



User Manual (English)

The following are the various modules and domains offered by ERP+ from Technocom, covering a wide range of businesses. You can be a small distributor, a manufacturer, running an educational institute, or a healthcare organization. There is something for everyone.

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Module: **Projects**

Module: Projects

A services business, which doesn't have a tangible product to showcase their value needs to get many things right in order to stay afloat and grow in the industry. ERP+ helps services company effectively manage business aspects like projects management, customer support, sales, and purchase management to list a few. You can look at the following topics after going through this introduction.

1. Topics

1.1 Project Management

1. Project
2. Tasks
3. Project Template

1.2 Time Tracking

1. Salary Slip from Timesheet
2. Sales Invoice from Timesheet
3. Timesheet Against Work Order
4. Timer in Timesheet
5. Timesheet Against Project
6. Activity Type
7. Activity Cost

2. Articles

1. Project Costing
2. Project Profitability
3. Project Expenses
4. Project Customer Portal

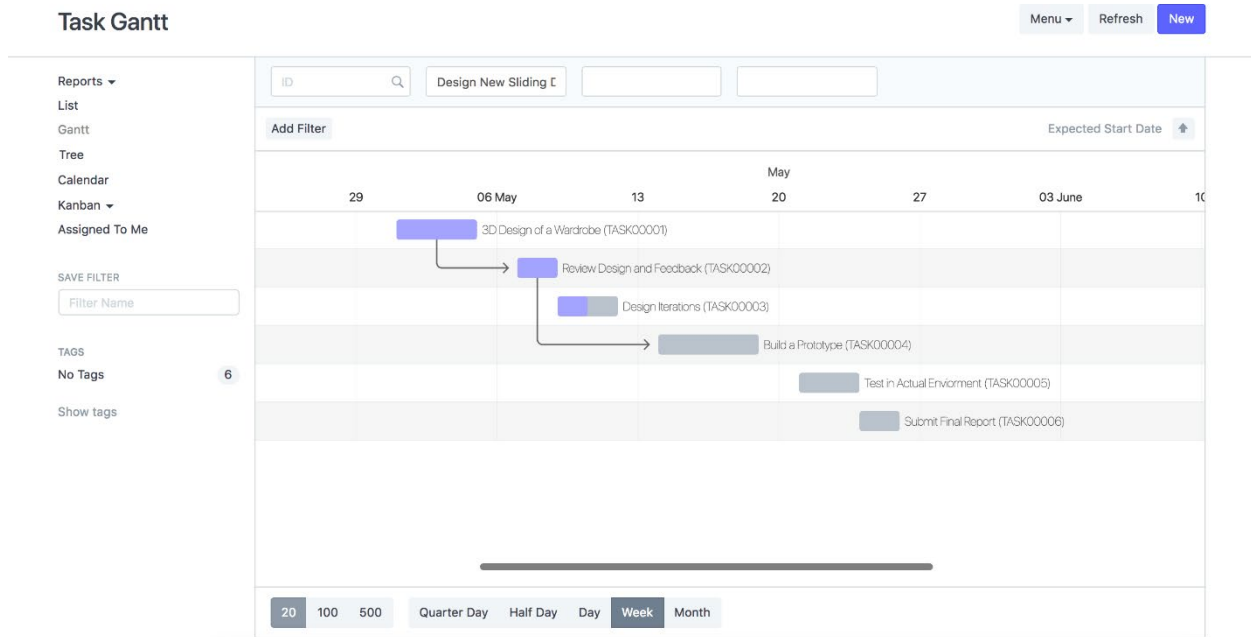
1.1 Topic: Project Management

1. Project
2. Tasks
3. Project Template

1. Project Management

The project is an individual or collaborative enterprise, possibly involving research or design, that is carefully planned, usually by a project team, to achieve a particular aim

In ERP+, Project management in is Task driven. You can a create Project and divide into multiple and assignable Tasks.



Managing Tasks

The project generally has a broader scope, and hence not assignable to an individual. Hence, you can divide the Project into multiple Tasks. These can be assigned to an individual and tracked better.

These Tasks can be created from a Project itself or a Task can be created separately as well.

Task Completion

You can also track % Completion of a Project using different methods.

1. Task Completion
2. Task Progress
3. Task Weight

Design New Sliding Door Wardrobe ● 33% Complete Menu Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag ...

SHARED WITH
+

Status:

Project Type:

Is Active:

% Complete Method:
 Task Completion
 Task Progress
 Task Weight

CUSTOMER DETAILS ▾

Priority:

Expected Start Date:

Expected End Date:

% Completed:

Some examples of how the % Completion is calculated based on Tasks.

Project	Activity	% Progress	Weight	Status
SC001	Build	100	0.4	Completed
SC001	Operate	100	0.2	Completed
SC001	Transfer	50	0.2	Open

Method	Formula	Calculation	%Tasks Completed
Task Completion	Tasks Completed/Total No. of Tasks	2/3	66.66
Task Progress	Sum of %Progress of all Tasks/Total No. of Tasks	(100+100+50)/3	83.33
Task Weight	Sum of (Task Weight * % Progress)	(0.4*100 + 0.2*100 + 0.2*50)	70

