



V300 Acumatica ERP Construction Edition

Heidi Dempsey

Customer Success Manager

Training Rules

- Download training materials related to the webinar. You can find the links to the training materials in the Reminder email sent by RingCentral platform to you.
- This webinar is NASBA compliant. If you want to get CPE credits, you will need to answer 3 polling questions per 1 CPE credit. Questions will be asked at random times.
- You can repeat the lessons after the instructor. Instructor will show you how to complete lessons from the guide.
- If you have any questions, you can select the Q&A option and leave your question there. Instructor will answer them at the end of the session.
- Use chat to inform the instructor whether you hear him or her.
- We encourage you to fill in the survey when the webinar ends.

Timing and Agenda

April 27 10 AM -12 PM

Day 1

Lesson 1 – Overview of Projects in Acumatica ERP

Lesson 2 - Projects Integration with General Ledger

Lesson 3 – AR Invoices with Retainage

Lesson 4 – Subcontracts

Lesson 5 – AP Bills with Retainage

April 28, 2020 10 AM -12 PM

Day 2

Lesson 6- Joint payees

Lesson 7 – Sales Taxes in Purchase Orders and Subcontracts

Lesson 8 – Budget Control Warnings and Inquiry

Lesson 9 – Budget Forecast

Lesson 10- Change Management

Timing and Agenda

April 29, 2020 -10 AM -12 PM

Day 3

Lesson 11 – Drawing Logs

Lesson 12- Project Issues

Lesson 13 – Requests for Information

Lesson 14 – Photo Logs

Lesson 15 - Daily Field Reports

April 30, 2020 -10 AM -12 PM

Day 4

Lesson 16- Lien Waivers

Lesson 17 - Compliance

Lesson 19 – Expense Receipts with Corporate Cards

Lesson 21 - Retainage with Cap and Steps

Lesson 18 – Mobile App

Lesson 1: Overview of Projects in Acumatica ERP 2019 R2

Learning Objectives:

In this lesson, you will learn how to:

- Review the main settings of a project
- Review the project structure
- Review the budget record buckets



Projects

← SAVE & CLOSE ↻ + 🗑️ ⏪ < > ⏩ RUN PROJECT BILLING CREATE CHANGE REQUEST CREATE CHANGE ORDER ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

* Project ID: ITALIAN
Customer: ITALIAN01 - The Italian Company
Template: CONTM - Construction T&M Project
* Description: Italian Restaurant Project

* Status: Active

Assets: 0.00
Liabilities: 0.00
Income: 126,202.50
Expenses: 202,717.00

SUMMARY BALANCES COST BUDGET COMMITMENTS CHANGE ORDERS REVENUE BUDGET INVOICES APPROVAL DETAILS **TASKS** EMPLOYEES CHANGE REQUESTS UNION LOCALS EQUIP

↻ + × ADD COMMON TASKS ACTIVATE TASKS COMPLETE TASKS |←| ☒ ⬆️ All Records

* Task ID	* Type	* Description	Rate Table	Allocation Rule	Billing Rule	* Status	Completed (%)	Start Date	End Date	Approv
> 01	Sub Job/Schedule of Values	GENERAL REQUIREMENTS	STANDARD		TM	Active	0.00	3/1/2019		
02	Sub Job/Schedule of Values	SITEWORK	STANDARD		TM	Active	0.00	3/1/2019		
03	Sub Job/Schedule of Values	CONCRETE	STANDARD		TM	Active	0.00	3/1/2019		
04	Sub Job/Schedule of Values	MASONRY	STANDARD		TM	Active	0.00	3/1/2019		
05	Sub Job/Schedule of Values	METALS	STANDARD		TM	Active	0.00	3/1/2019		
06	Sub Job/Schedule of Values	WOOD, PLASTICS, COMPOSITES	STANDARD		TM	Active	0.00	3/1/2019		
07	Sub Job/Schedule of Values	THERMAL AND MOISTURE PROTECTION	STANDARD		TM	Active	0.00	3/1/2019		
08	Sub Job/Schedule of Values	OPENINGS	STANDARD		TM	Active	0.00	3/1/2019		
09	Sub Job/Schedule of Values	FINISHES	STANDARD		TM	Active	0.00	3/1/2019		
10	Sub Job/Schedule of Values	SPECIALTIES	STANDARD		TM	Active	0.00	3/1/2019		
11	Sub Job/Schedule of Values	EQUIPMENT	STANDARD		TM	Active	0.00	3/1/2019		
12	Sub Job/Schedule of Values	FURNISHINGS	STANDARD		TM	Active	0.00	3/1/2019		
13	Sub Job/Schedule of Values	SPECIAL CONSTRUCTION	STANDARD		TM	Active	0.00	3/1/2019		
14	Sub Job/Schedule of Values	CONVEYING SYSTEMS	STANDARD		TM	Active	0.00	3/1/2019		
15	Sub Job/Schedule of Values	MECHANICAL	STANDARD		TM	Active	0.00	3/1/2019		

* Description: Expenses:

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS CHANGE REQUESTS UNION LOCALS ACTIVITY HISTORY EMPLOYEES

PROJECT PROPERTIES

Revenue Budget Level:

Cost Budget Level:

* Start Date:

End Date:

Project Manager:

Site Address:

Last Revenue Chang...:

Currency Rate Type:

Allow the addition of Account Groups not associated with the Project Cost Budget when creating ...

