



Project Accounting User Guide

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**Lawson Enterprise Financial
Management**

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Chapter 1

Overview of Project Accounting

Project Accounting provides a project accounting and activity-based costing solution. Project Accounting captures information from other Lawson applications to provide an operational view of your organization. While the General Ledger application is used for a financial view of your organization and the Strategic Ledger application is used for a strategic view of your organization, Project Accounting is positioned to capture the various levels of operational detail required by your organization.

With the flexibility of Project Accounting, you can define multiple unique and independent structures, including processing levels with unlimited work breakdown structures.

Topics

This section includes the following topics.

- ["Project Accounting Process Flow" on page 18](#)
- ["Project Accounting: A Big Picture" on page 20](#)
- ["How Project Accounting Integrates With Other Lawson Applications" on page 21](#)

Project Accounting Process Flow

Project Accounting can be broken down into six main processes: setup, budgeting, processing transactions, processing allocations, maintenance, and analysis and reporting. This section provides an overview of each of these main processes, and the relationships between them.

Setup

Before using Project Accounting, you must set up the following entities to define your activity structure:

- Activity groups
- Activities
- Account categories

Additional setup procedures in this user guide are optional, and include:

- Resources
- Burdens
- Attributes

This section of the user guide also includes a chapter that focuses on procedures you will use to maintain the activity structure you set up. For example, you might want to move activities or add levels to your activity structure after initial setup.

Budgeting

You can define budgets in Project Accounting to monitor the resources available for a particular purpose. You can define budgets at the activity group or activity level. This chapter of the user guide also presents several optional methods that you can use to define budgets, including creating computed budgets which are based on calculations you define.

Transaction Processing

You will use Project Accounting to perform a variety of transaction processing. In addition to processing journal entries that you create directly in Project Accounting, you can interface transactions from other Lawson and non-Lawson applications. You can also perform special processing such as tracking commitments, processing encumbrances, capitalizing assets, and closing a period.

Allocating Costs and Revenues

Project Accounting includes robust allocation capabilities you can use to allocate costs, revenues and statistics to activities. Several methods are available for performing allocations. You can base allocations on:

- a fixed percentage
- a factor
- a combination of percentages and factors
- a compute statement
- a list

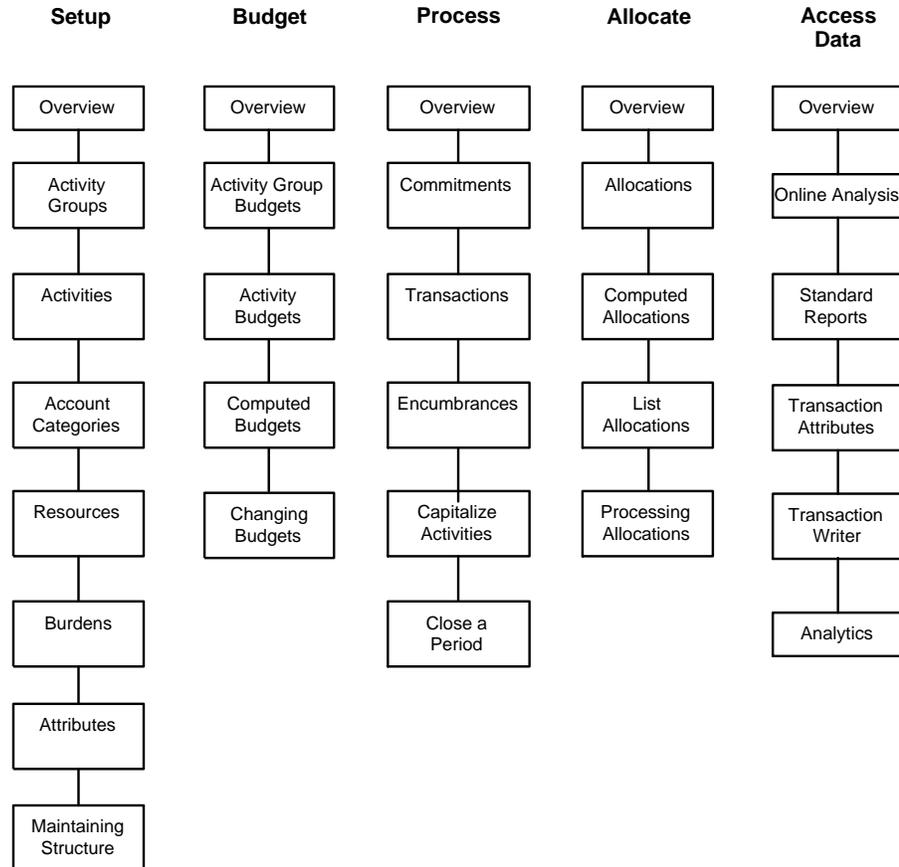
Accessing Data

Accessing data that you have collected is a vital part of using Project Accounting to make important business decisions. You can access data by performing online analysis, running standard reports, creating user-defined transaction reports, reporting on data in the activity data mart.

Project Accounting: A Big Picture

To mirror Project Accounting's major processes, this user guide is divided into five parts: Setup, Budgeting, Transaction Processing, Allocations, and Accessing Data. As a learning aid, the following big picture diagram will appear on the first page of each chapter within this user guide.

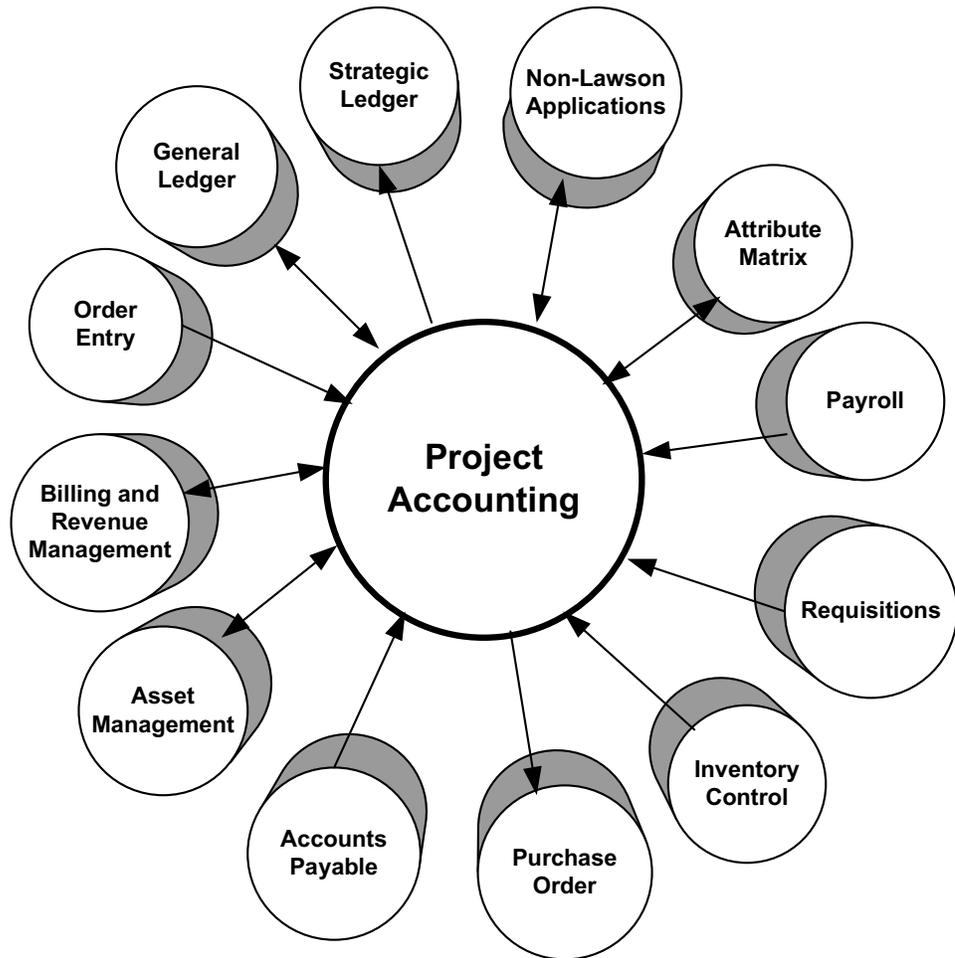
This big picture flow illustrates Project Accounting's main processes, breaks the processes down into sub-processes, and serves as a reminder of where you are in the big picture.



How Project Accounting Integrates With Other Lawson Applications

*This section explains how th Project Accounting interfaces with other Lawson applications.

Figure 1. Application integration: Project Accounting integration with other applications



Non-Lawson Applications

Project Accounting allows you to send data to a non-Lawson application. In addition, Project Accounting can receive information from non-Lawson applications, such as point-of-sale or patient billing systems, through standard upload processes or custom interfaces.

Attribute Matrix

The Lawson Attribute Matrix application provides attributes to Project Accounting. You can use attributes to track custom information in activities, then use the attributes for selecting activities in processing and reporting.

Payroll

The Lawson Payroll application provides employee and payroll information to Project Accounting. Payroll interfaces payroll amounts and labor hours to Project Accounting. In Project Accounting, you can assign employees to activities as resources.

Requisitions

The Lawson Requisitions application interfaces released requisitions to Project Accounting for commitment tracking. This allows you to see requisition cost commitments in individual activities. Cost commitments can be used in budget enforcement controls, and to post encumbrances to the General Ledger.

Inventory Control

The Lawson Inventory Control application transfers inventory information to Project Accounting.

Purchase Order

The Lawson Purchase Order application interfaces released purchase orders to Project Accounting for commitment tracking. This allows you to see purchase order commitments in individual activities. Purchase order commitments can be used in budget enforcement controls, and to post encumbrances to the General Ledger.

Accounts Payable

The Lawson Accounts Payable application interfaces released invoice amounts to Project Accounting. In addition, you can assign vendors to activities as resources.

Asset Management

Project Accounting transfers capital project costs to the Asset Management application. You can update Asset Management with asset repair costs tracked in Project and Activity. And, you can post depreciation from Asset Management to Project Accounting. In addition, you can assign assets to activities as resources.

Billing and Revenue Management

The Lawson Billing and Revenue Management application is an additional application you use when your activities generate revenue. This application requires Project Accounting structures (activity groups, activities, account categories, etc.). You can also use Project Accounting budgets, allocations, and reporting.

Order Entry

The Lawson Order Entry application interfaces released orders to Project Accounting for tracking revenue commitments. Order Entry also transfers returns to Project Accounting.

General Ledger

The Lawson General Ledger application can update Project Accounting from journal entries and allocation transactions. Project Accounting creates capitalization, allocation, and activity journal transactions that interface to General Ledger. You can use additional General Ledger options to set posting controls, such as whether activities are required when transactions are posted to certain accounts or whether Project Accounting should be closed prior to closing General Ledger.

Strategic Ledger

Project Accounting passes transactions with user analysis values to the Strategic Ledger application for analysis and reporting on organizational profitability.

Chapter 2

Setup Overview

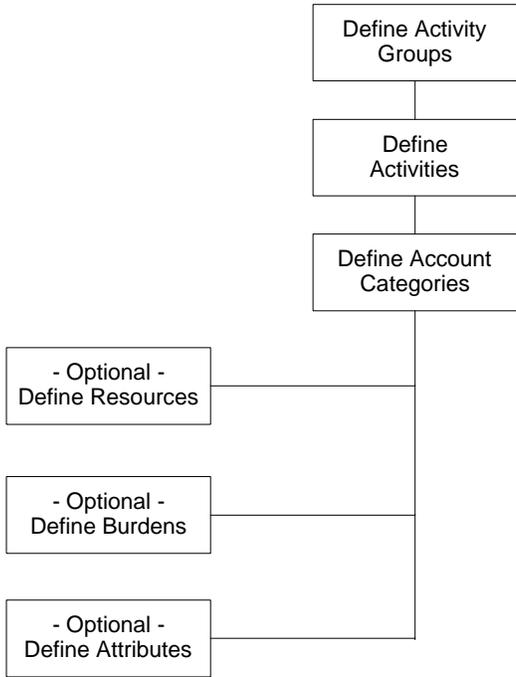
This chapter provides an overview of the setup tasks to be completed before you can perform processing and reporting tasks in Project Accounting. Use this chapter to gain a better understanding of how the following setup chapters fit together and to get an overall view of the required and optional setup.

STOP Before you start setup for Project Accounting, you should determine your budgeting, processing, and reporting needs for each project or initiative you plan to track. There are many options in activity setup that have a major impact on processing, subsystem interaction and reporting.

Project Accounting Setup Overview

The following diagram shows the setup tasks make up the required and optional setup for Project Accounting. One setup chapter is devoted to each task, detailing the related decision making considerations, supporting concepts, and specific procedures.

Figure 2. Procedure Relationship: Setup overview



Project Accounting Setup

You can find details about concepts and procedures related to setup in the following Project Accounting User Guide chapters and in other noted resources.

Setup	Requirements	For details, see
Currency	If you operate in multiple currencies, define information used for currency exchange.	The <i>Currency User Guide</i> .
Activity Groups	Define one or more activity groups for the various initiatives you want to track in Project Accounting. An <i>activity group</i> is the highest organizational component in the activity structure and represents a group of activities that are related by process or function. Because each activity will be assigned an activity group, you must define activity groups before you go on to define activities.	"Defining Activity Groups" on page 29
Activities	Define activities to identify the tasks, process, or work breakdown structure within the activity group. Activities provide a framework for establishing and collecting budgets, costs, revenues and statistical information.	"Defining Activities" on page 65
Account Categories	Activity actuals, commitments, and budgets are stored in activities by account category. You can report on account categories across multiple activities. For example, you might use a Labor account category to see labor costs for all the activities across one or more activity groups. As part of account category setup, you will also decide how you want to assign General Ledger accounts to activities for data entry control.	"Defining Account Categories" on page 95

Setup	Requirements	For details, see
Resources (optional)	As an option, you can set up resources to identify or limit the sources of activity costs. A resource might be a person, employee, vendor, asset or piece of equipment. You can track cost and unit balances by resources to see totals for individual resources within a given activity and account category.	"Defining Resources" on page 117
Burdens (optional)	As an option, you can define burdens to automatically create transactions that capture overhead, fees, or other indirect costs associated with the transactions you post in Project Accounting. This provides a more accurate reflection of actual business costs for a given activity.	"Defining Burdens" on page 137
Attributes (optional)	Define attributes to track user-defined data in activities. Attributes can be used to group activities into lists, which you can use to select activity data for reporting and processing.	"Using Attribute Matrix Attributes" on page 163

Creating Attachments in Project Accounting

As you are setting up activities, activity groups, and other Project Accounting entities, you can create attachments to provide more information for a particular component in the AC system. The following fields allow you to create an attachment:

Form	Field
Activity Group (AC00)	Activity Group
Activity (AC10)	Activity
Allocations (AC30.1, AC30.2, AC30.3, AC30.4)	Allocation
Budgets (AC20.1, AC20.2, AC20.3, AC20.4, AC20.6, AC20.7, AC20.8)	Budget Number
Change Orders (AC21.1, AC21.2, AC21.3, AC21.4, AC22)	Change Order ID
Resources (AC03.1)	Resource
Manual Commitments (AC46.1)	FC (line level)

Chapter 3

Defining Activity Groups

This chapter covers how to set up activity groups in Project Accounting. An *activity group* is the highest organizational component in the activity structure and represents a group of activities that are related by process or function. Before you begin using Project Accounting, you must complete the setup tasks described in this chapter.

STOP Before you begin Project Accounting setup, you must complete required setup in the Currency and General Ledger applications. If you do not have the General Ledger application, you must load the AC Data Dictionary by using AC Subset Data Dictionary Load (RW591) .

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 40

The following concepts provide background information for the procedures within this chapter.

- ["What Is an Activity Group?"](#) on page 30
- ["What Is a Calendar?"](#) on page 32
- ["What Are Activity Group Levels?"](#) on page 32
- ["What Are Account Edits?"](#) on page 34
- ["What Are Accounting Unit Balances?"](#) on page 35
- ["What Are Resource Balances?"](#) on page 35
- ["What Is an Activity Group List?"](#) on page 36
- ["How Are Currencies Used in Project Accounting and Billing and Revenue Management?"](#) on page 36
- ["Using Setup Templates for Activity Groups and Activities"](#) on page 38
- ["Interfacing Activities"](#) on page 39

What Is an Activity Group?

An activity group is a group of activities related by process or function. An activity group is the highest organizational component in Project Accounting. An activity is a phase, task, operation or other break down within an activity group. For more information, see ["What Is an Activity?"](#) on page 66.

Activity groups are required. They provide structure and processing rules for the activities associated with them. You can create multiple activity groups to track different kinds of business operations such as capital projects, promotions or events, activity-based costing initiatives, and so on.

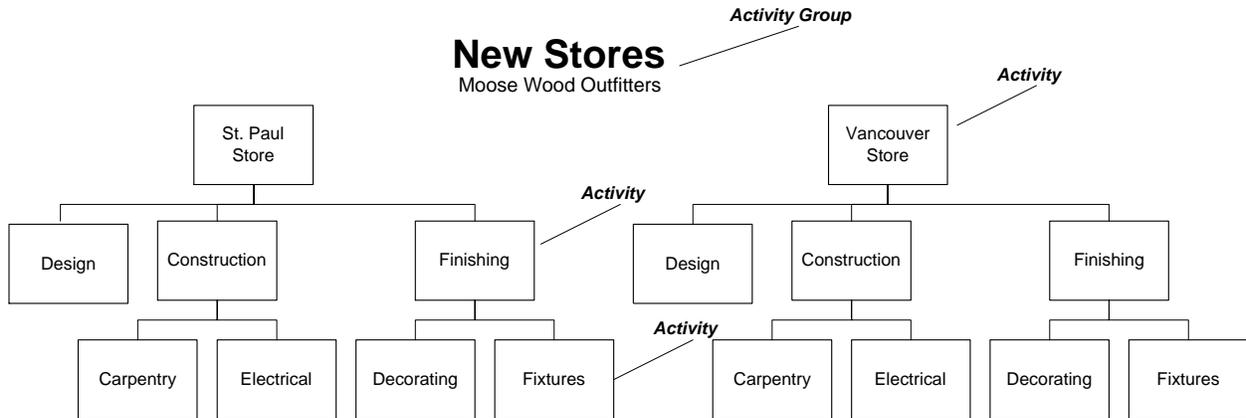
Activity groups are independent of the General Ledger company structure. You can collect data from multiple companies in activities. The following examples show activity group structures.

Example 1

Moose Wood Outfitters is a retailer specializing in casual clothing and outdoor gear. They are experiencing rapid growth, adding multiple retail stores across

the United States and Canada. Moose Wood Outfitters uses activity groups to track the new stores as capital projects.

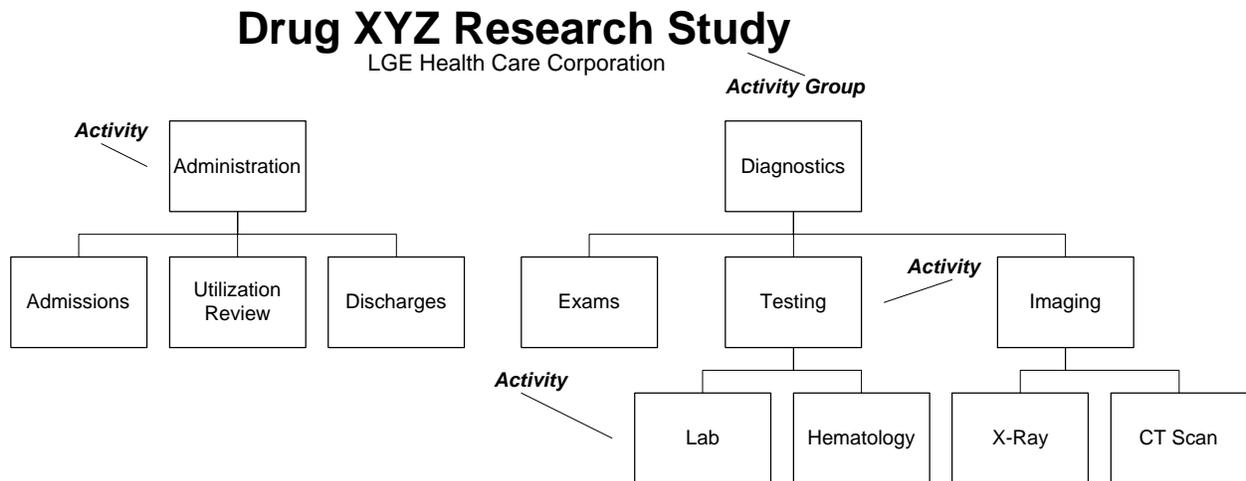
Figure 3. Illustration: New stores activity group structure



Example 2

LGE Corporation is a health-care provider with a number of hospitals and clinics. Some of LGE’s patients are participating in a drug trial funded by a major pharmaceutical company. LGE needs to track the various costs incurred by the hospitals and clinics that are part of the study.

Figure 4. Illustration: Drug XYZ Research Study activity group structure

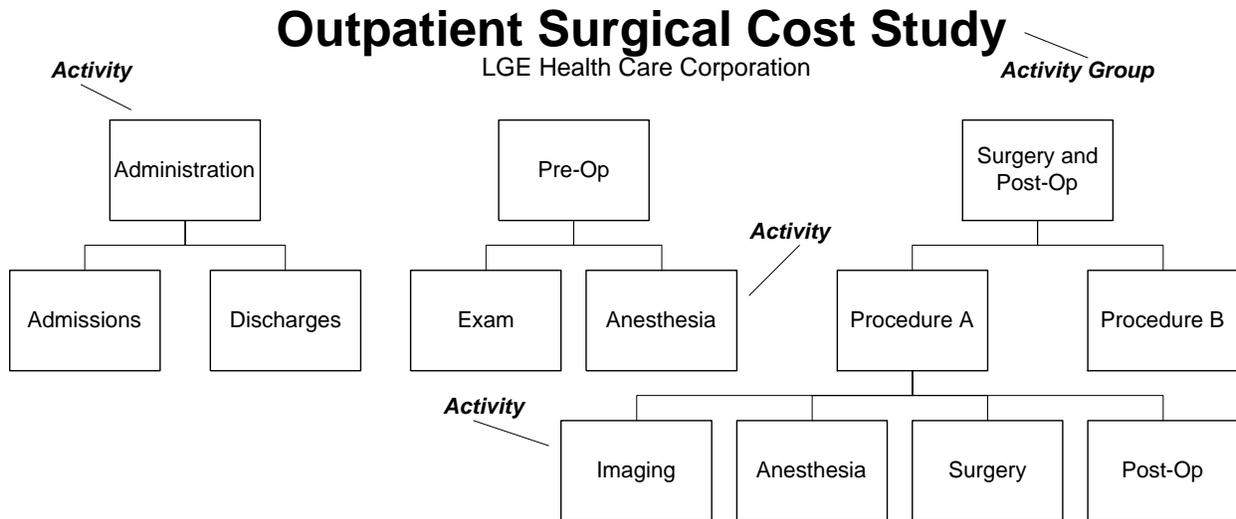


Example 3

LGE Corporation wants to improve efficiency in their outpatient surgical units. They created an activity group to build the activity-based costing infrastructure

they need to collect and analyze costs associated with specific processes in this unit.

Figure 5. Illustration: Outpatient Surgical Cost Study activity group structure



What Is a Calendar?

A calendar defines the periods used for tracking actual amounts, commitments, and budgets for activities. You assign one calendar to an activity group.

Calendars can be weekly, monthly, or quarterly with any period end dates you want. You can have different calendars for different activity groups. For example, if you want to track an activity-based costing initiative by quarters, you can establish a quarterly calendar (and assign it to the activity group for the activity-based costing initiative). If you want to track a capital project by months, you should establish a monthly calendar (and use it in the activity group for the capital project).

Calendars are designed to contain one year, and each calendar should identify the year for which you will be collecting data. For example, you can define a calendar that coincides with your fiscal year ending date of June 30. Define a calendar called "FYE0630" that includes year 2001, with July 31, 2000 as the first period ending date, continuing with additional months and June 30, 2001 as the last period ending date.

You can set up activity calendars to reflect period end dates which are different from GL calendar period end dates. However, if you want to reconcile General Ledger and Project Accounting, the period end dates must be the same.

What Are Activity Group Levels?

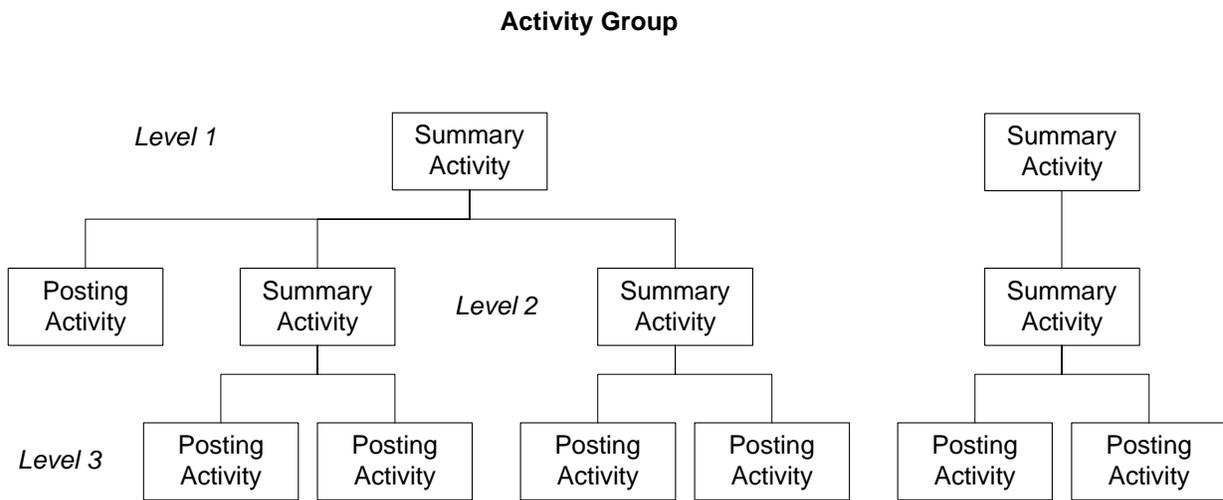
Activity group levels determine the structural hierarchy for activities in the activity group. Amounts and units are collected in the lowest (posting) level

activities in the structure, then rolled up to the higher (summary) level activities in the structure. When determining the number of levels you need, you should consider the work breakdown structure, and think about how you want to see activity information summarized.

What is a Level Size?

When you create activity group levels, you must assign a size to each level. The level size determines the maximum number of activities you can have at each level in the activity group hierarchy. For example, level 1 in the activity group structure identifies the project's phase and has been assigned a level size of 3. That means you can have up to 999 phases in the activity group.

Figure 6. Illustration: Activity group level structure



Level Sizing Rules

The following rules apply to level sizes:

- You can define up to five levels of activities in an activity group.
- The maximum size for any one level is 15 digits.
- Total digits for all levels in the activity group may not exceed 30. For example, if you assign 4 digits to the first level in the activity group, you have 26 remaining digits to use in subsequent levels.
- You cannot change the size of a level once it has been defined. Be sure you allow enough room for all the activities you need at a given level, taking future growth into consideration.
- You can define unused levels in an activity group at any time. For more information, see "[Maintaining Activity Structure](#)" on page 193.

Example

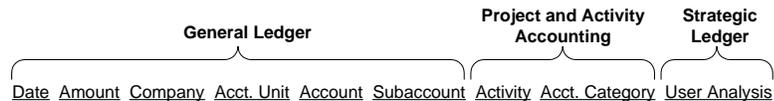
Moose Wood Outfitters created an activity group to track the costs involved in opening new retail stores. They defined the level sizes in their activity group as follows:

Level	Description	Size
1	Store	4
2	Phase	2
3	Task	3

Moose Wood Outfitters has room for 9,999 store openings in this activity group. Each store opening can have up to 99 phases, and each phase can have up to 999 tasks.

What Are Account Edits?

Every transactions posted to or entered in Project Accounting contains the following information:



You can define account edits by activity group to validate General Ledger and activity information during transaction entry. The following levels of validation are available:

- 1 — GL Only Activity Group
- 2 — No assignment required
- 3 — Yes, substitute error suspense (posts the activity transaction to the Error Suspense account category if the combination is invalid)
- 4 — Yes, require valid assignment (prevents data entry if the combination is invalid)

NOTE GL Account Edits are enforced when activity-related transactions are entered in any Lawson application.

The Account Edits that involve General Ledger information are useful when you want to ensure that project or activity data gets posted to specific General Ledger company(s), accounting unit(s) and account/subaccount(s).

Example

Moose Wood Outfitters uses Project Accounting to track new store construction. All costs collected for US store projects should be posted to the Construction In Progress account for the Corporate accounting unit in their US General Ledger company. All costs collected for Canadian store projects should be posted to the Construction in Progress account for the Corporate accounting unit in their Canadian General Ledger company.

Moose Wood Outfitters can use the Account Edit option in the activity group to indicate they want to validate the Company, Accounting Unit and Account in transactions that are posted to the projects. In addition to this, they will need to build a table that identifies the combinations of General Ledger company, accounting units and accounts. For more information, see ["Defining Account Categories"](#) on page 95.

What Are Accounting Unit Balances?

The Account Unit Balances option in Activity Group (AC00) provides accounting unit visibility in activities within the activity group. When you set this option to Yes, Project Accounting maintains balances within each activity by account category, company, and accounting unit. This lets you have totals by company and accounting unit without defining them in your activity structure. This is important because:

- If you are using Billing and Revenue Management with Project Accounting, you need these balances if you want to follow the originator of expense when posting revenue recognition back to the General Ledger for completed contract (method B) or percent complete (method B) revenue recognition.
- Keeping accounting unit balances is extremely useful if you want to reconcile activity data with General Ledger.
- You can use the Organization dimension in the Activity data mart to analyze activity data by company and accounting unit.
- You can use Activity Accounting Unit Analysis (AC94 or AC494) to inquire or report on accounting unit balances in specific activities/account categories.
- You can use accounting unit balances in computed allocations.

NOTE For more information about the Activity data mart, see the *Analytic Architect User Guide*.

IMPORTANT If you decide to keep accounting unit balances, you will need to run an additional update after you post transactions in Project Accounting. This means running Post Accounting Unit Detail (AC191) after you run Activity Posting (AC190).

What Are Resource Balances?

The Resource Balances option in activity groups provides totals by resource within activities in the activity group. Resources are employees, vendors, assets or equipment that are sources of activity costs. When you set this option to Yes, Project Accounting maintains balances within each activity by account category and resource. This allows you to:

- Use Resource Analysis (AC92) to inquire on resource costs in specific activities/account categories.
- Use the resource dimension in the Activity data mart to analyze activity performance.

NOTE For more information about the Activity data mart, see the *Analytic Architect User Guide*.

IMPORTANT If you decide to keep resource balances, you will need to run an additional update after you post activity transactions. This means running Post Accounting Unit Detail (AC191) after you run Activity Posting (AC190).

What Is an Activity Group List?

An activity group list is a set of activity groups. You can assign an activity group to more than one activity group list. You can use activity group list to:

- Select activities for on-line inquiries, reports, and batch processing.
- Identify the activities for which an attribute is valid. For more information, see "[Using Attribute Matrix Attributes](#)" on page 163.

How Are Currencies Used in Project Accounting and Billing and Revenue Management?

Project Accounting supports multiple currencies. You can process activity-related transactions in any currency. When transactions are posted, activity balances are automatically maintained in the base currency, activity currency, and two optional report currencies.

Currency	Description
Base Currency	This is the default currency for reports and inquiries. You define base currency for an activity group's summary and contract level activities on Activity Group (AC00).
Activity Currency	This is the currency in which activity balances are stored. You define activity currency on Activity (AC10). Posting activities can have any currency. You must define a relationship between the posting activity currency and the base currency on the currency table assigned to the activity group. The currency for summary and contract activities must match the base currency. For example, if the base currency is US dollars, a posting activity's currency can be Dutch guilders, but the summary and contract activity's currency must be US dollars.
Report Currency	A report currency lets you store activity balances in two additional currencies so that you can analyze and report on activity balances using currencies other than base currency and activity currency. You can define up to two report currencies in the activity group, which prevail for all activities in the activity group. Report currencies cannot be overridden at the activity level. For example, if the Report 1 currency assigned in the activity group is British pounds, the Report 1 currency for posting and summary and contract level activities is British pounds.

How are Currency Amounts Stored?

Amounts are stored by currency in transactions, activities and activity groups. The following table illustrates how the currency amounts are stored.

	Transaction Currency	Activity Currency	Base Currency	Report 1 Currency	Report 2 Currency
Transaction	stored	stored	stored	stored	stored
Posting Activity	not stored	stored	stored	stored	stored
Summary Activity	not stored	stored	stored	stored	stored
Activity Group	not stored	not stored	stored	stored	stored

When you report or inquire on activity balances, you can specify the currency code in which you want amounts to display. The currency code you select must be defined in the currency table assigned to the activity group.

Using Setup Templates for Activity Groups and Activities

When setting up new activity groups and activities in Project Accounting, often much of the information is the same from one activity group or activity to the next. Using templates to automatically enter some of the repetitive information can save considerable time during setup. The following forms are available for setting up templates:

- Activity Group Template (AC70.1)
- Activity Template (AC71.1)

Templates you create on these forms can also be used when interfacing setup information using Setup Interface (AC560).

Interfacing Activities

Use this procedure to import activity information from an external source to Project Accounting. For additional help, Project Accounting conversion file layouts and a conversion manual are available on the internet at the Lawson support site.

STEPS To interface activities

1. Prepare a comma-separated value (CSV) file containing the activity information you want to interface. The file fields must match the order and data type of the fields in the Activity Import (ACIFACTV) file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the activity data from the CSV file into the Activity Import file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. To review or edit records in the activity interface file, use Activity Interface Adjustment (AC50.1).
5. Update the imported activities using Activity Interface (AC500).

NOTE Because of the complexity of verifying levels, you cannot import activities in a non-update mode.

Option: Define Activity Group and Activity Relationships

You can define a relationship between information in a non-Lawson system with activity groups and activities in Project Accounting. This lets you interface information from the non-Lawson system to Project Accounting without modifying the source system data in the .csv files you prepare.

1. Map an Old Activity Group name to an activity group using Activity Group Relationship (AC28).
2. When you run Activity Interface (AC500), Attribute Interface (AC510), or Resource Interface (AC520), the data in the interface file associated with the Old Activity Group name is automatically populated using the activity group you defined in Activity Group Relationship (AC28). Data in the interface file associated with the Old Activity name is automatically populated using the activity you defined in Activity Relationship (AC29).

NOTE You can also map an Old Activity Name to an activity in Activity Relationship (AC29).

Related Reports and Inquiries

To	Use
List activities	Activity Listing (AC210)

Procedures in this Chapter

The first step in using Project Accounting is defining at least one calendar and activity group. This chapter provides detailed instructions to complete these setup tasks.

- ["Defining a Calendar" on page 40](#)
- ["Defining an Activity Group" on page 40](#)
- ["Defining Activity Group Templates" on page 50](#)
- ["How Do I Interface Setup Information?" on page 58](#)

Defining a Calendar

The calendar identifies the periods and years in which data will be stored for your activity groups. Calendars can have weekly, monthly, quarterly, or annual periods. Periods must be established within the year in which they occur. Use this procedure to define a calendar.



Need More Details? Check out the following concepts:

- ["What Is a Calendar?" on page 32](#)

STEPS To define a calendar



CAUTION You need to set up a calendar for each year the activity group will span. Do not enter periods outside of the calendar or fiscal year you identified for the calendar.

1. Access Calendar (AC00.2).
2. Type a name and description for the calendar.
3. Type the year for the calendar. For example, type 2002 for a year that ends June 30, 2002.
4. In the End Date fields, type the end dates for each period in the calendar. For example, type the last day of each month for a 12 month calendar. For a quarterly calendar type the last day of each quarter. You can have up to 13 periods in a calendar.

Defining an Activity Group

An activity group is the highest organizational component in Project Accounting. The activity group establishes controls, edits, and structure rules for the activities associated with it. You can establish as many activity groups as you need to meet your business requirements. Use this procedure to define an activity group.

STOP Before you define an activity group, consider the business requirements and plan the activity structure that best meets those needs. You should also set up a calendar before defining an activity group.

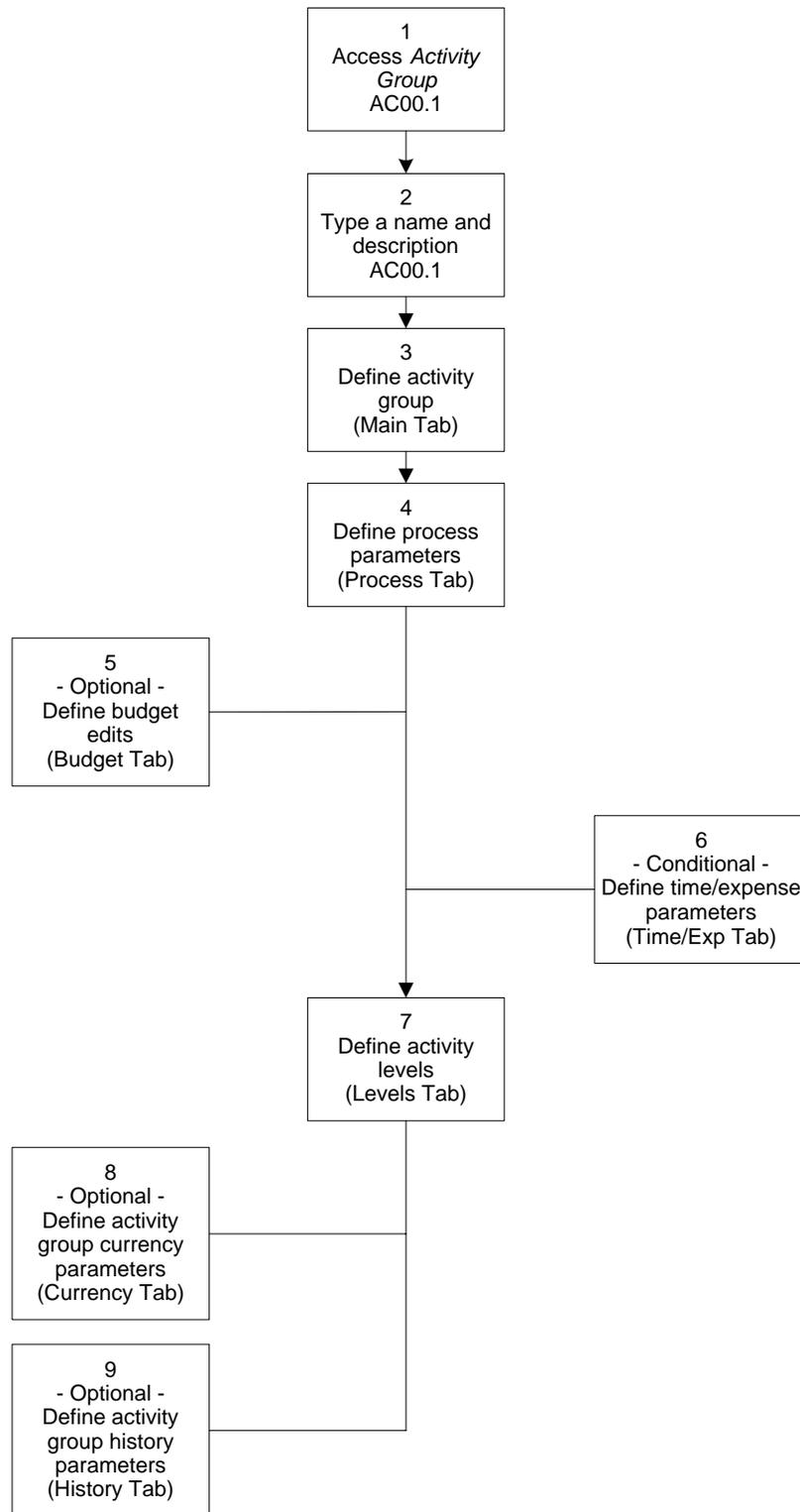
STOP You should define your account category structures before creating an activity group. For more information, see ["Defining an Account Category Structure"](#) on page 108.



Need More Details? Check out the following concepts:

- ["What Is an Activity Group?"](#) on page 30
- ["What Is a Calendar?"](#) on page 32
- ["What Are Activity Group Levels?"](#) on page 32
- ["What Are Account Edits?"](#) on page 34
- ["What Are Accounting Unit Balances?"](#) on page 35
- ["What Are Resource Balances?"](#) on page 35
- ["What Is an Activity Group List?"](#) on page 36

Figure 7. Procedure flow: Defining an activity group



STEPS To define an activity group

1. Access Activity Group (AC00.1).

2. Type a name and description for the activity group.
3. On the Main page, define the information about the activity group. Consider the following fields.

Category Structure	<p>Identify the account category structure for the activity group. The account category structure determines which account categories are available for the activity group.</p> <hr/> <p>NOTE You can set up specific posting activity/account category assignments on Override Account Categories (AC06.1) if necessary. Any relationships set up on AC06.1 override the parameters of the account category structure you choose here.</p> <hr/>
Base Currency	<p>Identify the operating currency for the activity group. This is the currency used for reporting and inquiries at the activity group level. The activity group base currency determines the currency you must assign to summary level activities within the activity group.</p> <hr/>
Calendar	<p>Select the calendar you want to assign to the activity group.</p> <hr/>
Date Range	<p>Enter dates that identify the valid time period (dates of operation) for the activity group. You can use any dates you want, as long as they are supported by the years and periods in the calendar you assign to the activity group.</p> <p>Select POP to set up period of performance dates outside of the valid date range.</p> <hr/>
Security	<p>Enable security for the activity group by entering a 4-digit number.</p> <p>If there is a one-to-one relationship between the activity group and a General Ledger company, you can use the General Ledger company number. If there is not a one-to-one relationship between the activity group and the General Ledger company, use a unique number to identify the activity group in Lawson security.</p> <p>Activities act as process levels in Lawson security. To set security on specific activities within the group, name the activities carefully and set security on a range of activities. For more information on security, see your Lawson security administrator.</p> <hr/>

Status	Select the activity group status. The default status is Open. If you are using activities as a subset of General Ledger, this must be GL Only.
Output Measure	Optional. Type a numeric activity group output measure and a description. The output measure is used on Activity Group Output Measure Analysis (AC93 and AC493) to calculate a per unit cost for the activity group. For example, if the activity group is for construction of a new store, you might use the store's number of square feet as the output measure to get a cost per square foot.
Invoice Audit	** Use the default, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the <i>Billing and Revenue Management User Guide</i> for more information about this field.
Change Order Audit	Indicate whether to keep an audit trail of budget change orders. The default is No. You do not have to set this to Yes to use change orders.

- On the Process page, define activity group process parameters to determine how amounts in activities will be summarized, and how various validations will be performed for data entered in activities associated with the activity group. Consider the following fields.

Balances

Summary Activity	Select Yes to consolidate activity amounts in summary level activities and at the activity group level. It is recommended that you accept the default, which is Yes. To preserve data integrity, you cannot change this parameter from No to Yes.
Summary Acct Cat	Select Yes to consolidate activity amounts in the lowest level summary account categories (not all levels). It is recommended that you accept the default, which is Yes.
Accounting Unit	Select Yes to maintain balances in activities by account category, company, and accounting unit. This lets you acquire company and accounting unit balances without building them into your activity structure. If you set this option to Yes, you will need to run Accounting Unit Balance Post (AC191) after you post transactions using Activity Posting (AC190).

Billing LTD

** Use the default, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the *Billing and Revenue Management User Guide* for more information about this field.

If you select Yes, this information can be included on customer invoices.

Resource

Select Yes to maintain resource balances in activities. If you selected Yes in the Acct Unit Balances field, balances are maintained by activity, account category, company, accounting unit, and resource. If you selected No in the Acct Unit Balances field, balances are maintained by activity, account category, and resource.

To preserve data integrity, you cannot change this parameter from No to Yes.

If you set this option to Yes, you will need to run Accounting Unit Balance Post (AC191) after you post transactions using Activity Posting (AC190), or you will need to run Activity Posting (AC190) with the Post Acct Unit Balances field set to Yes.

Validation

Employee

** If you use the Lawson Human Resources application, this field determines how employees used in transactions are validated during data entry.

If you choose Yes, you must assign employee resources to activities in order to enter transactions containing an employee and an activity. You define resources on HR Employee Assignment (AC03.3).

Date	<p>Transactions posted to activities must fall within a date range assigned to the activity. Indicate whether you want the system to use the posting date or transaction date in the transaction record when the validation is performed. For example, you might incur time on an activity on June 7 (transaction date), but the time falls within the pay period ending June 15 (posting date).</p> <ul style="list-style-type: none"> • Select Posting Date (P) to use the posting date for the transaction. If the posting date is before the activity begin date or later than the activity's end date, the transaction is not permitted. • Select Transaction Date (T) to use the date when the transaction was incurred. If the transaction date is before the activity begin date or later than the activity's end date, the transaction is not permitted. <hr/> <p>NOTE If you are using period of performance dates, the transaction or post date is compared against the POP dates for a system code, rather than the activity dates.</p>
Resource	<p>Indicate whether you want to validate AC person and equipment resources in transactions.</p>
Bill Rate Calc	<p>** Accept the default, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the <i>Billing and Revenue Management User Guide</i> for more information about this field.</p>
Vendor	<p>** If you use the Lawson Accounts Payable application, this determines how vendors used in transactions are validated during data entry.</p> <ul style="list-style-type: none"> • Select Yes (Y), and vendor resources must be assigned to activities. <p>If you set this parameter to Yes, you must assign vendor resources to activities on Vendor Assignment (AC03.4) in order to enter transactions containing a vendor and an activity (including requisitions and purchase orders).</p> <p>For more information, see "Defining Resources" on page 117.</p> <ul style="list-style-type: none"> • Select No (N), and vendor resources do not have to be assigned to activities.

Burden Date	Select whether to use the activity posting date (P) or transaction date (T) to find the burden rate when burden transactions are created.
Asset	** If you use the Lawson Asset Management application and plan to capitalize activities, this field determines whether users are required to enter an asset Location and Division on the Defaults tab in Activity (AC10). When the location and division are known at the time the activity is created, set this option to Yes.
POP Date	Choose Yes to allow the application to search for period of performance dates for the activity group. If this field is Yes, and a system code has period of performance dates, then the period of performance dates are used for the date edit.
GL Acct Assignment	Select the level of GL account validation for the activity group. The following options are available. <ul style="list-style-type: none"> • GL Only Activity Group • No • Yes-Substitute error suspense when assignment is not valid on Account Assignment (AC07.1) • Yes-Require valid assignment on Account Assignment (AC07.1)
Other	
Calculate Burdens	Select Yes (Y) to process burdens for activities in the activity group. Burdens are transactions generated automatically during Activity Posting (AC190) to track additional costs associated with activities. For more information, see " Defining Burdens " on page 137.
PR Commitment	Select Yes (Y) to create Payroll commitments.

5. (Optional) If you want to define budget edit parameters to prevent entry of activity-related transactions in other Lawson applications when the budget is exceeded, define those edits on the Budget page.

For more information, see ["Budgeting Overview"](#) on page 225.

6. (Conditional) If you use Databasics TimeSite or ExpenseSite web-based time and expense entry systems with Project Accounting, define activity group time and expense parameters on the Time, Expense page.
7. On the Levels page, define activity group levels to identify the rules for structuring activities. Consider the following fields.

Name	Type a description of the activity levels you want in the activity group. Examples of levels are project, phase, task, contract, and so on. You can define up to five levels of activities.
-------------	---

Size	Type the size of each level, which determines the maximum number of activities you can define at that level.
-------------	--

NOTE You can change a level's description at a later date, but you cannot change a level's size. Be sure to allow enough room for all the activities you need at a given level.

For more information, see ["What Is a Level Address?"](#) on page 67.

8. (Optional) If you want to use multiple reporting currencies in activities, define activity group currency parameters on the Currency page. Consider the following fields.

Currency Table	Select a currency table. The currency table stores currency relationships and exchange rates that will be used to convert transaction amounts to the activity group currency, the activity group's report currencies, and the posting activity currency.
-----------------------	--

Report Currency Type up to two currency names and associate each with a currency code from the Lawson Currency application. You can inquire and report on activity amounts using the base currency or report currencies.

TIP The report currencies you choose in the activity group determine the report currencies you can have in activities. You cannot specify a different report currency in activities.

NOTE If you are using Billing and Revenue Management, Lawson recommends you assign one of your reporting currencies or base currency to match the Invoice Currency on Contract Parameters (BR10.1). This lets you see balance amounts, such as cost and revenue, in the contract currency.

NOTE You purge history details when you run Activity Group Purge (AC300) for the activity group.

9. (Optional) If you want to keep an audit trail of changes or deletions made to specific activity-related parameters, define activity group history parameters on the History page. Consider the following fields.

Activity	This field determines if changes made to activities are tracked. The default is No. You can view changes by running Activity Listing (AC210) or Activity Group Listing (AC200).
Asset	This field determines if changes made to activity assets are tracked. The default is No.
Resource Assignment	This field determines if changes made to resource assignments are tracked. The default is No.
Attribute	This field determines if changes made to activity attributes are tracked. The default is No.
Billing	** This field determines if billing changes are tracked. The default is No. See the <i>Billing and Revenue Management User Guide</i> for more information about this field.
Contract	Select Yes if you want the application to maintain an audit trail of changes to contract information.
Ceiling	** This field determines if changes made to ceiling amounts are tracked. The default is No. See the <i>Billing and Revenue Management User Guide</i> for more information about ceilings.

Related Reports and Inquiries

To	Use
List activity group parameters	Activity Group Listing (AC200)

Defining Activity Group Templates

Use this procedure to create templates for activity group information. You can use the templates to add or import new activity groups in Project Accounting.



Need More Details? Check out the following concepts:

- ["Using Setup Templates for Activity Groups and Activities"](#) on page 38

STEPS To define an activity group template

1. Access Activity Group Template (AC70.1).
2. Type a name and description for the you are creating.
3. On the Main tab, consider the following fields.

Category Structure	Identify the account category structure for the activity group. The account category structure determines which account categories are available for the activity group.
---------------------------	--

NOTE You can set up specific posting activity/account category assignments on Override Account Categories (AC06.1) if necessary. Any relationships set up on AC06.1 override the parameters of the account category structure you choose here.

Base Currency	Identify the operating currency for the activity group. This is the currency used for reporting and inquiries at the activity group level. The activity group base currency determines the currency you must assign to summary level activities within the activity group.
----------------------	--

Calendar	Select the calendar you want to assign to the activity group.
-----------------	---

Date Range	Enter dates that identify the valid time period (dates of operation) for the activity group. You can use any dates you want, as long as they are supported by the years and periods in the calendar you assign to the activity group. Select POP to set up period of performance dates outside of the valid date range.
-------------------	--

Security	<p>Enable security for the activity group by entering a 4-digit number.</p> <p>If there is a one-to-one relationship between the activity group and a General Ledger company, you can use the General Ledger company number. If there is not a one-to-one relationship between the activity group and the General Ledger company, use a unique number to identify the activity group in Lawson security.</p> <p>Activities act as process levels in Lawson security. To set security on specific activities within the group, name the activities carefully and set security on a range of activities. For more information on security, see your Lawson security administrator.</p>
Status	<p>Select the activity group status. The default status is Open. If you are using activities as a subset of General Ledger, this must be GL Only.</p>
Output Measure	<p>Optional. Type a numeric activity group output measure and a description. The output measure is used on Activity Group Output Measure Analysis (AC93 and AC493) to calculate a per unit cost for the activity group. For example, if the activity group is for construction of a new store, you might use the store's number of square feet as the output measure to get a cost per square foot.</p>
Invoice Audit	<p>** Use the default, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the <i>Billing and Revenue Management User Guide</i> for more information about this field.</p>
Change Order Audit	<p>Indicate whether to keep an audit trail of budget change orders. The default is No. You do not have to set this to Yes to use change orders.</p>
<p>4. On the Process tab, define activity group process parameters to determine how amounts in activities will be summarized, and how various validations will be performed for data entered in activities associated with the activity group. Consider the following fields.</p>	
<p>Balances</p>	
Summary Activity	<p>Select Yes to consolidate activity amounts in summary level activities and at the activity group level. It is recommended that you accept the default, which is Yes. To preserve data integrity, you cannot change this parameter from No to Yes.</p>

Summary Acct Cat	<p>Select Yes to consolidate activity amounts in the lowest level summary account categories (not all levels). It is recommended that you accept the default, which is Yes. To preserve data integrity, you cannot change this parameter from No to Yes.</p>
Accounting Unit	<p>Select Yes to maintain balances in activities by account category, company, and accounting unit. This lets you acquire company and accounting unit balances without building them into your activity structure. To preserve data integrity, you cannot change this parameter from No to Yes.</p> <p>If you set this option to Yes, you will need to run Accounting Unit Balance Post (AC191) after you post transactions using Activity Posting (AC190).</p>
Billing LTD	<p>**Use the default, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the <i>Billing and Revenue Management User Guide</i> for more information about this field.</p> <p>If you select Yes, this information can be included on customer invoices.</p>
Resource	<p>Select Yes to maintain resource balances in activities. If you selected Yes in the Acct Unit Balances field, balances are maintained by activity, account category, company, accounting unit, and resource. If you selected No in the Acct Unit Balances field, balances are maintained by activity, account category, and resource.</p> <p>To preserve data integrity, you cannot change this parameter from No to Yes.</p> <p>If you set this option to Yes, you will need to run Accounting Unit Balance Post (AC191) after you post transactions using Activity Posting (AC190).</p>
Validation	
Employee	<p>**If you use the Lawson Human Resources application, this field determines how employees used in transactions are validated during data entry.</p> <p>If you choose Yes, you must assign employee resources to activities in order to enter transactions containing an employee and an activity. You define resources on HR Employee Assignment (AC03.3).</p>

Date	<p>Transactions posted to activities must fall within a date range assigned to the activity. Indicate whether you want the system to use the posting date or transaction date in the transaction record when the validation is performed. For example, you might incur time on an activity on June 7 (transaction date), but the time falls within the pay period ending June 15 (posting date).</p> <ul style="list-style-type: none"> • Select Posting Date (P) to use the posting date for the transaction. If the posting date is before the activity begin date or later than the activity's end date, the transaction is not permitted. • Select Transaction Date (T) to use the date when the transaction was incurred. If the transaction date is before the activity begin date or later than the activity's end date, the transaction is not permitted. <hr/> <p>NOTE If you are using period of performance dates, the transaction or post date is compared against the POP dates for a system code, rather than the activity dates.</p>
Resource	<p>Indicate whether you want to validate AC person and equipment resources in transactions.</p>
Bill Rate Calc	<p>** Accept the default, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the <i>Billing and Revenue Management User Guide</i> for more information about this field.</p>
Vendor	<p>** If you use the Lawson Accounts Payable application, this determines how vendors used in transactions are validated during data entry.</p> <ul style="list-style-type: none"> • Select Yes (Y), and vendor resources must be assigned to activities. <p>If you set this parameter to Yes, you must assign vendor resources to activities on Vendor Assignment (AC03.4) in order to enter transactions containing a vendor and an activity (including requisitions and purchase orders).</p> <p>For more information, see "Defining Resources" on page 117.</p> <ul style="list-style-type: none"> • Select No (N), and vendor resources do not have to be assigned to activities.

Burden Date	Select whether to use the activity posting date (P) or transaction date (T) to find the burden rate when burden transactions are created.
Asset	** If you use the Lawson Asset Management application and plan to capitalize activities, this field determines whether users are required to enter an asset Location and Division on the Defaults tab in Activity (AC10). When the location and division are known at the time the activity is created, set this option to Yes.
POP Date	Choose Yes to allow the application to search for period of performance dates for the activity group. If this field is Yes, and a system code has period of performance dates, then the period of performance dates are used for the date edit.
GL Acct Assignment	Select the level of GL account validation for the activity group. The following options are available. <ul style="list-style-type: none"> • GL Only Activity Group • No • Yes-Substitute error suspense when assignment is not valid on Account Assignment (AC07.1) • Yes-Require valid assignment on Account Assignment (AC07.1)
Other	
Calculate Burdens	Select Yes (Y) to process burdens for activities in the activity group. Burdens are transactions generated automatically during Activity Posting (AC190) to track additional costs associated with activities. For more information, see "Defining Burdens" on page 137.
PR Commitment	Select Yes (Y) to create Payroll commitments.

5. (Optional) If you want to define budget edit parameters to prevent entry of activity-related transactions in other Lawson applications when the budget is exceeded, define those edits on the Budget tab.

For more information, see ["Budgeting Overview"](#) on page 225.

Consider the following fields.

Edit

Select one of the following options to determine the budget time frame to use for budget edits:

- Use Period Edit to perform the edit using the active period-to-date budget.
- Use Annual Edit to perform the edit using the active year-to-date budget.
- Use Total Edit to perform the edit using the active life-to-date budget.
- Use No Edit (the default) if you do not wish to enable budget edits.

If budget amounts are validated, the system validates whether actuals plus commitments are less than or equal to the budget plus the budget tolerance. The edits are performed in the applications you select on System Codes (GL01.4).

NOTE Period Edit and Annual Edit options are not valid with a Life Only budget.

Level

Choose one of the following options to determine the budget level to use for budget edits:

- Use Activity-Acct Cat (1) to perform the edit using the budget for the activity and account category specified in the transaction.
 - Use Activity Group (2) to perform the edit using the activity group budget. The system uses the budget for the activity group associated with the activity in the transaction.
 - Use Activity (3) to perform the edit using the total budgets for all account categories in the activity specified in the transaction.
 - Use Activity—Summary Account Cat (4) to perform the edit using the budget for the summary account category in the activity specified in the transaction.
-

Tolerance Type a value to indicate the percentage by which the budget can be exceeded. For example, to allow budgets to be exceeded by 5 percent, enter 5.00.

6. (Conditional) If you use Databasics TimeSite or ExpenseSite web-based time and expense entry systems with Project Accounting, define activity group time and expense parameters on the Time/Expense tab.
7. On the Levels tab, define activity group levels to identify the rules for structuring activities. Consider the following fields.

Name Type a description of the activity levels you want in the activity group. Examples of levels are project, phase, task, contract, and so on. You can define up to five levels of activities.

Size Type the size of each level, which determines the maximum number of activities you can define at that level.

NOTE You can change a level's description at a later date, but you cannot change a level's size. Be sure to allow enough room for all the activities you need at a given level.

For more information, see ["What Is a Level Address?"](#) on page 67.

8. (Optional) If you want to use multiple reporting currencies in activities, define activity group currency parameters on the Currency tab. Consider the following fields.

Currency Table Select a currency table. The currency table stores currency relationships and exchange rates that will be used to convert transaction amounts to the activity group currency, the activity group's report currencies, and the posting activity currency.

Report Currency Type up to two currency names and associate each with a currency code from the Lawson Currency application. You can inquire and report on activity amounts using the base currency or report currencies.

TIP The report currencies you choose in the activity group determine the report currencies you can have in activities. You cannot specify a different report currency in activities.

NOTE If you are using Billing and Revenue Management, Lawson recommends you assign one of your reporting currencies or base currency to match the Invoice Currency on Contract Parameters (BR10.1). This lets you see balance amounts, such as cost and revenue, in the contract currency.

NOTE You purge history details when you run Activity Group Purge (AC300) for the activity group.

9. (Optional) If you want to keep an audit trail of changes or deletions made to specific activity-related parameters, define activity group history parameters on the History tab. Consider the following fields.