Project Costing

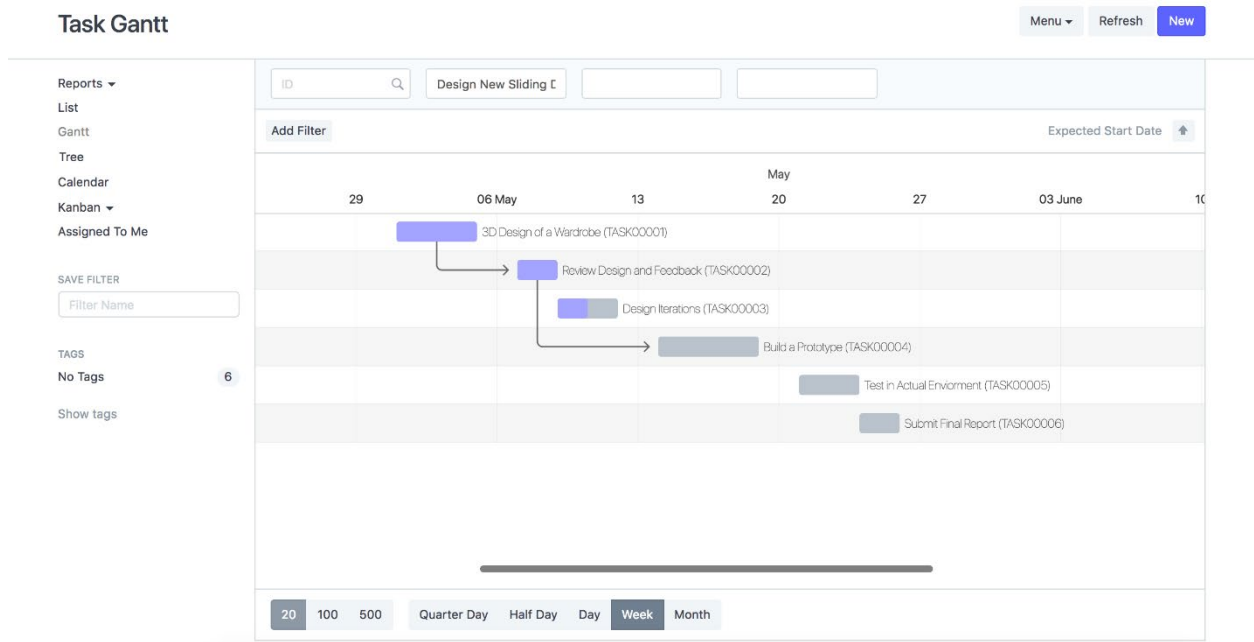
The Project Costing section helps you track the time, expenses and purchases incurred against the project.

- The Total Cost is composed of the costing amount from timesheets, the total cost of expense claims and the total cost of purchase invoices created against this project.
- The Gross Margin is the difference between Total Billed Amount and the Total Cost Amount for this project.

Gantt Chart

ERP+ gives you an illustrated view of tasks scheduled for that project in Gantt Chart View.

- To view Gantt chart against a project, go to the Task list and Apply filter on the Project.



Tasks

Project is divided into Tasks. In ERP+, you can also create a Task independently.

Status of the Task

A Task can have one of the following statuses - Open, Working, Pending Review, Closed, or Cancelled.

The screenshot shows the 'Design Options' task form. On the right side, there is a dropdown menu for selecting the task status. The menu is open, showing the following options: Open, Working (which is selected with a checkmark), Pending Review, Closed, and Cancelled. The form also includes fields for 'Subject' (Design Options) and 'Project' (Syrah).

- By default, each new Task created has the status set to 'Open'.
- If a Time Log is made against a task, its status will be set to 'Working'.

Dependent Task

You can specify a list of dependent tasks under the 'Depends On' section.

The screenshot shows the 'task X' form. The 'Depends On' section contains a table with the following data:

Task	Subject
1 TASK00051	Task A
2 TASK00052	Task B
3 TASK00053	Task C

Below the table is an 'Add new row' button.

- You cannot close the parent task until all dependent tasks are closed.
- If the dependent tasks are delayed and overlap with the expected Start Date of the Parent task, the system will reschedule the parent task.

Managing Time

ERP+ uses Time Log to track the progress of a Task. You can create multiple Time Logs against each task. The Actual Start and End Time along with the costing is updated based on the Time Log.

- To view Time Log made against a Task click on 'Time Logs'

The screenshot shows the 'Design Options' task form. The 'Time Logs' button is highlighted with a red box. The form also shows the 'Status' field set to 'Working' and the 'Priority' field set to 'Low'. The 'Subject' field is 'Design Options' and the 'Project' field is 'Syrah'.

Time Log List

Menu Refresh New

Report	Add Filter	Task = "TASK00002"	Project = "Syrah"
Calendar			
Gantt			
Assigned To Me			
TAGS			
No records tagged.			

Title	Status	Hours	TL-00002	3 d
Planning for TASK00002	Draft	6	TL-00002	3 d
Communication for TASK00002	Submitted	7	TL-00004	3 d
Planning for TASK00002	Submitted	3	TL-00003	3 d

- You can also create a Time Log directly and link it to the Task.

Planning for TASK00002 ● Draft

TL-00002 Menu Submit

Comments	0	Status	Draft
ASSIGNED TO	Assign +	From Time	04-04-2015 11:00:00
ATTACHMENTS	Attach File +	Project	Syrah
TAGS	Add a tag...	Task	TASK00002
SHARED WITH		Hours	6.000
		To Time	04-04-2015 17:00:00
		Activity Type	Planning

Managing Expenses

You can book Expense Claim against a task. The system shall update the total amount from expense claims in the costing section.

- To view Expense Claims made against a Task click on 'Expense Claims'

Review Requirements ● Working

TASK00001 Menu Save

Comments	0	Time Logs	Expense Claims
ASSIGNED TO	Assign +	Subject	Review Requirements
ATTACHMENTS	Attach File +	Status	Working
		Project	Syrah
		Priority	Low

- You can also create an Expense Claims directly and link it to the Task.