Change Order Workflow

Restrict Employees

Restrict Equipment

Track Production Data

Certified Job

BILLING AND ALLOCATION SETTINGS

* Billing Currency:

Billing Period:

Next Billing Date:

Last Billing Date:

Terms:

Allocation Rule:

Run Allocation on Release of Project Transactions

Billing Rule:

Branch:

Rate Table:

Create Pro Forma on Billing

Use T&M Revenue Budget Limits

Automatically Release AR Documents

BILL-TO

Override Contact

Company Name:

Attention:

Phone 1:

Email:

BILL-TO ADDRESS

Override Address

Address Line 1:

Address Line 2:

City:

Country:

State:

Postal Code:

RETAINAGE

Retainage Mode:

Contract Total: Include CO

Completed (%):

Total Retained Amount:

Retainage (%): Stopped

VISIBILITY SETTINGS

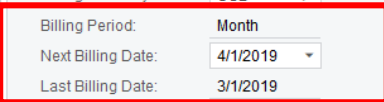
GL AP AR SO PO

IN CA CRM

Time Entries Expenses

QUOTE

Quote Ref. Nbr.:



Ways a Project can be created

- From scratch
- Project Templates
- Project Quote

Project Budgets, Commitments, and Actuals

Projects

NOTES FILES NOTIFICATIONS CUSTOMIZATION TOOLS

SAVE & CLOSE ↺ + 🗑️ ⏪ ⏩ RUN PROJECT BILLING CREATE CHANGE REQUEST CREATE CHANGE ORDER ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

* Project ID: ITALIAN * Status: Active Assets: 0.00
 Customer: ITALIAN01 - The Italian Company Liabilities: 0.00
 Template: CONTM - Construction T&M Project Income: 126,202.50
 * Description: Italian Restaurant Project Expenses: 202,717.00

SUMMARY BALANCES **COST BUDGET** COMMITMENTS CHANGE ORDERS REVENUE BUDGET INVOICES APPROVAL DETAILS TASKS EMPLOYEES CHANGE REQUESTS UNION LOCALS EQUIPMENT

Project Task: Group by Task

VIEW COMMITMENT DETAILS VIEW TRANSACTIONS

Sub Job	Description	UOM	BUDGETED			CR'S	COMMITTED (SC,PO)					ACTUAL TRANSACTIONS	
			Original Budgeted Amount	Budgeted CO Amount	Revised Budgeted Amount	Potential CO Amount	Original Committed Amount	Committed CO Amount	Revised Committed Amount	Committed Invoiced Amount	Committed Open Amount	Actual Amount	Actual + Open Committed Amount
01	Permit	EA	15,601.00	0.00	15,601.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	Operations- Project Manager	LS	15,000.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9,200.00	9,200.00
01	Operations- Superintendent	LS	39,000.00	0.00	39,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	Operations- Crew Leader	LS	20,000.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	Design Fees	EA	37,500.00	0.00	37,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	Mobilization	EA	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	Telephone	EA	950.00	0.00	950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	Insurance	LS	7,500.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	Clean up	LS	10,000.00	1,000.00	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03	Concrete- Forming	LF	3,000.00	0.00	3,000.00	0.00	1,579.00	0.00	1,579.00	1,579.00	0.00	1,579.00	1,579.00
03	Concrete- Forming	EA	1,200.00	0.00	1,200.00	0.00	875.00	0.00	875.00	875.00	0.00	875.00	875.00
03	Concrete- Reinforcing	SF	17,500.00	0.00	17,500.00	0.00	18,362.00	0.00	18,362.00	18,362.00	0.00	18,362.00	18,362.00

BUDGETED

COMMITTED (SC,PO)

Projects

← SAVE & CLOSE 📄 ↶ + 🗑️ ⌂ < > >| RUN PROJECT BILLING CREATE CHANGE REQUEST CREATE CHANGE ORDER ACTIONS ▾ INQUIRY

SUMMARY TASKS REVENUE BUDGET COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS CHANGE REQUESTS UNION LOCALS ACTIVITY HIST

PROJECT PROPERTIES

Revenue Budget Level: **Task and Cost Code** ▾
Cost Budget Level: **Task and Cost Code** ▾

* Start Date: 2/1/2019 ▾
End Date: ▾
Project Manager: EP00000015 - Bill Owen ⓘ
Site Address: 2510 Market Street, SF
Last Revenue Change ... 0001
Currency Rate Type: ⓘ ✎

- Allow the addition of Account Groups not associated with the Project Cost Budget when creating ...
- Change Order Workflow
- Restrict Employees
- Restrict Equipment
- Track Production Data
- Certified Job

BILLING AND ALLOCATION SETTINGS

* Billing Currency: USD ⓘ
Billing Period: Month
Next Billing Date: 4/1/2019 ▾
Last Billing Date: 3/1/2019
Terms: 30D - 30 Days ⓘ
Allocation Rule: ⓘ ✎
 Run Allocation on Release of Project Transactions
Billing Rule: TM - Time and material ⓘ ✎
Branch: HEADOFFICE - SweetLife Head Office ⓘ
Rate Table: STANDARD - Standard Rate Table ⓘ ✎

BILL-TO

Override Contact
Company Name: The Italian Company
Attention: _____
Phone 1: 415-965-5546
Email: Dustin.Lindquist@italianco.com ✉

BILL-TO ADDRESS

Override Address
Address Line 1: 2510 Market Street
Address Line 2: _____
City: San Francisco
Country: US - United States of America
State: CA - CALIFORNIA
Postal Code: 87556

RETAINAGE

Retainage Mode: Standard ▾
Contract Total: 2,186,984.80 Include CO
Completed (%): 5.77
Total Retained Amount: 6,310.14
Retainage (%): 5.00 Stepped