Activity	This field determines if changes made to activities are tracked. The default is No. You can view changes by running Activity Listing (AC210) or Activity Group Listing (AC200).
Asset	This field determines if changes made to activity assets are tracked. The default is No.
Resource Assignment	This field determines if changes made to resource assignments are tracked. The default is No.
Attribute	This field determines if changes made to activity attributes are tracked. The default is No.
Billing	** This field determines if billing changes are tracked. The default is No. See the <i>Billing and Revenue Management User Guide</i> for more information about this field.
Contract	Select Yes if you want the application to maintain an audit trail of changes to contract information.
Ceiling	** This field determines if changes made to ceiling amounts are tracked. The default is No. See the <i>Billing and Revenue Management User Guide</i> for more information about ceilings.

10. Click Add to save the template.

How Do I Interface Setup Information?

Use this procedure to import activity and activity group information into Project Accounting, and contract information into Billing and Revenue Management.

STEPS To import setup information

1. Access Setup Interface Adjustment (AC56.1).
2. Enter or select the following header information.

Activity Group	Enter or select the activity group with which the imported record will be associated. If you are adding a level 1 activity with this import record, the activity group is required. The activity group may or may not already exist. If it does not exist, it will be created.
-----------------------	--

Description	Enter a description of the activity group if the group does not already exist. If the activity group already exists, the description is displayed here.
--------------------	---

Activity	Enter the activity with which the imported record will be associated. This must be an activity that does not already exist in the Activity Interface and Activity files. Only new activities can be loaded using this form.
-----------------	---

Description	Enter a description for the activity.
--------------------	---------------------------------------

3. On the Main tab, consider the following fields.

Activity Group Template	Select the activity group template to use to create the new activity group for this import record. If you selected an activity group that already exists, leave this field blank. Activity group templates are defined on Activity Group Template (AC70.1).
--------------------------------	---

Activity Group Currency	Select the currency code (base currency) for the activity group. If you enter a currency code here and are also using an activity group template, this currency will override the currency on the activity group template. All records within an activity group should have the same currency.
--------------------------------	--

Act Grp Attribute Template	Select the activity group attribute template to use to create the activity for this import record. Activity group attribute templates are defined on Attribute Template (MX05.1).
-----------------------------------	---

The activity group attribute template can only be used if the import program is creating the activity group. If the activity group already exists, this field must be blank.

Activity Grp POP Template	<p>Select the period of performance template to use to create the activity group for this import record. Period of performance templates are defined on Period of Performance Template (AC10.7).</p> <p>The activity group period of performance template can only be used if the import program is creating the activity group. If the activity group already exists, this field must be blank.</p> <p>This field is only used if period of performance dates are being applied at the activity group level. If they are applied at the activity level instead, the Activity POP Template is used.</p>
Activity Template	<p>Select the activity template to use to create the activity for this import record. Activity templates are defined on Activity Template (AC71.1).</p>
Parent Activity	<p>Enter or select the parent activity associated with this record. The parent activity is the activity that is hierarchically directly above the activity being loaded. The parent activity is used to automatically generate the level address. If you are adding a level 1 activity with this record, the parent activity is not applicable. For all other activities, it is required.</p>
Activity Type	<p>Select S (Summary), C (Contract) or P (Posting) to identify the type of activity being imported.</p>
Activity Level	<p>Enter the activity level for the activity being imported. The level identifies the location of the activity in the activity group structure. Project Accounting uses the level address to consolidate and report information for activities in the activity group.</p>
Activity Date Range	<p>Enter the beginning and end dates for the activity date range. The activity date range is used to validate that transactions being entered for an activity are within the dates established for that activity. The activity date range must be within the date range for the activity group. If an activity begin date is entered and you selected an activity template, this value will override the begin date from the activity template. If no begin date is entered, the begin date entered on the template will be used.</p> <p>If no date is entered in this field or on the activity template, this date defaults from the activity group.</p>

Activity Default Account	Enter or select the GL company, accounting unit, account, and subaccount to use as the default for this activity within Project Accounting. If no values are entered, the values from the activity template are used.
Activity Currency	<p>Enter or select the currency associated with the activity record being loaded. The currency for summary and contract activities is required to be the same as the base currency of the activity group. (The currency for posting activities can be different.) If an activity currency is entered, it overrides the currency entered on the activity template.</p> <p>If no activity currency is entered the currency entered on the template is used. If no currency is entered here or on the activity template, the currency defaults from the activity group.</p>
Activity Attribute Template	Select the activity attribute template used to load activity attributes and their values from an MX template to Activity Attribute (AC13). This is one of two ways to add attributes via this program. The other way is to load attributes into the standard activity attribute file and use the same run group as this interface file. The Setup Interface program (AC560) assumes an object type of ACTVY.
Activity POP Template	<p>Select the period of performance template to use to create the activity for this import record. Period of performance templates are defined on Period of Performance Template (AC10.7).</p> <p>This field is only used if period of performance dates are being applied at the activity level. If they are applied at the activity group level instead, the Activity Group POP Template is used.</p>

4. On the Assignment tab, consider the following fields.

NOTE You only need to specify values on this tab if you want to specify account category and account assignment overrides for the activity being created by the interface program.

From Activity Group

Enter or select the activity group from which account assignments will be copied.

The From Activity Group field will only be used for copying account assignments that are at the activity group level. If the assignments are required at the activity level, the From Activity field should be used instead.

NOTE If the activity group on this import record already exists, it may also have existing GL account assignment records. If you select an activity group in this field, the GL account assignments for the selected activity group will overwrite any GL account assignment information that may already exist for the activity group. If you want to use any existing GL account assignments, leave this field blank.

From Activity

Enter or select the activity group from which the account category assignments and account assignments will be copied.

The From Activity field will only be used for copying account category and account assignments that are at the activity level. If the assignments are required at the activity group level, the From Activity Group field should be used instead.

5. On the Contract tab, consider the following fields.

Contract

Enter the contract for which this import record is being created. If you enter a contract here, the activity on the Main page must be a contract activity.

Description

Enter a description for the contract.

Contract Type

Enter or select the type of contract being created using the setup interface program. Valid values are Product (1), Maintenance (2), Product and Maintenance (3), and Services (4). If a Contract Template is entered, this field is required and must be Services (4).

Contract Template

Enter the name of the contract template that will be used to create this record. Contract templates are maintained on Contract Template (BR47.1) and can only be used with Services (Contract Type=4) contracts.

Contract Account Template	Enter the contract account template that will be used to create the contract accounts form for this record. This field is valid only for Services (4) type contracts. Contract account templates are maintained on Contract Account Template (BR47.2).
Contract Currency	Enter or select the currency associated with the contract. The currency entered here determines the currency that the invoice is displayed in, as well as the transaction currency with which BR transactions are created.
Fixed Exchange	The fixed exchange flag determines if a contract will have a fixed exchange rate over the life of the contract, or if it will fluctuate based on currency exchange rates. Valid values are Y (Yes) for fixed currency and N (No) for non-fixed currency. This field is required and only valid for Services (Contract Type=4) contracts, and must be set to Y when using the activity group currency.
Exchange Rate	If Fixed Exchange is Y, enter the exchange rate to use when exchanging billing and revenue amounts between the contract currency and the transaction/base currency. If Fixed Exchange = N, leave this field blank. This field is valid only for Services (Contract Type = 4).
Customer PO Number	Enter the Customer PO number for the contract.
Payment Code.	Enter the payment code for the maintenance (type 2 or 3) contract. This field is not used with product (type 1) or services (type 4) contracts.
6. On the Customer tab, consider the following fields.	
AR Company	Enter the AR company associated with the contract being imported. This company must already exist in Accounts Receivable.
AR Customer	Enter the AR customer associated with the contract being imported. This customer must already exist in Accounts Receivable.
Customer Invoice Option	Enter the customer invoice option associated with this contract. Customer invoice options identify how an invoice will print and interface for a particular contract. Either Customer Invoice Option or Customer Template is required. If the customer already exists in BR, select the Customer Invoice Option for the customer. If the customer does not already exist, leave this field blank.

Customer Template	<p>Enter the customer template associated with this contract.</p> <p>Either Customer Invoice Option or Customer Template is required. If the customer does not exist in BR, select the Customer Template. If the customer already exists, leave this field blank.</p> <p>Customer templates are defined on Customer Template (BR48.1).</p>
--------------------------	--

Renew Date	<p>Enter the date on which the current maintenance schedule for this customer will end. This field is not used with product (type 1) or services (type 4) contracts.</p>
-------------------	--

7. Click Add to add the information you want to import.
8. Access Setup Interface (AC560) to import the information you just entered. Consider the following fields.

Run Group	<p>Enter or select the run group to use to import the setup data. A run group is used to group sets of import records for processing.</p>
------------------	---

Activity Group	<p>Enter or select the name of the activity group for which you want to import records. If the activity group is left blank, all records within the Run Group are processed.</p>
-----------------------	--

Interface Activity Attributes	<p>Specify whether or not to interface activity attributes that exist in the Activity Attribute Interface file. Valid values are Y (Yes) and N (No). If you select Yes, specific attribute values are imported for the activities within the selected run group and activity group. If you are using an attribute template to apply the same attributes to all activities, select No for this field.</p>
--------------------------------------	--

Update

Select what type of database update to perform. Valid options are:

- Y = Yes
- N = No
- A = Assign Activity Groups

If you select Yes, the database is updated with the imported records.

If you select No, the database is not updated. A report lists the updates that would have been made by the program, but does not actually perform the updates.

If you select Assign Activity Groups, the activity group portion of this program will run in update mode by adding the activity group to the interface file. The rest of this program processing (adding activities, contracts, attributes, etc.) occurs in non-update mode.

9. Click Add to add the job.
10. Submit the job.

Chapter 4

Defining Activities

This chapter covers how to set up activities in Project Accounting. An activity is a phase, task, operation or other component within an activity group. Activities provide a framework for establishing and collecting budgets, costs, revenues and statistical information. Activities are required before you can begin using Project Accounting.

This chapter covers how to set up activities in Project Accounting for billing and revenue recognition. An activity is a phase, task, operation or other component within an activity group. Activities provide a framework for establishing and collecting budgets, costs, revenues and statistical information. Activities are required before you can begin using Project Accounting.

STOP Before you can define activities, complete the setup tasks. For more information, see "[Defining Activity Groups](#)" on page 29.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 72

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is an Activity?"](#) on page 66
- ["What Is a Level Address?"](#) on page 67
- ["What Is an Activity Status Code?"](#) on page 70
- ["What Is Period of Performance?"](#) on page 71

What Is an Activity?

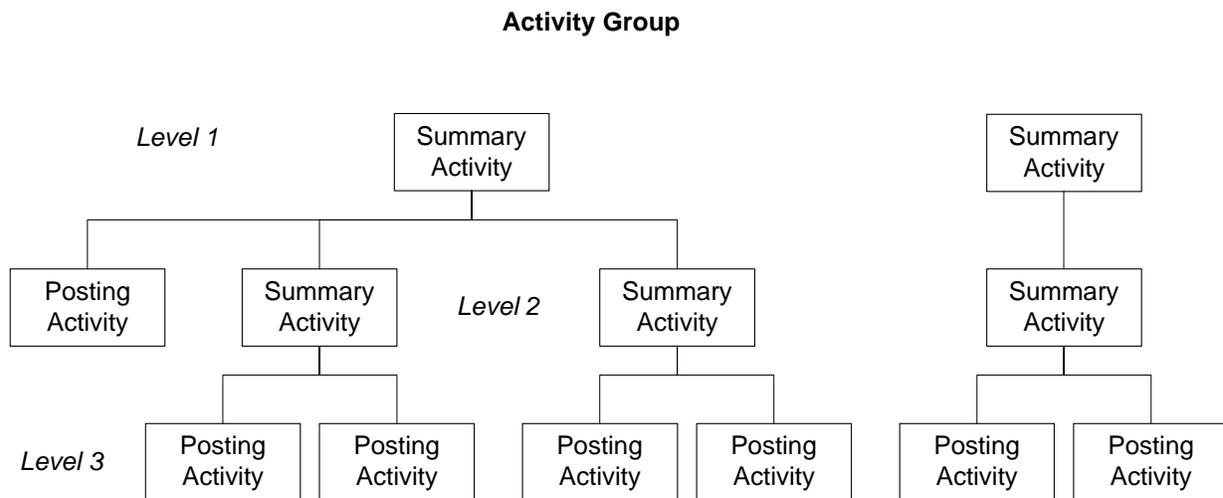
An activity is a phase, task, operation or other component within an activity group. Activities provide a framework for establishing and collecting budgets, costs, revenues and statistical information. You can structure activities to meet your specific information and reporting needs.

The activity group determines the number of levels you can have in an activity structure. For example, an activity structure created to track an organization's projects may contain three levels: project, phase and task. Budgets, costs, revenues and units for tasks roll up into phases, which in turn roll up to projects.

You can define three types of activities:

- *Posting* activities are activities at the lowest level in the structure. Activity transactions must contain a posting activity and an account category. Costs, revenues and units from transactions are consolidated into balances in posting level activities. If you use activity budgets, you will create them in posting activities.
- *Summary* activities are activities at higher levels in the structure. Budgets, costs, revenues and units from posting activities are consolidated, or rolled up, into balances in the higher-level summary activities.
- *Contract* activities are used in the Lawson Billing and Revenue Management application. Contract activities follow the same rules as summary activities. In addition, contract activities provide a framework for storing contract and billing information. For more about contract activities, see the *Billing and Revenue Management User Guide*.

Figure 8. Illustration: Activity structure



Considerations for Naming Activities

Consider the following when you define activities:

- Activities must have a unique name. Activity names cannot be reused for activities in other activity groups.
- Activity names can contain up to 15 alphanumeric characters.
- You cannot change an activity name after you define it, but you can change the activity's description.
- Using a numeric naming convention for posting activities can help speed data entry.

What Is a Level Address?

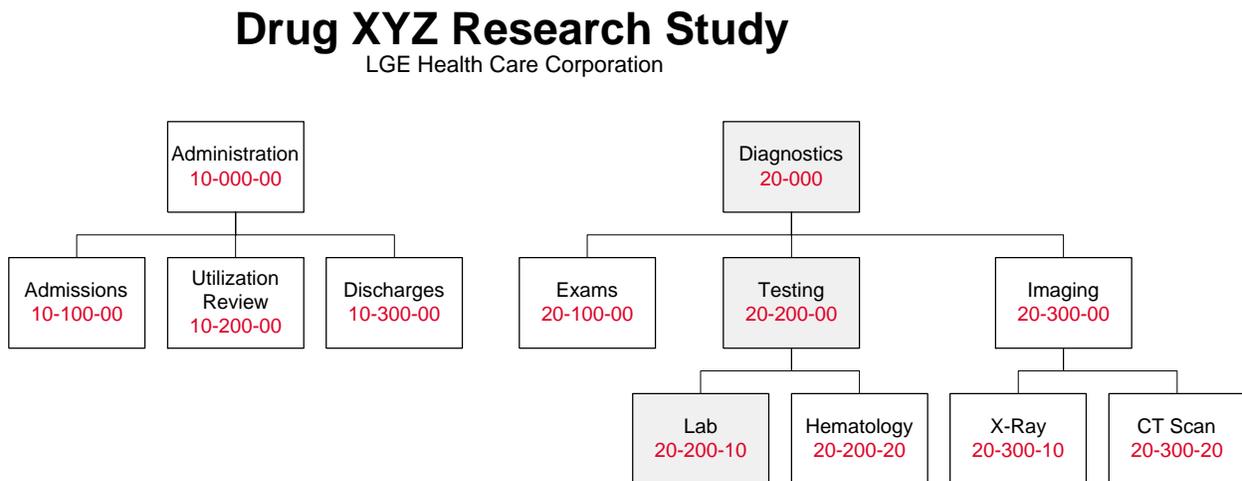
A level address is a numeric identifier that defines the location of an activity in the activity group. Level addresses provide a roll-up structure for an activity group. You can compare a level address to a phone number. A phone number

can be broken down into several unique parts with each part providing a more specific identifier: country code, area code, telephone number. Each part of a level address tells you more specifically where in the activity group structure that activity is located.

Level Addressing Rules

- The number and size of levels you define in the activity group determine the format of activity level addresses. For example, if you defined three levels and assigned a size of three to each level, a level address for one of your first level activities might be 001-000-000. If you have four levels, each with a size of four, one of your first level activities might be 0001-0000-0000-0000.
- Each activity's level address must be unique within the activity group. This allows you to re-use the same level addresses for similar activities in different activity groups.

Figure 9. Illustration: LGE's three level activity structure with level addresses



Activity: Diagnostics

Level	Size	Level Address
Department	2	20
Area		
Task		

Activity: Testing

Level	Size	Level Address
Department	2	20
Area	3	200
Task	2	

Activity: Lab

Level	Size	Level Address
Department	2	20
Area	3	200
Task	2	10

Considerations for Level Addressing

Use a consistent numbering methodology for level addresses to simplify the process of selecting activities for processing and reporting. You can create groups of activities called lists by specifying ranges of level addresses. For more information, see ["Using Attribute Matrix Attributes"](#) on page 163.

Assume you have multiple projects with similar activity structures. Each project is its own activity group and you want to analyze similar activities across different projects. You can use a specific set of numbers in level addresses for meeting-related activities (our example uses the 100 series), another set of numbers for development-related activities (our example uses the 200 series), and another set related to revisions (our example uses the 400 series).

This makes it easy to select related activities within the activity group or across similar activity groups. For example, if you want to retrieve all revision-related activities for a report, you can construct an activity list selecting activities where the second level address falls between 400 and 499.

What Is an Activity Status Code?

TIP To make an “inactive” status, create a status code that allows none of these processes.

Each activity requires a status code. A status code is a user-defined code that identifies the predefined Project Accounting processes valid for an activity at any given time. For example, you can define a status that allows posting, budgeting, and allocations. You can create as many statuses as necessary, and you can assign any status to any activity at any time. The following table identifies pre-defined processes you can use in status codes.

Process	Description
Post	Lets you post transactions to the activity.
Budget	Lets you define a budget for the activity.
Allocation	Lets you post allocations to the activity.
Revenue	** Lets you recognize and generate revenue transactions for the activity in the Lawson Billing and Revenue Management application.
Billing	** Lets you bill customers in the Lawson Billing and Revenue Management application. You must check this for a contract type activity to create billing transactions.
Capitalization	Lets you capitalize costs posted to the activity.
Purge	Lets you make the activity eligible for purging.

NOTE The Purge process cannot be used in combination with other processes.

What Is Period of Performance?

Period of performance (POP) can be used to enter transactions for an activity that do not fall within the activity's specified date range. Date ranges are assigned to an activity group or activity, and specify the time period during which the activities in the activity group are valid. However, you might incur setup costs for an activity before the activity actually begins. Similarly, you might need to enter transactions for a project after the project has been completed. Use Activity Period of Performance (AC10.6) establish date tolerances during which you can enter activity transactions outside of the date range.

Like date ranges, periods of performance can be assigned at either the activity group or activity level. Both Activity Group (AC00.1) and Activity (AC10.1) provide access to Activity Period of Performance (AC10.6). Periods of performance are managed by system code for the activity or activity group. This allows you to restrict the systems for which transactions can be entered during the period of performance. For example, you might want to allow transactions for the Requisitions (RQ) system, but for no others.

Using Period of Performance Templates

You can use a period of performance template to easily define similar date tolerances for multiple activity groups or activities. After creating a period of performance template on Period of Performance Template (AC10.7), you can assign it to an activity group or activity rather than specifying the number of Begin Days and End Days.

Interfacing Period of Performance Dates

You can use Performance Date Interface (AC502) to interface period of performance data from other applications. After interfacing the data, you can use Performance Interface Adjustment (AC50.2) to make any corrections to the interfaced records.

Procedures in this Chapter

Use the procedures in this chapter to define activities. Activities are required and provide the framework for Project Accounting structure. As part of defining activities, you define status codes that you can assign to an activity to indicate which processes are valid for the activity. You also have the option to assign a location to an activity, which associates address and communication information with the activity.

- ["Defining Activity Status Codes" on page 73](#)
- ["Defining an Activity" on page 74](#)
- ["Assigning a Location to an Activity" on page 83](#)
- ["Defining Period of Performance" on page 85](#)
- ["Defining a Period of Performance Template" on page 86](#)
- ["Defining Activity Templates" on page 86](#)
- ["Interfacing Activities" on page 93](#)

Defining Activity Status Codes

TIP After you have defined an activity use Activity Copy (AC110) or Account Category Copy (AC115) to reduce the total time required for maintenance. For more information, see ["Copying Activities"](#) on page 203. For more information, see ["Copying Account Categories"](#) on page 194.

A status code identifies the processes that are valid for an activity at any given time. You can create as many status codes as you need, and you can assign any status to any activity at any time.



Need More Details? Check out the following concepts:

-

STEPS To define activity status codes

1. Access Status (AC02.1).
2. In the Status field, type a unique code to identify the status and type a description of the status code in the Description field.
3. Select the processes valid for the status code by typing an "X" in any of the following fields.

Post (Posting)	Lets transactions be posted to the activity.
Budget (Budgets)	Lets you define and maintain activity budgets.
Alloc (Allocations)	Lets you process allocations involving the activity.
Rev (Revenue)	** Lets you recognize revenue for the activity. See the <i>Billing and Revenue Management User Guide</i> for more information.
Bill (Billing)	** Lets you process billing for billable activities. See the <i>Billing and Revenue Management User Guide</i> for more information.
Cap (Capitalization)	** Lets you capitalize costs posted to the activity, and creates asset(s) in Asset Management.
Purge (Purge)	Allows the activity to be purged.

NOTE If you check Purge, you must leave all other process fields blank.

Related Reports and Inquiries

To	Use
List all statuses	Status Listing (AC202)
Display and maintain statuses of activities	Activity Status (AC12.1)
Change activity statuses using a batch program	Mass Activity Status Change (AC112)

Defining an Activity

NOTE You can copy existing activities or import activities from a non-Lawson source. For more information, see ["Interfacing Activities"](#) on page 93.

An activity is a phase, task, operation or other component within an activity group. Activities provide a framework for establishing and collecting budgets, costs, revenues and statistical information. You can structure activities to meet your specific information and reporting needs.

STOP Before you define an activity, define an activity group and activity status codes.



Need More Details? Check out the following concepts:

- ["What Is an Activity?"](#) on page 66

STEPS To define an activity

1. Access Activity (AC10.1).
2. In the Activity field, type a unique name for the activity and an activity description.
3. Define information about the activity on the Main page. Consider the following fields.

Activity Group	Select the activity group to which the activity belongs.
Currency	Select a currency code to identify the activity's base currency. For posting activities, you may use any currency code. For summary activities and contract activities, the currency code must match the base currency code assigned to the activity group. The activity group's base currency defaults.

Expense Account	Select the General Ledger company, accounting unit to default in transactions for this activity. As an option, you can also select the account and subaccount.
	<hr/> <p>NOTE These defaults are used for transactions that originate in Project Accounting, or in transactions that are interfaced from non-Lawson systems. The defaults are not used for activity-related transactions that originate in other Lawson applications.</p> <hr/>
Status	Select the status code for the activity. Use Status (AC02.1) to define a new status code, if necessary.
Account Category	Optional. Select a default account category to use in transactions that originate in Project Accounting, or in transactions that are interfaced from non-Lawson systems. Account categories are defined using Account Category (AC05.1).
	For more information, see " Defining Account Categories " on page 95.
Date Range	Type the activity's start and end dates. The date range entered here must fall within the activity group's date range.
	<hr/> <p>NOTE This date range controls the dates you can use when creating activity budgets and activity transactions. The dates for activity budgets must fall within the specified date range. When you post transactions to activities, the transaction's posting or transaction date must fall within the date range, depending on how the Date Edit option is set on Activity Group (AC00.1).</p> <hr/>
	<hr/> <p>TIP You can override this date range by system code on Period of Performance (AC10.6).</p> <hr/>
Billable, Contract	** Accept the default (No), unless you are also using the Lawson Billing and Revenue Management application. In that case, see the <i>Billing and Revenue Management User Guide</i> .

Invoice Group ** Leave this field blank, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the *Billing and Revenue Management User Guide*.

Output Measure Optional. Type a numeric activity output measure and description. The output measure is used on Output Measure Analysis (AC93 and AC493) to calculate per unit costs and revenues for the activity. For example, if you want to measure activity costs by a specific number of full time equivalents (employees), enter the number of FTEs in the output measure and use FTE as the description.

User Analysis ** Optional. Select default user analysis values to use in activity transactions that originate in Project Accounting. You can type the values or use the Define (F6) feature to open the User Analysis Entry subform. For more information, see the *Strategic Ledger User Guide*.

Long Description Optional. Type a longer description for the activity. If you leave this field blank, the short activity description defaults.

4. Define an activity level address on the Levels page. Consider the following fields.

Level Type Select whether the activity is a summary (S), posting (P), or contract (C) activity.

 ** The contract level type is used for Billing and Revenue Management only.

Effective Date When you are defining a new activity, leave this field blank. If you are reorganizing your activity structure, enter the date the new level address will be effective.

For more information, see "[Maintaining Activity Structure](#)" on page 193.

Level Address Type the level addresses for the activity. The level address identifies the activity's location in the activity group, and is used for consolidating and rolling information up the activity structure.

NOTE You must establish highest level summary or contract activities first, then lower level summary activities or contracts, then posting activities last.

New Level Address When you are defining a new activity, leave this field blank. To move an activity to a new location in the activity group structure, type the activity's new level address.

For more information, see "[Maintaining Activity Structure](#)" on page 193.

5. If you use Lawson Grant Management, use the Award page to set up award information for the grant activity. Consider the following fields.

Award ** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Select Yes (Y) for any activity that is an award or award-related. Select Yes for posting activities that exist below an award activity in the activity structure.

Sponsored Effort ** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Select Yes (Y) if the activity should be included on the Certified Effort report in the sponsored award section. If the activity is cost share or non-sponsored, select No (N).

Salary Cap ** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Select Yes if the activity is subject to a salary cap and the activity is a posting activity. Sponsored and cost share activities may be subject to salary cap.

Select No for summary or contract activities, even if they are award activities. Also select No for any posting activity to which earnings in excess of the salary cap will be charged.

Salary Cap Schedule

** Unless you are using the Lawson Grant Management application, leave this field blank.

If the activity is subject to salary cap, select the applicable salary cap schedule.

Only posting activities can be associated with a salary cap schedule. Salary cap schedules are used in labor distribution templates to automatically cap salary distribution percentages when an activity is subject to salary cap.

If an employee's salary exceeds the salary cap, the percentage charged to the activity is reduced and a new distribution line for the overage is created automatically.

Salary cap schedules are also used to produce the Salary Cap Alert Report (GM412). Salary cap schedules are defined using Salary Cap Schedule (GM05.1).

Use Current Cap

** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Salary cap schedules store annual salary cap amounts for multiple effective dates. Use this field to indicate which salary cap amount is used to determine whether an employee's salary exceeds cap.

Select N or blank (the default) to use the salary cap amount in effect on the activity's start date.

Select Y to use the newest, active salary cap amount in the salary cap schedule.

**Overage Activity,
Account Category**

When salary cap rules are applied in a labor distribution template, the system reduces the salary percentage in the distribution line for the activity subject to salary cap and creates a new template line containing the GL account and activity to which the excess salary, or overage, should be charged.

You can select an activity to which overage will be charged on the labor distribution template. If you leave this field blank, salary cap overages are not charged to any activity or account category.

IMPORTANT You cannot choose a mandatory or committed cost share activity as an overage activity.

If an overage activity is selected, you can select an overage account category to which excess salary will be charged on the labor distribution template.

If you leave the account category field blank, the overage distribution will use the overage activity, but the account category will come from the labor distribution line that initiated the overage.

**Overage GL
Account**

When salary cap rules are applied in a labor distribution template, the system reduces the salary percentage in the distribution line for the activity subject to salary cap and creates a new template line containing the GL account and activity to which the excess salary, or overage, should be charged.

You can select a GL company, accounting unit, account or subaccount to which overage will be charged on the labor distribution template. If you leave this field blank, the overage is charged to the GL company in the labor distribution template line from which the overage is initiated.

Overage User Analysis

When salary cap rules are applied in a labor distribution template, the system reduces the salary percentage in the distribution line for the activity subject to salary cap and creates a new template line containing the GL account and activity to which the excess salary, or overage, should be charged. If your organization uses Strategic Ledger, the system can also charge the overage to a user analysis.

You can select a Strategic Ledger user analysis to which overage will be charged on the labor distribution template.

If you leave this field blank, the overage is charged to the user analysis (if any) on the labor distribution template line from which the overage is initiated.

Encumbrance Fringe Rate

** Unless you are using the Lawson Grant Management application, leave this field blank.

Type the encumbrance fringe rate for the activity. Grant Management defaults this rate onto labor distribution lines to be used to calculate a commitment for this fringe percentage.

NOTE The encumbrance fringe rate can also come from a rate assigned to employees on Employee (HR11.1).

Fringe Encumbrance Acct Cat

** Unless you are using the Lawson Grant Management application, leave this field blank.

Select or type the account category for fringe. Grant Management defaults this account category onto labor distribution lines for the fringe commitment records.

NOTE The fringe encumbrance account category can also come from an account category assigned to employees on Employee (HR11.1).

**Fringe
Encumbrance
Account**

** Unless you are using the Lawson Grant Management application, leave these fields blank.

Choose or type the account for fringe. Grant Management defaults this account onto labor distribution lines for fringe commitment records.

NOTE The fringe encumbrance account can also come from an account assigned to employees on Employee (HR11.1).

6. If the Asset field on the Process page on Activity Group (AC00.1) is set to Yes, you must identify the asset location and division on the Defaults page. If the Asset field is No, asset defaults are optional. Consider the following fields.

Location

Select an asset location. This location will default when you create asset information on Activity Asset (AC10.3).

** Locations are established in Asset Management on Location (AM07).

Division

Select an asset division. This division will default when you create asset information on Activity Asset (AC10.3).

** Divisions are established in Asset Management on Division (AM08).

7. (Optional) Use the Budget Overrides page to override activity group budget edit values at the activity level. Budget edits prevent entry of activity-related transactions in other Lawson applications when the budget is exceeded.

IMPORTANT Only posting activities can have budget edits defined at the activity level, and only if the activity group budget level on Activity Group (AC00.1) *is not* set to Activity Group (2).

For more information, see "[Budgeting Overview](#)" on page 225.

Consider the following fields.

- Budget Checking** The activity group budget checking value displays. You can override it with one of the following values.
- Use Period Edit to perform the edit using the active period-to-date budget.
 - Use Annual Edit to perform the edit using the active year-to-date budget.
 - Use Total Edit to perform the edit using the active life-to-date budget.
 - Use No Edit (the default) if you do not wish to enable budget edits.

If budget amounts are validated, the system validates whether actuals plus commitments are less than or equal to the budget plus the budget tolerance. The edits are performed in the applications you select on System Codes (GL01.4).

NOTE Period Edit and Annual Edit options are not valid with a Life Only budget.

-
- Level** The activity group edit level displays. You can override it with one of the following values.
- Use Activity-Acct Cat (1) to perform the edit using the budget for the activity and account category specified in the transaction.
 - Use Activity (3) to perform the edit using the total budgets for all account categories in the activity specified in the transaction.
 - Use Activity—Summary Account Cat (4) to perform the edit using the budget for the summary account category in the activity specified in the transaction.

IMPORTANT You cannot define budget edits for this activity if the default budget edit level that displays (derived from the activity group) is 2 Activity Group.

-
- Tolerance** Type a value to indicate the percentage by which the budget can be exceeded. For example, to allow budgets to be exceeded by 5 percent, enter 5.00.
-

**Estimated
Maximum**

Type a value to indicate the budget maximum for the activity. This is informational only, and produces a warning message during activity budget entry when the total activity budget exceeds the maximum.

IMPORTANT You can enter an estimated value for contract and summary activities also, but only posting activities can be subject to activity budget editing.

NOTE The Contract link displays only if you have the Billing and Revenue Management application.

Optional Follow-up Tasks

- Choose Contract to assign a contract activity to a Billing and Revenue contract. For more information, see the *Billing and Revenue Management User Guide*.
- Choose Resource to assign resources to the activity. For more information, see "[Defining Resources](#)" on page 117.
- Click Budget to define the activity budget. For more information, see "[Defining Activity Budgets by Activity](#)" on page 276.
- Click Attributes to assign attributes to the activity. For more information, see "[Assigning Attribute Values to an Activity](#)" on page 179.
- Click Bill to define the activity billing parameters. For more information, see the *Billing and Revenue Management User Guide*.
- Click Award to define award information for Grant Management. For more information, see the *Grant Management User Guide*.

Related Reports and Inquiries

To	Use
List activity parameters	Activity Listing (AC210)

Assigning a Location to an Activity

You can define location information for an activity by assigning an address code. The address code contains address and communication information for the activity. For example, you can identify where the activity is being performed and the contact information for the person responsible for the

activity. Use this procedure to define location information for an activity and to assign that information to the activity.

STEPS To assign a location to an activity

1. Access Location Assignment (AC10.2).
2. If the location information does not exist, choose define in the Address Code field to access Location (AC10.4). Use this form to define a new location. Consider the following fields.

Address Code	Type or select the address code you are defining or changing. This code can contain up to 9 alphanumeric characters.
Contact	Type the name of the contact at the location. For example, if the activity is for an off-site project, enter the name of the project manager.
Address 1	This is the first line of address information for the location.
Address 2	This is the second line of address information for the location.
Address 3	This is the third line of address information for the location.
Address 4	This is the fourth line of address information for the location.
City or Address 5	This is the fifth line of address information or the city for the location
State or Province	This is the state or province for the location.
Postal Code	This is the postal code for the location. In the United States, this is the ZIP code.
County	This is the county for the location.
Country	This is the country for the location.
Telephone	This is the telephone number of the location.
Telex	This is the telex number for the location.
E-mail	This is the E-mail address for the location's contact.

3. On Location Assignment (AC10.2), assign the location to the activity. Consider the following fields.

Activity	Select the activity to which you want to assign a location.
Address Code	Assign an address code that identifies the activity's location. Use Location (AC10.4) to define a new address code, if necessary.

Defining Period of Performance

Use this procedure to define a period of performance for an activity or activity group. The period of performance is a date tolerance that allows you to enter transactions outside the date range for an activity or activity group.

STEPS To define a period of performance

1. Verify that the POP Date field on the Process tab of Activity Group (AC00.1) is "Y." Project Accounting will not look for period of performance dates for an activity group if this flag is not set.
2. Access Activity Period of Performance (AC10.6).
3. Consider the following fields.

Activity Group	Required. Select the activity group for which you are defining the period of performance.
Activity	Optional. Select the activity for which you are defining the period of performance.
POP Template	Optional. Select a period of performance template to set up date tolerances for the activity or activity group. Period of Performance templates are defined on Period of Performance Template (AC10.7).
Sys	Required. Select the system code for which you are defining periods of performance. You must set up periods of performance for each system code for which you want to allow transactions outside of the normal activity date range.
Begin Days/ End Days	Optional. Enter the number of days before or after the activity date range that you want to allow transactions. For example, if you enter 30 in the Begin Days field, transactions will be allowed for 30 days before the activity's date range. The Date field is automatically updated based on the Begin Days or End Days value you enter.
Date	Required. Enter the dates for which transactions will be allowed for the system code. If you enter a Begin Days or End Days value, the Date fields are updated automatically based on the activity's date range.

Defining a Period of Performance Template

Use this procedure to define a period of performance template. Templates can be used to define activity date tolerances on Activity Period of Performance (AC10.6).

STEPS To define a period of performance template

1. Access Period of Performance Template (AC10.7).
2. Consider the following fields.

POP Template	Enter a name for the template.
Sys	Select the system code for which you are defining periods of performance. You must set up periods of performance for each system code for which you want to allow transactions outside of the normal activity date range.
Begin Days/ End Days	Enter the number of days before or after the activity date range that you want to allow transactions. For example, if you enter 30 in the Begin Days field, transactions will be allowed for 30 days before the activity's date range. The Date field is automatically updated based on the Begin Days or End Days value you enter.

3. You can assign the template to an activity or activity group on Activity Period of Performance (AC10.6).

Defining Activity Templates

Use this procedure to create templates for activity information. You can use the templates to add or import new activities in Project Accounting.



Need More Details? Check out the following concepts:

- ["Using Setup Templates for Activity Groups and Activities"](#) on page 38

STEPS To define an activity template

1. Access Activity Template (AC71.1).
2. In the Template field, type a unique name for the template and a template description.
3. Define information about the activity on the Main page. Consider the following fields.

Currency Select a currency code to identify the activity's base currency. For posting activities, you may use any currency code. For summary activities and contract activities, the currency code must match the base currency code assigned to the activity group. The activity group's base currency defaults.

Default Account Select the default General Ledger company, and accounting unit to use for transactions for this activity. As an option, you can also select the account and subaccount.

NOTE These defaults are used for transactions that originate in Project Accounting, or in transactions that are interfaced from non-Lawson systems. The defaults are not used for activity-related transactions that originate in other Lawson applications.

Status Select the status code for the activity. Use Status (AC02.1) to define a new status code, if necessary.

Account Category Optional. Select a default account category to use in transactions that originate in Project Accounting, or in transactions that are interfaced from non-Lawson systems. Account categories are defined using Account Category (AC05.1).

For more information, see ["Defining Account Categories"](#) on page 95.

Date Range Type the activity's start and end dates. The date range entered here must fall within the activity group's date range.

NOTE This date range controls the dates you can use when creating activity budgets and activity transactions. The dates for activity budgets must fall within the specified date range. When you post transactions to activities, the transaction's posting or transaction date must fall within the date range, depending on how the Date Edit option is set on Activity Group (AC00.1).

TIP You can override this date range by system code on Period of Performance (AC10.6).

Billable, Contract ** Accept the default (No), unless you are also using the Lawson Billing and Revenue Management application. In that case, see the *Billing and Revenue Management User Guide*.

Invoice Group ** Leave this field blank, unless you are also using the Lawson Billing and Revenue Management application. In that case, see the *Billing and Revenue Management User Guide*.

User Analysis ** Optional. Select default user analysis values to use in activity transactions that originate in Project Accounting. You can type the values or use the Define (F6) feature to open the User Analysis Entry subform. For more information, see the *Strategic Ledger User Guide*.

4. If you use Lawson Grant Management, use the Award page to set up award information for the grant activity. Consider the following fields.

Award ** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Select Yes (Y) for any activity that is an award or award-related. Select Yes for posting activities that exist below an award activity in the activity structure.

Sponsored Effort ** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Select Yes (Y) if the activity should be included on the Certified Effort report in the sponsored award section. If the activity is cost share or non-sponsored, select No (N).

Salary Cap ** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Select Yes if the activity is subject to a salary cap and the activity is a posting activity. Sponsored and cost share activities may be subject to salary cap.

Select No for summary or contract activities, even if they are award activities. Also select No for any posting activity to which earnings in excess of the salary cap will be charged.

Salary Cap Schedule ** Unless you are using the Lawson Grant Management application, leave this field blank.

If the activity is subject to salary cap, select the applicable salary cap schedule.

Only posting activities can be associated with a salary cap schedule. Salary cap schedules are used in labor distribution templates to automatically cap salary distribution percentages when an activity is subject to salary cap.

If an employee's salary exceeds the salary cap, the percentage charged to the activity is reduced and a new distribution line for the overage is created automatically.

Salary cap schedules are also used to produce the Salary Cap Alert Report (GM412). Salary cap schedules are defined using Salary Cap Schedule (GM05.1).

Use Current Cap

** Unless you are using the Lawson Grant Management application, accept the default of No (N).

Salary cap schedules store annual salary cap amounts for multiple effective dates. Use this field to indicate which salary cap amount is used to determine whether an employee's salary exceeds cap.

Select N or blank (the default) to use the salary cap amount in effect on the activity's start date.

Select Y to use the newest, active salary cap amount in the salary cap schedule.

Overage Activity, Account Category

When salary cap rules are applied in a labor distribution template, the system reduces the salary percentage in the distribution line for the activity subject to salary cap and creates a new template line containing the GL account and activity to which the excess salary, or overage, should be charged.

You can select an activity to which overage will be charged on the labor distribution template. If you leave this field blank, salary cap overages are not charged to any activity or account category.

IMPORTANT You cannot choose a mandatory or committed cost share activity as an overage activity.

If an overage activity is selected, you can select an overage account category to which excess salary will be charged on the labor distribution template.

If you leave the account category field blank, the overage distribution will use the overage activity, but the account category will come from the labor distribution line that initiated the overage.

Overage GL Account

When salary cap rules are applied in a labor distribution template, the system reduces the salary percentage in the distribution line for the activity subject to salary cap and creates a new template line containing the GL account and activity to which the excess salary, or overage, should be charged.

You can select a GL company, accounting unit, account or subaccount to which overage will be charged on the labor distribution template. If you leave this field blank, the overage is charged to the GL company in the labor distribution template line from which the overage is initiated.

Overage User Analysis

When salary cap rules are applied in a labor distribution template, the system reduces the salary percentage in the distribution line for the activity subject to salary cap and creates a new template line containing the GL account and activity to which the excess salary, or overage, should be charged. If your organization uses Strategic Ledger, the system can also charge the overage to a user analysis.

You can select a Strategic Ledger user analysis to which overage will be charged on the labor distribution template.

If you leave this field blank, the overage is charged to the user analysis (if any) on the labor distribution template line from which the overage is initiated.

5. If the Asset field on the Process tab on Activity Group (AC00.1) is set to Yes, you must identify the asset location and division on the Defaults tab. If the Asset field is No, asset defaults are optional. Consider the following fields.

Location

Select an asset location. This location will default when you create asset information on Activity Asset (AC10.3).

**Locations are established in Asset Management on Location (AM07).

Division

Select an asset division. This division will default when you create asset information on Activity Asset (AC10.3).

^{} Divisions are established in Asset Management on Division (AM08).

6. (Optional) Use the Budget Overrides page to override activity group budget edit values at the activity level. Budget edits prevent entry of activity-related transactions in other Lawson applications when the budget is exceeded.

IMPORTANT Only posting activities can have budget edits defined at the activity level, and only if the activity group budget level on Activity Group (AC00.1) *is not* set to Activity Group (2).

For more information, see "[Budgeting Overview](#)" on page 225.

7. Click Add to save the template.

Interfacing Activities

Use this procedure to import activity information from an external source to Project Accounting. For additional help, Project Accounting conversion file layouts and a conversion manual are available on the internet at the Lawson support site.

STEPS To interface activities

1. Prepare a comma-separated value (CSV) file containing the activity information you want to interface. The file fields must match the order and data type of the fields in the Activity Import (ACIFACTV) file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the activity data from the CSV file into the Activity Import file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. To review or edit records in the activity interface file, use Activity Interface Adjustment (AC50.1).
5. Update the imported activities using Activity Interface (AC500).

NOTE Because of the complexity of verifying levels, you cannot import activities in a non-update mode.

Option: Define Activity Group and Activity Relationships

You can define a relationship between information in a non-Lawson system with activity groups and activities in Project Accounting. This lets you interface information from the non-Lawson system to Project Accounting without modifying the source system data in the .csv files you prepare.

1. Map an Old Activity Group name to an activity group using Activity Group Relationship (AC28).
2. When you run Activity Interface (AC500), Attribute Interface (AC510), or Resource Interface (AC520), the data in the interface file associated with the Old Activity Group name is automatically populated using the activity group you defined in Activity Group Relationship (AC28). Data in the interface file associated with the Old Activity name is automatically populated using the activity you defined in Activity Relationship (AC29).

NOTE You can also map an Old Activity Name to an activity in Activity Relationship (AC29).

Related Reports and Inquiries

To	Use
List activities	Activity Listing (AC210)

Chapter 5

Defining Account Categories

This chapter covers how to set up and assign account categories in Project Accounting. *Account categories* provide a way to break down costs and revenues in activities and are a required part of the activity structure setup. Use the concepts and procedures in this chapter to better understand the setup decisions you must make related to account categories.

STOP Before you can set up and assign account categories, complete the setup tasks.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 106

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Are Account Categories?"](#) on page 96
- ["What Are Summary Account Categories?"](#) on page 101
- ["What Are Detail Account Categories?"](#) on page 102
- ["What Is an Account Category Structure?"](#) on page 102
- ["What Are Considerations for Assigning Account Categories?"](#) on page 103
- ["What Are General Ledger Account Assignments?"](#) on page 104
- ["What Is the Error Suspense Account Category?"](#) on page 104
- ["What Are Account Category Groups?"](#) on page 105

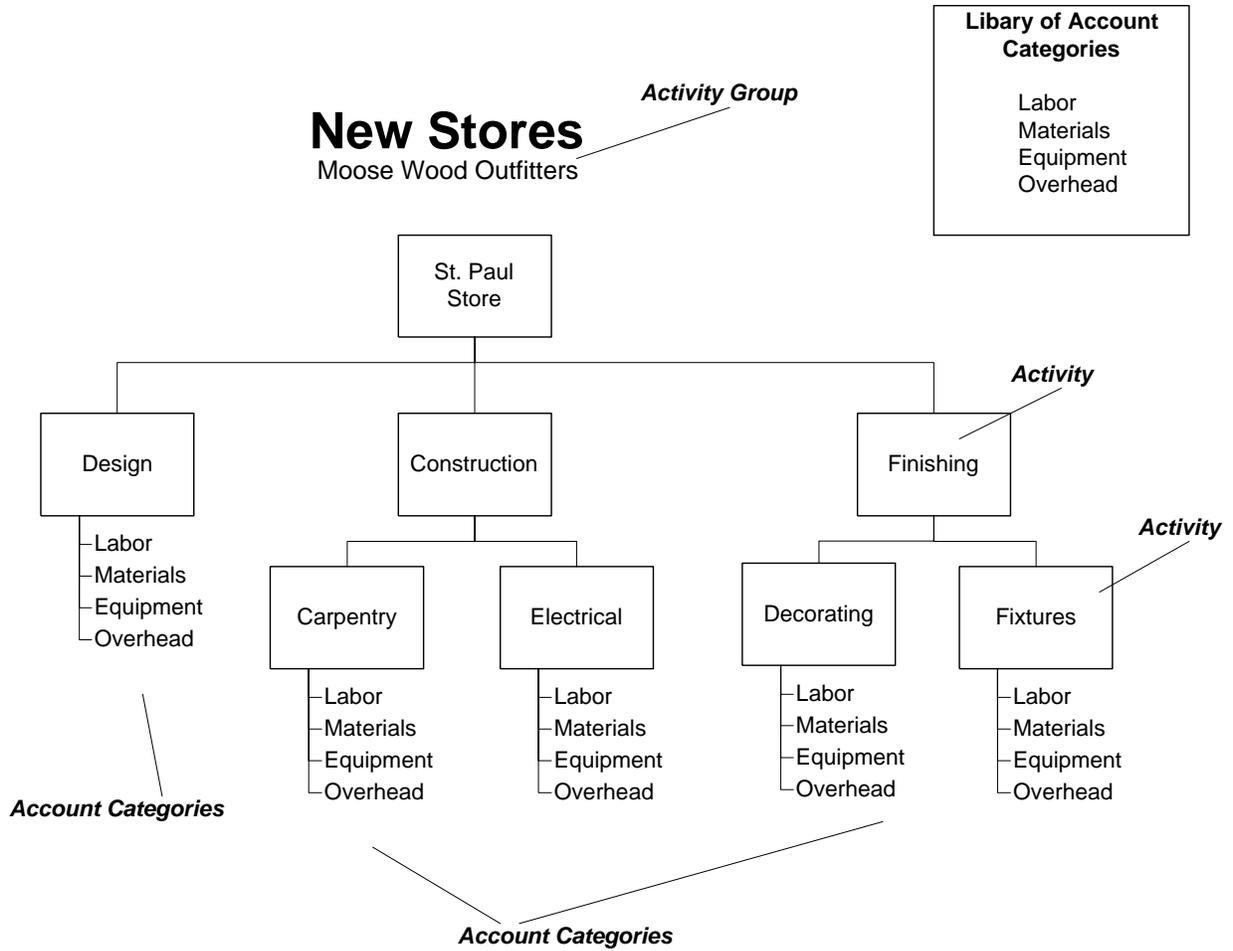
What Are Account Categories?

Account categories provide a way to break down costs and revenues in activities. Every transaction involving Project Accounting (including those entered in other Lawson applications and those interfaced from non-Lawson systems) must contain a posting activity and an account category.

Activity actuals, commitments, and budgets are stored in activities by account category. You can report on account categories across multiple activities. For example, you might use a Labor account category to see labor costs for all the activities across one or more activity groups.

You can have as many account categories as you want. You build a library of account categories that you can use anywhere in Project Accounting. The following diagram shows how account categories fit into the activity structure.

Figure 10. Illustration: Using account categories



Considerations for Defining Account Categories

TIP Account categories are left justified for selecting and sorting, so if you use numeric account category names, it's helpful if they contain the same number of digits. For example, account categories 500, 4100 and 05900 are sorted as follows: 05900, 4100, 500.

NOTE These examples demonstrate possible relationships between accounts and account categories. You should also consider maintaining accounting unit balances in activities to help with reconciling activity costs to accounts associated with multiple accounting units.

Account categories can include up to five alphanumeric characters. Consider the following tips when defining account categories:

- Using numeric account category names can make data entry easier.
- Determining a numbering scheme that is consistent and well thought out will let you more easily select ranges of account categories for reports, burdens, allocations and other processes.
- Consider the relationship account categories have with General Ledger accounts, and how it may impact reporting and reconciliation.

Example 1

In this example, there is one General Ledger account for project labor, but there are multiple labor-related account categories in Project Accounting. This provides more granularity for reporting within the project. If labor costs are to be reconciled with General Ledger, costs for all three labor account categories must be totalled and compared with the balance in the General Ledger Project Labor account.

General Ledger account	Account Categories
Project Labor	Labor - Regular
	Labor - Overtime
	Labor - Project Management

Example 2

This example shows a one-to-one relationship between account categories and accounts. Reporting on all three types of labor can be accomplished in General Ledger or Project Accounting. Regular project labor could be reconciled to the General Ledger account for regular project labor, overtime labor to the General Ledger account for overtime project labor, and so on.

General Ledger Account	Account Categories
Project Labor - Regular	Labor - Regular
Project Labor - Overtime	Labor - Overtime
Project Labor - Management	Labor - Project Management

Example 3

This example shows a broadly defined account category that relates to multiple accounts in General Ledger. Labor costs from Project Accounting would need to be reconciled to the total of the labor-related General Ledger accounts.

General Ledger Account	Account Categories
Project Labor - Regular	Labor
Project Labor - Overtime	
Project Labor - Management	

Account Category Examples

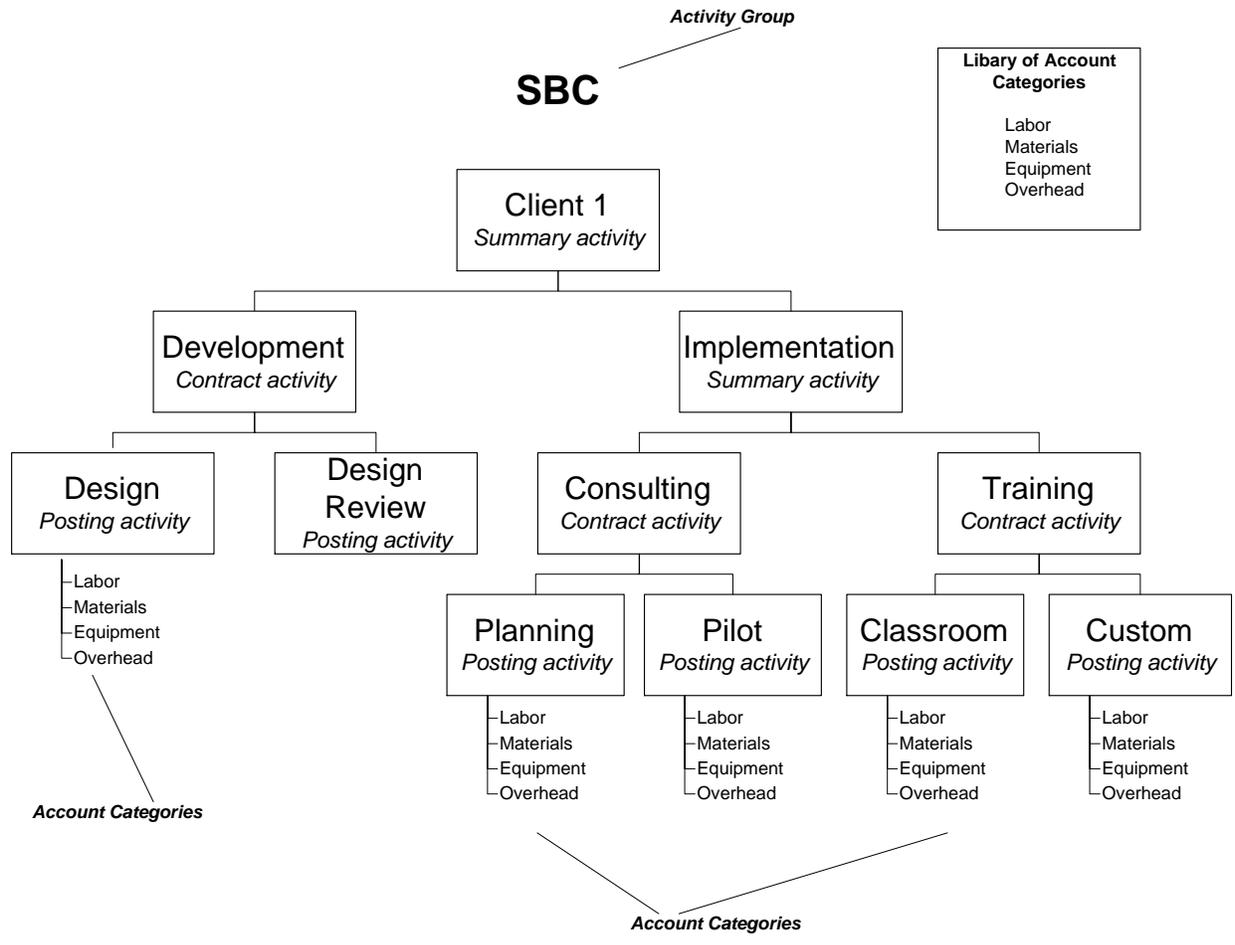
Examples of commonly-used account categories are listed below:

Type	Use	To
Cost	<ul style="list-style-type: none"> Labor Materials Overhead G & A 	Capture all costs posted to Project Accounting and Billing and Revenue Management
Accrual	<ul style="list-style-type: none"> Billed <hr/> <p>NOTE The billed account category is used when billing exceeds revenue.</p> <hr/> <ul style="list-style-type: none"> Unbilled <hr/> <p>NOTE The unbilled account category is used when revenue exceeds billing. When billing is calculated, the billed amounts are reversed out.</p> <hr/>	Store and update accrual amounts as billing occurs and revenue is recognized
Pass-Thru	<ul style="list-style-type: none"> Pass-thru <hr/> <p>NOTE The pass-thru account category is used in conjunction with pass-thru billing. The application uses this accrual account to store pass-thru amounts between billing and revenue cycles. Pass-thru is treated separately since it is not included in the contract ceilings.</p> <hr/>	Store amounts specific to pass-thru billing

Type	Use	To
Revenue	<ul style="list-style-type: none"> Revenue at risk Revenue 	Update revenue account categories when revenue is recognized

You can have as many account categories as you want. You build a library of account categories that you can use anywhere in Project Accounting. The following diagram shows how account categories fit into the activity structure.

Figure 11. Illustration: Using account categories



What Are Summary Account Categories?

Summary account categories are used for reporting and inquiry. They also determine the appearance of headings and totals on reports. Each summary account category has a name, description, type and depth. The depth indicates the category's position in the category structure.

Example

The following example shows summary account categories from part of an account category structure. The Costs account category is a summary of account category balances for the Direct Costs and Indirect Costs account categories.

Summary Account Category	Description	Depth	Type
COSTS	Costs	1	C
DIRECT	Direct Costs	2	C
INDIRECT	Indirect Costs	2	C
REVENUE	Revenue	1	R

Account Category Depth Levels

Each summary account category must be assigned a depth level when it is assigned to an account category structure. The depth level indicates the account category's relative position in the structure and is used for roll-up purposes in reporting. A depth of 1 usually corresponds to an account category type. For example you would have only one cost type account category with a depth of 1. Any other cost type summary account categories would have a depth of 2 or more, and would roll up into the account category with a depth of 1.

What Are Detail Account Categories?

Detail account categories are defined for a summary account category and are used to post activity transactions. A detail account category consists of a name, description, and type.

Example

The following example shows the detail account categories for the Direct Costs and Indirect Costs summary account categories.

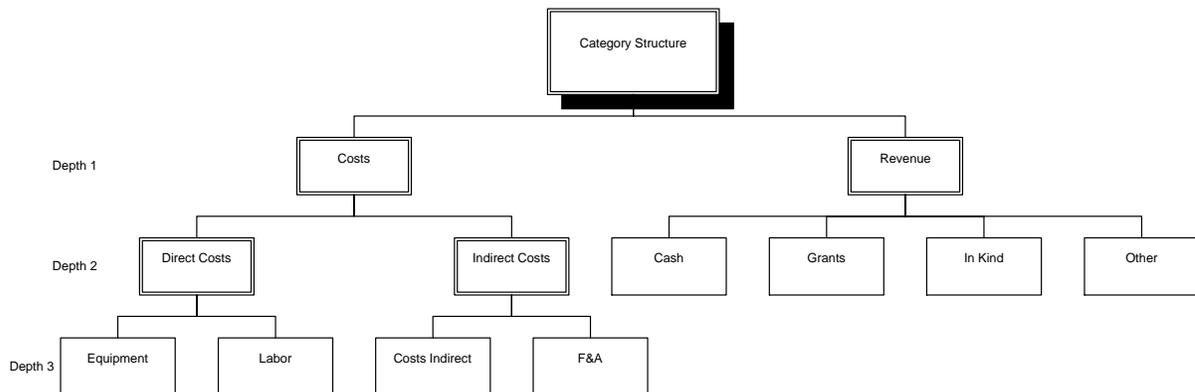
Summary Account Category	Detail Account Category	Type
Direct Costs	Labor	C
Direct Costs	Equipment	C
Indirect Costs	F&A	C
Indirect Costs	Costs Indirect	C

What Is an Account Category Structure?

An account category structure is a hierarchical organization of all of the account categories you use to track costs and revenues for an activity group. It is made up of summary and detail account categories, and can contain multiple types of account categories.

Account category structure is assigned to an activity group in Project Accounting. All activities in an activity group can then post to the account categories in the structure. You can assign the same account category structure to more than one activity group, or you can assign a different account category structure to each activity group. If you require special account category parameters for a posting activity within an activity group, the parameters for the account category structure can be overridden for that activity.

The following diagram is an example of a simple account category structure.



What Are Considerations for Assigning Account Categories?

TIP After you create the first assignment, you can copy account category assignments using Activity Copy (AC110) or Account Category Copy (AC115) to reduce the total time required for maintenance. For more information, see "Copying Activities" on page 203. For more information, see "Copying Account Categories" on page 194.