Zukutakitoteka for TASK00001 ● Draft

EXP00002 Menu Submit

Expense Date	Expense Claim Type	Description	Claim Amount	Sanctioned Amount
1 04-08-2015	Food		\$ 234.00	
Add new row				

SHARED WITH		Posting Date	04-20-2015	Remark
You edited this	10 hours ago	From Employee	EMP/0002	
You created this	10 hours ago	Employee Name	Zukutakitoteka	
		Company	Wind Power LLC	Project
		Fiscal Year		Task
				TASK00001

- Total amount of Expense Claims booked against a task is shown under 'Total Expense Claim' in the Task Costing Section

Review Requirements Working TASK00001 Menu Save

Actual Start Date (via Time Logs) 04-03-2015	Actual End Date (via Time Logs) 04-11-2015
Actual Time (in hours) 9	
Total Costing Amount (via Time Logs) \$ 320.00	Total Billing Amount (via Time Logs) \$ 600.00
Total Expense Claim (via Expense Claim) \$ 234.00	

2. Project Template

A Project Template is a set of tasks that can automatically be populated for a new project. In the task, you can define the number of days from the project start date and the duration of each task.

This is ideal for projects that have standardized tasks (like an ERP implementation project).

Usage

Step 1: Make a Project Template with the standard Tasks

Make Sandwiches

Menu ▾
Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag ...

SHARED WITH
 +

You edited this
a few seconds ago

DASHBOARD

Project

Project Type

<input type="checkbox"/>	Subject	Begin On (Days)	Duration (Days)	Description	
<input type="checkbox"/>	1 Buy Bread, Butter, Sala...	0	1	Buy from standard grocer	▾
<input type="checkbox"/>	2 Cut Bread into pieces	1	1		▾
<input type="checkbox"/>	3 Assemble the sandwiches	2	1	Follow standard procedure	▾
<input type="checkbox"/>	4 Pack and ship	2	1	Check package material	▾

Add Row

Step 2: Make a Project from the Project Template

Friday Sandwich Project ● Open Menu ▾ Save

0%

CUSTOMER DETAILS ▾

USERS ▾

TASKS

<input type="checkbox"/>	Title	Status	Start Date	End Date	
<input type="checkbox"/> 1	● Buy Bread, Butter, Sal...	Open	28-02-2019	01-03-2019	▾
<input type="checkbox"/> 2	● Cut Bread into pieces	Open	01-03-2019	02-03-2019	▾
<input type="checkbox"/> 3	● Assemble the sandwi...	Open	02-03-2019	03-03-2019	▾
<input type="checkbox"/> 4	● Pack and ship	Open	02-03-2019	03-03-2019	▾

Add Row

Templated projects can be created from the Project Template or in the Project itself by setting the "Project Template" field for an empty task list.

1.2 Topic: **Time Tracking**

1. Salary Slip from Timesheet
2. Sales Invoice from Timesheet
3. Timesheet Against Work Order
4. Timer in Timesheet
5. Timesheet Against Project
6. Activity Type
7. Activity Cost

1. Salary Slip from Timesheet

If salary/wages for your employees are calculated based on number of hours worked, you can use Timesheet to track actual hours worked, and for creating Salary Slip.

Employee creates Timesheet

To track actual hours employee has worked for, create Timesheet for each Employee. We suggest you to create Timesheet based on a payment period. For example, if you are paying employee on a weekly basis, create one Timesheet for an Employee for one week. However, you can create multiple Timesheets, and create one Salary Slip for the multiple Timesheets.

TS-00011 ● Submitted
Menu ▼ Cancel

TAGS
Add a tag...

SHARED WITH
+

♥ 0

You edited this
2 minutes ago

You created this
3 minutes ago

	Employee EMP/0003	Start Date 02-06-2016
	List of employee which has "Salary Slip Based on Timesheet" is enabled in salary structure.	End Date 08-06-2016
	Employee Name Jesse Pence	

	Activity Type	From Time	Hours	To Time	
1	Requirement Gathering	June 2nd 2016, 7:51 am G...	8	June 2nd 2016,...	▼
2	Requirement Gathering	June 3rd 2016, 6:52 am G...	8	June 3rd 2016, ...	▼
3	Requirement Gathering	June 6th 2016, 8:52 am G...	8	June 6th 2016, ...	▼
4	Requirement Gathering	June 7th 2016, 8:53 am G...	8	June 7th 2016, ...	▼
5	Requirement Gathering	June 8th 2016, 8:53 am G...	8	June 8th 2016, ...	▼

Total Hours 40	Total Billing Amount
--------------------------	----------------------

Salary Structure for the Employee

In the Salary Structure of the Employee, check field "Salary Slip Based on Timesheet". On checking this field, you see fields Salary Component and Hour Rate. Amount for that Salary Component (say Basic) will be calculated based on:

Total Timesheet Hours * Hour Rate

Amount directly for other Salary Components (e.g.: House Rent Allowance, Phone Allowance) can be defined directly. When creating Salary Slip, Amount for these Salary Component will be fetched as it is.

Jesse Pence EMP/0003/SST/00002 Menu Save

Salary Slip Based on Timesheet

Salary Component

Basic

Salary Component for timesheet based payroll.

Hour Rate

200.00

Salary breakup based on Earning and Deduction.

Earning

	Salary Component	Amount
1	Basic	₹ 0.00
2	House Rent Allowance	₹ 5,000.00
3	HR	₹ 3,000.00

Add new row

Deduction

	Salary Component	Amount
1	Income Tax	₹ 2,000.00

Add new row

Total Earning **₹ 8,000.00** Net Pay

Create Salary Slip from Timesheet

To create a Salary Slip against Timesheet, open Timesheet and click on "Salary Slip".

