as a list of each of these documents. It will also list a list of any Quotes and Orders.

<input type="checkbox"/>
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Orders.

<input type="checkbox"/> These documents do not need to be posted to be included in this report.
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## **Project – Hours**

This report will list only those Invoices which have been created in the Calendar (Create Invoices for Hours) and which have converted from quotes to invoices. It will list the date, start and end time as well as the number of hours spent on a project.

These documents do not need to be posted to be included in this report.

## **Project – Transactions**

This report will list all transactions in posted batches and / or posted documents.

This will not list any unposted batches and documents.

## **Project – Totals**

This report will list the totals of transactions (debit and credit) for all accounts selected in posted batches and / or posted documents.

This will not list any unposted batches and documents.