

Accounting Lab- Microsoft Dynamics GP 10.0

Student Name: _____

Login ID: _____

Managerial Accounting Lab, Budgeting

Terminology

contract

A group of projects that a contractor completes for a customer, and for which the contractor bills the customer for various costs.

contract status

The progress of a contract. Contract statuses include Closed, Completed, Estimate, On Hold, Open, and additional statuses that you can name.

fixed price project

A type of project in which the customer pays a predetermined amount for the entire project. Each billing invoice is for a percentage of the predetermined total billing amount.

time and materials project

A type of project in which the customer is billed for project costs as they are incurred. The amount that the customer is billed is based on billing rates or markup percentages for time and materials used for the project. Time includes the time that employees spend working on a project and for equipment used for the project. Materials include inventoried and non-inventoried items used for the project.

project budget

The planned revenue and expenses for a project categorized by cost. You can include various cost categories in the budget, and then specify baseline and forecast amounts for each cost category. You then can compare actual costs to budgeted costs.

actual

A project budget amount that represents cost and billing amounts based on the transactions that you've entered. You can use actual amounts to measure project performance against forecast and baseline budget amounts.

baseline

A project budget amount used as a basis for comparison to measure project performance. Baseline amounts are entered to estimate cost and billing amounts for a project. You can measure project performance by comparing forecast and actual amounts against the baseline. Project managers typically refer to the cost baseline, which is created during cost budgeting. Baseline amounts for billing also are calculated in Project Accounting.

forecast

A project budget amount that you can modify as a project progresses to represent expected results. Forecast amounts are subjective. You can use forecast amounts to measure project performance against baseline and actual amounts.

project budget totals

The baseline, forecast, and actual total revenue and expense amounts for a project and its various cost categories.

project amount

The total cost for a project. The project amount calculation depends on whether the project is a Cost Plus, Fixed Price, or Time and Materials project.

total cost

The sum of the actual cost amounts incurred for a contract or project.

total billings

The sum of the amounts billed for a contract or project.

total revenue

The sum of the revenue amounts recognized for a contract or project.

payment terms

Conditions for payment that are extended to customers and that vendors may extend to a company.

progress billing

A method of billing customers for the percentage of project completion, based on either cost or quantity, for a Cost Plus or Fixed Price project.

unit of measure

The quantities in which your business buys or sells an item.

base unit of measure

Typically, the smallest quantity on a Unit of Measure schedule in which items can be bought or sold. The base unit of measure is common to all named quantities entered for a Unit of Measure schedule. For example, for the item "soda," the base unit of measure might be "Can" because all the other units of measure are multiples of a single can.

price level

Used to specify different prices for an item or group of items, depending upon who it's being sold to. For example, you might charge one price if you're selling to a retail customer and another price to a wholesale customer. You don't need to assign all price levels to all units of measure; be sure that each unit of measure can be used with every price level at which you might want to sell it.

unit of measure schedule

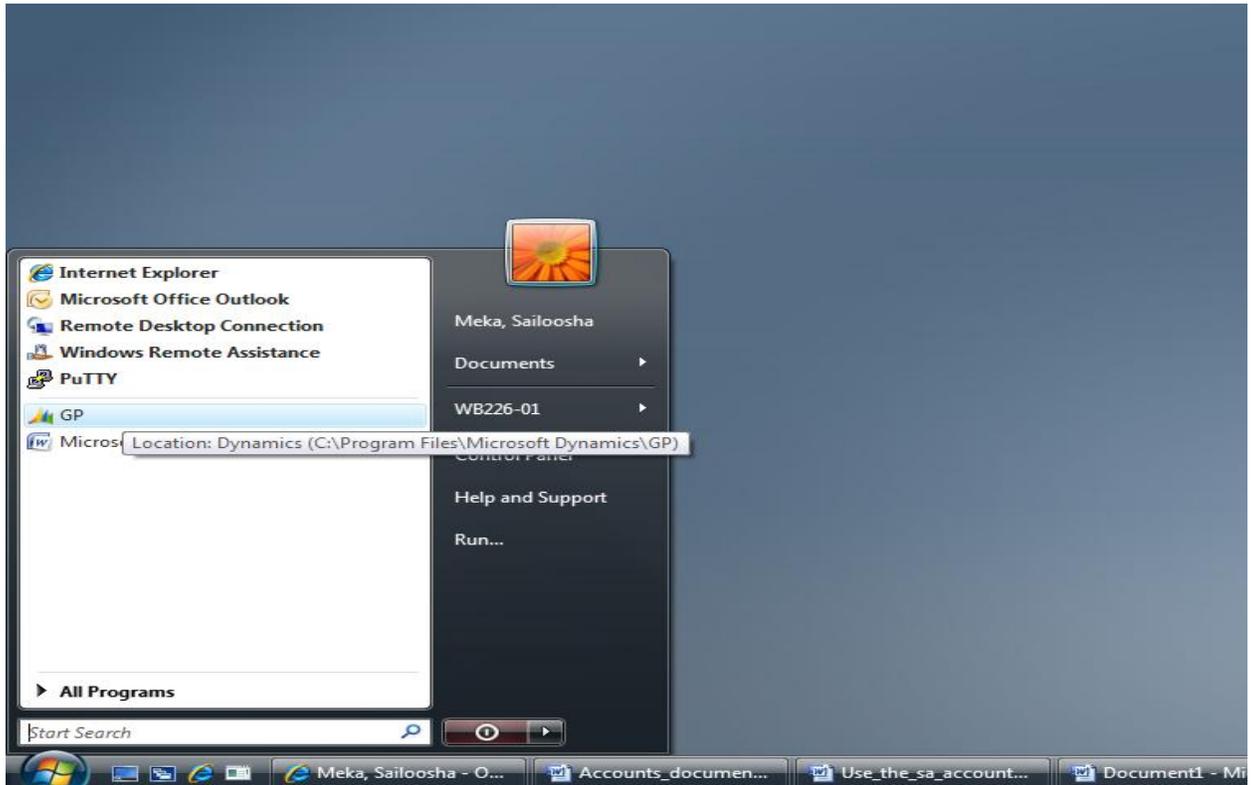
A group of related named quantities.

