









Projects

Projects application allows user to create and manage projects, and to define activities and specifications for CRM and SCM. It is the center of project management. From this application, user can generate project proposals to send to customers, issue invoices, issue delivery order, create purchase orders, and generate purchase voucher (invoice) for payment to vendors. User also able to define retention terms for the project and track retention claim invoices.

As on cut off dates, quarter closing or year closing, user may need to realize part of project. Accounts user can realize the project using this application. Before realizing, ensure that the invoices are raised and confirmed.

When all project's services are delivered and invoiced, user will then need to close / complete the project document.

Below are available actions for the user from "**Projects**":

-  Create, edit, and complete projects
-  Issue proposal / quotation
-  Issue proforma invoice
-  Issue delivery order
-  Issue purchase order
-  Issue purchase voucher / invoice
-  Project realization – accounts only
-  View and search for project details


***Note:** to issue retention claim invoice: see "Project – Invoices"


Project Number #	Client	Description	Promised	Activity	Brand	Total Contract ...	Budgeted ...	Gross Mar...	Status	% Invoicing
PROJ-16-090001	4110.011/CH001 - C...	Chanel Booth		AC01 - Design	BR006 - Chanel	\$S11,000.00	\$S450.00	\$S10,550.00	Comple...	100%
PROJ-16-090002	4110.011/CH001 - C...		Nov 30, 20...	AC01 - Design	BR006 - Chanel	\$S10,000.00		\$S10,000.00	On Going	20%
PROJ-16-090004	4110.011/CH001 - C...			AC02 - Prom...	BR006 - Chanel	\$S1,000.00	\$S450.00	\$S550.00	On Going	100%
PROJ-16-090005	4110.011/CH001 - C...			AC01 - Design	BR001 - Playboy	\$S15,000.00	\$S1,250.00	\$S13,750.00	Confirm...	0%
PROJ-16-090006	4110.011/CH001 - C...			AC01 - Design	BR006 - Chanel	\$S9,000.00	\$S1,250.00	\$S7,750.00	Cancelled	0%
PROJ-16-100007	4110.011/CH001 - C...	Chanel Counter	Nov 1, 2016	AC01 - Design	BR006 - Chanel	\$S10,000.00	\$S50.00	\$S9,950.00	Confirm...	0%
PROJ-16-100008	4110.011/ME001 - M...			AC03 - Marke...	BR007 - Guess	\$S10,000.00	\$S500.00	\$S9,500.00	Confirm...	0%
PROJ-16-100009	4110.011/GU001 - G...			AC02 - Prom...	BR004 - Pfizer	\$S100,000.00	\$S5,000.00	\$S95,000.00	Confirm...	0%
PROJ-16-100010	4110.011/CH001 - C...			AC01 - Design	BR006 - Chanel	\$S5,000.00	\$S100.00	\$S4,900.00	On Going	60%
PROJ-16-100011	4110.011/GU001 - G...			AC02 - Prom...	BR004 - Pfizer	\$S1,900.00	\$S2,400.00	(\$S500.00)	On Going	50%
PROJ-16-100012	4110.011/LU001 - Lu...			AC01 - Design	BR003 - Chanel E...	\$S2,500.00	\$S200.00	\$S2,300.00	Drafted	0%
PROJ-16-100013	4110.011/CH001 - C...	Chanel eyewear		AC01 - Design	BR003 - Chanel E...	\$S9,500.00	\$S400.00	\$S9,100.00	Comple...	100%
PROJ-16-100014	4110.011/GU001 - G...	Guardian One City Kuching		AC01 - Design	BR002 - Grey Goose	\$S7,100.00	\$S2,000.00	\$S5,100.00	Comple...	100%
PROJ-16-110015	4110.011/CH001 - G...	To supply and install Chillers	Nov 30, 20...	AC01 - Design	BR004 - Pfizer	\$S100,000.00	\$S300.00	\$S99,700.00	On Going	20%
PROJ-17-030016	4110.011/GU001 - G...	Retention Feature Testing	Mar 7, 2017	AC01 - Design	BR002 - Grey Goose	\$S15,000.00		\$S15,000.00	On Going	50%
PROJ-17-030017	4110.011/GU001 - G...	Testing Retention 2	Mar 20, 2017	AC02 - Prom...	BR001 - Playboy	\$S12,000.00		\$S12,000.00	On Going	100%
PROJ-17-030018	4110.011/LU001 - Lu...	New Project	Mar 29, 2017	AC03 - Marke...	BR005 - Novotel	\$S1,700.00	\$S300.00	\$S1,400.00	On Going	100%


Project List Fields


Field Name	Explanation	Mandatory Information
Client	Select a client	N
Activity	Select an activity	N
Client Manager	Select a client manager	N
Year	Select from and till dates for time period to filter the list of project documents	Y
Brand	Select a brand	N
Contact Person	Select a contact person	N
Project Number	Project documents code / number	Y
Client	Client code and name	Y
Description	Description of the project	N
Promised Date	Promised delivery date of the project	Y
Activity	Type of activity of the project	Y
Brand	Brand of customer's of the project	Y
Total Contract Value	Project total contract value	Y
Budgeted Cost	Project total (budgeted) cost value	N
Gross Margin	Project total gross margin	Y
Status	Status of the project	Y
% Invoicing	% of project total contract value invoiced to date	Y


The project document details was partitioned into 9 parts, each having different functions required to manage a project:

 Header: information about the project document, customer, promised date of project delivery, name of project manager


 CRM tab: details of service(s) to be provided, contract value, how much have been invoiced to customer (revenues)

 SCM tab: details of service(s) to be obtained from vendor to fulfill the project delivery, budget amount and actual cost (expenses)

 Postings tab: journal entries of the project activities for accounting reviews

 Project Documents tab: list of documents related to the project, e.g. quotations, delivery order, purchase orders, invoices, retention claim invoices, etc.

 Receipts tab: list of customer receipts related to the project.

 Payments tab: list of vendors' payments related to the project.

 Retention Receipts tab: list of retention

receipts related to the project.



Notes / Attachments tab: documents received from clients and other project related documents which are not issued by the system or received by third party can be uploaded using this tab.


Project Details Fields

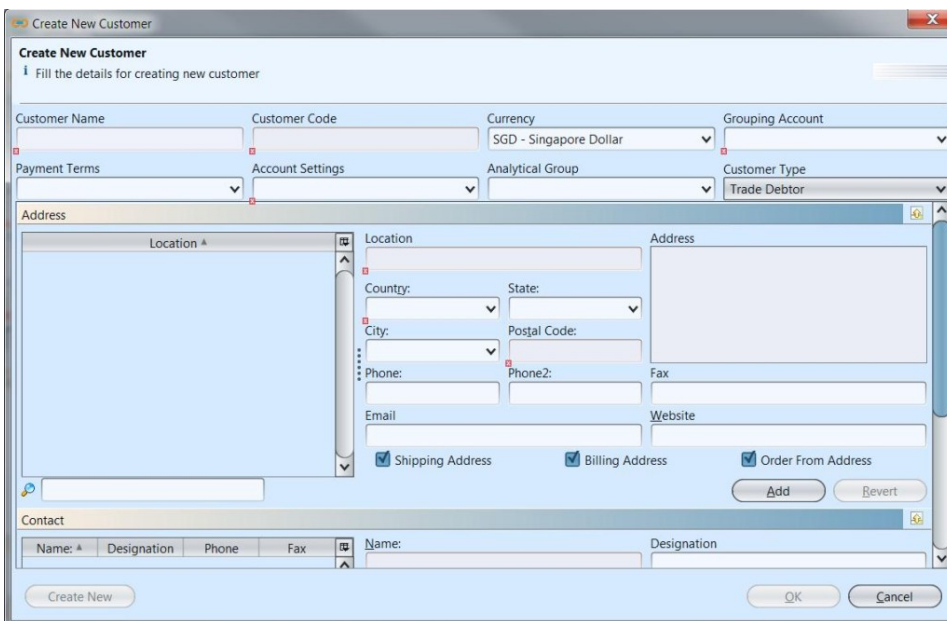
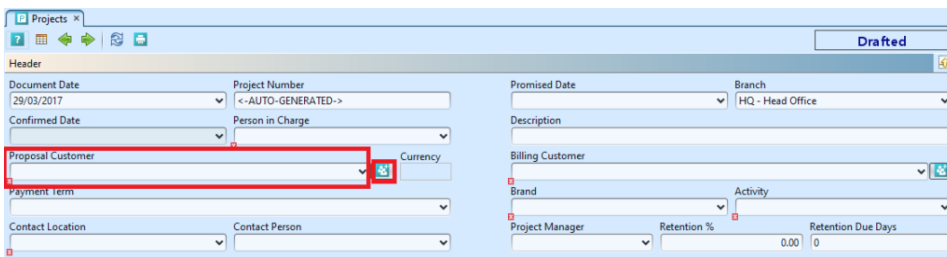
Field Name	Explanation	Mandatory Information
Document Date	Date of the project document	Y
Project Number	Project documents code / number	Y
Promised Date	Promised delivery date of the project	Y
Branch	Select company's branch	N
Confirmed Date	Date of the project confirmation	Y
Client Manager	Select a manager to handle the client	N
Description	Description of the project	N
Proposal Customer	Select code and name of customer for the project proposal	Y
Billing Customer	Select code and name of customer for the project billing	Y
Payment Term	Payment term per agreement with customer for the project billing	N
Brand	Select a brand	Y
Activity	Select an activity	Y
Contact Location	Select the customer contact location	Y
Contact Person	Select the customer contact person	N
Project Manager	Select the company's employee to manage the project	N
Retention %	Percentage value of retention for the project	N
Retention Due Days	How many days of due retention for the project	N
CRM tab		
Service	Type of service of the project	Y
Description	Description of the service	Y
No of Days	Number of days to complete the service	Y
Contract Value	Contract value of the service	Y
Retention?	Is the service line to be assigned for retention? Default value: NO	Y
% Invoicing	% of service contract value invoiced to date	Y
SCM tab		
Vendor	Select a vendor which provide the service	Y
Service	Type of service provided by the vendor	Y
Description	Description of the service	Y
Budget Amount	Amount budgeted for the service	Y
Actual Cost	Actual cost of the service provided by the vendor	Y

Create New Project Document and Issue Proposal / Quotation:

1. Click on **“Create New”** at the top right of screen of **“Project List”** tab, it will open **“Project Details”** tab with empty form



2. Select a customer from the **“Proposal Customer”** drop-down list on top left side of screen. It will fill up the form with the customer’s info. If it’s new customer / customer not in the list, click on  button to create new record for the customer. It will pop up **“Create New Customer”** window. Fill up customer’s details and click **“OK”** button to save the new customer record



3. Fill up project’s information on the top half of screen.

Enter Retention % value and Retention Due Days (if any), are as per agreed with the customer over the

project.