VISIBILITY SETTINGS

- GL AP AR SO PO
- IN CA CRM
- Time Entries Expenses

QUOTE

Quote Ref. Nbr.: _____

Projects Preferences ☆



GENERAL SETTINGS MAILING SETTINGS

NUMBERING SEQUENCE

- Transaction Numbering Sequence: PMTRAN - PM Transaction Numbering
- Batch Numbering Sequence: BATCH - GL Batch
- Pro Forma Numbering Sequence: PROFORMA - PM Pro Forma Invoice Numbering
- Change Order Numbering Sequence: CHANGEORD - PM Change Order Numbering
- Change Request Numbering Sequence: CHANGERST - PM Change Request Numbering
- Quote Numbering Sequence: PMQUOTE - Quotes in Project

GENERAL SETTINGS

- Non-Project Code: X
- Empty Item Code: <N/A>
- Empty Item UOM: EA
- Default Change Order Class: DEFAULT - Default Change Order Class
- Default Quote Template:
- Project Approval Map:
- Pending Project Approval Notification:
- Pro Forma Approval Map:
- Pending Pro Forma Approval Notification:
- Change Request Approval Map: CR Approval
- Pending Change Request Approval Notification:
- Change Order Approval Map:
- Pending Change Order Approval Notification:
- Quote Approval Map:
- Quote Pending Approval Notification: CRMQuote Pending Approval Notification
- Billing Cut-off Date: Include Trans. created on billing date
- Validate T&M Revenue Budget Limits: Validate
- Revenue Budget Update: Detailed
- Cost Budget Update: Detailed
- Budget Control: Do Not Control
- Automatically Post on Release

VISIBILITY SETTINGS

- GL AP AR SO PO
- IN CA CRM
- Time Entries Expenses
- Restrict Project Selection: Customer Projects

ACCOUNT SETTINGS

- Expense Account Source: Labor Item
- Expense Accrual Account Source: Labor Item Accrual

MARKUPS

Default Price Markup, %: 10.0000

Document Markups

Type	Description	Value
> %	Profit	8.00
%	Overhead	4.00
Cumulative %	Default Cumulative %	5.00
Flat Fee	Additional Charges	1,000.00

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- SUMMARY
- BALANCES
- COST BUDGET
- COMMITMENTS
- CHANGE ORDERS
- REVENUE BUDGET
- INVOICES
- APPROVAL DETAILS
- TASKS
- EMPLOYEES
- CHANGE REQUESTS
- UNION LOCALS
- EQUIPMENT
- ACTIVITY HISTORY
- SETTINGS

PROJECT PROPERTIES

Revenue Budget Level: Task and Cost Code
 Cost Budget Level: Task and Cost Code
 * Start Date: 2/1/2019
 End Date:
 Project Manager: EP00000015 - Bill Owen
 Site Address: 2510 Market Street, SF
 Last Revenue Chang...: 0001
 Currency Rate Type:
 Allow the addition of Account Groups not associated with the Project Cost Budget when creating ...
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BILLING AND ALLOCATION SETTINGS

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 Billing Period: Month
 Next Billing Date: 4/1/2019
 Last Billing Date: 3/1/2019
 Terms: 30D - 30 Days
 Allocation Rule:
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 Billing Rule: TM - Time and material
 Branch: HEADOFFICE - SweetLife Head Offi

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Override Contact
 Company Name: The Italian Company
 Attention:
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VISIBILITY SETTINGS

GL AP AR SO PO
 IN CA CRM
 Time Entries Expenses

QUOTE

Quote Ref Nbr:

Lesson 2: Projects Integration with General Ledger

Learning Objectives:

In this lesson, you will learn how to:

- Review how a project's actual balances are calculated
- Review how Projects are integrated with General Ledger
- Review how an account group is identified if a project transaction is created from a GL transaction
- Review how Projects are integrated with other modules of the system



Reporting dimensions

Project accounting reporting

- Project, project task, account group, financial period, cost code and Inventory ID

Financial accounting reporting

- Branch, ledger, GL account, subaccount



Project Transactions

Integration of Projects with General Ledger works in both directions—that is, a project transaction can produce GL transactions and a GL transaction can produce a project transaction.

Actuals in a project budget record are calculated based on project transactions:

- Actual Amount is the sum of project transactions' Amount values.
- Actual Quantity is the sum of project transactions' Quantity values.

PM → GL

Project transaction that produces a GL transaction:

- Each line of a Project Transaction must contain-
 - Project, project task, cost code, account group, inventory, amount (debit sign), branch, debit GL account, debit subaccount, credit GL account, credit subaccount
- GL transaction will create two lines
 - Branch, GL account, subaccount, debit amount, project, project task, cost code, inventory ID
 - Branch, GL account, subaccount, credit amount, project, project task, cost code, inventory ID

PM → no GL

Project transaction that does not produce a GL transaction:

- Project transaction has no GL accounts and subaccounts specified or just a debit or credit account.
- Project transaction is recorded to an off-balance account group

GL → PM

GL transaction that produces a project transaction:

- GL transaction
 - Branch, GL account, subaccount, amount, project, project task, cost code, (inventory ID-not required)
- Project transaction
 - Project ID, project task ID, (inventory ID if using), account group, amount, branch, debit GL account, debit subaccount – credit account will post if it is tied to an account group

GL → no PM

GL transaction that does not produce a project transaction:

- GL account is not included in an account group.
- GL does not have a project listed
- GL transaction is posted to other than actual ledger (statistical, reporting).

Lesson 3: AR Invoices with Retainage

Learning Objectives:

In this lesson, you will learn how to do the following:

- Process invoices with retainage held for a progress billing
- Process invoices with retainage held for a time and material billing
- Release retainage from invoices
- Apply payments to invoices with retainage

Additionally, you will learn about:

- Importing of open AR invoices
- Configuring retained taxes
- Functionality restrictions in invoices with AR balance and retainage at the line level



Importing AR Invoices

To import open AR invoices to Acumatica ERP, do the following:

1. On the Accounts Receivable Preferences (AR101000) form, make sure that the Activate Migration Mode check box is cleared. NOTE: This mode does not support import of documents with open retainage balances.
2. On the Invoices and Memos (AR301000) form, create a new invoice for each open original invoice, specify AR open balance and unreleased retainage (instead of the original amounts) and release the invoices. After that, the customer balances and retained balances will be correct in the AR subledger.
3. On the Trial Balance (GL303010) form, upload trial balances in the GL subledger, no need to reverse batches posted by the AR subledger.