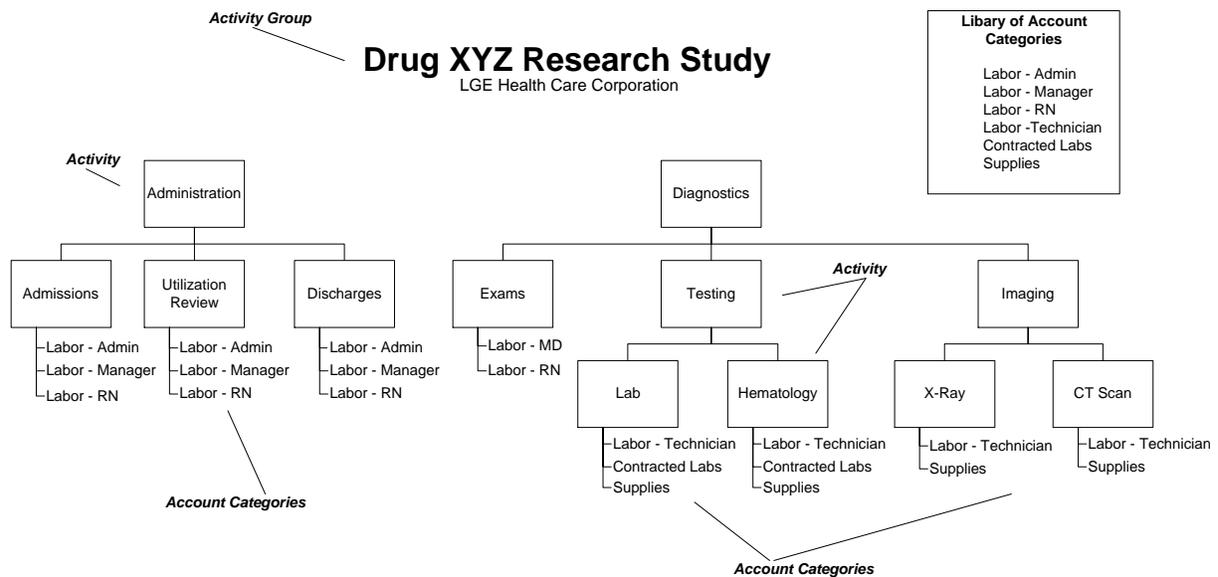
You start the process of assigning account categories by building a library of all the account categories you want to use in Project Accounting. The account categories are organized into account category structures. Once you have defined the account category structures, you must assign them to activity groups.

Once an activity group has an assigned account category structure, transaction processing can begin. However, you can assign specific account categories to an activity, if needed. If, for example, an activity requires billing parameters that are different than those defined for the account category structure, you can assign an account category with the necessary parameters to the activity. The account category/activity assignment will override the account category structure/activity group assignment when processing transactions.

Example: Assigning Account Categories to Individual Activities

In this example, LGE Corporation has assigned account categories that apply to specific activities in the drug study. They have created several account categories to identify different types of labor. Labor account categories for administrative, management and RN labor were assigned to administrative-related activities. Labor account categories for RNs and physicians were assigned to exam-related activities. The Lab and Hematology activities were assigned account categories to track technician labor, supplies, and costs for outsourcing lab tests. The imaging-related activities were assigned account categories to track technician labor and supplies.

Figure 12. Illustration: Assigning account categories to individual activities



What Are General Ledger Account Assignments?

Every transaction involving Project Accounting includes General Ledger information (company, accounting unit, account and subaccount), a posting activity, and an account category. On Activity Group (AC00), you can set the GL Acct Assignment option to check for valid combinations of General Ledger and Project Accounting information during data entry. You can select any one of the following levels of account edit options:

- 1 (GL Only Activity Group)
- 2 (No)
- 3 (Yes-Substitute error suspense)
- 4 (Yes-Require valid assignment)

If the GL Acct Assignment option is set to 3 or 4, you must assign General Ledger information that is valid for the activities and account categories in each activity group.

Example

Moose Wood Outfitters created an activity group to track the costs of building new stores. All costs should be posted to the Construction-In-Process account in the Corporate accounting unit for their US or Canadian General Ledger companies. On Account Assignment (AC07), they can make one entry to assign the US and Canadian companies, Corporate accounting unit, and Construction-In-Progress account to the activity group.

Example

LGE Corporation created an activity group to track the costs of participating in a drug study. Costs should be posted to their Corporate General Ledger company, Research accounting unit, and to specific accounts that identify the type of cost incurred, such as labor, supplies, and out source expenses. On Account Assignment (AC07), they can assign the Corporate General Ledger company, Research accounting unit, and specific accounts to individual activities, or activity and account category combinations. This ensures that labor-related activity costs for the study are posted to labor-related General Ledger accounts, supply costs are posted to supply-related accounts, and so on.

What Is the Error Suspense Account Category?

TIP Name the Error Suspense account category "ERROR" to avoid potential mis-keying or confusion with other account categories.

On Activity Group (AC00), you can choose an Account Edit option that sends activity transactions to an Error Suspense category when the transaction contains an invalid combination of General Ledger and Project Accounting information. For example, the company, accounting unit, account or subaccount is not valid for the activity and account category specified in the transaction. The error suspense account category is defined once for all of Project Accounting.

What Are Account Category Groups?

Account category groups are non contiguous sets of account categories. When you create account categories, you can assign them to an account category group. You can have as many account category groups as you want.

How are account category groups used?

Account category groups are used more widely than account category lists. On almost every report and online inquiry in Project Accounting, you can specify the account categories you want by selecting an account category group. Account Category groups are also used when you:

- Set up burden pools. For more information, see "[Defining Burden Pool Drivers](#)" on page 154.
- Set up allocation pools. For more information, see "[Defining an Allocation Pool](#)" on page 411.
- Use total names and compute parameters in compute statements for budgets or allocations. For more information, see "[Defining Computed Budgets](#)" on page 289. For more information, see "[Defining Computed Allocations](#)" on page 425.
- calculate an activity's or activity group's percentage complete

Procedures in this Chapter

In addition to setting up activity groups and activities, you must define account categories and assign them to activities. When an activity group's Account Edit option calls for validation of General Ledger and Project Accounting information in transactions, you must assign General Ledger accounts to activities. As an option, you can define account category groups to organize account categories for reporting and inquiry.

- ["Defining Account Categories" on page 106](#)
- ["Defining an Account Category Structure" on page 108](#)
- ["Overriding Account Category Assignments" on page 110](#)
- ["Assigning General Ledger Accounts" on page 111](#)
- ["Defining Account Category Groups" on page 114](#)
- ["Interfacing Account Category Structures and Account Categories" on page 115](#)

Optional Related Procedure

Copying Assignments

You can copy general ledger account, burden code, or expense code assignments for new account categories or activities by copying them from an existing account category or activity.

Defining Account Categories

TIP Consider using numeric account category names to make data entry more efficient.

Account categories are required in activity transactions. Account categories break down costs and revenues in activities. After you define account categories, you can assign them to an account category structure, and to specific activity groups or activities. Use this procedure to define a library of all of the account categories you will use in Project Accounting.



Need More Details? Check out the following concepts:

- ["What Are Account Categories?" on page 96](#)
- ["What Is the Error Suspense Account Category?" on page 104](#)

STEPS To define an account category

1. Access Account Categories (AC05.1).
2. On the Main form tab, define the account category. Consider the following fields.

Account Category

Type a name and description to identify the account category. Account category names can contain up to five alphanumeric characters.

TIP Name the error suspense account category ERROR to help prevent users from unintentionally keying activity transactions to Error Suspense.

3. Define an Error Suspense account category on the Error Suspense form tab. Consider the following fields.

Type Select Revenue, Cost, Accrual or Pass Thru to identify the type of transactions that will be collected in the account category. You cannot change the account category type after you have defined the account category.

**The Pass Thru type is used with the Lawson Billing and Revenue Management application.

Acct Cat Type the name of the error suspense account category. This account category is used during data entry when the activity group's GL Acct Assignment field is set to Yes-substitute error suspense. If you process transactions containing invalid combinations of General Ledger and Project Accounting information, the account category in the transaction will be changed to the Error Suspense account category.

NOTE You must define an Error Suspense account category regardless of how the activity group's GL Acct Assignment option is set.

Description Type a description for the error suspense account category.

Follow-up Tasks

Use Category Structure (AC08.1) to assign account categories to an account category structure.

Related Reports and Inquiries

To	Use
List account categories	Account Category Listing (AC205)

Defining an Account Category Structure

Use this procedure to define an account category structure.

STEPS To define an account category structure

1. Access Define Category Structure (AC08.2).
2. Enter a name in Category Structure and click Add.
3. Access Category Structure (AC08.1).
4. Use the Add function code to add summary account categories to the account category structure. Consider the following fields.

Category Type	Select the type of account category you are adding to the structure.
Summary Category	Enter or select the summary account category you are adding to the structure.
Description	Enter a description for the summary account category.
Depth	Enter the account category depth level for the summary account category. You can have only one depth 1 summary account category for each category type. Up to 9 depth levels of account categories are allowed.
Budget Edit	Select the type of budget edit for the account category: no edit (N), detail level (D), or summary level (S). This field is valid only when the Level field on Activity Group (AC00.1), Budget page is set to Activity-Summary Acct Cat (4). For more information, see "What Are Budget Edits?" on page 232.

NOTE The summary level account category budget edit is limited to one level up from the detail account category. It will edit no higher.

5. Select Detail to access Account Category Detail (AC08.3) and assign detail account categories for a summary account category. On AC08.3, consider the following fields.

NOTE Use the Mass Add feature to add multiple detail account categories to a summary account category on Account Category Load (AC08.5).

Acct Cat (Account Category)	Type or choose the detail account category you are adding to the summary account category.
St (Status)	Choose the status of the account category, Active (A) or Inactive (I).
BI (Billable)	Choose Yes if the account category is billable. The default is No.
Rev (Revenue)	Choose Yes if the account category is available for revenue recognition. The default is No.
TM (Time or Materials)	Use this field only with the T&M billing method. Choose if the account category is Time (T) or Materials (M). For example, if account category is used to track only time transactions, select T. If the account category is used to track materials information, select M.
Cap (Capitalization)	Choose Yes if you want to capitalize costs collected in the account category. You must set this to Yes and assign asset parameters prior to running Asset Management Interface (AC160). The default is No.
Markup Percent	<p>** If the account category is billable, you may need to specify a billing markup percent.</p> <p>For more information, see the <i>Billing and Revenue Management User Guide</i>.</p>

- Assign the account category structure to one or more activity groups on Activity Group (AC00.1).

Related Reports and Inquiries

To	Use
List account category structures	Structure Listing (AC208)

Follow Up Tasks

- You can use the Move button to move detail account categories to another summary account category if needed. Use Move Detail Account Category (AC08.7) to select a new parent summary account category and effective date for the detail account category.
- You can use the Attrib button to assign attribute values to account categories using Detail Account Category Attributes (AC16.2).
- If you make any changes to the category structure, such as moving detail account categories, you must run Structure Reorganization (AC108).

Overriding Account Category Assignments

TIP After you create the first assignment, you can copy account category assignments using Activity Copy (AC110) or Account Category Copy (AC115) to reduce the total time required for maintenance. For more information, see "Copying Activities" on page 203. For more information, see "Copying Account Categories" on page 194.

When you create an activity group, you must assign an account category structure to it. However, if you need to override the parameters set in the category structure/activity group assignment, you can assign account category characteristics to individual posting activities. Use this procedure to make those assignments.



Need More Details? Check out the following concepts:

- ["What Are Considerations for Assigning Account Categories?"](#) on page 103

STEPS To assign override account categories

1. Access Override Account Categories (AC06.1).
2. Select the posting activity for which you are modifying account category information.
3. Click Inquire to list the current account category information for the activity.
4. If you want to override the information for an account category for this activity, use the "A" (Add) Function Code for the specific account category line. Then update the following fields as needed.

NOTE A "Y" in the Ovrld Exists field indicates that override information already exists for this account category/activity combination.

St (Status)	Choose the status of the account category, Active (A) or Inactive (I).
BI (Billable)	Choose Yes if the account category is billable. The default is No.
Rev (Revenue)	Choose Yes if the account category is available for revenue recognition. The default is No.
TM (Time or Materials)	Use this field only with the T&M billing method. Choose if the account category is Time (T) or Materials (M). For example, if account category is used to track only time transactions, select T. If the account category is used to track materials information, select M.
Cap (Capitalization)	Choose Yes if the you want to capitalize costs collected in the account category. You must set this to Yes and assign asset parameters prior to running Asset Management Interface (AC160). The default is No.

Markup Percent	<p>** If the account category is billable, you may need to specify a billing markup percent.</p> <p>For more information, see the <i>Billing and Revenue Management User Guide</i>.</p>
Asset	<p>** Opens a subform where you identify capitalization parameters for the account category. This allows you to create assets in Lawson Asset Management application from costs collected in the account category.</p> <p>For more information, see "Capitalizing Activities" on page 375.</p>

5. Click Change to update the account category information.

Using Mass Add/Change

Use Override Mass Add/ChangeOverride Mass Add/Change (AC06.2) to add or modify account category information for multiple account categories at one time. Click Mass Add/Change to access the Override Mass Add/ChangeOverride Mass Add/Change (AC06.2) form. On this form, you can create new override records, or modify existing override records.

Related Reports and Inquiries

To	Use
List account category assignments	Acct Cat Assignment Listing (AC206)

Assigning General Ledger Accounts

Use account assignments to associate a General Ledger accounting structure (company/accounting unit/account) with a Project Accounting activity structure (activity group/activity/account category). If the activity group's GL Acct Assignment option is set to 3 (Yes-Substitute error suspense) or 4 (Yes-Require valid assignment), use this procedure to define General Ledger account assignments.



Need More Details? Check out the following concepts:

- ["What Are General Ledger Account Assignments?"](#) on page 104

STEPS To assign GL accounts

1. Access Account Assignment (AC07.1).

NOTE General Ledger account assignments are dependant on account category assignments and account edit options. Sample tables can be used as references. For more information, see ["What Are General Ledger Account Assignments?"](#) on page 104.

NOTE You must specify General Ledger information in order by company, accounting unit and account.

2. Indicate how you want to assign General Ledger Accounts. Consider the following fields.

Activity Group	Identify the activity group to which you are assigning a General Ledger account structure.
Posting Activity	Optional. Select the posting activity to which you want to assign GL accounts.
Account Category	Optional. Select the account category to which you want to assign GL accounts.

3. Define the General Ledger information you want to assign. Consider the following fields.

Type	Select the type of General Ledger information you are assigning to the activity structure on each line: 1 - Company 2 - Accounting Unit 3 - Account 4 - Subaccount (optional)
-------------	---

Inc or Exc (Include or Exclude)	To build a table of GL accounts that are valid for the activity and account category combination, select Include. To build a table of GL accounts that are not valid for the activity and account category, select exclude. Any GL accounts except the ones you specify will be considered valid for the transaction. NOTE You cannot use include on some lines and exclude on others.
--	---

Beginning Value and Ending Value	Type the value ranges for the companies, accounting units, accounts and subaccounts you want to include (or exclude) for the activity and account category.
---	---

Or You can use the Or field to build multiple sets of General Ledger information. See the following example for details.

Or Group Example

This example shows that accounts 51100 to 99999 are valid for accounting unit 201 for company 4321 OR accounts 51100 to 51140 are valid for accounting unit 101 for company 4321.

Type	Inc/Exc	Beg Value	End Value	Or
1 (Company)	I	4321	4321	1
2 (A/U)	I	101	101	1
3 (Acct)	I	51100	51140	1
1 (Company)	I	4321	4321	2
2 (A/U)	I	201	201	2
3 (Acct)	I	51100	99999	2

Related Reports and Inquiries

To	Use
List account assignments	Account Assignment Listing (AC207)

Defining Account Category Groups

An account category group is a set of account categories. You can use account category groups in burdens, allocations, budgets, reporting, and inquiries. Use this procedure to define an account category group.



Need More Details? Check out the following concepts:

- ["What Are Account Category Groups?"](#) on page 105

STEPS To define an account category group

1. Access Account Category Group (AC05.2).
2. Define the account category group. Consider the following fields.

Group	Type a name that identifies the group and a description of the group.
All	Select Yes to include all account categories in the group.
Acct Cat	Select the specific account categories you want to include in the group. Leave these fields blank if you selected Yes in the All field.

3. If **All** is not "Y", you can select Mass Add to add multiple account categories to the group at once.

Related Reports and Inquiries

To	Use
List account category groups	Process Group Listing (AC208)

Optional Follow-up Tasks

- You can create account categories for a new activity group or activity by copying them from an existing activity group or activity.

Interfacing Account Category Structures and Account Categories

Use this procedure to import account category structure information from an external source to Project Accounting. This information can include an account category structure and the account categories included in the structure. If an account category structure or account category doesn't exist, the application will automatically create the record(s). You can also use this process to edit or delete account category structures or account categories. For additional help, Project Accounting conversion file layouts and a conversion manual are available on the internet at the Lawson support site.

STEPS To interface account category structures and account categories

1. Prepare a comma-separated value (CSV) file containing the account category structures and account categories you want to interface. The file fields must match the order and data type of the fields in the Structure Summary Category Interface (ACIFCAT) file and the Structure Account Category Interface (ACIFCATX) file. These file layouts are available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the resource assignment data from the CSV files into the Structure Summary Category and Structure Account Category files. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. Optional. To review or check for errors, run Structure Interface (AC558) in non-update mode.
5. Optional. To review or edit records in the interface files, use Summary Account Category Interface Adjustment (AC58.1), Detail Account Category Interface Adjustment (AC58.2), and Summary Account Category Interface Attribute (AC58.3).
6. Update the imported resources using Structure Interface (AC558).

Chapter 6

Defining Resources

This chapter focuses on the use of resources in Project Accounting. A resource is a person, employee, vendor, asset or equipment that is a source of an activity's costs, revenues, or units. If you want to use resources in Project Accounting, complete the setup tasks described in this chapter.

STOP Before you set up resources, define activity groups and activities. For more information, see "[Defining Activity Groups](#)" on page 29. For more information, see "[Defining Activities](#)" on page 65.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 125

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a Resource?"](#) on page 118
- ["When Do I Need to Assign Resources?"](#) on page 119
- ["What Are Resource Rates?"](#) on page 121
- ["What Are Roles?"](#) on page 123
- ["How Does General Ledger Information Default in Project Accounting Transactions?"](#) on page 123

What Is a Resource?

A resource is a person, employee, vendor, asset or equipment that is a source of an activity's costs, revenues or units. There are five types of resources in Project Accounting.

Resource	Description
AC Resource (AC Person)	A person, employee or subcontractor that is not defined in the Lawson Human Resources or Accounts Payable applications. AC Person resources can identify employees, vendors or subcontractors from non-Lawson systems.
HR Employee	** A person defined as an employee in the Human Resources application.
Asset	** A fixed asset defined in the Asset Management application.
Vendor	** A business or individual defined as a vendor in the Accounts Payable application.
Equipment	An asset that is not defined in the Asset Management application. This resource can identify equipment or assets from non-Lawson systems.

You can track cost and unit balances by resource in activities. This allows you to see totals for individual resources within a given activity and account category. To maintain resource balances in activities, set the Resource Balance option in Activity Group (AC00) to Yes. If you maintain resource balances in activities, you can:

- Use Resource Analysis (AC92) to inquire on costs and units by resource for a given activity and account category.
- Use the resource dimension in the activity data mart.

When Do I Need to Assign Resources?

You can assign resources to posting or summary level activities. You can also assign resources to an entire activity group. If you assign resources to a summary level activity or to an activity group, the resources are valid for any posting activity in the activity structure.

You must assign resources if you plan to **Details**

Enter transactions in Project Accounting using AC41 and AC42	You must assign resources to activities if you want to enter transactions in Resource Journal Entry (AC41). You must assign resources to activities in order to enter transactions in Subcontractor Time Entry (AC42).
Interface transactions from non-Lawson systems that include resources and you have activated resource edits	The Resource Validation option on Activity Group (AC00) determines whether resources must be assigned to activities. If this option is set to Yes, resources in interfaced transactions will be validated with resources assigned to activities.
	<p>NOTE The Resource Validation option overrides the Vendor Validation and Employee Validation options for interfaced transactions.</p>
** Enter activity-related transactions using the Requisitions, Purchase Order or Accounts Payable applications and you have activated vendor edits	The Vendor Validation option on Activity Group (AC00) determines whether vendor resources must be assigned to activities. If this option is set to Yes, vendor resources must be assigned to activities. The vendor in the transaction will be validated against the vendor resources assigned to the activity. If the vendor is not a valid resource for the activity, the requisition, purchase order, or invoice cannot be entered.
** You enter activity-related transactions using the Payroll application and you have activated employee edits	The Employee Validation option on Activity Group (AC00) determines whether employee resources must be assigned to activities. If this option is set to Yes, you must assign employee resources to activities. The employee in the transaction will be validated against the employee resources assigned to the activity. If the employee is not a valid resource for the activity, the time record cannot be entered.



CAUTION If you activate any of the resource edit options, you must assign resources to all relevant activities. When these edits are activated, transactions are permitted only for resources that have been assigned to activities.

What Are Resource Rates?

Resource rates are cost and billing rates you assign to a resource. You can assign rates to any resource. You can also assign resource rates specific to an activity group or activity. This lets you have different cost and billing rates for the same resource, depending on which activity is involved.

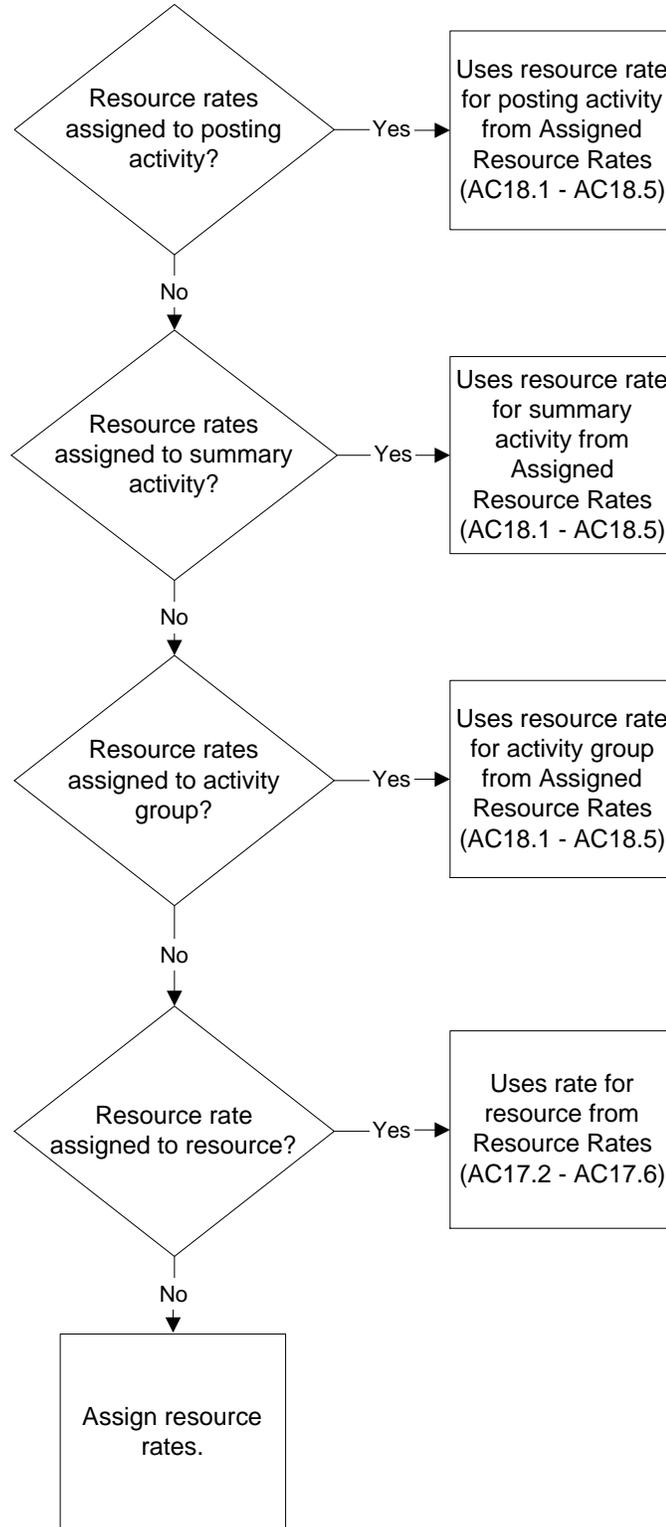
TIP To use resource rates in transactions you interface from non-Lawson systems, set the Standard Rate field in the ACTRANSREL file to Yes.

- Cost rates are used with units to determine transaction amounts in Resource Journal Entry (AC41), Subcontractor Time Entry (AC42), Transaction Interface Adjustment (AC54.1), and Transaction Interface (AC540). For example, you can assign a rate per hour to an AC Person resource, or a rate per mile to a vehicle set up as an asset or Equipment resource. The transaction amount is calculated automatically by multiplying the units entered times the resource rate.
- Billing rates are used with the Time and Materials billing methods. The billable amounts are calculated by multiplying the rate times the units entered using the journal entry forms listed above.

The following diagram shows how resource rates default in transactions created in Resource Journal Entry (AC41) and Subcontractor Time Entry

(AC42), and in transactions you interface to Project Accounting using Transaction Interface (AC540) or Transaction Interface Adjustment (AC54.1).

Figure 13. Illustration: Resource rate defaulting structure



What Are Roles?

Roles are codes that identify a resource's job or role in relation to activities. For example, an HR employee resource could have the role of Project Manager. You can create names and descriptions of roles that are specific to your organization. You can also add organization-specific names and descriptions for the three system-defined roles that are delivered with your application.

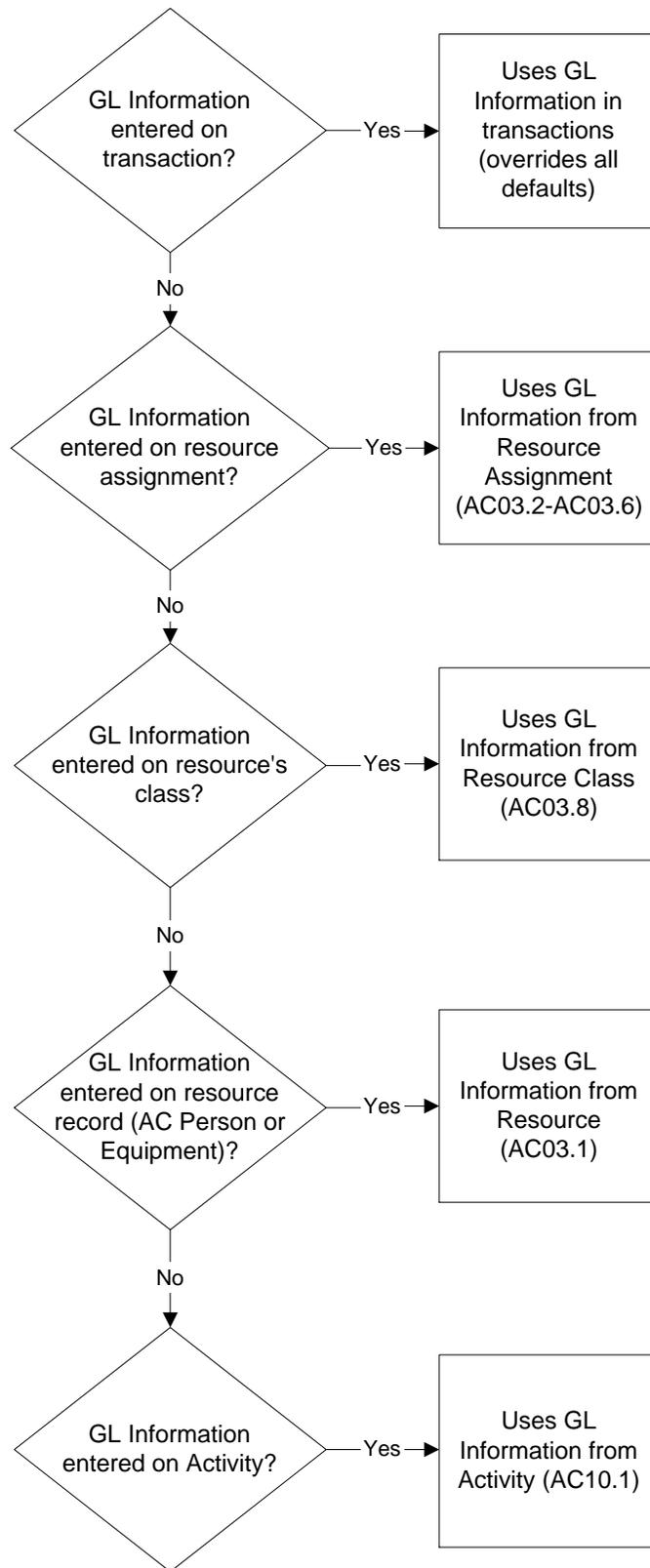
The three system-defined roles are:

- Project Manager - Project managers print on several reports, are part of additional contract information, and print on invoices (within the Lawson Billing and Revenue application).
- Administrator - Administrators are part of additional contract information and print on invoices (within the Lawson Billing and Revenue application).
- Principal Investigator - Principal Investigators are used by the Lawson Grant Management application. (For more information, see the Grant Management User Guide.)

How Does General Ledger Information Default in Project Accounting Transactions?

The following diagram shows how General Ledger information defaults in transactions created in Resource Journal Entry (AC41) and Subcontractor Time Entry (AC42), and in transactions you interface to Project Accounting using Transaction Interface (AC540) and Transaction Interface Adjustment (AC54.1).

Figure 14. Illustration: GL information defaulting structure



Procedures in this Chapter

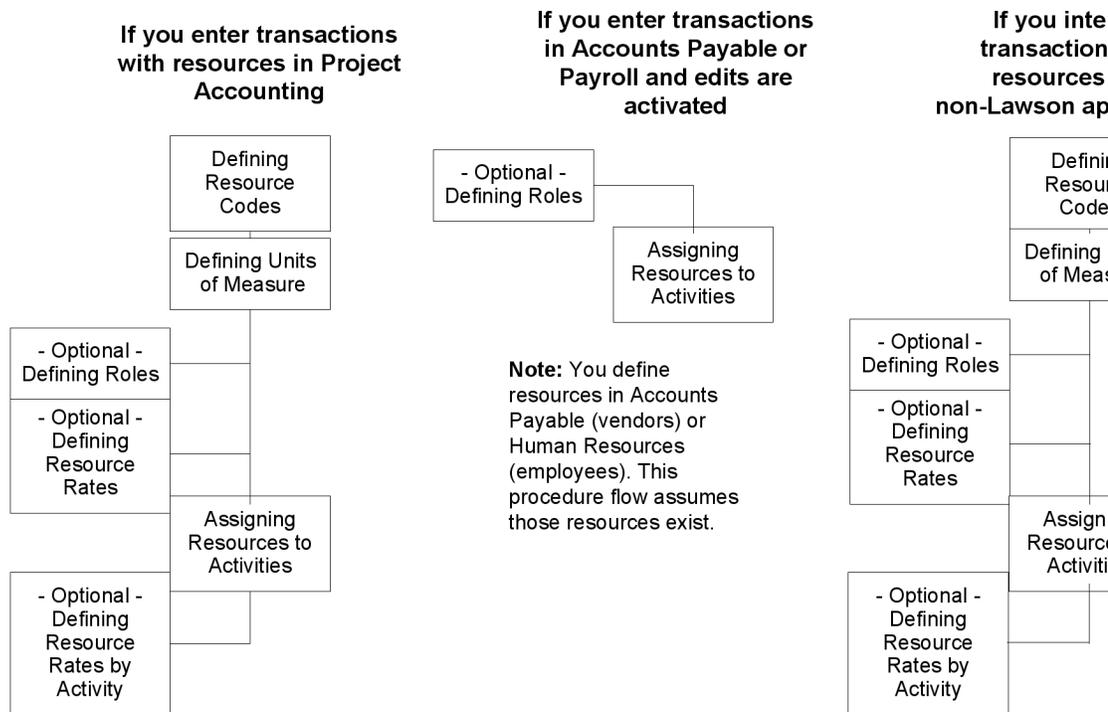
This chapter provides detailed instructions on how to complete setup tasks for resources. The procedures that you use will depend on the types of resources you will use and how you will process transactions that have resources assigned to them. Select the appropriate tasks for your business needs.

- "Procedure Relationship: Setting Up Resources" on page 125
- "Defining Resource Codes" on page 126
- "Defining Units of Measure" on page 127
- "Defining Roles" on page 128
- "Defining Resource Rates" on page 128
- "Assigning Resources to Activities" on page 130
- "Defining Resource Rates by Activity" on page 132
- "Interfacing Resource Assignments" on page 135

Procedure Relationship: Setting Up Resources

Setting up resources involves completing tasks in Project Accounting, Accounts Payable, and Payroll. You can also interface resource information from non-Lawson applications.

Figure 15. Procedure relationship: Setting up resources



Optional Related Procedure

Interfacing Resource Assignments

You can import resource assignment information from an external source to Project Accounting.

Defining Resource Codes

Follow this procedure to define AC Person and Equipment resources in Project Accounting. You define employee, vendor, and asset resources in the Human Resources, Accounts Payable, and Asset Management applications, respectively.



Need More Details? Check out the following concepts:

- ["What Is a Resource?"](#) on page 118

STEPS To define a non-Lawson resource

1. Access Resource (AC03.1).
2. Define the resource. Consider the following fields.

Resource	Type an identifier (resource code) for the resource you are defining.
Resource Type	Indicate the type of resource you are defining. Options include: <ul style="list-style-type: none">• Person (P)• Equipment (Q)
Role	Type or choose the role you want to associate with the resource. It can be a user-defined or a system-defined role.
Person Detail	If you selected Person in the Resource Type field, complete the Person Detail fields.
Equipment Detail	If you selected Equipment in the Resource Type field, complete the Equipment Description field.
Account Detail	In the Account Detail section, enter the company, accounting unit, account and subaccount you want to default during transaction entry or transaction interface.

Defining Units of Measure

NOTE Units of measure are required for Time and Materials and Units of Production billing.

A unit of measure is used with resource rates to determine transaction amounts. Units of measure can be hours, days, tests, procedures, miles, reports, or other work units produced by the resource. Use this procedure to define the units of measure you will use when setting up resource rates.



Need More Details? Check out the following concepts:

- ["What Are Resource Rates?"](#) on page 121

STEPS To define a unit of measure

1. Access Units of Measure (AC17.1).
2. Define the units of measure. Consider the following fields.

UOM (Unit of Measure) and Description

Type a name and description for the unit of measure.

Type

Select hours or units to identify the unit of measure type.

Defining Roles

Roles are codes that identify a resource's job or role in relation to activities. You can create names and descriptions of roles that are specific to your organization. You can also add organization-specific names and descriptions for the three system-defined roles that are delivered with your application. You assign the roles to resources when you assign any type of resource to an activity.



Need More Details? Check out the following concepts:

- ["What Are Roles?"](#) on page 123

STEPS To define roles

1. AccessRoles (AC03.8) , User Defined page.
2. Define the user-defined roles. These are roles specific to your organization. Consider the following fields.

Role	Type a code that identifies a role that a resource has in relation to an activity. For example, "QA" for the role of Quality Analyst.
-------------	---

Description	Type a description of the role.
--------------------	---------------------------------

3. Access the System Defined page. Consider the following fields.

Role	Type a code that identifies the Project Manager, Administrator, and/or Principal Investigator roles for your organization. In Lawson Billing and Revenue, Project Manager and Administrator are part of additional contract information and print on reports and invoices. In Lawson Grant Management, the Principal Investigator role prints on reports.
-------------	---

Description	Type a description of the role.
--------------------	---------------------------------

Defining Resource Rates

NOTE Resource billing rates are used for Time and Materials billing.

Resource cost rates are used to determine transaction amounts when you process journal entries in Project Accounting. Resource Journal Entry (AC41), Subcontractor Time Entry (AC42) , Transaction Interface (AC540), and Transaction Interface Adjustment (AC54.1). Use this procedure to define resource rates.



Need More Details? Check out the following concepts:

- ["What Is a Resource?"](#) on page 118
- ["When Do I Need to Assign Resources?"](#) on page 119
- ["What Are Resource Rates?"](#) on page 121

STEPS To define resource rates

1. Access the appropriate form for the type of resource rate you want to define.

To define rates for	Use
AC Person Resources	Person Resource Rates (AC17.2)
HR Resources	Employee Resource Rates (AC17.3)
Vendors	Vendor Resource Rates (AC17.4)
Assets	Asset Resource Rates (AC17.5)
Equipment	Equipment Resource Rates (AC17.6)

2. Select the resource for which you want to define a rate.

On this form	Field in which you select a resource
AC Person Resource Rates (AC17.2)	Person
Employee Resource Rates (AC17.3)	Company and Employee. Select the Human Resources company for the employee resource you want, then select the employee.
Vendor Resource Rates (AC17.4)	Company and Vendor. Select the Accounts Payable company for the vendor resource you want, then select the vendor.
Asset Resource Rates (AC17.5)	Asset
Equipment Resource Rates (AC17.6)	Equipment

- In the Currency Code field, select the rate's currency. When you use the resource in a transaction, the resource rate's currency determines the transaction currency.
- Define rates for the resource. Consider the following fields.

Effective Date	Enter the date the rate is effective. You can create multiple rates with different effective dates. When you use the resource in the transaction, the transaction date is compared to the rate's effective dates to determine which rate to use.
Cost Rate	Enter the cost rate. This rate is multiplied by the units to determine the transaction amount.
UOM	Select the unit of measure. For more information, see "Defining Units of Measure" on page 127.
Billing Rate	** Billing rates are used for the Time and Materials billing. See the <i>Billing and Revenue Management User Guide</i> for more information.
Sts (Status)	Select Active (A) or Inactive (I) to identify the rate's status. The Active status defaults.

Assigning Resources to Activities

You must assign resources to activities in order to use Resource Journal Entry (AC41) or Subcontractor Time Entry (AC42). You might also need to assign resources to activities depending on how you set the Employee Edit, Vendor Edit, or Resource Edit options on Activity Group (AC00). Use this procedure to assign resources to activities.

STOP Activities must be defined before you can assign resources to them. You must also define the resources you want to assign. For more information, see ["Defining Resource Codes"](#) on page 126.



Need More Details? Check out the following concepts:

- ["What Is a Resource?"](#) on page 118
- ["When Do I Need to Assign Resources?"](#) on page 119
- ["What Are Roles?"](#) on page 123

STEPS To assign resources to activities

1. Access the form for the type of resource you want to assign.

To assign	Use
AC Resources	AC Person Assignment (AC03.2)
HR Resources	Employee Assignment (AC03.3)
Assets	Asset Assignment (AC03.5)
Vendors	Vendor Assignment (AC03.4)
Equipment	Equipment Assignment (AC03.6)

2. Select the activity group you want in the Activity Group field.
3. Select the activity you want to assign the resource to in the Activity field. If you select a summary level activity, the resource will be valid for all posting activities that reside below the summary activity in the structure. If you leave this field blank, the resource will be valid for all posting activities in the activity group.
4. Select the resource you want to assign.

On this form	Type or select the resource in these fields
AC Person Assignment (AC03.2)	Person
Employee Assignment (AC03.3)	Company and Employee. Choose the Human Resources company for the employee resource you want. You can override the employee name in the Name field.
Asset Assignment (AC03.5)	Asset. You can override the asset name in the Description field.
Vendor Assignment (AC03.4)	Company and Vendor. Choose the Accounts Payable company for the vendor resource you want. You can override the vendor name in the Name field.
Equipment Assignment (AC03.6)	Equipment.

5. If you want to associate a role with the resource and activity, choose the Roles link to access Role Assignment (AC03.7) .
6. If you want to define a default General Ledger company, accounting unit, and account that will default on transactions involving the resource and activity, choose the More link to access Resource Account (AC03.9). On Resource Account (AC03.9), you can also define the date range in which the resource is eligible to work on this activity.

Follow-up Tasks

- You can choose the Rates link to assign resource rates by activity. For more information, see ["Defining Resource Rates by Activity"](#) on page 132.

Related Reports and Inquiries

To	Use
List resource assignments	Resource Assignment Listing (AC203)

Defining Resource Rates by Activity

Resource billing rates are used for Time and Materials billing. You can define resource rates by activity or activity group to use different rates in transactions depending on the resource and activity involved. Resource rates by activity override any standard resource rate you may have defined. Resource cost rates are used in Resource Journal Entry (AC41), Subcontractor Time Entry (AC42), Transaction Interface (AC540), and AC54.1 (Transaction Interface Adjustment) Transaction Interface Adjustment (AC54.1) to determine transaction amounts. Use this procedure to define resource rates by activity or activity group.

For more about defining billing rates, see the *Billing and Revenue Management User Guide*.



Need More Details? Check out the following concepts:

- ["What Is a Resource?"](#) on page 118
- ["When Do I Need to Assign Resources?"](#) on page 119
- ["What Are Resource Rates?"](#) on page 121

STEPS To define resource rates by activity

1. Access the appropriate form for the type of resource for which you want to define rates by resource and activity

To define rates for	Use
AC Person Resources	Assigned Person Resource Rates (AC18.1)
HR Resources	Assigned Employee Resource Rates (AC18.2)
Vendors	Assigned Vendor Resource Rates (AC18.3)
Assets	Assigned Asset Resource Rates (AC18.4)
Equipment	Assigned Equipment Resource Rates (AC18.5)

NOTE You must assign a resource to the activity before you can define a rate for the resource/activity combination.

2. Select the Activity Group and Activity to identify the activity for which you want to define rates. If you select a summary level activity, the rates will be valid for all posting activities that reside below the summary activity in the structure. You can leave the Activity field blank to assign the rates for all posting activities in the structure.
3. Select the resource you want.

On this form	Select the resource in these fields
Assigned Person Resource Rates (AC18.1)	Person
Assigned Employee Resource Rates (AC18.2)	Company and Employee. Select the Human Resources company for the employee resource you want, then select the employee.
Assigned Vendor Resource Rates (AC18.3)	Company and Vendor. Select the Accounts Payable company for the vendor resource you want, then select the vendor.
Assigned Asset Resource Rates (AC18.4)	Asset
Assigned Equipment Resource Rates (AC18.5)	Equipment

- In the Currency Code field, type or select the rate's currency. When you use the resource and activity in a transaction, the rate's currency determines the transaction currency.
- Define rates for the resource. Consider the following fields.

Effective Date	Enter the date the rate is effective. You can create multiple rates with different effective dates. When you use the resource in the transaction, the transaction's date is compared to the rate's effective dates to determine which rate to use.
Cost Rate	Enter the cost rate. This rate is multiplied by the units to determine the transaction amount.
UOM	Select the unit of measure. For more information, see "Defining Units of Measure" on page 127.
Billing Rate	**Billing rates are used for the Time and Materials and Units of Production billing methods. This rate is multiplied by the unit of measure to determine the transaction amount.
Sts (Status)	Select Active (A) or Inactive (I) to identify the rate's status. The Active status defaults.

Optional Followup Tasks

- You can import resource assignment information from an external source to Project Accounting. If the assignment is for a resource that doesn't exist, the application automatically will create the resource record. You also can edit or delete assignments. For more information on interfacing resource assignments, you can access Project Accounting conversion file layouts and a conversion manual on the Internet at the Lawson support site.

Interfacing Resource Assignments

Use this procedure to import resource assignment information from an external source to Project Accounting. If an assignment is for an equipment or AC Person resource that doesn't exist, the application will automatically create the resource record. You can also use this process to edit or delete assignments. For additional help, Project Accounting conversion file layouts and a conversion manual are available on the internet at the Lawson support site.

STEPS To interface resource assignments

1. Prepare a comma-separated value (CSV) file containing the resources you want to interface. The file fields must match the order and data type of the fields in the Activity Resource Import (ACIFRESC) file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the resource assignment data from the CSV file into the Activity Resource Import file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. Optional. To review or check for errors, run Resource Interface (AC520) in non-update mode.
5. Optional. To review or edit records in the resource interface file, use Resource Interface Adjustment (AC52.1).
6. Update the imported resources using Resource Interface (AC520).

TIP When you interface resource records, you can specify whether each resource should be assigned to all activities in a list or to an activity group.

Chapter 7

Defining Burdens

This chapter covers how to set up burdens in Project Accounting. If you want to create burdens when you post activity transactions, complete the setup tasks described in this chapter.

STOP Before you can set up burdens, set up activity groups, activities, and account categories, and assign account categories to activities.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 149

The following concepts provide background and conceptual information for the procedures within this chapter.

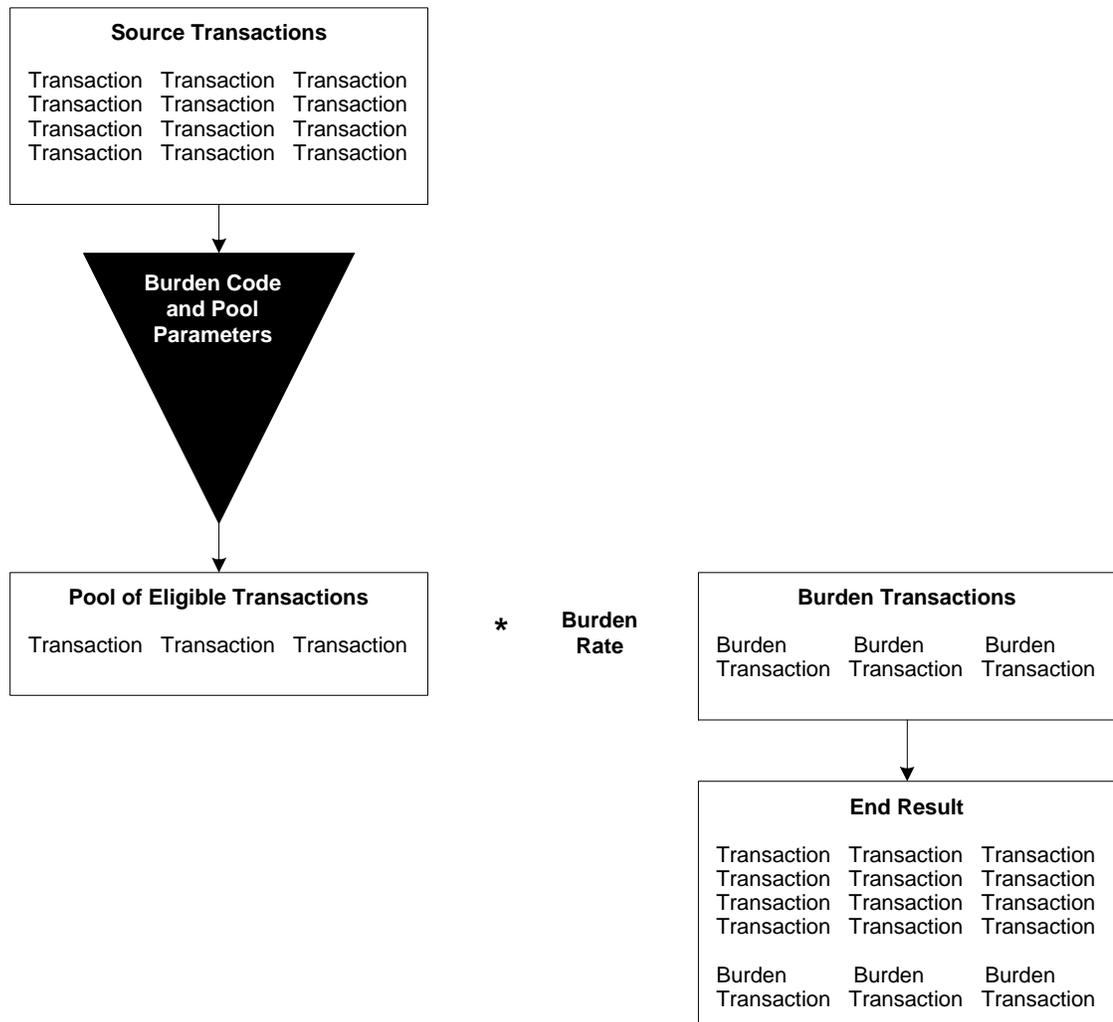
- ["What Are Burdens?"](#) on page 139
- ["What Is a Source Transaction?"](#) on page 140
- ["What Is a Burden Code?"](#) on page 140
- ["What Are Burden Pools?"](#) on page 142
- ["What Is a Burden Transaction?"](#) on page 144
- ["Summary of Burden Processing"](#) on page 145
- ["What Are Burden Types?"](#) on page 146
- ["What Are Offset Entries?"](#) on page 146
- ["How Do Burden Steps Work?"](#) on page 146

What Are Burdens?

Burdens are transactions that are created automatically to capture overhead, fringe benefits or other indirect costs associated with cost transactions you post in Project Accounting. Burdens provide a more accurate reflection of actual business costs for a given activity.

Burdens are calculated during Activity Posting (AC190). When you run Activity Posting (AC190), the system determines which transactions in the batch are eligible for burdens. Burdens are calculated according to burden parameters you define, and a new burden transaction is created for each eligible cost transaction. The following illustration shows how burdens are calculated during activity posting using source transactions and burden setup parameters.

Figure 16. Illustration: Burden calculation



What Is a Source Transaction?

A source transaction is any transaction in the Activity Posting (AC190) batch that contains an activity belonging to an activity group flagged for burden processing.

Example

Moose Wood Outfitters established the New Stores activity group to track expenses related to the design, construction, and finishing of new stores. They flagged the New Stores activity group for burden processing because they want to add a 5% burden to material and equipment costs to account for hidden procurement and handling expenses.

The following illustration shows the transactions in their Activity Posting (AC190) batch. All of the transactions in the batch contain an activity that is part of the New Store activity group, so they are all subject to burden processing.

Figure 17. Illustration: Source transactions flagged for burden processing

Source Transactions		
Transaction A Activity: Design Account Cat: Equipment Amount: \$500	Transaction B Activity: Design Account Cat: Materials Amount: \$100	Transaction C Activity: Fixtures Account Cat: Labor Amount: \$250
Transaction D Activity: Fixtures Account Cat: Labor Amount: \$300	Transaction E Activity: Decorating Account Cat: Materials Amount: \$200	Transaction F Activity: Decorating Account Cat: Labor Amount: \$100

What Is a Burden Code?

Once a transaction is identified as being subject to burden processing, the system looks for the specific burden code that has been assigned to the activity and account category in the transaction. A burden code identifies the specific burden cost you want to calculate, such as General and Administrative Overhead, Fringe Benefits and so on. You can calculate multiple burdens from a single source transaction. If you do calculate multiple burdens, you can define steps to include burden transactions in subsequent burden calculations.

Burden Code Assignment

Burden assignments identify the valid burden codes for a given activity group, posting activity or account category, and are defined on Burden Assignment (AC61). If no burden code is assigned to the activity group or activity in the transaction, it is not eligible for burden calculation. If one or more burden codes are found, the transaction is eligible for burden calculation.

When you assign burden codes, you indicate the specific set of criteria you want to associate with a burden code. These criteria are identified by a pool number and are referred to as the pool driver values.

For more information, see ["What Are Burden Pools?"](#) on page 142.

What is a Driver Type?

As part of defining a burden code, you select the driver type for the burden code. The driver type identifies the components in the source transaction on which the burden calculation will be based. The following table shows driver type options and how they affect transaction eligibility.

For Driver Type	Transaction eligibility is based on
Work company and accounting unit	The company and accounting unit in the source transaction
Employee company and accounting unit	The company and accounting unit associated with the employee in the source transaction (defined in the employee record in Lawson Human Resources)
Activity company and accounting unit	The company and accounting unit associated with the activity in the source transaction (defined in Activity (AC10))
Activity	The activity in the source transaction
Account category	The account category in the source transaction
Employee	The employee in the source transaction
Salary class	The salary class associated with the employee in the source transaction (defined in the employee record in Lawson Human Resources)
Job Code	The job code in the source transaction (job code must be established as a transaction attribute)

Example

Moose Wood Outfitters defined a 5% burden for general and administrative costs that is based on the account category in the source transaction. This burden code will trigger the system to calculate the 5% burden for transactions that meet the specific criteria in the pool driver values.

Because the burden will be based on the account category in the source transaction, they select account category as the driver type.

The following illustrations show the selections they made when defining the burden code using Burden Codes (AC60) and when assigning this burden code on Burden Assignment (AC61).

Figure 18. Illustration: Defining a burden code

Burden Code Definition	
Code:	GA01
Description:	General and Admin Overhead
Driver Type:	Account Category

Figure 19. Assigning a burden code

Burden Code Assignment	
Activity Group:	New Stores
Burden Code:	GA01
Burden Pool:	150

What Are Burden Pools?

Burden pools are sets of transactions that are the basis for burden calculations. Burden pools are literally created during Activity Posting (AC190) based on eligibility parameters called burden pool drivers. In addition to defining burden pool drivers, you will define burden rates by burden pool.

You can have up to 999 different burden pools per burden code. The burden pool number is a three-digit numerical value that is used with a burden code to identify specific burden pool drivers and burden rates for the burden pool. Each set of burden pool drivers or burden rates that you define is identified by burden code and pool number. This lets you define multiple pool drivers for a burden code or define multiple pool rates for a burden code.

What are Burden Pool Drivers?

Burden pool drivers further identify the components in source transactions that “drive” each transaction’s eligibility for burdens. The burden pool driver values represent the exact criteria that a transaction must meet before a burden is calculated and a burden transaction created.

For example, you might have a burden code with a driver type of Employee. Burden pool drivers let you take it to the next level to specify the specific employee or employees that make a transaction eligible for a specific burden calculation. This allows you to identify the applicable employees such as employees in a specific group or department.

Example

Moose Wood Outfitters defined their burden code (GA01) and assigned a driver type of Account Category because they know they want to calculate burdens based on the account category in the transaction. Specifically, they want the 5% burden to apply only to transactions associated with the

Materials or Equipment account category. They do not want to calculate a burden for Labor transactions because they do not incur the same type of procurement expenses for labor.

They use the pool driver values to specify the account category selection criteria for the burden pool. They created an account category group (MAT/EQUIP) that includes the Materials and Equipment account categories. They used the account category group to define the pool driver values as shown in the following illustration.

Figure 20. Illustration: Defining pool driver values

Burden Pool Driver Values
Pool: 150
Driver Type: Account Category
Pool Driver Values: MAT/EQUIP

What is a Burden Pool Rate?

Burden pool rates are percentages you identify for a given burden code and burden pool. During burden calculation, the amount in the source transaction is multiplied by this percentage to determine the amount of the burden transaction.

Example

By defining the GA01 burden code, assigning it to all activities and account categories for the New Store activity group, and defining pool driver values that point out the specific account categories that are valid, Moose Wood has provided all of the information the system needs to select transactions that are eligible for burdens. Now they must identify the rate to be used when calculating the burden transaction. The following illustration shows the values they selected when defining the burden pool rate.

Figure 21. Illustration: Defining a burden pool rate

Burden Pool Rate
Burden Code: GA01
Pool: 150
Burden Type: Cost
Rate: 5.00

What Is a Burden Transaction?

TIP To facilitate reconciliation, consider posting burdens to separate account categories.

Burden transactions are transactions that are automatically created during Activity Posting (AC190). Of course, a burden transaction is only created if the source transaction meets all of the parameters defined through the burden code and pool driver values. The amount for the burden transaction is equal to the amount of the source transaction multiplied by the appropriate burden pool rate.

Burden transactions are posted to the activity contained in the source transaction, and to the account category specified in the burden code. For example, general and administrative burden costs incurred on an equipment transaction for the DESIGN activity might be posted to a G&A account category for the DESIGN activity.

IMPORTANT There is potential for calculating large volumes of burden transactions, depending on the number of burdens you calculate and the number of eligible cost transactions you post. For example, ten source transactions, each eligible for two burdens, will result in the creation of twenty new burden transactions.

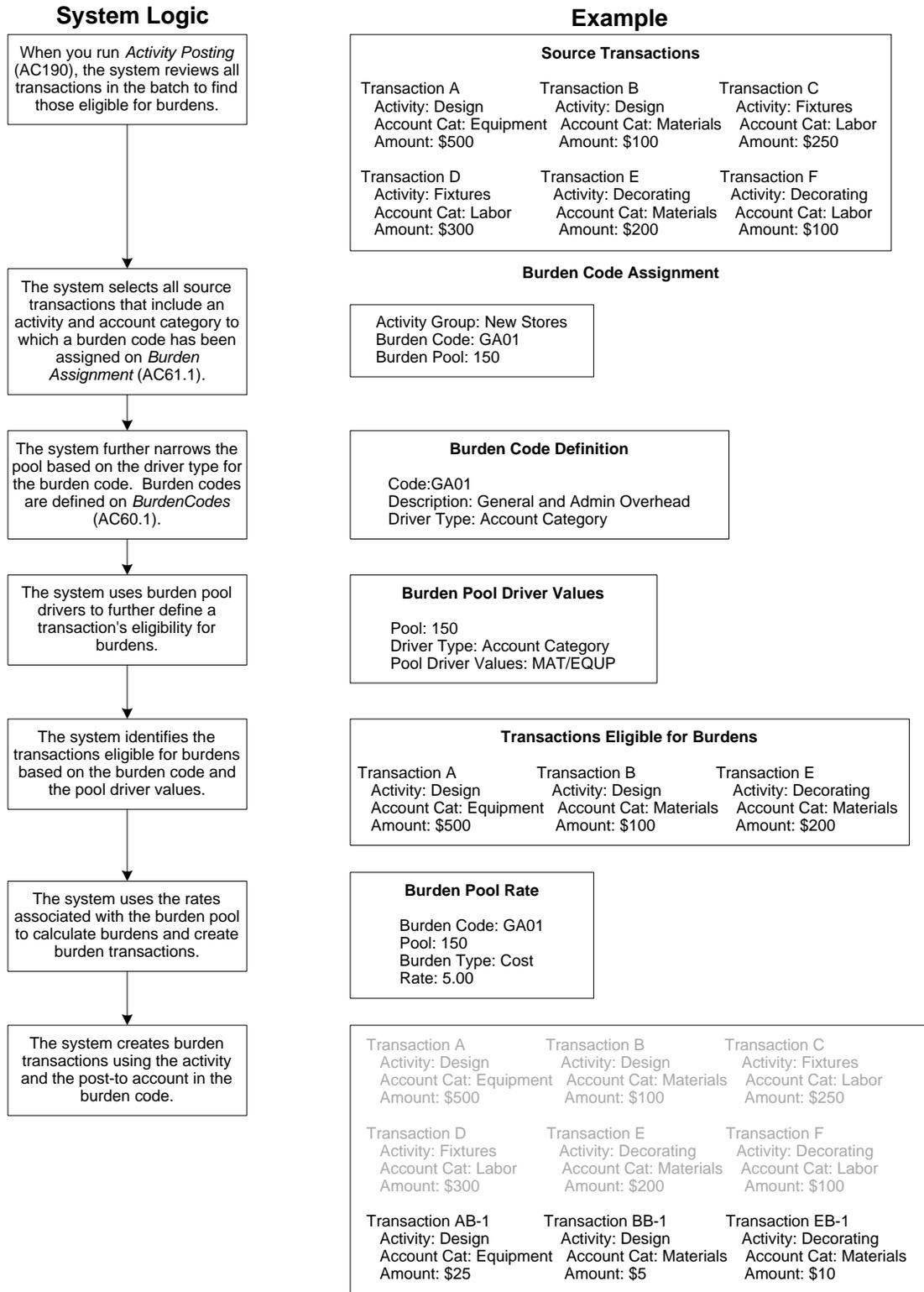
Example

Based on the Moose Wood Outfitters' burden set up, processing Activity Posting (AC190) would result in the following batch of transactions, which now include both the source transactions and the burden transactions. To review the original batch of source transactions. For more information, see "[What Is a Source Transaction?](#)" on page 140.

