



Sage ERP Accpac

Projects

Introduction



Summary of features

- Capture time, expenses and materials.
- Approve or reject timesheets
- Work In Progress
- Expense reimbursement
- Invoicing
- Provision Management
- Credit Notes



Components

Accpac Module
Team Setup
Employee Setup
Expense Setup
AP and AR
IC, PO and OE
Options
Timesheet Management

External Modules
Tags Designer
Project Manager
Billing Manager
CRM Interface
MS Project Interface
Outlook Timesheet
Web Timesheet



Team Setup

SAMINC - PRJ Teams

File Help

Team Number 10

Description North.

AR Distribution Code CACCSN

G/L Accounts | G/L Integration | Tags

Revenue Account	4010-100-10
WIP Account	1335
WIP Movement Account	4160
Write-On Account	5700
Write-Off Account	5600
Provision Account	5800
Salary Expense Account	6800
Cost of Sales Account	5005

Save Delete Close

Employee Setup

The screenshot shows a software window titled "SAMINC - PRJ Employees" with a menu bar containing "File" and "Help". The window contains the following fields and controls:

- Employee Code:** 100010
- Name:** Freddy Daniel Cervantez
- Team:** 10
- Manager Number:** (empty)
- Start Date:** 01/01/2009
- End Date:** / /
- Standard Weekly Hrs:** 40.00
- Target Billable Weekly Hrs:** 20.00
- Hourly Rate:** 150.00
- Internal Cost:** 50.00
- Login Name:** freddy@saminc.com
- Role:** BILLER
- E-Mail:** freddy@saminc.com

Additional controls include:

- On Hold
- Subcontractor
- Set Password** button
- Save**, **Delete**, **Set Rates**, **Tags**, and **Close** buttons at the bottom.

Expense Types Setup

SAMINC - PRJ Expense Types

File Help

Type Number: MILE

Description: Mileage

Price per Unit: 0.500

Options | Tax | Price Overrides | Tags

G/L Account: 6660 | Traveling expenses

Use Team G/L Segments

Show for Internal Projects Show for External Projects

Commissionable

Mark up percentage Mark up fixed amount

0.00

Not Reimbursable (No AP Invoices created)

Reimbursable to Employee (AP Invoice created for Employee)

Reimbursable to a Vendor (AP created for Vendor)

Vendor Number: [] []

Save Delete Close

Accounts Payable

SAMINC - A/P Invoice Entry

File Settings Help

Batch Number: 25

Batch Date: 08/27/2020 No. of Entries: 0 Total Amount: 0.000

Document Taxes Terms Optional Fields Totals

Entry Number: 1 On Hold

Vendor Number: 9230 Vendor: Quaker Bearings

Remit-To Location: Account Set: TRADE

Document Type: Invoice Document Date: 08/27/2020 Posting Date: 08/27/2020 2020-08

Document Number: INV1 Job Related

PO Number: Retainage

Order Number: Document Total: 10,825.00

Distribution Set: INVPUR Inventory purchase Dist. Amount: 0.00 Create Dist.

Amount	Dist. Net of Tax	Included Tax Amount	Allocated Tax	G/L Dist. Amount	Discountable
10,000.00	10,000.00	0.00	825.00	10,825.00	Yes

Client: 1400 - Coastal Electric C Project: 120-1400-10 - Set up offic Phase: 1003 - Custom wall unit/b Activity: Task:

Account/Tax... Undistributed Amount: 0.00

Add Delete Prepay... Tags Close

Accounts Receivable

SAMINC - A/R Invoice Entry

File Settings Help

Batch Number 36 Invoice

Batch Date 08/27/2020 No. of Entries 1 Total Amount 1,082.500

Document Taxes Terms Optional Fields Sales Split Tgtals

Entry Number Summary Invoice Printed No

Customer Number 1200 Mr. Ronald Black

Ship-To Location

Document Type Invoice Document Date 08/27/2020 Posting Date

Document Number IN00000000000000000012

PD Number

Order Number Special Instructions

Shipment Number Ship Via

Lin...	Dist. Code	Description	Revenue Account	Account Desc
1	CACCSE	Signing Invoice	4010-100-30	Sales, access

Project Phase Activity

120-1200-10 - Set up office for Ron

Account/Tax...

Save Delete Prepay... Print Invoice...