4. Click **“Save”** button at the bottom right side of screen to save


The screenshot shows a 'Projects' form with a 'Drafted' status. The 'Header' section is highlighted with a red box and contains the following fields: Document Date (30/03/2017), Project Number (<-AUTO-GENERATED->), Promised Date (01/05/2017), Branch (HQ - Head Office), Confirmed Date, Person in Charge (EM01 - Christopher), Description (Marketing for new products line for Chanel Eyewear), Proposal Customer (4110.011/CH001 - Chanel), Billing Customer (4110.011/CH001 - Chanel), Payment Term (60D-EOM - 60 Days End Of Month), Brand (BR003 - Chanel Eyewear), Activity (AC03 - Marketing), Contact Location (Chanel - HQ), Contact Person (Cecilia Tan), Project Manager, Retention % (10.00), and Retention Due Days (180). At the bottom right, the 'Save' button is highlighted with a red box.

5. Add a revenue service into the CRM section by searching for the service from the **“Service”** drop-down list in the table on **“CRM”** tab

If a delivery order document need to be issued for item delivery to the customer, use **“Made To Order Item”** type of service (product) in the **“CRM”** tab. User will be able to **Issue Delivery Order** document (only) for **“Made To Order Item”** type line item in the **“CRM”** tab, when Project document status is **Confirmed / On Going**.

The screenshot shows a 'Products' form with a 'Confirmed' status. The 'Product Type' dropdown menu is highlighted with a red box and is set to 'Made To Order'. Other fields include Part Number (MTO-201609-01), Wms Code, Product Name (Made To Order Items), Category (MTO - Made To Order), Bag Code, HS Code, Customs Duty, Product Brand (BR01/0101 - Manufacturing), Market Category (CAT01/0101 - Design Services - Concept), Length (cm) (0), Width (cm) (0), Height (cm) (0), Weight (kg) (0), Trade Type, Country of Origin, Available From, Discontinue From, Replacement For, Replaced By, Picking Method (First In First Out (FIFO)), Shelf Life (Days) (0), Has Bill Of Materials, and Is Active. At the bottom, there are buttons for 'Copy Product', 'Close Product', 'Create New', 'Save', 'Revert', and 'Delete'.

If an **Item / Article** type of service (product) is entered in the **“CRM”** tab, system will generate an expense line item pair for it in the **“SCM”** tab, of which user can use to enter cost for it, if any.

6. Enter the revenue service's info* and click  button to add the service into the project document. **For free of charge (FOC) service**, enter "**Contract Value**" = 0. Select "**Yes**" if the service line was assigned for retention of service.


***Note:** Description is mandatory field, leave a space (press ENTER) after the last line of your service description to add spacing line. Ensure to use customer's currency for contract value. These information will be use to generate quotation and invoices

#	Service	Description	No of days	Contract Value	Retention?	% Inv.
0	A-2015050001 - ABC Concepts	3000 marketing phanlets (FOC)	2		NO	0
1	SRV-Proposal - Creative Proposal	Marketing campaign for new products line for Chanel Eyewear in May 2017 Media channels: TV, radio, and publicity events at 3 designated malls	30	S\$100,000.00	YES	0%
2	MTO-201609-01 - Made To Order...	3 sets of stages and marketing billboards	6	S\$20,000.00	NO	0%

7. Repeat steps 5-6 to add more revenue services into the project document

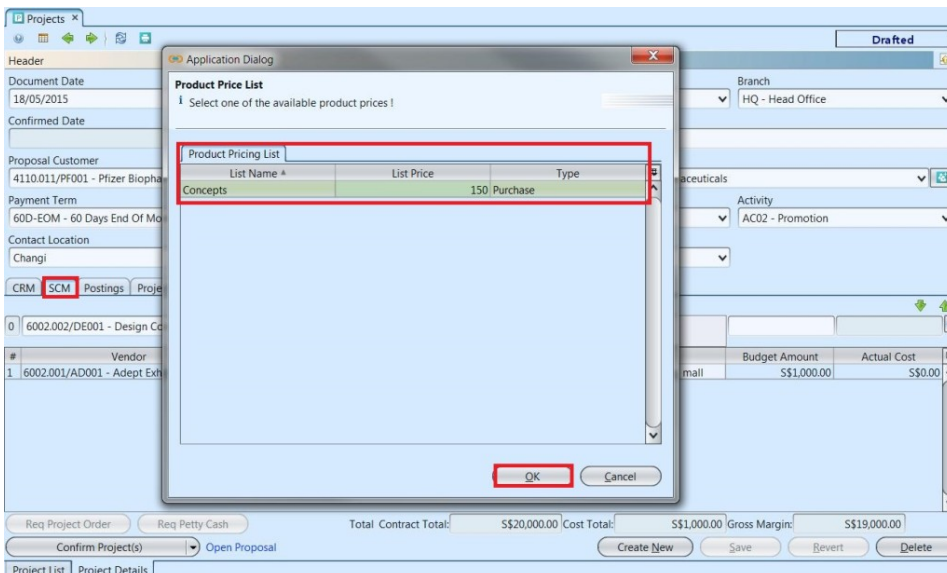
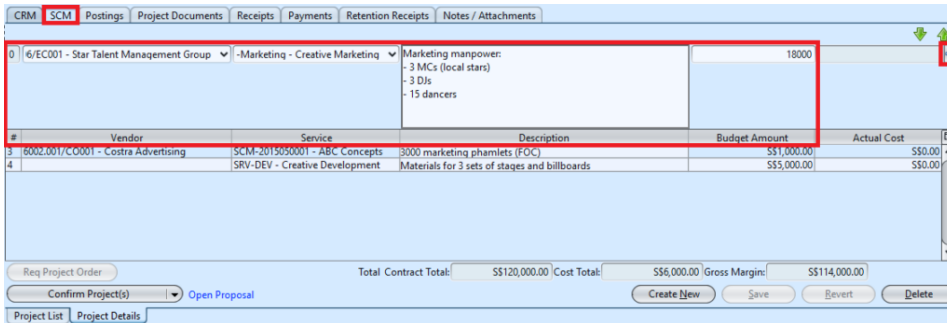
8. If there is any expense for the project, add a vendor's service into the SCM section by searching for the vendor and service from the "**Vendor**" and "**Service**" drop-down lists in the table on "**SCM**" tab.

***Note:** Vendor is an optional field, this allow user to enter company's internal cost (i.e. manpower) as part of the project's costing, without the need to create any purchase order for these.

9. Enter the expense service's info* and click  button to add the vendor's service into the project document. If purchase price is listed in the system for a vendor's service or product, it will pop

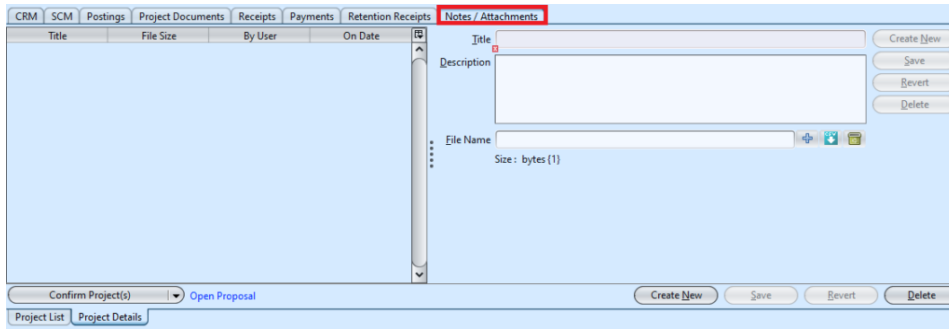
up **“Product Price List”** window for user to select the list price as the budget amount.