Figure 22. Illustration: Results of processing Activity Posting (AC190)

Transaction A Activity: Design Account Cat: Equipment Amount: \$500	Transaction B Activity: Design Account Cat: Materials Amount: \$100	Transaction C Activity: Fixtures Account Cat: Labor Amount: \$250
Transaction D Activity: Fixtures Account Cat: Labor Amount: \$300	Transaction E Activity: Decorating Account Cat: Materials Amount: \$200	Transaction F Activity: Decorating Account Cat: Labor Amount: \$100
Transaction AB-1 Activity: Design Account Cat: Equipment Amount: \$25	Transaction BB-1 Activity: Design Account Cat: Materials Amount: \$5	Transaction EB-1 Activity: Decorating Account Cat: Materials Amount: \$10

Summary of Burden Processing



What Are Burden Types?

When you define burden rates, you specify a burden code, a burden pool number, and a burden type. There are two kinds of burden types: system-defined and user-defined.

System-defined burden types include Cost, Billing, and Revenue, and are used to populate burden cost, billing and revenue amounts in burden transactions. To define burden cost rates, you use the Cost burden type. In Billing and Revenue Management, you can use the Billing burden type to define burden rates to use for billing, and you can use the Revenue burden type to define burden rates to use for revenue recognition.

User-defined burden types are used to define rates for burden transactions that are calculated and stored in a separate file called ACBRDNADTR. These burden transactions are not posted to Project Accounting, but are available for analysis and reporting using a third party reporting tool. You can also use rates associated with user-defined burden types to recalculate burdens during Burden Rate Recalculation (AC198). You can have up to nine different user-defined burden types.

What Are Offset Entries?

You can create offset entries for burden transactions. This allows you to charge one activity/account category with burden costs, and “balance” the burden transaction by creating an offset transaction that posts to another activity and account category.

If you post burdens to General Ledger, you must define GL information to identify the company, accounting unit, account and subaccount to which you want to post the burden transactions. In addition, you must define GL offset information so the burden transactions are in balance when they post to General Ledger.

How Do Burden Steps Work?

Burden steps let you calculate burdens from burden transactions. You can assign steps to burden codes to determine the order in which burden calculations occur during Activity Posting (AC190). This makes it possible to include burden transactions created during Activity Posting as potential source transactions for subsequent burden calculations in the same run.

The following table shows potential source transactions for burden codes when no steps are assigned.

Burden Code	Step	Potential source transactions
GA-A	<blank>	AC190 non-burden transactions
GA-B	<blank>	AC190 non-burden transactions

NOTE You can assign the same step number to multiple burden codes.

Burden codes with blank and lower-numbered steps are considered potential source transactions for burden codes with higher steps. This table shows potential source transactions for burden codes when steps are assigned.

Burden Code	Step	Potential source transactions
GA-A	<blank>	AC190 non-burden transactions
GA-B	1	AC190 non-burden transactions GA-A burden transactions
GA-C	2	AC190 non-burden transactions GA-A burden transactions GA-B burden transactions
GA-D	2	AC190 non-burden transactions GA-A burden transactions GA-B burden transactions
GA-E	3	AC190 non-burden transactions GA-A burden transactions GA-B burden transactions GA-C burden transactions GA-D burden transactions

All potential source transactions—including burden transactions—must meet eligibility criteria for burden codes and pools with higher steps. If the transaction does not fall within the criteria defined for the pool driver values, no additional burden will be calculated.

For example, the pool for burden code GA-B is based on the Labor and Equipment account categories, and the account category used in the burden transaction is Overhead. The driver type for burden code GA-C is also account categories. If GA-C's pool driver values do not include the Overhead account category, the burden transaction calculated from burden code GA-B fails to meet the eligibility criteria for the GA-C burden.

Step variances

In the previous example, burden transactions are added as potential source transactions for burdens in each successive step. You can use step variances to modify how burdens are treated for subsequent burden calculations.

The Stand Alone Step variance allows you to ignore burden transactions created for the burden code in subsequent calculations. In this example, burden code GA-B is assigned Step 2 and is identified as a stand alone step.

The burdens calculated for GA-B are not eligible source transactions for the burden codes assigned Step 3 or higher.

Burden Code	Step	Step Var	Potential source transactions
GA-A	1		AC190 non-burden transactions
GA-B	2	Stand alone	AC190 non-burden transactions and GA-A burden transactions
GA-C	3		AC190 non-burden transactions GA-A burden transactions

The Applies Only To Burden variance identifies the transactions generated from a specific burden code as the *only* potential source transactions for the burden. Non-burden transactions and burden transactions generated from other burden codes are not potential source transactions. In the following example, burden code GA-C will be calculated using only burden transactions generated from burden code GA-B as its source transactions.

Burden Code	Step	Step Var	Burden Code	Potential source transactions
GA-A	1			AC190 non-burden transactions
GA-B	2			AC190 non-burden transactions and GA-B burden transactions
GA-C	3	Applies only to burden	GA-B	GA-B burden transactions

Procedures in this Chapter

This chapter provides detailed instructions for completing burden setup.

- ["Defining a Burden Code" on page 149](#)
- ["Defining a Burden Type" on page 153](#)
- ["Defining Burden Pool Drivers" on page 154](#)
- ["Defining a Burden Rate" on page 157](#)
- ["Assigning Burden Codes" on page 158](#)
- ["Recalculating Burdens" on page 159](#)

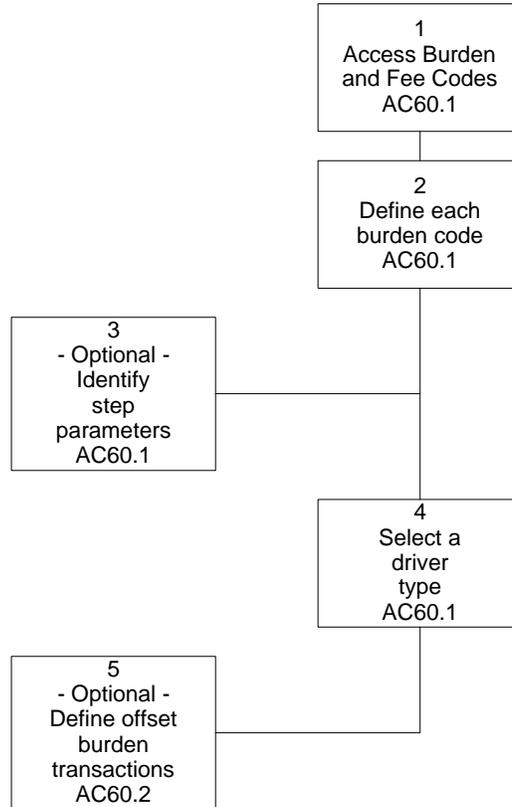
Defining a Burden Code

A burden code identifies the burden costs you want to calculate, such as various types of General and Administrative Overhead, Fringe Benefits, and so on. You can calculate multiple burdens from a single source transaction, and you can set up as many burden codes as you need. Use this procedure to define a burden code.

 **Need More Details?** Check out the following concepts:

- "What Are Burdens?" on page 139
- "What Is a Source Transaction?" on page 140
- "What Is a Burden Code?" on page 140

Figure 23. Procedure flow: Defining a burden code



STEPS To define a burden code

1. Access Burden Codes (AC60.1).
2. Define each burden code you need. Consider the following fields.

Burden Code	Type a name (up to five characters long) for the burden code.
Description	Type a description for the burden code.

Post to Acct Cat Select the account category to which you want to post burden transactions created for the burden code. The activity in each burden transaction comes from the source transaction used to calculate the burden.

TIP Use one or more separate burden account categories to help make analysis and reconciliation easier.

3. Optional. Identify step parameters to determine the order in which burdens are calculated. Consider the following fields.

Step Type a step number to let burden transactions be potential source transactions for subsequent burden calculations during Activity Posting (AC190). For example, burdens calculated for Step 1 burden codes can be potential source transactions for burden codes that are assigned Step 2. Burdens calculated for Step 1 and Step 2 burden codes can be potential source transactions for Step 3 burden codes, and so on. You can assign the same step to multiple burden codes.

If you leave the step field blank, burden transactions created for the burden code are not eligible for subsequent burden calculations.

NOTE If you do not want to calculate burden on burdens, do not assign steps to any burden codes.

Step Var This field lets you apply burden calculation deviations. The default is blank, which provides no deviations from the burden step calculation order. You can also select:

- Stand Alone to prevent the burden code from being considered in subsequent burden calculations.
- Applies Only To Burden to identify specific burdens as the exclusive source transactions for the burden code. This excludes original cost transactions, as well as any burdens for codes other than the one you specify, from the potential source transactions. If you select this option, complete the Burden Code field.

Burden Code	If you selected Applies only to Burden in the Step Var field, select a burden code to identify burdens that are potential source transactions for the burden code.
--------------------	--

NOTE Driver types involving the employee-related information presume an employee will be present in the transaction. If the transaction does not contain an employee, it will not be eligible for burden.

- Select a driver type in the Driver Type field to identify the transaction components that make a transaction eligible for burden calculation. Driver types also determine how you define burden pools and burden rates.

For Driver Type	Transaction eligibility is based on
Work company and accounting unit	The company and accounting unit in the source transaction.
Employee company and accounting unit	The default company and accounting unit for the employee in the source transaction. The employee's default company and accounting unit are defined on Employee (HR11.1).
Activity company and accounting unit	The default company and accounting unit for the activity in the source transaction. The activity's default company and accounting unit are defined on Activity (AC10).
Activity	The activity in the source transaction.
Account category	The account category in the source transaction.
Employee	The employee in the source transaction.
Salary class	The salary class associated with the employee in the transaction. The salary class for an employee is defined on Employee (HR11.1).
Job Code	The job code in the source transaction. The job code must be established as an activity transaction attribute.

NOTE General Ledger postings for off-set burden transactions are summarized.

- If you want to create off-set burden transactions in Project Accounting or General Ledger, choose the More button to access Additional Information (AC60.2). Use this subform to define information for off-set burden transactions. Consider the following fields.

GL Information	To create General Ledger burden transactions using the company and accounting unit in the source transactions, select an account and subaccount.
	To create General Ledger burden transactions using a different company and accounting unit than the activity burden transactions, select a GL Code that identifies the company, accounting unit, account, and subaccount.
Activity Off-Set	To create a balanced entry for burdens in Project Accounting, select the activity and account category you want in the off-set (contra) burden transactions.
GL Off-Set Information	To create General Ledger burden off-set transactions using the company and accounting unit in the source transactions, select an account and subaccount.
	To create General Ledger burden off-set transactions using a different company and accounting unit than the activity burden transactions, select a GL Code that identifies the company, accounting unit, account, and subaccount.

Related Reports and Inquiries

To	Use
List burden codes	Burden Code Listing (AC260)

Defining a Burden Type

Use this procedure to define burden types. Burden types are required when you define burden rates. System-defined burden types are used to define burden rates that populate cost, billing and revenue amounts in burden transactions. User-defined burden types are used to define burden rates that

create burden transactions in a separate file. Rates defined with user-defined burden types can also be used in Burden Rate Recalculation (AC198).

STEPS To define a burden type

1. Access Burden Types (AC64.1)
2. Optional. On the User Defined tab, define burden types.

Burden Type	Enter a numeric value from 1-9 for the burden type.
Description	Type a description for the burden type.
Status	Type or select the status of the burden type. Only active burden types can be specified during Burden Rate Recalculation (AC198).

3. On the System Defined tab, consider the following fields.

Burden Type	Select one of the following burden types: <ul style="list-style-type: none">• Cost• Revenue• Billing
Description	Type a description for the burden type.

Defining Burden Pool Drivers

Burden pool drivers identify the criteria used to select source transactions for burden calculations. The burden pool drivers you define are based on the driver type you selected for the burden code. For example, you might have a burden code with a driver type of Employee. Burden pool drivers let you identify the specific employees that make a transaction eligible for burdens. Use this procedure to define one or more burden pool drivers for each burden code.



Need More Details? Check out the following concepts:

- ["What Are Burden Pools?"](#) on page 142

STEPS To define burden pool drivers

1. Access Pool Driver Values (AC62.1).
2. In the Burden Code field, select the burden code for which you are defining drivers.

NOTE You can define multiple pools for a single burden code, but each burden code and pool number combination must be unique.

3. In the Pool Number field, type a number and a description for the pool. Pool numbers can contain up to three digits.
4. Select the pool driver values you want to use as criteria when selecting source transactions for burden calculations. Complete one of the following form tabs.

If the burden code's driver type is On

01 - Company and Work Accounting Unit	<p>The Company/Acct Unit form tab, select either:</p> <ul style="list-style-type: none"> • the General Ledger company and a range of accounting units • a list of accounting units <p>This identifies selection criteria for the company and accounting unit in the source transaction. For more about creating a list of accounting units, see the <i>General Ledger User Guide</i>.</p>
02 - Company and Home Accounting Unit	<p>The Company/Acct Unit form tab. Select either:</p> <ul style="list-style-type: none"> • the General Ledger company and a range of accounting units • a list of accounting units <p>This identifies selection criteria for the company and accounting unit associated with the employee in the source transaction. For more about creating a list of accounting units, see the <i>General Ledger User Guide</i>.</p>
03 - Activity Company Acct Unit	<p>The Company/Acct Unit form tab. Select either:</p> <ul style="list-style-type: none"> • the General Ledger company and a range of accounting units • a list of accounting units <p>This identifies selection criteria for the company and accounting unit associated with the activity in the source transaction. For more about creating a list of accounting units, see the <i>General Ledger User Guide</i>.</p>

If the burden code's driver type is On

04 - Activity	<p>The Activity form tab, select either:</p> <ul style="list-style-type: none">• a range of activities• a list of activities <p>This identifies selection criteria for the activity in the source transaction. For more information, see "Defining an Automatic List" on page 185. For more information, see "Defining a Manual List" on page 187.</p>
05 - Account Category	<p>The Account Category form tab, select either:</p> <ul style="list-style-type: none">• an account category group• an account category range <p>This identifies selection criteria for the account category in the source transaction. For more information, see "Defining Account Category Groups" on page 114.</p>
06 - Job Code	<p>The Job Code form tab, select both:</p> <ul style="list-style-type: none">• the HR company containing the job codes you want• a range of job codes <p>This identifies selection criteria for the job code in the source transaction. Job codes must be assigned as transaction attributes. For more about job codes, see the <i>Human Resources User Guide</i>.</p> <p>There is more information on transaction attributes elsewhere in this user guide. For more information, see "Defining Transaction Attributes" on page 487.</p>
07 - Salary Class	<p>The Salary Class form tab, select the salary class:</p> <ul style="list-style-type: none">• hourly• salaried• all <p>This identifies selection criteria for the salary class associated with the employee in the source transaction. For more information about salary class, see the <i>Human Resources User Guide</i>.</p>

If the burden code's driver type is **On**

08 - Employee

The Employee form tab, select the Human Resources company that contains the employees you want and one of the following:

- an employee group
- a range of employees

This identifies selection criteria for the employee in the source transaction. For more information about employee groups, see the *Human Resources User Guide*.

Related Reports and Inquiries

To

Use

List pool driver value assignments

Pool Driver Values Listing (AC262)

Defining a Burden Rate

Burden pool rates are percentages you identify for a given burden code and burden pool. During burden calculation, the amount in the source transaction is multiplied by this percentage to determine the amount of the burden transaction. Use this procedure to assign burden rates to burden pools.

STOP Define burden codes, burden pools, and burden types before you define burden rates.



Need More Details? Check out the following concepts:

- ["What is a Burden Pool Rate?"](#) on page 143

STEPS **To assign a burden rate**

1. Access Burden Pool Rate (AC63.1).
2. Select the burden code and pool number combination for which you want to define rates.
3. In the Type field, select the burden type for which you want to define rates: Cost, Revenue, or a user-defined type.

For more information, see ["Defining a Burden Type"](#) on page 153.

NOTE Define billing burden rates using Pool Burden Rates (BR04.1).

- Define burden rates for the burden code and pool. You can have multiple rates with different effective dates. Consider the following fields.

Effective Date	Type the date the burden rate is effective. During Activity Posting (AC190), this rate is applied to eligible transactions with transaction dates or post dates on or after the effective date (but before subsequent effective dates). Transaction dates or post dates is determined by the Date field on Activity Group (AC00.1).
Entered Date	Type the date the burden rate was entered.
Rate	Type the burden rate. For 7.5%, enter 7.50.
Status	Select the burden status. Active defaults.

Related Reports and Inquiries

To	Use
List provisional rates defined on Burden Pool Rates (AC63.1)	Provisional Rate Listing (AC263)

Assigning Burden Codes

Use this procedure to assign burden codes and pools to activities and account categories. When you run Activity Posting (AC190), burden calculations are triggered by the burden codes and pools assigned to the activity and account category in the transactions that are being posted.

TIP After you create the first burden code, you can copy burden assignments using Activity Copy (AC110) or Account Category Copy (AC115) to reduce the total time required for maintenance. For more information, see ["Copying Activities"](#) on page 203.

STOP Before you assign burden codes, complete activity and account category set up tasks, and define burden codes and pools.

 **Need More Details?** Check out the following concepts:

- ["What Is a Burden Code?"](#) on page 140

STEPS To assign burden codes

- Access Burden Code Assignment (AC61.1).
- Select the account category to which you are assigning burden codes. Consider the following fields.

Activity Group or Posting Activity	Select the activity group or activity to which you want to assign burden codes.
---	---

Account Category Select the account category to which you want to assign burden codes.

3. Assign burden codes and pools. You can assign multiple burden code and pool combinations. Consider the following fields.

Burden Code Select the burden code you want to trigger for transactions containing the activity and account category you selected in the header of this form.

Pool Number Select the pool number that represents the burden pool driver values and rates you want to apply during burden calculations.

Related Reports and Inquiries

To	Use
List burden assignments	Burden Assignment Listing (AC261)

Recalculating Burdens

Burden transactions are calculated during Activity Posting (AC190). If burden rates change retroactively, you can use this procedure to recalculate burdens.

STEPS To recalculate burden rates

1. Access Burden Rate Recalculation (AC198).
2. On the Activity tab, identify the activities for which you want to recalculate burden transactions. Consider the following fields.

Activity Group List, Activity Group, Activities, or List Identify the activities for which you want to recalculate burden transactions by selecting one of the following in the appropriate field:

- an activity group list
- an activity group
- up to six activities
- an activity list

Update Select Yes to update the burden recalculations. Select No to run the burden recalculation in report only mode.

3. Use the Other Options tab to identify rules for recalculating burdens. Consider the following fields.

Posting, Trans Date Type the dates you want to use for the burden recalculation transactions.

Period, Year Range	Type a range of periods and years for which you want to recalculate burdens. Burden transactions with transaction dates that fall within this range are eligible for recalculation.
Minimum Adjust Amount	Type an amount that is the minimum burden adjustment you want to allow. Transaction adjustments less than this value will not be created. For example, if the calculated burden adjustment is \$.37 and the minimum is \$1.00, the adjustment will be skipped.
Burden Codes	To recalculate burden transactions for all burden codes, leave this field blank. To recalculate transactions for specific burden codes, select up to ten burden codes for which you want to recalculate burdens. Transactions selected that include the activity and account category combination to which the burden codes are assigned are eligible for recalculation.
Burden Range	To recalculate burden transactions for all burden codes, leave this field blank. To recalculate transactions for a specific range of burden codes, enter the range of burden codes for which you want to recalculate burdens. Transactions selected that include the activity and account category combination to which the burden codes are assigned are eligible for recalculation.
Recalculate Cost Rate	Burden recalculation is based on the cost amount in existing burden transactions for the burden codes specified. Select one of the following burden types to identify which rates you want to use during recalculation: <ul style="list-style-type: none"> • Cost • Revenue • Bill • User-defined burden types 1 through 9
Recalculate Type	Select C (Cost/Billing/Revenue) to adjust cost, billing and revenue amounts in burden transactions subject to recalculation. Select B (Billing/Revenue) to adjust only the billing and revenue amounts in burden transactions subject to recalculation.

Burden and GL Offsets	Select Yes to post burden recalculations to General Ledger. General Ledger transactions will be populated with the information specified for each burden code on Additional Information (AC60.2). If GL information is not available, no transactions will be created.
------------------------------	--

4. Define report options on the Output Options page. Consider the following fields.

Summarize Report	Select Yes or No to identify the level of detail you want on the burden recalculation report. Yes creates a summary report. No creates a detail report.
-------------------------	---

Page Break	Select where page breaks are to occur: <ul style="list-style-type: none"> • Activity Group (G) • Activity (A) • None (N)
-------------------	---

Report Currency	Select the currency in which you want amounts to appear on the report: <ul style="list-style-type: none"> • Base (B) — base currency • One (1) — report 1 currency • Two (2) — report 2 currency • All (A) — all currencies (base, report 1, and report 2)
------------------------	--

Report Style	Specify the style of the report to be generated: <ul style="list-style-type: none"> • Standard: Shows amounts in base currency. • Inline (I): Shows base, report 1 and report 2 currencies on the same report. • Separate (S): Creates separate reports for base, report 1 and report 2 currencies. • Both (B): Generates both Inline and Separate reports.
---------------------	---

Related Reports and Inquiries

To	Use
Inquire on posted transactions	Transaction Analysis (AC96.1)

Chapter 8

Using Attribute Matrix Attributes

This chapter describes the Lawson Attribute Matrix application and provides information on setting up attributes for use with Project Accounting. Attribute Matrix is a powerful tool that increases processing, reporting and inquiry capabilities.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 175

The following concepts provide background and conceptual information for the procedures in this chapter.

- ["What Is Attribute Matrix?"](#) on page 165
- ["What Is an Attribute?"](#) on page 166
- ["What Is an Element?"](#) on page 167
- ["Where Can I Use Attributes?"](#) on page 168
- ["What Is a List?"](#) on page 170
- ["What Is an Attribute Template?"](#) on page 172
- ["What Is an Attribute View?"](#) on page 174

What Is Attribute Matrix?

NOTE The system code for Attribute Matrix is MX.

* Attribute Matrix is a powerful tool used to increase reporting, inquiry, and processing capabilities. Attribute Matrix can be integrated within the following Lawson applications:

- Asset Management
- Billing and Revenue Management
- General Ledger
- Lease Management
- Project Accounting
- Strategic Ledger
- Cash Management
- Accounts Receivable
- Accounts Payable
- Inventory Control
- Billing
- Invoice Matching
- Order Entry
- Purchase Order
- Warehouse
- Production Order

Attribute Matrix and Project Accounting

Project Accounting uses attributes for the following purposes:

- Storing user-defined information in activities
- Selecting activities for inquiries, reports and the activity data mart
- Selecting activities for transaction processing
- Copying and maintaining activities
- Calculating and copying budgets
- Defining burden pools
- Defining allocation pools and compute statements

What Is an Attribute?

An attribute is a field that holds information you can use to group records for reporting, inquiry, and processing. Specifically, attributes hold information about:

- Activities for Project Accounting and Billing and Revenue Management
- Accounting units and accounts for General Ledger, Inventory Control, Purchase Order
- Assets for Asset Management
- Leases for Lease Management
- User analyses for Strategic Ledger
- Cash codes for Cash Management
- Customers for Accounts Receivable, Order Entry, Billing, Warehouse
- Vendors for Accounts Payable, Invoice Matching, Purchase Order
- Items for Inventory Control, Purchase Order, Order Entry, Warehouse, Production Order

Two Types of Attributes

With Attribute Matrix, you can view your activity data in several ways, providing more information and more flexibility in reporting. You can use attributes in two ways:

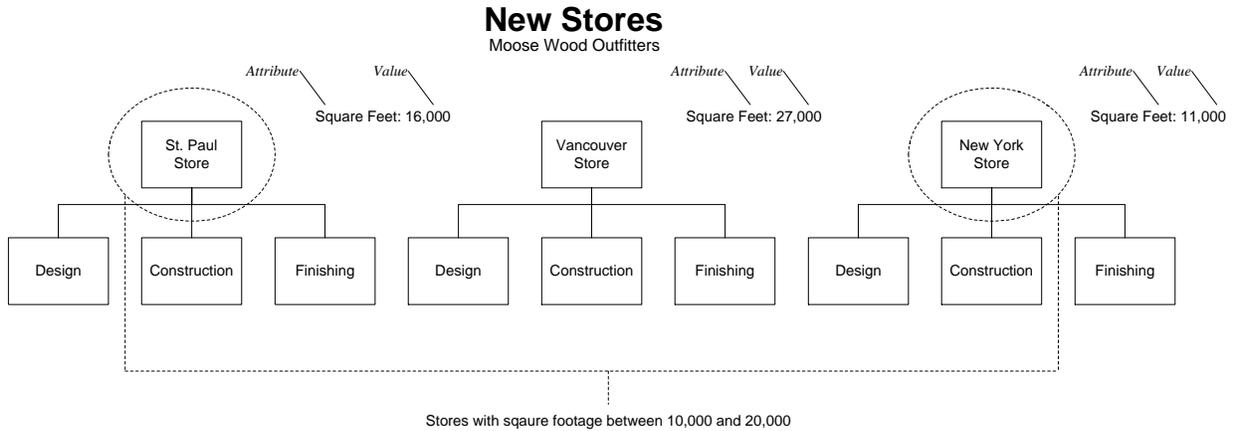
- Group activities based on common characteristics, such as new stores under construction in a specific region or of a specific size. Attributes are either Lawson-defined or user-defined.
- Store additional information from a subsystem in a transaction, such as attaching an invoice vendor number and invoice batch number to an invoice distribution journal entry, or attaching an employee number and job code to a payroll journal transaction. Attributes attached to a transaction are called transaction attributes and are treated differently than other attributes. For more information, see "[Defining Transaction Attributes](#)" on page 487.

Example: Using Attributes with Activities

Moose Wood Outfitters tracks new store construction costs by project and task, but they also want to see costs for specific tasks based on the size of the store. They defined a Square Footage attribute that lets them select stores by

size for reporting and inquiries. The value for each activity's Square Footage attribute is the total square footage of the store.

Figure 24. Illustration: Using attributes to group activities



What Is an Element?

An element defines the maximum number of characters and the data type for an attribute value. An element must be assigned to every attribute and the element must exist before you can define an attribute that uses that element.

An element can be Lawson-defined or user-defined. You can define the following types of elements:

- Alpha type (up to 32 characters)
- Numeric type (up to 18 characters)
- Date type (eight characters)

NOTE Lawson-defined elements are pre-loaded, along with Lawson-defined attributes, using Attribute, Element Load (MX100).

Lawson-defined attributes have a one-to-one correspondence with Lawson-defined elements. For example, the Company attribute is associated with an element called Company. The following table shows additional examples of Lawson-defined attributes and corresponding Lawson-defined elements:

Attribute	Element	Type	Size
Activity	Activity	Alpha	15
Level Depth	Level Depth	Numeric	1
Variable Level 1 Value	Level Detail	Numeric	15

You can also create user-defined elements within the data type and size restrictions listed above. User-defined elements can be more generic than Lawson-defined elements, and can be associated with more than one attribute. This table shows examples of user-defined attributes and user-defined elements:

Attribute	Element	Type	Size
Project Manager	Alpha 15	Alpha	15
Store Square Footage	Numeric 6	Numeric	6
Date Opened	Date	Date	8
Region	Alpha 15	Alpha	15

You can also associate a Lawson-defined element with a user-defined attribute. For example, you might use the Activity element (Lawson-defined, Alpha15) with the user-defined Project Manager or Region attributes.

Attribute	Element	Type	Size
Activity	Activity	Alpha	15
Level Depth	Level Depth	Numeric	1
Variable Level 1 Value	Level Detail	Numeric	15

The relationship between transaction attributes and elements is unique.

NOTE Do not use the Lawson-defined Billing Category element with user-defined attributes. The Billing Category element requires a valid billing category as the attribute value, and should only be used with the Lawson-defined Billing Category transaction attribute.

Where Can I Use Attributes?

NOTE An attribute can be used with more than one object type.

An object type identifies where an attribute can be used. Each attribute must be associated with at least one object type. Object types are Lawson-defined. The following table lists the object types that can be associated with attributes in Project Accounting:

Object type	For attributes assigned to
ACTVY	Activities
ACTRN	Activity transactions
ACGRP	Activity group
ACCAT	Account category (summary or detail)

NOTE Ignore the following object types: AMBKS, AMITM, APVND, ICLOC, ICITM, and POBUY. These object types are used only by Lawson-defined data mart attributes and cannot be assigned by users.

The following additional object types are available to be associated with attributes in other Lawson applications:

Object type	For attributes assigned to	In this application
ACCNT	Accounts	General Ledger Inventory Control Purchase Order
ACCTU	Accounting units	General Ledger Inventory Control Purchase Order
ACCAT	Account categories (summary or detail)	Project Accounting
ACGRP	Activity group	Project Accounting
ACTRN	Activity transactions	Project Accounting
ACTVY	Activities	Project Accounting
ASSET	Assets	Asset Management
CSHCD	Cash Code	Cash Management
CUST	Customer	Accounts Receivable Order Entry Billing Warehouse
GLTRN	General Ledger transactions	General Ledger
ITEM	Item	Inventory Control Purchase Order Order Entry Warehouse Production Order
LEASE	Leases	Lease Management
ANLYS	User analyses	Strategic Ledger
SLTRN	Strategic Ledger transactions	Strategic Ledger
VENDR	Vendor	Accounts Payable Invoice Matching Purchase Order

Using Attributes with Activities and Activity Groups

When you use attributes with activities or activity groups, you have the flexibility to store additional information and select specific activities or activity groups for reports, inquiries and processing. The previous example shows how Moose Wood Outfitters used attributes to select activities in their new store construction project based on the square footage of each store. They could associate additional attributes with each activity or activity group to identify the project manager, region, date opened, and more.

What Is a List?

NOTE You cannot create lists for transaction attributes.

A list is a set of accounting units, accounts, activities, assets, leases, or user analysis. For example, you can create a list that includes any activities where the region is Central and the store size is between 10,000 and 20,000 square feet. Lists can be automatic or manual. Automatic lists can be defined using a combination of user-defined and Lawson-defined attributes.

Using Lists

Lists are used in Project Accounting for reporting and inquiry. The following examples describe some of the places you can use lists:

- Selecting activities for which you want to process transactions on Activity Posting (AC190) and Accounting Unit Balance Post (AC191). These programs can be run concurrently.
- Selecting activities for standard inquiries (AC90 series), reports (AC400 series), and listings (AC200 series).
- Selecting activities for the activity data mart in Lawson Analytic Architect.
- Selecting activities on Transaction Writer (AC55) for user-defined transaction reports.
- Copying activity information using Mass Activity Copy (AC01) and Account Category Copy (AC105).
- Calculating and copying budgets using Budget Copy (AC123) and Budget Calculation (AC121).
- Selecting activities for burden pool drivers on Pool Driver Values (AC62)
- Selecting activities or accounting units for allocation pools on Allocation Pool (AC32).
- Defining activities to use in compute statements for budgets and allocations on Compute Parameters (AC34) and Activity Total Names (AC35).
- Calculating a project's percent complete using Percent Complete Calculation (AC165).
- Selecting activities to capitalize using Asset Management Interface (AC160).
- Selecting a list within a view. For more information, see ["What Is an Attribute View?"](#) on page 174.

Automatic Lists

To create an automatic list, you select attributes belonging to the object type of your choice (for example, ACTVY) and define value ranges for these attributes. Attribute Matrix automatically builds a list of members that meet the criteria specified in the list. Automatic lists are updated automatically any time you use the list.

Automatic List Example

This example shows how you could create an automatic list that lets you group activities by store size.

1. Create the following user attribute:

Name:	SIZE
Object type:	Activity (ACTVY)
Element:	Alpha 6
Values:	SMALL MEDIUM LARGE

2. For each activity performed to construct a medium sized store, add the value MEDIUM to the attribute SIZE for the activity.
3. Create a list named MED_STORES (for activities performed in the construction of medium sized stores) with the following attribute value range:

SIZE:	From MEDIUM To MEDIUM
--------------	-----------------------

IMPORTANT Preview the list to verify that the appropriate activities are selected.

4. Select the MEDIUM list on reports or inquiries to include only activities performed to construct medium sized stores.

It is extremely useful to select activities based on Lawson-defined attributes. For example, Moose Wood Outfitters might create a list of design activities based on the Lawson-defined level address attribute. The list could be used to compare design activity costs between projects, or to construct a pool of design costs to be allocated to other activities.

Manual Lists

A manual list lets you select specific accounts, accounting units, activities, user analysis values, assets, or leases. Manual lists are not based on attributes. For example, you can select individual activities without identifying an attribute that is common to all of them. The only members of a manual list are those you define.

Creating a manual list, as the name implies, is a manual process. Any changes to the list, such as adding or removing activities, must also be done manually. For these reasons, manual lists are not often used to create large lists.

You can convert an automatic list to a manual list. A common practice is to create an automatic list first, convert it to a manual list, and then manually add or remove a few select activities. It's important to note that you *cannot* convert a manual list back to an automatic list.

What Is an Attribute Template?

An attribute template is a user-defined group of one or more attributes and values. Templates provide a quick and consistent way to assign multiple attribute values to activities. You can modify the attribute values provided by the template once the template has been applied to the activity. The template does not override any previously defined attribute values, but it will add values if none exist.

Example

Moose Wood Outfitters wants to track the project manager and store type for activities in each of their new store projects.

Attribute	Values
STORE TYPE	MALL
	STRIP MALL
	OUTLET
PROJECT MANAGER	JOHNSON
	WENDT
	BROWN
	KNOTT

To assign specific store type and project manager values, you can manually add the appropriate values to each activity. But, assuming that you have a large group of mall store projects managed by Joe Brown, you can save time by creating an attribute template that lets you add these values automatically.

1. Create an attribute template **MALLBROWN** for activities contains the following attributes and values:

STORE TYPE	MALL
PROJECT MANAGER	BROWN

2. Use the template on Activity Attributes (AC13.1) to automatically populate these attribute values for the appropriate activities.

Attribute Value Effective Date Template

Additionally you can define and maintain an attribute value effective date template to quickly and consistently attach an effective date to an attribute value. These date values would then be available to build a list of activities, activity groups, or account categories for an attribute value in a specified range.

Without defining the Attribute Value Effective Date Template (MX06.1), the system will treat each attribute value as though it was in existence from the initial setup of the activity, activity group, or account category. You will not have the ability to retrieve data for specific attribute values that existed in the past for the activities, activity groups, or account categories.

You must run Attribute Effective Date Update (AC135) before attribute values that are based on an effective date will show up on reports and in attribute lists.

Example

Moose Wood Outfitters wants to track activities for the different phases of store openings over a period of time. They created “store” attributes, “phases” attribute values, and assigned effective dates.

Attributes	Values	Effective Dates
A	New	01/01/2000 - 03/31/00
A	Post-opening	04/01/2000 - 12/31/2000
A	Established	01/01/2001 - 12/31/2002
A	Remodeled	01/01/2003 - 06/30/2003
B	New	01/01/2000 - 07/31/00
B	Post-opening	08/01/2000 - 12/31/2000
B	Established	01/01/2001 - 12/31/2002
B	Remodeled	01/01/2003 - 06/30/2003
C	New	01/01/2000 - 05/31/00
C	Post-opening	06/01/2000 - 12/31/2000
C	Established	01/01/2001 - 12/31/2002
C	Remodeled	01/01/2003 - 06/30/2003

Next they ran Activity Attribute Effect Date Update (AC135) to build a list of activities and the phase they were in as of 6/30/2000. The list is:

Attributes	Values	Effective Dates
A	Post-opening	04/01/2000 - 12/31/2000
B	New	01/01/2000 - 07/31/00
C	Post-opening	06/01/2000 - 12/31/2000

What Is an Attribute View?

Use an attribute view to combine multiple lists. With a view you can arrange attribute lists in up to nine hierarchical summary levels with totals at each level. A view consists of summary and detail levels, similar to the depth levels of a chart of accounts. Detail levels use specific activity lists. Summary levels are report headings, subtotals and totals.

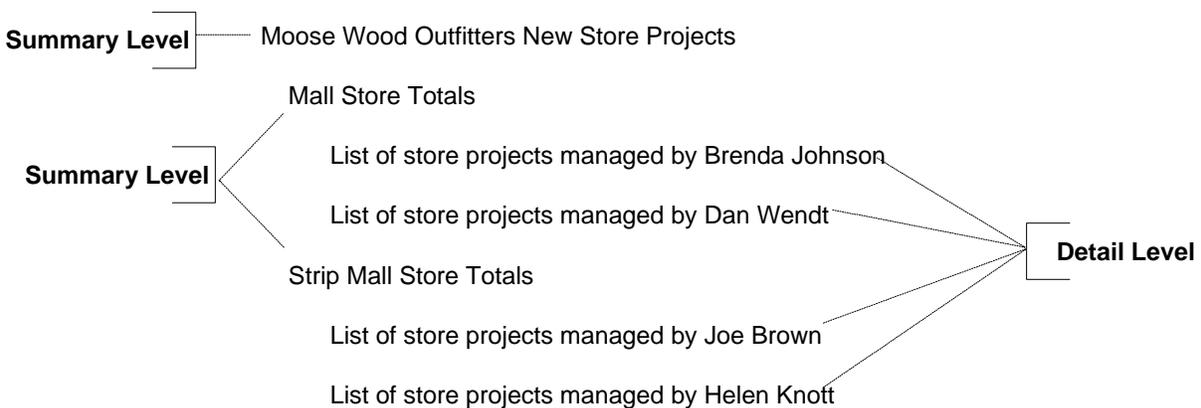
Using Views

Views can be used to provide an alternate view of your activity structure in the activity data mart.

Example

Moose Wood Outfitters wants to analyze new store construction costs for each project manager, for each store type within project manager, and for all new store construction projects as a whole. They created a list for each project manager. For example, one list grouped all activities for mall store projects that are managed by Brenda Johnson. Then they combined all of these lists into a view.

Figure 25. Illustration: Using a view to combine lists



Procedures in this Chapter

To make use of attributes, you must set up the attributes in Attribute Matrix and assign values to the attributes. Use the following procedures to complete required setup.

- ["Loading Lawson-Defined Attributes" on page 175](#)
- ["Defining an Attribute" on page 176](#)
- ["Assigning Attribute Values to an Activity" on page 179](#)
- ["Assigning Attribute Values to an Activity Group" on page 180](#)
- ["Assigning Attribute Values to an Account Category" on page 182](#)
- ["Defining Attribute Templates" on page 183](#)
- ["Defining an Attribute Value Effective Date Template" on page 184](#)
- ["Defining an Automatic List" on page 185](#)
- ["Defining a Manual List" on page 187](#)
- ["Defining an Attribute View" on page 189](#)
- ["Interfacing Activity Attributes" on page 190](#)
- ["Interfacing Valid Attribute Value Ranges to Attribute Matrix" on page 192](#)

Loading Lawson-Defined Attributes

NOTE Loading Lawson-defined attributes is a procedure you only need to perform once.

Before you define attributes, you must load the Lawson-defined attributes and elements. If you will be using transaction attributes, you must also load the available subledger fields that can be linked to any application that uses attributes. Use this procedure to load Lawson-defined data used when defining attributes.

STEPS To load Lawson-defined attributes

1. Run Attribute, Element Load (MX100) to load attributes and elements required in Attribute Matrix and used in other subsystems.
2. If you will use transaction attributes, run Subledger Attribute Load (GL106) to load available subledger fields that can be linked to transactions.

Defining an Attribute

NOTE Different rules apply when defining an element for a transaction attribute. For more information, see ["Defining a Transaction Attribute"](#) on page 490.

To define an attribute, you need to give it a name and associate it with an element and object type. Optionally, you can assign valid values to the attribute, limit an attribute's use to the activities within an activity group list, and indicate whether an attribute is required. Use this procedure to define attributes.



Need More Details? Check out the following concepts:

- ["What Is Attribute Matrix?"](#) on page 165
- ["What Is an Attribute?"](#) on page 166
- ["Where Can I Use Attributes?"](#) on page 168

STOP Before defining attributes, load Lawson-defined attribute definitions and available subledger fields for transaction analysis. For more information, see ["Loading Lawson-Defined Attributes"](#) on page 175.

STEPS To define an attribute

1. If an appropriate element for the attribute does not exist, use Element (MX00.2) to define the element. Consider the following fields.

TIP Choose Define in the Element Name field on Attribute (MX00.1) to define an element.

Element Name	Type a name for the element. A user-defined element name does not have to match the attribute name, since the element can be used by several attributes.
Data Type	Select one of the following data types: <ul style="list-style-type: none"> • A (Alpha) • D (Date) • N (Numeric)
Field Size	Type a field size. The maximum field size depends on the data type: <ul style="list-style-type: none"> • Alpha (up to 32 characters) • Date (eight characters) • Numeric (up to 18 characters)

2. Use Attribute (MX00.1) to define the attribute. Consider the following fields..

Attribute	This field contains the attribute's name.
Column Heading	Leave this field blank, it is used only for transaction attributes.
Element Name	Select a Lawson-defined or user-defined element to identify the attribute's data type and size.

From Value/Thru Value fields

You can assign ranges of valid values to the attribute. Defining valid values ensures consistency for data entry. If you do not define valid values, any entry valid for the attribute's data type and size will be accepted.

TIP Defining valid values makes your lists more accurate.

TIP To interface valid attribute value ranges from a non-Lawson system use Attribute Valid Value Interface (MX160). For more information, see ["Interfacing Valid Attribute Value Ranges to Attribute Matrix"](#) on page 192.

- After adding the attribute, choose the Objects button to open the Associate Attribute to Objects (MX00.3) and assign valid object types to the attribute. Consider the following fields.

Objects Type

Select the object types you want to assign to the attribute. The object type determines where you can use the attribute. For Project Accounting, you can assign the following object types:

- Activity (ACTVY)
- Activity Transactions (ACTRN)

NOTE There is information on defining an activity transaction attribute elsewhere in this user guide. For more information, see ["Defining a Transaction Attribute"](#) on page 490.

- Activity Group (ACGRP)
- Account Category (Summary or Detail) (ACCAT)

You can assign several object types to the same attribute. For example, the Sq. Feet attribute could be defined used in General Ledger (with an Account object type), in Project Accounting (with an Activity object type), and in Asset Management (with an Asset object type).

Required

Indicate whether the attribute is required. If you select Yes, a message appears on Activity (AC10) or Activity Group (AC00) until the field is populated. This is a reminder message, not a hard edit. You can add or change an activity or activity group even if required attributes are not defined.

Apply to Object Group

You can associate the attribute with an object list to limit its use to items associated with groups in the list. Restricting use of an attribute helps you better manage attributes when you have several activity groups that track different kinds of business operations. For example, store square footage might be an appropriate attribute for one activity group, but not for another.

Follow-up Tasks

- After defining the attribute, assign attribute values to activities, activity transactions, or activity groups. Several methods are available, depending on the type of attribute you are defining. ["Assigning Attribute Values to an Activity"](#) on page 179
- ["Assigning Attribute Values to an Activity Group"](#) on page 180
- ["Assigning Attribute Values to an Account Category"](#) on page 182

Related Reports and Inquiries

To	Use
View a listing of elements	Element Listing (MX200)
View a listing of attributes	Attribute Listing (MX201)

Assigning Attribute Values to an Activity

After defining attributes for the Activity (ACTVY) object type, you can assign attribute values to an activity. This procedure describes the process for assigning attribute values to a user-defined attribute within an activity.

STOP Define attributes before assigning values.

STEPS To assign attribute values to an activity

1. Access Activity Attributes (AC13.1).
2. Select the activity to which you want to assign attributes.
3. Assign attribute values to an activity. Consider the following fields.

Attribute Value Template

To populate attribute values from a template, select the template you want. When you add the record, the system adds the attribute values from the template to the activity. There is information on defining an attribute template elsewhere in this user guide. For more information, see ["Defining Attribute Templates"](#) on page 183.

TIP You can assign values from a template at any time. The new values are added without overriding existing values.

Effective Date Template	To populate effective dates assigned to attribute values from a template, select the template you want. There is information on defining an effective date template elsewhere in this user guide. For more information, see "Defining an Attribute Value Effective Date Template" on page 184.
Value	Type or select a value in this field to assign attribute values to the activity.

- Choose the Eff Date button to access Attribute Effective Date (AC13.7). Use this subform to assign an effective date to an attribute value. If you want to assign values to multiple activities by attribute and effective date, select the By Attribute Date button to access Values by Attribute Effective Date (AC13.8).
- Run Accounting Unit Attr Value Update For Effective Date (MX135) to copy the effective date attribute values for a specific date to the Accounting Unit Attribute Value file (AUMXVALUE). You must run this program for an effective date attribute value to become the value used in reports and attribute lists.

Related Reports and Inquiries

To	Use
View a listing of attributes assigned to an activity	Activity Attribute Listing (AC213)

Options for Assigning Attribute Values

- Choose the By Attribute button on Activity Attributes (AC13.1) to access Values by Activity Attributes (AC13.2). Use this subform to assign attribute values for one attribute to multiple activities. All eligible activities display, and you can populate attribute values for the attribute specified.
- Run Attribute Value Population (MX500) to assign a user-defined attribute value to activities in an attribute list. This program lets you overwrite previously assigned attribute values. For example, you might use this program to change the regional manager assigned to a group of activities, such as when all projects previously managed by SMITH are now managed by JOHNSON.

Assigning Attribute Values to an Activity Group

After defining attributes for the Activity Group (ACGRP) object type, you can assign attribute values to an activity group. This procedure describes the process for assigning attribute values to a user-defined attribute within an activity group.

STOP Define attributes before assigning values.

STEPS To assign attribute values to an activity group

1. Access Activity Group Attributes (AC14.1).
2. Select the activity group to which you want to assign attributes.
3. Assign attribute values to an activity group. Consider the following fields.

Attribute Value Template

To populate attribute values from a template, select the template you want. When you add the record, the system adds the attribute values from the template to the activity. For more information, see "[Defining Attribute Templates](#)" on page 183.

TIP You can assign values from a template at any time. The new values are added without overriding existing values.

Effective Date Template

To populate effective dates assigned to attribute values from a template, select the template you want. Details on defining an effective date template are found elsewhere in this user guide. For more information, see "[Defining an Attribute Value Effective Date Template](#)" on page 184.

Value

Type or select a value in this field to assign attribute values to the activity.

4. Access Attribute Value Effective Date (AC14.6). Use this subform to assign an effective date to an attribute value. If you want to assign values to multiple activities by attribute and effective date, select the By Attribute Date button to access Values by Attribute Effective Date (AC14.7).
5. Run Accounting Unit Attr Value Update For Effective Date (MX135) to copy the effective date attribute values for a specific date to the Accounting Unit Attribute Value file (AUMXVALUE). You must run this program for an effective date attribute value to become the value used in reports and attribute lists.

Options for Assigning Attribute Values

- Choose the By Attribute button on Activity Group Attributes (AC14.1) to access Values by Activity Attributes (AC14.2). Use this subform to assign attribute values for one attribute to multiple activity groups. All eligible activity groups display, and you can populate attribute values for the attribute specified.
- Run Attribute Value Population (MX500) to assign a user-defined attribute value to activities in an attribute list. This program lets you overwrite previously assigned attribute values. For example, you might use this program to change the regional manager assigned to a group of activities, such as when all projects previously managed by SMITH are now managed by JOHNSON.

Assigning Attribute Values to an Account Category

After defining attributes for the Account Category (ACCAT) object type, you can assign attribute values to a summary or detail account category. This procedure describes the process for assigning attribute values to a user-defined attribute.

STEPS To assign attribute values to an account category

1. Access Summary Account Category Attributes (AC16.1) or Detail Account Category Attributes (AC16.2).
2. Select the account category structure and account category to which you want to assign attributes.
3. Assign attribute values to an account category. Consider the following fields.

Attribute Value Template

To populate attribute values from a template, select the template you want. When you add the record, the system adds the attribute values from the template to the account category. There is information on defining an attribute template elsewhere in this user guide. For more information, see ["Defining Attribute Templates"](#) on page 183.

TIP You can assign values from a template at any time. The new values are added without overriding existing values.

Effective Date Template

To populate effective dates assigned to attribute values from a template, select the template you want. There is information on defining an effective date template elsewhere in this user guide. For more information, see ["Defining an Attribute Value Effective Date Template"](#) on page 184.

Value	Type or select a value in this field to assign attribute values to the account category.
--------------	--

4. Choose the Eff Date button to access Attribute Value Effective Date (AC16.7). Use this subform to assign an effective date to an attribute value. If you want to assign values to multiple activities by attribute and effective date, select the By Attribute Date button to access Attribute Values by Effective Date (AC16.8).
5. Run Accounting Unit Attr Value Update For Effective Date (MX135) to copy the effective date attribute values for a specific date to the Accounting Unit Attribute Value file (AUMXVALUE). You must run this program for an effective date attribute value to become the value used in reports and attribute lists.

Options for Assigning Attribute Values

- Choose the By Attribute button on Summary Account Category Attributes (AC16.1) or Detail Account Category Attributes (AC16.2) to access Account Category Values by Attribute (AC16.9). Use this subform to assign attribute values for one attribute to multiple account categories. All eligible account categories display, and you can populate attribute values for the attribute specified. After assigning values on Account Category Values by Attribute (AC16.9), click Preview to use Account Category List Members (AC16.3) to view the list that would be created based on the values you entered.
- Run Attribute Value Population (MX500) to assign a user-defined attribute value to account categories in an attribute list. This program lets you overwrite previously assigned attribute values. For example, you might use this program to change the regional manager assigned to a group of account categories, such as when all projects previously managed by SMITH are now managed by JOHNSON.

Defining Attribute Templates

You can use attribute templates to quickly and consistently assign values to user-defined attributes to activities. Use this procedure to define a new attribute template and to associate that template with an object type.



Need More Details? Check out the following concepts:

- ["What Is an Attribute Template?"](#) on page 172

STOP You need to define attributes before you use them in a template.

STEPS To define an attribute template

1. Access Attribute Template (MX05.1).
2. Choose the New Template button to access Define Template (MX05.2). Use this subform to define a template. Consider the following fields.

Object Type	A template must be associated with an object type. For Project Accounting, select the ACTVY, ACGRP, or ACCAT object type.
--------------------	---

Template	Type a template name and description.
-----------------	---------------------------------------

3. On Template (AC05.1), define the attributes and values you want in the template. Consider the following fields.

Attribute	Select the attribute or attributes to include in the template.
------------------	--

Value	For each attribute, enter or select a value.
--------------	--

Report and Inquiries

To	Use
View a listing of attribute templates	Template Listing (MX205)

Defining an Attribute Value Effective Date Template

You can use attribute value effective date templates to quickly and consistently attach an effective date to an attribute value. Use this procedure to define a new effective date template.

 **Need More Details?** Check out the following concepts:

- ["Attribute Value Effective Date Template"](#) on page 173

STEPS To define an activity attribute value effective date template

1. Access Attribute Value Effective Date Template (MX06.1).
2. Choose the New Template button to access Define Attribute Value Effective Date Template (MX06.2). Use this subform to define a template. Consider the following fields.

Object Type	A template must be associated with an object type. This can be an ACTVY, ACGRP, ACCTU, or ACCAT object type.
--------------------	--

Template	Type a name and description.
3. On Attribute Value Effective Date Template (MX06.1), define the attributes, values, and effective dates you want in the template. Consider the following fields.	
Attribute	Select the attribute or attributes to include in the template.
Value	For each attribute, type or select a value.
Effective Date	For each attribute and value, type an effective date.

Defining an Automatic List

An automatic list is a group of activities that have common attribute values. You can use automatic lists to select activities for processing, reporting and inquiries. For more information, see ["Defining a Manual List"](#) on page 187.



Need More Details? Check out the following concepts:

- ["What Is a List?"](#) on page 170

STOP Attributes must exist before you can use them in a list. You should also assign values to any activity that will become a member of the list.

STEPS To define an attribute list

1. Access List (MX10.1).
2. Choose the New List button to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

Object Type	An attribute list must be associated with an object type. For Project Accounting, select Activity (ACTVY), Activity Group (ACGRP), or Account Category (ACCAT).
List	Type a name and description for the new list.
Sort By Attribute form tab	if you want to define a sort order for attributes in the list, select attributes in the sequence you want to use for sorting.

Audit form tab	Use the Audit form tab to display the user who created the list, the date the list was last changed, and the date the list was last updated.
-----------------------	--

- After adding the new list, you automatically navigate back to List (MX10.1). Use this form to define the attribute criteria for activities you want in the list. Consider the following fields.

Attribute	Select the attribute or attributes you want.
------------------	--

Value range	For each attribute that you select, enter a value range.
--------------------	--

Or Group	If you leave this field blank, the relationship between the attributes is an AND relationship, meaning that an activity is eligible for the list if it satisfies all the attribute values. You can type any alphanumeric character to indicate an OR relationship, meaning that an activity is eligible for the list if it satisfies any of the attribute values. For more information, see "Or Group Logic Tables" on page 186.
-----------------	--

NOTE If you need to change the Or Group field value, you must first delete the attribute line, then re-enter it with the new Or Group value.

NOTE As long as the list remains automatic, it is updated dynamically whenever you use it.

- To view the activities that meet the list’s eligibility criteria, choose the Preview button to access Activity List Members (AC13.3), Activity Group List Members (AC14.3), or Account Category List Members (AC16.3).

Optional Procedure for Creating an Automatic List

- Choose the Copy button on Define List (MX10.2) to access List Copy (MX10.3). Use this subform to create a new list by copying an existing one and making changes.

Related Reports and Inquiries

To	Use
View a listing of attribute lists	List Listing (MX210)
View the members of a list or all lists for an object type	List Member Listing (MX223)

Or Group Logic Tables

Use the Or Group field on List (MX10.1) to create an and/or condition between attributes. This determines if the attributes are grouped or treated individually. If you leave this field blank, “and” defaults, which connects two statements with an “and” condition. You can type any alphanumeric character in the field to create an “or” condition.

You can include combinations of “and” and “or” conditions. “And” conditions link value ranges together as one condition. For example, you might want to select activities for new store projects that are in the Central region and are larger than 20,000 square feet. “Or” conditions are used to establish multiple sets of criteria that are applied separately. For example, you might want to select activities that are managed by Johnson or Smith.

If you have multiple conditions in a list, use an “or” in the Or Group field to separate the conditions. Selection criteria above or below an “or” condition are applied separately. The following table shows how attribute and “or” group combinations can be combined to create conditional statements.

If the Attribute on the preceding or subsequent line is	And the Or Group on the preceding or subsequent line is	Result
EQUAL	EQUAL	Not valid
EQUAL	NOT EQUAL	Or condition
NOT EQUAL	EQUAL	And condition
NOT EQUAL	NOT EQUAL	Or condition

The next table shows an example of attributes and or groups being combined to create the following statement: “Include all projects for Moose Wood Outfitter’s New Store activity group that were opened in 2005 or that were remodeled in 2005.”

Attribute	Value Range	Or Group	Result	Notes
Activity Group	MWO-Stores	1		
	MWO-Stores			
Date Opened	01/01/2005 12/31/2005	1	And	Attributes = Not Equal Or Group = Equal
Activity Group	MWO-Stores	2	Or	Attributes = Not Equal Or Group = Not Equal
Date Remodeled	01/01/2005 12/31/2005	2	And	Attributes = Not Equal Or Group = Equal

Defining a Manual List

You can create manual lists, where you add and maintain list members manually. Manual lists can contain any activity or activity group you want to use as part of a set, and can be used anywhere automatic lists are used. Use

this procedure to define a manual list. For more information, see ["Defining an Automatic List"](#) on page 185.



Need More Details? Check out the following concepts:

- ["What Is a List?"](#) on page 170

STEPS To define a manual list

1. Access List (MX10.1).
2. Choose the New List button to access Define List (MX10.2) where you will define header information for the new list. Consider the following fields.

Object Type	An attribute list must be associated with an object type. For Project Accounting, select Activity (ACTVY), Activity Group (ACGRP), or Account Category (ACCAT).
--------------------	---

List	Type a name and description for the new list.
-------------	---

Sort By Attribute and Audit form tab	These form tabs do not apply to manual lists. Leave the Sort by Attribute fields blank.
---	---

3. After adding the new list, you automatically navigate back to List (MX10.1). Choose the New List button again to return to Define List (MX10.2).
4. Choose the Manual List button to access Manual Activity List (AC13.4), Manual Activity Group List (AC14.4), or Manual Account Category List (AC16.4).
5. Use Manual Activity List (AC13.4), Manual Activity Group List (AC14.4), or Manual Account Category List (AC16.4) to select the activities, activity groups, or account categories you want in the manual list.
6. To view the list members, choose the Preview button on Define List (MX10.2) or on List (MX10.1) to access Activity List Members (AC13.3), Activity Group List Members (AC14.3) or Account Category List Members (AC16.3).

Optional Procedure for Creating a Manual List

You can convert an automatic list to a manual list. This lets you use an automatic list as the starting point, which can be a time saver, while still giving you the flexibility of adding or removing individual activities.

IMPORTANT This procedure is irreversible. You cannot convert a manual list back to automatic.

TIP To preserve the automatic list, copy it to a new list name using Copy (AC13.5 or AC14.5) or Account Category List Copy (AC16.5), then convert the new list to a manual list.

1. Access List (MX10.1) and select the list you want to convert.
2. Choose the New List button to access Define List (MX10.2)
3. Choose the Manual List button to access Manual Activity List (AC13.4), Manual Activity Group List (AC14.4), or Manual Account Category List (AC16.4).
4. Choose the Convert to Manual button on Manual Activity List (AC13.4), Manual Activity Group List (AC14.4), or Manual Account Category List (AC16.4) to convert the automatic list to a manual list.

Related Reports and Inquiries

To	Use
View a listing of automatic or manual list information	List Listing (MX210)
View the members of a list or all lists for an object type	List Member Listing (MX223)

Defining an Attribute View

An attribute view is a combination of attribute lists. Views are composed of summary and detail records. Summary levels are used for report headings and totaling. Detail records are the attribute lists. For example, an activity view is a group of activity lists arranged hierarchically with up to nine totaling levels. Use this procedure to define an attribute view.

STOP Define attribute lists before defining a view.

STEPS To define an attribute view

1. Access View (MX20.1).
2. Choose the New View button to access Define View (MX20.2) where you will define header information for the view. Consider the following fields.

Object Type	An attribute view must be associated with an object type. For Project Accounting, select the Activity (ACTVY), Activity Group (ACGRP), or Account Category (ACCAT) object type.
--------------------	---

View	Type a name and description for the view.
-------------	---

3. After adding the new view, you automatically navigate back to View (MX20.1). Use this form to define the view. Consider the following fields

Type	Indicate whether the line is a summary level or detail line. Summary levels are used as report headings and determine how lists are totaled or rolled up. Select Detail to use an attribute list.
-------------	---

Summary Level or List	Select the summary level name or attribute list you want to include in the view.
------------------------------	--

Description	Type a description of the summary level. If you select an attribute list, that description displays.
--------------------	--

Depth

The level depth determines the view's subtotal breaks. The application accumulates a total for a specific depth until it finds another line with the same depth or less. Then it produces a total above the line with the same depth or less. For example, each detail line assigned a depth of 3 totals to the previous summary line assigned a depth of 2.

TIP Use a depth of 1 for grand totals.

4. Optional. To select printing options for reports and inquiries related to summary levels, choose the More link to access Summary Level Options (MX20.3).
5. Choose the Preview button to display the view you defined. You can view detail and summary records or summary records only.

Optional Procedure for Creating an Attribute View

Choose the Copy button on Define View (MX20.2) to access View Copy (MX20.5). Use this subform to create a new view by copying an existing one and making changes.