TS-00011 Submitted Menu Cancel

Make Salary Slip

Comments 0

ASSIGNED TO **Rio Solutions** Status **Submitted**

ATTACHMENTS **Attach File +**

TAGS

EMPLOYEE DETAIL


Employee **EMP/0003** Start Date **02-06-2016**



In the Salary Slip, Timesheet ID will be updated. You can select more Timesheet to be paid via this Salary Slip. Based on the Timesheets selected, Total Working Hours will be calculated.

Hour Rate will be fetched from the Salary Structure of an Employee. Based on Total Working Hours and Hour Rate, Amount will be calculated for the Salary Component based on actual hours worked.

Save and Submit Salary Slip

On Submission of Salary Slip, Timesheet's status will be updated to "Pay Slip".

TS-00011 ● Payslip 

 Menu  Cancel

Comments 0	Company Rio Solutions	Salary Slip Sal Slip/EMP/0003/00002
ASSIGNED TO Assign +		Status Payslip

Creating Salary Slip based on Timesheet will allow you to manage payment for the overtime.

1. Employee created Timesheet for the overtime.
2. In the Salary Structure of an Employee, set Overtime as a Salary Component to be calculated based on hourly basis.
3. When creating Salary Structure for an Employee, pull Timesheet when overtime details are tracked.

2. Sales Invoice from Timesheet

Customer can be invoiced based on total no. of hours your Employees has worked for that Customer. Timesheet can be used to track actual no. of hours Employee has worked. For example, in the IT services domain, clients are billed based on man-hour basis, where per hour billing cost is pre-determined.

Timesheet

Step 1: Create new Timesheet

To create new Timesheet, go to: Project > Timesheet > New

Step 2: Select Employee

In the Employee field, only ones having active Salary Structure will be selectable. Further in the Salary Structure, is created for the E on the actual hours worked, Employee can create Timesheet. To be able to create Sales Invoice against this Timesheet, ensure Billable field is checked.

Jesse Pence
EMP/0003/SST/00001 Menu Save

TAGS
Add a tag...

SHARED WITH
+

♥ 0

You edited this
a few seconds ago

You created this
21 days ago

Letter Head

Salary Slip Based on Timesheet

Salary Component

Salary Component for timesheet based payroll.

Hour Rate

Salary breakup based on Earning and Deduction.

Earning		Deduction	
Salary Component	Amount	Salary Component	Amount

Step 3: Activity Type

Employee will have to select an Activity Type (like planning, site visit, repairing etc.). Costing and Billing Rate for each Activity can be different for each Employee. These costs can be tracked in the Activity Cost. On selection of Activity Type, Activity Cost is fetched from that Employee. Based on total Activity Cost and total no. of hours, Total Billing Amount (to the Customer) is calculated.

Jesse Pence for Software Developm...

AC-00005 Menu

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

Activity Type

Software Development →

Employee

EMP/0003

Employee Name

Jesse Pence

Billing Rate

1,000.00

per hour

Costing Rate

700.00

per hour

Step 4: Enter Actual Time

In the Timesheet Details table, enter actual hours an Employee has worked for. One Timesheet can be used for multiple days as well.

To be able to create Sales Invoice from the Time Sheet, ensure 'Is Billable' field is checked.

Based on the actual hours worked and Activity Cost of an Employee, Total Billing Amount will be calculated for Timesheet.

Step 5: Save and Submit

After submitting Timesheet, you will find buttons to create Sales Invoice and Salary Slip against this Timesheet.

TS-00008-1 ● Submitted

Menu

Timesheet

TS-00008-1

Series TS-

Status Submitted

Employee EMP/0003

Employee Name Jesse Pence

Sr	Billable	Activity Type	From Time	Hours	To Time	Billing Rate	Billing Amount
1	<input checked="" type="checkbox"/>	Software Development	19-07-2016 12:30:00	3	19-07-2016 15:30:00	1,000.00	3,000.00
2	<input checked="" type="checkbox"/>	Software Development	20-07-2016 08:30:00	6	20-07-2016 14:30:00	1,000.00	6,000.00
3	<input checked="" type="checkbox"/>	Software Development	21-07-2016 08:30:00	4	21-07-2016 12:30:00	1,000.00	4,000.00

Total Hours 13

Total Billing Amount 13,000

Create Sales Invoice from Timesheet

Submitted Timesheet

In the Timesheet, if "Is Billable" is checked, you will find option to create Sales Invoice against it.

The screenshot shows a timesheet entry for 'TS-00008-1' with a status of 'Submitted'. On the left sidebar, there are sections for 'Comments' (0), 'ASSIGNED TO' (Rio Solutions), 'ATTACHMENTS' (Attach File +), and 'TAGS' (Add a tag...). The main content area displays 'EMPLOYEE DETAIL' for 'EMP/0003' with a 'Start Date' of '19-07-2016'. At the top right, there are 'Menu' and 'Cancel' buttons. Two red arrows point to the 'Make Sales Invoice' and 'Make Salary Slip' buttons located in the top right corner of the main content area.

Sales Invoice

Sales Invoice has dedicated table for the Timesheet table where Timesheet details will be updated. You can select more Timesheets in this table.

Select Customer and Item

Select Customer to be billed. Select an Item, and enter rate as the billing amount.

Save

After you enter all required details in the Sales Invoice, Save and Submit it.

On submitting Sales Invoice, status of the Timesheets linked to the Sales Invoice will be updated as Billed.

The screenshot shows a timesheet entry for 'TS-00009-1' with a status of 'Billed'. The left sidebar is identical to the previous screenshot. The main content area shows 'EMPLOYEE DETAIL' for 'EMP/0003' with a 'Start Date' of '19-07-2016'. Below this, it lists 'Sales Invoice' as 'SINV-00012'. At the top right, there are 'Menu' and 'Cancel' buttons. A red arrow points to the 'Billed' status indicator.

