

## How Do I Setup Projects?

## Summary

Projects can be created in Orchestrated and attached to transactions for reporting purposes. There is a wide range of uses for Projects and once the functionality and reporting options are understood, users can use projects as they see fit.

Some examples for use for projects include expenses from various salespeople, employee reimbursements, building improvement projects, work-related events (e.g. New Years party), distributor billbacks, etc.

Once used, projects can be reported on using various reports which display on the individual (each salesperson) or group level (sales, accounting, production, etc).

## How - To

1. Setup:

ŧ	Project Code	Project Name	Valid From	Valid To	Active	Group 1	Group 2	
	1				•			-
					_			
					_			
					_			
					_			

To set up Projects, first go to Administration > Setup > Financials > Projects:

**Project Code:** As is the case in many places around Orchestrated, once a code is selected/used it cannot be changed. So before you create any project codes, it's highly recommended that you brainstorm not just a list of codes but a coding convention as well. Rather than just spell out every



project, you can use a coding convention that will make using the codes in the future much easier. For example, we have seen users create a mass number of lists of distributors and employees by starting the code first with "D" or "E" followed by either a number (e.g. "E01, E02" for each employee) or some other determining factor like a state (e.g. "DTX01, DTX02" and "DCA01, DCA02" etc to differentiate their Texas and California distributors. If we don't think this through we could inadvertently start employees and distributors with their first initial and you end up intermingling (e.g. C01 - Carol Baskin, C02 - Columbia Distributing, C03 - Chuck Berry, C04 - City Beverage, etc)

**Project Name:** Enter a name that corresponds to the code. This can always be updated in the future, if necessary.

**Valid From** and **Valid To** - Dates are optional but can be used if you wish to restrict when the specific project code is available for use.

Active: make sure this is selected to ensure the Project is able to be used. If you wish to retire an old project, this allows you to be inactive here in the future.

When finished, click <Update> then go to the next line to create additional codes.

Continue adding all other codes you wish to add.

2. Attaching to New/Existing Journal Entries

These project codes can now be added to transactions. Keep in mind that projects can be added directly to a Journal Entry as it is being manually created or added to the Journal Entry after it has been created as well. You must ensure that the "Projects" column displays on the Journal Entry

screen, however. Use Form Settings (

To add it to an existing Journal Entry, simply navigate to Financials > Journal Entry and pull up the JE you wish to add the project to:



Seri	1 zə	lumber	Posting Date	Due Date	e Do	oc, Date	Re
Prim	nary 1	1188	07/31/15	07/31/15	07,	/31/15	G
Orig	jin	Origin	No. Trans	No. T	emplate Type	Temp	late
so		10194	1189				
Tran	ns. Code	Ref. 1	Ref. 2	Ref. 3			
	8	10194					
Blan	ket Agreemen						
Blan Exp #	ket Agreemen and Editing Mc G/L Acct/BP	de G/L	Acct/BP Name	Debit	Credit	Project	Ta
Blan Exp. #	ket Agreemen and Editing Mc G/L Acct/BP 212005-00	de G/L Inve	Acct/BP Name intory - Finished (	Debit	Credit \$ 575.28	Project	Ta
Blan Exp # 1 2	ket Agreemen and Editing Mo G/L Acct/BP \$12005-00 \$1040-01	de G/L Inve Inv	Acct/BP Name Intory - Finished C Adjustment - Pack	Debit \$ 575.28	Credit \$ 575.28	Project	Ta
Blan Exp # 1 2 3	ket Agreement and Editing Mo G/L Acct/BP > 12005-00 \$ 51040-01 \$ 12010-00	de G/L Inve Inve	Acct/BP Name intory - Finished ( Adjustment - Pack intory - Finished (	Debit \$ 575.28	Credit \$ 575.28 \$ 6,066.63	Project	T

Click in the project field and either press tab or click on the circle on the right side to choose the project you wish to attach:

Serie	4 z	lumber	Posting Date	Due D	)ate	Doc. Date	F
Prim	ary 1	1188	07/31/15	07/31	/15	07/31/15	0
Origi	n	Origin I	No. Trans	. No.	Template Typ	e	Template
so		10194	1189				
Tran	s. Code	Ref. 1	Ref. 2	Ref. 3			
	1	10194					
Blank	ket Agreement						
Blani Expa #	ket Agreement nd Editing Mo G/L Acct/BP	de G/L /	Acct/BP Name	Debit	Credit	Project	
Blank Expa # 1	ket Agreement nd Editing Mo G/L Acct/BP ⇒ 12005-00	de G/L / Inver	Acct/BP Name htory - Finished	Debit	Credit \$ 575.	Project	
Blani Expa # 1	ket Agreement nd Editing Mo G/L Acct/BP ➡ 12005-00 ➡ 51040-01	de G/L / Inver Inv A	Acct/BP Name htory - Finished Adjustment - Pac	Debit G 4 \$ 575,	Credit \$ 575. 28	Project 28 PROD	
Blank Expa # 1 2 3	ket Agreement nd Editing Mo G/L Acct/BP ➡ 12005-00 ➡ 51040-01 ➡ 12010-00	de G/L / Inver Inv / Inver	Acct/BP Name htory - Finished Adjustment - Pac htory - Finished	Debit G 4 \$ 575.	Credit \$ 575. 28 \$ 6,066.	Project 28 PROD 63	

Click "Update" to update the Journal Entry.