Lab Activities

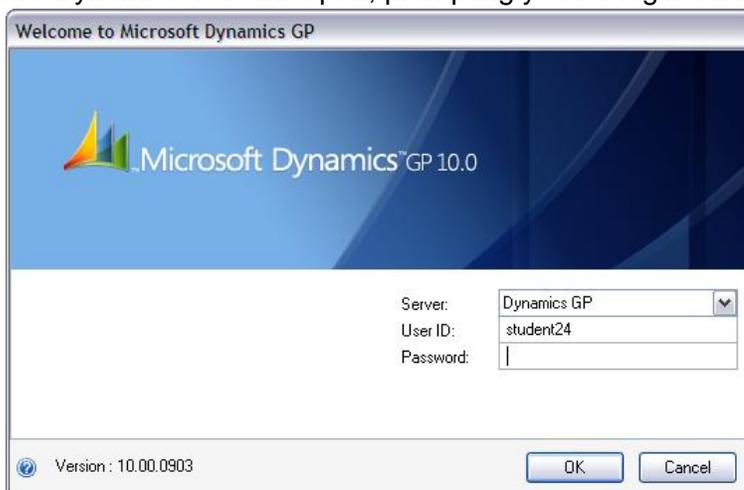
You will need a pen for the lab!

Login

1. Click All Programs → Microsoft Dynamics → GP 10.0 → GP



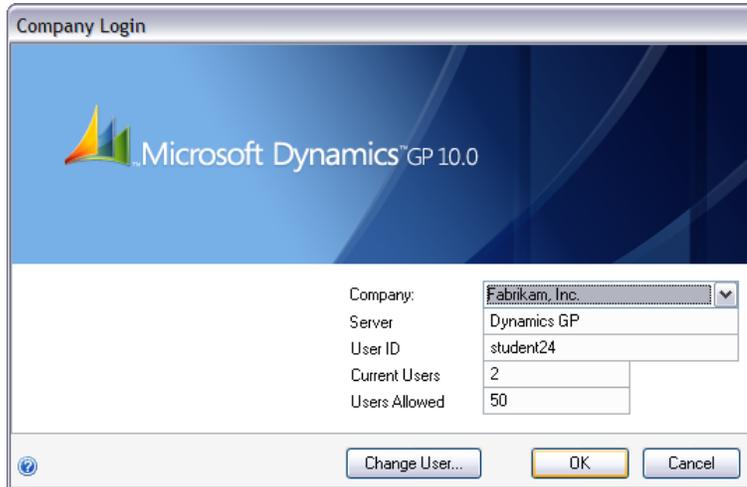
2. MS Dynamics 10.0 will open, prompting you for login with your credentials.



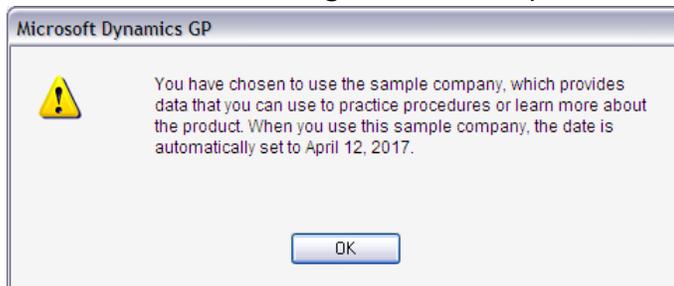
Login with the student user id assigned to you, for example, student24, with the same password.

Throughout this lab, a project/contract/batch/etc will be used based on the login id. For example, if a project is assigned to you, it will have a suffix 24, based on your student login. This will be represented by **nn**. Thus, your student login will be henceforth referenced as student**nn**.

3. Select the company Fabrikam, Inc. and click OK.



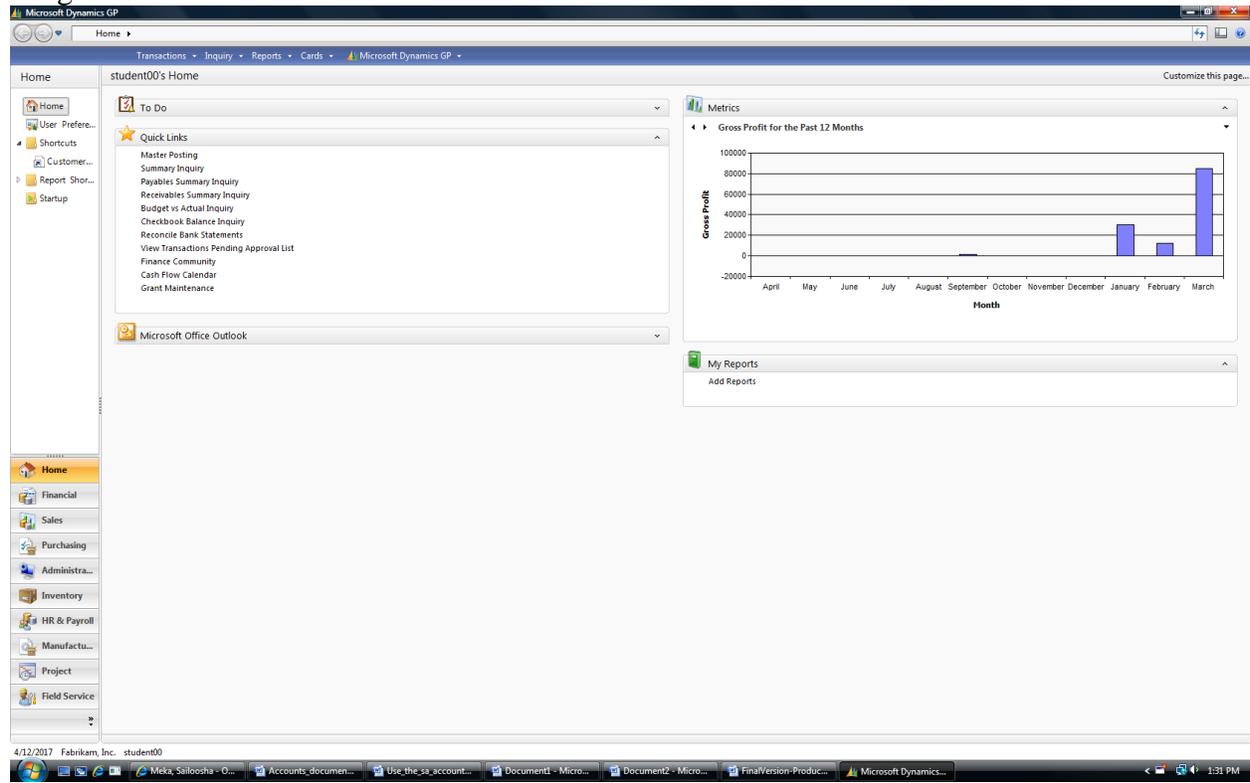
4. An **About manufacturing window** will open. Click OK. You will also see a popup



Click OK. You will be prompted with the **Select Home Page** pop-up. Click OK.