***Note:** Description is mandatory field, leave a space (press ENTER) after the last line of your service description. Ensure to use customer’s currency for budget amount. These information will be use to generate purchase orders



10. Repeat steps 8-9 to add more expense services into the project document

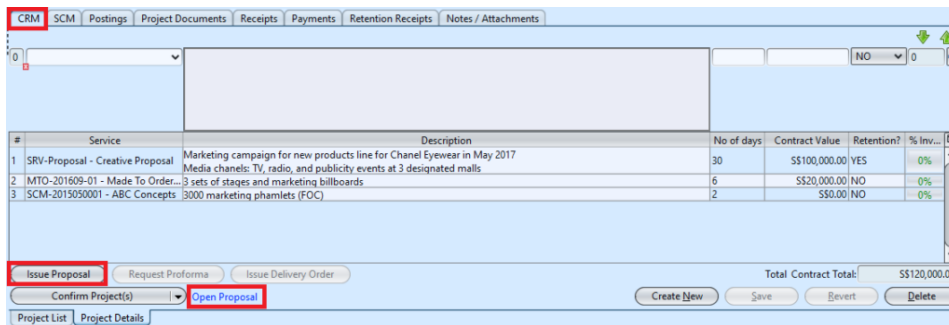
11. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the project document



12. Click on **“Save”** button at the bottom right of screen to save

13. Click on **“Issue Proposal”** button at the bottom of screen to issue project proposal of the project document for the customer to review and accept. It will generate proposal document and open the document for user to review. User can click on **“Open Proposal”** link at the bottom of screen to view the proposal document details.

Note: Do not change details in the proposal document as it will not be reflected in the project document. To make any changes, delete the old proposal document, and make the changes in project document, then re-issue new proposal



14. On **“Proposal Details”** tab, click on **“Update T and C”** link to update term & conditions for the proposal document

Proposals x Projects

Drafted

Header

Proposal Date: 30/03/2017
 Proposal Reference: PROP-17-030036
 Version: 1
 Branch: HQ - Head Office

Confirm Date:
 Approval Date:
 Introduction Note:
 Payment Term: 60D-EOM - 60 Days End Of Month
 Person in Charge: EM01 - Christopher

Project Reference: PROJ-17-030019

Client: 4110.011/CH001 - Chanel
 Currency: SGD

Client Location: Chanel - HQ
 Contact Person: Cecilia Tan

Deliver To: 4110.011/CH001 - Chanel

Delivery Location: Chanel - HQ
 Contact Person: Cecilia Tan

Activity: AC03 - Marketing
 Brand: BR003 - Chanel Eyewear

Terms and Conditions: This proposal is valid for 7 days from the Proposal Date of the document

Comment:
 Proposal Lines / Notes / Attachments

#	Service	Description	Amount	Tax Rate	Tax Amount
1	SRV-Proposal - Creative Proposal	Marketing campaign for new products line for Chanel Eyewear in May 2017 Media channels: TV, radio, and publicity events at 3 designated malls	\$5100,000.00	Sales Tax Accou...	\$57,000.00
2	MTO-201609-01 - Made To Order It...	3 sets of stages and marketing billboards	\$520,000.00	Sales Tax Accou...	\$51,400.00
3	SCM-2015050001 - ABC Concepts	3000 marketing phanlets (FOC)	\$50,000.00	Sales Tax Accou...	\$50.00
Total Grand Total:					\$5128,400.00

Confirm Proposal(s) Update T And C Open Project Create Project

Create New Save Revert Delete

Proposal List Proposal Details

Application Dialog

Update Description

i Update Description !

< Select All >

Description

This proposal is valid for 30 days from the Proposal Date of the document

OK Cancel

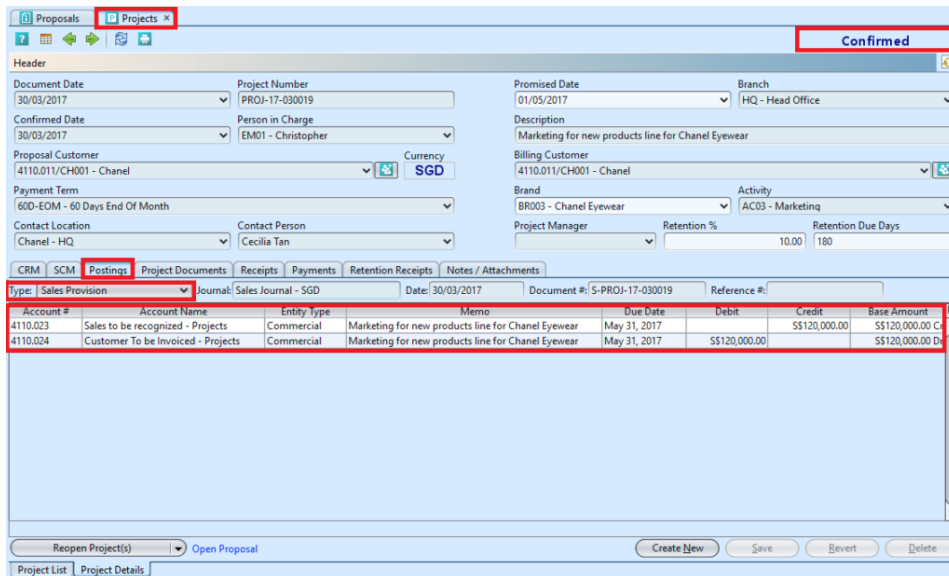
15. On **“Proposal Details”** tab, click on **“Confirm Proposal(s)”** button at the bottom of screen after reviewing the proposal contents to confirm the project proposal document. Print and send the proposal document to customer for their review and acceptance

16. On **“Proposal Details”** tab, click on **“Approve Proposal(s)”** button at the bottom of screen, **AFTER customer have accepted the project proposal**, to approve the project proposal document. **This will confirm the project document status**. User can click on the **“Open Project”** link at the bottom of screen to view the confirmed project document. Only

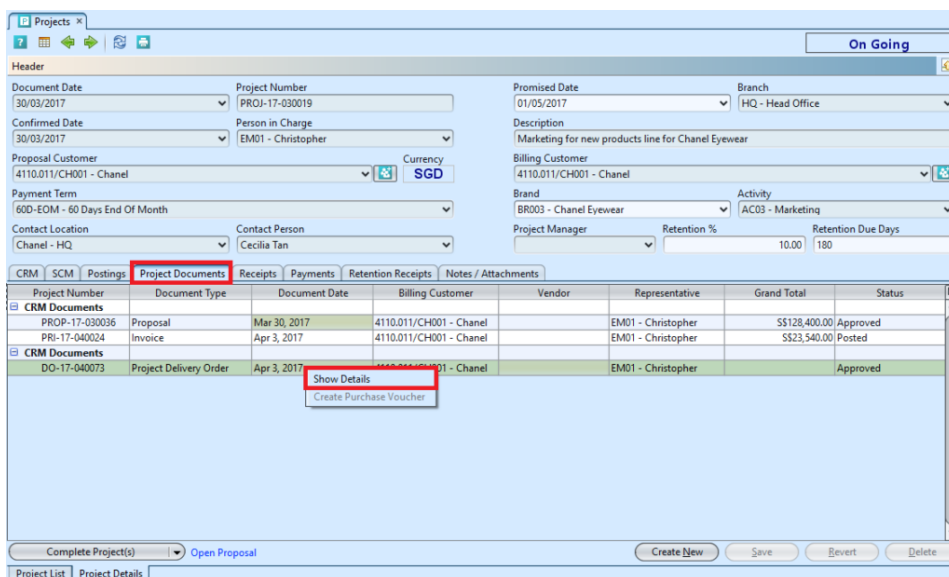
"Promised Date" can be change by user after project confirmation.



On "Project Details" tab, journal entries applicable for the project will be automatically created under "Postings" tab

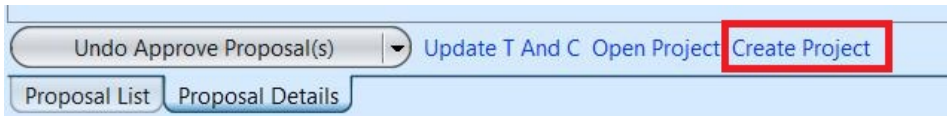


On the project document, user can view list of documents that have been created relating to the project under "Project Documents" tab. Right click on a document to view the details.



17. A new (draft) copy of the project document can be

generated from the proposal document. Click on **“Create Project”** link at the bottom of proposal details document to do so

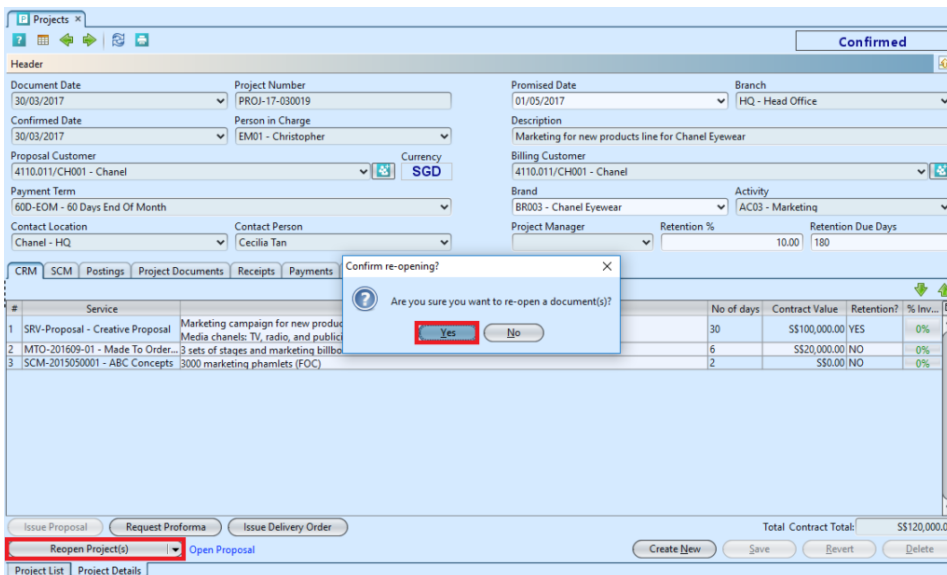


Update Project Document Details:

1. Click on **“Project List”** tab at the bottom of screen
2. Double click on project document to be updated, it will bring up the details on **“Project Details”** tab for the selected document.