Enabling Retained Taxes

Accounts Receivable Preferences ☆



GENERAL SETTINGS

PRICE/DISCOUNT SETTINGS

APPROVAL

DUNNING SETTINGS

REPORTING SETTINGS

NUMBERING SETTINGS

- * GL Batch Numbering Sequence:
- * Invoice Numbering Sequence:
- * Payment Numbering Sequence:
- * Debit Memo Numbering Sequence:
- * Credit Memo Numbering Sequence:
- * Write-Off Numbering Sequence:
- * Overdue Charge Numbering Sequence:
- * Price Worksheet Numbering Sequence:
- Dunning Fee Numbering Sequence:

POSTING SETTINGS

- Automatically Post on Release
- Post Summary on Updating GL
- Activate Migration Mode

DATA ENTRY SETTINGS

- Default Customer Class ID:
- Hold Documents on Entry
- Validate Document Totals on Entry
- Require Payment Reference on Entry
- Hold Document on Failed Credit Check
- Require Invoice/Memo Printing Before Release
- Require Invoice/Memo Emailing Before Release

DATA PROCESSING SETTINGS

- Enable Integrated CC Processing
- Age Credits
- Set Default Overdue Charges by Statement Cycle
- Calculate on Overdue Charge Documents
- Apply Payments to Overdue Charges First

SALESPERSON COMMISSION SETTINGS

- Salesperson Commission by:
- Commission Period Type:

CONSOLIDATION SETTINGS

- Consolidate Statements for all Branches
- Statement from Branch:
- Consolidate Dunning Letters for all Branches
- Dunning Letter from Branch:

DEFAULT WRITE-OFF REASON CODES

- Balance Write-Off Reason Code:
- Credit Write-Off Reason Code:

RETAINAGE SETTINGS

- Retain Taxes
- Automatically Release Retainage Invoices

Functionality Restrictions in Invoices with AR Balance and Retainage at the Line Level

- The migration mode option on the Accounts Receivable Preferences (AR101000) form. The feature is not compatible with the migration mode. If the check box is selected, the check box on data entry forms is disabled for editing, and Activate Migration Mode Pay by Line there is no way to specify line balances and unreleased retainage balances in AR documents.
- Group and document discounts are not supported in invoices with AR balances at the line level with or without retainage.
- VAT recalculated on cash discounts is not supported.
- Negative line amounts in invoices are not supported.
- Invoices in foreign currency are not supported if they are with retainage at the line level. Invoices with AR balance at the line level without retainage support foreign currencies.
- Calculation of taxes by using Avalara integration is not supported.

Functionality Restrictions in Invoices with AR Balance and Retainage at the Line Level (Continued)

- Invoice Rounding feature is not supported
- It is not possible to apply existing open AR payments or credit memos on the Applications tab of the Invoices and Memos (AR301000) to an invoice with AR balance and retainage at the line level.
- Multiple-installment credit terms are not supported if an invoice is with retainage.
- Editing of tax amount and retained tax amount for inclusive taxes - that is, VAT and sales taxes that use the Extract from Item Amount calculation method is not supported.
- Balance write offs cannot be performed at the line level.
- The Reverse and Apply to Memo action on the Invoices and Memos form is not supported for invoices with the check box Pay by Line selected in the Summary area of this form.

NOTE: Users can reverse invoices by clicking on the toolbar of the Invoices and Memos (AR301000) form. The Actions > Reverse system creates a credit memo for the amount of the invoice. After the credit memo is released, it must be manually applied to the invoice that has been reversed, so the open balances of both documents get closed.

Lesson 4: Subcontracts

Learning Objectives

In this lesson, you will learn how to do the following:

- Create notification templates for subcontracts
- Set up subcontract mailings for particular vendors
- Create, edit, print, and email subcontracts
- Enter AP bills for subcontracts
- Track commitments and costs related to subcontracts



Lesson 5: AP Bills with Retainage

Learning Objectives:

In this lesson, you will learn how to do the following:

- Create and process a bill with retainage held at the line level
- Release retainage for the bill
- Enter a payment for the retainage bill
- Pay an outstanding balance of the original bill

Additionally, you will learn about:

- Importing of open AP bills
- Configuring retained taxes
- Functionality restrictions in bills with AP balance and retainage at the line level



Importing AP Bills

1. On the Accounts Payable Preferences (AP101000) form, make sure that the Activate Migration Mode check box is cleared. NOTE: This mode does not support the import of documents with open retainage balances.
2. On the Bills and Adjustments (AP301000) form, for each open original bill, specify AP open balance and unreleased retainage (instead of the original amounts) and release the bill. After that vendor balances and retained balances will be correct in the AP subledger.
3. On the Trial Balance (GL303010) form, upload trial balances in the GL subledger, subledger. No need to reverse batches posted by the AP

Enabling Retained Taxed

Accounts Payable Preferences ☆



GENERAL SETTINGS

PRICE/DISCOUNT SETTINGS

APPROVAL

REPORTING SETTINGS

NUMBERING SETTINGS

- Batch Numbering Sequence:
- Bill Numbering Sequence:
- Debit Adjustment Numbering Se...:
- Credit Adjustment Numbering S...:
- Payment Numbering Sequence:
- Price Worksheet Numbering Se...:

POSTING SETTINGS

- Automatically Post on Release
- Post Summary on Updating GL
- Activate Migration Mode