Outlook installation wizard may appear. Cancel the operation.

The default window looks as below: You may close the homepage and the window in the foreground.

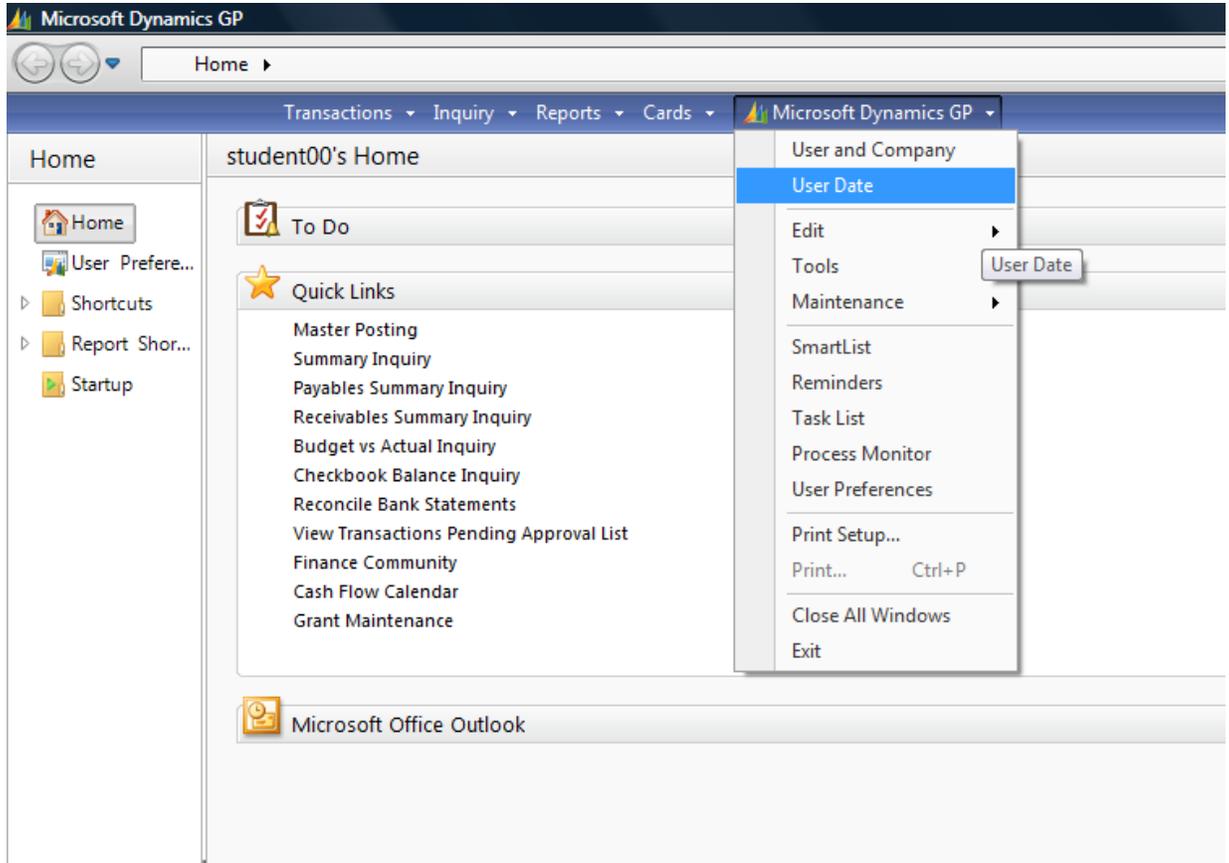


Actual Lab

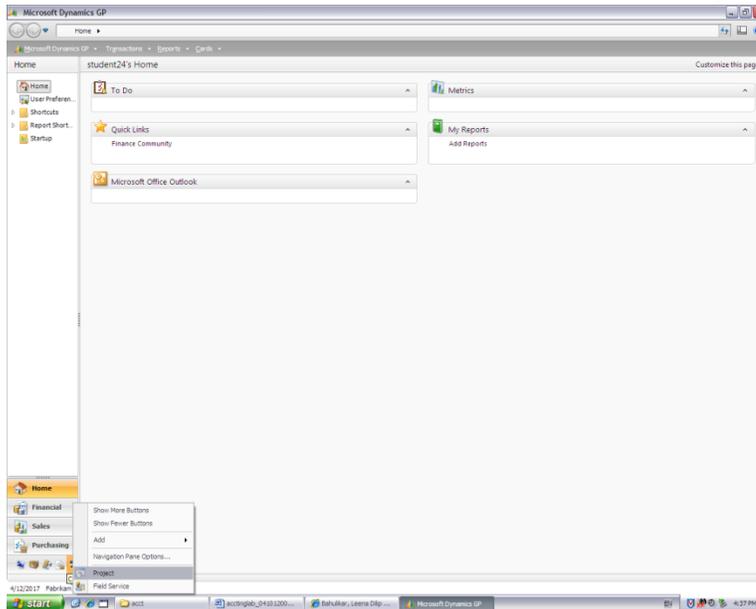
Senior management of our organization has signed a Fixed Price contract with the customer. At the outset, management decides on an estimated budget for some cost categories like Design (we will be designing a product [whose name will not be used in the lab]), and Review (this indicates the cost that will be spent on reviewing the design).