SAMINC - A/R Recurring Charges

File Help

Recurring Charge Code ONCALL On call service contract

Customer Number 1200 Mr. Ronald Black

Invoice Detail Optional Fields Sales Split Tax/Totals Statistics

Customer Number 1200 Mr. Ronald Black

Invoice Type Summary Account/Tax...

Lin...	Dist. Code	Description	Revenue A...	Account Description
1	CACCSW	Commercial Sales - West...	4010-100-40	Sales, accessories

Project Phase Activity Task

120-1200-10 - Set up office f 1008 - Chair placement

Save Delete Create Invoice... Close

Inventory Control

SAMINC - I/C Shipments

File Settings Help

Shipment Number: RET001 Entry Type: Return Status: Day End Completed

Ship Date: 07/16/2020 Posting Date: 07/16/2020 Year/Period: 2020 - 07

Description: Return 1 white melamine board to inventory-too many Reference: PO 8666

Customer Number: Contact: Price List: Optional Fields

Lin...	Item Number	Item Description	Category	Location	Quantity	Unit of Mea...	Price
1	A1-460/0	White Melamine ...	A1	1	1	Ea.	USA

Client: 1400 - Coastal Electric Comp. Project: 120-1400-10 - Set up office 1 Phase: 1008 - Chair placement Activity: Task:

Save Post Delete Detail... Re-Post Tags Close

Purchase Orders

SAMINC - P/O Purchase Order Entry

File

PO Number: PO00000032

Vendor Number: 1200 Chloride Systems

Last Receipt No. Source Entered

Order | Tags | Optional Fields | Totals

Template: ACTIVE From Requisite:

PO Date: 07/01/2020 FOB Point:

PO Type: Active

Ship-To Location: 1 Ship-Via:

Bill-To Location: 1 Terms Code:

Vendor Acct. Set: USA Accounts payable, Other

Description:

Lin	Completed	Item Number	Item Description
1	No	A1-900/L	Personal Digital Ass

Client: 1200 - Mr. Ronald Black Project: 120-1200-10 - Set up office 10

Item/Tag... Calc. Taxes... Consolidate

Post Delete History

SAMINC - P/O Receipt Entry

File

Receipt Number: RCP00000082

Vendor Number: 1200 Chloride Systems

Receipt | Tags | Additional Costs | Optional Fields | Totals

PO Number: From Multiple PO's: Job Related: Reimage: No. of Receipts: 0

Receipt Date: 07/01/2020 Posting Date: 07/01/2020 2020 - 07 Last Receipt No.:

Template: ACTIVE Bill-To Location: 1

FOB Point:

Terms Code: N30 Net 30 Days

Vendor Acct. Set: USA Accounts payable, Other

Description:

Lin	Completes PO	Item Number	Item Description
1	No	A1-900/G	Calculator
2	No	A1-900/L	Personal Dig

Client: 1400 - Coastal Electric Comp Project: 120-1400-10 - Set up office 10

Item/Tag... Calc. Taxes... Invoice All

Post Invoice... History

SAMINC - P/O Invoice Entry

File Settings Help

Invoice Number: INV-0479504

Vendor Number: 4540 Leon Industries

Invoice | Tags | Terms | Additional Costs | Optional Fields | Totals

Receipt Number: RCP00000004 Receipt Date: 01/09/2019 From Multiple Receipts: On Hold:

Invoice Date: 01/09/2019 Posting Date: 01/09/2019 2019 - 01 PO Number: PO000000010

Invoice Total: 6,083.65

Resit-To Location: Bill-To Location: 4 Job Related: Reimage:

Vendor Acct. Set: TRADE Accounts Payable, Trade

Description: Jan 2019 receipt - 4540 Reference: Unit 4

Lin	Fully Invoiced	Item Number	Item Description	Location	Quantity Invoiced	Unit of Measure
1	Yes	A1-400/O	Desk Note Book	4	200	Ea
2	Yes	A1-401/O	Desk Calendar Pad	4	200	Ea
3	Yes	A1-450/O	Bulletin Board	4	200	Ea
4	Yes	A1-470/O	Dry-erase White Board Markers	4	200	Ea
5	Yes	A1-650/O	Highlighter	4	500	Ea
6	Yes	A1-655/O	Pen	4	500	Ea

Client: 1200 - Mr. Ronald Black Project: 120-1200-10 - Set up office 10

Item/Tag... Calc. Taxes... Invoice Subtotal: 5,620.00

Post History... Re Post Tags Close

Order Entry

SAMINC - O/E Order Entry

File

Order No. 0RD000000000067 No. of Shipments 1 Last Shipment No.