Related Reports and Inquiries

To	Use
View a listing of attribute views	View Listing (MX220)

Interfacing Activity Attributes

You can upload attributes and values from a non-Lawson application to activities in Project Accounting. Use this procedure to import activity information from an external source to Project Accounting. For additional

help, Project Accounting conversion file layouts and a conversion manual are available on the internet at the Lawson support site.

STEPS To interface activity attributes

1. Prepare a comma-separated value (CSV) file containing the activity attribute information you want to interface. The file fields must match the order and data type of the fields in the Activity Import (ACIFATTR) file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the activity data from the CSV file into the Activity Import file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. To review or check for errors, run Attribute Interface (AC510) in non-update mode.
5. To review or edit records in the activity interface file, use Attribute Interface Adjustment (AC51.1).
6. Update the imported activities using Attribute Interface (AC510).

Interfacing Valid Attribute Value Ranges to Attribute Matrix

You can interface a non-Lawson file of valid attribute value ranges and attach them to attributes in Attribute Matrix. The valid value ranges are used to verify values you enter for the attribute. For example, an attribute of Opening Date might have a valid value range of 01/01/1995 to 12/31/2001. The system would not allow you to enter a date of 01/01/1990. Use this procedure to replace or add to existing value ranges that are used to validate values you enter for an attribute.

STOP The attributes for which you are interfacing values must already be defined in the Attribute Matrix application.

STEPS To interface valid attribute values

1. Prepare a comma-separated value (CSV) file containing the attribute information you want to interface. The file fields must match the order and data type of the fields in the MXVALREL file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the activity data from the CSV file into the attribute import file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. Run Attribute Valid Value Listing (MX260) to verify the value ranges before interfacing those records.
5. View and edit the records in MXVALREL, using Attribute Valid Value Maintenance (MX60.1). You can add, change, or delete any records.
6. Run Attribute Valid Value Interface (MX160) to load valid attribute value ranges to Attribute Matrix. This program moves records from the MXVALREL file to the MXVALIDATE file, unless errors are found.
7. View the report generated by MX160. If it contains errors:
 - a. Correct the records, using MX60.1.
 - b. Run MX160 again.
 - c. Repeat this step until the report shows no errors.

Chapter 9

Maintaining Activity Structure

After your initial activity structure (including activities and activity groups) is set up, you might need to make adjustments to reflect changes in your organization. This chapter focuses on the procedures you will use to maintain your activity structure in response to restructuring, new projects, or other changes in the way you do business.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 203

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Happens When I Copy Activities or Assignments?"](#) on page 194
- ["Considerations for Maintaining Activity Structures"](#) on page 199
- ["Considerations for Purging Activity Data"](#) on page 200
- ["What Are Rebuild Programs?"](#) on page 201

What Happens When I Copy Activities or Assignments?

If you need to define a new activity or assignment that is similar to an existing one, use the copy procedures to copy the existing activity or assignment and make modifications to the new one as needed.

The following examples detail the results of copying activities and assignments.

Copying Account Categories

To copy from an activity group, set up at the group level to an activity group, set up at the group level.

Activity Group	Account Category
Group 1	100
All Activities Flag = Y	200
	300
	400
	500
	600
Activity Group 2	100
All Activities Flag = Y	200
Results for Group 2	100
The listing will show the added account categories. The exception report will show account categories already assigned.	200
	Added
	300
	400
	500
	600

Copying Activity Groups

To copy from an activity group, set up at the group level, to an activity group set up at the activity level.

Activity Group	Activity	Account Category
Group 1		100
All Activities Flag = Y		200
		300
		400
		500
		600
		700
Group 2	Activity 1	100
All Activities Flag = N		1000
	Activity 2	200
		300
	Activity 3	100
		200
Results for Group 2	Activity1	100
The listing will show		1000
added account		Added
categories sorted by		200
Activity. The exception		300
report will show the		400
account categories,		500
sorted by Activity that		600
were already assigned.		700
	Activity 2	200
		300
		Added
		100
		500
		600
		700

Activity Group	Activity	Account Category
	Activity 3	100
		200
		Added
		300
		500
		600
		700

Copying Assignments

To copy from an activity group set up at the group level, to an activity group set up at the group level.

Activity Group	Account Assignments	Begin Value	End Value
Group 1	Company	4007	4007
All Activities Flag = Y	Account Unit	101	101
	Account	011100	011100
All Account Categories = Y	Sub account	0000	9999
	Company	2000	2000
	Account Unit	101	101
	Account	011100	011100
	Subaccount	0000	9999
Group 2	Company	4007	4007
All Activities Flag = Y	Account Unit	101	101
All Account Categories = Y			
Results for Group 2	Company	4007	4007
	Account Unit	101	101
The listing will show the account assignments added for the activity group. The exception report will show the account assignments that were already assigned.	Added	2000	2000
	Company	101	101
	Account Unit	011100	011100
	Account	0000	9999
	Subaccount		

Copying Burdens

To copy from an activity group, set up at the group level, to an activity group set up at the activity group level.

Activity Group	Burden Assignments	Pool Number
Group 1	6000 Burden Code	1
All Activities Flag = Y	6000	2
All Account Categories = Y	6001 Burden Code 6001	
	6001 Burden Code 6001	
Group 2	6001 Burden Code	
All Activities Flag = Y	6001	
All Account Categories = Y		
Results for Group 2	6000 Burden Code 6000	
The listing will show the account categories, account assignments, and burden assignments. The exception report will show the account categories, account assignments, and burden assignments already assigned.	6001 Burden Code 6001	

NOTE If a burden code has a blank pool number you cannot copy in a burden with a pool number. Blank is the only restriction, if either From or To have a blank pool number, they will not be copied if there is a burden code with a pool number assigned.

Copying Expense Codes

To copy from an activity group set up at the group level to an activity group set up at the group level.

Activity Group	Expense Code
Activity Group 1	Expense Code 1
	Expense Code 2
Activity Group 2	Expense Code 1
Results for Group 2	Expense Code 1
The program will only copy expense codes that are not assigned.	Added
	Expense Code 2

Considerations for Maintaining Activity Structures

After initial setup, you might need to maintain the activity structure you established in order to accommodate changes in your organization. Reorganizing the activity structure can involve adding a new level to the structure or moving activities to new level addresses.

Use the following guidelines when reorganizing an activity structure:

- summary activities cannot be changed to posting activities and posting activities cannot be changed to summary activities
- the level address for an activity must be unique within an activity group; multiple activities cannot share the same address within an activity group
- if you move a summary level activity, all posting activities associated with the summary activity are also moved

Options for Moving Activities

You have the following options for moving activities:

- move activities using the Levels form tab on Activity (AC10.1) if you are moving activities to a new location within the same activity group and you want to maintain smart numbering level addresses
- move an activity to another activity group using Mass Activity Move (AC10.5)
- move a summary level activity and all associated posting level activities using Mass Activity Move (AC10.5)

All three move options require that you run Level Reorganization (AC120) to complete the update. Until you run this program, the changes you made on AC10.1 or AC10.5 are considered pending.

If billing has occurred for any of the activities being moved, you must run Billing and Revenue Backout (BR140) to update existing billing and revenue history files before running Level Reorganization (AC120). Billing and Revenue Backout (BR140) updates billing and revenue records with your activity structure changes.

IMPORTANT If you want to control variable level addressing as activities are moved, use the Levels tab on Activity (AC10.1). If you use Mass Activity Move (AC10.5), the system will automatically assign variable level addresses and will not preserve any smart numbering scheme you are using.

Considerations for Purging Activity Data

Project Accounting lets you purge activities, activity groups, transactions, and budgets. Purging removes data from the system. You can purge data to:

- reduce database storage space
- delete activities and activity groups that are inactive
- consolidate detail transactions to reduce the total number of transactions stored
- zero out balances in activity groups

Activity Purge (AC310) allows you to consolidate transactions for an activity or activity group to reduce the number of transactions without removing the activity from the system. The system purges all transactions associated with the activity and creates a consolidation transaction instead; balances are retained for the activity. Budgets associated with the activity can also be removed. Use the following guidelines when purging activity data using Activity Purge (AC310):

- always backup the files you intend to purge
- the activities that you want to delete, and their lower-level activities, must have statuses that allow purging
- you cannot change an activity status to allow purging if subsystem or activity commitments exist
- you cannot consolidate activity transactions unless all associated invoices have already been purged using Invoice Purge (BR300)

Activity Group Purge (AC300) allows you to purge activity and activity group information. You can delete activity information for an activity group or activity group list. You can either completely delete activities or zero out the balances based on your selection in the Purge Selection field. All activities or activities balances associated with the activity group will also be purged. Use the following guidelines when purging activity and activity group data using Activity Group Purge (AC300):

- always backup the files you intend to purge
- you can purge an activity group if the activity group has a Closed status
- all activities in an activity group will be purged regardless of the activities' purge status (**only the activity group's status is verified**)
- you cannot purge activity group information unless all associated invoices have already been purged using Invoice Purge (BR300)

Example 1: Purging an Activity

You use Project Accounting to track costs for the development of new products. The analysis on a product introduced over a year ago is complete, and you no longer need to retain its activities. You can use the activity purge program to remove the activities, their budgets, and transactions.

Example 2: Consolidating Transactions

You are in the fourth year of a five-year project. You want to retain project totals, but no longer need to audit transactions from the first two years of the project. You can use the activity purge program to consolidate detail

transactions to reduce the number of transactions and gain more storage space.

Example 3: Purging an Activity Group

You use Project Accounting to track project costs for building renovations. An activity group exists for the renovation effort, and all renovation projects have now been completed. You can use the activity group purge program to delete the renovation activity group and all of its activities.

Example 4: Zeroing out Balances

You can use the activity group purge program to zero out activity balances for all activities in an activity group or activity group list. This option is useful when you are beginning to implement Project Accounting. After you have completed training or a conference room pilot, you can zero out activity balances but keep the activity structure in place for when you are ready to go live. If you converted balances and the results are not what you expected, you can zero out balances and then re-run the conversion.

What Are Rebuild Programs?

Three rebuild programs are provided in Project Accounting to rebuild data that is corrupt or out of balance:

- Balance Rebuild (AC580)
- Mass Report Currency Change (AC581)
- Activity Transaction Rebuild (AC583)

IMPORTANT Running rebuild programs is not part of a normal processing cycle. If you are running these programs for the first time, contact the Lawson Global Support Center help line for guidance in effectively rebuilding your data. Also, if you are having continuing issues with balances in Project Accounting, you should also seek help from the Lawson Global Support Center to identify the root cause of the issue that is causing incorrect balances.

Balance Rebuild (AC580)

NOTE As an option, you can flag AC580 to rebuild consolidation balances only. With this option master balances are retained.

Use Balance Rebuild (AC580) to rebuild the ACMASTER (Activity Master), ACMASTERX (Activity Master Detail), ACCONSOL (Activity Consolidation), and ACCONSOLX (Activity Consolidation Detail) files.

This program also rebuilds the ACGLMAST (AC GL Account Unit Master), ACGLMASTX (AC GL Account Unit Master Detail), ACGLCONSL (AC GL Account Unit Consolidation), and the ACGLCONSLX (AC GL Account Unit Consolidation Detail) files from the Activity Transaction file. The program can also be used by multi-currency users to rebuild the ACCUAMT (Activity Currency Amount) and ACCUAMTX (AC Currency Amount Detail) files to maintain multi-currency transaction information.

Balance Rebuild (AC580) checks the budget and change order files and removes orphan records. Budget detail records that do not have associated budget headers and change orders that are not associated with an existing budget are removed.

NOTE Mass Report Currency Change (AC581) is only for clients who use the report currency functionality.

Mass Report Currency Change (AC581)

Use Mass Report Currency Change (AC581) to add report currencies to existing activity groups that have transactions or budgets. You can also use it to change or delete existing report currencies. This program can calculate actual and budget currency values for all transactions for the activity group using the currency rates and currency relationships you define in the Currency application.

Prior to running AC581, you can use Budget Exchange Rates (AC81.1) to enter exchange rates for budgets for which report currencies will be added or changed. Running AC581 automatically invokes the Balance Rebuild (AC580) program to rebuild balances.

Activity Transaction Rebuild (AC583)

Use Activity Transaction Rebuild (AC583) to rebuild the ACTRANS, ACCOMMITX, and ACCOMMIT files when you move a detail account category from one summary account category to another using Move Detail Account Category (AC08.7) , or if you make any changes to the calendar assigned to the activity.

Procedures in this Chapter

This chapter provides detailed instructions for maintaining your Project Accounting structure. Several options are available.

- ["Copying Activities" on page 203](#)
- ["Copying Assignments" on page 210](#)
- ["Moving Activities" on page 212](#)
- ["Purging an Activity Group" on page 214](#)
- ["Consolidating Activity Transactions" on page 216](#)
- ["Reorganizing Activity Levels" on page 218](#)
- ["Changing the Status of an Activity" on page 219](#)
- ["Calculating Percentage of Completion" on page 221](#)

Copying Activities

If you need to define a new activity that is similar to an existing activity, you can use this copy procedure to copy the existing activity and then make modifications to customize the new activity. This procedure describes the process for copying activities using one of the following options:

- copying one activity at a time
- copying multiple activities at one time
- copying multiple activities with automatic naming and addressing

Option 1: Copying One Activity at a Time

1. Access Activity Copy (AC110).
2. Create a job to copy a single activity to a new activity. Consider the following fields on the Type of Copy page.

From Activity	Type or select the source, or "from," activity. This activity must exist in Project Accounting.
----------------------	---

To Activity Group	Identify the activity group for the new activity using one of the following options: <ul style="list-style-type: none"> • To use the source activity's activity group, leave the To Activity Group field blank. • To use a different activity group, type or select an existing activity group. Activity Copy validates the activity group's level structure, and if it is valid for the source activity's level address, the new activity is added with the activity group you specify. • To use an activity group that does not exist, type a new activity group name and description. Activity Copy automatically defines the new activity group using the same parameters as the source activity's activity group.
--------------------------	---

To Activity	Type the new activity name and description.
--------------------	---

To Level Address	Type the new activity's level address.
-------------------------	--

NOTE Be sure to use leading zeroes where necessary to populate each level address segment. Example: The level size of the first segment is 2 and the second segment's size is 3. The new activity's level address is 10-075, so type "10075".

To Activity Dates	Optional. Type the new date range for the new activity.
--------------------------	---

3. You can use the Options page to select the additional information to copy from the source activity to the new activity. Consider the following fields.

Long Description	Indicate whether to copy the From Activity's long description.
-------------------------	--

Asset	Indicate whether to copy the From Activity's activity asset parameters.
--------------	---

Resource Assignment	Indicate whether to copy the From Activity's resource assignments.
----------------------------	--

Account Category Assignment	Indicate whether to copy the From Activity's account category assignments.
------------------------------------	--

Account Assignments	Indicate whether to copy the From Activity's General Ledger account assignments.
----------------------------	--

Burden Assignments	Indicate whether to copy the From Activity's burden assignments.
---------------------------	--

Expense Code Assignments	Indicate whether to copy the From Activity's expense code assignments.
---------------------------------	--

Activity Attributes	Indicate whether to copy the From Activity's activity attributes (along with any assigned attribute values).
----------------------------	--

User Analysis Fields	Indicate whether to copy the From Activity's default user analysis values.
-----------------------------	--

POP Dates	Indicate whether to copy the From Activity's period of performance dates.
------------------	---

POP Template	Type or select a period of performance template.
---------------------	--

Award Data	If you are using Grant Management, Indicate whether to copy the From Activity's award information. If you select Yes (Y), award information such as protocols, deliverables, personnel, and subcontractors will be copied. Cost share and program activities will not copy.
-------------------	---

Budget Edit Parameters	Indicate whether to copy the From Activity's budget edit parameters.
-------------------------------	--

Option 2: Copying Multiple Activities at One Time

1. Access Copy Activities (AC11.1)
2. Define a run group to copy multiple activities. Consider the following fields.

Run Group	Type a name to identify the run group. You will use the run group in Activity Copy (AC110) to copy all the activities you define on this form.
------------------	--

From ActivityGroup	<p>If you are copying activities to an activity group that does not exist, Activity Copy (AC110) will create the activity group for you. Specify the activity group you want to use as the source information for the new activity group.</p> <hr/> <p>NOTE Activities associated with the activity group in the From Activity Group field are not automatically copied.</p> <hr/> <p>If you are copying activities within an existing activity group or to another existing activity group, leave this field blank.</p>
To Activity Group	<p>If you want Activity Copy (AC110) to create a new activity group (and assign the new group to the new activities), type the new activity group name and description. The From Activity Group is the source of information for the new activity group.</p> <p>If you are copying activities within an existing activity group or to another existing activity group, select the activity group you want assigned to the new activities.</p>
From Activity	<p>Select the activity you want to copy from.</p>
To Activity	<p>Type the activity you want to create.</p>
To Level Address	<p>Type the level address for the new activity.</p>
Type	<p>Select Posting, Summary or Contract to identify the activity type for the new activity. Posting defaults.</p>

More	Use More to type a short or long description and a date range for the new activity. Activity dates are optional. If you leave the fields blank, the From Activity description is used.
-------------	--

3. Access Activity Copy (AC110).
4. On the Type of Copy page, select the run group you defined in the Run Group field. Leave the Single Activity fields blank.
5. Use the Options page to select the additional information to copy from the source activity to the new activity. Consider the following fields.

Long Description	Indicate whether to copy the From Activity's long description.
-------------------------	--

Asset	Indicate whether to copy the From Activity's activity asset parameters.
--------------	---

Resource Assignment	Indicate whether to copy the From Activity's resource assignments.
----------------------------	--

Account Category Assignment	Indicate whether to copy the From Activity's account category assignments.
------------------------------------	--

Account Assignments	Indicate whether to copy the From Activity's General Ledger account assignments.
----------------------------	--

Burden Assignments	Indicate whether to copy the From Activity's burden assignments.
---------------------------	--

Expense Code Assignments	Indicate whether to copy the From Activity's expense code assignments.
---------------------------------	--

Activity Attributes	Indicate whether to copy the From Activity's activity attributes (along with any assigned attribute values).
----------------------------	--

User Analysis Fields	Indicate whether to copy the From Activity's default user analysis values.
-----------------------------	--

POP Dates	Indicate whether to copy the From Activity's period of performance dates.
------------------	---

POP Template	Type or select a period of performance template.
---------------------	--

Award Data	If you are using Grant Management, Indicate whether to copy the From Activity's award information. If you select Yes (Y), award information such as protocols, deliverables, personnel, and subcontractors will be copied. Cost share and program activities will not copy.
-------------------	---

Budget Edit Parameters	Indicate whether to copy the From Activity's budget edit parameters.
-------------------------------	--

Option 3: Copying Multiple Activities With Automatic Naming and Addressing

1. Access Mass Activity Copy (AC01.1).
2. Define a run group that represents the activities you want to copy. Consider the following fields.

Run Group	Type a unique Run Group name. You will select this run group later on Activity Copy (AC110) to copy the activities you define here.
------------------	---

To Activity Group	Select an activity group for the new activities in the To Activity Group field. If the activity group does not exist, define it using Activity Group (AC00).
--------------------------	--

NOTE Define a naming rule for activities at each level. Naming rules you apply to higher level activities do not automatically apply to lower activities. For example, to add the same suffix to summary and posting level activities, identify the same rule for each level.

3. If you want to define rules for the application to use to automatically create names for the new activities, choose Define in the Auto Activity field to access Auto Activity (AC01.4). Use this subform to define the rules for naming the new activities. Consider the following fields.

Rule	Type a unique name and description to store your activity naming rules.
-------------	---

Action	Select one of the following actions to identify how you want the rule to work. <ul style="list-style-type: none"> • Prefix creates the new activity name by adding characters or numbers to the beginning of the From Activity name. • Suffix creates the new activity name by adding characters or numbers to the end of the From Activity name. • Level uses the From Activity level address for the new activity name. • Replace creates the new activity name by substituting characters you specify at a given position in the From Activity name. • Insert creates the new activity name by inserting characters you specify at a given position in the From Activity name.
---------------	--

Beg	If you use the Replace or Insert action, type the location in the 15-character activity name to identify where you want the characters replaced or inserted. For example, to create the new activity name by replacing the second and third characters of the From Activity name, enter 2.
------------	--

Phrase	<p>If you use the Prefix action, type the characters you want to add to the beginning of the From Activity name to create the new activity name.</p> <p>If you use the Suffix action, type the characters you want to add to the end of the From Activity name to create the new activity name.</p> <p>If you use the Replace action, type the characters you want to replace in the From Activity name (starting at the position you identified in the Beg field) to create the new activity name.</p> <p>If you use the Insert action, type the characters you want to insert in the From Activity name (starting at the position identified in the Beg field) to create the new activity name.</p>
---------------	---

4. If you want to define rules for the application to use to automatically create level addresses for the new activities, choose define in the Auto Level field to access Auto Level (AC01.5). Use this subform to define rules. Consider the following fields.

Rule	Type a unique name and description to store your activity addressing rules.
-------------	---

Size	Leave this field blank. The application automatically populates the level sizes using the To Activity Group's information.
-------------	--

Start Value	If you want to specify where level addressing should start, type a value in this field. Level addresses will start at this number and increment by the value you enter in the Increment field. If you leave this field blank, the start value will be one.
--------------------	--

Increment	Enter the number by which you want to increment the new level address from the old level address. For example, if the old level 1 address was 10, and you select 5 as the increment, the level address for the first new level 1 summary activity will be 15.
------------------	---

5. Choose Add Params to automatically populate the From Activity fields. Use Add Parameters (AC01.2) to select the activity group, range of levels in an activity group, range of activities, or list of activities to use when populating the From Activity fields.

– or –

Manually select activities in the From Activity fields.

TIP You can change the Auto Name and Auto Level rules and repeat steps six and seven to re-populate fields until the names and addresses appear exactly as you want them.

NOTE You can also unfreeze activities using the same methods. Select Unfreeze as the line or special action.

NOTE If you don't use auto level addressing, level addresses are assigned sequentially. If you unrelease, the variable levels are cleared.

6. Choose the Auto Name special action to apply your Auto Activity naming rules to automatically populate new activity names in the To Activity fields.
 - or –
 - Manually enter activities in the To Activity fields.
7. Choose the Auto Level special action to apply your Auto Level addressing rules to automatically populate new activity level addresses in the To Var Level fields.
 - or –
 - Manually enter level addresses in the To Var Level fields.
8. As an option, you can freeze specific activities from further changes when you invoke Auto Activity and Auto Level. This lets you keep applying auto naming and auto level numbering rules to some activities but not others.

If you want to	Then
Freeze select activities	Select Freeze as the line action for each activity you want to freeze and choose the Change form action
Freeze all activities in the run group	Choose the Freeze special action

9. To filter what you see on the form, choose Inq Filter. You can indicate the specific From Activities or To Activities you want to display. Inquire again to display the filtered data on AC01.1.
10. When all of your changes are complete, choose the Release special action to release the new activities and associated level addresses. The application performs edits when you release to ensure that all the new activity names are unique and then assigns the level addresses.
11. Optional. To add a short or long description and a date range, access More (AC01.6).
12. Run Activity Copy (AC110) for the Run Group you defined to create the new activities.

Copying Assignments

Assignment Copy (AC105) lets you create general ledger account, burden, or expense code assignments for an account category or activity by copying them from an existing account category, activity, or activity group.

 **Need More Details?** Check out the following concepts:

- ["What Are Considerations for Assigning Account Categories?"](#) on page 103
- ["What Are General Ledger Account Assignments?"](#) on page 104

STEPS

1. Access Assignment Copy (AC105).
2. Use the Options tab to specify which information to copy. Consider the following fields.

Report Option	Indicate whether you want to print a report showing the impact of the program without updating the values.
Account Category Overrides	Select "Y" to copy account category overrides for the activity.
GL Account Assignments	Select "Y" to copy GL account assignments for the activity.
Burden Assignments	Select "Y" to copy burden assignments for the activity.
Expense Code Assignments	Select "Y" to copy expense code assignments for the activity.

3. Use the Copy From tab to specify the account category or activity from which you want to copy assignments. Consider the following fields.

Activity Group	Select the activity group from which you want to copy information.
-----------------------	--

NOTE When copying From an Activity Group that has nothing defined, the report will not return anything. When copying from an Activity Group to an Activity Group with nothing defined, everything from the From side will be copied to the To side.

Activity	Select the activity from which you want to copy information. This field may be optional, depending on the type of assignment you are copying. For example, if you want to copy burden code assignments at the activity group level, you can this field blank. However, some assignments (such as account category overrides) require this field.
-----------------	---

TIP To reduce the number of times you must run Assignment Copy, copy assignments at the highest level (activity group, activity, or account category) possible that is practical for your setup. Keep in mind that some assignments (such as account category overrides) do require that you copy at the lowest (account category) level.

Account Category or Account Category Group	Select the account category range or account category group you want to copy from one activity to another.
---	--

This field may be optional, depending on the type of assignment you are copying. For example, if you want to copy burden code assignments at the activity or activity group level, you can this field blank. However, some assignments (such as account category overrides) require this field.

4. Use the Copy To tab to specify which account group or activity to which you are copying assignments. Consider the following fields.

Activity Group or Activity of Activity List	Select the activity group, activity, or activity list to which you want to copy assignments.
--	--

Account Category or Account Category Group	Select the account category range or account category group to which you want to copy the information.
---	--

Moving Activities

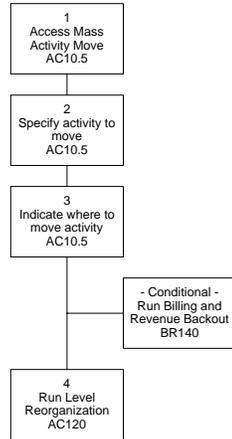
Use this procedure to move a summary or detail activity to a new activity group or summary activity. If you move a summary activity, all detail activities associated with the summary activity are moved. You can move one summary activity to another summary activity.



Need More Details? Check out the following concepts:

- ["Considerations for Maintaining Activity Structures"](#) on page 199

Figure 26. Procedure flow: Moving activities



STEPS To move activities

1. Access Mass Activity Move (AC10.5).
2. Specify the activity to be moved. Consider the following fields.

Move Activity

Type or select the summary or posting activity you want to move. The activity must already exist on Activity (AC10.1)

Effective Date	Type the date the move is effective. If you leave this field blank, the system date defaults.
-----------------------	---

IMPORTANT This is the date that the system will move *all* transactions for the activity. This does not represent the effective date for the transactions that will be moved. That is, the system cannot move only select transactions for an activity based on transaction dates.

3. Indicate where the specified activity is to be moved. Consider the following fields.

Activity Group or Summary Activity	Select the activity group or summary activity to which you want to move the activity. The activity group must already exist on Activity Group (AC00.1) or the summary activity must exist on Activity (AC10.1).
---	---

If you select an activity group, leave the Summary Activity field blank. If you select a summary activity, leave the Activity Group field blank.

4. If billing has been previously run for the activity, run Billing and Revenue Backout (BR140) to update billing and revenue history records.
5. You must run Level Reorganization (AC120) to move the activity. For more information, see ["Reorganizing Activity Levels"](#) on page 218.

Optional Procedure for Moving an Activity

You can move an activity by changing the level address on the Levels form tab on Activity (AC10.1). You must run Billing/Revenue Backout (BR140) to update billing and revenue history records if billing has previously been run for the activity. Then run Level Reorganization (AC120) to move the activity. For more information, see ["Reorganizing Activity Levels"](#) on page 218.

Related Reports and Inquiries

To	Use
List activity parameters defined for an activity including the level address, status detail, and activity attributes	Activity Listing (AC210)

Purging an Activity Group

Use this procedure to purge activity information. You can delete activity information for an activity group or activity group list. You can either completely delete activities or zero out the balances based on your selection

in the Purge Selection field. All activities associated with the activity group will also be purged, regardless of the status of the activity.



Need More Details? Check out the following concepts:

- "[Considerations for Purging Activity Data](#)" on page 200

STOP You can only purge an activity group with a Closed status. Change the status on the Process form tab on Activity Group (AC00.3). For more information, see "[Changing the Status of an Activity](#)" on page 219.

STOP You must run Invoice Purge (BR300) to purge all invoices for the activity or activity group before running AC300.

STEPS To purge an activity group

1. Use Activity Group Purge Status (AC00.3) to define or change the status of the activity group. Consider the following fields.

Activity Group	Use the Activity Group field to type or select the activity group from which you want to delete information.
Purge Status	Select a status for the activity group. The status determines what is deleted from the activity group: <ul style="list-style-type: none">• No Purge: No information is deleted• Balance Only: Only transactions and balances for the activities in the activity group are deleted• Complete: The entire activity group and its activities are deleted

IMPORTANT Once you run Activity Group Purge (AC300) for an activity group or activity group list, you cannot recover that data.

TIP Consider moving activities you want to purge to a dummy activity group using AC10.5 and then delete the dummy group using AC300.

- Run Activity Group Purge (AC300) to purge activity information. Consider the following fields.

Purge Selection Select the activity group information you want to purge:

- Balances Only: only purges the balances
- Complete Purge: purges the activity group

The activity group purge status you select here must match the purge status you selected for the activity group in Activity Group Purge Status (AC00.3).

Activity Group Optional. Select an activity group you want to purge. If you select an activity group, leave the Activity Group List field blank.

Activity Group List Optional. Select the activity group list you want to purge. If you select an activity group list, leave the activity group field blank.

Budgets Select Yes or No to indicate whether you want to purge budgets.

NOTE If Purge Selection is C (Complete), then Budgets must be blank.

Update Indicate whether you want to run this program in Update mode to purge and report, or if you only want to create a report.

Consolidating Activity Transactions

You can consolidate transactions for an activity to reduce the number of transactions without removing the activity from the system. The system purges all transactions associated with the activity and creates a consolidation transaction instead; balances are retained for the activity. Budgets associated with the activity can also be removed. Activities must be flagged as eligible to be purged.

NOTE For more information, see ["Changing the Status of an Activity"](#) on page 219.

NOTE You can consolidate transactions into one record based on posting level activity, account category, period, company, accounting unit, and currency.



Need More Details? Check out the following concepts:

- ["Considerations for Purging Activity Data"](#) on page 200

For more information, see ["Purging an Activity Group"](#) on page 214.

STEPS To consolidate activity transactions

- Run Activity Purge (AC310). Consider the following fields.

Activity Group	If you want to purge all activities in an activity group, select an activity group.
Activities	Select up to six activities to purge. If you make a selection here, leave the Activity Group and List fields blank.
Activity List	Select a list of activities to purge. If you make a selection here, leave the Activity Group and Activities fields blank. You define a list of activities on List (MX10.1).
Update	Indicate whether you want to run this program in update or report mode only: <ul style="list-style-type: none">• Select Yes to purge and report• Select No to produce a report only
Print Detail	Indicate whether you want to print Detail or Summary transaction information.
Purge Selection	Indicate what you want to purge: <ul style="list-style-type: none">• Select All to purge everything (setup as well as transactions and budgets) You can select All only if you selected an Activity Group rather than Activities or an Activity List.• Select Selected Files to purge budgets or transactions only if they are selected in the following fields To consolidate transactions, select Selected Files in this field, select Yes in the Transactions field, and specify a date in the Through Date field.
Budgets	Indicate whether you want to purge budgets.
Budget	If you selected Selected Files in the Purge Selection field, select the budget number you want to purge.
Transactions	Indicate whether you want to purge transactions. To consolidate transactions, select Selected Files in the Purge Selection field, select Yes in this field, and specify a date in the Through Date field.
Through Date	You can enter a date through which to purge transactions. Only enter a date in this field if the Transactions field is set to Yes (Purge transactions).

Status	You can select the activities you want to purge by status code. The status code is a user-defined code that identifies the processes an activity can perform. You define status codes Status (AC02.1) and assign a status to an activity in Activity (AC10.1).
---------------	--

Reorganizing Activity Levels

NOTE You can also define single activity structure changes by defining a new level address on the Levels tab in Activity (AC10.1).

Use this procedure to reorganize activity group or activity level structures and to update new level addresses. This program processes level structure changes that have already been defined. For example, activities are reorganized based on the selections made on Mass Activity Move (AC10.5). These changes are not processed until you run this program with the Update Unprocessed Changes report option.



Need More Details? Check out the following concepts:

- ["Considerations for Maintaining Activity Structures"](#) on page 199

STEPS To reorganize activity levels

1. Run Billing and Revenue Backout (BR140) to update billing and revenue history for the activities being reorganized.
2. Run Level Reorganization (AC120). Consider the following fields.

From Activity Group	Type or select the activity group you want to reorganize activities from. Activities are reorganized based on your selections on Mass Activity Move (AC10.5). If you select a value in this field, you must leave the Activities and List fields blank.
----------------------------	--

Activities	Type or select up to six specific activities to be reorganized. The activity is moved to the activity group or summary activity identified on Mass Activity Move (AC10.5). If you select a value in this field, you must leave the Activity Group and List fields blank.
-------------------	---

Activity List	Type or select the activity list you want to reorganize activities from. Any activity that is included in the list and used on Mass Activity Move (AC10.5) is moved based on the selections you made on AC10.5. If you select a value in this field, you must leave the Activity Group and Activities fields blank.
----------------------	--

Report Option	Select a report option: <ul style="list-style-type: none"> • Report Unprocessed Changes • Update Unprocessed Changes • Report Historical Changes
Rebuild Balances	Select Yes if you want to rebuild balances when you run this program. If the level reorganization is taking place within an activity group, only consolidation balances (not transaction balances) are automatically rebuilt. This will speed up processing time for the reorganization. The default for this field is Yes. <p>NOTE As an option, you can run Balance Rebuild (AC580) to rebuild balances. This program gives you the option to rebuild only consolidation balances or to rebuild master file balances. For more information, see "What Are Rebuild Programs?" on page 201.</p>
Update Effective Date	Type an effective date for the change. If you leave this field blank, the system date defaults. <p>IMPORTANT This is the date that the system will move <i>all</i> transactions for the activity. This does not represent the effective date for the transactions that will be moved. That is, the system cannot move only select transactions for an activity based on transaction dates.</p>
History Report Dates	You can type the beginning and ending dates for the history report date range.

Followup Tasks

- Existing billing and revenue amounts are not automatically recalculated after AC120 is run. If an account category that was formerly billable is no longer billable in the new activity structure, run Billing and Revenue Recalculation (BR190) to recalculate billing and revenue amounts before processing billing (BR120) or revenue (BR130) for the new activity structure. For more information, see "[Recalculating Billing and Revenue Amounts After Posting](#)" on page 370.

Changing the Status of an Activity

Use this procedure to change the status of individual activities or a group of activities. For example, you might want to change the status of a group of activities to make them eligible for purging.



Need More Details? Check out the following concepts:

- ["What Is an Activity Status Code?"](#) on page 70

STEPS To change the status of a group of activities

1. Access Mass Activity Status Change (AC112).
2. Select the activities for which you want to change the status. Consider the following fields.

Activity Group List, Activity Group, Activities, or Activity List

You can select one of the following:

- An activity group list to do a mass status change for the specified activity group list
- An activity group to do a mass status change for the specified activity group
- up to six activities for which the mass status change will apply
- a predefined list of activities for which the mass status change will apply

3. Define the changes you want to make. Consider the following fields.

Include Lower Levels

Indicate whether you want to update all activities under any summary or contract activities you select. If you select No (N), AC112 will not automatically update the activities under the activities you specified in the Activities or Activity List fields.

NOTE This option applies only if you select activities or an activity list. AC112 always updates all activities within an activity group.

New Status

Select the new status to be assigned to the selected activities.

Update	Indicate whether you want to update the file and get a listing of the changes (Yes) or just get an edit listing of the mass status changes that will be performed when the program is run to update (No).
---------------	---

4. Define additional options on the Other Options page. Consider the following fields.

Last Posted Date	You can use the Last Posted Date to select activities for the mass status change based on their last transaction posting date. For example, you might assign a purge status to all activities that have not been posted to in the last two years.
-------------------------	---

Beginning Date	To select activities in a date range for the mass status change, type the beginning and end date of the range. This date range corresponds to the activity date range defined in Activity (AC10.1). If an activity's date range falls within the range you specify in this field, that activity is included in the status change.
-----------------------	---

End Date	To select activities in a date range for the mass status change, type the beginning and end date of the range. This date range corresponds to the activity date range defined in Activity (AC10.1). If an activity's date range falls within the range you specify in this field, that activity is included in the status change.
-----------------	---

Optional Procedure for Changing Statuses

You can use Activity Status (AC12.1) to display activities by status and to change the status assigned to each activity. Inquire by status or leave the status field blank to display all activities in alphabetical order. Select a new status for those activities you want to change and use the Change form action.

Related Reports and Inquiries

To	Use
List activity statuses by activity and status. The report shows total amounts to date and the time lapse since the last posting.	Activity Status Report (AC412)

Calculating Percentage of Completion

Use this procedure to calculate percentage complete for activity groups, activities, and account categories. This lets you measure activity progress by

calculating the percentage of budget completed to date. Percent complete is calculated as follows: Percent Complete = Cost to Date / Life to Date Budget.

STEPS To calculate percentage of completion

1. Access Percent Complete Calculation (AC165).
2. Identify the activities for which you want to calculate the percent complete. Consider the following fields.

Activity Group List, Activity Group, Activities, or Activity List

You can select one of the following:

- Use the Activity Group List field to calculate percent complete for the specified activity group list
- Use the Activity Group field to calculate percent complete for the specified activity group.
- Use the Activities fields to specify up to six activities for which you want to calculate percent complete.
- Use the Activity List field to specify one predefined list of activities for which you want to calculate percent complete.

Thru Date

Type an as-of date to use in calculating percentage complete. Percent Complete is calculated as the Cost to Date / Life to Date Budget.

Budget

Select the budget number to use when calculating the percentage complete.

Budget Type

You can indicate whether the budget type is Amount or Unit.

Detail Type

Select the type of detail to calculate percent complete for: Activity or Account Category. Activity defaults.

Update

Indicate whether you want to update the account categories and activities you selected with the new percent complete calculations or if you just want to view a report of the calculations that will be performed when you choose to update.

Account Categories

Optional. Enter the range of account categories for which you want to calculate percent complete.

Acct Category Group

Optional. Enter a predefined account category group, containing the account categories for which you want to calculate percentage complete. Run Account Category Group (AC11.1) to define an account category group, if necessary.

Related Reports and Inquiries

To	Use
Perform an online analysis of the percentage complete for activities and account categories	Activity Percentage of Completion (AC65.1)
Report on percentage of completion for activities or account categories	Percent Complete Report (AC265)

Chapter 10

Budgeting Overview

This chapter provides an introduction to the use of budgets. Budgets let you define and monitor the resources available for a particular purpose. This chapter includes some fundamental concepts about budgets, provides an overview of what is contained in the other Budgeting chapters, and describes some of the setup procedures you might need to perform before you define and change budgets in Project Accounting.

Concepts in this Chapter

The following concepts provide background and conceptual information that applies to all of the Budgeting chapters.

- ["What Is a Budget?" on page 226](#)
- ["How Should I Manage Multiple Budgets?" on page 228](#)
- ["What Are Methods for Defining Budgets?" on page 229](#)
- ["What Are Budget Edits?" on page 232](#)
- ["Can I Change Budgets?" on page 234](#)
- ["How Does Currency Affect Budgets?" on page 235](#)
- ["Overview of Budgeting Setup" on page 235](#)

What Is a Budget?

You define budgets to indicate how much money is available for a particular purpose. In Project Accounting you can budget at two levels: activity group and activity/account category. By associating a budget with activity groups or activities/account categories, you can monitor the use of resources and expenditures to ensure that you don't exceed what you have planned for.

Activity Group Budgets Versus Activity Budgets

You can define and use activity group budgets, activity budgets, or a combination of both:

- An **activity group budget** consists of the planned costs for an activity group and defines the total projected amounts and units for *all activities that belong to the activity group*. Analysis by activity group budget is limited; you can explore information using Budget Listing (AC220) and Budget Variance Report (AC420). You cannot explore activity group budget information in the AC90 series inquiries or on analysis reports for activities, commitments, or encumbrances.
- An **activity budget** consists of the planned costs for a single activity and account category and defines the projected amounts and units for *a posting level activity and one or more of its account categories*. The budget values from posting level activities are rolled up to create totals in summary level activities.

Activity group budgets and activity budgets are created and maintained separately from each other. Changes to an activity group budget are not reflected in activity budgets, and vice versa.

Budget Time Frames

You can define activity group and activity/account category budgets in three base time frames: life only, annual and period.

Life only budgets store the total amounts or units projected for the duration of an activity group or activity. If you choose life-only for an activity group or

activity budget, you cannot define annual or period budgets. With life-only budgets, you always report on life-to-date budget to actual variances.

NOTE You can define annual budgets for multiple years. Budget years and periods are determined by the calendar associated with the activity group.

Period and annual budgets store projected amounts and units by period and year for an activity group or activity. Annual and period budgets are automatically kept in balance. Changes you make to period budgets are updated to annual budgets, and changes you make to annual budgets are updated to period budgets. With annual and period budgets, you can report on period-to-date, year-to-date or life-to-date budget to actual variances.

Several options are available to you when defining budgets. You can define activity group or activity budgets using any of the options.

For Activity Group, you can define budgets	For Activity, you can define budgets
<ul style="list-style-type: none"> • For the entire duration of the activity group • By year for an entire activity group • By period for an entire activity group 	<ul style="list-style-type: none"> • For the entire duration of the activity/account category • By year for an activity/account category • By period for an activity/account category • For multiple account categories associated with an activity for any time frame • For multiple activities associated with an account category for any time frame

Example

Moose Wood Outfitters wants to track all of the costs and hours for design of their new stores. Their annual design budget is \$120,000 and 7,000 hours. The following illustration shows the budget for the DESIGN activity.

Account Category	Annual Budget	Annual Budget	Period	Period Budget	Period Budget
	Amounts	Units		Amounts	Units
	03070	115,000	4,600	1	9,583
Design			2	9,583	383
Costs			3	9,583	383
			4	9,583	383
			5	9,583	383
			6	9,583	383
			7	9,583	383
			8	9,583	383
			9	9,583	383
			10	9,583	383
			11	9,583	383
			12	9,587	387
03010	5,000	2,400	1	417	200
Labor			2	417	200
			3	417	200
			4	417	200
			5	417	200
			6	417	200
			7	417	200
			8	417	200
			9	417	200
			10	417	200
			11	417	200
			12	413	200

How Should I Manage Multiple Budgets?

You can have up to 999 budgets for a given activity group or activity. This lets you maintain multiple concurrent budgets for comparisons, which is helpful when you need to track budget revisions.

NOTE Only one budget for a given activity group or activity can be active at any given time. The active budget is used for budget edits and is the default budget on reports.

When you budget at the activity/account category level, be careful to use the same budget number consistently across all activities. For example, Moose Wood Outfitters uses budget 100 as the active budget in their new store projects. They create budgets in each activity (DESIGN, FRAMING, ELECTRICAL, and so on) using budget 100 and they designate budget 100 as the active budget. This lets them compare activity actual amounts and units to the current budget in each activity (budget 100) when they run budget variance reports for all activities.

The application does not enforce any sort of budget numbering methodology, but using a consistent approach makes it easier to preserve multiple budget revisions. You can maintain current activity budgets in the active budget, and copy revisions to different budget numbers, which are inactive.

Example

Moose Wood Outfitters uses budget 100 as the active budget. At the start of the project, they defined a budget for each activity using budget 100. When the first budget revision occurred, they copied budget 100 to budget 101, then made their revisions in budget 100. When the next budget revisions occurred, they copied budget 100 to budget 102, and made revisions again in budget 100.

This preserves the original budget in budget 101, the first budget revision in budget 102, and so on. All budget iterations during the life of the project can be tracked, so budget-to-budget and budget-to-actual comparisons can be made at any time. Also, no other maintenance is needed to identify the current budget, since the latest budget is maintained in the current budget, which is always flagged as the active budget.

Figure 27. Illustration: Keeping budget 100 as the active budget

<u>Activity</u>	<u>Current Budget</u>	<u>Inactive Budget</u>	<u>Inactive Budget</u>	<u>Inactive Budget</u>
Design	100	101	102	103
Framing	100	101	102	103
Electrical	100	101	102	103

What Are Methods for Defining Budgets?

Several methods are available for defining budgets. The method you select will depend on the number of budgets you want to define and how unique or similar the budgets are from each other. The following table describes the available methods.

Entering budgets manually

You can define individual budgets, typing in the budget amounts or typing in units and a rate. If you use units and rates, budget amounts are calculated automatically as Rate * Units. For example, if the budget is for labor costs, you can enter the standard labor rate per hour and the number of hours as the budget units.

You can assign a name and description to a rate, making it easier for users to select an appropriate rate. This is called a **factor**.

Duplicating or copying values in budget entry

As a time saving alternative to typing budget values in each accounting period, you can duplicate or copy existing data.

You can enter amounts in specific periods, then duplicate the amounts up to the next period that contains a value. For example, if you want a budget of \$10,000 in periods 1 through 6, and a budget of \$15,000 in periods 7 through 12, enter \$10,000 in period 1 and \$15,000 in period 7. The duplicate function populates \$10,000 in budget periods 2 through 6, and \$15,000 in budget periods 8 through 12 automatically.

You can also copy last year's actuals or budgets to create the new budget.

Spreading amounts in budget entry

If you enter an annual budget, it is spread equally across all periods for the year. For example, if you enter an annual budget of \$120,000 and you have 12 periods, a \$10,000 budget is populated in each period.

You can define and use a **spread code** to spread budget amounts across periods using weighted values. Spread codes can represent seasonal fluctuations, working days, weeks each month, or any other relevant values. For example, you can populate 5% of an annual budget in Period 1, 7% in Period 2, 4% in Period 3, and so on. The weighted values you use in a spread code must total 100%.

You can also create a multi year spread budget that spreads the total budget amount equally across all periods and years of a budget.

Copying existing budgets using a batch program

You can use a batch program to define a new budget by copying from actuals or existing budgets. For activity group budgets, you can copy amounts and units from one activity group to another, or to activity groups in an activity group list. For activity budgets, you can copy amounts and units from one activity to another, or to a list of activities.

You can also copy compute statements and parameters from source budgets.

Computing budgets during data entry or using a batch program

You can compute or calculate budgets using compute statements. For example, you might want to base next year's budget on current year budgets, factoring in a 5% increase. You can compute budget units and amounts.

Interfacing budgets from a non-Lawson system

You can interface budgets you create in spreadsheets or other budgeting applications to Project Accounting.

What Are Budget Edits?

Budget edits provide real-time budget enforcement for activity-related transactions that originate in other Lawson applications. Budget edits compare your costs (past, in progress, and current) to the active budget you defined. If the cost associated with a transaction would cause the budget amount to be exceeded, the application automatically stops the transaction. You can define tolerance limits for your budget edits for added flexibility. The specific formula used for budget edits is shown below.

NOTE If you use multiple currencies, budget edits are performed after amounts are normalized to base currency.

Figure 28. Illustration: Formula for budget edits

$$\left(\begin{array}{l} \text{Posted} \\ \text{Amounts} \end{array} + \text{Commitments} + \begin{array}{l} \text{Current} \\ \text{Transaction} \\ \text{Amounts} \end{array} \right) \leq \text{Budgeted Amount} \left(1 + \text{Tolerance \%} \right)$$

Commitments

Commitments are costs that will be posted to an activity at a future date (such as requisitions or purchase orders), and therefore ensure real-time accuracy in budget edits. Changes and deletions to commitments are dynamically updated from other Lawson applications.

Commitments in this formula include released Project Accounting transactions as well.

You determine the applications in which commitments should be tracked. For more information, see "[Processing Commitments](#)" on page 323.

Tolerances

Budget tolerances define the percentage by which a budget can be exceeded. During transaction entry, an error message appears when budgets are exceeded by a greater amount than the tolerance will allow. Tolerances are set on the activity group. Tolerances are optional.

Enabling and Enforcing Budget Edits

There are three areas in Lawson where you set up budget edits:

General Ledger

For activity-related budget edits to work, you need to enable budget editing on System Codes (GL01.4). On this form, you determine whether budget edits are enabled in the following applications:

- General Ledger (GL)
- Requisitions (RQ)
- Purchase Order (PO)
- Accounts Payable (AP)
- Cash Management (CB)
- Employee Expense (EE)
- Project Accounting (AC)

When budget edits are activated for applications, you can add activity-related transactions, but if the budget is exceeded, you will receive a budget exceeded error message.

Activity Group

On the Budget page of Activity Group (AC00.1) you define budget edit parameters to enable the "budget exceeded" error message when adding activity transactions, manual commitments, or activity-related transactions from other applications to Project Accounting.

You will choose if budgets will be checked, and if so, how often. You will also choose the budget level for budget edits: at the activity group level, at the activity level, at the activity and account category level, or at the activity and summary account category level.

Activity

On the Budget Overrides page of Activity (AC10.1) you can override the activity group budget edit parameters for posting activities only, provided the activity group budget edit is not at the activity group level.

You will choose if budgets will be checked at the activity level, and if so, how often. You will also choose the budget level for budget edits: at the activity level, at the activity and account category level, or at the activity and summary account category level.

Account Category Structure

If you choose to edit budgets at the activity and summary account category level, you will also set up budget edits on the account category structure.

IMPORTANT The budget edit option for summary account categories does not work with any of the other budget level options on the activity group.

You can set the budget edit to occur on lowest summary level account categories, on detail account categories, or to ignore budget edits for any detail account categories that belong to a certain summary account category. For example, you can set the option to budget edit against a direct costs summary account category, but to ignore an indirect costs summary account category.

Example

Your organization has the following account category structure:

- Direct Costs (summary level)
 - Labor (summary level)
 - Salary
 - Non-salary
 - Supplies (summary level)
 - Lab
 - Consortia
- Indirect Costs (summary level)
 - Fringe
 - F&A

Within the Supplies summary account category, you have a \$1,000 budget in Lab and \$1,000 budget in Consortia. This equals a total of \$2,000 for Supplies. If overall, your organization want to make sure all supply expenses do not exceed \$2,000, you can edit to the summary account category (Supplies). If your organization must stay within the \$1,000 budget for each of the detail account categories, you can set the budget edit to the detail account category.

Can I Change Budgets?

In Project Accounting, you can change budgets by editing them directly, re-calculating them, or replacing them by copying from other existing budgets. You may also use budget change orders.

Using Change Orders to Track Budget Changes

To establish an approval process for budget modifications, use change orders. With a change order, budget adjustments must be approved and released before they affect the actual budget records. Change orders can be routed to the appropriate individuals for approval and release using the ProcessFlow application.

If you use change orders, you can use the Change Order Audit Trail option on Activity Group (AC00) to keep a historical record of all change orders.

Locking Budgets

As an option, you can **lock** budgets to prevent them from being changed or deleted. You can also secure the locking procedure by limiting who can lock and unlock budgets. The following rules apply to locked budgets:

- Budgets are locked by activity and budget number. This means that you cannot change any activity budget for that budget number, but you can create or modify activity budgets under a different budget number.
- You can enter change orders for a locked budget, but you cannot approve or release those change orders until the budget is unlocked.

NOTE For more information, see ["Changing Budgets"](#) on page 307.

How Does Currency Affect Budgets?

When you define or maintain budgets, you can specify a budget currency. For activity group budgets, you must use the base currency. For activity budgets, you can select any currency associated with the activity group's currency table. However, to ensure the ability to perform budget to actual comparisons at all activity levels, it is recommended that you define activity budgets using base or report currencies.

Exchange rates for budget currencies are stored in the activity budget header record. Exchange rates are used to convert the budget currency to base currency and report currencies. The currency exchange rates in effect at the time the budget is defined are used by default, but you can enter different rates if desired.

You can update the exchange rates in budget header records if you haven't added the budget detail records yet, but you might want to copy budgets before modifying exchange rates. This lets you preserve multiple budget iterations, each with the exchange rate in effect at the time the budget was created.

Overview of Budgeting Setup

This section provides an overview of the prerequisite, required, and optional setup for Project Accounting. You can find details about each of these procedures in the following chapters.

Task	Setup	For Details, See
Completing prerequisite setup	Before you start defining budgets, you might need to define components that you will use to create new budgets. This setup is conditional; define the following only if your methods for defining budgets require them: <ul style="list-style-type: none">• Factors• Spread codes	"Procedures in this Chapter" on page 238

Task	Setup	For Details, See
Defining activity group budgets	<p>If you will be defining activity group budgets, use the following set of procedures:</p> <ul style="list-style-type: none"> • Defining activity group budget headers • Defining activity group budgets: life only, annual, or period • Copying existing budgets (optional method) 	"Defining Activity Group Budgets" on page 247
Defining activity budgets	<p>If you will be defining activity budgets, use the following set of procedures:</p> <ul style="list-style-type: none"> • Defining activity budget headers • Defining activity budgets: life only, annual, period, by activity, or by account category • Copying existing budgets (optional method) • Interfacing budgets (optional method) 	"Defining Activity Budgets" on page 263
Defining budgets using computes	<p>If you will be defining computed budgets, you will need to use the following group of procedures:</p> <ul style="list-style-type: none"> • Defining activity budget headers • Defining activity budgets • Defining a compute statement • Defining compute parameters • Calculating budgets 	"Defining Computed Budgets" on page 289

Task	Setup	For Details, See
Changing budgets	<p>After budgets are defined, you might need to make changes. Use the following procedures to make those changes using change orders:</p> <ul style="list-style-type: none">• Entering change orders• Approving change orders• Releasing change orders• Locking a budget (optional)	<p>"Changing Budgets" on page 307</p>

Procedures in this Chapter

Use the procedures in this chapter to complete prerequisite setup for budgets. Define only the components that you require based on the methods you use to define budgets.

- ["Defining Factors" on page 238](#)
- ["Defining Spread Codes" on page 239](#)
- ["Defining Budget Edits" on page 240](#)
- ["Interfacing Project Accounting Budgets Into General Ledger" on page 245](#)

Defining Factors

If you will be defining budgets manually, you can have the application automatically calculate the budget amount from the units and rate you enter. For example, if the budget is for labor costs, you can enter the standard labor rate per hour and the number of hours as the budget units. You can assign a name and description to a rate, making it easier for users to select an appropriate rate. Use this procedure to define those names and descriptions for rates, called factors.



Need More Details? Check out the following concepts:

- ["What Are Methods for Defining Budgets?" on page 229](#)

STEPS To define a factor

1. Access Global Factor (FB00.1).
2. Define a factor for use in any activity group or activity budget. Consider the following fields.

Factor and Description	Type a name and description for the factor that will help users easily recognize and select an appropriate rate when defining budgets.
Markup Percent	Select No to identify the factor as a rate per hour or per unit.
Status	This field determines the status of the factor. The default is Active.
Rate	Type the rate per hour or per unit.

Related Reports and Inquiries

To	Use
List factors defined in Global Factors (FB00.1)	Global Factors Listing (FB200)

Defining Spread Codes

When defining a budget, you can spread an amount across multiple periods using weighted values. For example, you can spread an annual budget across 12 periods, populating 5% of the annual budget in Period 1, 7% in Period 2, 3% in Period 3, and so on. Spread codes can represent seasonal fluctuations, working days, weeks each month, or any other relevant values. Use this procedure to define spread codes you can use when defining an activity group or activity budget.



Need More Details? Check out the following concepts:

- ["What Are Methods for Defining Budgets?"](#) on page 229

STEPS To define a spread code

1. Access Spread Codes (AC23.1).
2. Define a spread code. Consider the following fields.

Spread Code	Type a name and description for the spread code.
Status	Indicate whether the spread code is active or inactive. The default is Active.
Pct of Bud (Percent of Budget)	Type the percent of the budget to populate in each period. The sum of the entries in the Percent of Budget fields must be 100 percent. If the entries total less than 100 percent, the remaining percentage is added to bring the total to 100 percent. You cannot add or change a spread code if the entries total more than 100 percent.

Related Reports and Inquiries

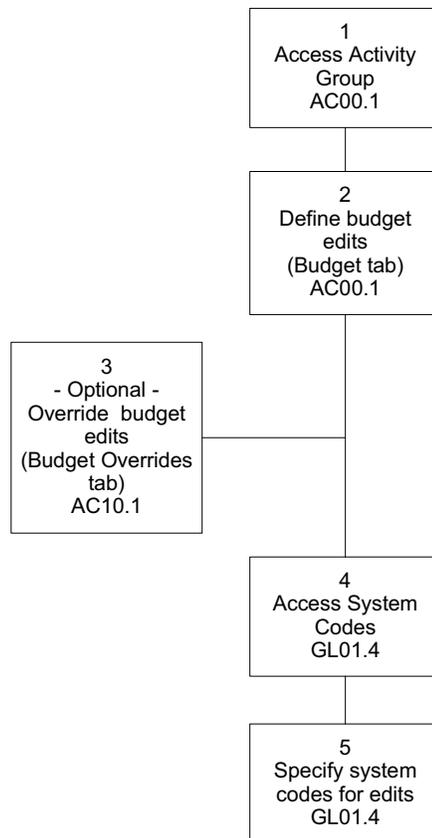
To	Use
List the spread codes and spread code parameters defined in Spread Codes (AC23.1)	Spread Code Listing (AC223)

Defining Budget Edits

NOTE You can define budget edits before or after you define budgets. If you activate budget edits, you must define budgets before you process transactions in the applicable Lawson applications.

Budget edits prevent data entry in other Lawson applications when an activity group or activity budget is exceeded. Use this procedure to define budget edit parameters.

Figure 29. Procedure flow: Defining budget edits





Need More Details? Check out the following concepts:

- ["What Are Budget Edits?"](#) on page 232

STEPS To define budget edits

1. Access Activity Group (AC00.1).
2. Use the Budget form tab to define budget edits. Consider the following fields.

Budget Checking

Select one of the following options to determine the budget time frame to use for budget edits:

- Use Period Edit to perform the edit using the active period-to-date budget.
- Use Annual Edit to perform the edit using the active year-to-date budget.
- Use Total Edit to perform the edit using the active life-to-date budget.
- Use No Edit (the default) if you do not wish to enable budget edits.

NOTE Period Edit and Annual Edit options are not valid with a Life Only budget.

Level

Select one of the following options to determine the budget level to use for budget edits:

- Use Activity-Acct Cat to perform the edit using the budget for the activity and account category specified in the transaction.
- Use Activity Group to perform the edit using the activity group budget. The budget for the activity group associated with the activity in the transaction is used.
- Use Activity to perform the edit using the total budgets for all account categories in the activity specified in the transaction.
- Use Activity-Summary Acct Cat to perform the edit using all transactions related to the summary account category.

TIP Use the Activity-Summary Acct Cat option if your Account Category structure is set up so you would want to edit at the summary level (for example, direct costs versus indirect costs).

For more information, see ["What Are Budget Edits?"](#) on page 232.

Tolerance	Type a value to indicate the percentage by which the budget can be exceeded. For example, to allow budgets to be exceeded by 5%, enter 5.00.
Maximum	Type a value to indicate the budget maximum for the activity group. This is informational only, and produces a warning message during activity budget entry when the total activity budgets exceed the maximum.
Current Budgeted	This field displays the total budget amount defined for activities in the activity group.

- (Optional) Access Activity (AC10.1) to override the budget edits at the activity level.

IMPORTANT Only posting activities can have budget edits defined at the activity level, and only if the activity group budget level on Activity Group (AC00.1) *is not* set to Activity Group (2).

For more information, see "[Budgeting Overview](#)" on page 225.

Consider the following fields.

