



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 select "Project" under the "Table Format" tab in order to enable this.

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:



Journal Entry

Series	Number	Posting Date	Due Date	Doc. Date	Ref
Primary	11188	07/31/15	07/31/15	07/31/15	Gc

Origin	Origin No.	Trans. No.	Template Type	Template
SO	10194	1189		

Trans. Code	Ref. 1	Ref. 2	Ref. 3
▼	10194		

Blanket Agreement

Expand Editing Mode

#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Project	Ta
1	⇒ 12005-00	Inventory - Finished G		\$ 575.28		
2	⇒ 51040-01	Inv Adjustment - Pack	\$ 575.28			
3	⇒ 12010-00	Inventory - Finished G		\$ 6,066.63		
4	⇒ 51030-01	Inv Adjustment - Finisl	\$ 6,066.63			

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:

Journal Entry

Series	Number	Posting Date	Due Date	Doc. Date	R
Primary	11188	07/31/15	07/31/15	07/31/15	G

Origin	Origin No.	Trans. No.	Template Type	Template
SO	10194	1189		

Trans. Code	Ref. 1	Ref. 2	Ref. 3
▼	10194		

Blanket Agreement

Expand Editing Mode

#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Project	Ta
1	⇒ 12005-00	Inventory - Finished G		\$ 575.28		
2	⇒ 51040-01	Inv Adjustment - Pack	\$ 575.28		PROD	
3	⇒ 12010-00	Inventory - Finished G		\$ 6,066.63		
4	⇒ 51030-01	Inv Adjustment - Finisl	\$ 6,066.63		PROD	

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:

Business Partner Master Data	
Code	Manual C1000 Customer
Name	Tasting Room
Foreign Name	Tasting Room
Group	Account
Currency	US Dollar
Federal Tax ID	

General	Contact Persons	Addresses	Payment
Tel 1			
Tel 2			
Mobile Phone			
Fax			
E-Mail			
Web Site			
Shipping Type			
Password			
Factoring Indicator			
BP Project	D01		
Industry			
Business Partner Type	Company		

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:



Transaction Report by Projects - Selection Criteria

Project	From	<input type="text"/>	To	<input type="text"/>
G/L Account	From	<input type="text"/>	To	<input type="text"/>
Due Date	From	01/01/15	To	01/31/16
Posting Date	From	08/01/15	To	08/31/15
Document Date	From	01/01/15	To	12/31/15

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

Transaction Report by Projects

Trans. No	Project	Project De...	Account Num...	Account Name	Posting Date	Debit	Credit	Total
	▼ PROD	Production Te				\$ 6,641.91	\$ 0.00	\$ 6,641.91
			51030-01	Inv Adjustment -		\$ 6,066.63	\$ 0.00	\$ 6,066.63
1189			51030-01	Inv Adjustment -	07/31/15	\$ 6,066.63	\$ 0.00	\$ 6,066.63
			51040-01	Inv Adjustment -		\$ 575.28	\$ 0.00	\$ 575.28
1189			51040-01	Inv Adjustment -	07/31/15	\$ 575.28	\$ 0.00	\$ 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- Selection Criteria

Starting:

Ending:

Select Project(s) (Optional):

Select Account(s):

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



Transactions by Project

SAP CRYSTAL REPORTS

Main Report

Transactions by Project
for transactions dated 7/1/2015 - 8/31/2015

PROD; Production Team

51030-01 Inv Adjustment- Finished Goods(BREW)

Post Date	Document Info	Debit	Credit	J/E Trans Drill	Offsetting Account Information
7/31/2015	Goods Issue- 101940	\$ 6,067	\$ -		1201000; Inventory: Finished Goods Kegged

51040-01 Inv Adjustment- Packaging(BREW)

Post Date	Document Info	Debit	Credit	J/E Trans Drill	Offsetting Account Information
7/31/2015	Goods Issue- 101940	\$ 575	\$ -		1200500; Inventory: Finished Goods Package