1. Since Fabrikam's default date is set to 4/12/2017, we change it to indicate the commencement of our project.

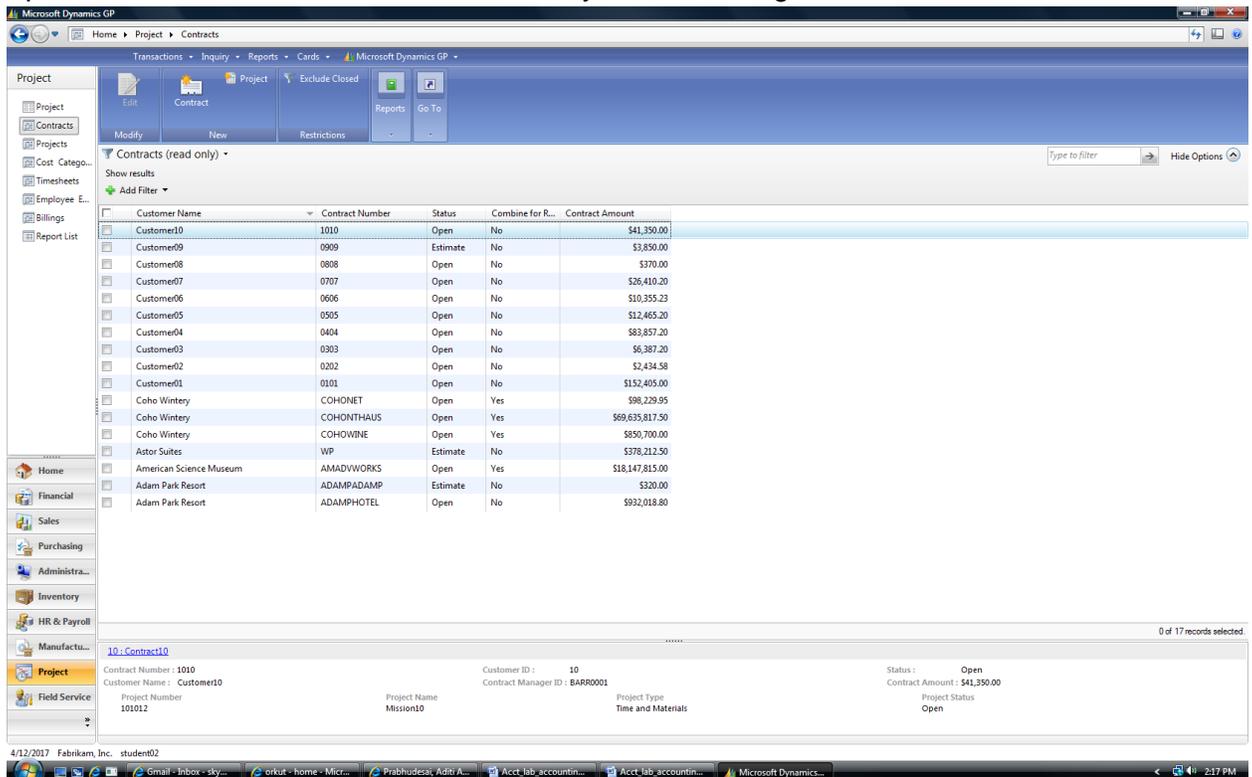
Change the default Date to 1/1/2017. This can be done by clicking Microsoft Dynamics → User Date, at the top right of the screen, as shown in the snapshot.



- At the left bottom of the screen, click >>. Then click Project.



- Now on the left of the screen, you will see a list in a pane which will be referred to, henceforth, as the **Navigation Pane**. Click the **contracts** button on the navigation pane. Open the contract Customer *nn* where *nn* is your student login number.



- Note the Contract status. _____

b. Note the Contract amount _____

Please note that if the row is not clicked (i.e., selected), an empty project will open by default.

The screenshot shows the 'Contract Maintenance' window for 'DYNOSA Fabrikam, Inc.' dated 4/12/2017. The window contains several input fields for contract details, a table of projects, and a summary section at the bottom.

Contract Details:

- Customer ID: 01
- Customer Name: Customer01
- Begin Date: 4/12/2017
- End Date: 4/12/2017
- Contract ID: 01
- Name: Contract 01
- Contract No.: 0101
- Class ID: 001
- Contract Mgr: BARR0001
- Business Mgr: ERIC0001
- Address ID: 87 PARK AVE
- Sub Acct Format: ###.????-??
- Contract Status: Open
- Def. Project Type: Time and Materials
- Def. Acctg Method: When Performed
- Combine for Revenue Recognition:
- Purchase Order No.: [Empty]
- User Defined 1: [Empty]
- User Defined 2: [Empty]
- Billing Currency ID: Z-US\$

Project Table:

Project ID	Project Status	Project Type	Accounting Method	Combine
01	Open	Time and Materials	When Performed	<input type="checkbox"/>
010101	Project01			BARR0001
				<input type="checkbox"/>

Summary Section:

- Contract Amount: \$2,405.00
- Buttons: Change Orders, Contract Settings, Accounts, Summary, Fee Accounts

Footer: by Contract Number

c. We now need to access the project **nn**. To access a project, select the **nn** in the table of the window Contract Maintenance as shown above. Then click on the arrow button near the Project ID column on the header.

The Project Maintenance window will open.

The screenshot shows the 'Project Maintenance' window with the following data:

Customer ID	01	Project No.		Status	Open
Contract Number	0101	Project Name			
Project ID		Project Type	Time and Materials		
Project Class ID		Accounting Method	When Performed	Def Billing Type	STD
Project Mgr ID	BARR0001	<input type="checkbox"/> Combine for Revenue Recognition		Begin Date	0/0/0000
Business Mgr ID	ERIC0001	Customer Contact		End Date	0/0/0000
Estimator		User Defined 1		<input type="checkbox"/> Closed to Project Costs	
Department		User Defined 2		<input type="checkbox"/> Closed to Billings	
Purchase Order No.		Sub Acct Format	### - ??? - ??		
Project Amount	\$0.00	SUTA State		Margin: Profit/Cost	Profit/Billings
On Account		Workers' Comp			
Include: <input type="checkbox"/> Unposted <input type="checkbox"/> Posted		Billing Currency ID	Z-US\$		

Cost To Date	Billings To Date	Receipts	Cost% Compl	Committed Cost	Profit

Buttons: Change Orders, Billing Settings, Budget, Fees, Forecast, Access List, Equip List, Accounts, Fee Accounts