- Budget Checking** The activity group budget checking value displays. You can override it with one of the following values.
- Use Period Edit to perform the edit using the active period-to-date budget.
 - Use Annual Edit to perform the edit using the active year-to-date budget.
 - Use Total Edit to perform the edit using the active life-to-date budget.
 - Use No Edit (the default) if you do not wish to enable budget edits.

If budget amounts are validated, the system validates whether actuals plus commitments are less than or equal to the budget plus the budget tolerance. The edits are performed in the applications you select on System Codes (GL01.4).

NOTE Period Edit and Annual Edit options are not valid with a Life Only budget.

Level	<p>The activity group edit level displays. You can override it with one of the following values.</p> <ul style="list-style-type: none"> • Use Activity-Acct Cat (1) to perform the edit using the budget for the activity and account category specified in the transaction. • Use Activity (3) to perform the edit using the total budgets for all account categories in the activity specified in the transaction. • Use Activity—Summary Account Cat (4) to perform the edit using the budget for the summary account category in the activity specified in the transaction. <hr/> <p>IMPORTANT You cannot define budget edits for this activity if the default budget edit level that displays (derived from the activity group) is 2 Activity Group.</p>
Tolerance	<p>Type a value to indicate the percentage by which the budget can be exceeded. For example, to allow budgets to be exceeded by 5 percent, enter 5.00.</p>

Estimated Maximum

Type a value to indicate the budget maximum for the activity. This is informational only, and produces a warning message during activity budget entry when the total activity budget exceeds the maximum.

IMPORTANT You can enter an estimated value for contract and summary activities also, but only posting activities can be subject to activity budget editing.

4. Access System Codes (GL01.4).
5. Use this form to specify the system codes in which you want to perform budget edits. Consider the following fields.

AC Commit (Commitments)

If you activate budget edits in a Lawson application, you should also activate commitment tracking for that application. This ensures that commitment transactions are available and included when the budget edit formula is applied.

For more information, see "[Processing Commitments](#)" on page 323.

AC Bud (Budget Edit)

Select Yes in this field to enforce budget edits during data entry. You can activate budget edits in any of the following Lawson applications:

- General Ledger (GL)
- Requisitions (RQ)
- Purchase Order (PO)
- Accounts Payable (AP)
- Cash Management (CB)
- Employee Expense (EE)
- Project Accounting (AC)

Related Reports and Inquiries

To	Use
List all valid budgets assigned to a specific activity or activity group.	Budget Listing (AC220) or Budget Control Report (AC225)
Report on the variance between activity budgets and actuals or between two budgets.	Budget Variance Report (AC420)
View remaining budget amounts and total actuals, commitments, and budgets.	Activity Analysis (AC90), Account Category Analysis (AC95), and Activity Commitment Summary (AC295)

Interfacing Project Accounting Budgets Into General Ledger

Use this procedure to interface budget information from Project Accounting into a General Ledger budget, allowing you to leverage the General Ledger budget edit and commitment tracking capabilities.

STOP Activity group type budgets and life only budgets cannot be interfaced into General Ledger using this program.

STEPS To interface Project Accounting budgets into General Ledger

1. Access AC to GL Budget Interface (AC527).
2. Consider the following fields on the Activity tab.

Activity Group List, Activity Group, Activities, or List	Select the activity group list, activity group, activities, or activity list for which you want to interface budget information.
---	--

Account Cat or Account Cat Group	Select the range of account categories or the account category group for which you want to interface budgets.
---	---

Update	Specify whether or not to interface budget information. Select Yes to interface budget information. Select No to create a report without interfacing budget information.
---------------	--

3. Consider the following fields on the Budget Options tab:

From AC Budget Year	Select the year for which you want to interface budget data. If left blank, all years are copied.
----------------------------	---

From AC Budget	Select budget from which you want to interface information.
-----------------------	---

To GL Budget	Select the General Ledger budget to be updated by this program.
---------------------	---

Activity Mapping Option	Select the appropriate option to determine how budget information is mapped between Project Accounting and General Ledger.
--------------------------------	--

- Activity Default (A) = The default company and account unit is used.
 - Organization Code (O) = The related company and accounting unit combination is used.
-

GL Budget Year Adjustment Enter the number of years by which the budget year should be adjusted in General Ledger. This number can positive or negative.

For example, if Project Accounting budget year is 2005 and you enter -1 in this field, the General Ledger budget is created for 2004.

AC Period = GL Period Use these fields in conjunction with the GL Budget Year Adjustment field to accommodate any calendar differences that may exist between Project Accounting and General Ledger.

If period 1 of the Project Accounting budget is mapped to a General Ledger budget period greater than 1, a single budget year in Project Accounting will result in two budget years being created in General Ledger.

NOTE A General Ledger period must be mapped to Project Accounting period 1.

Mapped Project Accounting periods must be sequential.

A General Ledger period cannot be mapped to more than one Project Accounting period.

4. Submit the job to interface budget information into General Ledger.

Chapter 11

Defining Activity Group Budgets

This chapter provides details about defining activity group budgets. You can define activity group budgets for three different time frames: life only, annual, and period. Use the procedures in this chapter to define activity group budgets. There are details on defining budgets at the activity level elsewhere in this user guide. For more information, see "[Defining Activity Budgets](#)" on page 263.

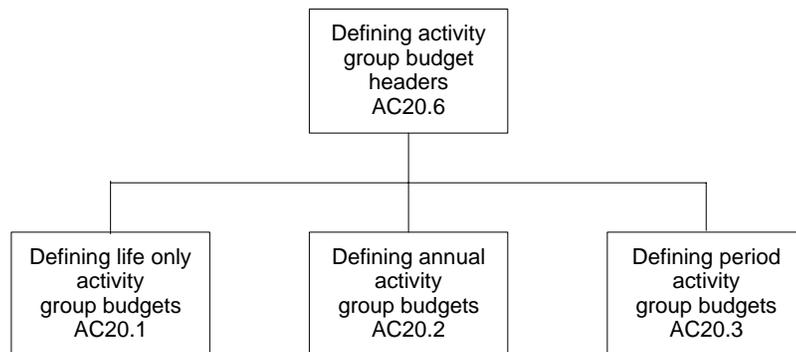
STOP You must define activity groups before you can define activity group budgets.

Procedures in this Chapter

Use the procedures in this chapter to define activity group budgets.

- ["Defining Activity Group Budget Headers" on page 248](#)
- ["Defining Activity Group Life Only Budgets" on page 250](#)
- ["Defining Activity Group Annual Budgets" on page 253](#)
- ["Defining Activity Group Period Budgets" on page 257](#)
- ["Copying an Activity Group Budget" on page 260](#)

Figure 30. Procedure relationship: Defining activity group budgets



Optional Related Procedure

Copying Activity Group Budgets

You can copy an existing activity group budget to one or more activity groups to save time. For more information, see ["Copying an Activity Group Budget" on page 260](#).

Interfacing Activity Group Budgets

You can interface budgets from third party applications. For more information, see ["Interfacing Budgets" on page 287](#).

Defining Activity Group Budget Headers

TIP You can define activity group budget headers “on the fly” as you define activity group budgets.

You must define a header for each budget you create. All budget types require a header. The header contains general information about the budget such as the activity group, the budget number, date ranges for the budget, status, and currency information. Use this procedure to define budget header information before defining an activity group budget.

STEPS To define an activity group budget header

1. Access Activity Group Budget Header (AC20.6).

2. Define the activity group budget header. Consider the following fields.

Activity Group	Select the activity group for which you are defining budget headers.
Budget	Type a budget number and description. You can only have one active budget per activity group, but can define multiple budgets.
Date Range	Type the beginning and ending dates for the activity group budget. The dates must fall within the activity group's date range. If you leave these fields blank, the activity group's date range defaults. TIP Budget periods and years are determined by the calendar assigned to the activity group. If you intend to define annual or period budgets, and an activity group's start and end dates span more than one year, create separate budget headers for each year.
Amount Round Type	Specify how you want to round budget amounts: <ul style="list-style-type: none"> • 2 places to the right of the decimal • Whole number • Hundreds • Thousands
Unit Round Type	Specify how you want to round budget units: <ul style="list-style-type: none"> • 2 places to the right of the decimal • 1 place to the right of the decimal • Whole number • Hundreds • Thousands
Life Only	Select Y to identify the activity group budget as life only. If you select Yes, annual and period budget data is not stored. The default is No.
Active Budget	Select Yes to make the activity group budget active. Active budgets are used for budget edits and report defaults. When you set a budget to active, all other budgets for the activity group are automatically made inactive. The default is No.
Currency One and Currency Two	These fields display the report currencies defined for the activity group. Activity group budgets must be defined in base currency, but you can track activity group budgets in report currencies in addition to base currency.

Calculate(Report One) and Calculate (Report Two)	Select Yes to track activity group budgets in either Report One currency, Report Two currency, or both. The default is Yes if the report currency exists and No if the report currency does not exist.
Exchange Rate (Report One) andExchange Rate (Report Two)	Type the exchange rate to be used to convert the activity group budget amount from base currency to the report currencies. To use the exchange rate defined for the report currency in the Currency application for the budget begin date, leave this field blank.
	NOTE Exchange rates are applied at the time the activity group budget is created. You cannot modify the exchange rate once budgets are established. Fluctuations in exchange rates defined in the Currency application are not automatically reflected in the budget.
Multiply or Divide	Either Multiply (M) or Divide (D) displays to indicate whether the budget amount will be multiplied or divided by the exchange rate. You define this value on Currency Relationship (CU02.1).

Followup Tasks

- After defining the activity group budget header you must define the activity group budget. Details on doing this is found elsewhere in this user guide. For more information, see "[Defining Activity Group Life Only Budgets](#)" on page 250.
For more information, see "[Defining Activity Group Annual Budgets](#)" on page 253.
For more information, see "[Defining Activity Group Period Budgets](#)" on page 257.

Defining Activity Group Life Only Budgets

You can define three types of activity group budgets: life only, annual, or period. A life only budget designates the total projected amount and units for the duration of the activity group. Use this procedure to define a new activity group life only budget.

STOP You must define a header for the budget before you can define the budget. For more information, see "[Defining Activity Group Budget Headers](#)" on page 248.

 **Need More Details?** Check out the following concepts:

- ["What Is a Budget?"](#) on page 226

STEPS To define an activity group life only budget

1. Access Life Only Budget (AC20.1).
2. Enter budget data. Consider the following fields.

Activity Group	Select the activity group for which you want to define a budget.
Activity and Account Category	Leave these fields blank when defining an activity group budget.
Budget Number	Select the budget number you defined in the header for this budget. For more information, see "Defining Activity Group Budget Headers" on page 248. TIP Choose Define in this field if the budget header does not yet exist.
Action, Compute, and Parameter	These fields are used only when you define a life only budget using a compute statement. For more information, see "Defining Computed Budgets" on page 289.
Amount	Type the budget amount for the activity group. This amount should reflect costs for the entire activity group. As an option, you can define a factor and units or a rate and units and the application will automatically calculate the amount. NOTE Define activity group budget amounts in base currency.
Factor	You can select a factor to calculate the budget amount using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. Factors are defined on Global Factors (FB00.1).
Rate	You can type a rate to calculate the budget amount based on budget units times the rate.
Units	Type the budget units for the duration of the activity group. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.

Followup Tasks:

- You can define budget edits, make changes to the budget, or lock the budget to prevent it from being changed. For more information, see ["Changing Budgets"](#) on page 307.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity group budgets and actuals or between two budgets	Budget Variance Report (AC420)

Defining Activity Group Annual Budgets

You can define three types of activity group budgets: life only, annual, or period. An annual budget designates the total budgeted amount and units by year for an activity group. Period budgets are updated automatically when you define an annual budget. Use this procedure to define a new activity group annual budget.

STOP You must define a header for the budget before you can define the budget. For more information, see ["Defining Activity Group Budget Headers"](#) on page 248. Define any necessary factors or spread codes that will be used to define the budget. For more information, see ["Defining Factors"](#) on page 238. For more information, see ["Defining Spread Codes"](#) on page 239.



Need More Details? Check out the following concepts:

- ["What Is a Budget?"](#) on page 226

STEPS To define an activity group annual budget

1. Access Annual Budget (AC20.2).
2. Define the annual budget. Consider the following fields.

Activity Group	Select the activity group for which you want to define a budget.
Activity and Account Category	Leave these fields blank when defining an activity group budget.

Budget Number Select the budget number you defined in the header for this budget. For more information, see "[Defining Activity Group Budget Headers](#)" on page 248.

TIP Choose Define in this field if the budget header does not yet exist.

Action	<p>You can select one of the following action codes as an alternative to typing budget values in each year:</p> <ul style="list-style-type: none"> • Last Year Actual (A): Copies last year's actual amounts into the budget. • Last Year Budget (B): Copies last year's budget amounts into the budget. • Compute Amount (C): Uses a compute statement to calculate the budget amounts. You must enter a compute statement. • Compute Units (U): Uses a compute statement to calculate the budget units. You must enter a compute statement. • Duplicate (D): Copies the budget amount you enter for the first year to blank years, stopping when an existing budget value is encountered. • Spread (S): Spreads the annual budget amount to periods using a spread code. Spread codes define the percentage of the total budget to populate in each period. <hr/> <p>TIP If you enter annual budget values in each year and you don't use the spread action or don't select a spread code, the annual budget is spread equally across all periods.</p> <hr/> <ul style="list-style-type: none"> • Multi Year Spread (M): Spreads the total budget amount to all periods and years in the budget. Each period is given a budget amount that is proportionate to the number of days in the period. <hr/> <p>TIP For a Multi Year Spread budget, enter budget values in only the first detail line, and leave the Year blank. Also, the Compute, Parameter, and Spread Code fields must be blank.</p> <hr/>
Compute and Parameter	<p>These fields are used only when you are defining a budget using a compute statement. For more information, see "Defining Computed Budgets" on page 289.</p> <hr/>

Spread Code	If you selected the Spread action, select a spread code to control how the annual budget is spread across periods. Spread codes contain percentages that determine the percentage of the annual budget amount and units to populate in each period. You define spread codes using Spread Codes (AC23.1). For more information, see "Defining Spread Codes" on page 239.
Year	Type the fiscal year(s) for which you are defining the activity group budget. The year must be within the date range for the activity group budget and the Life Only option on Activity Group Budget Header (AC20.6) must be set to No. Leave this field blank if Action=M.
Amount	Type the annual budget amount for the activity group. The amount can be used in conjunction with the Spread, Multi-Year Spread and Duplicate actions. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount. TIP Define activity group budget amounts in base currency.
Factor	You can select a factor to calculate the annual budget amount using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. You define factors on Global Factors (FB00.1).
Rate	You can type a rate to calculate the annual budget amount based on budget units times the rate.
Units	Type the annual units for the activity group. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.

Followup Tasks:

- You can define budget edits, make changes to the budget, or lock the budget to prevent it from being changed. For more information, see ["Changing Budgets"](#) on page 307.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Defining Activity Group Period Budgets

You can define three types of activity group budgets: life only, annual, or period. Period budgets designate the activity group budgeted amounts and units for each period in the activity group calendar. Use this procedure to define a new activity group period budget.

STOP You must define a header for the budget before you can define the budget. For more information, see ["Defining Activity Group Budget Headers"](#) on page 248. Define any necessary factors or spread codes that will be used to define the budget. For more information, see ["Defining Factors"](#) on page 238. For more information, see ["Defining Spread Codes"](#) on page 239.



Need More Details? Check out the following concepts:

- ["What Is a Budget?"](#) on page 226

STEPS To define a period budget

1. Access Period Budget (AC20.3).
2. Define the period budget. Consider the following fields.

Activity Group	Select the activity group for which you want to define budgets.
Activity and Account Category	Leave these fields blank when defining an activity group budget.
Budget Number	Select the budget number you defined in the header for this budget. For more information, see "Defining Activity Group Budget Headers" on page 248.

TIP Choose Define in this field if the budget header does not yet exist.

Year	Type the fiscal year that holds the periods for which you are defining a budget. The year must be within the date range for the activity group budget and the Life Only option on Activity Group Budget Header (AC20.6) must be set to No.
Action	<p>You can select one of the following action codes as an alternative to typing budget values in each period:</p> <ul style="list-style-type: none"> • Last Year Actual (A): Copies last year's actual amounts into the budget. • Last Year Budget (B): Copies last year's budget amounts into the budget. • Compute Amount (C): Uses a compute statement to calculate the budget amounts. You must enter a compute statement. • Compute Units (U): Uses a compute statement to calculate the budget units. You must enter a compute statement. • Duplicate (D): Copies the budget amount you enter for the first period to blank periods, stopping when an existing budget value is encountered. • Spread (S): Spreads the amount you enter in the first period to all periods. If you do not enter a spread code, the amount is spread equally to all periods. If you enter a spread code, the budget amount is populated in each period based on percentages defined in the spread code.
Compute and Parameter	These fields are used only if you are defining a budget using a compute statement. For more information, see "Defining Computed Budgets" on page 289.
Spread Code	If you selected the Spread action, select a spread code to control how the budget values you enter in the first period are spread across all periods. Spread codes contain percentages that determine the percentage of the amount and units to populate in each period. You define spread codes using Spread Codes (AC23.1). For more information, see "Defining Spread Codes" on page 239.
Period	Type the number of each period for which you want to establish a budget.

Amount	<p>Type the budget amount for each period. The amount can be used in conjunction with the Spread and Duplicate actions.</p> <p>As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.</p> <hr/> <p>TIP Define activity group budget amounts in base currency.</p>
Factor	<p>You can select a factor to calculate period budget amounts using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. Factors are defined on Global Factors (FB00.1).</p>
Rate	<p>You can type a rate to calculate the period budgets amount based on budget units times the rate.</p>
Units	<p>Type the projected units for each period. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.</p>

Followup Tasks:

- You can define budget edits, make changes to this budget, or lock this budget to prevent it from being changed. For more information, see ["Changing Budgets"](#) on page 307.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Copying an Activity Group Budget

Use this procedure to copy an existing activity group budget to one or more activity groups. You can apply a compute statement to calculate different amounts and units for the new activity group budget.

STEPS To copy an activity group budget

1. Access Budget Copy (AC123).
2. On the Group page select the activity group from which you want to copy a budget and the activity group to which you want to copy the new budget.
3. Use the Main page select the budget information to be copied and indicate how you want to copy the budget. Consider the following fields.

From Budget	Select the activity group budget you want to copy.
To Budget	Type the budget number for the new activity group budget.
From Year	For annual or period budgets, type the year of the budget you want to copy. For life-only budgets, leave this field blank.
To Year	For annual or period budgets, type the year for the new activity group budget. For life-only budgets, leave this field blank.
Copy Actuals	Activity group budgets cannot be copied from actuals. Select the default, which is No.
Copy Type	Indicate whether to copy the activity group budget amount, units or both. The default is Amount.
Copy Compute	Select Yes to create the new activity group budget using the compute statement in the From Budget. Select N if the From Budget does not contain a compute statement, or you want to use a different compute statement. TIP You can use the Override Parameters field to identify different parameters to use with the compute statement.
Zero Amounts	Select Yes to create the new activity group budget with zero amounts. The default is No.
Override Compute	Select a compute statement to create the new budget using a different compute statement than the one in the From Budget. NOTE Define compute statement using Compute Statements (RW50.1).

Override Parameters	<p>If you selected Yes in the Copy Compute field or selected an Override Compute statement, you can:</p> <ul style="list-style-type: none"> • Leave this field blank to calculate the activity group budget using the compute parameters in the From Budget. • Select the parameters you want to use with the compute statement to calculate the activity group budget.
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4. Use the Header form tab to specify header information for the new budget. Consider the following fields.

Description	Type a description for the new budget.
Date Range	Type the beginning and ending date of a range for the new budget.
Round Type	<p>Specify how you want to round budget amounts:</p> <ul style="list-style-type: none"> • Twoplaces to the right of the decimal • Whole number • Hundreds • Thousands
Unit Round Type	<p>Specify how you want to round budget units:</p> <ul style="list-style-type: none"> • 2 places to the right of the decimal • 1 place to the right of the decimal • Whole number • Hundreds • Thousands
Currency	Select the base currency for the activity group for which you are creating the new budget.
Calculate (Report One) and Calculate (Report Two)	Select Y to define exchange rates for the new activity group budget amount. The default is Yes if the report currency exists and No if the report currency does not exist.
Exchange Rate (Budget, Report One and Report Two)	Type the exchange rate to be used to convert the budget amount to the report currencies. If you leave this field blank, the current exchange rate defined for the report currency in the Currency application defaults.

Related Reports and Inquiries

To	Use
List all valid budgets assigned to a specific activity or activity group	Budget Listing (AC220) or Budget Control Report (AC225)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Chapter 12

Defining Activity Budgets

This chapter provides details about defining activity budgets. You define activity budgets for posting activities and account categories. You can define activity budgets for three different time frames: life only, annual, and period. Use the procedures in this chapter to define activity budgets. Details on defining budgets at the activity group level are found elsewhere in this user guide. For more information, see "[Defining Activity Group Budgets](#)" on page 247.

STOP You must define activities and assign account categories before you can define activity budgets.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 265

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What If I Create Budgets in a Different Application?"](#) on page 264

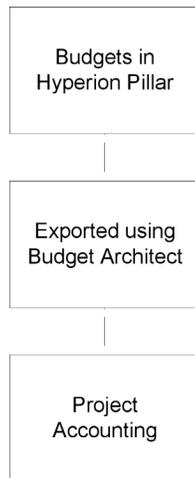
What If I Create Budgets in a Different Application?

If you create budgets in a third party budgeting application or in a spreadsheet, you will need to map data fields in your budget to the Activity Budget Relation (ACBUDREL) file before you can interface the budget to Project Accounting. Information about the mapping process can be found on the Lawson support site.

If you use Hyperion Pillar as your budgeting tool, you can use Lawson's Budget Architect application to transfer data from your budget application to a multidimensional database or to Project Accounting. Budget Architect automatically exports budgets from Hyperion Pillar in the appropriate format, eliminating the need for you to map data fields to the ACBUDREL file.

You can also extract data from Project Accounting using Budget Architect. For example, you might want to extract actual amounts to use as your baseline for budgeting for the next year. Find more details about Budget Architect in the *Budget Architect User Guide*.

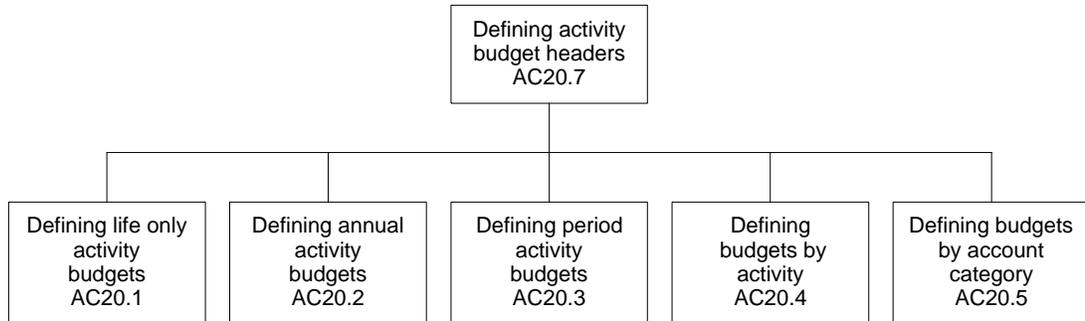
Figure 31. Illustration: Using Budget Architect to export budgets



Procedures in this Chapter

This chapter provides detailed instructions for defining activity budgets. You can define budgets for a single activity and account category for life only, annual, and period time frames. You can also define activity budgets for a single activity and multiple account categories, or for a single account category and multiple activities for any time frame. The following diagram shows how the procedures are related to each other.

Figure 32. Procedure relationship: Defining activity budgets



Optional Related Procedure

Copying Activity Budgets

If you are defining a new activity budget that is similar to an existing one, you can copy and modify the existing budget to save time. See ["Copying an Activity Budget"](#) on page 284.

Interfacing Activity Budgets

You can interface budgets from third party applications. See ["Interfacing Budgets"](#) on page 287.

Defining Activity Budget Headers

NOTE Activity budgets must be defined by activity and account category, but you define one budget header for the entire activity.

You must define a header for each activity budget you create. All budget types require a header. The header contains general information about the budget such as the activity, the budget number, date ranges for the budget, the status, and currency information. Use this procedure to define budget header information before defining an activity budget.

STEPS To define an activity budget header

1. Access Activity Budget Header (AC20.7).
2. Define the activity budget. Consider the following fields.

Activity

Select the activity for which you are defining budget headers.

Budget Type a budget number and description. You can have only one active budget per activity, but you can define multiple budgets.

NOTE Be consistent with budget numbers across activities. For example, if budget 100 is the approved budget, you must create a separate header for budget 100 for each activity.

For more information, see "[How Should I Manage Multiple Budgets?](#)" on page 228.

Date Range Type the beginning and ending dates for the activity budget. The dates must fall within the activity's date range. If you leave these fields blank, the activity's date range defaults.

TIP Budget periods and years are determined by the calendar assigned to the activity group associated with the activity.

Amount Round Type Specify how you want to round budget amounts:

- Two places to the right of the decimal
- Whole number
- Hundreds
- Thousands

Unit Round Type Specify how you want to round budget units:

- Two places to the right of the decimal
- One place to the right of the decimal
- Whole number
- Hundreds
- Thousands

Life Only Select Yes to identify the activity budget as life only. If you select Yes, annual and period budget data is not stored. The default is No.

Active Budget Select Yes to make the activity budget active. Active budgets are used for budget edits and report defaults. When you set a budget to active, all other budgets for the activity are automatically made inactive. The default is No.

Currency (Budget)	<p>Activity budgets can be defined in any currency, provided that you have established the following relationships and exchange rates in the Currency application:</p> <ul style="list-style-type: none"> • Base Currency to Budget Currency and vice versa • Budget Currency to Report One Currency and vice versa • Budget Currency to Report Two Currency and vice versa
Report One and Report Two	<p>These fields display the report currencies. Report currencies are defined in the activity group associated with the activity.</p>
Calculate (Report One) and Calculate (Report Two)	<p>Select Yes to store the activity budgets in either Report One currency, Report Two currency, or both. The default is Yes if the report currency exists and No if the report currency does not exist.</p>
Exchange Rate (Report One) and Exchange Rate (Report Two)	<p>Type the exchange rate to be used to convert the activity budget amount from budget currency to the report currencies. To use the exchange rate defined for the report currency in the Currency application for the budget begin date, leave this field blank.</p> <hr/> <p>NOTE Exchange rates are applied at the time activity budgets are created. You cannot modify the exchange rate once budgets are established. Fluctuations in exchange rates defined in the Currency application are not automatically reflected in the budget.</p>
Multiply or Divide	<p>Either Multiply (M) or Divide (D) displays to indicate whether the budget amount will be multiplied or divided by the exchange rate. You define this value on Currency Relationship (CU02.1).</p>

Follow-up Tasks

After defining the activity budget header you must define the activity budget. See:

- ["Defining Activity Life Only Budgets"](#) on page 268
- ["Defining Activity Annual Budgets"](#) on page 269
- ["Defining Activity Period Budgets"](#) on page 273
- ["Defining Activity Budgets by Activity"](#) on page 276
- ["Defining Activity Budgets by Account Category"](#) on page 280

Defining Activity Life Only Budgets

TIP You can copy and modify existing activity budgets to save time. For more information, see ["Copying an Activity Budget"](#) on page 284.

You can define activity budgets for three time frames: life only, annual, or period. A life only budget designates the total budgeted amount and units for the duration of the activity. Use this procedure to define a new life only budget for a specific activity and account category.

STOP You must define an activity budget header before you can define the activity budget.



Need More Details? Check out the following concepts:

- ["What Is a Budget?"](#) on page 226
- ["What Are Methods for Defining Budgets?"](#) on page 229

STEPS To define a life only budget

1. Access Life Only Budget (AC20.1).
2. Enter budget data. Consider the following fields.

Activity Group	You can leave this field blank when defining activity budgets.
Activity	Select the posting activity for which you want to define a budget.
Acct Category	Select the account category for which you want to define a budget. The account category must be assigned to the activity you selected in the Activity field.
Budget Number	Select the budget number you defined in the header for this budget. For more information, see "Defining Activity Budget Headers" on page 265.

NOTE When defining budgets for multiple activities, be consistent with budget numbers. For example, if you are defining approved project budgets, and you have determined that budget 100 identifies the approved project budget, use budget 100 for all activities.

Action, Compute, and Parameter	These fields are used only when you define a life only budget using a compute statement. For more information, see "Defining Computed Budgets" on page 289.
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Amount	Type the budget amount for the activity and account category. As an option, you can define a factor and units or a rate and units and the application will automatically calculate the amount.
	NOTE Define activity budget amounts in the budget currency identified on the activity budget header.
Factor	You can select a factor to calculate the budget amount using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. Factors are defined on Global Factors (FB00.1).
Rate	You can type a rate to calculate the budget amount based on budget units times the rate. If you use a rate, define it in the budget currency identified on the activity budget header.
Units	Type the budget units for the activity and account category. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Defining Activity Annual Budgets

TIP You can copy and modify existing activity budgets to save time. For more information, see ["Copying an Activity Budget"](#) on page 284.

You can define activity budgets for three time frames: life only, annual, or period. An annual budget designates the total budgeted amount and units by year for an activity and account category. Period budgets are updated automatically when you define an annual budget. Use this procedure to define an annual activity budget.

STOP You must define an activity budget header before you can define the activity budget. Define any necessary factors or spread codes that will be used to define the budget. For more information, see ["Defining Factors"](#) on page 238. For more information, see ["Defining Spread Codes"](#) on page 239.



Need More Details? Check out the following concepts:

- ["What Is a Budget?"](#) on page 226
- ["What Are Methods for Defining Budgets?"](#) on page 229

STEPS To define an annual budget

1. Access Annual Budget (AC20.2).
2. Define the annual budget. Consider the following fields.

Activity Group	You can leave this field blank when defining activity budgets.
Activity	Select the posting activity for which you want to define a budget.
Acct Category	Select the account category for which you want to define a budget. The account category must be assigned to the activity you selected in the Activity field.
Budget Number	Select the budget number you defined in the header for this budget. For more information, see "Defining Activity Budget Headers" on page 265.

NOTE When defining budgets for multiple activities, be consistent with budget numbers. For example, if you are defining an approved project budget for the year 2002, and you have determined that budget 200 identifies the 2002 approved project budget, use budget 200 for all activities.

Action	<p>You can select one of the following action codes as an alternative to typing budget values in each year:</p> <ul style="list-style-type: none"> • Last Year Actual (A): Copies last year's actual amounts and units into the budget. • Last Year Budget (B): Copies last year's budget amounts and units into the budget. • Compute Amount (C): Uses a compute statement to calculate the budget amounts. You must enter a compute statement. • Compute Units (U): Uses a compute statement to calculate the budget units. You must enter a compute statement. • Duplicate (D): Copies the budget amount you enter for the first year to blank years, stopping when a different budget value is encountered. • Spread (S): Spreads the annual budget values to periods using a spread code. Spread codes define the percentage of the total budget to populate in each period. <hr/> <p>TIP If you enter annual budget values in each year and you don't use the spread action or don't select a spread code, the annual budget is spread equally across all periods.</p> <hr/> <ul style="list-style-type: none"> • Multi Year Spread (M): Spreads the total budget amount to all periods and years in the budget. Each period is given a budget amount that is proportionate to the number of days in the period. <hr/> <p>TIP For a Multi Year Spread budget, enter budget values in only the first detail line, and leave the Year blank. Also, the Compute, Parameter, and Spread Code fields must be blank.</p>
Compute and Parameter	<p>These fields are used only if you are defining a budget using a compute statement.</p> <p>For more information, see "Defining Computed Budgets" on page 289.</p>

Spread Code	<p>If you selected the Spread action, select a spread code to control how the annual budget is spread across periods. Spread codes contain percentages that determine the percentage of the annual budget amount and units to populate in each period. You define spread codes using Spread Codes (AC23.1).</p> <p>For more information, see "Defining Spread Codes" on page 239.</p>
Year	<p>Type the year(s) for which you are defining the activity budget. The year must be within the date range for the activity and the Life Only option on Activity Budget Header (AC20.7) must be set to No.</p> <p>Leave this field blank if Action=M (Multi Year Spread).</p>
Amount	<p>Type the annual budget amount for the activity. The amount can be used in conjunction with the Spread, Multi Year Spread, and Duplicate actions.</p> <hr/> <p>NOTE For the Multi Year Spread option, you do not want to use the annual budget amount, use the total for the date range specified in the budget header.</p> <hr/> <p>As an option, you can define a factor and units or a rate and units and the application will automatically calculate the amount.</p> <hr/> <p>TIP Define activity budget amounts in the budget currency.</p>
Factor	<p>You can select a factor to calculate the annual budget amount using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. You define factors on Global Factors (FB00.1).</p>
Rate	<p>You can type a rate to calculate the annual budget amount based on budget units times the rate.</p>
Units	<p>Type the annual units for the activity group. As an option, you can define a factor and units or a rate and units and the application will automatically calculate the amount.</p>

Follow-up Tasks:

- You can define budget edits to stop transactions that would cause you to exceed the budget. For more information, see ["Defining Budget Edits"](#) on page 240.
- You can make changes to this budget or lock it to prevent it from being changed. For more information, see ["Changing Budgets"](#) on page 307.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Defining Activity Period Budgets

TIP You can copy and modify existing budgets to save time. For more information, see ["Copying an Activity Budget"](#) on page 284.

You can define activity budgets for three time frames: life only, annual, or period. Period budgets designate the budgeted amount and units by period for an activity and account category. Annual budgets are updated automatically when you define period budgets. Use this procedure to define activity period budgets.

STOP You must define an activity budget header before you can define the activity budgets. Define any necessary factors or spread codes that will be used to define the budget. Details on doing these tasks is found elsewhere in this user guide. For more information, see ["Defining Factors"](#) on page 238. For more information, see ["Defining Spread Codes"](#) on page 239.



Need More Details? Check out the following concepts:

- ["What Is a Budget?"](#) on page 226
- ["What Are Methods for Defining Budgets?"](#) on page 229

STEPS To define period budgets

1. Access Period Budget (AC20.3).
2. Define the period budgets. Consider the following fields.

Activity Group	You can leave this field blank when defining activity budgets.
Activity	Select the posting activity for which you want to define budgets.

Acct Category	Select the account category for which you want to define budgets. The account category must be assigned to the activity you selected in the Activity field.
Budget Number	Select the budget number you defined in the header for this budget. For more information, see "Defining Activity Budget Headers" on page 265.
<p>NOTE When defining budgets for multiple activities, be consistent with budget numbers. For example, if you are defining an approved project budget for periods in the year 2002, and you have determined that budget 200 identifies the 2002 approved project budget, use budget 200 for all activities.</p>	
Year	Type the year(s) that identify the periods for which you are defining activity budgets. The year must be within the date range for the activity budget and the Life Only option on Activity Budget Header (AC20.7) must be set to No.
Compute, and Parameter	These fields are used only if you are defining a budget using a compute statement. For more information, see "Defining Computed Budgets" on page 289.

Action	<p>You can select one of the following action codes as an alternative to typing budget values in each period:</p> <ul style="list-style-type: none"> • Last Year Actual (A): Copies last year's actual amounts and units into the budget. • Last Year Budget (B): Copies last year's budget amounts and units into the budget. • Compute Amount (C): Uses a compute statement to calculate the budget amounts. You must enter a compute statement. • Compute Units (U): Uses a compute statement to calculate the budget units. You must enter a compute statement. • Duplicate (D): Copies the budget amount you enter for the first period to blank periods, stopping when an existing budget value is encountered. • Spread (S): Spreads the amounts and units you enter in the first period to all periods. If you do not enter a spread code, amounts and units spread equally to all periods. If you enter a spread code, the budget amounts and units are populated in each period based on percentages defined in the spread code.
Spread Code	<p>If you selected the Spread action, select a spread code to control how the budget amounts and units you enter in the first period are spread across all periods. Spread codes contain percentages that determine the percentage of the amount and units to populate in each period. You define spread codes using Spread Codes (AC23.1). For more information, see "Defining Spread Codes" on page 239.</p>
Period	<p>Type the number of each period for which you want to establish a budget.</p>
Amount	<p>Type the budget amount for each period. The amount can be used in conjunction with the Spread and Duplicate actions.</p> <p>As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.</p> <hr/> <p>TIP Define activity budget amounts in the budget currency defined in the budget header.</p>

Factor	You can select a factor to calculate period budget amounts using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. Factors are defined on Global Factors (FB00.1).
Rate	You can type a rate to calculate the period budgets amount based on budget units times the rate.
Units	Type the projected units for each period. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.

Followup Tasks:

- You can define budget edits to stop transactions that would cause you to exceed the budget. For more information, see ["Defining Budget Edits"](#) on page 240.
- You can make changes to this budget or lock it to prevent it from being changed. For more information, see ["Changing Budgets"](#) on page 307.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity budgets and actuals between two budgets	Budget Variance Report (AC420)

Defining Activity Budgets by Activity

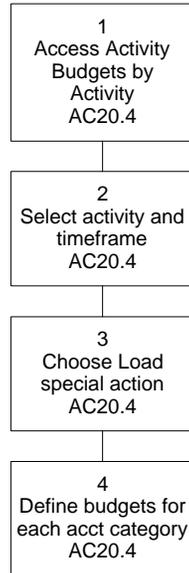
You can define budgets for a single posting activity and account category for life only, annual, and period time frames. Use this procedure to define activity budgets for a single activity and multiple account categories for any budget time frame.

STOP You must define an activity budget header before you can define the activity budgets. Define any necessary factors or spread codes that will be used to define the budget. Information on these topics is found elsewhere in this user guide. For more information, see ["Defining Factors"](#) on page 238. For more information, see ["Defining Spread Codes"](#) on page 239.

 **Need More Details?** Check out the following concepts:

- ["What Is a Budget?"](#) on page 226
- ["What Are Methods for Defining Budgets?"](#) on page 229

Figure 33. Procedure flow: Defining activity budgets by activity



STEPS To define activity budgets by activity

1. Access Activity Budgets by Activity (AC20.4).
2. Select the activity and time frame for which you want to define budgets. Consider the following fields.

Activity	Select the activity for which you want to define budgets.
Budget	Select the budget number you defined in the header for this budget. For more information, see "Defining Activity Budget Headers" on page 265.
Year, Period	Select the time frame for which you want to define budgets: <ul style="list-style-type: none"> • To define period budgets, type a year and period. • To define annual budgets, type a year. • To define life only budgets, leave these fields blank. • If Action=M (Multi Year Spread), leave these fields blank.

3. Choose the Load special action to retrieve account categories for the selected activity.

TIP To add line items on this form, use the Add line action in conjunction with the Change form action.

4. Define budgets for each account category. Consider the following fields.

Action

You can select one of the following action codes as an alternative to typing budget values in each account category:

- Last Year Actual (A): Copies last year's actual amounts and units into the budget.
- Last Year Budget (B): Copies last year's budget amounts and units into the budget.
- Compute Amount (C): Uses a compute statement to calculate the budget amounts. You must enter a compute statement.
- Compute Units (U): Uses a compute statement to calculate the budget units. You must enter a compute statement.
- Duplicate (D): Copies the budget amount you enter for the first account category to blank account categories, stopping when an existing budget value is encountered.
- Spread (S): For annual budgets, spreads the budget amounts and units to periods using a spread code. Spread codes define the percentage of the total budget to populate in each period.

TIP If you enter annual budget values in each account category and you don't use the spread action or don't select a spread code, the annual budget is spread equally across all periods.

- Multi Year Spread (M): Spreads the total budget amount to all periods and years in the budget. Each period is given a budget amount that is proportionate to the number of days in the period.

TIP For a Multi Year Spread budget, leave the **Year** and **Period** blank. Also, the **Compute**, **Parameter**, and **Spread Code** fields must be blank.

Spread	<p>If you selected the Spread action, select a spread code to control how the budget amounts and units you enter for the account category are spread across periods. Spread codes contain percentages that determine the percentage of the amount and units to populate in each period. You define spread codes using Spread Codes (AC23.1).</p> <p>For more information, see "Defining Spread Codes" on page 239.</p> <p>If you use the Spread action and do not select a spread code, activity budget amounts and units will be spread equally across all periods.</p>
Compute and Parameter	<p>These fields are used only if you are defining budgets using a compute statement.</p> <p>For more information, see "Defining Computed Budgets" on page 289.</p>
Amount	<p>Type the budget amount for each account category. The amount can be used in conjunction with the Spread, Multi Year Spread and Duplicate actions.</p> <p>As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.</p> <hr/> <p>TIP Define activity budget amounts in the budget currency defined in the budget header.</p>
Factor	<p>You can select a factor to calculate budget amounts using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. Factors are defined on Global Factors (FB00.1).</p>
Rate	<p>You can type a rate to calculate the budgets amount based on budget units times the rate.</p>
Units	<p>Type the projected units for each account category. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.</p>

Follow-up Tasks:

- You can define budget edits to stop transactions that would cause you to exceed the budget. For more information, see ["Defining Budget Edits"](#) on page 240.
- You can make changes to this budget or lock it to prevent it from being changed. For more information, see ["Changing Budgets"](#) on page 307.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Defining Activity Budgets by Account Category

TIP You can copy and modify existing budgets to save time. For more information, see ["Copying an Activity Budget"](#) on page 284.

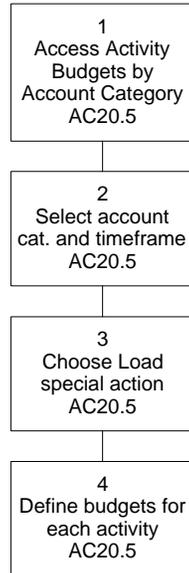
You can define budgets for a single posting activity and account category for life only, annual, and period time frames. Use this procedure to maintain activity budgets for a single account category and multiple activities for any budget time frame.

STOP You must define an activity budget header before you can define the activity budgets. Define any necessary factors or spread codes that will be used to define the budget. For more information, see ["Defining Factors"](#) on page 238. For more information, see ["Defining Spread Codes"](#) on page 239.

 **Need More Details?** Check out the following concepts:

- ["What Is a Budget?"](#) on page 226
- ["What Are Methods for Defining Budgets?"](#) on page 229

Figure 34. Procedure flow: Defining an activity budget by account category



STEPS To define an activity budget by account category

1. Access Activity Budgets by Account Category (AC20.5).
2. Select the account category and time frame for which you want to define activity budgets. Consider the following fields.

Activity Group	Select the activity group associated with the activities for which you want to define budgets.
Budget	Select the budget number you defined in the header for this budget. For more information, see "Defining Activity Budget Headers" on page 265.
Account Category	Select the account category for which you want to define budgets.
Year, Period	Select the time frame for which you want to define budgets: <ul style="list-style-type: none"> • To define period budgets, type a year and period. • To define annual budgets, type a year. • To define life only budgets, leave these fields blank. • If Action=M (Multi Year Spread), leave these fields blank.

3. Choose the Load special action to retrieve activities for the selected account category.

TIP To add line items on this form, use the Add line action in conjunction with the Change form action.

4. Define budgets for each activity. Consider the following fields.

Action

You can select one of the following action codes as an alternative to typing budget values in each activity:

- Last Year Actual (A): Copies last year's actual amounts and units into the budget.
- Last Year Budget (B): Copies last year's budget amounts and units into the budget.
- Compute Amount (C): Uses a compute statement to calculate the budget amounts. You must enter a compute statement.
- Compute Units (U): Uses a compute statement to calculate the budget units. You must enter a compute statement.
- Duplicate (D): Copies the budget amount you enter for the first activity to blank activities, stopping when an existing budget value is encountered.
- Spread (S): For annual budgets, spreads the budget amounts and units to periods using a spread code. Spread codes define the percentage of the total budget to populate in each period.

TIP If you enter annual budget values in each activity and you don't use the spread action or don't select a spread code, the annual budget values are spread equally across all periods.

- Multi Year Spread (M): Spreads the total budget amount to all periods and years in the budget. Each period is given a budget amount that is proportionate to the number of days in the period.

TIP For a Multi Year Spread budget, leave the **Year** and **Period** blank. Also, the **Compute**, **Parameter**, and **Spread Code** fields must be blank.

Spread	<p>If you selected the Spread action, select a spread code to control how the budget values you enter for the activity are spread across periods. Spread codes contain percentages that determine the percentage of the amount and units to populate in each period. You define spread codes using Spread Codes (AC23.1).</p> <p>For more information, see "Defining Spread Codes" on page 239.</p> <p>If you use the Spread action and do not select a spread code, budget values will be spread equally across all periods.</p>
Compute, and Parameter	<p>These fields are used only if you are defining budgets using a compute statement.</p> <p>For more information, see "Defining Computed Budgets" on page 289.</p>
Amount	<p>Type the budget amount for each activity. The amount can be used in conjunction with the Spread, Multi Year Spread, and Duplicate actions.</p> <p>As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.</p> <hr/> <p>TIP Define activity budget amounts in the budget currency defined in the budget header.</p>
Factor	<p>You can select a factor to calculate budget amounts using budget units and a standard rate. The system multiplies the budget units times the rate defined in the factor. Factors are defined on Global Factors (FB00.1).</p>
Rate	<p>You can type a rate to calculate the budgets amount based on budget units times the rate.</p>
Units	<p>Type the projected units for each account category. As an option, you can define a factor and units or a rate and units to automatically calculate the budget amount.</p>

Follow-up Tasks:

- You can define budget edits to stop transactions that would cause you to exceed the budget. For more information, see ["Defining Budget Edits"](#) on page 240.
- You can make changes to this budget or lock it to prevent it from being changed. For more information, see ["Changing Budgets"](#) on page 307.

Related Reports and Inquiries

To	Use
List budget information defined using the AC20 budget forms	Budget Listing (AC220)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Copying an Activity Budget

Use this procedure to create new activity budgets by copying budgets or actuals from existing activities. You can apply a compute statement to calculate different amounts and units for the new activity budgets.

STEPS To copy an activity budget

1. Access Budget Copy (AC123).
2. On the Activity form tab select the activity from which you want to copy and indicate where to copy the budget. Consider the following fields.

From Activity	Select the activity from which you want to copy budgets or actuals.
To Activity	To create a new budget in a single activity, select the activity you want. If you select an activity in this field, leave the Activity List field blank.
Activity List	To create new budgets in multiple activities, select an activity list. If you select a list in this field, leave the To Activity field blank. For more information, see "Using Attribute Matrix Attributes" on page 163.
Account Categories	To create the budget in a range of account categories from the existing budget, select the beginning and ending account category. If you select a range of account categories, leave the Category Group field blank.
Category Group	To create the budget in account categories in a group, select the account category group. If you select an account category group, leave the Account Categories range fields blank.

3. Use the Main form tab to select the budget information to be copied and indicate where you want to copy the budget. Consider the following fields.

From Budget	To copy from an activity budget, select the activity budget from which you want to copy.
To Budget	Type the budget number for the new activity budget.

From Year	For annual or period budgets, type the year of the budget or actuals you want to copy. For life-only budgets, leave this field blank.
To Year	For annual or period budgets, type the year for the new activity budget. For life-only budgets, leave this field blank.
Copy Actuals	To copy actual amounts, select Y. If you select Yes in this field, leave the From Budget blank. If you selected a budget in the From Budget field, leave this field blank.
Copy Type	Indicate whether to copy the activity budget amount, units or both. The default is Amount.
Copy Compute	Select Yes to create the new activity budget using the compute statement in the From Budget. Select N if the From Budget does not contain a compute statement, or you want to use a different compute statement. TIP You can use the Override Parameters field to identify different parameters to use with the compute statement.
Zero Amounts	Select Yes to create the new activity budget with zero amounts. The default is No. This allows you to create a budget “shell” with no values.
Override Compute	Select a compute statement to create the new budget using a different compute statement than the one in the From Budget. TIP Define compute statement using Compute Statements (RW50.1).

Override Parameters	<p>If you selected Yes in the Copy Compute field or selected an Override Compute statement, you can:</p> <ul style="list-style-type: none"> • Leave this field blank to calculate the activity budget using the compute parameters in the From Budget. • Select the parameters you want to use with the compute statement to calculate the activity budget.
----------------------------	---

4. Use the Header form tab to specify header information for the new budget. Consider the following fields.

Description	Type a description for the new budget.
Date Range	For annual or period budgets, type the beginning and ending date of a range for the new budget.
Round Type	<p>Specify how you want to round budget amounts:</p> <ul style="list-style-type: none"> • Two places to the right of the decimal • Whole number • Hundreds • Thousands
Unit Round Type	<p>Specify how you want to round budget units:</p> <ul style="list-style-type: none"> • Two places to the right of the decimal • One place to the right of the decimal • Whole number • Hundreds • Thousands
Currency Budget	Select a currency for the new budget.
Calculate (Report One) and Calculate (Report Two)	Select Yes to define exchange rates for the new activity budget amount. The default is Yes if the report currency exists and No if the report currency does not exist.

NOTE The Report One and Report Two currencies associated with the From Activity must match report currencies in the activity group associated with the To Activity or the activities in the To Activity List.

Exchange Rate (Budget, Report One and Report Two)	Type the exchange rate to be used to convert the budget amount to the report currencies. If you leave this field blank, the current exchange rate defined for the report currency in the Currency application defaults based on the budget begin date.
--	--

Related Reports and Inquiries

To	Use
List all valid budgets assigned to a specific activity or activity group	Budget Control Report (AC225)
Report on the variance between activity budgets and actuals or between two budgets	Budget Variance Report (AC420)

Interfacing Budgets

If you track budget information in a non-Lawson application, you can import that data into Project Accounting. Use this procedure to interface budgets from another application. For additional help, Lawson provides Project Accounting conversion file layouts and a conversion manual. They are available at <http://www.support.lawson.com>.



Need More Details? Check out the following concepts:

- ["What If I Create Budgets in a Different Application?"](#) on page 264

STEPS To interface a budget from a non-Lawson application

1. Prepare a comma-separated value (CSV) file containing the budgets you want to interface. The file fields must match the order and data type of the fields in the Activity Budget Relation (ACBUDREL) file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the budget data from the CSV file into the Activity Budget Relation file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. Optional. To review or check for errors, run Budget Interface (AC127) in non-update mode.
5. Optional. To review or edit records in the budget interface file, use Budget Interface Adjustment (AC27.1).
6. Update the imported records using Budget Interface (AC127).

TIP To save time, import records with the Active flag set to Yes. If the flag is No, you will have to manually edit each header to make it active.

Related Reports and Inquiries

To	Use
List interfaced budget records	Budget Interface Listing (AC227)

Chapter 13

Defining Computed Budgets

You have the option to create budgets using a compute statement. A compute statement is an arithmetic calculation that lets you use and manipulate Lawson data. For example, you could create a new computed budget that represents the current budget amount times 1.07, which would increase the budget by 7%. Use the procedures in this chapter to understand and set up the required components for creating computed budgets and to calculate computed budgets.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 295

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is the Data Dictionary?"](#) on page 290
- ["What Is a Compute Statement?"](#) on page 291
- ["What Are Compute Parameters?"](#) on page 292
- ["What Is a Total Name?"](#) on page 293

What Is the Data Dictionary?

TIP You can run Data Dictionary Listing (RW205) to create a data dictionary listing. (For more information, see ["Data Dictionary Listing"](#) on page 511.) You can also view a list of data dictionary names and how their parameters are used from Compute Statement (RW50.1).

NOTE If you do not have the General Ledger application make sure you have loaded the AC data dictionary during setup.

Data dictionary names provide a shortcut to, or a simplified way to access information you want to use to calculate a budget. Lawson provides a data dictionary which contains a set of pre-defined data dictionary names you use to access activity information for these calculations. For example, if you select YTDACA, the system retrieves year-to-date activity amounts. You cannot change or add to the pre-defined dictionary.

Examples of Data Dictionary Names

Data Dictionary Name	Description
LTDACT	Life To Date Activity Total
PRDACU	Period Activity Units
YTDACB	Year To Date Activity Budget

Parameters

Most data dictionary names accept parameters. These parameters identify more specifically what data is to be retrieved. For example, with the data dictionary name YTDACA you specify the year and period in which you are interested. You do not have to enter parameters with a data dictionary name. For example, you can use the YTDACA data dictionary name in a compute statement without parameters. You can then use the same compute statement for many activity budgets; the application uses the budget you are currently working with.

Parameters attached to a data dictionary name are unique from and operate in addition to any compute parameters you define and use with a compute statement. For more information, see ["What Are Compute Parameters?"](#) on page 292.

There is no current year and period in Project Accounting. If you use a data dictionary name with a parameter that identifies current year, the current year is presumed to be the year in the budget detail you are defining. If you are defining a budget for three different years, it used the year from each line for the calculation.

Name	Description	Parameters
YTDACA	Year To Date Activity Amount	<p>This item accepts optional year and period parameters. For example YTDACA(,9) represents year-to-date activity for the current year through period nine. YTDACA(1,9) will return year-to-date activity for the previous year through period nine.</p> <hr/> <p>NOTE The year parameter indicates the number of years prior to the current year for which you want to see budget data.</p> <hr/>

What Is a Compute Statement?

A compute statement is an arithmetic equation consisting of Lawson data dictionary names, operation symbols, and numeric values that lets you create customized calculation formulas. In Project Accounting you can use compute statements to calculate budget amounts or units.

Example

LGE Corporation is participating in a three-year drug study. They are in period nine of 2006 and would like to budget for 2007 based on 2006 activity actuals. They want to increase the budget by seven percent in 2007. They can use a compute statement to calculate budget amounts for each new period in 2007. The compute statement uses the YTDACA data dictionary name. It finds the average actual amount for the first nine periods of the current year (2006) and multiplies the amount by 1.07 to achieve the seven percent increase.

What Are Compute Parameters?

TIP You can use the same set of compute parameters with different compute statements.

Compute parameters are used with a compute statement to retrieve the data you want to use with a given data dictionary name. For example, you can identify the data to use for an activity-related data dictionary name by making both an activity and account category selection from the following set of options:

Activity	Account category
<ul style="list-style-type: none">• activity group list• activity group• a list of activities• single activity	<ul style="list-style-type: none">• a range of account categories• an account category group

If an activity budget data dictionary name is used (such as YTDACB, year-to-date activity budget amount), you can also specify the budget number containing the data you want to use. The budget number specified in compute parameters overrides any optional parameter specified with the data dictionary name in the compute statement.

You can also use General Ledger data dictionary names in compute statements for activity budgets. For General Ledger data dictionary names, you can specify the accounting units and accounts from which you want to retrieve data using any of the following General Ledger parameters:

Company and Accounting Unit	Accounts	Subaccounts
<ul style="list-style-type: none"> • a company and an accounting unit • a company group and an accounting unit • a list of accounting units 	<ul style="list-style-type: none"> • a range of accounts • an account group 	<ul style="list-style-type: none"> • a range of subaccounts • a subaccount group

What Is a Total Name?

TIP You can use General Ledger total names in compute statements for activity budgets or allocations. For more about General Ledger total names, see the *Report Writer User Guide*.

Activity compute parameters apply to the activity-related data dictionary names in the compute statement. If you want to retrieve activity balances using different criteria than those specified in the compute parameters, you can use a special total data dictionary name with a total name. A total name is a unique type of parameter that is used in place of compute parameters. Activity total names can be used with the following total data dictionary names:

Data Dictionary Name	Description	Parameters
LTDACT	Life To Date Activity Total	Total Name, Year, Period, Activity
PRDACT	Period To Date Activity Total	Total Name, Year, Period, Activity
YTDACT	Year To Date Activity Total	Total Name, Year, Period, Activity

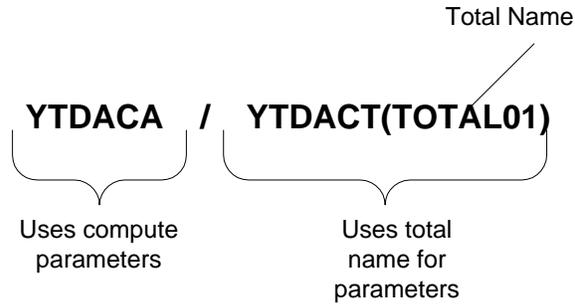
Total names are useful when you want to include two data dictionary names that retrieve different activity information in the same compute statement.

Example

LGE Corporation wants to base an allocation on the ratio of current period technician hours for the X-RAY activity to current period technician hours for

all other imaging-related activities. They constructed the following compute statement.

Figure 35. Illustration: Using a total name in a compute statement



The compute parameters are associated with the data dictionary name PRDACU (period-to-date activity units) in the numerator, so they selected the X-RAY activity and the Labor account category.

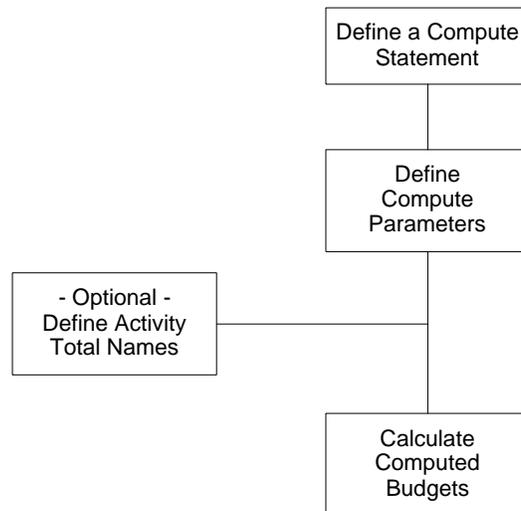
Because different activities should be associated with the denominator, they used the data dictionary name, PRDACT (period-to-date activity total) that accepts a total name (IMAGING). The total name identifies the other imaging-related activities they want to associate with the total data dictionary name in the denominator.

Procedures in this Chapter

This chapter provides detailed instructions on creating budgets by using compute statements.

- ["Defining a Compute Statement" on page 295](#)
- ["Defining Compute Parameters" on page 297](#)
- ["Defining Activity Total Names" on page 298](#)
- ["Calculating Computed Budgets" on page 301](#)

Figure 36. Procedure relationship: Defining computed budgets



Defining a Compute Statement

A compute statement is an arithmetic equation consisting of Lawson data dictionary names, total names, operation symbols, and numeric values that lets you create customized calculation formulas. In Project Accounting you use compute statements to calculate budget amounts or units. Use this procedure to define a compute statement that you will use to calculate a computed budget or allocation.

STOP If the data dictionary was not loaded as part of your initial installation, run Data Dictionary Load (RW590) to load the pre-defined dictionary. If you do not have the General Ledger application, run AC Subset Data Dictionary Load (RW591) to load the pre-defined dictionary.

 **Need More Details?** Check out the following concepts:

- ["What Is the Data Dictionary?"](#) on page 290
- ["What Is a Compute Statement?"](#) on page 291

STEPS To define a compute statement

NOTE Compute statements containing activity-related data dictionary names can be used only in Project Accounting.

1. Access Compute Statement (RW50.1).
2. Define the name and folder for the compute statement. Consider the following fields.

Compute	Type a name and description for the compute statement you are defining.
----------------	---

Folder	Select a folder where you want to store compute statement information. For more information about defining and using folders, see the Report Writer User Guide.
---------------	---

3. Define the compute statement equation.
4. Select the applications in which you want to be able to use this compute statement. Consider the following fields.

Report Writer	Leave this field blank for compute statements that contain activity data dictionary names.
----------------------	--

Ratio	Leave this field blank for compute statements that contain activity data dictionary names.
--------------	--

GL Allocation	Leave this field blank for compute statements that contain activity data dictionary names.
----------------------	--

GL Budgeting	Leave this field blank for compute statements that contain activity data dictionary names.
---------------------	--

Project Accounting	Select Project Accounting to use the compute statement in Project Accounting.
---------------------------	---

Lease Management	Leave this field blank for compute statements that contain activity data dictionary names.
-------------------------	--

5. Leave the Default Heading fields blank. These fields are not required for compute statements you use in Project Accounting.