If a project document’s status is **“Confirmed”**, right click on the document and reopen the project document first. User can do so from the document as well by *clicking on **“Reopen Project(s)”** button at the bottom left of the document screen. This action will undo the proposal document(s) as well

If a project document’s status is **“On Going”** or **“Completed”**, right click on the document and reopen the project document first. This action will undo the recognized invoice(s) as well



3. Make change(s) on the project document information

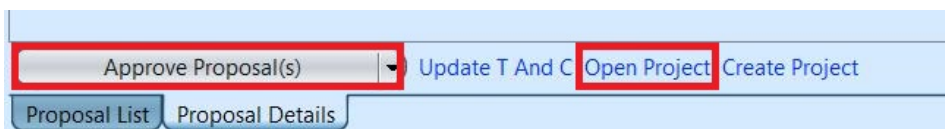
4. Click on **“Save”** button at the bottom right of screen to save

5. Click on **“Revert”** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **“Issue Proposal”** button at the bottom of screen to issue project proposal of the project document for the customer to review and accept.

7. On **“Proposal Details”** tab, click on **“Confirm Proposal(s)”** button at the bottom of screen after reviewing the proposal contents to confirm the project proposal document. Print and send the proposal document to customer for their review and acceptance

8. On **“Proposal Details”** tab, click on **“Approve Proposal”** button at the bottom of screen, **AFTER customer have accepted the project proposal**, to approve the project proposal document. **This will confirm the project document status**. User can click on the **“Open Project”** link at the bottom of screen to view the confirmed project document.



Issue Proforma Invoice:

1. Click on **“Project List”** tab at the bottom of screen

2. Double click on project document to be view, it will bring up the details on **“Project Details”** tab for the selected document.

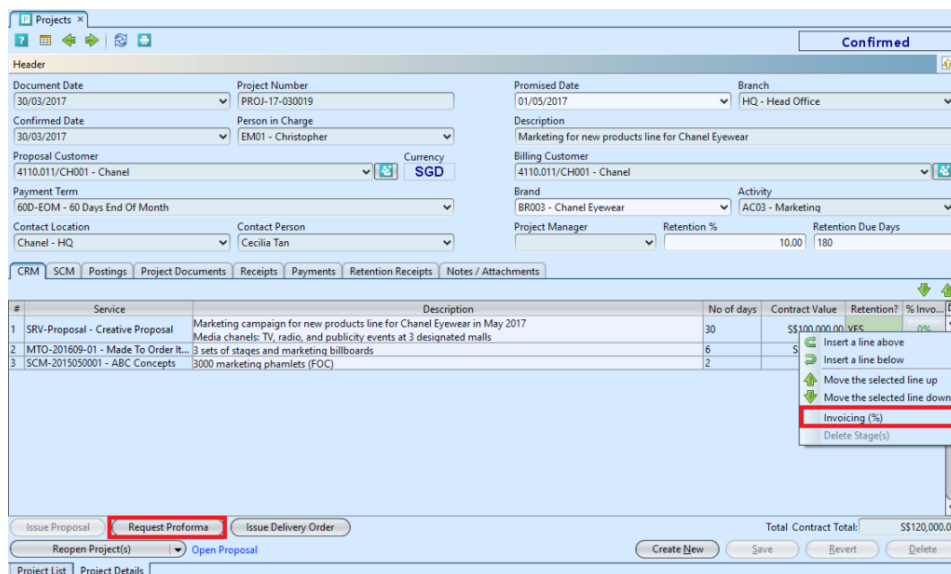
3. On **“CRM”** tab, right-click on a service to assign % of contract value to invoice, a pop up window will show options, choose **“Invoicing (%)”** option and enter the new invoice *value in percentage of the contract

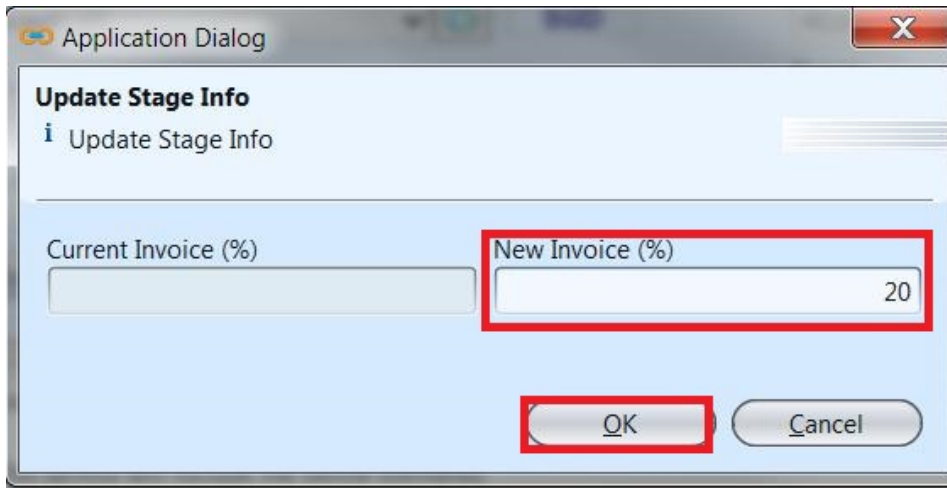
value. User may select multiple CRM service lines to invoice them in the same document, by holding **"CTRL"** button while selecting the lines.

If no invoice % value was assigned, the application will generate error when user click the **"Request Proforma"** button

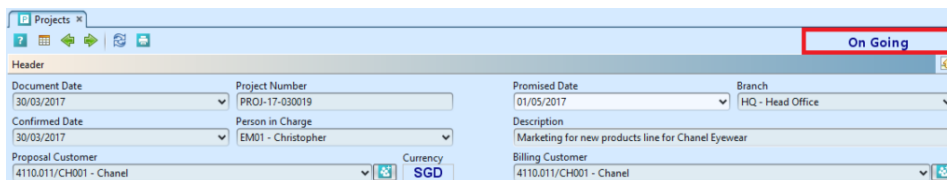
***Note:**

1. Invoice progress start at 0%. **"New Invoice (%)"** value is accumulative. For example, if you need to first charge 20% down payment, enter 20%. Afterwards, if you need to invoice another 30%, enter 50% (20% + 30%). The last invoice for the service is the full amount, so enter 100% as **"New Invoice (%)"** value.
2. If discount is added to a project and proposal with a separate line mentioning the negative value, e.g. (SGD 2000), at the time of requesting invoice, invoicing % value to be allocated to that discount should be the same invoicing % value as given for invoicing. It will automatically allocate the discount to the invoice with its %.
3. If there are any FOC (free of charge) service, user does not need to allocate any invoicing % as this shall not be reflected in invoices, this is only for the purpose of mentioning the FOC service in the proposal.

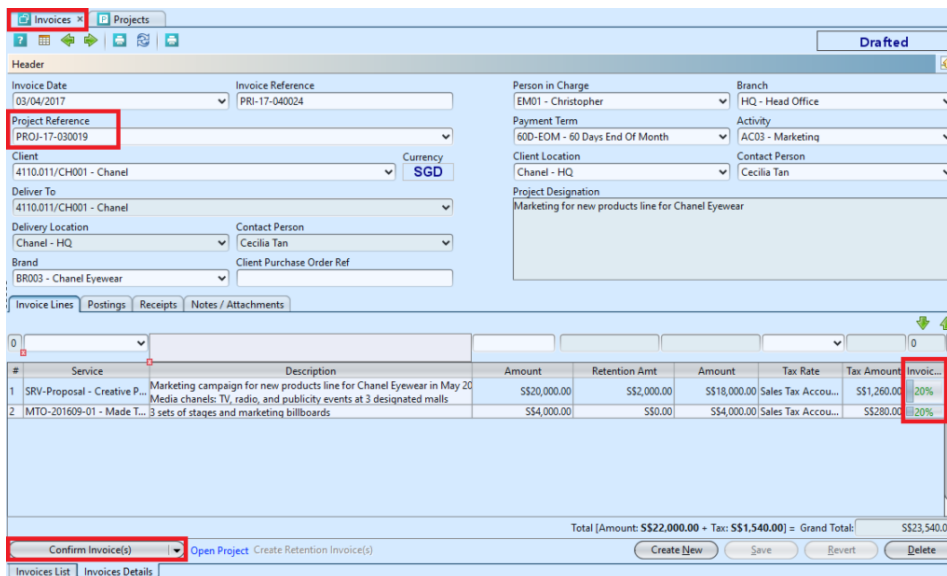




The project document's invoice line's **"Invoiced (%)"** value will be updated with the **"New Invoice (%)"** value. The first time user assigns invoice % value to a project's service, the project document status will change from **"Confirmed"** to **"On-Going"**



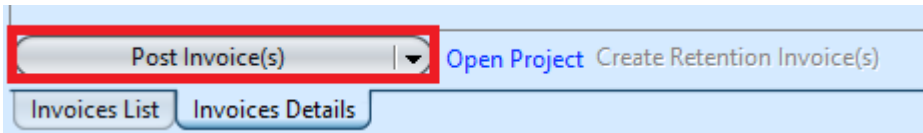
4. Click the **"Request Proforma"** button to generate proforma invoice for the project's service(s), it will open the proforma invoice details in **"Invoices Details"** tab