Navigation: by Project Number

- d. Note the Project Amount _____
- e. Note the Cost to Date _____
- f. Note the Billings to Date _____
- g. Note the Profit _____
- h. Note the Begin Date _____
- i. Note the End Date _____

4. Click the Fees button at the bottom of the Project Maintenance window. The Fee Entry window will open.

The screenshot shows the 'Fee Entry' window with the following data:

Project Number: 010101
 Project Name: Project01
 Billing Currency ID: Z-US\$

Retainer Fees:

Fee ID	Tax Schedule ID	Fee %	Frequency	Fee Amount
CONT MNT		0.00%	Scheduled	\$240.00

Retentions:

Fee ID	Tax Schedule ID	Fee %	Frequency	Fee Amount
		0.00%	Per Invoice	\$0.00

Project and Service Fees:

Fee ID	Fee Type	Tax Schedule ID	Fee %	Frequency	Fee Amount
01	Project Fee		0.00%	Scheduled	\$50.00
07	Project Fee	CANALLGST+7	0.00%	Scheduled	\$2,355.00
			0.00%		\$0.00

- a. Note the Retainer Fees' Amount _____
- b. Note the Project Fees' Amount (Total Amount) _____

You will not see the service fee, which can be seen in the snapshot above.

5. Click OK. On the Project Maintenance window, click the Budget button which is at the bottom of the window (near the Fees Button).

The Budget Maintenance window will open.

Seq	Cost Category	Begin Date	End Date	Status	Trx	Prof Type	Bill Type	Unit Cost	Profit Amount	Profit %	Qty	UoM	Total Cost
1	AUTO	4/12/2017	4/12/2017	Open	EE	BRate	STD	\$100.00	\$300.00	0.00%	500.00	EACH	\$50,000.00
0		0/0/0000	0/0/0000					\$0.00	\$0.00	0.00%	0.00		\$0.00
											Baseline Totals	500.00	\$50,000.00
											Forecast Totals	500.00	\$50,000.00

Do not allow the cursor to go to the next row else you'll be forced to add a new record!

- a. The budget for the cost category Design is for what period? _____
 - i. For this cost category, what is the quantity (Qty)? _____
 - ii. What is the total cost? _____
 - iii. Note the status of the cost category: _____

- b. The budget for the cost category Review is for what period? _____
 - i. For this cost category, what is the quantity (Qty)? _____
 - ii. What is the total cost? _____

- c. After some discussion, the senior management realizes that the initial budget and dates were poor estimates. They decide that instead of the earlier dates, the estimated budget dates for the cost category Design should be from 01/07/2017 to 11/15/2017. Also, the estimated budget dates for the cost category Review are to be reset as 01/10/2017 to 11/20/2017. They also feel that the current estimated quantity for REVIEW is too high, and that only 10 hours are required. Make the required changes. Click OK, and wait for the window to close.

- d. The focus will now be back on the project maintenance window.

The screenshot shows the 'Project Maintenance' window for project AMERIAMERIP00. The window title is 'Project Maintenance' and the user is 'DYNSA Fabrikam, Inc. 1/1/2017'. The menu bar includes File, Edit, Tools, View, Template, and Help. The toolbar has Save and Delete buttons. The main area contains various fields for project information:

- Customer ID: AMERICAN0001
- Project No.: AMERIAMERIP00
- Status: Estimate
- Contract Number: AMERIAMERI
- Project Name: ASM Project 00
- Project ID: P00
- Project Type: Time and Materials
- Accounting Method: When Performed
- Def Billing Type: STD
- Combine for Revenue Recognition:
- Begin Date: 1/1/2017
- Customer Contact: Tim Bills
- End Date: 12/31/2017
- User Defined 1:
- User Defined 2:
- Sub Acct Format: ###-????-??
- SUTA State: IL
- Workers' Comp: ILWC01
- Billing Currency ID: Z-US\$
- Margin: Profit/Cost: 0.00%
- Profit/Billings: 0.00%

There are checkboxes for 'Closed to Project Costs' and 'Closed to Billings'. A summary table at the bottom shows:

Cost To Date	Billings To Date	Receipts	Cost% Compl	Committed Cost	Profit
\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00

Buttons at the bottom include Change Orders, Billing Settings, Budget, Fees, Forecast, Access List, Equip List, Accounts, and Fee Accounts. A navigation bar at the bottom shows 'by Project Number'.

- e. Note the Project Amount _____

- f. Click the Billing Settings button
The Project Billing Settings window will open.

The screenshot shows the 'Project Billing Settings' window for project AMERIAMERIP00. The window title is 'Project Billing Settings' and the user is 'DYNSA Fabrikam, Inc. 1/1/2017'. The menu bar includes File, Edit, Tools, View, Template, and Help. The main area contains various fields for billing settings:

- Project Number: AMERIAMERIP00
- Name: ASM Project 00
- Customer ID: AMERICAN0001
- Restrict to Customer List:
- Project Revenue: \$3,250.00
- Project Fees: \$1,000.00
- Service Fees: \$1,500.00
- Project Amount: \$5,750.00
- Labor Rate Table Type:
- Labor Rate Table ID:
- Accept Replacements:
- Equip Rate Table ID:
- Accept Replacements:
- Discount Percent: 0.00%
- Retention Percent: 0.00%
- Tax Address ID:
- Default Billing Format:
- Def. Project Billing Note:
- Default Transaction Billing Notes:
 - Timesheet:
 - Equipment Log:
 - Miscellaneous Log:
 - Purchasing Invoice:
 - Employee Expense:
 - Inventory:
- Billing Cycle ID:
- Billing Format:
- Revenue Recognition Cycle ID:

An OK button is located at the bottom right.

i. Note the Project Revenue: _____

ii. Note Project Fees: _____

iii. Where are these values getting computed/ populated from?

iv. Click the magnifying glass button near the Tax Address ID Field. Select the value that appears in the window that opens.

v. Click the magnifying glass button near the Billing Cycle ID in a table at the bottom of the Project Billing Settings window. Select the Billing Cycle ID as Weekly. Click on the Select button to close the window. If it is already set as the default, close the window by clicking OK.

g. Click OK in the Project Billing Settings to close it. The focus will now be back on the project maintenance window.

h. Click Save (which is in the upper left corner) on the Project Maintenance window. Now close the Project Maintenance window. Also close the contract maintenance window.