Related Reports and Inquiries

To	Use
Create a list of data dictionary names and the parameters they accept	Data Dictionary Listing (RW205)
Create a list of compute statements	Compute Listing (RW250)

Defining Compute Parameters

Use this procedure to define compute parameters. Compute parameters identify the specific Project Accounting or General Ledger information you want to use with data dictionary names in a compute statement.



Need More Details? Check out the following concepts:

- ["What Is a Compute Statement?"](#) on page 291
- ["What Are Compute Parameters?"](#) on page 292

STEPS To define a compute parameter

TIP You can use the same set of compute parameters with multiple compute statements.

1. Access Compute Parameters (AC34.1).
2. Type a name and description for the compute parameter you are defining.
3. Use the AC Parameters tab to identify the activities, account categories and budget you want to associate with activity data dictionary names in the compute statement. Consider the following fields.

Activity Group List, Activity Group, Activity List, or Activity

Select the activities you want to associate with the activity data dictionary name in the compute statement. Select only one of these options.

Details on creating lists of activities or activity groups is found elsewhere in this user guide. For more information, see ["Using Attribute Matrix Attributes"](#) on page 163.

Account Categories or Group

Select the account categories you want to associate with the activity data dictionary name in the compute statement. Select a range of account categories or an account category group.

Budget Number	If the compute statement includes an activity budget data dictionary name, you can select the budget number you want to associate with the data dictionary name.
----------------------	--

4. Use the GL Parameters tab to identify the GL information you want to associate with General Ledger data dictionary names in the compute statement. Consider the following fields.

Company, Company Group, or Account Unit List	Select the company or company group containing the accounting unit you want to associate with the General Ledger data dictionary name in the compute statement. To associate multiple accounting units with the General Ledger data dictionary name, select a list of accounting units.
---	---

Account Unit	If you selected a company or company group, select the accounting unit you want to associate with the General Ledger data dictionary name.
---------------------	--

Accounts or Account Group	Select the accounts you want to associate with the General Ledger data dictionary name. You can select a range of accounts or an account group.
----------------------------------	---

Sub Accounts or Sub Account Group	You can select the subaccounts you want to associate with the General Ledger data dictionary name. You can select a range of subaccounts or a subaccount group.
--	---

Budget Number	If the compute statement includes a General Ledger budget data dictionary name, you can select the budget number you want to associate with the data dictionary name.
----------------------	---

Defining Activity Total Names

A total name can be used with a special data dictionary name in a compute statement. You can use these special total data dictionary names with total names instead of other data dictionary names with compute parameters. You can define a total name to identify any combination of activities and account categories as if they were one amount. If you maintain accounting unit balances in activities, you can also consolidate those balances by identifying

any combination of companies and accounting units. Use this optional procedure to define total names that you want to use in a compute statement.

STEPS To define an activity total name

1. Access Activity Total Names (AC35.1).
2. Type a name and description for the total name.
3. On the Main page define the main characteristics of the total name. Consider the following fields.

Year	When you use a total name in a compute statement, you can specify the year for which you want to retrieve data in the total name or as an optional parameter for the data dictionary name. To identify the year as part of the total name, type the year for the data you want to retrieve.
-------------	---

Type	Indicate how totals should be generated. Select one of the following: <ul style="list-style-type: none"> • Amount: Totals activity amounts • Unit: Totals activity units • Currency: Totals amounts using activity currency instead of base currency • AC/GL Acct Unit Amount: Totals amount balances by activity, account category, company and accounting unit (you must maintain accounting unit balances) • AC/GL Acct Unit Units: Totals unit balances by activity, account category, company, and accounting unit (you must maintain accounting unit balances)
-------------	---

Budget	If you selected Amount or Unit for the Type, you can select Yes to accumulate totals from activity budgets.
---------------	---

Budget Nbr If you selected Yes in the Budget field, select the budget number to use for accumulating totals.

4. Choose the Single Ranges page to define one set of data you want to associate with the total name. Consider the following tabs under the Single Ranges page.

AC Parameters If you selected Amount, Unit or Currency in the Type field on the Main page, you can identify a combination of activities and account categories as if they were one amount. You can select:

- an activity or activity list
- a range of account categories or an account category group

GL Parameters If you selected AC/GL Accounting Unit Amounts or AC/GL Accounting Unit Units in the Type field, consolidate those balances by identifying a combination of companies and accounting units. You can select one of the following:

- a company and accounting unit
- a company group and accounting unit
- an accounting unit list

NOTE The GL Parameters fields relate to accounting unit balances you maintain in Project Accounting. To maintain these balances, you must select Yes in the Accounting Unit Balance field on Activity Group (AC00.1) and run AC191 to update those balances.

– or –

TIP Total ranges let you associate multiple sets of data with the total name.

You can choose the Multiple Ranges page to associate multiple sets of data with the Total Name. For example, if you want to retrieve data from three different lists of activities you can define three sequences of AC Parameters in a total range.

- Choose Define in the Total Range field to access Activity Total Range (AC36.1).
- Type a name and description for the total range.
- Complete fields on the AC Parameters or GL Parameters form tabs as you would on AC35.1 to define the sets of data you want to associate with the total name.
- Choose the Add form action after each set of data you define. The total range name remains the same for each set of data and the application automatically assigns a sequence number to each set of data to uniquely identify it.

Calculating Computed Budgets

After you define a compute statement and the compute parameters (or total names) that you will be using, you are ready to calculate the computed budget. You can calculate budgets using the same forms you use to define budgets, or you can run a batch program to recalculate existing budgets. Use this procedure to calculate activity group budgets or activity budgets using compute statements.

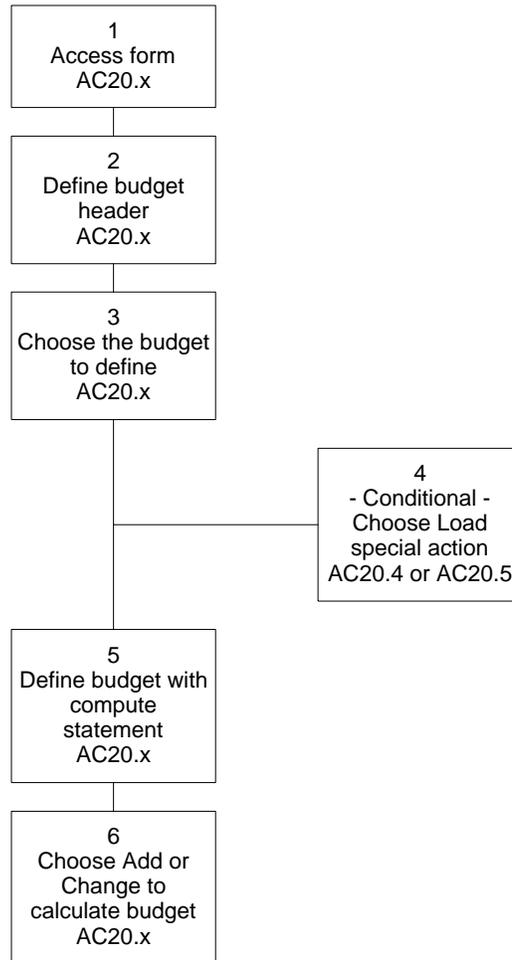


Need More Details? Check out the following concepts:

- ["What Is a Compute Statement?"](#) on page 291

STOP Before calculating a budget you must define any compute statements, compute parameters, and total names you will use to calculate the budget.

Figure 37. Procedure flow: Calculating a budget



STEPS To calculate a budget

- 1.

TIP This procedure covers only aspects of budget definition that are unique to computed budgets. For more information, see ["Defining Activity Group Budgets"](#) on page 247. For more information, see ["Defining Activity Budgets"](#) on page 263.

Access the appropriate form to define a budget using a compute statement.

To	Use
Define a life only computed budget	Life Only Activity Budget (AC20.1)
Define an annual computed budget	Annual Activity Budget (AC20.2)
Define period computed budgets	Period Activity Budget (AC20.3)
Define a computed budget by activity	Activity Budgets by Activity (AC20.4)
Define a computed budget by account category	Activity Budgets by Account Category (AC20.5)

2. Choose the New Budget button and use the subform that appears to define a budget header.
3. Choose the budget you want to define by selecting the appropriate activity group, activity, account category, budget number, year, and period combination.
4. If you are using Activity Budgets by Activity (AC20.4) or Activity Budgets by Account Category (AC20.5), use the Load special action to load activities or account categories.
5. Define the budget using the compute statement. Consider the following fields.

Action	To compute budget amounts, select Compute Amounts (C) as the action to perform. To compute budget units, select Compute Units (U).
Compute	Select the compute statement you want to use to calculate the budget. For more information, see "Defining a Compute Statement" on page 295.
Compute Parameter	Select a compute parameter to further identify the data to use with the compute statement. For more information, see "Defining Compute Parameters" on page 297.

6. Choose the Add or Change form action to calculate the budget.

Option: Calculating a Budget with a Batch Program

As an option, you can use a batch program to recalculate existing budgets using compute statements.

- Run Budget Calculation (AC121). Consider the following fields.

Activity Group List, Activity Group, Activities, or Activity List	Identify the budgets you want to recalculate by selecting an activity group list, an activity group, up to six activities, or an attribute list.
--	--

Account Category	For activity budgets, select a range of account categories. You can leave this blank for activity group budgets.
Budget Level	Select the level to identify whether you want to recalculate Activity Group or Activity budgets.
Budget	Select a range of the budget numbers to recalculate. You can select activity group or activity budgets.
Year	Type a range of budget years for which you want to recalculate budgets. If you are using a life only budget, leave the Year fields blank.
Period	If you are recalculating period budgets, you can type the beginning and ending budget periods to calculate budgets for a range of budget periods. If you are using a life only budget, leave the Period field blank.
Override Compute	You can select a compute statement to use to recalculate the budget. If you do not select an override compute statement, the compute statement defined for the budget is used. NOTE You can use an override compute statement with the existing budget's compute parameter, or with an override parameter.
Override Parameter	You can select a compute parameter to use to recalculate the budget. If you do not select an override compute parameter, the compute parameter defined for the budget is used. NOTE You can use an override parameter with the existing budget's compute statement, or with an override compute statement.
Save Compute	You can assign the override compute and the override compute parameter to the existing budget. If you do not want to replace the compute statement and compute parameter in the existing budget, select No. The default is Yes.
Report Option	Select a report option: <ul style="list-style-type: none"> • Select Summary to include general budget information and budget totals. • Select Detail to include period amounts as well as general budget information and budget totals. The default is Detail.

Compute Type

Indicate whether you want to recalculate the existing budget's amounts or units. The default is Amount.

Chapter 14

Changing Budgets

You can make changes to a budget after it is defined to reflect an adjustment to the project or task, such as decreasing the total amount budgeted. If you use change orders to make these modifications, you can flag the application to automatically provide an audit trail of the changes. As an option, you can also incorporate an approval process for changes or lock a budget to prevent changes to the budget. This chapter focuses on changing an existing budget and provides information about how you can track those changes.

STOP The procedures in this chapter apply only to existing budgets. For information on defining budgets, see any of the following. For more information, see ["Defining Activity Group Budgets"](#) on page 247. For more information, see ["Defining Activity Budgets"](#) on page 263. For more information, see ["Defining Computed Budgets"](#) on page 289.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 310

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a Change Order?"](#) on page 309

What Is a Change Order?

A change order is a request for a change to budget. You change a budget without a change order by making a change on the same form you used to define the budget, such as Life Only Budget (AC20.1). This process is different from the process of using change orders in several ways, as described in the following table.

Changes made on budget forms	Changes made with change orders
<ul style="list-style-type: none">• Are effective immediately after you choose the Change form action• Leave no audit trail or record of the change• Automatically update all budgets (period, annual, and total) and keep them in balance	<ul style="list-style-type: none">• Must be released and approved before an actual budget change is made• Can be automatically tracked by the application and can be reported on• Automatically update all budgets (period, annual, and total) and keep them in balance

Rules for Using Change Orders

Two key rules apply to change orders:

- Each budget can have only one unreleased change order at a time.
- Change orders must be maintained on the form on which they were defined. For example, change orders created on Period Budget Change Order (AC21.3) must also be maintained on AC21.3.

Integration with ProcessFlow

The ProcessFlow application can be used with change orders to notify you when change orders have been entered and need to be approved and again when change orders have been approved and need to be released.

Change Orders and Locked Budgets

As an option, you can **lock** budgets to prevent them from being changed or deleted. You can also secure the locking procedure by limiting who can lock and unlock budgets. The following rules apply to locked budgets:

- Budgets are locked by activity and budget number. This means that you cannot change any activity budget for that budget number, but you can create or modify activity budgets under a different budget number.
- You can enter change orders for a locked budget, but you cannot approve or release those change orders until the budget is unlocked.

Procedures in this Chapter

This chapter provides detailed instructions for modifying existing budgets using change orders. You can change budgets to reflect new budget amounts, rates, or units. You can flag the application to automatically create an audit trail of these modifications. To prevent changes or deletions, you can lock a budget. Use the procedures in this chapter to modifying an existing budget.

- ["Entering Change Orders" on page 310](#)
- ["Approving Change Orders" on page 313](#)
- ["Releasing Change Orders" on page 314](#)
- ["Locking a Budget" on page 314](#)

Entering Change Orders

A change order is a request for a change to budget. You change a budget without a change order by making a change on the same form you used to define the budget, such as Life Only Budget (AC20.1). Use this procedure to create a change order to modify an existing budget.



Need More Details? Check out the following concepts:

- ["What Is a Change Order?" on page 309](#)

STOP If you want the application to automatically create an audit trail of budget changes made with change orders, you must select Yes in the Change Order Audit field on Activity Group (AC00.1).

STEPS To entering a change order

1. Access an appropriate change order form.

To process a change order for	Use
A life only budget	Life Only Budget Change Order (AC21.1)
An annual budget	Annual Budget Change Order (AC21.2)
A period budget	Period Budget Change Order (AC21.3)
Any type of activity budget, based on the year and period values you enter	Activity Budget Change Orders by Activity (AC21.4)

IMPORTANT If you need to maintain a change order, you must maintain it using the same form used to create it. You can only maintain unreleased change orders.

- Use the change order form to select the budget for which you want to process a change order. Consider the following fields.

Activity Group, Activity, Account Category, and Budget Number Use these fields to select the budget for which you want to process a change order.

NOTE Each budget can have only one unreleased change order at a time.

Year, Pd This field appears only on Activity Budget Change Orders by Activity (AC21.4). To select the appropriate budget type the fiscal year and period (for period budgets only) for the budget you want to select.

Change Order ID and Effective Date Leave these fields blank at this time.

NOTE The Inquire form action will display existing change orders. You must use the Load special action to add a new change order.

3. Use the Load special action to load budget data. The existing budget data displays above the lines you can use to make changes.
4. Define the change you want to make to the budget or define a new budget amount. Complete one of the following fields for each line item.

Chg Amt (Change Amount)

In the Change Amount line you can define the net change for the budget as an amount or as the product of a rate and units. For example, the current budget of \$2,000 represents 100 hours of work at a rate of \$20 an hour. New estimates show that only 50 hours of work will be required.

You can enter -1,000 to show the decrease in the budget amount, or you can enter -50 to show a decrease in the number of units and have the application automatically calculate the new amount.

New Bud (New Budget)

In the New Budget line you can define the new budget amount change for the budget as an amount or as the product of a rate and units. For example, the current budget of \$2,000 represents 100 hours of work at a rate of \$20 an hour. New estimates show that only 50 hours of work will be required.

You can enter a new amount of \$1,000, or you can enter 50 as the new units and have the application automatically calculate the new amount.

5. Identify the change order and the effective date for the changes you want to make. Consider the following fields.

Change Order ID

Type an identifying name and description for the change order. This description will appear on change order audit reports and should reflect the reason for or type of change that you are making.

TIP You can select the Attachments button in the Change Order ID field to define URL links or comments for the change order.

Effective Date

Type the date you want the change to be effective. This is the date that the change order can be released. If you leave this field blank, the current date defaults.

6. Add the change order. A ProcessFlow trigger in this program notifies you that a change order has been entered.

Followup Tasks

- The change order must be approved and released before the change is made to the budget. Details are found elsewhere in this user guide. For more information, see ["Approving Change Orders"](#) on page 313. For more information, see ["Releasing Change Orders"](#) on page 314.

Related Reports and Inquiries

To	Use
View the change order history of a budget	Change Order History (AC421)

Approving Change Orders

After change orders are entered and before they are released they must be approved. The approval process lets you better manage and monitor changes to budgets. Use this procedure to approve entered change orders.

STEPS To approve change orders

1. Access Change Order Approval (AC22.1).
2. Inquire on the change order you want to approve.
3. Select Yes in the Approve field to approve the change order. A ProcessFlow trigger in this program notifies you that the change order needs to be released.

Followup Tasks

- The approved change order must be released before the change is made to the budget. For more information, see ["Releasing Change Orders"](#) on page 314.

Related Reports and Inquiries

To	Use
View the change order history of a budget	Change Order History (AC421)

Releasing Change Orders

After change orders are entered and approved, they must be released to make the budget changes final. Use this procedure to release approved change orders.

STEPS To release change orders

1. Access Change Order Approval (AC22.1).
2. Inquire on the change order you want to release.
3. Use the Release special action to release the change order. Releasing the change order updates the budget.

Locking a Budget

You can lock a budget to prevent it from being changed or deleted. This prevents changes being made to the budget through change orders or directly on the budget forms. Use this procedure to lock one or more budgets.

STEPS To lock a single budget

- Access Budget Lock (AC20.8). Consider the following fields.

Activity Group, Activity, and Budget	In these fields select the activity group, activity, and budget combination that represents the budget you want to lock or unlock.
Active Budget	This display field shows the active budget for the activity group, activity, and budget combination you selected.
Lock	Select Yes to lock the budget. Locking prevents deletion of the budget or changes to it. You can select No to unlock a budget that had been locked previously.

STEPS To lock multiple budgets

- Access Mass Budget Lock (AC128). Consider the following fields.

Activity Group List, Activity Group, Activity, or Activity List	Select the activity group list, activity group, activity, or activity list for which you want to lock budgets.
Lock	Select Yes to lock the budget(s). Locking prevents deletion of the budget or changes to it. You can select No to unlock a budget that had been locked previously.
Budget Level	Specify the budget level being locked. Valid options are Activity (A) or Activity Group (G). If you select G, Activity and Activity List must be blank.
Budget	Specify the range of budgets to be locked.
Update	Select Yes to lock the specified budgets. Select No to create a report without locking budgets.

Related Reports and Inquiries

To	Use
Inquire on all valid budgets assigned to a specific activity or activity group	Budget Control (AC25.1)
List all valid budgets assigned to a specific activity or activity group	Budget Control Report (AC225)

Chapter 15

Transaction Processing Overview

This chapter provides an overview of the transaction processing capabilities of Project Accounting. You can process transactions that you enter directly in Project Accounting as well as transactions that originate in other Lawson and non-Lawson applications. This section also covers special processing such as tracking commitments, processing encumbrances, and capitalizing activities.

STOP Before you can begin processing Project Accounting transactions, you must complete all required setup as described in the Setup section of this user guide. If you are using budget edits, define budgets as described in the Budget section of this user guide. You should also complete Billing and Revenue Management setup if you will be using that application. See the *Billing and Revenue Management User Guide* for details.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["Overview of Transaction Processing" on page 318](#)

Overview of Transaction Processing

Project Accounting transactions can originate from a variety of sources and can be processed for a variety of purposes. When you process transactions you capture the data to store in the activity structure you defined during setup. Processing creates activity transactions, updates activity balances, and makes the most current information available for reporting and analysis.

Transaction Origination

You can perform several types of processing in Project Accounting. You can:

- create entries directly in Project Accounting that cannot be created from any other source
- interface transactions from non-Lawson applications, such as a point of sale or patient billing system
- transfer transactions from other Lawson applications, such as Accounts Payable or Payroll

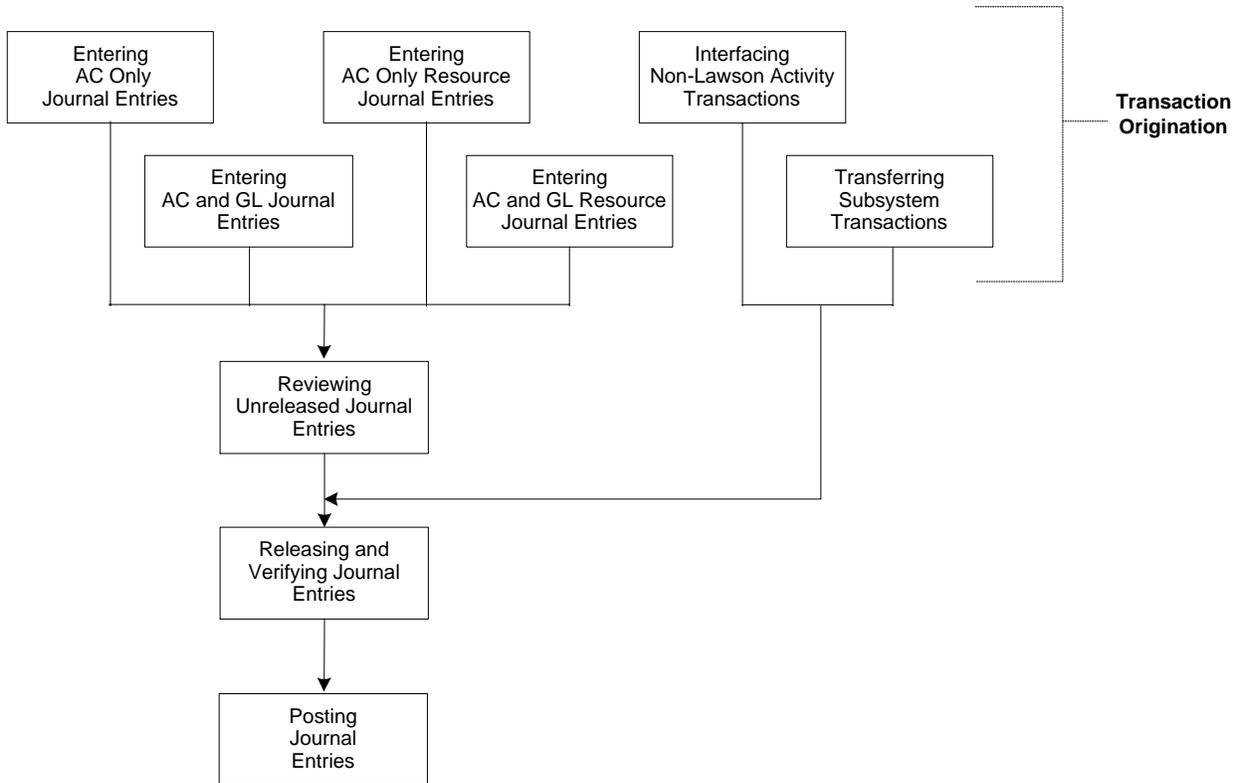
Releasing and Posting

After entries are created in Project Accounting or brought in from other sources, you will need to:

- release any entries you created directly in Project Accounting
- post all entries, regardless of the method used to create them

You can also change the activity, account category, description, or transaction attributes associated with transactions prior to posting them.

Figure 38. Illustration: Transaction processing in Project Accounting



Other Processing Options

In addition to capturing and processing transactions, you can perform other special processing options in Project Accounting, including:

- setting up commitments to capture costs that will be charged to an activity at a future date
- processing encumbrances to create General Ledger transactions from current activity commitments
- creating assets in the Asset Management application from activities used to track capital project costs
- closing Project Accounting (optional)

Finding Details in this Section

You can find details about concepts and procedures related to transaction processing in the following Project Accounting User Guide chapters and in other noted resources.

Processing Option	Description	For details, see
Tracking commitments	A commitment is an expense that will be charged to an activity at a future date. Commitments represent obligations that have been incurred, but not yet paid. Use the procedures in this chapter to set up commitment tracking.	"Processing Commitments" on page 323
Creating transactions	You can create entries directly in Project Accounting or bring in transactions from other sources. To complete processing, you must post those transactions.	"Processing Transactions" on page 337
Processing encumbrances	You can use encumbrance processing to create General Ledger transactions from current activity commitments. Encumbrances are designed to be processed once per period and auto-reverse in the following period.	
Capitalizing projects and activities	You can accumulate costs for capital projects in Project Accounting. When the project is complete, you can interface information to Asset Management to create one or more assets that you want to place in service.	"Capitalizing Activities" on page 375

Processing Option	Description	For details, see
Closing a period	Closing a period is optional in Project Accounting. If you use the closing control options that are part of General Ledger system control, you must run the Project Accounting period closing program before closing General Ledger.	"Closing a Period" on page 391

Chapter 16

Processing Commitments

A commitment is an expense that will be charged to an activity at a future date. Tracking commitments allows you to see real-time costs in Project Accounting. If you use budget edits, or you want to process encumbrances, it is important to understand how commitments work. This chapter provides information and procedures for tracking commitments in Project Accounting.

STOP Complete all required setup in the Setup section of this user guide. If you will be tracking commitments, you must also complete all setup described in this chapter before you enter any transactions.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 331

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Are Commitments?"](#) on page 324
- ["How Are Commitments Updated?"](#) on page 324
- ["Programs That Update Commitments"](#) on page 327
- ["Benefits of Tracking Commitments"](#) on page 330

What Are Commitments?

NOTE You can create revenue commitments if you use the Lawson Billing or Order Entry applications.

A commitment is an expense that will be charged to an activity at a future date. Commitments are expense obligations that have been incurred, but not yet paid. Examples include purchase orders, requisitions, unposted vendor invoices, current time entries, employee expense entries, and so on.

Commitments are created when an activity and account category are defined in a transaction. You determine the Lawson applications that should generate commitments when an activity and account category are addressed in the originating transaction. Generally, commitments are created when an entry is released. Commitments are updated dynamically with changes in the status of a transaction. For example, if a requisition for \$2,000 is issued, a \$2,000 commitment is created. If the requisition amount changes to \$2,100, the commitment changes to \$2,100.

Manual Commitments

You can use manual commitments to commit budget dollars for miscellaneous expenses such as travel expenses, tuition expenses, or miscellaneous resource charges in advance of a requisition or invoice. Manual commitment transactions appear as commitments in reports and in the budget edit process. Manual commitments are not relieved by any particular expenditure. You will delete or purge them once the actual expense comes through or the manual commitment expires.

How Are Commitments Updated?

Because transactions can originate in many different Lawson applications and follow different paths, the process for updating a commitment is not the same for each transaction. Details on tables showing Lawson applications and programs that can generate commitments are found elsewhere in this user guide. For more information, see ["Programs That Update Commitments"](#) on page 327.

Example

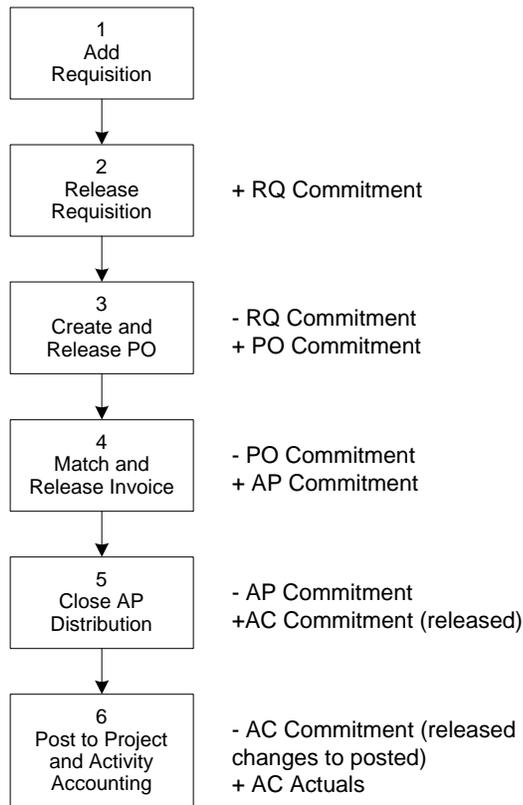
This example shows how commitments are tracked for the acquisition of equipment for the LGE Drug XYZ Research Study. It tracks the commitment process through the Requisitions, Purchase Order, Accounts Payable, and Project Accounting applications.

1. A purchasing agent at LGE Corporation enters a requisition for one computer at a cost of \$2,000 in the Requisitions application with the following transaction line.

Co	Acct Unit	Acct	Amount	Activity	Account Category
4321	201	51100	\$2,000	ADMISSIONS	EQUIP

2. When the requisition is released, the activity commitment file is updated with a \$2,000 requisition commitment for the ADMISSIONS activity.
3. The requisition is approved and a purchase order is created. When the purchase order is released, the requisition commitment is relieved and a new purchase order commitment is created.
4. The purchase order is issued, and the computer is received. After the invoice matching process, the invoice batch is released in Accounts Payable and the commitments are updated again. The purchase order commitment is relieved and the accounts payable commitment is created.
5. The invoice distribution is closed on AP175 (Invoice Distribution Closing) Invoice Distribution Closing (AP175) and the commitments are updated again to relieve the accounts payable commitment. Because invoice distribution creates an activity transaction that has yet to be posted, an activity commitment is created.
6. When the activity transaction is posted, the commitment is relieved and the balance files are updated with the actual transaction amount.

Figure 39. Illustration: Dynamics of the commitment files during processing



Programs That Update Commitments

The following table shows the specific programs in the Lawson applications that update commitments. Commitments are updated when the transaction status is changed to released, with one exception. Commitments are updated for time records created in the Payroll application when the transaction status is changed to current.

System	Program	Transaction
Accounts Payable	Batch Control (AP25)	Invoices
	Invoice Release (AP26)	
	Invoice Interface (AP52)	
	Batch Release (AP125)	
	Mass Invoice Release (AP126)	
	Invoice Interface (AP520)	
Accounts Receivable	Transaction Header (AR42)	Invoices
	Application Closing (AR190)	
	Transaction Interface (AR560)	
Billing	Invoice Entry (BL20)	Invoices
	Batch Control (BL29)	
	Invoice Batch Release (BL120)	
	Create Recurring Invoices (BL130)	
	Billing Interface (BL520)	
Cash Management	Bank Transaction Entry (CB20)	Bank Transactions
	Reconciliation Variance Adjustment (CB500)	
Employee Expense	Advance Release (EE35)	Expenses
	Mass Employee Release (EE135)	

System	Program	Transaction
General Ledger	Journal Entry (GL40)	Journal Entries
	Journal Control (GL45)	
	Recurring Journal Control (GL75)	
	Recurring Journal Interface (GL170)	
	Transaction Interface (GL165)	
	Remote Site GL Transaction Upload (GL311)	
	Allocation Interface (CA190)	
Grant Management	Salary Encumbrance Processing (GM110)	Salary Encumbrances
Order Entry	Item Speed Entry (OE10)	Orders
	Returns (OE30)	
	Batch Order Release (OE110)	
Payroll	Time Record Entry (PR36)	Time Records
	Time Record Selection (PR38)	
	Manual Payment (PR80)	
	Adjustment (PR82)	
	Retroactive Pay Calculation (PR131)	
	Batch Time Record Update (PR137)	

System	Program	Transaction
Project Accounting	Journal Entry (AC Only) (AC40.1)	Activity Entries
	Journal Entry (AC and GL) (AC40.4)	
	Resource Journal Entry (AC Only) (AC41.1)	
	Resource Journal Entry (AC and GL) (AC41.4)	
	Subcontractor Time Entry (AC42)	
	Manual Commitments Transaction Entry (AC46)	
	Allocation Update (AC131)	
	DI541 (Time Entry Commitments)Time Entry Commitments (DI541)	
Purchase Order	Purchase Order Entry (PO20)	Purchase Orders
	Purchase Order Interface (PO100)	
	Received, Not Invoiced Report (PO135)	
Requisitions	Requisition (RQ10)	Requisitions
	Approval Review (RQ12)	
	Requisition Interface (RQ500)	

Benefits of Tracking Commitments

The primary benefit of tracking commitments is the ability to view real time costs for your project, including costs that have been incurred but not yet paid. Without commitments, costs must be processed and posted before they are available for analysis in Project Accounting.

Several online inquiries are available in Project Accounting for viewing actual amounts, budgets, commitments (including line item detail), and remaining budget by activity. This provides a current and comprehensive view of historical, current and anticipated future costs.

If you need to see real-time costs in activities, or if you use budget edits, you should activate commitments. Commitments are a key component in the budget edit formula. (For more information, see ["What Are Budget Edits?"](#) on page 232.) If you use the Financials Data Mart, you can also include commitments as part of the Scenario dimension.

Example

Joe Schmidt is the project manager for Moosewood Stores. Every day, he needs to know what the up-to-the-minute costs are for various parts of the remodeling project. To see real-time information, he inquires using Activity Analysis (AC90). He selects all activities and account categories in the stores activity group, and he selects the Actual, Commitment, Budget button to view actual amounts, commitments, total budget and remaining budget by activity.

Procedures in this Chapter

This chapter provides detailed instructions for processing commitments in Project Accounting.

- ["Setting Up Commitment Tracking" on page 331](#)
- ["Defining Manual Commitments" on page 333](#)
- ["Purging Manual Commitments" on page 336](#)

Setting Up Commitment Tracking

A commitment is an expense that will be charged to an activity at a future date. They represent obligations that have been incurred, but not yet paid. Use this procedure to set up commitment tracking for Project Accounting.

 **Need More Details?** Check out the following concepts:

- ["What Are Commitments?"](#) on page 324
- ["How Are Commitments Updated?"](#) on page 324
- ["Programs That Update Commitments"](#) on page 327
- ["Benefits of Tracking Commitments"](#) on page 330

STEPS To set up commitment tracking

1. Access System Codes (GL01.4), Commitments page and inquire to display the Lawson systems.
2. Flag each Lawson application from which you want to track commitments. Consider the following fields.

AC Commit Flag This field determines whether commitments are created for transactions that originate in specific Lawson applications. You can activate commitments for the following applications:

- Accounts Payable (AP)
- Purchase Order (PO)
- Requisitions (RQ)
- Payroll (PR)
- Cash Management (CB)
- Employee Expense (EE)
- Accounts Receivable (AR)
- Order Entry (OE)
- Billing (BL)
- Project Accounting (AC)
- Grant Management (GM)
- General Ledger (GL)

NOTE If you activate the commitments flag for Requisitions, you must also activate commitments for Purchase Order and Accounts Payable. If you activate commitments for Purchase Order, you must also activate commitments for Accounts Payable

AC Commit Percent	You can type a percentage to add additional costs to commitments for overhead or fringe benefits. The percentage is calculated and added to commitment amounts when you inquire or report on activity commitments.
--------------------------	--

AC Bud Choose Yes or No to edit budgets. If you choose Yes, the system verifies the amounts under the budget based on options you define on Activity Group (AC00.1).

3. Choose the Commit Date link next to the PO System code to access Commit Date Option (GL01.6). Consider the following fields.

PO Encumbrance Date Options Select which date you want assigned to the commitment

- PO Date (P)
- PO Delivery Date (D)

Received Not Invoiced AC Update Options Select Yes if you want Received, Not Invoiced Report (PO135) to create commitments in AC for items received but not invoiced.

4. Choose the Commit Date link next to the RQ System code to access Commit Date Option (GL01.6). Consider the following fields.

RQ Commitment Date Options Select which date you want assigned to the commitment

- RQ Creation Date (C)
- RQ Delivery Date (D)

Followup Tasks

- Commitments will be created and updated through regular processing. For more information, see ["How Are Commitments Updated?"](#) on page 324. For more information, see ["Programs That Update Commitments"](#) on page 327.

Related Reports and Inquiries

To	Use
Create a list of summarized activity commitments	Activity Commitment Summary (AC295)
Create a detailed list of commitments	Commitment Detail Report (AC298)
View activity budgets, actuals and commitments	Activity Analysis (AC90) or AC95 (Account Category Analysis)Account Category Analysis (AC95)
View commitment detail records, such as purchase order line detail	Commitment Detail Analysis (AC98)

Defining Manual Commitments

A commitment is an expense that will be charged to an activity at a future date. Manual commitments let you designate an expense either before you

receive an invoice or for miscellaneous expenses that will not go through other Lawson systems. In other words, you can include an expense obligation to be counted against your budget before you actually incur the expense.

 **Need More Details?** Check out the following concepts:

STEPS To create manual commitments

1. Access Manual Commitments Transaction Entry (AC46.1).
2. Enter the details of the commitment. Consider the following fields.

Activity	Type or select the activity for the commitment.
Acct Cat	Type or select the account category for the commitment.
Trans Date	Type or select the date of the transaction.
Exp Date	Type or select an end (or expiration) date for the manual commitment.
NOTE The batch purge Manual Commitments Purge (AC346) uses this date.	
Curr	You can type or select a currency for the transaction.
Amount	Type the amount for the commitment in the transaction currency.

NOTE If the resource information is the same for all the transaction lines you enter, you can use Default Information (AC46.3) to define resource information for all transaction lines instead of clicking the More link for each individual transaction.

Desc	Type a description of the manual commitment transaction.
-------------	--

3. Optional. To define additional resource information for each transaction, access Additional Information (AC46.4) by clicking the More link on each line. Additional information includes resource type, resource company, and resource code. If additional information exists for a transaction, an asterisk (*) displays next to the More link.
4. Optional. After you add a commitment transaction, you can analyze the totals on Commitment Detail Analysis (AC98.1). Click the Totals link by the transaction line.

Related Reports and Inquiries

To	Use
Create a list of current manual commitments and details	Manual Commitments Listing (AC246)
Create a list of all summarized activity commitments (including manual commitments)	Activity Commitment Summary (AC295)
Create a detailed list of all commitments (including manual commitments)	Commitment Detail Report (AC298) NOTE This report does not include released ACTRANS commitments.
View activity budgets, actuals, and commitments (including manual commitments)	Activity Analysis (AC90) or Account Category Analysis (AC95)
View commitment detail records (including manual commitments)	Commitment Detail Analysis (AC98) NOTE These records do not include released ACTRANS commitments.

Purging Manual Commitments

You can delete individual commitment transactions on Manual Commitments Transaction Entry (AC46.1), but use Manual Commitments Purge (AC346) to purge commitments in a batch by setting up a batch job.

IMPORTANT To make sure that you remove manual commitments that have been expensed, Lawson recommends that you run Manual Commitments Purge (AC346) at least monthly.



Need More Details? Check out the following concepts:

STEPS To delete individual manual commitments in a batch

1. Access Manual Commitments Purge (AC346).
2. Enter the activities that have manual commitments you want to review or purge. You can narrow the activities you specified by including account category groups or specific account categories. Consider the following fields.

Purge Through Date

Type or select the date to purge the manual commitments through.

Manual commitments with an expiration date less than or equal to the date in this field will be purged.

Update

Choose No to run the program in report only mode. Choose Yes to run the program in update mode and purge the selected records.

IMPORTANT Before you run AC346 in update mode, use the report only update option (No) to create a listing of the records to be purged.

3. Optional. You can filter the records further by resource using the Other Options page. Other options include resource type, resource company, and resource range.

Chapter 17

Processing Transactions

This chapter focuses on journal entry processing in Project Accounting. Several options for creating journal entries are covered as well as the process for releasing, editing, and posting transactions.

STOP Before you can create journal entries, complete all required Project Accounting setup as discussed earlier in this user guide.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 345

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["Where Do Transactions Originate?"](#) on page 338
- ["What Are Journal Entries?"](#) on page 338
- ["What Are Resource Journal Entries?"](#) on page 340
- ["What Is Subcontractor Time Entry?"](#) on page 341
- ["How Do I Transfer Transactions from Lawson Applications?"](#) on page 342
- ["What Happens When I Post Activity Transactions?"](#) on page 343
- ["What Are Transaction Statuses?"](#) on page 344
- ["What Are Options for Editing Transactions?"](#) on page 344

Where Do Transactions Originate?

Project Accounting transactions can originate from a variety of sources. You can:

- create journal entries directly in Project Accounting
- interface transactions from non-Lawson applications, such as a point of sale system or a patient billing system
- create activity-related transactions in other Lawson applications

Creating Transactions Directly in Project Accounting

The majority of transactions in Project Accounting originate in other Lawson applications or are interfaced from non-Lawson applications. However, you can also create transactions directly in Project Accounting. You can create three types of transactions in Project Accounting:

- basic journal entries
- resource journal entries
- subcontractor time entries

Each of these transaction types is detailed in the concepts that follow.

What Are Journal Entries?

Journal entries are transactions you initiate directly in Project Accounting. You can use journal entries to record information, or to make adjusting entries to correct information previously posted to Project Accounting.

Example One

A project accountant is working on a cost analysis for Moose Wood Outfitters' new store projects. Some transactions that originated in Accounts Payable have been posted to the wrong activity. She creates a journal entry using the Miscellaneous Journal Entry form to reclassify the costs from the wrong activity to the correct activity.

Example Two

LGE Corporation wants to track the number of CT scans performed for their drug research project, but this information is not captured in other Lawson applications. They record the number of scans and enter the hours in Project Accounting using the Miscellaneous Journal Entry form.

Example Three

Research Associates, Ltd. provides market research services to its clients and bills their clients based on the number of focus group sessions they conduct. They enter the number of sessions using the Miscellaneous Journal Entry form.

**Units you enter on transactions that originate in Lawson applications are not available for units of production billing. For example, if you want to bill based on the number of units, such as the number of tests performed, do not address these quantities in transactions that originate in Accounts Payable or Payroll. Instead, enter units using the Miscellaneous Journal Entry form or the Resource Journal Entry form, or interface transactions containing units of production using the interface process.

AC Only versus AC and GL Journal Entries

Basic journal entries can be further broken down based on the posting option you select: AC Only or AC and GL. The following table shows how those two posting options differ.

Journal entry type	Description
AC Only	An entry that posts to Project Accounting only (not to General Ledger).
AC and GL	An entry that posts to both Project Accounting and General Ledger.

Transactions posted to Project Accounting do *not* have to be balanced, but entries posted to General Ledger *must* be balanced. The following table shows options for a \$500 journal entry.

	AC		GL	
	Activity 1	Activity 2	Debit	Credit
AC unbalanced	500			
AC balanced	500	<500>		
AC unbalanced and GL balanced	500		500	<500>
AC balanced and GL balanced	500	<500>	500	<500>

What Are Resource Journal Entries?

NOTE For more information, see ["Defining Resources"](#) on page 117.

Resource journal entries let you enter hours or other units by resource. The application calculates the transaction amount by multiplying the units entered by the cost for the resource. Resources can be employees, vendors, assets, AC persons, or equipment. You must assign resources to activities to use resource journal entries.

You can post resource journal entries to Project Accounting only, or to both Project Accounting and General Ledger. When you post a resource journal entry to General Ledger, you define a single company, accounting unit, account, and subaccount to offset with the net entry amount.

Example One

Moose Wood Outfitters wants to record the number of hours each employee works on new store projects, but they do not use the Lawson Payroll application. They have set up all employees as resources in Project Accounting and assigned hours as the unit of measure. They have also specified a standard cost for each employee so that Project Accounting can automatically calculate the cost for a resource journal entry.

Example Two

LGE Corporation must submit copies of patient records to the sponsor of the drug research study. LGE staff uses copiers that LGE Corporation has defined as assets in the Asset Management application. They use a resource journal entry to track the number of copies made. They enter the asset resource and the number of copies on the transaction line of the entry and the application automatically calculates transaction amount.

What Is Subcontractor Time Entry?

NOTE To use Subcontractor Time Entry you must define AC resources and rates and assign them to activities. For more information, see ["Defining Resources"](#) on page 117.

You can use Subcontractor Time Entry to track time for individuals that work for companies you have contracted with for services. You specify the vendor (company), and invoice information, then enter units (hours) by activity and by individual (AC resource). The application automatically calculates the cost and billing amounts for each line by multiplying the units by the rates associated with the resource. When the time entry is released, an invoice is created automatically in Accounts Payable for payment.

Example

SBC Corporation has several individuals from a professional services staffing agency working on their projects. Subcontractor Time Entry lets them enter time by person and activity. When they release the entry, an invoice for the vendor (staffing agency) is created automatically in Accounts Payable.

How Do I Transfer Transactions from Lawson Applications?

The majority of transactions in Project Accounting are transferred from Lawson applications as part of the regular processing cycle in those applications. Activity transactions are automatically created from any of the following programs:

Program	Transaction type
Processing Release (AM170)	Capitalization transactions
Period Close (AM190)	Depreciation transactions
Invoice Distribution Closing (AP175)	Vendor invoices
Application Closing (AR190)	Customer adjustments, cash applications
Subsystem Update (BL123)	Billing (from Order Entry)
Revenue Billing Adjustment (BR40)	Billing and revenue adjustments
Invoice Print and Interface (BR121)	Customer invoices
Revenue Calculation (BR130)	Revenue recognition transactions
General Ledger Interface (IC130)	Inventory transactions
Transaction Interface (GL165)	Any transactions interfaced to General Ledger from non-Lawson systems
Journal Posting (GL190)	General Ledger journal entries
Allocation Interface (CA190)	General Ledger allocations
Recurring Journal Interface (GL170)	Recurring journal entries
Period Closing (GL199)	Reversing journal entries
Received, Not Invoiced Report (PO135)	Accruals for goods received not invoiced
General Ledger Posting (PR198)	Payroll entries

What Happens When I Post Activity Transactions?

Two programs are used for posting activity transactions: Activity Posting (AC190) and Accounting Unit Balance Post (AC191). These two programs can be run concurrently. When you run Activity Posting (AC190) in update mode, the program performs the following tasks:

- updates activity and account category balances in master and consolidation files, including currency balances
- changes activity transactions' status to posted
- relieves activity commitments
- creates burden and fee transactions (if applicable)
- calculates transaction amounts for billing and revenue recognition (if applicable)
- validates labor categories for labor transactions that did not originate in Project Accounting (for example, Lawson Payroll transactions or transactions interfaced from a non-Lawson system)
- interfaces burden transactions to General Ledger (if applicable)

If you maintain accounting unit or resource balances, you should run Accounting Unit Balance Post (AC191) after running Activity Posting (AC190). Accounting Unit Balance Post (AC191) performs the following tasks:

- updates accounting unit balances in activities/account categories
- updates resource balances in activities/account categories
- flags activity transactions as having been posted for accounting unit and resource balances

Transaction Posting Errors

You can set account edits on Activity Group (AC00) to control the processing of a transaction with a particular activity and account category. If a transaction contains an invalid combination of company, accounting unit, account, subaccount, activity and account category, the error is handled according to how the Account Edit option is set.

- If the activity group's GL Acct Assignment parameter is set to Yes-Substitute error suspense, the transaction's account category is automatically changed to the Error Suspense account category. You can enter a valid account category at the transaction's point of origin, or you can use Transaction Edit (AC45) to correct the account category before you post the transaction using Activity Posting (AC190).
- If the activity group's GL Acct Assignment parameter is set to Yes-Require valid assignment, an error message appears in the Lawson application during data entry. You will not be able to add the transaction until a valid company, accounting unit, account, subaccount, activity and account category are entered.

What Are Transaction Statuses?

Project Accounting transactions have three possible statuses, as shown in the following table:

Status	Code	Description
Unreleased	0	Transactions with an unreleased status have been added, but not yet released in Project Accounting. Unreleased transactions cannot be posted.
Released	1	Transactions with a released status are ready for posting. Lawson applications send transactions to Project Accounting in a released status. Entries created in Project Accounting must be released prior to posting.
Posted	9	Transactions with this status have been posted using Activity Posting (AC190).

What Are Options for Editing Transactions?

You can make changes to unreleased, released or posted transactions. The following conditions apply:

- Make changes to **unreleased** transactions on the same form you used for entry.
- Use Transaction Edit (AC45) to change the activity, account category, description, or transaction attribute associated with a **released** transaction.
- Use Transaction Edit (AC45) to back out a **posted** activity transaction. When you back out a transaction, the status is changed to Released. You cannot back out transactions that have been billed, transactions for which you have recognized revenue, or transactions that have been capitalized.
- Use Mass Transaction Backout (AC145) to back out multiple **posted** transactions and any associated burden transactions. When you back out transactions, the statuses are changed to Released. You cannot back out transactions that have been billed, transactions for which you have recognized revenue, or transactions that have been capitalized. For more information, see ["Backing Out Multiple Transactions"](#) on page 373.

Procedures in this Chapter

You have three options for creating activity transactions:

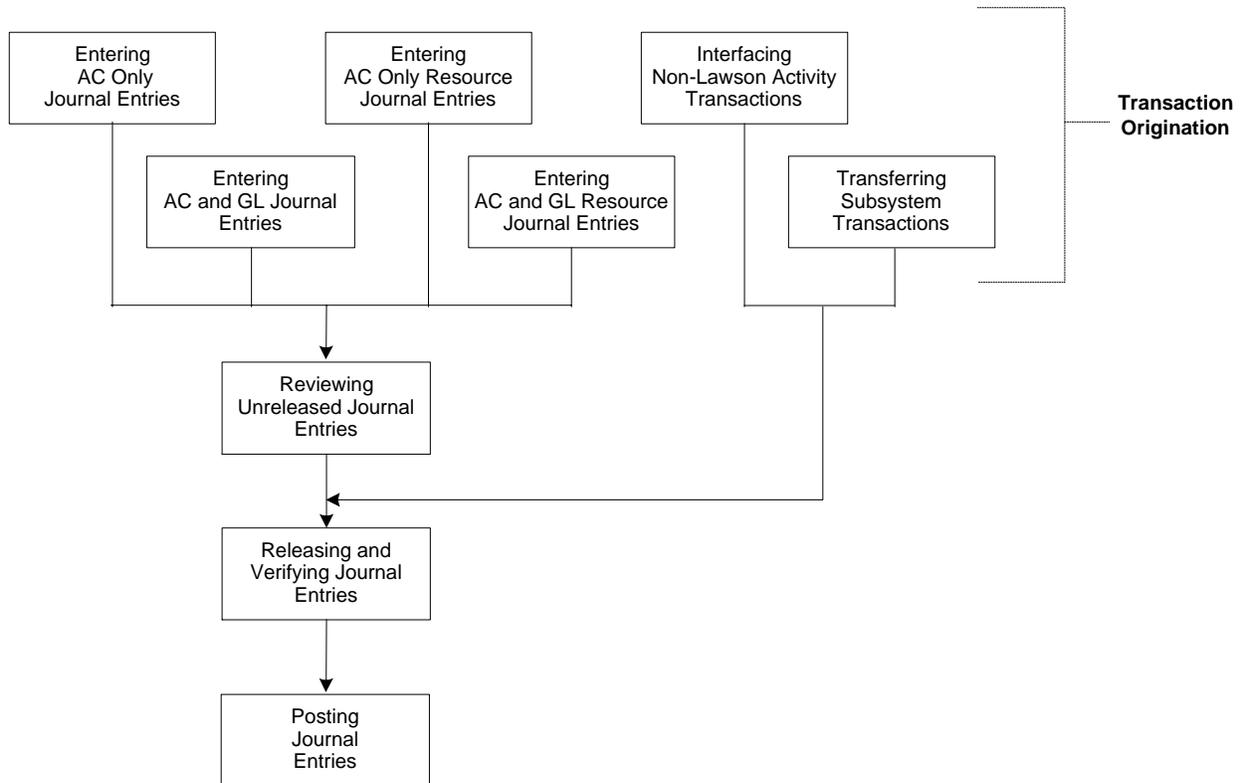
- create transactions in Project Accounting
- interface transactions from non-Lawson applications
- transfer transactions from other Lawson applications

After transactions are created, you will:

- review the unreleased entries you created directly in Project Accounting
- release transactions you created directly in Project Accounting and verify all transactions, regardless of where they originated
- post all entries, regardless of where they originated

This chapter provides detailed instructions for creating and processing journal entries and the following procedure relationship provides an overall picture of the journal entry processing cycle in Project Accounting.

Figure 40. Procedure relationship: Processing journal entries



Creating Journal Entries

Use this procedure to create journal entries in Project Accounting. You can post entries exclusively to Project Accounting (AC Only), or you can post entries to activities and General Ledger (AC and GL). Details on creating resource or subcontractor entries are found elsewhere in this user guide. For

more information, see ["Creating Resource Journal Entries"](#) on page 349. For more information, see ["Creating Subcontractor Time and Materials Entries"](#) on page 355.



Need More Details? Check out the following concepts:

- ["Where Do Transactions Originate?"](#) on page 338
- ["What Are Journal Entries?"](#) on page 338

STEPS To create a journal entry

1. Access the journal entry form.

To	Use
Create an AC Only journal entry	Journal Entry (AC only) (AC40.1)
Create an AC and GL journal entry	Journal Entry (AC and GL) (AC40.4)

2. Define the journal entry. Consider the following fields.

Control Group	Leave this field blank when adding a new entry; the system automatically creates the control group number. Type a description of the journal entry in the adjacent field.
Company	This field exists only on Journal Entry (AC and GL) (AC40.4). Select the General Ledger company to which you want to post the entry.
Posting Date	Type the posting date for the journal entry. If you selected Posting Date in the Date Edit field on Activity Group (AC00.1), the date you type here must fall within the date range of each activity you include in the entry. Date ranges are defined on Activity (AC10).
GL Only	This field appears only on Journal Entry (AC and GL) (AC40.4). Select Yes for lines that should be posted only to General Ledger. You will not be required to enter an activity and account category on the line. Select No for lines that should be posted to Project Accounting and General Ledger. You must enter activity and General Ledger information on the line.
Activity	Select the activity to which you want to post the transaction.
Acct Cat	Select the account category to which you want to post the transaction.

Amount	Type the transaction amount. You can indicate a credit amount with a negative (-) sign following the amount.
Units	Type the number of units for the transaction. Units require a unit of measure in the UOM field. NOTE If you address units for a line that you are posting to General Ledger, be sure the General Ledger account allows units.
UOM	If you entered units, select a unit of measure.
Curr	Select a currency code to identify the transaction's currency. You can use any currency code that has a relationship defined in the currency table associated with the activity group. If you leave this field blank, the activity currency defaults.
Desc	Type a transaction description. If you leave this field blank, the control group description defaults.

3. Choose the More button to access the Additional Information (AC60.2) subform.
 - a. Use the Main form tab to override or define new transaction information. Consider the following fields.

Company, Accounting Unit, Account	Select a company, accounting unit, account, and subaccount. The company, accounting unit, account and subaccount defined for the activity default.
Reference	You can type a reference for the transaction, such as a purchase order or invoice number.
Tran Date	Type the transaction date for the journal entry. If you selected Transaction Date in the Date Edit field on Activity Group (AC00.1), the date you type here must fall within the date range of each activity you include in the entry. Date ranges are defined on Activity (AC10).
User Analysis	This field appears only for AC and GL journal entries. To post the transaction to Strategic Ledger, select the user analysis values you want to associate with the transaction. User analysis values defined for the activity default.

- b. Use the Attributes form tab to define attributes for the transaction line. Consider the following fields.

Category	Transaction attributes defined for source journal AE (Activity Entry) appear.
-----------------	---

Value You can type or select an attribute value for any of the transaction attributes. For more information, see "[Defining Transaction Attributes](#)" on page 487.

NOTE For activities with cost plus billing parameters, values are first validated against Labor Category Assignment (BR03.3). If no values are present on Labor Category Assignment, (BR03.3) Labor Category Assignment, the values are validated against any values present for the transaction attribute on Attribute (MX00.1). These values are also edited against values on Labor Rate (BR03.1).

- c. Use the Amounts form tab to change transaction currency information. If you override currency information, process the change for the Additional Information (AC46.4) form and change the line on AC40.1 or AC40.4. Consider the following fields.

Transaction Amount, Curr The transaction amount and currency entered on the transaction line default. You can override the amount or the currency. The currency code must have a relationship defined with the base currency and the activity currency. These relationships are defined in the currency table associated with the activity group.

NOTE When you change the transaction currency, the system will recalculate the transaction amounts in base and activity currency if you blank out the base and activity currency amounts and rates.

Base Amount, Rate The base currency and rate are calculated automatically. Base currency is determined by the activity group associated with the activity in the transaction line.

To override the base currency amount, type a new amount and leave the base currency rate blank. The rate will be calculated based on the amount.

To override the base currency rate, type a new rate and leave the base currency amount blank. The amount will be calculated based on the new rate.

Activity Amount, Rate	<p>The activity currency and rate are calculated automatically. Activity currency is defined on Activity (AC10).</p> <p>To override the activity currency amount, type a new amount and leave the activity currency rate blank. The rate will be calculated based on the amount.</p> <p>To override the activity currency rate, type a new rate and leave the activity currency amount blank. The amount will be calculated based on the new rate.</p>
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One, Two (Report Currencies)	<p>The report one and report two currencies and rates are calculated automatically. Report currencies are determined by the activity group associated with the activity in the transaction line.</p> <p>To override a report one or report two currency amount, type a new amount and leave the rate fields blank. The rate will be calculated based on the amount.</p> <p>To override a report one or report two currency rate, type a new rate and leave the amount fields blank. The amount will be calculated based on the new rate.</p>
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4. You can choose the Totals button on either entry form to display debit, credit, and net totals by amounts and units. You can specify up to six currency codes to display.

Followup Tasks

- After journal entries are created, you can run Journal Edit Listing (AC240) to review unreleased journal entries for accuracy. For more information, see ["Interfacing Non-Lawson Activity Transactions"](#) on page 360.
- You must release journal entries before you can post them. For more information, see ["Releasing and Verifying Journal Entries"](#) on page 362.

Related Reports and Inquiries

To	Use
List activity transaction journal entries created, but not released	Journal Edit Listing (AC240)

Creating Resource Journal Entries

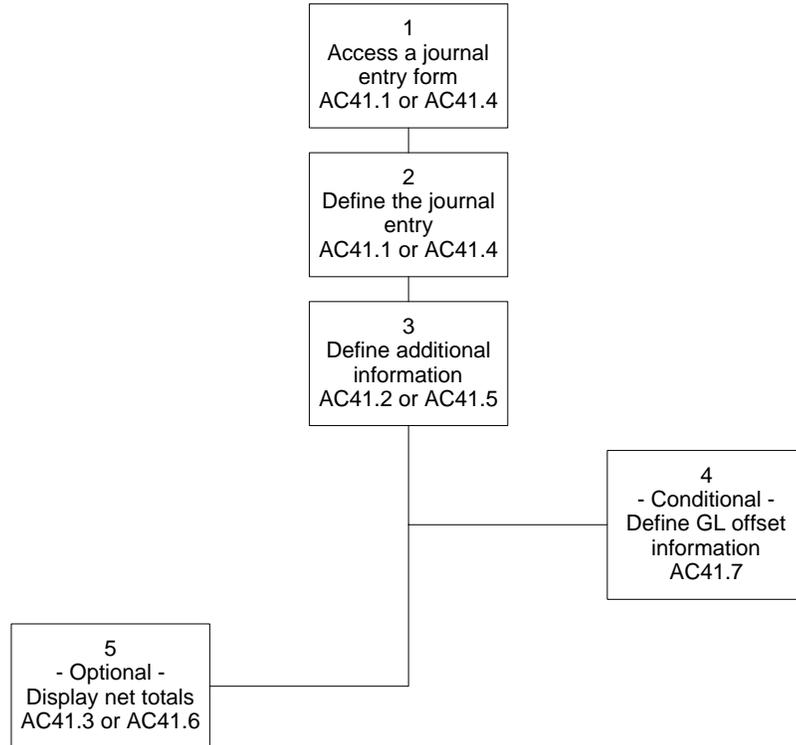
Use resource journal entries to enter transactions by resource. Resources must be assigned to the activities. The application calculates the transaction amounts by multiplying the units entered by the resource rates. Use this

procedure to create AC Only resource journal entries or AC and GL resource journal entries.