5. On **"Invoices Details"** tab, click on **"Confirm Invoice(s)"** button at the bottom left of screen to

confirm the invoice


6. On **"Invoices Details"** tab, click on **"Post Invoice(s)"** button at the bottom left of screen to post the invoice. Journal entries applicable for the invoice will be automatically created under **"Postings"** tab

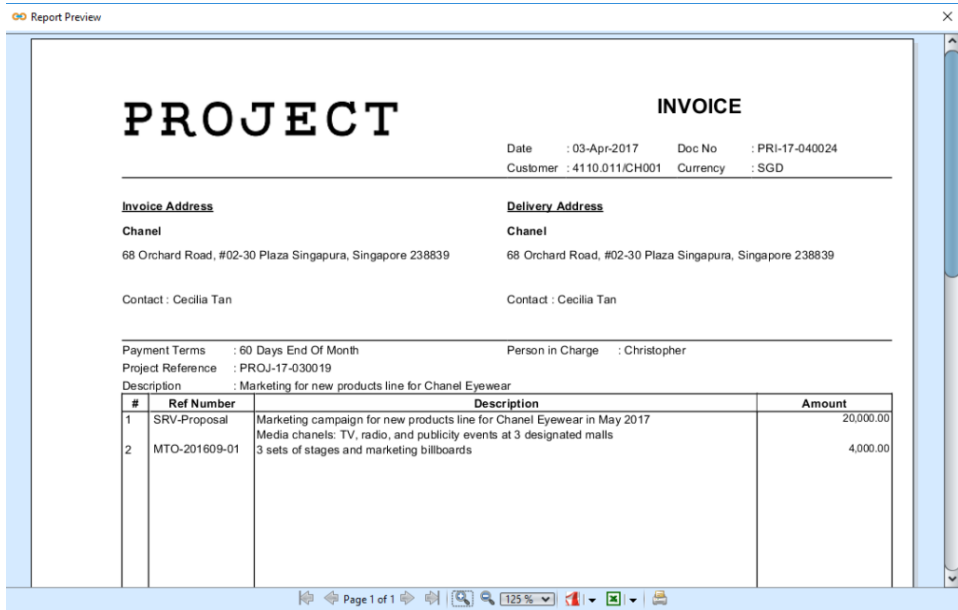


Journal: Sales Journal - SGD Date: 03/04/2017 Document #: PRI-17-040024 Reference #:

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4110.011/CH001	Chanel	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017	\$523,540.00		\$523,540.00 Dr
4110.023	Sales to be recognized - Projects	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017	\$522,000.00		\$522,000.00 Dr
4110.024	Customer To be Invoiced - Projects	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017		\$522,000.00	\$522,000.00 Cr
4110.025	Retention to be recognized A/C	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017		\$52,000.00	\$52,000.00 Cr
4110.026	Retention	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017	\$52,000.00		\$52,000.00 Dr
4220.003	Work in Progress - Projects	Commercial	Marketing for new products line for Chanel Eyewear	Jun 30, 2017		\$522,000.00	\$522,000.00 Cr
6120.01	GST Output	Commercial	Marketing for new products line for Chanel Eyewear			\$51,540.00	\$51,540.00 Cr

Total [Amount: \$522,000.00 + Tax: \$51,540.00] = Grand Total: \$573,540.00

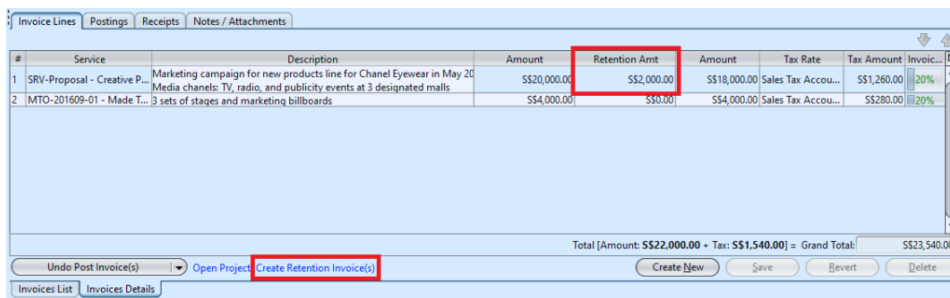
7. On **"Invoices Details"** tab, click  button to print the invoice to send to customer



8. On **"Invoices Details"** tab, user can click on the **"Open Project"** link at the bottom of screen to view the project document.

9. If there is retention for the service, user can create Retention Invoice for the Retention Amount by clicking on the **"Create Retention Invoice(s)"** link at the bottom of screen of the invoice (to issue

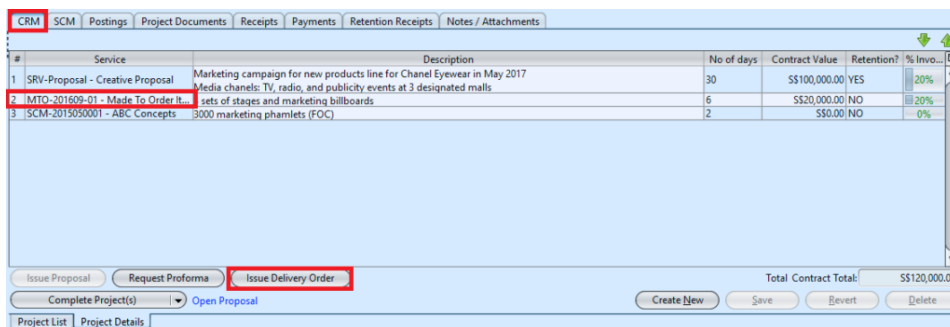
retention claim invoice: see "Project – Invoices")



Issue Delivery Order:

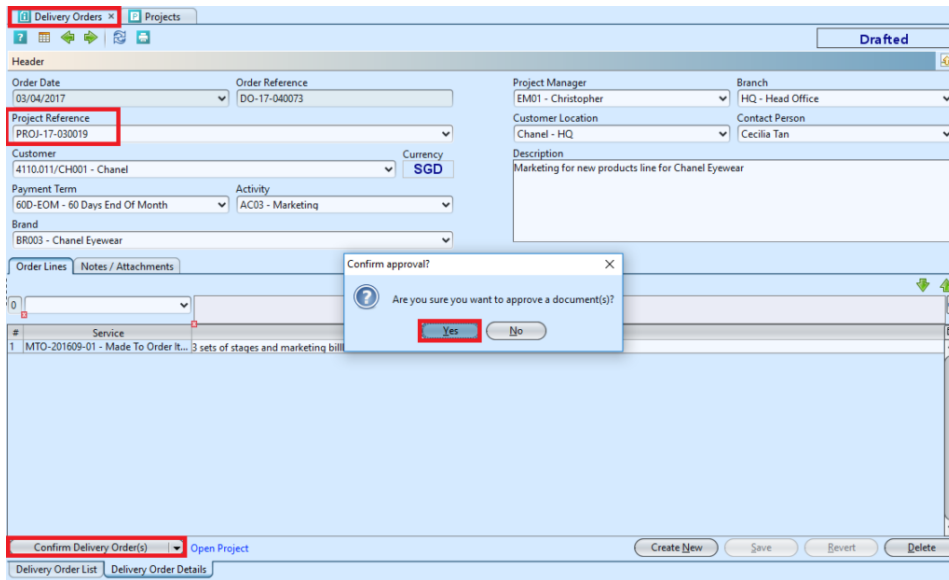
1. Click on "**Project List**" tab at the bottom of screen
2. Double click on project document to be view, it will bring up the details on "**Project Details**" tab for the selected document.

Note: User will be able to **Issue Delivery Order** document (only) for "**Made To Order Item**" type line item in the "**CRM**" tab, when Project document status is **Confirmed / On Going**.



3. On "**CRM**" tab, click "**Issue Delivery Order**" button, it will generate Delivery Order document with **Made To Order** line items.

4. Confirm and Approve the the Delivery Order document.



5. Print Delivery Order document for delivery to customer

Issue Purchase Order:

1. Click on **"Project List"** tab at the bottom of screen
2. Double click on project document to be view, it will bring up the details on **"Project Details"** tab for the selected document.
3. On **"SCM"** tab, click on **"Req Project Order"** button to request purchase order, it will pop up a window for user to select vendor and service(s) for the order. Select vendor from the **"Vendor"** drop down list, it will filter the services to show only those provided by the selected vendor. Untick checkbox for service(s) not to be part of the purchase order. Click **"OK"** button to generate the purchase order, it will open the purchase order document details

Project Order Creation
Enter order details!