6. As of now, our project is in the estimate mode. The days have passed by, and today is 01/17/2017. Change the Application Date (as in step 1) to this new date. Close the Reminders' window that **may** open.

Now the project is about to be commenced. Senior management has finalized the details of the contract, and hence, decides to change the status of the contract/project from Estimate to Open.

7. On the navigation pane on the left of the screen, click Contracts. Click on the contract Customer **nn**. Change the Contract status to Open. A message "Do you want to roll down the changes to projects?" Click Yes.

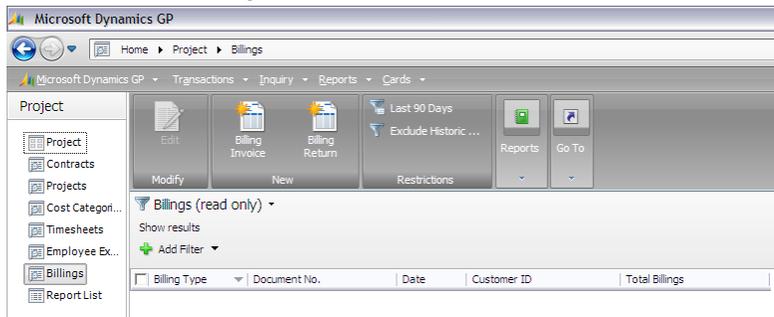
In the table at the bottom of the screen, note the Project Status for the Project **nn**:

_____.

On the Contract Maintenance window, click Save (which is in the upper left corner) and then close the Contract Maintenance window.

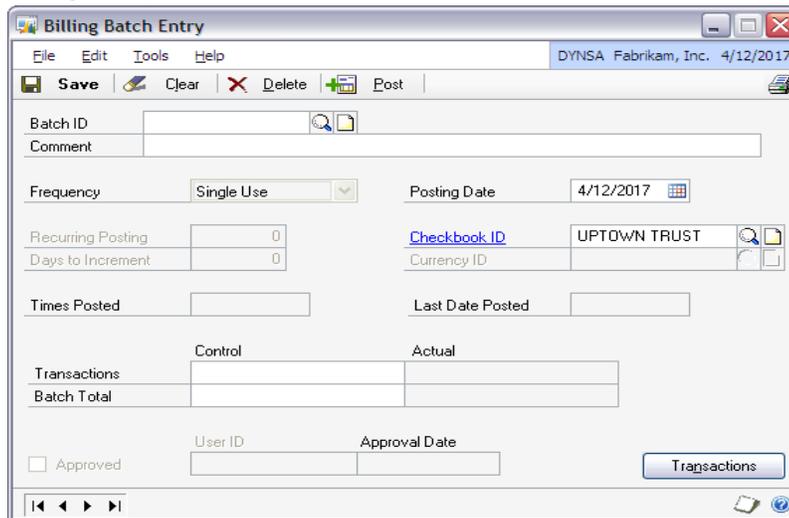
On the navigation pane on the left, select Billings.

8. Click on New Billing Invoice.



The Billing Entry window opens.

- a. Click in the Document No field. It will get populated. Create a Batch ID BE followed by your login student number, i.e., **BE nn** and click on the → button. You will be asked whether you want to add the batch. Say, Add. In the Billing Batch Entry window that opens, enter comment as Billing Entry followed by your user login, i.e., **Billing Entry nn** .



- b. Click Save. Close the window. Focus will now be on the Billing Entry window.
 - c. In the customer ID field, click on the magnifying glass and then select the customer Customer **nn** from the window that opens.
 - d. Enter Comment as Billing Entry.
 - e. Click in the Currency ID field, and the currency will be set as US dollars (Z-US\$).
 - f. Click Save and close the window.
9. In the navigation pane, click Projects and select the project number Customer **nn** (i.e., the project that is assigned to you).

10. The Project Maintenance window will open.

Project Maintenance

File Edit Tools View Template Help DYN\$A Fabrikam, Inc. 1/17/2017

Save Delete

Customer ID: AMERICAN0001 Project No.: AMERIAMERI00 Status: Open

Contract Number: AMERIAMERI Project Name: ASM Project 00

Project ID: P00 Project Type: Time and Materials

Project Class ID: Accounting Method: When Performed Def Billing Type: STD

Project Mgr ID: ERIC0001 Combine for Revenue Recognition:

Business Mgr ID: Customer Contact: Tim Bills Begin Date: 1/1/2017

Estimator: User Defined 1: End Date: 12/31/2017

Department: User Defined 2: Closed to Project Costs

Purchase Order No.: C01 Sub Acct Format: ### -???? -?? Closed to Billings

Project Amount: \$5,750.00 SUTA State: IL

On Account: Workers' Comp: ILWC01

Include: Unposted Posted Billing Currency ID: Z-US\$

Cost To Date	Billings To Date	Receipts	Cost% Compl	Committed Cost	Profit
\$0.00	\$2,500.00	\$0.00	0.00%	\$0.00	\$2,500.00

Margin: Profit/Cost: 0.00% Profit/Billings: 100.00%

Change Orders Billing Settings Budget Fees Forecast Access List Equip List Accounts Fee Accounts

by Project Number

a. Note the Billings to Date _____

b. Note the Profit _____

11. Click Save and close the window.

12. In the navigation page, click Timesheets.

13. Click New Standard Timesheet

Microsoft Dynamics GP

Home > Project > Timesheets

Project

Reverse Correct Edit Standard Timesheet Referenced Timesheet Last 90 Days Exclude Historic ... Reports Go To

Timesheets (read only)