AGING SETTINGS

- Aging Period 1: Days
- Aging Period 2: Days
- Aging Period 3: Days

DATA ENTRY SETTINGS

- Default Vendor Class ID:
- Payment Lead Time: Days
- Hold Documents on Entry
- Require Approval of Bills Prior to Payment
- Enable Early Checks
- Validate Document Totals on Entry
- Set Zero Payment Amount to Application Amount
- Require Vendor Reference
- Raise an Error on Duplicate Vendor Reference Number

RETAINAGE SETTINGS

- Retain Taxes
- Automatically Release Retainage Bills
- Require Single Project per Document

VAT RECALCULATION SETTINGS

Debit Adjustment Description:

Functionality Restrictions in Bills with AP Balance and Retainage at the Line Level

- The migration mode option on the Accounts Payable Preferences (AP101000) form. The feature is not compatible with the migration mode. If the Activate Migration Mode check box is selected, the check box on data entry forms is disabled for editing, there is no way to specify line balances and unreleased retainage balances in AP documents.
- Group and document discounts are not supported in bills with AP balances at the line level with or without retainage.
- Some types of taxes, in particular, Withholding and VAT recalculated on cash discounts are not supported.
- Negative line amounts in bills are not supported.
- Bills in foreign currency are not supported if they are with retainage . Bills with AP balance at the line level without retainage support foreign currencies.

Functionality Restrictions in Bills with AP Balance and Retainage at the Line Level

- Calculation of taxes via Avalara integration is not supported.
- Invoice Rounding feature is not supported
- It is not possible to apply existing open debit adjustments on the Application tab of the Bills and Adjustments (AP301000) form to a bill with AP balance and retainage at the line level
- Multiple installment credit terms are not supported for bills with retainage.
- Editing of retained tax amount for inclusive taxes - that is, VAT and sales taxes that use the Extract from Item Amount calculation method is not supported.



V300- Acumatica ERP Construction Edition

Heidi Dempsey

Customer Success Manager

Lesson 6: Joint Payees

Learning Objectives:

In this lesson, you will learn how to :

- Specify joint payees for an accounts payable bill
- Specify joint amounts for different lines of an accounts payable bill
- Create joint checks and process the payment



Lesson 7: Sales Taxes in Purchase Orders and Subcontracts

Learning Objectives:

In this lesson, you will learn how to :

- Learn how to configure a sales tax
- Learn how to create an AP bill with a sales tax applied
- Release the AP bill and review the GL batch generated by the system

SALES TAX

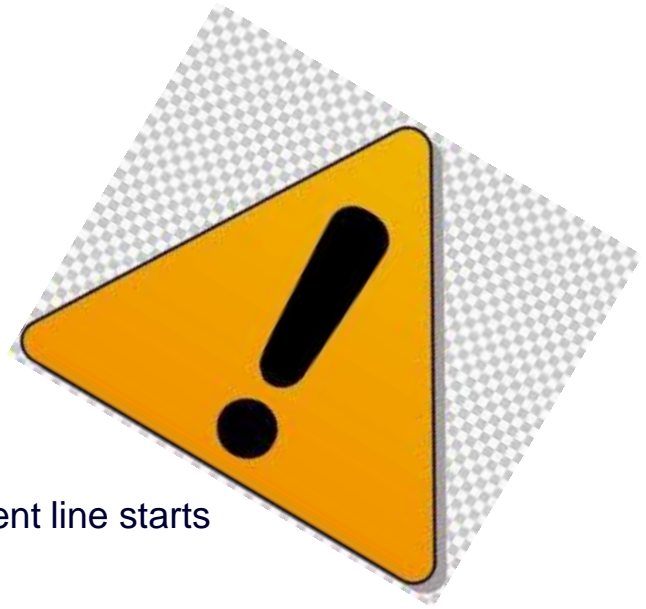


Lesson 8: Budget Control Warnings and Inquiry

Learning Objectives:

In this lesson, you will learn the following:

- How to turn on budget control in Acumatica ERP
- What warnings the system displays on document entry if a document line starts exceeding the project budget
- What warning the system displays if a cost code entered in a document line does not exist in the project budget for the combination of a project task (subjob) and an account group selected in that document line.



The overbudget warnings are displayed for the following types of documents:

- Subcontracts
- Purchase orders
- Commitment change orders
- AP bills



Lesson 9: Budget Forecast

Learning Objectives:

In this lesson, you will learn how to do the following:

- Create a budget forecast for a project in the system
- Add financial periods to the forecast
- Distribute budget values across the periods of forecast
- Update the summarized project budget figures with the totals of monthly budgets
- Track changes in the amounts of budget forecast



Lesson 10: Change Management

Learning Objectives: In this lesson, you will learn how to:

- Learn how to configure 1-tier and 2-tier change order workflow for a project
- Set up change request markups and approval
- Create a change request
- Partially process the cost & commitment part and the revenue part of a change request within two separate change orders
- Fully process a change request within a change order
- Release a change order affecting the project revenue budget, project cost budget, and project commitments
- Reverse a change order
- Review the changes reflected in the project in the Potential CO bucket and Budgeted CO bucket

Lesson 10: Change Management

Learning Objectives: In this lesson, you will learn how to:

- Learn how to configure 1-tier and 2-tier change order workflow for a project
- Set up change request markups and approval
- Create a change request
- Partially process the cost & commitment part and the revenue part of a change request within two separate change orders
- Fully process a change request within a change order
- Release a change order affecting the project revenue budget, project cost budget, and project commitments
- Reverse a change order
- Review the changes reflected in the project in the Potential CO bucket and Budgeted CO bucket

Lesson 11: Project Management - Drawing Logs

Learning Objectives:

In this lesson, you will learn how to do the following:

- Configure drawing logs and set up disciplines and statuses
- Create drawing logs
- Upload and download images linked to drawing logs
- Link requests for information and project issues to existing drawing logs
- Email drawings and requests for information
- Create revisions of drawing logs

Lesson 12: Project Management - Project Issues

Learning Objectives:

In this lesson, you will learn how to :

- Configure project management classes that may be used for project issues
- Define project issue types
- Report project issues and convert them to change requests or requests for information
- Mass-assign project issues to owners



Lesson 13: Project Management - Requests for Information

Learning Objectives:

In this lesson, you will learn how to do the following:

- Configure project management classes that may be used for requests for information
- Enter an RFI
- Convert an incoming RFI to an outgoing RFI
- Link drawings to an RFI Email RFIs
- Convert an RFI to a change request



Lesson 14: Project Management - Photo Logs

Learning Objectives:

In this lesson, you will learn how to do the following:

- Set up photo logs in the system
- Create photo logs and upload photos
- Download all photos from a photo log in a single .zip archive
- Email photo logs
- Use search to find particular photos



Lesson 15: Project Management - Daily Field Reports

Learning Objectives:

In this lesson, you will learn how to :

- Create and assign an approval map for daily field reports
- Create a daily field report
- Add to the daily field report the following:
 - labor time and activities
 - change requests
 - change orders
 - subcontractor activities
 - project issues
 - weather conditions
 - site visitors
- Email the daily field report



Lesson 16: Lien Waiver Automation

Learning Objectives:

In this lesson, you will learn how to :

- Configure automatic generation of lien waivers
- Set up warnings on outstanding lien waivers
- Configure the mailing of lien waivers
- Process lien waivers



Basic types of lien waivers:

- **Conditional waivers for (or progress) payment:** Used when a progress payment on the project is expected. A signed lien waiver of partial this type becomes effective immediately after the payment has been received.
- **Conditional waivers for payment:** Used when the entire contract value is to be paid at one time or when the payment in question is final the final payment for a project. A signed lien waiver of this type also becomes effective only after the payment has been received.
- **Unconditional waivers for (or progress payment):** Used when a progress payment on the project is expected. A lien waiver of this partial type becomes effective after it has been signed, regardless of whether the payment has been actually received.
- **Unconditional waivers for final payment:** Used for a one-time payment or for the final payment for a project. A lien waiver of this type final becomes unconditionally effective once it has been signed even if no payment has been actually received

Lesson 17: Compliance

Learning Objectives:

In this lesson, you will learn how to do the following:

- Configure categories and statuses for compliance documents
- Enter compliance documents for a vendor
- Track expired compliance documents

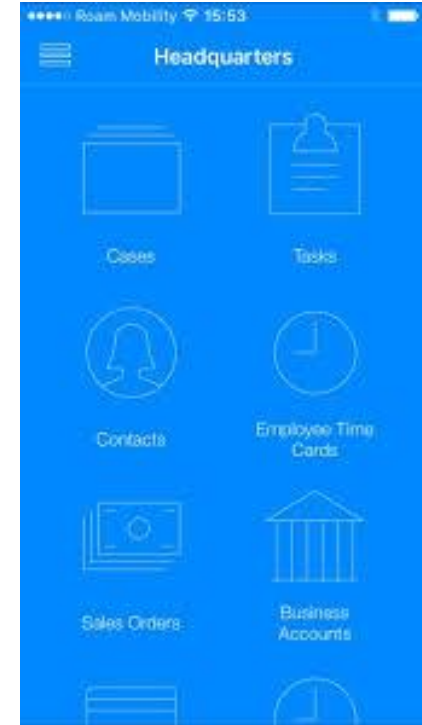


Lesson 18: Mobile App

Learning Objectives:

In this lesson, you will learn how you can use the Acumatica mobile app to do the following:

- Create and submit a time card
- Create a change request
- Approve time cards and change request



Lesson 19: Expense Receipts with Corporate Cards

Learning Objectives:

In this lesson, you will learn how you can use the Acumatica mobile app to do the following:

- Create a GL account, cash account, and payment method for a corporate credit card
- Create the corporate credit card in the system
- Create an expense receipt with the corporate credit card
- Process an expense claim for the expense receipt paid with the corporate credit card
- Reconcile a bank statement for the corporate credit card
- Create and release a bill for the bank



Lesson 20: Substantiated Billing, AIA, WIP, Bonding Reports

Learning Objectives:

In this lesson, you will learn how to do the following:

- Learn how to print, read, and send the following project progress reports in Acumatica ERP 2019R2 Construction Edition:
 - Substantiated Billing report
 - Standard Pro Forma Invoice printed form
 - AIA report
 - WIP report
 - Bonding report
- Review the project lifecycle and performance with the help of those reports
- Study the approval and mailing notifications for the pro forma invoices

Lesson 21: Retainage with Cap and Steps

Learning Objectives:

In this lesson, you will do the following:

- Learn how to configure contract cap and stepped retainage for a project
- Create pro forma invoices with retainage for the project until retainage cap is reached
- Release retainage for the project by several project budget lines
- Process retainage invoices in bulk



Project Retainage Modes: Configuration Highlights

Enable/Disable Features ☆ **Enable / Disable Features (CS100000)**

↶ MODIFY ENABLE

Status: Validated

- Finance
 - Standard Financials
 - Multi-Branch Support
 - Business Account Locations
 - Multi-Currency Accounting
 - Centralized Period Management
 - Volume Pricing
 - Expense Reclassification
 - Tax Entry from GL Module
 - VAT Reporting
 - 1099 Reporting
 - Net/Gross Entry Mode
 - Invoice Rounding
 - Expense Management
 - Advanced Financials
 - Subaccounts
 - Retainage Support
 - Payment Application by Line