Vendor: 602.001/CO001 - Costra Advertising
Vendor Location: The Metropolis
Contact Person: Jeanne Tan

#	Service	Amount
3	SCM-2015050001 - ABC C...	\$51,000.00

Buttons: OK, Cancel

Background Form Fields:
 Document Date: 30/03/2017
 Project Number: PROJ-17-030019
 Promised Date: 01/05/2017
 Branch: HQ - Head Office
 Vendor: 602.001/CO001 - Costra Advertising
 Vendor Location: The Metropolis
 Contact Person: Jeanne Tan
 Activity: AC03 - Marketing
 Retention %: 10.00
 Retention Due Days: 180
 Budget Amount: \$51,000.00
 Actual Cost: \$50.00
 Total Contract Total: \$5120,000.00
 Cost Total: \$560,500.00
 Gross Margin: \$559,500.00

4. On **"Purchase Order Details"** tab, click on **"Confirm Order(s)"** button at the bottom left of screen to confirm the purchase order

Purchase Order Details
Drafted

Order Date: 03/04/2017
Order Reference: PO-17-040015
Vendor: 6002.001/CO001 - Costra Advertising
Deliver To: 4110.011/CH001 - Chanel
Project Reference: PROJ-17-030019
Payment Term: 600-EOM - 60 Days End Of Month
Activity: AC03 - Marketing
Brand: BR003 - Chanel Eyewear
Project Designation: Marketing for new products line for Chanel Eyewear

#	Service	Description	Amount	Tax Rate	Tax Amount
1	SCM-2015050001 - ABC Concepts	3000 marketing phamlets (FOC)	\$51,000.00	Purchase Tax Ac...	\$570.00

Total Grand Total: \$51,070.00

Buttons: Confirm Order(s), Open Project, Create Purchase Voucher, Create New, Save, Revert, Delete

5. On **"Purchase Order Details"** tab, click on **"Approve Order(s)"** button at the bottom left of screen to approve the purchase order. User can print the purchase order after the document is approved

Report Preview

PROJECT PURCHASE ORDER

Date : 03-Apr-2017 Doc No : PO-17-040015
Vendor : 6002.001/CO001 Currency : SGD

Vendor Address
Costra Advertising
11 North Buona Vista Drive
#21-07 The Metropolis Tower 2
Contact : Jeanne Tan

Delivery Address
Chanel
68 Orchard Road, #02-30 Plaza Singapura, Singapore 238839
Contact : Cecilia Tan

Payment Terms : 60 Days End Of Month Project Manager :
Project Reference : PROJ-17-030019
Description : Marketing for new products line for Chanel Eyewear

#	Ref Number	Description	Amount
1	SCM-2015050001	3000 marketing phamlets (FOC)	1,000.00

Page 1 of 1 125% [Icons]

6. On **"Purchase Order Details"** tab, user can click **"Create Purchase Vouchers"** link at the bottom of screen to generate purchase voucher / invoice. Alternatively user may create the purchase voucher from **"Projects"** application's **"Project Documents"** tab. Right-click on the purchase order, it will pop up option for user to create purchase voucher

Undo Approve Order(s) Open Project **Create Purchase Voucher**

Purchase Order List **Purchase Order Details**

Purchase Orders **Projects** On Going

Document Date: 30/03/2017 Project Number: PROJ-17-030019 Promised Date: 01/05/2017 Branch: HQ - Head Office

Confirmed Date: 30/03/2017 Person in Charge: EM01 - Christopher

Proposal Customer: 4110.011/CH001 - Chanel Currency: SGD Description: Marketing for new products line for Chanel Eyewear

Payment Term: 60D-EOM - 60 Days End Of Month Billing Customer: 4110.011/CH001 - Chanel

Contact Location: Chanel - HQ Contact Person: Cecilia Tan Brand: BR003 - Chanel Eyewear Activity: AC03 - Marketing

Project Manager: Retention %: 10.00 Retention Due Days: 180

CRM SCM Postings **Project Documents** Receipts Payments Retention Receipts Notes / Attachments

Project Number	Document Type	Document Date	Billing Customer	Vendor	Representative	Grand Total	Status
PROJ-17-030036	Proposal	Mar 30, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	SS128,400.00	Approved
PRI-17-040024	Invoice	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher	SS23,540.00	Posted
DO-17-040073	Project Delivery Order	Apr 3, 2017	4110.011/CH001 - Chanel		EM01 - Christopher		Approved
PO-17-040015	Purchase Order	Apr 3, 2017		6002.001/CO001 - Cos...		SS1,070.00	Approved

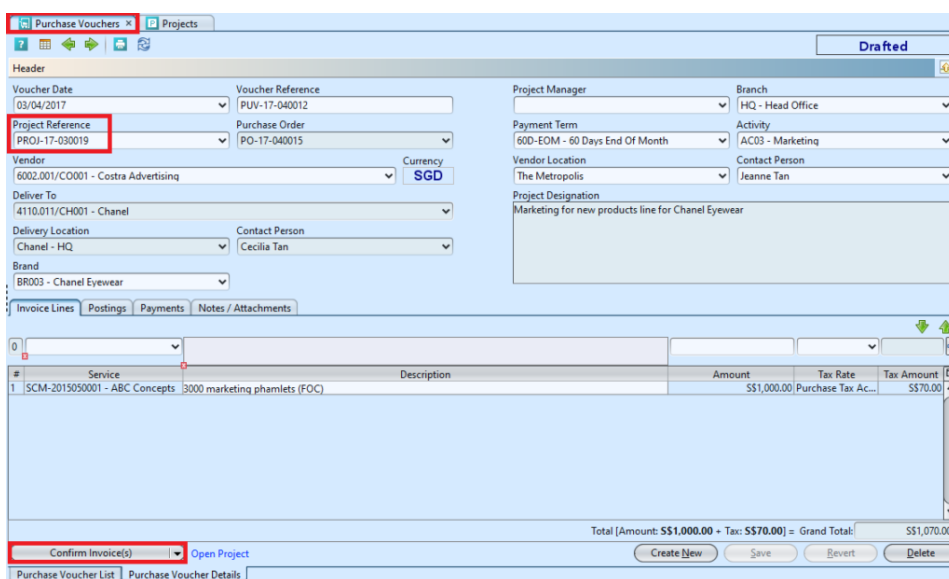
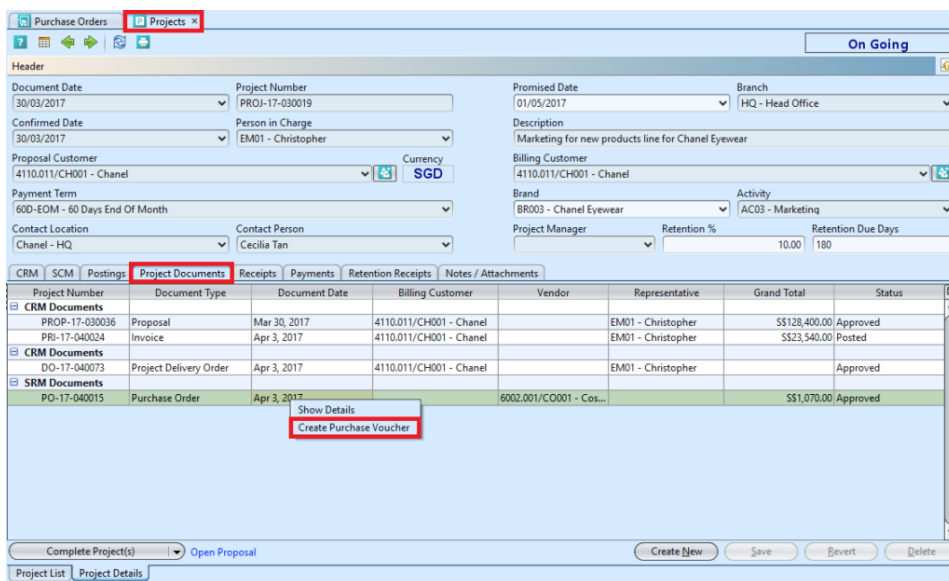
Show Details **Create Purchase Voucher**

Complete Project(s) Open Proposal Create New Save Revert Delete

Project List Project Details

Issue Purchase Invoice / Voucher:

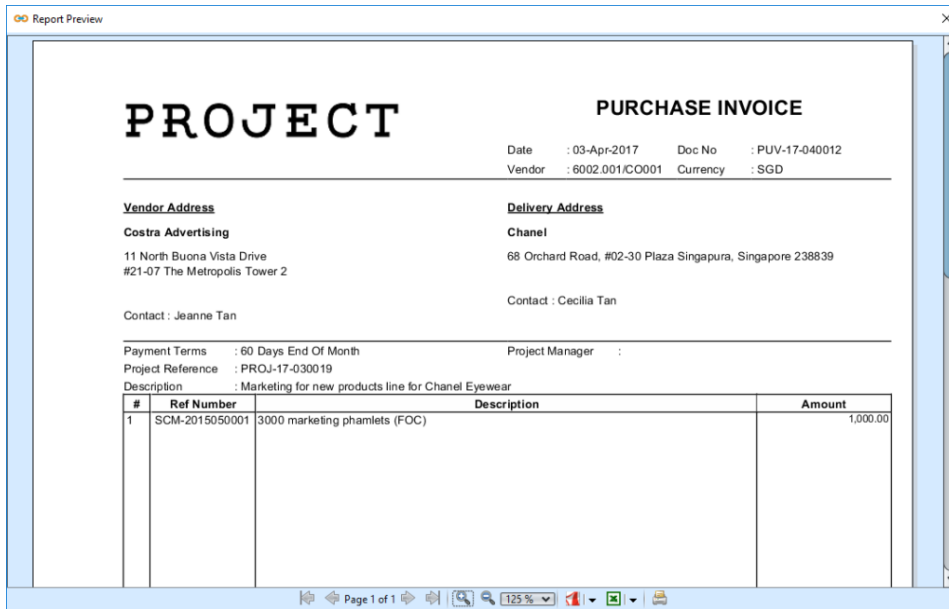
1. Click on **“Project List”** tab at the bottom of screen
2. Double click on project document to be view, it will bring up the details on **“Project Details”** tab for the selected document.
3. On **“Project Documents”** tab, right click on a purchase order document. It will pop up options window, select **“Create Purchase Voucher”**, it will generate and open purchase voucher for the purchase order