3. Timesheet based on Work Order

Creating Timesheet for Work Order helps in capacity planning for the Workstations. Also, it helps in tracking actual time consumed by the Workstation for completing specific operation.

When a Work Order is submitted, based on the Planned Start Date and the availability of the Workstations, system schedules all operations by creating Timesheet.

Calendar - Production Order Type ▾ [New](#)

5	6	7	8	9	10	11
	5:39p PRO-00003 5:39p PRO-00004					
12	13	14	15	16	17	18
				9:24p PRO-00005 9:28p PRO-00006		
19	20	21	22	23	24	25
	2:47p PRO-00007		8:14p PRO-00008 8:14p PRO-00009 8:14p PRO-00010 8:14p PRO-00011 8:14p PRO-00012			
26	27	28	29	30	1	2
	11:56p PRO-00014	12:50a PRO-00013				
3	4	5	6	7	8	9
				6:50a PRO-00015 6:51a PRO-00016		

Let's assume we are manufacturing a mobile phone. As per the Bill of Material, time required for the assembly of components could be one hour. However, the actual time taken for its completion could be more than planned. The actual time tracking provides actual operation cost, hence helps in determining accurate valuation of the manufacturing item.

Work Order

As per the Bill of Materials of manufacturing item, following are the Operations and Workstation through which raw-material items are processed.

Macbook Pro ● Not Started

WO-00001 Menu Cancel

TIME

Planned Start Date: **03-27-2018, 1:21 am EDT**

Planned End Date: **03-27-2018, 3:11 am EDT**

America/New_York

Expected Delivery Date: **03-27-2018**

OPERATIONS

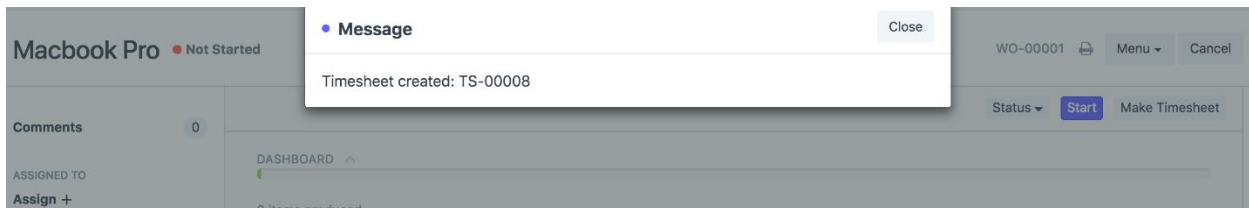
<input type="checkbox"/>	Operation	Status	Workstation	Operation Time	
<input type="checkbox"/>	1 ● Assembling	Pending	_Test Workstation 1	30	▼
<input type="checkbox"/>	2 ● Soldering	Pending	_Test Workstation 1	30	▼
<input type="checkbox"/>	3 ● Packaging	Pending	_Test Workstation 1	30	▼

OPERATION COST

Planned Operating Cost: **\$ 150.00**

Total Operating Cost: **\$ 150.00**

On submission of Work Order, Timesheet will be created automatically.



Time Sheet created from Work Order

In the Timesheet, unique row will be added for each Operation - Workstation. This allows operator/supervisor at the workstation to enter actual From Time and To Time taken for each Operation.

After enter From Time and To Time for all the Operations, Total Hours will be calculated.

TS-00008 ● Submitted

Menu Cancel

You edited this a minute ago

You created this 20 minutes ago

WORK DETAIL

Work Order **WO-00001**

<input type="checkbox"/>	Activity Type	From Time	Hrs	Project	Bill	
<input type="checkbox"/>	1 _Test Activity Type	03-27-2018, 1:26 a...	0.280		✓	▼
<input type="checkbox"/>	2	03-27-2018, 2:06 a...	0.500		✓	▼
<input type="checkbox"/>	3	03-27-2018, 2:46 a...	0.500		✓	▼

Total Working Hours **1.280**

BILLING DETAILS ^

Total Billable Hours **1.500** Total Billable Amount **0**

With updating actual time, you can also enter "Completed Qty". If all the items are not processed in the same Timesheet, you can create another Timesheet from the Work Order.

Macbook Pro ● In Process

WO-00001 Menu Cancel

Comments 0

ASSIGNED TO **Assign +**

ATTACHMENTS **Attach File +**

TAGS Add a tag ...

Status ▼ Start Finish Make Timesheet

DASHBOARD ^

0 items produced. 1 items in progress

Stock Entry 1

Timesheet 1 1 +

Save and Submit Timesheet

On the submission of Timesheet, Total Hours is calculated. Also, in the Work Order, for each Operation, actual Start and End Time is updated.

Macbook Pro ● In Process

Operation

● Assembling

BOM

BOM-Macbook Pro-002

Operation Description

Assembling

Completed Qty

0

Operation completed for how many finished goods?

