HOW TO USE PROJECT COSTING

This document explains the process of creating projects, recording estimates and actuals and monitoring the progress of projects in Baseplan Enterprise.

The *Project Control* screen allows for controlling the project by collating the transactions that are recorded for the project.

Software Version: 1701

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CREATING THE PROJECT HEADER

1. From the Menu, select **Project Costing > Project Control**
2. Click ADD NEW
3. Select the customer from the **Customer Code** drop down list
4. Select the **Site Code** from the drop down list, if applicable
5. Select the **Project Type** from the drop down list

This will default the **Description**. This can be changed, if required.

6. Select the **Branch** from the drop down list
7. Select the **SA Code** from the drop down list
8. Click SAVE

This will save the Project Header, and the system will generate a **Project No**.

Entering Quote Details

Quote details can be recorded in the *Quote Entry (F6)* tab in the *Project Details* panel.

The project **Status** will need to be 'OPEN' when adding quote details.

Note: The **Quoted** checkbox in the detail line will need to be checked.

1. From the Menu, select **Project Costing > Project Control**
2. Display the relevant project
3. Click EDIT
4. Click on the *Quote Entry (F6)* tab
5. Select the **Quote Type** from the drop down list
6. Enter the **Quantity**
7. Check the **Quoted** checkbox
8. Enter the estimated cost in the **Estimate** field
9. Enter the sell price in the **Sell** field
10. Click SAVE in the *Project Details* panel
11. Click SAVE in the toolbar

The quote detail line will be displayed in the *Project Details* panel under the *Quote Details* tab.

Entering Project Variations

Variations to the project can be recorded in the *Quote Entry (F6)* tab in the *Project Details* panel.

The project **Status** will need to be 'OPEN' when adding quote details.

Note: The **Quoted** checkbox in the detail line will need to be unchecked. This indicates that the detail line is a variation to the project.

1. From the Menu, select **Project Costing > Project Control**
2. Display the relevant project
3. Click EDIT
4. Click on the *Quote Entry (F6)* tab
5. Select **Quote Type** from the drop down list
6. Enter the **Quantity**
7. Uncheck the **Quoted** checkbox
8. Enter the estimated cost in the **Estimate** field
9. Enter the sell price in the **Sell** field
10. Click SAVE in the *Project Details* panel
11. Click SAVE in the toolbar

The variation detail line will be displayed in the *Project Details* panel, under the *Quote Details* tab.

Recording Cost and Revenue

The below screens/areas are used to record project costs and/or revenue against a project:

- Purchase Orders screen
- Sales Quotes screen
- Supplier Invoices/Credit Notes screen
- Customer Invoices/Credit Notes screen
- Equipment Rental screen
- Service Jobs screen
- Timesheet Entry screen (Payroll)
- GL Journals screen

When recording transactions (such as purchase orders, rental contracts, GL journals) the project number will need to be entered as a reference point to the project, so that the transactions can be collated in the *Project Control* screen.

To be able to record transactions to the project, the **Status** of the project must be 'ACTIVE'.

Note: This does not apply to transactions raised from the *Sales Quotes* screen. For this, the **Status** of the project must be 'OPEN'.

Purchase Orders

1. From the Menu, select **Purchase Orders > Purchase Orders**

Note: Only PO type - 'I' and 'P' can be applied to projects.

Selecting a **Project No.** and **Project Line No.** on the *Purchase Orders* screen in the *Details* panel will create the transaction against the project details selected. Process the PO as per the normal process.

When a PO is confirmed or a supplier invoice is being posted, the project cost for the relevant line will be checked. If the estimated cost of the project detail line is exceeded by the cost of the PO/supplier invoice transaction, authorisation is required before the transaction can be processed further.

Process the PO/supplier invoice authorisation as per the normal process.

Please refer to the 'How to Process Purchase Orders' guide for information on creating and authorising purchase orders.

Supplier Invoices (Sub-Contractors)

1. From the Menu, select **Suppliers > Invoicing**

The **Project No.** and **Project Line No.** will be populated from the *Purchase Orders* screen, if the supplier invoice is processed from a PO.

Selecting a **Project No.** and **Project Line No.** on the *Purchase Orders* screen in the *Details* panel will create the transaction against the project if the supplier invoice is processed without a preceding PO. Process the supplier invoice as per the normal process.