	Retainage Support = ON + AR Payment by Line = ON	Retainage Support = ON + AR Payment by Line = OFF
<i>Contract Item Cap (line level retainage with cap)</i>	+	-
<i>Contract Cap (project level retainage with cap)</i>	+	-
<i>Standard retainage</i>		+
<i>Use Steps</i>		+

Project Retainage Modes: Configuration Highlights

- Standard
- Standard + Use Steps
- Contract Cap
- Contract Cap + Use Steps
- Contract Item Cap

Project Templates **Projects Templates (PM208000)**

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• Template ID:

• Status:

• Description:

SUMMARY TASKS REVENUE BUDGET COST BUDGET EMPLOYEES EQUIPMENT SETTINGS ATTRIBUTES

PROJECT PROPERTIES

Revenue Budget Level:

Cost Budget Level:

* Start Date:

End Date:

Project Manager:

Last Revenue Change ...

* Project Currency:

Currency Rate Type:

Change Order Workflow

Restrict Employees

Restrict Equipment

Track Production Data

BILLING AND ALLOCATION SETTINGS

Billing Period:

Terms:

Allocation Rule:

Run Allocation on Release of Project Transactions

Billing Rule:

Branch:

Rate Table:

VISIBILITY SETTINGS

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IN CA CRM

Time Entries Expenses

RETAINAGE

Retainage Mode:

Include CO

Retainage (%): Use Steps

Cap (%):

Stepped Retainage

	Threshold (%)	Retainage (%)
⊞	0.00	5.00
>	50.00	3.00
	100.00	0.00

Projects **Projects (PM301000)**

← SAVE & CLOSE ↻ + 🗑️ ⏪ < > ⏩ RUN PROJECT BILLING CREATE CHANGE ORDER ACTIONS

PROJECT PROPERTIES

Revenue Budget Level:

Cost Budget Level:

* Start Date:

End Date:

Project Manager:

Last Revenue Change ...

* Project Currency:

Currency Rate Type:

Change Order Workflow

Restrict Employees

Restrict Equipment

Track Production Data

BILLING AND ALLOCATION SETTINGS

* Billing Currency:

* Billing Period:

Next Billing Date:

Last Billing Date:

Default Location:

Payroll Work Location:

Terms:

Allocation Rule:

BILL-TO

Override Contact

Company Name:

Attention:

Phone 1:

Email:

BILL-TO ADDRESS

Override Address

Address Line 1:

Address Line 2:

City:

Country:

State:

Postal Code:

RETAINAGE

Retainage Mode:

Contract Total:

Completed (%):

Total Retained Amount:

Retainage (%): Use Steps

VISIBILITY SETTINGS

GL AP AR SO PO

Project Retainage Modes: Projects (PM301000), Revenue Budget tab, Retainage (%) column

Retainage (%)

Projects (PM301000), Revenue Budget tab

Retainage Mode	Use Steps	Is Visible	Can Be Manually Edited
Standard	False	+	+
	True		
Contract Cap	False	-	-
	True		
Contract Item	False	+	+

Project Retainage Modes: Projects (PM301000), Revenue Budget tab, Draft Retained Amount, Retained Amount, Total Retained Amount columns

Visible for all the retainage modes when Payment Application by Line = True

Draft Retained Amount = \sum **Retainage Amount** in all the related on hold and open PF invoice lines and / or \sum **Unreleased Retainage** of unreleased AR invoice (normal, non-retainage) lines

Retained Amount = \sum **Unreleased Retainage** in all the related released AR invoice (normal, non-retainage) lines

Draft Retained Amount	Retained Amount	Total Retained Amount
-----------------------	-----------------	-----------------------

Project Retainage Modes: Pro Forma Invoices (PM307000), Progress Billing tab, Retainage Amount column

Retainage Amount

Pro Forma Invoices (PM307000), Progress Billing tab

Retainage Mode	Use Steps	Can Be Manually Edited
Standard	False	+
	True	
Contract Cap	False	-
	True	
Contract Item	False	+

Contract Cap Retainage

Contract Cap: Highlights

$$\text{Cap Amount} = \text{Contract Total} * \text{Retainage (\%)} * \text{Cap (\%)}$$

RETAINAGE

Retainage Mode:

Include CO

Contract Total: 6,000.00

Completed (%): 47.50

Total Retained Amount: 142.50

Retainage (%): Use Ste...

Cap (%):

Billing Rule

Create Pro Forma on Billing

[PROGRESS](#)

NOTES FILES NOTIFICATI

RUN PROJECT BILLING CREATE CHANGE ORDER ACTIONS INQUIRIES REPORTS

Status: Actual Income: 1,400.00
 Hold Actual Expenses: 0.00
 Margin: 1,400.00 %: 100.00

Projects (PM301000)

SUMMARY TASKS **REVENUE BUDGET** COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS ACTIVITY HISTORY EMPLOYEES EQUIPMENT SETTINGS ATTRIBUTES APPROVA

Project Task: Group by Task Pending Invoice Amount Total: 0.00

PF, unreleased AR **released AR**

VIEW TRANSACTIONS

		* Project Task	* Account Group	Description	Original Budgeted Amount	Potential CO Amount	Budgeted CO Amount	Revised Budgeted Amount	Draft Invoices Amount	Actual Amount	Hist. Actual Amount in Base Currency	Completed (%)	Pending Invoice Amount	Draft Retained Amount	Retained Amount	Total Retained Amount
>		01	REVENUE	Production design	1,000.00	0.00	0.00	1,000.00	250.00	100.00	100.00	35.00	0.00	12.50	5.00	17.50
		02	REVENUE	Modelling	2,000.00	0.00	0.00	2,000.00	600.00	400.00	400.00	50.00	0.00	30.00	20.00	50.00
		03	REVENUE	Carpentry	3,000.00	0.00	0.00	3,000.00	600.00	900.00	900.00	50.00	0.00	30.00	45.00	75.00