Status

Pending

Workstation

_Test Workstation 1

ESTIMATED TIME AND COST

Planned Start Time

03-27-2018, 1:26 am EDT

America/New_York

Planned End Time

03-27-2018, 1:56 am EDT

America/New_York

Operation Time

30

in Minutes

Hour Rate

100

Planned Operating Cost

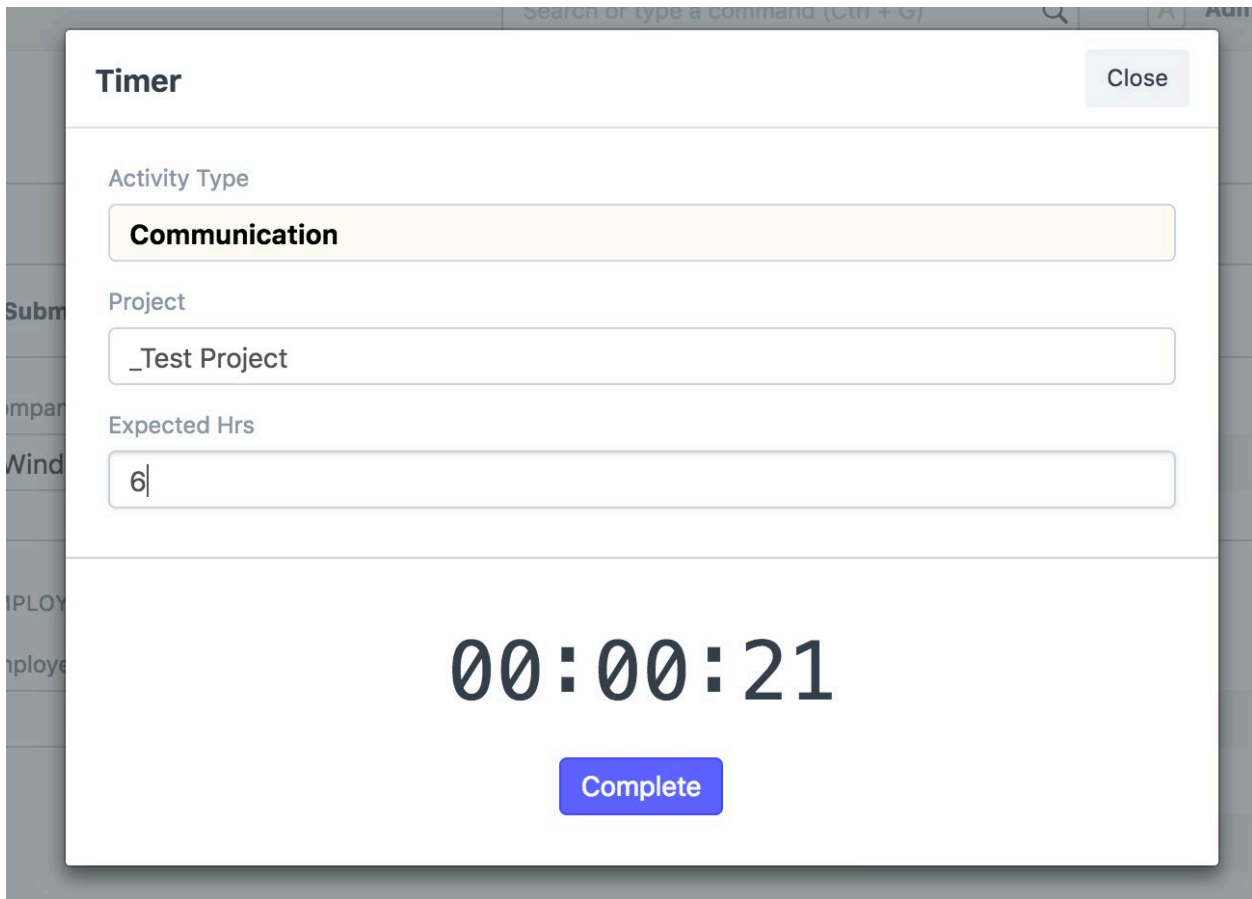
\$ 50.00

4. Timer in Timesheet

Timesheets can be tracked against Project and Tasks along with a Timer.

Steps to start a Timer:

- On clicking, Start Timer, a dialog pops up and starts the timer for already present activity for which checkbox completed is unchecked.



The screenshot shows a 'Timer' dialog box with the following fields and values:

- Activity Type:** Communication
- Project:** _Test Project
- Expected Hrs:** 6

The timer display shows 00:00:21, and there is a 'Complete' button at the bottom.

- If no activities are present, fill up the activity details, i.e. activity type, expected hours or project in the dialog itself, on clicking Start, a new row is added into the Timesheet Details child table and timer begins.
- On clicking, Complete, the hours and to_time fields are updated for that particular activity.

Editing Row #1

🗑
Insert Below
Insert Above
▲

Activity Type
 →

From Time

Expected Hrs

Hrs

To Time

Completed

Project

Task

Bill

⌨ - Ctrl + Up, Ctrl + Down, ESC
Insert Below

- At any point of time, if the dialog is closed without completing the activity, on opening the dialog again, the timer resumes by calculating how much time has elapsed since from_time of the activity.
- If any activities are already present in the Timesheet with completed unchecked, clicking on **Resume Timer** fetches the activity and starts its timer.
- If the time exceeds the expected_hours, an alert box appears.

● Message
Close

Timer exceeded the expected hours for activity Communication in row 2.

5. Timesheet against Project and Task

Timesheets can be tracked against Project and Tasks so that you can get reports on how much time was spent on each Task or Project.

If standard working hours are set up in the Company master and the user enters from time and to time, the system would automatically calculate the number of hours. E.g.: standard working hours are set up as 8 at the company level and start time and end time are 4 days apart, the calculated hours would be 32. If the standard working hours are not set up, then the system would calculate the hours as 96 hours in this case.

Billable Timesheet

To bill Customer based on Timesheet, check "Is Billable" in the Timesheet created against Project and Task. To learn more about billing Customer from Timesheet, click [here](#).

User can also make invoice against timesheet by selecting the project on the invoice. System will fetch the records from the timesheet based on selected project, for more detail check below video

Project Costing

When creating Timesheet, Employee will have to select an Activity Type. For each Activity Type, you can create an Activity Cost master. In the Activity Cost, Billing Rate and Costing rate is defined for each Employee.

In the Timesheet, costing will be done based on Activity Cost multiplied with number of hours. Based on the Timesheet Cost, total costing will be done for the Task and Project as well.