Customer No. 1200 Mr. Ronald Black Last Invoice No.

Order Customer Tags Optoal Fields Sales Split Totals

Template Code ACTIVE PD No. Status: Posted Source: Entered

Order Date 07/01/2020 Location 1

Order Type Active From Multiple Orders

Ship-To Location Exp. Ship Date 07/

Description

Lin.	Type	Item No./ Misc. Charge
1	Item	A1-900/L

Client Project
1200 - Mr. Ronald Black 120-1200-10 - Set up office f

Location 1 (Ea.)	Qty. on Hand	Qty. on Sales O
All Locations (Ea.)	45	45

Item/Tag... Components... Ship All

Post... Delete... History... Prepayment...

SAMINC - O/E Shipment Entry

File

Shipment Number SH000000000000000061 Invoice Number IN00000000000061

Customer No. 1200 Mr. Ronald Black Complete Status Complete

Shipment Customer Tags Optoal Fields Sales Split Totals

Order Number From Multiple Orders PD Number

Template Code ACTIVE Shipment Date 07/01/2020 Posting Date 07/01/2020 Year/Period 2020-07

Location 1 Central warehouse

Ship-To Location

Description

Lin.	Type	Item No./ Misc. Charge
1	Item	A1-900/B
2	Item	A1-900/L

Client Project
1200 - Mr. Ronald Black 120-1200-10 - Set up o

Location 1 (Ea.)	Qty. on Hand	Qty. on Sales O
All Locations (Ea.)	87	87

Item/Tag... Components...

Post... History... Prepayment...

SAMINC - O/E Invoice Entry

File Settings Help

Invoice No. IN00000000000061

Customer No. 1200 Mr. Ronald Black

Invoice Customer Tags Optoal Fields Sales Split Totals

Shipment Number SH000000000000000061 From Multiple Shipments

Invoice Date 07/01/2020 Posting Date 07/01/2020 PO No.

Year/Period 2020-07 Location 1 Central warehouse - Seattle

Ship-To Location Job Related Reference Calculate Tax

Description

Lin.	Type	Item No./ Misc. Charge	KL/BDM	Description	Price List	Location	Shipment D
1	Item	A1-900/B		Answering Mach...	USA	1	7/1/2020
2	Item	A1-900/L		Personal Digital...	USA	1	7/1/2020

Client Project Phase Activity Task
1200 - Mr. Ronald Black 120-1200-10 - Set up office f: 1095 - Chair placement

Location 1 (Ea.)	Qty. on Hand	Qty. on Sales Order	Qty. on Purchase Order	Qty. Committed	Qty. Available
All Locations (Ea.)	87	0	100	0	87

Item/Tag... Components... Invoice Subtotal 2,159.66

Post... History... Prepayment... Re-Post... Tags... Close

Timesheet Management

The screenshot displays the SAMINC - PRJ Timesheet Management application window. The interface includes a menu bar with 'File' and 'Help', a 'View By' section with radio buttons for 'Period' (selected) and 'Employee', an 'Ignore Before' date field set to '1 / 1 / 2010', a 'Hide Posted Time/Expenses' checkbox, and a 'Refresh' button. The main area contains a table with columns for Employee, Total Hours, Timesheet Status, Total Expense, and Expenses Status. The table lists data for two periods: 2010/09-03 September 2010 and 2010/08-27 August 2010. The August 2010 period shows data for seven employees, with Paul Quincy Correll having 10 hours recorded as 'In Progress'. The bottom of the window features buttons for 'Email Reminder', 'Approve All', a 'Post Date' field set to '9 / 3 / 2010', a 'Post All' button, and a 'Close' button.