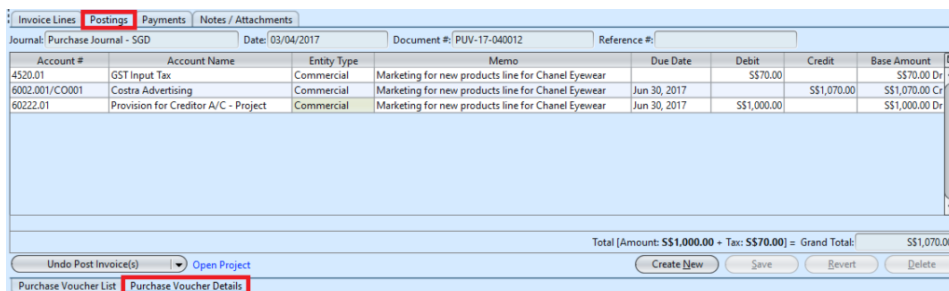
4. On **“Purchase Voucher Details”** tab, click on **“Confirm Invoice(s)”** button at the bottom left of

screen to confirm the purchase voucher / invoice

5. On **"Purchase Voucher Details"** tab, click on **"Post Invoice(s)"** button at the bottom left of screen to post the purchase voucher / invoice. User can print the purchase invoice after the document is posted



6. Journal entries applicable for the purchase voucher will be automatically created under **"Postings"** tab



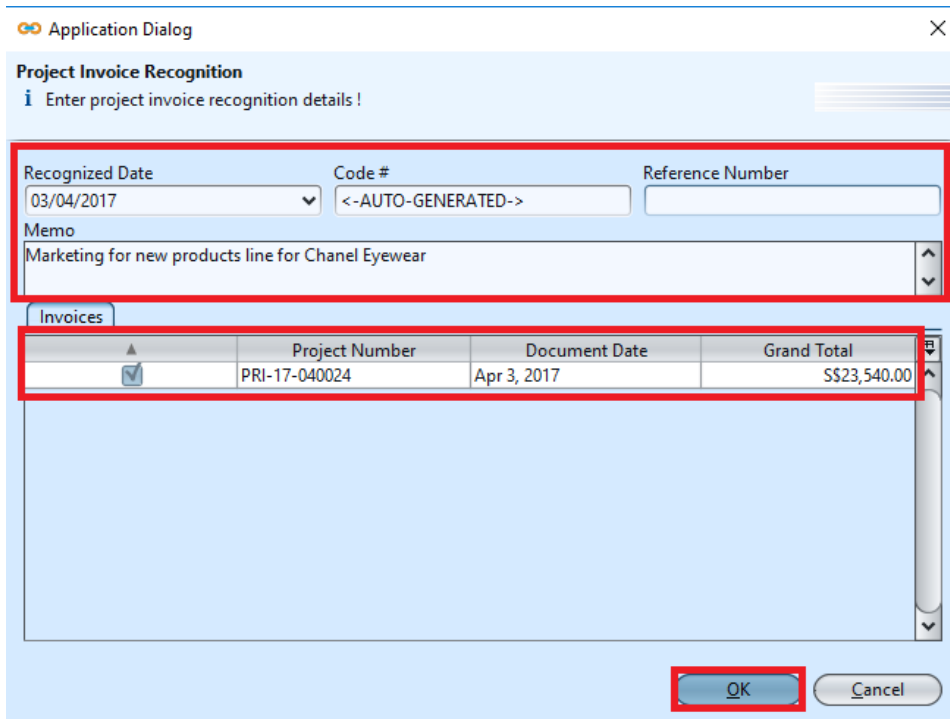
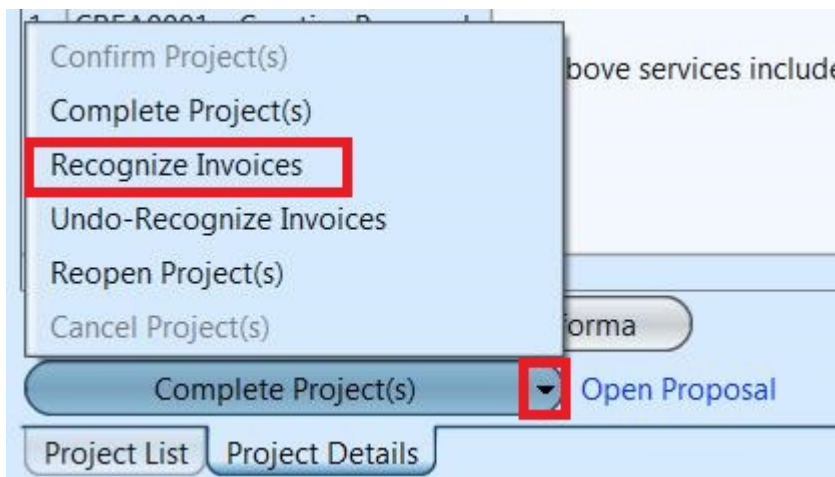
Project Realization – For Accounts Only

1. Click on **"Project List"** tab at the bottom of screen

2. Double click on project document to be view, it will bring up the details on **"Project Details"** tab

for the selected document.

3. Click arrow on **“Complete Project(s)”** button at bottom left of screen, it will pop up options for user to select. Select **“Recognize Invoices”** option. It will pop up a window for user to recognize the invoice of the service(s). Enter information on top half of the window. Untick checkbox for invoice(s) not to be recognize. Click **“OK”** button to recognize the selected invoice(s), a message will appear to confirm the invoice(s) being recognized



4. View the cost / expenses under “SCM” tab and open “Postings” tab to review the journal entries posted

Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
1010	Gross Invoiced Sales - Third Party	Commercial	Marketing for new product...			\$518,000.00	\$518,000.00 Cr
1010.09	Income - Project	Commercial	Marketing for new product...			\$54,000.00	\$54,000.00 Cr
2060	Third Party COGS	Commercial	Marketing for new product...		\$510,906.35		\$510,906.35 Dr
2060.04	Project - Production Cost	Commercial	Marketing for new product...		\$51,000.00		\$51,000.00 Dr
4220.003	Work in Progress - Projects	Commercial	Marketing for new product...	Jun 30, 2017	\$522,000.00		\$522,000.00 Dr
4230.10	Purchase Cost to be recognized - Project	Commercial	Marketing for new product...	Jun 30, 2017		\$511,906.35	\$511,906.35 Cr
6021.01	Unknown Creditor A/C - Projects	Commercial	Marketing for new product...	Jun 30, 2017	\$511,906.35		\$511,906.35 Dr
6022.01	Provision for Creditor A/C - Project	Commercial	Marketing for new product...	Jun 30, 2017		\$511,906.35	\$511,906.35 Cr

*Note: If previous invoice(s) were recognized at different time (multiple project realizations), user can view these recognized invoice(s) by selecting “Type” drop-down list in “Postings” tab. The corresponding journal entries postings will be shown

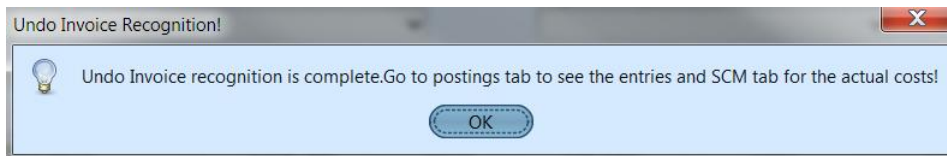
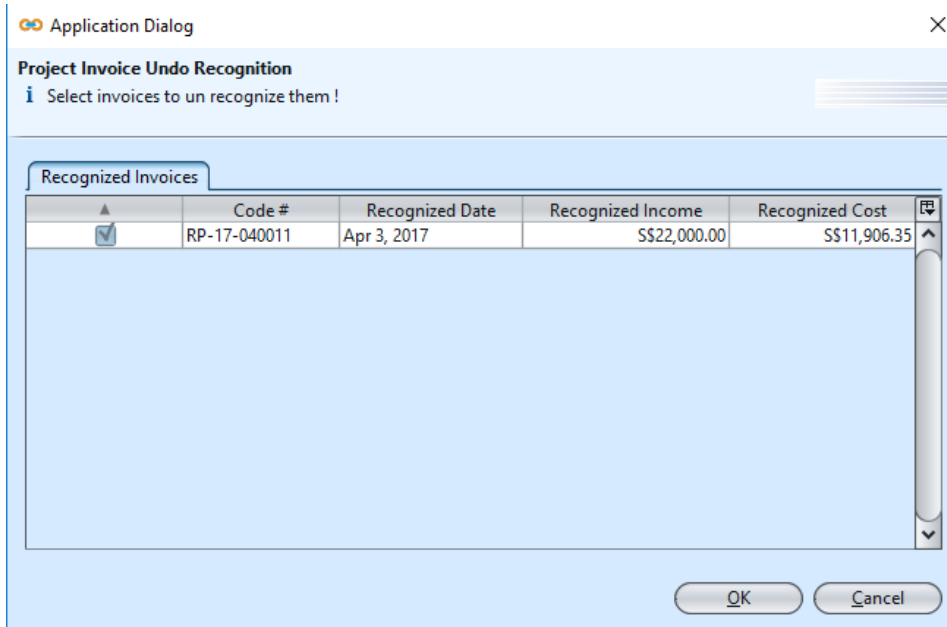
Type	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
Invoice Recognition							
Sales Invoice Postings							
Purchase Invoice Postings							
Sales Provision							
Purchase Provision							