6. Activity Type

Activity Type makes a list of the different types of activities against which a Time Log can be made.

Activity Type List		Menu	Refresh	New
Report Assigned To Me	Add Filter			
TAGS No records tagged.	<input type="checkbox"/> + Title			
	<input type="checkbox"/> + Communication	10 d	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> + Execution	10 d	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> + Proposal Writing	10 d	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> + Research	10 d	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> + Planning	10 d	<input type="checkbox"/>	<input type="checkbox"/>

By default, the following Activity Types are created.

- Planning
- Research
- Proposal Writing
- Execution
- Communication

Activity Cost

Activity Cost records the per-hour billing rate and costing rate of an Employee against an Activity Type. This rate is pulled by the system while making Time Logs. It is used for Project Costing.

Zukutakitoteka for Communication
Activity Cost - 1 Menu Save

Comments 0

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag...

SHARED WITH

Administrator edited this
3 days ago

Administrator created this
3 days ago

Employee

Employee Name
Zukutakitoteka

Billing Rate

per hour

Activity Type

Costing Rate

per hour

Add a comment

You Email Comment

2.1 Article: Project Costing

1. Project Costing

Each project has multiple task associated with it. To track actual costing of a Project, primarily in terms of services, user has to create Time Log based on actual time spent on Project-Task. Following the steps on how you can track actual service cost against Project.

Activity Type

Activity Type is a master of service offered by your personnel. You can add new Activity type from: Project > Activity Type > New

Activity Cost

Activity Cost is a master where you can track billing and costing rate for each Employee, and for each Activity Type.

<p>Employee</p> <input type="text" value="EMP/0011"/> <p>Employee Name</p> <p>Maria Reyes</p>	<p>Activity Type</p> <input type="text" value="Research"/>
<p>Billing Rate</p> <input type="text" value="20.00"/> <p>per hour</p>	<p>Costing Rate</p> <input type="text" value="12.00"/> <p>per hour</p>

Time Log

Based on Actual Time spent on the Project-Task, Employee will create a time log.

<p>From Time</p> <input type="text" value="06-01-2015 07:00:00"/>	<p>Project</p> <input type="text" value="Employee Portal"/>
<p>Hours</p> <input type="text" value="4.000"/>	<p>Task</p> <input type="text" value="TASK00139"/>
<p>To Time</p> <input type="text" value="06-01-2015 11:00:00"/>	<p>Activity Type</p> <input type="text" value="Research"/>
<p>User</p> <input type="text" value="demo@erpnext.com"/>	<p><input type="checkbox"/> Billable</p>
<p>Employee</p> <input type="text" value="EMP/0011"/>	

On selection of Activity Type in the Time Log, Billing and Costing Rate will fetched for that Employee from respective Activity Cost master.

Costing Rate (per hour)

\$ 12.00

Billing Rate (per hour)

\$ 20.00

Costing Amount

\$ 48.00

Billing Amount

\$ 0.00

Will be updated only if Time Log is 'Billable'

Multiplying these rates with total no. of Hours in the Time Log gives Costing Amount and Billing Amount for the specific Time Log.

Costing in Project and Task

Based on total Time Logs created for a specific Task, its costing will be updated in the respective Task master.

Requirement Gathering ● Working

Total Costing Amount (via Time Logs)

\$ 72.00

Same way, Project master will have cost updated based on Time Log created against that Projects, and tasks associated with that Project.

Employee Portal ● Open

Total Costing Amount (via Time Logs)

\$ 72.00

2.2 Article: **Project Profitability**

1. Project Profitability

Project and related activities are generally active for longer time periods. While developments happen on the Project, there are various income and expense incurred against it. Hence, it becomes important to track the Profitability of a Project and ensure that you don't overspend.

Project in Sales Transactions

You can link a Project in all the sales transactions like Sales Order, Delivery Note, Sales Invoice, and Payment. Linking Project with the sales transactions will help you in tracking income received against that Project.

In sales transactions, Project field is generally available in the More Information section.

The screenshot shows a sales order form for 'Duis Dignissim Ltd' with a status of 'Not Saved' and order number 'SO-00002'. A table at the top contains one row with the following data: a checkbox, the number '1', a date field containing '05-30-2018', a percentage field containing '100%', and a currency field containing '\$ 340.00'. Below the table is an 'Add Row' button. The 'MORE INFORMATION' section is expanded, showing a 'Project' dropdown menu with the selected item 'Design New Sliding Door Wardrobe' and a search dropdown showing 'Design New Sliding Door Wardrobe' as the top result, along with options to 'Create a new Project' and 'Advanced Search'. Other fields in the 'MORE INFORMATION' section include 'Source', 'Campaign', and 'PRINTING DETAILS'.

Project in Purchase Transactions

The project can also be linked to the purchase transactions like Purchase Order, Purchase Receipt, and Purchase Invoice.

In the purchase transactions, Project's link field is available in the Item table. This is because you could be procuring material for multiple Projects from the same purchase entry.

The screenshot shows a 'New Purchase Order' form. The 'WAREHOUSE AND REFERENCE' section includes a 'Warehouse' field with 'Stores - MD' and a 'BOM' field. The 'Project' field is set to 'Design New Sliding Door Wardrobe' and has a search dropdown menu open, showing 'Design New Sliding Door Wardrobe' as the selected item and 'Open, Medium, Yes' as a detail. Other options in the dropdown are 'Create a new Project' and 'Advanced Search'. Below the project field are fields for 'Received Qty' (set to '0') and 'Billed Amt'. A 'Page Break' checkbox is also visible.

Budgeting against Project

You can create Budget for a Project as well. The expense limit defined in the Budget master will be validated in the expense transactions.