Period	Employee	Total Hours	Timesheet Status	Total Expense	Expenses Status
2010/09-03 September 2010	Administrator	-	Not Started	-	None Found
	Dale Phillip Smith	-	Not Started	-	None Found
2010/08-27 August 2010	Freddy Daniel Cer...	-	Not Started	-	None Found
	Marilyn Alison Bryan	-	Not Started	-	None Found
	Michael Ronald M...	-	Not Started	-	None Found
	Paul Quincy Correll	10	In Progress	-	None Found
	Peggy Catherine ...	-	Not Started	-	None Found

Projects Tags Designer

Sage ERP Accpac Projects - Tags

File Tools Help

Entity Projects

Controls

- Header
- Text Box
- Multi Line Text
- Date Picker
- Check Box
- Finder

Custom header

Customer Lookup

Tick This Date 8/30/2010

Large Text Box

Inventory Item

Data

DefaultValue	
Finder	ICItem
MaxLength	200
Value	

Layout

Height	0
NewLineNext	True
Width	500

QuickCost Tags

Label	Inventory Item
-------	----------------

Tag Name

FieldName	Finder3
-----------	---------

Finder Settings

ShowDescription	True
ShowFinder	True
ShowNavigation	False

Misc

Index	0
IsLoading	False

Width

Width of the field when displayed

Save

Project Manager

The screenshot displays the Sage ERP Accpac Projects - Project Manager application. The main window shows a list of projects with columns for Project ID and Status. A 'Task Management' dialog box is open, showing details for TaskID 6, TaskName 'Install LanPak', and Status 'Planned'. A 'WIP Aged Summary' report is also visible, providing a breakdown of work in progress by team and project manager.

Task Management Dialog:

TaskID	6	Status	Planned
TaskName	Install LanPak	Case Reference	

WIP Aged Summary Report:

This report generated a simple work in progress summary.

Enabling IP-v5.5.2.0

From Team		Q
To Team	////////////////////	Q
From Project Manager		Q
To Project Manager	////////////////////	Q
For Client		Q
To Customer	////////////////////	Q
From Project		Q
To Project	////////////////////	Q

Available Reports:

- Client - Billing Details
- Client - Billing Details
- Commission Calculation
- Expense Report
- Leave Report
- Productivity Report
- Project Budget versus Actual
- Project Status
- Timesheets
- Timesheet Approvals
- Transaction Listing
- Transactions Aged
- Transactions By Phase
- WIP Aged Summary
- WIP Aged By Project Team
- WIP Including Provisions
- WIP Detail
- WIP GL Rec
- WIP by Project Manager
- WIP by Project Manager - Summary

Billing Manager

Sage ERP Accpac Projects - Billing Manager

File Preferences Help

Customer <ALL> Project <ALL> Date From Date To Refresh

WP Issued Invoices

Views: General Options, Selection Options, Billing Options, Administrative Options

Billing Status: INCOMPLETE

Customer Name: Mr. Ronald Black

Billing Group: Not Plugged to Bill

Project Name: Setup office for Ronald Black

Employee Name	Source	Transaction date	Project Manager	WP Value	WriteOff Amount	WriteOn Amount	Bill Amount	Hold	Posted Provision	Provision
Billing Group: 1200@20100830_0604_05145_1200										
Project Name: Setup office for Ronald Black										
Paul Quincy Cor...	TS	8/8/2020	100010	\$167.60	\$37.60	\$0.00	\$160.00	\$0.00	\$0.00	\$0.00
				\$187.50	\$37.60	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
				\$187.50	\$37.60	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00
Billing Group: 1200@20100830_0604_15486_1200										
Project Name: Setup office for Ronald Black										
Paul Quincy Cor...	TS	8/6/2020	100010	\$1,062.50	\$212.50	\$0.00	\$850.00			
				\$1,062.60	\$212.60	\$0.00	\$850.00			
				\$1,062.50	\$212.50	\$0.00	\$850.00			
Billing Group: 1200@20100830_0608_44887_1200										
Project Name: Setup office for Ronald Black										
Paul Quincy Cor...	TS	8/3/2020	100010	\$125.00	\$0.00	\$0.00	\$125.00			
Paul Quincy Cor...	TS	8/8/2020	100010	\$375.00	\$0.00	\$0.00	\$0.00			
				\$500.00	\$0.00	\$0.00	\$125.00			

Record: 1 of 6

This is a test

- Hold
- Provide For
- Write-Off
- Bill all Selected
- Bill to Amount
- Bill to Amount Write Off Remainder
- Bill By
- Show Write Offs on Invoice
- Create Summary Bill...
- Create Billing Group
- Clear Selected Billing Group(s)
- Mark Incomplete
- Mark Complete
- Mark Ready to Invoice
- Show History...
- Expand Selected
- Collapse Selected
- Mark Commissionable
- Mark Not Commissionable

CRM Interface

The screenshot displays the Sage CRM interface within a Windows Internet Explorer browser window. The browser address bar shows the URL <http://enavpc20080421/CRM/eware.dll/go>. The interface features a navigation menu on the left with options like 'Find', 'New', 'My CRM', 'Team CRM', 'Reports', 'Marketing', and 'Log Off'. The main content area is divided into sections: 'Summary', 'Additional Info', and a chart.