Customer Invoices

Customer invoices for a project can be created through:

- Billing a rental contract related to a project
- Posting a service job related to a project
- Processing an invoice from the project itself

Multi-Line Dockets (Wet Hire)

1. From the Menu, select **Rental > MLD Staging Entry**

Selecting a **Project** and **Project Line** in the *Docket Entry/Edit* panel on the *Multi-Line Docket Entry (Staging)* screen will create the transaction against the project details selected. Process the multi-line docket as per the normal process.

Service Jobs

1. From the Menu, select **Equipment Management > Service Jobs**

Selecting a **Project No.** and a **Line No.** on the *Service Jobs* screen will create the transcation against the project details selected.

Note: The **Project No.** and **Line No.** drop down lists will only be available when **Job Type** 'Internal or 'External' is selected.

Process the service job as per the normal process.

Rental Contracts

Enter rental contract details following usual process and ensure that the **Status** of the rental contract is 'DELIVERY'.

1. From the Menu, select **Rental > Equipment Rental**
2. Display the relevant rental contract
3. Click **Actions > Additional Info**
4. Click EDIT
5. Select the **Project Code** and the **Project Line Number** from the relevant drop down lists
6. Click SAVE
7. Click CLOSE

This will return to the *Equipment Rental* screen. Any rental transactions relating to the project will now be displayed on the *Project Control* screen.

Payroll Timesheets

1. From the Menu, select **Payroll > Timesheet Entry**

Selecting a Project/Line on the *Timesheets Entry* screen will create the transactions against the project details selected.

Note: Only one project per timesheet is allowed.

Sales Quotes

1. From the Menu, select **Sales Quotes > Sales Quotes**
2. Display the relevant sales quote
3. Click **Actions > Add Detail Line**

Selecting a **Project/Line** on the *Quote Details* screen in the *Details* panel will create the transaction against the project details selected.

GL Journals

1. From the Menu, select **General Ledger > Journal Entry**

Selecting a **Project No.** and **Project Line No.** on the *Journal Entry* screen in the *Details* panel will create the transaction against the project details selected. Process the GL journal as per the normal process.

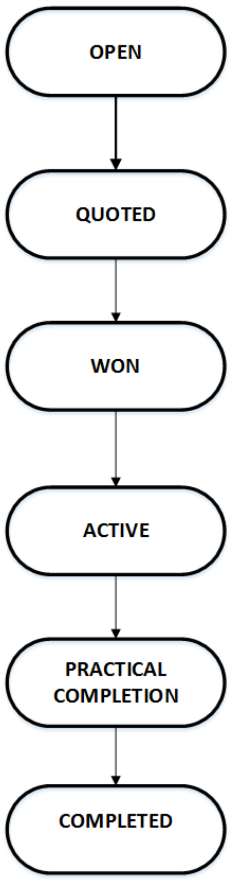
PROJECT OPERATIONS

Change Status

This function updates the project status as the project progresses through the various phases/stages.

Note: The project **Status** can be updated to 'CANCELLED' or 'ON HOLD' at any time.

Although there are no restrictions on the order of the status for a project, invariably a project would go through the below workflow:



1. From the Menu select **Project Costing > Project Control**
2. Display the relevant project
3. Click **Project Operations > Change Status**

The will display the *Project Control – Status Change* screen.

4. Change the status as required
5. Click OK

The project **Status** will be updated.

Create Invoice

Rental contracts and service jobs related to the project are to be invoiced using the normal process.

Invoices associated to general charges for the project can be processed from the *Project Control* screen.

When the project **Status** is 'ACTIVE', the option to create an invoice will become available.

1. From the Menu, select **Project Costing > Project Control**
2. Display the relevant project
3. Click **Project Operations > Create Invoice**
4. Generate the invoice using the normal process

The will display the *Customer Invoices/Credit Notes* screen.

Note: An invoice processed from the *Project Control* screen will be generated with **Invoice Type** 'JOBCOST' and **Reference** = project number.

Duplicate Project

Project details from an existing project can be duplicated using the Duplicate Project function.

1. From the Menu, select **Project Costing > Project Control**
2. Display the relevant project (to be duplicated)
3. Click **Project Operations > Duplicate Status**

This will display the *Duplicate Project* screen.

4. Select the relevant customer from the **Customer Code** drop down list
5. Click OK

This will duplicate the project to the selected customer. The project **Status** will be updated to 'OPEN'.

6. Change the details to the new requirements and process the project as per the usual process

PROJECT VIEWS

The *Project View* list allows for users to access the following screens from the *Project Control* screen:

- Purchase Orders
- Rental Contracts
- Sales Quotes
- Service Jobs