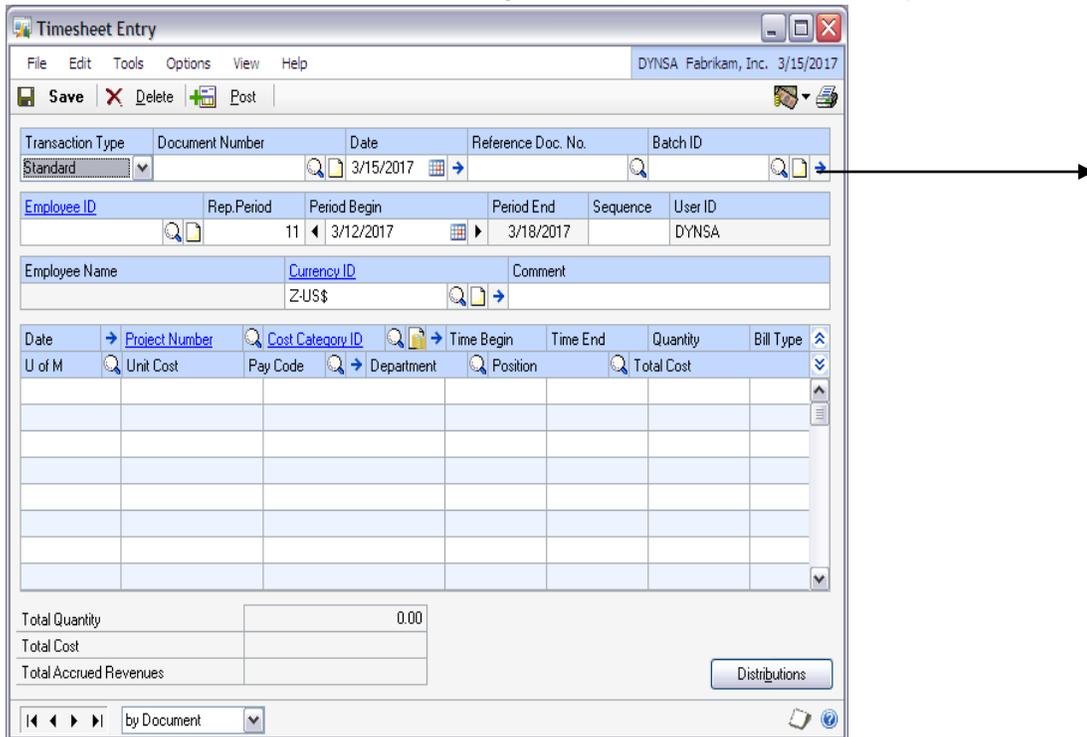
Show results

Add Filter

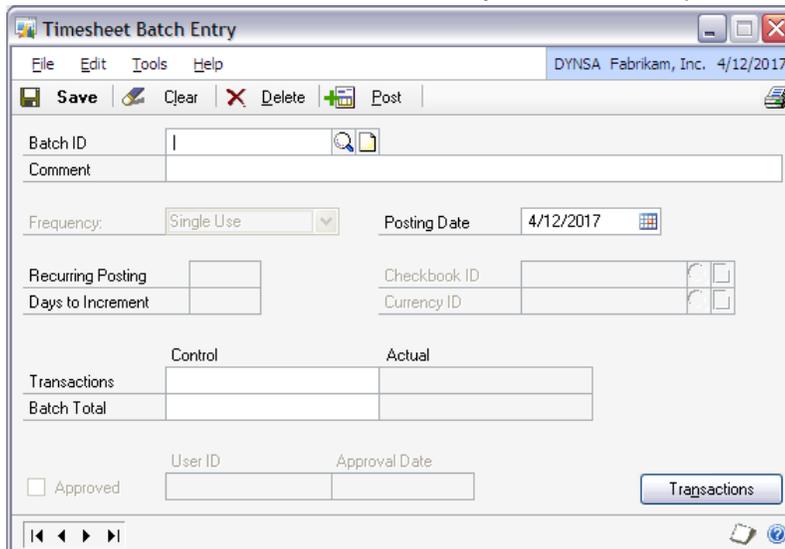
Transaction Type	Document No.	Documen...	Employee ID	Total Cost
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The Timesheet entry window will open. **Follow the order of the steps described**

below to avoid the validation messages that pop up for mandatory fields.



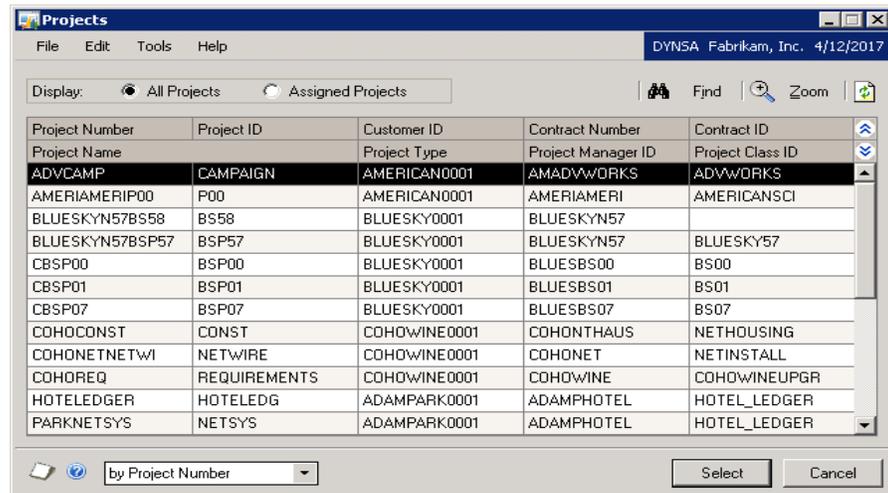
- a. Click in the Document Number field which will get updated automatically.
- b. Enter Batch ID **TEnn** and then click the → button. You will be prompted to with a question whether you would like to add the batch. Say Add, and enter the comment as **TEnn** in the Timesheet Batch Entry window that opens.