Contract Cap: Highlights

Pro Forma Invoices (PM307000)

Pro Forma Invoices ☆

← SAVE & CLOSE 📄 ↶ 🗑️ ⏪ ⏩ RELEASE ACTIONS ▾ REPORTS ▾

Reference Nbr.: PF00010 🔍	Project: PR00000009 - Film set construction ✎	Progress Billing Total: 1,400.00	Retainage (%): 5.00
Status: Closed	Customer: ABCSTUDIOS - ABC Studios Inc ✎	Time and Material Total: 0.00	Allocated Retained Total: 70.00
<input type="checkbox"/> Hold	Location: MAIN - Primary Location	Tax Total: 0.00	
Invoice Date: 2/10/2020	Currency: USD 1.00 ▾ VIEW BASE	Invoice Total: 1,400.00	
Post Period: 02-2020		Retainage Total: 70.00	
Description: Application #1. Cap not reached yet		Amount Due: 1,330.00	

PROGRESS BILLING TIME AND MATERIAL TAX DETAILS FINANCIAL DETAILS APPROVAL DETAILS ADDRESS DETAILS

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📄	🔒	🗑️	*Branch	Project Task	Description	Revised Budgeted Amount	Previously Invoiced	Current Invoiced (%)	Total Completed (%)	Amount to Invoice	Retainage Amount	Allocated Retained Amount	Sales Account
>	🔒	🗑️	PRODWHOLE	01	Production design	1,000.00	0.00	10.00	10.00	100.00	5.00	5.00	40000
	🔒	🗑️	PRODWHOLE	02	Modelling	2,000.00	0.00	20.00	20.00	400.00	20.00	20.00	40000
	🔒	🗑️	PRODWHOLE	03	Carpentry	3,000.00	0.00	30.00	30.00	900.00	45.00	45.00	40000

Contract Cap: Highlights

Invoices and Memos (AR301000)

Invoices and Memos

SAVE & CLOSE [Icons] RELEASE ACTIONS INQUIRIES REPORTS

Type: Invoice Customer: ABCSTUDIOS - ABC Studios Inc Detail Total: 1,377.50
Reference Nbr.: AR007845 * Location: MAIN - Primary Location Discount Total: 0.00
Status: Balanced Currency: USD 1.00 VIEW BASE VAT Taxable T... 0.00
 Hold * Terms: 30D - 30 Days VAT Exempt T... 0.00
 Credit Hold * Due Date: 4/9/2020 Apply Retainage Tax Total: 0.00
* Date: 3/10/2020 * Cash Discount... 4/9/2020 Pay by Line Balance: 1,377.50
* Post Period: 03-2020 Project/Contract: PR0000009 - Film set construction Cash Discount: 0.00
Customer Order: PF00011
Description: Application #2. Cap not reached yet

DOCUMENT DETAILS FINANCIAL DETAILS ADDRESS DETAILS TAX DETAILS SALESPERSON COMMISSION APPROVAL DETAILS DISC

VIEW SCHEDULE [Icons]

Branch	Project Task	Transaction Descr.	Ext. Price	Retainage Percent	Retainage Amount	Amount	*Account	Description
PRODWHOLE	01	Production design	250.00	5.000000	12.50	237.50	40000	Sales Revenue
PRODWHOLE	02	Modelling	600.00	5.000000	30.00	570.00	40000	Sales Revenue
PRODWHOLE	03	Carpentry	600.00	5.000000	30.00	570.00	40000	Sales Revenue

Stepped Retainage: Highlights

RETAINAGE

Retainage Mode: Standard

Include CO

Contract Total: 6,000.00

Completed (%): 0.00

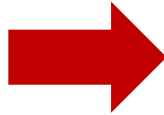
Total Retained Amount: 256.81

Retainage (%): 5.00 Use Steps

Step 1

Stepped Retainage

Threshold (%)	Retainage (%)
0.00	5.00
50.00	3.00
> 100.00	0.00



RETAINAGE

Retainage Mode: Standard

Include CO

Contract Total: 6,000.00

Completed (%): 53.33

Total Retained Amount: 380.81

Retainage (%): 3.00 Use Steps

Step 2

Stepped Retainage

Threshold (%)	Retainage (%)
> 0.00	5.00
50.00	3.00
100.00	0.00

- Standard + Use Steps
 - Progress
 - T&M
- Contract Cap + Use Steps

SUMMARY TASKS **REVENUE BUDGET** COST BUDGET BALANCES COMMITMENTS INVOICES CHANGE ORDERS ACTIVITY HISTORY EMPLOYEES EQUIPMENT SETTINGS ATTRIBUTES APPROV

Project Task: Group by Task Pending Invoice Amount Total: 0.00

VIEW TRANSACTIONS

	*Project Task	*Account Group	Description	Original Budgeted Amount	Potential CO Amount	Budgeted CO Amount	Revised Budgeted Amount	Draft Invoices Amount	Actual Amount	Hist. Actual Amount in Base Currency	Completed (%)	Pending Invoice Amount	Draft Retained Amount	Retained Amount	Total Retained Amount
>	01	REVENUE	Production design	1,000.00	0.00	0.00	1,000.00	550.00	100.00	100.00	65.00	0.00	21.50	0.00	21.50
	02	REVENUE	Modelling	2,000.00	0.00	0.00	2,000.00	500.00	400.00	400.00	45.00	0.00	35.00	106.19	141.19
	03	REVENUE	Carpentry	3,000.00	0.00	0.00	3,000.00	750.00	900.00	900.00	55.00	0.00	67.50	150.62	218.12



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