Design New Sliding Door Wardrobe/2018/001 ● Draft Menu Submit

ASSIGNED TO
Assign +

ATTACHMENTS
Attach File +

TAGS
Add a tag ...

SHARED WITH
+

♥

You edited this a few seconds ago

You created this a few seconds ago

Budget Against:

Company:

Project:

Fiscal Year:

Action if Annual Budget Exceeded:

Action if Accumulated Monthly Budget Exceeded:

Monthly Distribution:

	Account	Budget Amount	
<input type="checkbox"/>	1 Cost of Goods Sold - MD	\$ 80,000.00	▼
<input type="checkbox"/>	2 Salary - MD	\$ 15,000.00	▼
<input type="checkbox"/>	3 Travel Expenses - MD	\$ 2,000.00	▼
<input type="button" value="Add Row"/>			

Project Profitability

Based on the all the income and expense entries created for the Project, you can get its profitability by going to: Accounts > Profitability Analysis

Filter report based on Project to check Project-wise Profitability.

Profitability Analysis Beta Menu Refresh

Woodcraft Decors Project 2018 01-01-2018 12-31-2018 Show zero values

Project	Income	Expense	Gross Profit / Lo...	Curren...
1 Design New Sliding Door Wardrobe	\$ 22,950.00	\$ 18,270.00	\$ 4,680.00	USD
2				
3 Total	\$ 22,950.00	\$ 18,270.00	\$ 4,680.00	

2.3 Article: Project Expenses

1. Project and Managing Expenses

The Employees working on the Project incur various expenses, sometimes from their own pocket. In ERP+, then can claim such expenses using Expense Claim.

In this Expense Claim, they can also select a Project for which that expense was incurred.

Based on the Expense Claims made for a particular project, total Expense Claim Amount is updated in the Project master, under project costing section.

- You can create an Expense Claims directly and link it to the Project.

New Expense Claim 1 ● Not Saved Save

	Expense Date	Expense Claim Type	Description	Claim Amount	Sanctioned Amount	
<input type="checkbox"/>	1 05-01-2018	Travel	Travelled locally in Pune	270.00	270.00	▼
Add Row						

Posting Date: 05-30-2018

From Employee: EMP/00001

Employee Name: Vito Corleone

Project: Design New Sliding Door Wardrob

Design New Sliding Door Wardrobe
Open, Medium, Yes

[+ Create a new Project](#)

[Q Advanced Search](#)

Remark:

Company: Payable Account:

- Total amount of Expense Claims booked against a project is shown under 'Total Expense Claim' in the Project Costing Section

Design New Sliding Door Wardrobe ● Not Saved Save

START AND END DATES ▼

COSTING AND BILLING ^

Estimated Cost 56,000.00	Total Sales Amount (via Sales Order)
Total Costing Amount (via Timesheets)	Total Billable Amount (via Timesheets)
Total Expense Claim (via Expense Claims) \$ 270.00	Total Billed Amount (via Sales Invoices)
Total Purchase Cost (via Purchase Invoice)	Total Consumed Material Cost (via Stock Entry)

2.4 Article: Project Customer Portal


1. Project Customer Portal

If you are doing a Project for a Customer, then Customer will need to be updated on its progress on timely bases. In ERP+, since it is a Customer Portal feature, you can let Customer update oneself on the Project's progress via Customer Portal.

Add User as a Website User

For a Customer to be able to access Project from the portal, should be added as a Website User. A Customer can also sign up from the Login Page of your ERP+ account, using the same Email ID as mentioned in the Contact master. Or you can invite that User from the Contact master.

Sebin D'scouza-Dictum Eleifend Nunc Associ... Passive Menu Save



Comments 0

ASSIGNED TO
Assign +

First Name <input type="text" value="Sebin"/>	Status <input type="text" value="Passive"/>
Last Name <input type="text" value="D'scouza"/>	Salutation <input type="text" value="Mr"/>
Email Address <input type="text" value="sebin@dictumenf.org"/>	Gender <input type="text" value="Male"/>
User Id <input type="text" value="sebin@dictumenf.org"/>	Phone <input type="text" value="+1 457723543"/>
	Mobile No <input type="text" value="+1 96563467758"/>

Add Customer and User in Project

In the Project master, check Customer Details section. Select a Customer and Sales Order associated with this Project.

Design New Sliding Door Wardrobe Not Saved Menu Save

CUSTOMER DETAILS

Customer <input type="text" value="Dictum Eleifend Nunc Associates"/>	Sales Order <input type="text" value="SO-0002"/>
--	---

USERS

Project will be accessible on the website to these users

	User	
1	sebin@dictumenf.org	→

[Add Row](#)

Portal View of Project

When a Customer login from the Portal, he/she will be able to view all the Task for that Project. Also, the customer will be able to update the status of the Tasks or comment when needed.

The screenshot displays the 'My Account' section of the Project Customer Portal. At the top left, there is a logo for 'WOODCRAFT DECORS' featuring a stylized wooden bowl. Below the logo, the text 'H...' is visible. On the right side of the header, a user profile is shown with a small square icon containing the letter 'S' and the name 'Sebin D'scouza' followed by a downward arrow. The main content area is divided into two columns. The left column contains a vertical list of navigation links: Projects, Quotations, Orders, Invoices, Shipments, Issues, Addresses, Timesheets, Newsletter, Admission, Chapter, and My Account (which is highlighted). The right column is titled 'My Account' and features a profile picture placeholder with the initials 'SD'. Below the profile picture, there are three links: 'Reset Password', 'Edit Profile', and 'Manage Third Party Apps'. To the right of the profile picture, the text 'Name Sebin D'scouza' is displayed.