To add it to a new Journal Entry, simply follow the same instructions to add the project code prior to adding the new JE.

3. Add to Docs Automatically



You're able to add project codes to documents automatically by adding them to the Business Partner Master record's General tab:

Code Ma	nual	01000	Custo	omer 🔻		
Name	1	Tasting Room Tasting Room				
Foreign Name						
Group	1	Account		•		
Currency	L.	JS Dollar				
Federal Tax ID	[					
Tel 2						
Tel 1						
Tel 2						
Mobile Phone						
Fax						
E-Mail						
E-Mail Web Site						
E-Mail Web Site Shipping Type	•			•		
E-Mail Web Site Shipping Type Password	•			•		
E-Mail Web Site Shipping Type Password Factoring Indi	e Cator			•		
E-Mail Web Site Shipping Type Password Factoring Indi BP Project	e icator	D01		•		
E-Mail Web Site Shipping Type Password Factoring Indi BP Project Industry	e icator	001				

## 4. Reporting

There are two reports available for Projects in Orchestrated. The first one is created by SAP and is called "Transaction Report by Projects" and the second is created by Orchestra titled "Transactions by Project."

a. Transaction Report by Projects

Financials > Financial Reports > Accounting > Transaction Report by Projects

This report allows you to filter by Project or G/L account as well as selecting multiple date ranges:



Project	From		🕘 То	
G/L Account	From		То	
Due Date	From	01/01/15	То	01/31/16
Posting Date	From	08/01/15	То	08/31/15
Document Date	From	01/01/15	То	12/31/15

Here is an example of how the report displays with the PROD project attached to the JE above:

ject Pr	oject De	Account Num					
		Account Human	Account Name	Posting Date	Debit	Credit	Total
ROD Pro	oduction Te				\$ 6,641.91	\$ 0.00	\$ 6,64
	1	51030-01	Inv Adjustment -		\$ 6,066.63	\$ 0.00	\$ 6,061
	1	51030-01	Inv Adjustment -	07/31/15	\$ 6,066.63	\$ 0.00	\$ 6,061
	1	51040-01	Inv Adjustment -		\$ 575.28	\$ 0.00	\$ 57!
	1	51040-01	Inv Adjustment -	07/31/15	\$ 575.28	\$ 0.00	\$ 57!
							•
			51030-01 51030-01 51040-01 51040-01	51030-01 Inv Adjustment - 51040-01 Inv Adjustment - 51040-01 Inv Adjustment - 1000000000000000000000000000000000000	51030-01 Inv Adjustment - 07/31/15   51040-01 Inv Adjustment - 07/31/15   51040-01 Inv Adjustment - 07/31/15	5103001 Inv Adjustment - 07/31/15 \$ 6,066.63   51040-01 Inv Adjustment - \$ 575.28   51040-01 Inv Adjustment - 07/31/15 \$ 575.28	51030-01   Inv Adjustment -   \$ 0,000,000   \$ 0,000,000   \$ 0,000,000     51030-01   Inv Adjustment -   07/31/15   \$ 6,066,63   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$ 0,000     51040-01   Inv Adjustment -   07/31/15   \$ 575,28   \$

b. Transactions by Project

Financials > Financial Reports > Orchestrated Reports > Transactions by Project

This report allows you to filter by date as well as selecting project(s) or GL account(s):

Transactions by Project- Sele	ection Criteria	
Starting: Ending: Select Project(s) (Optional): Select Account(s): OK Cancel		

Here is an example of how the report displays with the PROD project attached to the JE above:



ansactions by Proj	ect						
ain Report	M 4 1 1	/1 🕅	€, •				SAP CRYSTAL REPORTS*
PROD: Produ	Transactions by Project for transactions dated 7/1/2015	- 8/31/20	15				
51030-01 In	v Adjustment- Finished Goods(BREW)					JETrans	
<u>Post Date</u> 7/31/2015	Document Info Goods Issue- 10194()	\$	Debit 6,067	Cre \$	dit -	они	Offsetting Account Information 1201000; Inventory Finished Goods Kegged(
<b>51040-01 In</b> Post Date	<b>v Adjustment- Packaging(BREW)</b> Document Info		Debit	Cre	dit	JE Trans Drill	Offsetting Account Information
7/31/2015	🎐 Goods Issue- 10194()	\$	575	\$	68	٥	1200500; Inventory Finished Goods Package