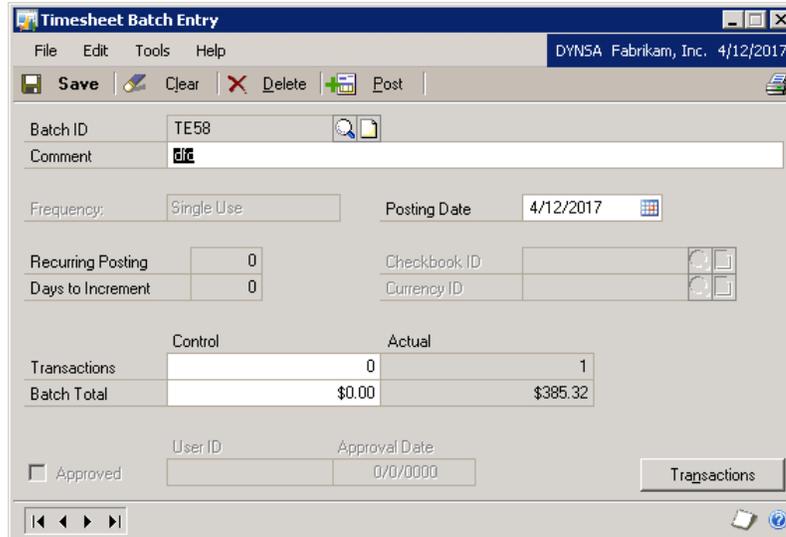
- c. Save the window. **Close the window.** Focus will now be on the Timesheet Entry window.

- d. In the Employee ID field, select Employee Gregory J. Erikson.
- e. Enter comment as Timesheet entry.
- f. In the table,
 - i. Click on the magnifying glass near Project Number. The projects window will open. Select your assigned project id Project **nn**.

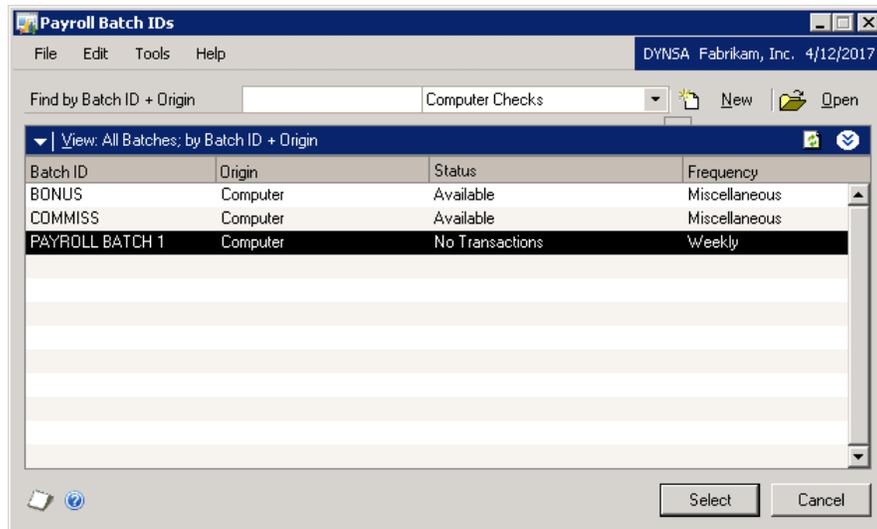
In case you do not see your project by default, select All Projects in the Display section. (in case any error message/warning appears, click OK and proceed).



- ii. Click on the magnifying glass near the Cost Category ID field.
- iii. Select Cost Category as Design.
- iv. Select Quantity as 20.
- v. Add another row to the table (by tabbing out from the current row till the focus comes on the date field in the table). Set cost category as Review (as described above).
- vi. Select Quantity as 17.
- vii. Click Save
- viii. Now on the empty timesheet entry window, click on the arrow near the field Batch ID. The timesheet batch entry window will open.



Close the Timesheet Entry window in the background. Now in the Timesheet Batch Entry window, click the button Post. Another window Payroll Batch IDs will open. Select Payroll Batch 1.



Windows as below will open multiple number of times. Since you are posting timesheets, MS Dynamics 10.0 is asking you to select the destination for the different reports that will be generated; these windows do just that.

Report Destination

Report Information

Name: Timesheet Posting Journal

Option:

Ask Each Time

Destination

Screen

Printer

File

File Name:

File Format:

Append Replace

OK Cancel

Deselect Ask each time, and select Destination as screen and click OK whenever the window similar to this one will pop up. A number of reports (as below) will pop up one after another (once one report is closed the other opens). Take a look at these and then close the reports.

Screen Output - PA Timesheet Posting Journal

File Edit Tools Find Help

Print Send To Modify 100% Completed 1 Page Page 1

System: 4/11/2008 10:17:30 AM

Page: 1

Fabrikam, Inc.
Project Series

Timesheet Posting Journal

Batch ID: T858 Audi

Batch Comment:

Batch Total Actual: Bato

TRX Total Actual: Trx

Bato

Trx Type	Document No.	Ref. No.	Doc Date	Post Date	Employee ID	Name
Total Quantity		Total Costs	Total Accr. Rev.	Currency ID	Comments	
Standard	T8000000000000006					

Date	Project Number	Cost Cat. ID	Billing Currency	U of M	Quantity	Pay Code
Time Begin	Time End	Overhead Amount	Overhead%	Total Overhead	Billing Rate	MC Billing Rate
Change Order #		Billing Note				

Close the Timesheet Batch Entry window that we used.

14. In the navigation pane, click Projects and select the assigned project number Project *nn*.

Project Maintenance

File Edit Tools View Template Help DYNOSA Fabrikam, Inc. 1/24/2017

Save Delete

Customer ID AMERICAN0001 Project No. AMERIAMERI00 Status Open

Contract Number AMERIAMERI Project Name ASM Project 00

Project ID P00 Project Type Time and Materials

Project Class ID Project Mgr ID ERIC0001 Accounting Method When Performed Def Billing Type STD

Business Mgr ID Estimator User Defined 1 Combine for Revenue Recognition Begin Date 1/1/2017

Department User Defined 2 Customer Contact Tim Bills End Date 12/31/2017

Purchase Order No. C01 Sub Acct Format ###-????-??

Project Amount \$5,750.00 SUTA State IL Workers' Comp ILWC01

On Account Billing Currency ID Z-US\$

Include: Unposted Posted

Cost To Date	Billings To Date	Receipts	Cost% Compl	Committed Cost	Profit
\$426.98	\$2,500.00	\$0.00	0.00%	\$0.00	\$2,073.02

Margin: Profit/Cost 485.51% Profit/Billings 82.92%

Change Orders Billing Settings Budget Fees Forecast Access List Equip List Accounts Fee Accounts

by Project Number

15. The Project Maintenance window will open.

a. Note the Cost to Date. _____

b. Re-note the profit _____

End of lab