How to Track Transactions to Projects

See Also   **Filter tab**   **Reports tab**

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Did you know you have an optional detail in CenterPoint that could be a valuable management tool? Projects allow you to maintain revenue and expenses for specific jobs or projects. For example, a landscaping firm may have jobs that start in the fall and finish in the spring. By using projects, you can track the profit for each landscape job, even though they span more than one fiscal year. Have you questioned if a particular job would be more economical if hired out? Projects allow you to find the exact cost of a project (job), large or small. Job examples might be a new building construction, repairs, brush removal, or street cleaning. A project can be added as a detail to all expenses that are a part of that job, including labor. Project is an available filter in many CenterPoint reports.

Assigning a project to your transactions provides an easy way to track the cost of the project. CenterPoint Payroll records can also assign projects to your labor costs.

> **Step A: One Time Setup (Add Project field to Transaction Entry screens)**
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> **Step B: Create a Project**
>
> **Step C: Assigning Projects During Transaction Entry**
>
> **Step D: Report on the Project**

Setup > Projects > New

Step A: One Time Setup (Add field to transaction entry screens.)

The easiest way to assign a project to a transaction is to first display the project column in each of the transaction screens that will be using projects. The project column can be added in payroll transaction (Time Sheets and Pay Employees) screens also. In this example below we'll be adding the Project column to the **Payments** screen**.** The project field can be added to <u>any</u> transaction screen CenterPoint using the same right-click process.

1. Select **Processes > Purchases > Payments**.

2. Right click anywhere in the grid area (where you see Account, Invoice/Ref #, Amount, etc)and click **Add/Remove Columns**.

3. Using the scroll bar, find and select the **Project** field. Use the arrow up and down buttons to move the Project field to the location you prefer.
4. Click **OK** and the **Project** field will now display on the main payments screen.

5. Follow steps 1-4 for each transaction screen that will be using projects.

Note: Occasionally the Project field will not be an available column in a transaction entry screen. This will happen if the transaction entry screen is using an older template or a template that was migrated from Perception Accounting. This can easily be resolved by following the steps below.

1. From the transaction entry screen, click on the **Detail** button in the first row of the grid. Document what is specified in the **Current Template** field. Then exit the transaction entry screen.
2. Select **Setup > General > Date Entry Templates**.
3. Select the template specified in step 1 and click **Edit**.
4. Click on the **Detail** tab.
5. In the **Journal Entry Detail** box, click on the **+** next to the **Expense** or **Income** row to expand the list below it. Note: Depending on what type of template you are editing, it will either say Expense or Income.
6. Click on **Project** in the expanded list.
7. On the right, the **Type** field, select **Choose from a List**.
8. Click **Save**.

Step B: Create a New Project

1. On the **Setup** menu, click **Projects**.
2. Click **New**.
3. In the **Abbreviation** box, enter up to ten characters that you can easily identify the project. For example, B1 for Building One or BFS for Building on First Street.

4. In the **Name** box, enter up to 30 characters of required information that describes the project.

5. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information for the project, for example, suite number or post office box number. This information is needed for adequate certified payroll reporting.

6. The third address line has a format option preceding it. There are four options for the format of the third line of the address:

    • City, State, and Zip Code (US Addresses).
    • City, Province, Postal Code (Canadian Addresses).
    • Address Line 3 (Free format line)
    • Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

    Choose the correct format. If this is the format that you use most often, you can select it and then right-click on the field to make it the default format. The United States address format and the Canadian address format will perform a zip code or postal code lookup and fill in the city and state or province.

7. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses (File > Preferences > General > Address Settings), in the **Zip/Postal Code** box enter the zip code or postal code. If a list displays, select the appropriate city/state or city/province from the list. If your preferences are not set to use the lookup, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information. Note: To set a City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address, right-click and select Clear Default.

8. Select a **Responsibility**, options are: Contractor, Sub Contractor, and Other. This information is needed for adequate certified payroll reporting.
9. Enter a **Project Number**. This information is needed for adequate certified payroll reporting.
10. Select the **Project Complete** check box if this project is completed. This information is needed for adequate certified payroll reporting.
11. To add notes to this project, click **Additional Notes**, enter the notes, and then click **OK**.
12. Click **Save** to save the project and return to the List tab, or click Close to save the project and close the Project Maintenance screen. Note: To return to the List tab without saving the project, click Cancel. To close the Project Maintenance screen without saving the project click in the upper-right corner.
13. Repeat steps 2-6 for each project needed.

## Step C: Assign a Project During Transaction Entry

1. Each time a transaction is entered that should be tracked to a project, specify the project on the appropriate detail line (s). Note: See Step 1 for instructions on how to add the Project field to the grid.
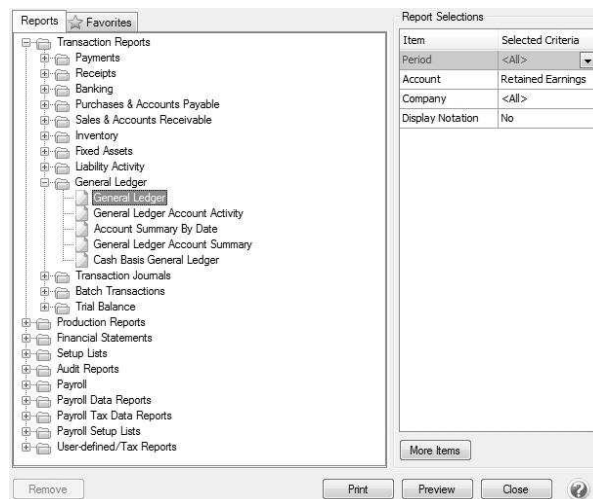
Step D: Filtering Reports by Project

Numerous reports (sales, general ledger, financial reports, etc.) in CenterPoint can be filtered by project. A report will have the Project field available in "More Items" if it can be filtered by project.

1. Select a report to filter by Project. In our example, we will use the General Ledger report. Select **Reports > Reports > Transaction Reports > General Ledger**.
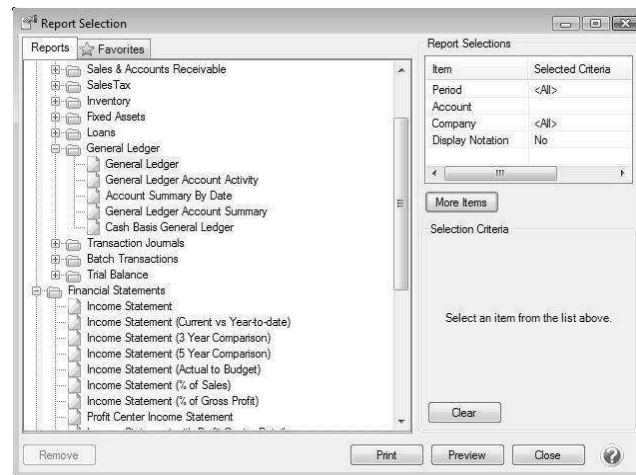
2. On the right side of the screen in the **Report Selection** area, click on the **More Items** button to display additional **Report Selection Items**.

3. Using the scroll button find and select the **Project** field.
4. Click **OK**.
5. The **Report Selections** for the General Ledger will now include the Project field. Use that field to specify a project or projects to include in the report.

See Also