Summary

Transaction Type	Total
WIP	1170.000
Time	2225.000
Accounts Payable	0.000
Expenses	0.000
Write-offs	0.000
Write-Ons	0.000
Invoices	0.000

A pie chart on the right side of the summary section shows a single green slice representing 1,170 WIP. A label '1,170' is placed next to the slice, and a legend box indicates '1,170 WIP'.

Additional Info

Employee Name	Transaction Date	Record Type	Is WIP	Complete	WIP Value	Item Quantity	Amount	Reference	Description
Paul Quincy Correll	17/07/2009	Timesheet	Yes	No	35.00	1.00	125.00		Time - 13/07/2009-100030-12
Mariyn Alison Bryan	24/07/2009	Timesheet	Yes	No	35.00	1.00	1,000.00	Configured IIS	Time - 20/07/2009-180020-3
Freddy Daniel Cervantez	8/10/2009	Timesheet	Yes	No	1,100.00	1.00	1,100.00	Opening Balance	Opening Balance

Outlook Timesheet

The screenshot shows a software window titled "Sage ERP Accpac Projects - Complete Timesheets". The window has a menu bar with options: "Period Ending: 9/3/2010", "Show Detail", "Summary By Project", "Summary By Customer", and "Expenses Summary".

Below the menu bar is a summary table:

Standard Hours	Hours Worked	Target Billable	Actual Billable	Internal Time
40	1.00	20	1	0

Below the summary table is a detailed timesheet table:

Start Time	Finish Time	Project	Hours	Narration	Status
8/30/2010 9:00 AM	8/30/2010 10:00 AM	Astral Construction Co Ltd. \ Install Accpac Software	1.00	Installed System Manager	Not Submitted

At the bottom of the window, there are two buttons: "Submit" on the left and "Close" on the right.

Web Timesheet

QuickCost Timesheets - Windows Internet Explorer
 http://win-nutbt8w9yz/qctimesheet/TimesheetEntry.aspx

QuickCost Timesheet Entry

Time

Customer/Project	Task	Phase/Activity	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Client Comment	Non Charge	Internal C
<input type="checkbox"/> Mr. Ronald Black / ERP Implementatic	Install System	Installation			1.00	1.00				2.00		<input type="checkbox"/>	
<input type="checkbox"/> Coastal Electric Company / Implement		Business Analysis					1.00			1.00		<input type="checkbox"/>	
			0.00	0.00	1.00	1.00	1.00	0.00	0.00	3.00			

Expenses

Customer/Project	Task	Phase/Activity	Type	Price	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total	Interna
<input type="checkbox"/> mr													
<input type="checkbox"/> Mr. Ronald Black / ERP Implementation/ 2 <input type="checkbox"/> Mr. Ronald Black / Implementation/ 10 <input type="checkbox"/> Mr. Ronald Black / Web Store Implementation/ 6 <input type="checkbox"/> Mr. Stroud Oscar Persall / Sege CRM Implementation/ 9													
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Reports

Favourites

-
-
-

82 Trusted sites | Protected Mode: Off 100%

Done Trusted sites | Protected Mode: Off 100%

MS Project Interface

Microsoft Project - Astral Contruction Limited - Install Accpac Software - 7

File Edit View Insert Format Tools Project Report Collaborate Team Window Help

Choose Team Project Get Work Items Publish Refresh Links and Attachments Open in Web Access Sage ERP Accpac Projects Logout Load Project Create Project

	Projects ID	Resource Name	Type	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Code
1												
2												
3	100010	Freddy Daniel Cervante	Work	FC	10	100%	\$150.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
4	100020	Marilyn Alison Bryan	Work	MB	10	100%	\$125.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
5	100030	Paul Quincy Correll	Work	PC	10	100%	\$125.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
6	100100	Dale Philip Smith	Work	DS	20	100%	\$150.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
7	100110	Michael Ronald Moorman	Work	MM	20	100%	\$125.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
8	100120	Peggy Catherine Miller	Work	PM	20	100%	\$125.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	
9	ADMIN	Administrator	Work	A	10	100%	\$0.00/hr	\$0.00/hr	\$0.00	Prorated	Standard	

Resource Sheet

Ready