5. To undo recognition of invoice(s), click arrow on “Complete Project(s)” button at bottom left of screen, it will pop up options for user to select. Select “Undo-Recognize Invoices” option. It will pop up a window for user to undo the recognized invoice of the service(s). Tick only checkbox for invoice(s) to undo the recognition then click “OK” button

Confirm Project(s)
 Complete Project(s)
 Recognize Invoices
 Undo-Recognize Invoices
 Reopen Project(s)
 Cancel Project(s)

Complete Project(s) Open Proposal

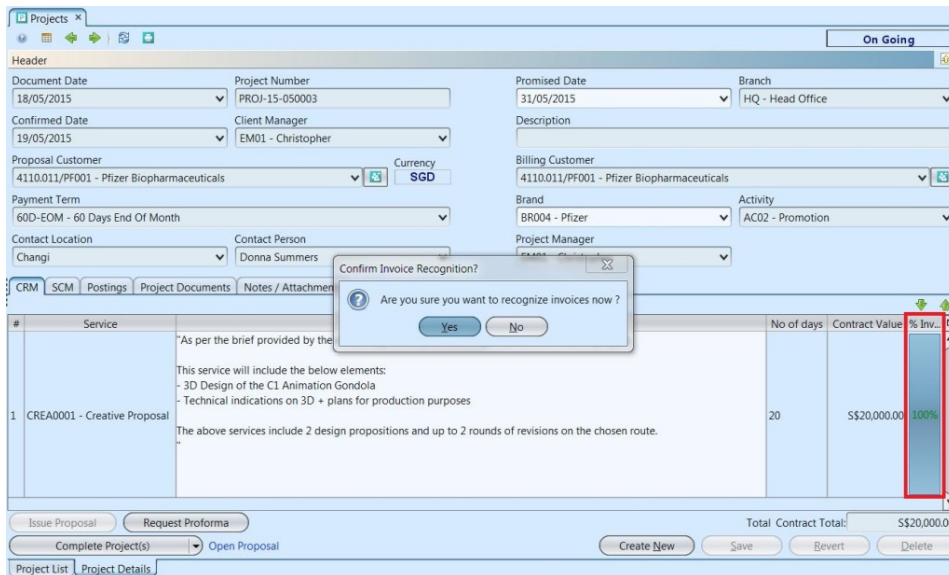
Project List Project Details



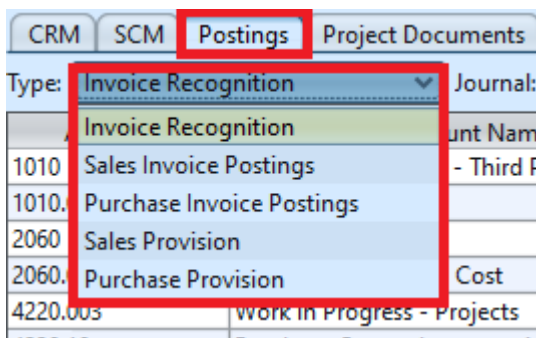
Complete Project:

When all project's services "**Invoicing** %" values are all **100%** (for non FOC services), user will need to close / complete the project.

1. Click on "**Project List**" tab at the bottom of screen
2. Double click on project document to be updated, it will bring up the details on "**Project Details**" tab for the selected document.
3. *Recognize the invoices (see "**Project Realization – For Accounts Only**" procedure above)

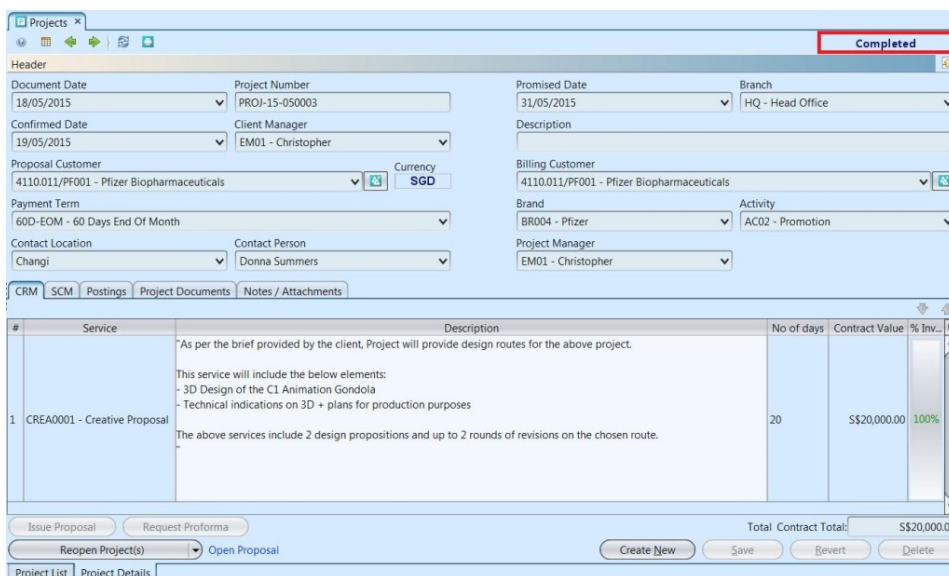
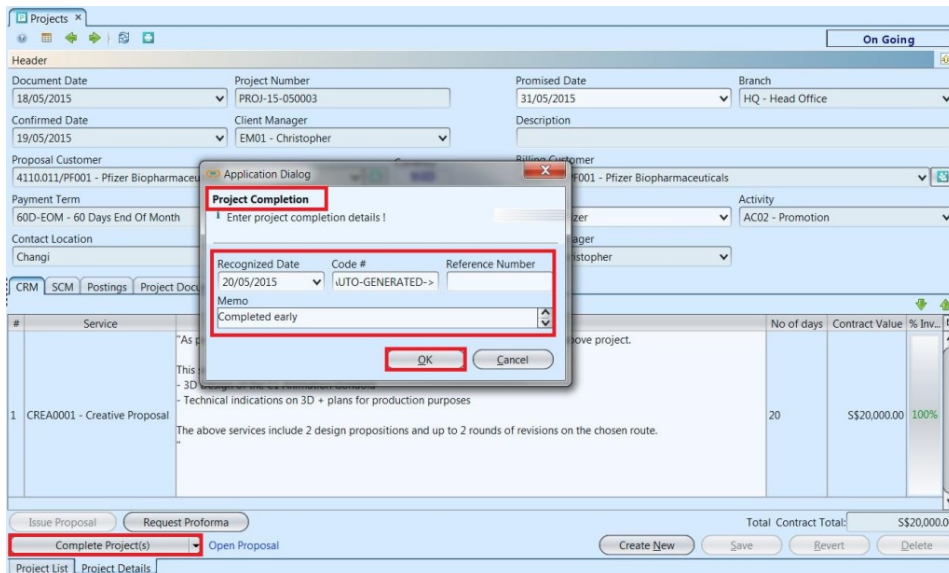



***Note:** If previous invoice(s) were recognized at different time (multiple project realizations), user can view these recognized invoice(s) by selecting **"Type"** drop-down list in **"Postings"** tab. The corresponding journal entries postings will be shown

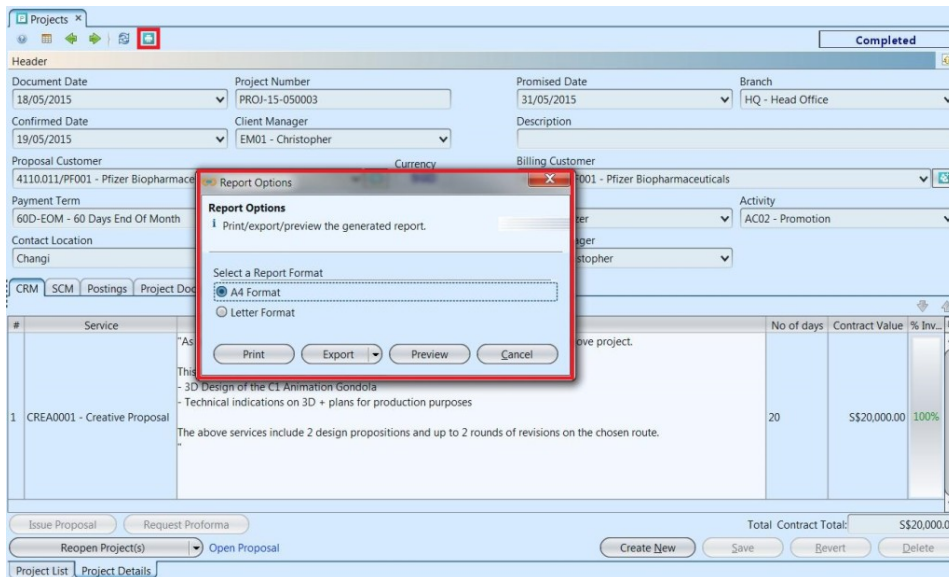


4. Click **"Complete Project(s)"** button at bottom left of screen, after all invoice(s) recognized (100%), and click **"Yes"** to confirm

5. On **"Project Completion"** window, update the information and click **"OK"** to complete the project



6. To print the project document, click on  button on top of the screen. User also has options to preview the document, and print the document as softcopy (export as pdf or excel file)



View and Search for Project Document Details:

1. Click on **“Project List”** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which client to search for in the **“Client”** text field box or select from drop-down list
3. Result can be sorted alphabetically by clicking

the fields' columns

4. Double click on project document to view full details of the document, it will bring up the details on **“Project Details”** tab for the selected document

5. On **“Project Documents”** tab, related project documents issued will be listed for user to view, i.e. proposal document(s), invoices, etc. Right-click on a document (row), it will pop up options window, for user the view the document details or take further action