 **Need More Details?** Check out the following concepts:

- ["What Are Resource Journal Entries?"](#) on page 340

Figure 41. Procedure flow: Creating a resource journal entry



STEPS To create a resource journal entry

1. Access the journal entry form.

To	Use
Create an AC Only resource journal entry	Resource Journal Entry (AC only) (AC41.1)
Create an AC and GL resource journal entry	Resource Journal Entry (AC and GL) (AC41.4)

2. Define the journal entry. Consider the following fields.

Control Group	Leave this field blank when adding a new entry; the system automatically creates the control group number. Type a description of the journal entry in the adjacent field.
----------------------	--

Posting Date	Type the posting date for the journal entry. If you selected Posting Date in the Date Edit field on Activity Group (AC00.1), the date you type here must fall within the date range of each activity you include in the entry. Date ranges are defined on Activity (AC10).
Resource Type	<p>Select the resource type for which you want to create the entry. Options include:</p> <ul style="list-style-type: none"> • Asset • Employee • AC Person • Vendor • Equipment <p>The resource type cannot be changed after the resource is entered. If the resource type is incorrect, delete the journal entry and add a new journal entry.</p>
Resource	<p>Select the resource code for which you want to record the journal entry. The resource must be associated with the activity you select in the transaction line. The resource can be assigned to the posting activity, a summary activity or the activity group. For more information, see "Assigning Resources to Activities" on page 130.</p> <p>The adjacent field displays the resource description. You can override this description.</p>
Date	Type the transaction date for the journal entry. If you selected Transaction Date in the Date Edit field on Activity Group (AC00.1), the date you type here must fall within the date range of each activity you include in the entry. Date ranges are defined on Activity (AC10).
Activity	Select the activity to which you want to post the transaction.
Acct Cat	Select the account category to which you want to post the transaction.

Units	Type the number of units. The system calculates the entry amount by multiplying this number by the cost rate associated with the resource and activity. If the transaction is posted to a billable activity and bill rates are defined for the resource, a billing amount is also calculated in the transaction.
--------------	--

NOTE Details about how resource rates are determined during Resource Journal Entry are found elsewhere in this user guide. For more information, see "[What Are Resource Rates?](#)" on page 121.

Desc	You can type a description of the transaction. If you leave this field blank, the control group description defaults.
-------------	---

3. Choose the More button to access the Additional Information (AC41.2 or AC41.5) subform.
 - a. Use the Main form tab to override or define new transaction information. Consider the following fields.

Company, Accounting Unit, Account	Select a company, accounting unit, account and subaccount. The company, accounting unit, account, and subaccount information from the resource assignment defaults. If this information is not defined at the resource level, it defaults from Activity (AC10.1).
--	---

Reference	You can type a reference for the transaction, such as a purchase order or invoice number.
------------------	---

Unit of Measure, Bill Rate, and Billable Amount	If the activity in the transaction line is billable, you can override the resource's bill rate and billable amount. You cannot override the Unit of Measure.
--	--

User Analysis	This field appears only for AC and GL resource journal entries. To post the transaction to Strategic Ledger, select the user analysis values you want to associate with the transaction. User analysis values defined for the activity default.
----------------------	---

- b. Use the Attributes form tab to define attributes for the transaction line. Consider the following fields.

Category	Transaction attributes defined for source journal RS (Resource Entry) appear.
-----------------	---

Value

You can type or select an attribute value for each of the transaction attributes. "[Defining Transaction Attributes](#)" on page 487

For resource entries these values can default from Resource Account (AC03.9), which you can define when assigning resources.

NOTE For activities with cost plus billing parameters, values are first validated against Labor Category Assignment (BR03.3). If no values are present on Labor Category Assignment (BR03.3), the values are validated against any values present for the transaction attribute on Attribute (MX00.1). These values are also edited against values on Labor Rate (BR03.1).

- c. Use the Amounts form tab to change currency information. If you override currency information, process the change for the Additional Information (AC41.2 or AC41.5) form and change the line on AC41.2 or AC41.5. Consider the following fields.

Transaction Amount, Curr

The transaction amount and currency entered on the transaction line appear. Because the transaction amount and currency are determined by the resource's rate, you cannot change them.

Base Amount, Rate

The base currency and rate are calculated automatically. Base currency is determined by the activity group associated with the activity in the transaction line.

To override the base currency amount, type a new amount and leave the base currency rate blank. The rate will be calculated based on the amount.

To override the base currency rate, type a new rate and leave the base currency amount blank. The amount will be calculated based on the new rate.

Activity Amount, Rate	<p>The activity currency and rate are calculated automatically. Activity currency is determined in Activity (AC10).</p> <p>To override the activity currency amount, type a new amount and leave the activity currency rate blank. The rate will be calculated based on the amount.</p> <p>To override the activity currency rate, type a new rate and leave the activity currency amount blank. The amount will be calculated based on the new rate.</p>
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One, Two (Report Currencies)	<p>The report one and report two currencies and rates are calculated automatically. Report currencies are determined by the activity group associated with the activity in the transaction line.</p> <p>To override a report one or report two currency amount, type a new amount and leave the rate fields blank. The rate will be calculated based on the amount.</p> <p>To override a report one or report two currency rate, type a new rate and leave the amount fields blank. The amount will be calculated based on the new rate.</p>
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TIP If you created balanced entries within the transaction lines, you should still define GL Offset information to accommodate any rounding differences.

4. If you are using Resource Journal Entry (AC and GL) (AC41.4), choose the GL Offset button to access GL Offset Information (AC41.7). Consider the following fields.

Company, Accounting Unit and Account	<p>Select the General Ledger company, accounting unit, and account to which you want to post the balancing entry. The company, accounting unit, account and subaccount defined in each transaction line determine where the detail transaction amounts will be posted.</p>
---	--

Description	<p>Type a description to use in the General Ledger transaction. If you leave this field blank, the resource journal entry description defaults.</p>
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User Analysis	<p>To post the transaction to Strategic Ledger, select the user analysis values you want to associate with the transaction. User analysis values defined for the activity default.</p>
----------------------	--

Reference	<p>You can type a reference, such as a purchase order or invoice number, to include in the transaction.</p>
------------------	---

Amount and Currency Code	The amount and currency for the General Ledger transaction appear. The amount is determined from the total transaction lines to create a balanced General Ledger entry. The currency is the company's base currency.
---------------------------------	--

5. You can choose the Totals button on either resource journal entry form to display debit, credit, and net totals by amounts, units, and currency code. You can specify up to six currency codes to display.

Followup Tasks

- After resource journal entries are created, you can run Journal Edit Listing (AC240) to review unreleased journal entries for accuracy. For more information, see ["Interfacing Non-Lawson Activity Transactions"](#) on page 360.
- You must release resource journal entries before you can post them. For more information, see ["Releasing and Verifying Journal Entries"](#) on page 362.

Related Reports and Inquiries

To	Use
List activity transaction journal entries created, but not released	Journal Edit Listing (AC240)

Creating Subcontractor Time and Materials Entries

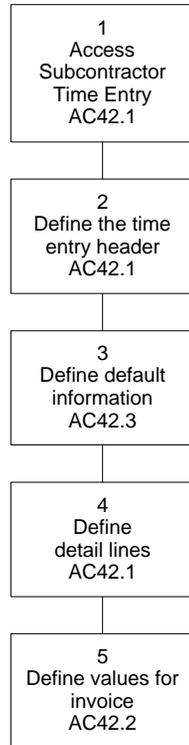
You can use Subcontractor Time Entry to track time for individuals that work for companies with whom you have contracted for services, or for materials used for a contract. Transactions are created by vendor, employee, asset, equipment or person for activities, and when the entry is released, an invoice is created automatically in Accounts Payable for payment. Use this procedure to create subcontractor time or materials entries.

STOP Before using Subcontractor Time Entry, you must define and assign AC Person resources and rates. You must also complete set up tasks in the Lawson Accounts Payable application.

 **Need More Details?** Check out the following concepts:

- ["What Is Subcontractor Time Entry?"](#) on page 341

Figure 42. Procedure flow: Creating subcontractor time entries



STEPS To create a subcontractor time entry

1. Access Subcontractor Time and Material Entry (AC42.1).
2. Define the time entry header information. Consider the following fields.

Company	Select the Accounts Payable company for the transaction. For information on defining a company, see the <i>Accounts Payable User Guide</i> .
Vendor	Select the vendor for which you want to generate and pay an invoice. For information on defining vendors, see the <i>Accounts Payable User Guide</i> .
Invoice	Type a unique number to identify the invoice.
Desc	Type a description for the invoice.

Currency	Select the currency for the invoice. If you leave this field blank, the base currency for the company defaults.
-----------------	---

3. Select the Defaults button to access Default Information (AC42.3). You can use this subform to define default activity, General Ledger and Strategic Ledger information for the detail lines in the entry.
4. Define the detail lines for the entry. Consider the following fields.

Activity	Select the activity for the transaction.
-----------------	--

Acct Cat	Select the account category for the transaction.
-----------------	--

Type	Select the resource type for the entry. Valid resource types are: <ul style="list-style-type: none">• Employee• Asset• Vendor• Equipment• Person
-------------	--

NOTE If you select a resource type, you must enter a resource in the **Resource** field. For non-resource (material) lines, do not select a type.

Co	Select or verify the GL company for the resource.
-----------	---

Resource	Select the resource for the transaction. The resource must be associated with the activity. Details about assigning resources to activities are found elsewhere in this user guide. For more information, see " Assigning Resources to Activities " on page 130.
-----------------	--

Units	Type the number of units. <p>For resource (non-material) lines, the system calculates the entry amount by multiplying this number by the rate associated with the resource and activity. If the transaction is posted to a billable activity and bill rates are defined for the resource, a billing amount is also calculated in the transaction. Details about how resource rates are determined during Subcontractor Time Entry are found elsewhere in this user guide. For more information, see "What Are Resource Rates?" on page 121.</p> <p>For material lines, you must enter either units or an amount, or both.</p>
--------------	---

Date	Type a transaction date to identify when the time or material was spent. If you selected Transaction Date in the Date Edit field on Activity Group (AC00.1), the date you type here must fall within the date range of each activity you include in the entry. Date ranges are defined on Activity (AC10).
Amount	If you are entering a non-resource (material) line, enter the amount for the transaction. For a material line, you must enter either units or an amount, or both. <hr/> NOTE You can not enter an amount for resource lines because the amount is calculated by the system. <hr/>
Desc	You can type a description for the transaction. If you leave this field blank, the description in the time entry header defaults.

Select the More button to enter additional information about the line, such as company and accounting unit information, and a resource description.

5. Choose the AP Information button to access Accounts Payable Information (AC42.2). Use this form to define values for the invoice that will be created from the subcontractor time entry. Consider the following form tabs.

Main form tab

You can assign the following:

- process level
- post date
- voucher
- PO number
- remit to location
- invoice and due date
- handling code
- reason code
- authority code
- payment terms

For more information about these concepts, see the *Accounts Payable User Guide*.

Discount form tab

You can assign the following discount information:

- an invoice receipt date
- a discount amount, rate, and date
- an allowable amount for discounts
- a discount code
- an anticipation flag

For more information about these concepts, see the *Accounts Payable User Guide*.

Followup Tasks

- After subcontractor time and material entries are created, you can run Journal Edit Listing (AC240) to review unreleased entries for accuracy. For more information, see ["Interfacing Non-Lawson Activity Transactions"](#) on page 360.
- You must release subcontractor time and material entries before you can post them to Project Accounting. For more information, see ["Releasing and Verifying Journal Entries"](#) on page 362. When you release a subcontractor time or material entry, an invoice for payment is created automatically in Accounts Payable.

Related Reports and Inquiries

To	Use
List activity transaction journal entries created, but not released	Journal Edit Listing (AC240)

Interfacing Non-Lawson Activity Transactions

Use this procedure to interface activity transactions from a non-Lawson application to Project Accounting. For additional help, Project Accounting conversion file layouts and a conversion manual are available on the internet at the Lawson support site.

STEPS To interface non-Lawson activity transactions

1. Prepare a comma-separated value (CSV) file containing the activity transaction information you want to interface. The file fields must match the order and data type of the fields in the Activity Transaction Relation (ACTRANSREL) file. This file layout is available on the internet support site.
2. Transfer the CSV file to the server where your environment resides.
3. Use the Import command to load the transactions from the CSV file into the Activity Transaction Relation (ACTRANSREL) file. For instructions on using the Import command, see *Lawson Administration: Server Setup and Maintenance*.
4. To review or check for errors, run Transaction Interface (AC540) in non-update mode.
5. To review or edit records in the interface file, use Transaction Interface Adjustment (AC54.1).
6. Update the transactions using Transaction Interface (AC540).

TIP You can post interfaced transactions to General Ledger. On the GL Offset page of Transaction Interface (AC540) select the company, accounting unit, account and subaccount to which the balancing entry should be posted.

Followup Tasks

- After interfacing transactions, you will need to post them to Project Accounting. For more information, see "[Posting Transactions](#)" on page 364.

Reviewing Unreleased Entries

Use this procedure to review unreleased entries for accuracy. In this procedure you produce a listing that shows entries created using Journal

Entry (AC40.1 or AC40.2), Resource Journal Entry (AC41.1 or AC41.2), or Subcontractor Time Entry (AC42.1).

STEPS To review unreleased entries

1. Access Journal Edit Listing (AC240). Consider the following form tabs.

Activity Form Tab Use this form tab to select the journal entries that you want to review. You can select activities by choosing any of the following:

- an activity group list
- an activity group
- up to six individual activities
- a list of activities

You can select account categories by choosing any of the following:

- an account category group
- an account category type (such as Cost or Revenue)
- a single account category

Other Options Form Tab You can further narrow the list of transactions to review by selecting one or more of the following:

- a control group number for the journal entry you want to see
 - the source code for the transaction such as AE (Activity Journal Entry), RS (Resource Journal Entry), or ST (Subcontractor Time Entry)
 - a specific company
 - a specific accounting unit, account and subaccount
 - a range of posting dates
-

**Output Options
Form Tab**

You can specify options for printing, sorting, and sub totaling the listing, including:

- user analysis fields
- summary or detail level information
- currencies to show in addition to the transaction currency (base currency, report 1 currency, report 2 currency or all currencies)
- resource information (valid only for Resource Journal Entries or Subcontractor Time Entries)
- page breaks by activity group, activity, account category, or control group

If you use multiple currencies, select the style of report to be generated:

- Standard shows amounts in base currency
- Inline shows base, report 1, and report 2 currencies on the same report
- Separate creates separate reports for base, report 1, and report 2 currencies
- Both generates both inline and separate reports

You can also select sort and subtotal options.

TIP For AC and GL entry types, sort by Control Group to include the GL offset information.

2. If errors are found, use the appropriate entry form to make corrections.

Followup Tasks

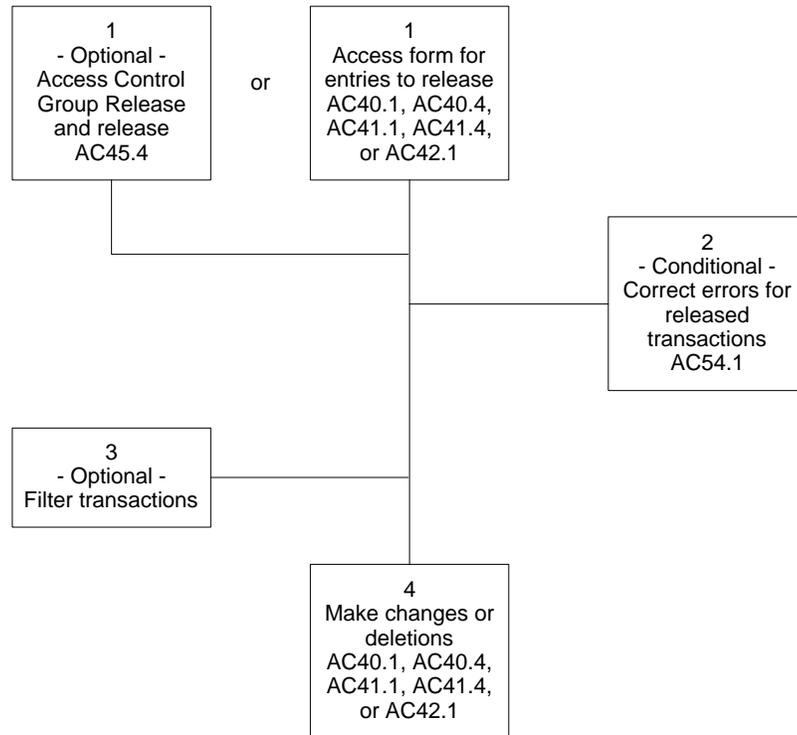
- You must release entries before you can post them to Project Accounting. For more information, see "[Releasing and Verifying Journal Entries](#)" on page 362.

Releasing and Verifying Journal Entries

Use this procedure to release entries you created in Project Accounting. You must release journal entries to make them available for posting. Interfaced or transferred transactions come in to Project Accounting with a status

of Released, but you can use a portion of this procedure to verify those transactions for accuracy and to correct them.

Figure 43. Procedure flow: Releasing and verifying journal entries



STEPS To release and verify journal entries

1. Access the appropriate form for the entries you want to release. Release a journal entry using the Release special action on the same form you used to create it.

To release an individual	Use
AC only miscellaneous journal entry	Journal Entry (AC Only) (AC40.1)
AC and GL miscellaneous journal entry	Journal Entry (AC and GL) (AC40.4)
AC only resource journal entry	Resource Journal Entry (AC Only) (AC41.1)
AC and GL resource journal entry	Resource Journal Entry (AC and GL) (AC41.4))
Subcontractor time entry journal entry	Subcontractor Time Entry (AC42.1)

– or –

NOTE You cannot release subcontractor time entries using AC45.4.

If you want to release all transactions in a control group, access Control Group Release (AC45.4) and select Release as the line action for each control group you want to release.

NOTE Interfaced or transferred transactions come in to Project Accounting with a status of Released.

2. If you need to correct errors for released transactions, access Transaction Edit (AC45.1) and use this form to inquire on and verify journal entries. Consider the following fields.

Activity and Account Category	<p>Inquire on the activity and account category combination for which you want to verify journal entries.</p> <p>If you leave the Account Category field blank, all account categories for the selected activity display.</p> <p>If you leave both fields blank, all transactions with the status selected in the Transaction Status display.</p>
Transaction Status	<p>You can inquire on transactions by status. Select Released, Posted, or Both. If you leave this field blank, Released defaults.</p>

3. You can select the Filter button to limit the transactions displayed. You can filter transactions by activity group, company, system code, source code, posting date range, and you can select whether or not you want to view burden adjustments.
4. You can change the activity, account category, description or transaction attributes for any of the transactions displayed. You can also delete a transaction line that has a released status.

NOTE If you delete a line created from a subcontractor time entry, the Accounts Payable invoice is not changed.

Followup Tasks

- After releasing transactions, you will need to post them to Project Accounting. You also post non-Lawson transactions that you have interfaced and subsystem transaction that have been transferred to Project Accounting. For more information, see "[Posting Transactions](#)" on page 364.
- You can maintain invoices created in from Subcontractor Time Entry (AC42.1) in Accounts Payable. When you run Invoice Distribution (AP175), the invoice is updated to General Ledger. See the *Accounts Payable User Guide* for more information.

IMPORTANT Changes or deletions you make to an invoice in Accounts Payable do not affect activity transactions.

Posting Transactions

Use this procedure to post transactions to Project Accounting. The posting programs post released journal entries entered directly in Project Accounting, entries interfaced from non-Lawson applications, or entries transferred from other Lawson applications.



Need More Details? Check out the following concepts:

- ["What Happens When I Post Activity Transactions?"](#) on page 343

TIP You can run AC190, concurrently with AC191, AC130, and AC131.

STEPS To post transactions

1. Access Activity Posting (AC190).
2. Use the Activity tab to select transactions for posting. Consider the following fields.

Activity Group List, Activity Group,Activities, orActivity List

Select the activities for which you want to post transactions. You can select by activity group list, activity group, activity, or activity list.

NOTE If you select a summary activity as one of the individual activities for which you want to post transactions, the report will include transactions for all posting children of that summary activity.

Transaction Level Type

Select the activity level for which you want to process transactions:

- To process transactions for posting activities, select P.
 - If you use Billing and Revenue Management, you can process billing and revenue recognition transactions exclusively for contract activities. To process transactions for contract activities only, select C.
 - To process transactions for both posting and contract activities, select B.
-

Update	Indicate whether you want to update transactions. Select Yes to update. Select No to print the Activity Posting report without updating transactions.
---------------	---

NOTE If you use burdens, run Activity Posting (AC190) in non-update mode to verify burden transactions before they are updated. After you have verified that the burdens are correct, run Activity Posting (AC190) in update mode.

3. Use the Other Options tab to further narrow the selection of transactions. Consider the following fields.

System	You can select transactions to post by system code. The system code is a two-character code representing a Lawson application. For example, AP represents Accounts Payable, PR represents Payroll, BR represents Billing and Revenue Management, and AC represents Project Accounting.
---------------	--

Source	You can select transactions to post by source code. The source code is a two-character code assigned to a transaction to identify where the transaction was created. For example, the code AD is assigned to vendor invoice distributions, PW is assigned to employee payroll wages, and so on.
---------------	---

Post Thru Date	You can select transactions to post by date. Transactions with a posting date on or earlier than the date you specify are selected for posting. If you leave this field blank, the current date defaults.
-----------------------	---

NOTE Transaction posting dates determine the periods and years to which transactions are posted. The period and year is determined by the calendar assigned to the activity group associated with the activity in each transaction.

GL Burden Entries Indicate whether you want to update General Ledger with burden transactions created during posting.

4. Use the Output Options tab to define output preferences for the report. Consider the following fields.

Billing Info Indicate if you want to print billing information.

Begin and End Balances Indicate if you want to print activity beginning and ending balances.

Summary or Detail Indicate if you want the report to include summary or detail level information.

Page Break Select where page breaks should occur:

- Activity Group (G)
- Activity (A)
- None (N)

Report Currency Select the currency in which you want amounts to appear on the report:

- Base currency
- Report 1 currency
- Report 2 currency
- All currencies (base, report 1, and report 2)

Report Style Select the style of report to be generated:

- Standard shows amounts in base currency
- Inline shows the transaction currency and the currencies selected in the Report Currency field (base, report 1, report 2) on the same report
- Separate creates separate reports for transaction currency and the selected currencies (base, report 1, and report 2)
- Both generates both inline and separate reports

Followup Tasks

TIP You can change billing-related information (such as rates) for transactions you have backed out. When you re-release the transaction for posting, new billing information will be captured.

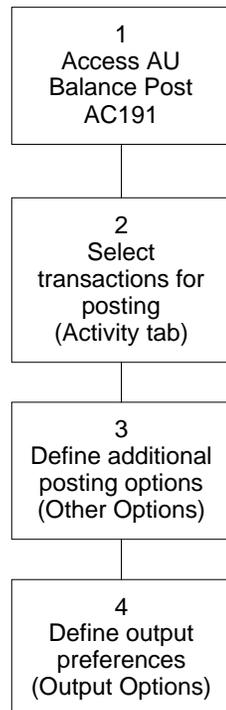
- If you need to correct or delete posted transactions, use Transaction Edit (AC45.1). You must first use the Backout special action to unpost or back out the posted transactions. You will need to repeat the release and posting process for transactions after you correct them.
- If your activity groups are set to track accounting unit detail or resource balances, you must run Accounting Unit Balance Post (AC191). For more information, see ["Updating Accounting Unit and Resource Balances"](#) on page 368.

Updating Accounting Unit and Resource Balances

If you track accounting unit or resource balances in one or more activity groups, use this procedure to update accounting unit and resource balances in activities.

IMPORTANT Accounting unit and resource balances are not available for reports, inquiries or the activity data mart until you run Accounting Unit Balance Post (AC191).

Figure 44. Procedure flow: Updating accounting unit and resource balances



STEPS To update accounting unit and resource balances

TIP You can run AC191 concurrently with AC190, AC130, and AC131.

1. Access Accounting Unit Balance Post (AC191).
2. Use the Activity tab to select transactions for posting. Consider the following fields.

Activity Group List, Activity Group, Activities, or Activity List	Select the activities for which you want to post transactions. You can select by activity group list, activity group, activity, or activity list
--	--

Transaction Level Type	<p>Select the activity level for which you want to process transactions:</p> <ul style="list-style-type: none"> • To process transactions for posting activities, select P. • If you use Billing and Revenue Management, you can process billing and revenue recognition transactions exclusively for contract activities. To process transactions for contract activities only, select C. • To process transactions for both posting and contract activities, select B.
-------------------------------	---

3. Use the Other Options tab to define additional posting options. Consider the following fields.

Post Thru Date	You can select transactions by date. Transactions with posting dates on or earlier than the date you enter are eligible for update. If you leave this field blank, no date selection filters are applied.
-----------------------	---

NOTE Transaction posting dates determine the periods and years to which accounting unit and resource balances are posted. The period and year is determined by the calendar assigned to the activity group associated with the activity in each transaction.

Update	Indicate whether you want to update accounting unit and resource balances from transactions. Select Yes to update. Select No to print the report without updating transactions.
---------------	---

4. Use the Output Options tab to define output preferences for the resulting report. Consider the following fields.

Begin and End Balances	Indicate if you want to print beginning and ending activity balances.
-------------------------------	---

Summary or Detail	Indicate if you want the report to include summary or detail level information.
--------------------------	---

Page Break	<p>Select where page breaks should occur:</p> <ul style="list-style-type: none"> • Activity Group (G) • Activity (A) • None (N)
-------------------	--

Followup Tasks

- Use Transaction Edit (AC45.1) to back out transactions, if necessary.

Related Reports and Inquiries

To	Use
Inquire on posted resource and account unit numbers	Resource Analysis (AC92)
	Activity Accounting Unit Analysis (AC94)
	Activity Accounting Unit Analysis (AC494)

Recalculating Billing and Revenue Amounts After Posting

Use this procedure to recalculate billing and revenue amounts for transactions that have been posted using Activity Posting (AC190), but have not yet been processed by Invoice Calculation (BR120) and/or Revenue Calculation (BR130)

STOP You can not use BR190 to recalculate billing and revenue amounts for transactions that have already been billed or have recognized revenue. For more information on editing these amounts, see the *Billing and Revenue Management User Guide*.

STEPS To recalculate billing and revenue amounts after posting

1. Access Billing and Revenue Recalculation (BR190).
2. To recalculate billing and revenue amounts, consider the following fields on the Activity tab.

Activity Group List

Optional. Select a value which represents multiple activity groups for which you want to recalculate billing or revenue amounts.

NOTE If you select an activity group list, leave the Activity, Activities and Activity List fields blank.

Activity Group

Optional. Select the activity group for which you want to recalculate billing or revenue amounts.

NOTE If you select an activity group, leave the Activity Group List, Activities and Activity List fields blank.

Activities	<p>Optional. Select up to six activities for which you want to recalculate billing and revenue amounts.</p> <hr/> <p>NOTE If you select activities, leave the Activity Group List, Activity Group and Activity List fields blank.</p>
Activity List	<p>Optional. Select a predefined list of activities to which you want to post transactions.</p> <hr/> <p>NOTE If you select a list, leave the Activity Group List, Activity Group and Activities fields blank.</p>
Account Category Group	<p>Optional. Select the account category group for which you want to recalculate billing or revenue amounts.</p> <hr/> <p>NOTE If you select an account category group, leave the Account Category Type and Account Category fields blank.</p>
Account Category Type	<p>Optional. Select the account category group for which you want to recalculate billing or revenue amounts.</p> <hr/> <p>NOTE If you select an account category type, leave the Account Category Group and Account Category fields blank.</p>
Account Category	<p>Optional. Select the account category group for which you want to recalculate billing or revenue amounts.</p> <hr/> <p>NOTE If you select an account category, leave the Account Category Group and Account Category Type fields blank.</p>

Update	Select N (No) to recalculate billing and revenue amounts without actually updating transactions. If you select N, you must run Billing and Revenue Recalculation (BR190) again and update your transactions (Update=Y) before you run Billing Calculation (BR120) or Revenue Calculation (BR130).
---------------	--

3. To define additional parameters for posting activity transactions, consider the following fields on the Other Options tab.

System	Optional. Select a code which represents a Lawson application to which you want to post transactions. For example, a GL code will post to the General Ledger application.
---------------	---

Source	Optional. Select a code assigned to a transaction which identifies where the transaction was created.
---------------	---

Recalculate	Required. Select the appropriate recalculation option, Billing/Revenue or Revenue.
--------------------	--

Recalculate Transaction on Hold	Required. Select Y (Yes) to recalculate billing and/or revenue amounts for transactions on hold, or N (No) to skip transactions on hold.
--	--

Transaction Date	Optional. Type the date range for which you want to recalculate billing and revenue amounts.
-------------------------	--

4. To define transaction reporting parameters, consider the following fields on the Output Options form tab:

Summarize Report	Optional. Select Y to create a summary report or select N to create a detail report.
-------------------------	--

Page Break	Optional. Select G (Activity Group), A (Activity), or N (None) to determine if a page break occurs when the value in this field changes.
-------------------	--

Followup Tasks

- After recalculating billing and revenue amounts, run Invoice Calculation (BR120) and/or Revenue Calculation (BR130).

Related Reports and Inquiries

To	Use
List recalculated billing and revenue amounts	Recalculate Billing and Revenue (BR190)

Backing Out Multiple Transactions

Use Mass Transaction Backout (AC145) to back out multiple transactions for an activity. You can also choose to back out the burden transactions related to the backed out transactions.



Need More Details? Check out the following concepts:

- ["What Are Options for Editing Transactions?"](#) on page 344

STEPS To back out multiple transactions

NOTE You cannot back out transactions that have been billed, transactions for which you have recognized revenue, or transactions that have been capitalized.

1. Access Mass Transaction Backout (AC145).
2. On the Activity page, consider the following fields.

Activity Group List, Group, Activity, Activities, or Activity List	Specify the activity for which you want to back out transactions. You can specify either an activity group list, activity group, activities or activity list. You can enter values in only one of these fields.
---	--

Update	Choose the appropriate Update option. <ul style="list-style-type: none"> • 0 (Report All) includes all transactions and burdens as a report only. This option does not actually update database records. • 1 (Report No Burdens) includes transactions but not any associated burdens as a report only. This option does not actually update database records. • 2 (Update All) includes all transactions and burdens, and does update database records. • 3 (Update No Burdens) includes transactions but not any associated burdens, and does update database records.
---------------	--

3. On the Other Options page, consider the following field.

Update Date Range and Update Time	Use the Update Date Range and Update Time fields to select transactions from a single run of Activity Posting (AC190). You can select the date and time when AC190 was run to identify the transactions included in the batch program. Use the Transaction Details for a transaction to identify the correct date and time values.
--	--

4. Use the Validate Request special action to validate your selections.

Followup Tasks

- After transactions are backed out, you can use the change action on Transaction Edit (AC45) to modify the activity, account category and attribute values for the transactions, if needed. You can then re-post the edited transactions using AC190.

Chapter 18

Capitalizing Activities

You can track costs in activities for capital projects and, when the project is closed, you can create one or more assets in the Lawson Asset Management application from the activities. This chapter contains information on capitalizing activities in Project Accounting.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 380

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is Capitalization?"](#) on page 376
- ["What Are Combine Codes?"](#) on page 377
- ["What Is an Addition Template?"](#) on page 378
- ["How Are GL Postings for Capitalization Determined?"](#) on page 378
- ["Capitalizing From Other Lawson Applications"](#) on page 379
- ["What Are Asset Repairs?"](#) on page 379

What Is Capitalization?

You can use Project Accounting to accumulate costs for capital projects. When the project is complete, and the asset is built and ready to be placed in service, you can send the associated costs to Asset Management where you can begin using and depreciating the asset. This process is referred to as capitalization in Project Accounting. For example, you might track construction costs for a new building or leasehold improvements in Project Accounting. When construction is complete, you will want to begin treating the building or improvements as assets.

Considerations for Setting Up

When you set up activities for capital projects, you need to define asset information for activities and account categories. This information is used to create assets from activities during the capitalization process. Consider the following when setting up activities for capitalization:

- Asset information can be defined only for *posting* activities. You can define one set of asset information for all account categories associated with a posting activity, or you can define asset information by activity and account category. You should define asset information by activity and account category when different assets should be created, or different asset parameters apply.
- You can determine which account categories are eligible for capitalization on Account Category Assignment (AC06). For example, Moose Wood Outfitters cannot capitalize certain project costs, so they track them in a separate account category which is not flagged for capitalization.
- You can use combine codes to create one asset from multiple activities and account categories. For more information, see ["What Are Combine Codes?"](#) on page 377.

What Are Combine Codes?

A combine code is a user-defined code or term that lets you create one asset from multiple activities and account categories. For example, the Moose Wood Outfitters new building construction project consists of many activities, but results in a single asset. To accomplish this, Moose Wood Outfitters used a combine code called BUILDING in every activity/account category associated with the building costs.

In other situations, a project may involve many components that should result in multiple assets such as land, building, fixtures, and equipment. To accomplish this, Moose Wood Outfitters could use a combine code called LAND in every activity/account category associated with the land acquisition, a combine code called FIXTURES in every activity/account category associated with the acquisition and installation of fixtures, and so on.

The following information must be identical for all the activities you plan to combine into one asset:

- combine code
- asset template
- asset description
- tag
- asset group
- hold code

Using combine codes and items

NOTE For more about items, see the *Asset Management User Guide*.

Every asset requires at least one item, but an asset can be comprised of multiple items. For example, an asset called STORE EQUIPMENT might include cash registers, modems, computers as items. An asset called BUILDING might include one item, the building.

As part of setting up asset information for an activity or an activity and account category, you define item information including an item number and description, in service date, tax amount, model, and serial number. To create one asset with multiple items from multiple activities/account categories, you can assign the same combine code and different item numbers on Activity Asset (AC10.3).

What Is an Addition Template?

NOTE For more about defining addition templates, see the *Asset Management User Guide*.

A **addition template** contains default asset information common to multiple assets, and can be used in Asset Management to create assets consistently and quickly. An asset template is required when assets originate from Lawson applications other than Asset Management (such as Project Accounting or Accounts Payable).

The addition template contains the asset cost, depreciation and accumulated depreciation account information, the depreciation schedule (books), depreciation methods, and lives. Addition templates:

- define asset detail and depreciation information for assets
- do *not* define item information
- assign an asset to a specific company
- are typically set up by asset type

How Are GL Postings for Capitalization Determined?

GL codes provide a shorthand way to identify General Ledger posting companies, accounting units, accounts and subaccounts. When you maintain information for a GL code, the information is automatically updated for all activities where the GL code is used.

When you define asset information, you can assign GL codes that identify Work In Process and Asset Clearing accounts. GL codes are used to create General Ledger transactions during the capitalization process. A GL code for Asset Clearing is required to create transactions that result from the transfer of activity information and costs to Asset Management. A GL code for Work in Process (WIP) is optional.

Example One

The following example shows the General Ledger postings that occur as project costs are collected and capitalized when a GL code for WIP is defined in asset information associated with the activity:

1. Project costs are incurred from a vendor and posted when Invoice Distribution Closing (AP175) is run. The user is responsible for entering the correct WIP account in the invoice.
2. Activities are transferred to Asset Management using Asset Interface (AC160).
3. Transferred records are processed in Asset Management using Processing Release (AM170).

Account Description	Debit	Credit
Work in Process	¹ 50,000	² 50,000
Buildings	³ 50,000	
Asset Clearing	² 50,000	³ 50,000
Accounts Payable		¹ 50,000

Example Two

This example shows the General Ledger postings that occur as project costs are collected and capitalized when a WIP code is *not* defined in asset information associated with the activity:

1. Project costs are incurred from a vendor and posted when Invoice Distribution Closing (AP175) is run.
2. Activities are transferred to Asset Management using Asset Interface (AC160). The accounts from the Accounts Payable invoice are credited because a GL Code for WIP is not defined.
3. Transferred records are processed in Asset Management using Processing Release (AM170).

Account Description	Debit	Credit
Project material costs	¹ 20,000	² 20,000
Project labor costs	¹ 30,000	² 30,000
Buildings	³ 50,000	
Asset Clearing	² 50,000	³ 50,000
Accounts Payable		¹ 50,000

Capitalizing From Other Lawson Applications

You can create assets from Accounts Payable and Project Accounting, but you should be careful not to capitalize the same costs from both applications.

For example, if Moose Wood Outfitters creates an asset from an Accounts Payable invoice distribution line, and an activity and account category are both included on the invoice distribution line, it is possible that the cost posted to the activity could also be capitalized from Project Accounting.

You might want to establish internal procedures to ensure that invoices are not capitalized from Accounts Payable when they contain activities and account categories that will be capitalized at a later time.

What Are Asset Repairs?

You can use Project Accounting to collect repair costs for existing assets, and you can define asset repair information for activities. This lets you keep a record of repairs for assets in Asset Management for reporting. Repair costs are not added to existing asset costs, nor are they depreciated. They are attached to an asset for reporting purposes only.

Procedures in this Chapter

This chapter provides detailed instructions for setting up activities for capitalization and for capitalizing assets.

- ["Setting Up Activities for Capitalization" on page 380](#)
- ["Processing Activities for Capitalization" on page 385](#)
- ["Setting Capitalization Status for Transactions" on page 389](#)

Setting Up Activities for Capitalization

Use this procedure to define and maintain asset information in activities. These parameters are used to capitalize activities to create assets in the Asset Management application.

STOP Define an asset template prior to setting up activities for capitalization. See the *Asset Management User Guide* for details.



Need More Details? Check out the following concepts:

- ["What Is Capitalization?" on page 376](#)

STEPS To set up activities for capitalization

1. Access Account Category Assignment (AC06.1).
2. Define account categories eligible for capitalization. Consider the following fields.

Cp (Capitalize)

Set this field to Yes for account categories that are eligible for capitalization. If you do not want to capitalize costs collected in a specific account category, set this field to No.

Asset Template You can select an asset template to use for the account category. If you define asset information for all account categories associated with an activity on Activity Asset (AC10.3), this lets you specify a different asset template for an account category without having to set up asset information by activity and account category.

3. On Activity Asset (AC10.3) use the Main form tab to define and maintain required asset parameters for activities. These parameters are used when you transfer information to the Lawson Asset Management application. Consider the following fields.

Activity Select the posting activity for which you want to define asset parameters.

NOTE You cannot define asset parameters for summary or contract activities.

Account Category To define one set of asset information applicable to all account categories associated with the posting activity, leave this field blank.

To define specific asset information for an account category associated with the posting activity, select the account category you want. The account category must be flagged for capitalization on Account Category Assignment (AC06).

NOTE If you define asset information for all account categories associated with an activity, you can select a different template for an account category on Account Category Assignment (AC06).

Template Select an asset template. Templates are defined in Asset Management using Addition Template (AM12.1).

Quantity Type the number of total items that make up the asset.

NOTE Every asset must have at least one item.

Asset Description You can type a description to use for the asset. If you leave this field blank, the activity description defaults.

Combine	Type or select a combine code to capitalize multiple activities into one asset. Combine codes are not defined on a separate form. After you enter a combine code for an asset, you can select it for other assets.
	<hr/> <p>NOTE All the activities you want to include in the asset must have this combine code assigned. In addition, each activity must have the same asset template, asset description, tag, asset group, and hold code.</p> <hr/>
Tag	You can type or select a tag number to identify each asset. A tag is a user-defined identifier assigned to an asset.
Asset Group	You can type or select an asset group. Assets assigned to the same asset group can be processed together. Asset groups are defined on Asset Group (AM13.1).
Hold	This field determines whether activities are eligible for Asset Management Interface (AC160). The default is No. To place an the capitalization process on hold for an activity, select Yes. If you place an activity on hold, you must change this parameter manually when the activity becomes eligible for capitalization.
Location	<p>Select a location to identify where the asset is located. Locations can be used for asset reporting, and are defined on Location (AM07.1).</p> <p>The location from Activity (AC10.1) defaults. If you leave this field blank, the location defined in the asset template will be used.</p>
Division	<p>Select a division. Divisions represent smaller groups than locations, and are subordinate to locations in the asset reporting structure. Divisions are defined on Division (AM08.1).</p> <p>The division from Activity (AC10.1) defaults. If you leave this field blank, the division defined in the asset template will be used.</p>

To create one asset with multiple items from multiple activities/account categories, assign the same combine code and different item numbers on Activity Asset (AC10.3).

- Use the Item form tab to define item information. Every asset requires at least one item, but an asset can be comprised of multiple items. If you leave the item fields on Activity Asset (AC10.3) blank, a single item for the asset will be created automatically. Consider the following fields.

Item	Select the item number and description you want to create from the activity or activity/account category.
Purch/Insrv Date	You can type a purchase date and an in-service date. The purchase date can be different from the in-service date used for the depreciation books. The in-service date cannot be earlier than the purchase date.
Tax	You can type the tax amount for an item. The item tax amount is excluded from the item cost calculated by Asset Management Interface (AC160).
Model	You can type the model number of the item.
Serial	You can type the serial number of the item.
PO	You can type the purchase order number used for the acquisition of the item.

- Use the Adjust form tab to define and maintain asset information for the activity. You can specify whether or not you want to append the information for this activity and account category combination to an existing asset in Asset Management. Consider the following fields.

Append Option	<p>Specify whether or not to append the information for this activity/account category combination to an existing asset when Asset Management Interface (AC160) is run.</p> <p>If you select Yes, information will be appended to the asset created the first time Asset Management Interface (AC160) was run for this activity/account category combination.</p> <p>If you select No, a new asset is created each time Asset Management Interface (AC160) is run for this activity/account category combination.</p>
Append to Asset	Select the asset to which you want to append the information.

Add To Basis Specify whether or not to add the item cost to the asset's basis amount when Item Update Adjustment Interface (AM155) is run for these records in Asset Management.

If you select Yes, Project Accounting creates a General Ledger transaction for the adjustment. Asset Management will also create a General Ledger transaction if you choose to post to General Ledger when Processing Release (AM170) is run.

If you select No, Project Accounting does not create a General Ledger transaction for the adjustment.

Compute Depreciation Specify whether or not to compute depreciation for the adjustment when Item Update Adjustment Interface (AM155) is run for these records in Asset Management.

6. Use the Repair form tab to define and maintain asset repair information. You can track repair information collected in activities for assets that have been defined in the Lawson Asset Management application. Consider the following fields.

Asset Type or select the asset number associated with the repair costs for the activity.

Tax You can type the tax amount for the repair.

7. Use the Transaction form tab to define the GL codes to use for transactions created during the capitalization process. GL codes provide a shorthand way to identify General Ledger companies, accounting units and accounts. Consider the following fields.

Asset Clearing Select the GL code that identifies the asset clearing account. When you transfer activity information to Asset Management, this account is debited. When you process the asset in Asset Management, this account is credited.

If a GL code for Asset Clearing does not exist, define it using GL Code (GL04.1).

WIP You can select the GL code that identifies the WIP (work in process) account. When you transfer activity information to Asset Management, this account is credited.

TIP If you leave this field blank, the company, accounting unit, account and subaccount identified in each cost transaction posted to the activity is credited during Asset Management Interface (AC160). Use a WIP code only when you can control the account edits for the activity during transaction entry.

Related Reports and Inquiries

To	Use
List all GL Codes and the company, accounting unit, account, and subaccount defined for each code	GL Code Listing (AC204)

Processing Activities for Capitalization

Use this procedure to create assets in Asset Management based on information you collected in Project Accounting.



Need More Details? Check out the following concepts:

- ["What Is Capitalization?"](#) on page 376

STEPS To process activities for capitalization

1. Use Activity (AC10.1), Activity Status (AC12.1), or Mass Activity Status Change (AC112) to change the Status field for all activities you want to capitalize to Capitalize.
2. Set account category capitalization flags on Account Category Detail (AC08.3) or on the Override Account Categories (AC06).
3. Process and post transactions for these activities using Activity Posting (AC190).
4. (Optional) Use Capitalization Transaction Hold (AC69) or Mass Capitalization Hold (AC169) to change the Status field for individual transactions to indicate whether or not you want to capitalize to each transaction.
5. Run Asset Management Interface (AC160) to transfer activity information to Asset Management. Consider the following fields on the Activity tab.

NOTE When an activity is capitalized and the activity is associated with an asset template that does not contain a company, Asset Management Interface (AC160) populates the company in the Asset Management record from the company in the General Ledger code for Asset Clearing.

Activity Group List, Activity Group, Activities or Activity List	Select the activities you want to capitalize. You can select an activity group list, activity group, up to six activities, or a list of activities.
Process Option	Select the type of records to process. Options are: <ul style="list-style-type: none"> • Blank (Additions and repairs) - Process new assets only • 1 (Adjustments) - Process item adjustments only • 2 (All) - Process all records

Update	Indicate whether you want to update Asset Management, General Ledger and Project Accounting with capitalized assets. The default is No.
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TIP Run the report in non-update mode to verify results. You can change the account category capitalization flags or put activities on hold if needed. Run the report in update mode only after you have verified results and are ready to create assets.

6. Consider the following fields on the Other Options tab.

Capital Acct Category or Account Category Group	Select the account category or account category group you want to capitalize. To select all account categories, leave these fields blank.
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NOTE To be eligible for capitalization, account categories must have the Capitalize option set to Yes on Account Category Detail (AC08.3) or Override Account Categories (AC06).

Post to AC	You can select Yes to post a credit for capitalized costs back to each activity. This provides visibility of capitalized costs in the activity. For example, if you capitalized \$15,195 in costs from the DESIGN activity, this creates a \$15,195 credit posting to the DESIGN activity.
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Post to Acct Cat	If you selected Yes in the Post to AC field, select an account category to use for posting the credit for capitalized costs.
-------------------------	--

TIP Use a separate cost account category to track credit entries for capitalized costs. This account category's capitalization flag on Account Category Detail (AC08.3) or Override Account Categories (AC06) should be set to No.

Dist Date	Type the date to use for General Ledger transactions created by Asset Management Interface (AC160). If left blank, the system date is used.
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7. Consider the following fields on the Output Options tab.

Summarize Report	Indicate whether you want to print a summary or detail report. Summary reports summarize amounts by activity, account category, GL company, accounting unit, account, and sub-account. Detail reports include activity asset information from Activity Asset (AC10.3) that is not included on the summary report. Summary is the default.
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Sort	Select the appropriate sort option for the asset information. Options are: <ul style="list-style-type: none"> • Blank - Actvy Group Actvy Acct Cat • 1 - Asset Template Combine Code
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Followup Tasks

- You can edit asset information that you interfaced to Asset Management using the interface forms (AM15) and repair forms (AM18 for repairs or AM51 for adjustments). For details, see the *Asset Management User Guide*.
- You must interface the updated adjustment asset information using Item Update Adjustment Interface (AM551).
- You must release interfaced assets in Asset Management using the interface forms (AM15) or Mass Additions (AM115) (for new assets) or AM20.x (for adjustments). After interfaced assets are released, you must process them using Processing Release (AM170) to add them permanently. For details, see the *Asset Management User Guide*.
- You may wish to change the status of activities so that no further costs can be collected.

Related Reports and Inquiries

To	Use
List assets or asset repairs that were capitalized from Project Accounting	Capitalization History (AC460)
View, by activity, the assets that were created and the accounts to which the amounts were posted	Activity Analysis (AM85.1)
List assets that have posted transactions from Project Accounting to Asset Management	Activity Report (AM277)

Setting Capitalization Status for Transactions

Use this procedure to set the capitalization status for transactions that have been posted but not yet capitalized. You can set the status for transactions individually using Capitalization Transaction Hold (AC69), or for multiple transactions using Mass Capitalization Hold (AC169).

STEPS To set capitalization status for individual transactions

1. Access Capitalization Transaction Hold (AC69).
2. Select the posting activity and account category for which you want to change the capitalization status.
3. In the Capitalize field, specify the status of the transactions you want to view.
 - Hold - On hold for capitalization
 - Yes - Eligible for capitalization
 - No - Not eligible for capitalization
4. Use Filter to access Filter (AC69.2) and further limit the transactions displayed. You can filter transactions by system code, source code, resource type, resource company, resource, or posting date range.
5. For each transaction you want to modify, select Change in the FC field, and the appropriate status in the Capitalize field. Valid status options are:
 - Yes - Eligible for capitalization
 - No - Not eligible for capitalization
 - Hold - On hold for capitalization

STEPS To set capitalization status for multiple transactions

1. Access Mass Capitalization Hold (AC169).
2. On the Activity tab, select the activity group or activities for which you want to set the capitalization status. You can also specify the account category, account category group, or account category type for the transactions you want to modify.

In the Update field, indicate whether you want to update Asset Management, General Ledger and Project Accounting with capitalized assets. The default is No.

TIP Run the report in non-update mode to verify results. You can change the account category capitalization flags or put activities on hold if needed. Run the report in update mode only after you have verified results and are ready to create assets.

3. Use the Process Option field to specify the type of status change you want to perform.
 - Select 1 (Reset from Setup) to change the status of the transactions to that of the associated account category. You might use this status to correct transactions that were posted with the incorrect capitalization status.
 - Select 2 (From Hold to Capitalize) to change the capitalization status from Hold to Yes.
 - Select 3 (From Capitalize to Hold) to change the capitalization status from Yes to Hold.
4. On the Other Options tab, specify the system code, source code and/or posting date range for the transactions you want to include in the update.
5. On the Output Options tab, specify the appropriate report and page break option.

Chapter 19

Closing a Period

This chapter describes the procedures you perform to close a period or year in Project Accounting. If you use the closing control options that are part of the General Ledger system control, you must run the Project Accounting period closing program before closing General Ledger.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 393

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Happens When I Close A Period?"](#) on page 392
- ["Considerations for Closing a Period"](#) on page 392

What Happens When I Close A Period?

Closing a period in Project Accounting is optional. When you post activity transactions, they are added to the period, year and life-to-date activity balances. The period and year to which transactions are posted are based on each transaction's posting date and the calendar associated with the activity (via the activity group). No further processing for activity-related balances or transactions is required.

If you have activated closing control in General Ledger System Control (GL01) for Project Accounting, you must close Project Accounting. Closing Project Accounting updates General Ledger closing control so that you can perform General Ledger Period Closing (GL199).

As an option, you can overwrite the posting date in unreleased activity transactions when you close Project Accounting. This allows you to create a clean cut-off for reconciliation. Transactions that are not posted at the time you close Project Accounting can be posted in the next period.

Considerations for Closing a Period

NOTE Your Lawson application consultant can help determine the proper timing and order for performing these processes in your organization.

Even if you do not run the closing program for Project Accounting, you should consider the order in which other processes occur toward the end of a period and how they impact subsequent processes.

For example, if General Ledger allocations affect pool balances or drivers for activity allocations, you should perform the General Ledger allocations before you process activity allocations. On the other hand, activity allocations may affect account balances used in General Ledger allocations. In this case, you would need to post activity allocations before processing the General Ledger allocations.

Reconciling Activity Data

As part of your period-end procedures, you might want to reconcile activity information with data in other Lawson applications. You can reconcile activity balances to General Ledger, and you can reconcile activity transactions to Accounts Payable, Payroll, and Asset Management.

Procedures in this Chapter

This chapter provides detailed instructions for closing a period in Project Accounting.

- ["Preparing for Period Closing" on page 393](#)
- ["Reconciling Activity Data" on page 395](#)
- ["Closing a Period" on page 396](#)

Preparing for Period Closing

Even if you do not run the closing program for Project Accounting, you should consider the order in which other processes occur toward the end of a period and how they impact subsequent processes. Each of these items is conditional, based on how you use Project Accounting and Billing and Revenue Management.



Need More Details? Check out the following concepts:

- ["What Happens When I Close A Period?" on page 392](#)
- ["Considerations for Closing a Period" on page 392](#)

STEPS To prepare for period closing

NOTE You might need to perform multiple iterations of each process to accomplish the results you need. For example, you might need to process activity cost allocations before processing revenue recognition and also process additional revenue allocations after processing revenue recognition.

Use the following table to identify timing considerations for activity-related processes that generally occur at the end of an accounting period.

Process	Considerations
Activity allocations	Before processing activity allocations, process and post all cost and revenue transactions that affect pools or drivers. For more information, see "Allocations Overview and Setup" on page 399 .
General Ledger allocations	Before processing General Ledger allocations, process and post all transactions (including billing, revenue, and activity allocations) that might affect General Ledger allocations. For more about General Ledger allocations, see the <i>General Ledger Allocations User Guide</i> .

Process	Considerations
Capitalization	Before capitalization occurs, process all cost transactions, including General Ledger and activity allocations, that affect the activities you are going to capitalize. For more information, see " Capitalizing Activities " on page 375.
Billing	Before billing occurs, process and post all transactions, including allocations, that affect cost plus, pass thru, or time and materials billing. Burdens and fees that apply to billing are posted automatically when you update transactions using Activity Posting (AC190). For more about billing, see the <i>Billing and Revenue Management User Guide</i> .
Revenue recognition	Before revenue recognition occurs, process and post all transactions, including allocations, that affect full accrual, percent complete, completed contract, or cost plus revenue recognition.
	<hr/> <p>NOTE You can use Activity Time Interface (AC530) to capture current time entries from Lawson's Payroll application for billing and revenue recognition. See the <i>Billing and Revenue Management User Guide</i> for more information.</p> <hr/>

Process	Considerations
Encumbrances	Process encumbrances on the last day of the period. Encumbrances are based on current activity commitments, which are dynamically updated from Lawson applications. You should process encumbrances only once per period.

IMPORTANT Activity-related transactions can originate in Project Accounting, Billing and Revenue Management, other Lawson applications, or non-Lawson applications. Be sure you update Activity Posting (AC190) and Accounting Unit Balance Post (AC191) as part of posting transactions to Project Accounting and Billing and Revenue Management, regardless of where the transactions originated.

Reconciling Activity Data

As part of your period-end procedures, you may wish to reconcile activity information with data in other Lawson applications. You can reconcile activity balances to General Ledger, and you can reconcile activity transactions to Accounts Payable, Payroll, and Asset Management.



Need More Details? Check out the following concepts:

- ["What Happens When I Close A Period?"](#) on page 392
- ["Considerations for Closing a Period"](#) on page 392

STEPS To reconcile activity data

- Use the following table to identify reports you can use to reconcile activity data with transactions and amounts in other Lawson applications.

To	Use
List activity transactions	Activity Reconciliation (AC490)
Create a user-defined report of activity transactions	Transaction Writer Report (AC256)
Create a user-defined report of General Ledger balances	General Ledger Report (GL290)
Create a user-defined report of General Ledger transactions	Transaction Writer Report (GL256)
List Accounts Payable invoice distributions	Invoice Distribution History (AP275)
List Payroll transactions	Distribution History Report (PR295) or Payroll Activity Report (PR285)
List activity-related asset transactions	Activity Report (AM277)

Closing a Period

Closing a period is required only if you elected to use closing control in General Ledger. If you are using closing control, you must close Project Accounting before you can close General Ledger. The closing control option is defined in System Control (GL01.1). Use this procedure to close the period in Project Accounting.

STOP Before running the period close program, complete all required processing in Project Accounting and Billing and Revenue Management. For more information, see ["Preparing for Period Closing"](#) on page 393.



Need More Details? Check out the following concepts:

- ["What Happens When I Close A Period?"](#) on page 392

STEPS To close an activity period

1. Access System Control (AC195).
2. Close the current period. Consider the following fields.

Company, Company Group	Select a company or company group that contains the companies for which you want to update the AC record in General Ledger System Control (GL01).
Period	Type the period for which you want to update the AC record in General Ledger System Control (GL01).
Year	Select the year for which you want to update the AC record in General Ledger System Control (GL01). You can choose C (Current) or N (Next). The default is Current.
Update	Select Yes to update General Ledger System Control (GL01). Select No to print a report without updating. The default is No.
Update AC Trans	Select Yes to automatically change the posting date in unreleased activity transactions. This allows you to assign a posting date in the new period to unreleased transactions. Select No to keep the existing posting date in unreleased activity transactions.
New Posting Date	If you selected Yes in the Update AC Trans field, type the new posting date you want to assign to unreleased activity transactions. For example, if you are closing the month ended May 31, you might use June 1 as the new posting date for unreleased activity transactions.

Followup Tasks

- Complete Period Closing tasks in General Ledger.

Chapter 20

Allocations Overview and Setup

You can use allocations to distribute costs, revenues, hours, or units to multiple activities. This chapter provides an overview of allocation procedures in Project Accounting. It also covers prerequisite setup that applies to all methods of defining allocations.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 411

The following concepts provide background and conceptual information for the procedures within this section of the user guide.

- ["What Are Allocations?"](#) on page 400
- ["What Is an Allocation Driver?"](#) on page 401
- ["What Is an Allocation Pool?"](#) on page 402
- ["What Are Account Category Posting Options?"](#) on page 403
- ["What Are Offset Entries?"](#) on page 406
- ["Planning Checklist for Defining Allocations"](#) on page 406
- ["What Are the Methods for Defining Allocations?"](#) on page 408

What Are Allocations?

Allocations are used to distribute costs, revenues, hours, or units to multiple activities. Amounts and units are allocated based on a percentage, a factor, or an equation that represents the ratio you want to use for distribution. You can allocate any balance stored in Project Accounting or General Ledger. Following are some typical situations that require allocations:

- costs or revenues are indirect and cannot be attributed to a specific activity
- resource costs or revenues are shared by multiple activities
- the amount of work required to directly capture information in specific activities cannot be justified

An example of a cost that might be allocated is the cost for electric power. The electricity is used by all resources performing activities in the building and it is impractical to manually split the cost by activity. Additional examples of costs that are commonly pooled for allocation are:

- research and development
- fringe benefits
- senior management salaries
- depreciation

An allocation consists of a pool, a driver, and post-to activities. Pools consist of amount or unit balances, which are allocated to post-to activities based on a driver. Post-to activities are the activities to which allocation transactions are posted. You can think of an allocation in terms of the following formula:
*Pool * Driver = Allocation.*

Example

Moose Wood Outfitters wants to allocate design costs for one of its new store projects to other activities in the project. They defined the following allocation.

Pool	Driver	Post-to activity	Allocation
Activity: DESIGN	50%	Activity: DECORATING	\$5,000
Account	20%	Account	\$2,000
Categories: 03000 to 03099	30%	Category: 03040	\$3,000
Amount: \$10,000		Activity: CARPENTRY Account Category: 03040	
		Activity: ELECTRICAL Account Category: 03040	

What Is an Allocation Driver?

A driver represents a percentage of the pool to be allocated to activities. Drivers can be defined as fixed percentages, factors or equations. For more information, see ["Defining Allocations"](#) on page 415. For more information, see ["Defining Computed Allocations"](#) on page 425. For more information, see ["Defining List Allocations"](#) on page 443.

What Is an Allocation Pool?

A pool identifies the collected costs, revenues, or units that you want to allocate to activities. These balances can come from General Ledger or Project Accounting. The balances can be accumulated on a period, year-to-date, or (for activity pools only) life-to-date basis.

General Ledger Pools

General Ledger pools are comprised of balances for one or more companies, accounting units, accounts, and subaccounts. When you define a General Ledger pool, you use a compute statement and compute parameters to identify the data you want in the pool.

General Ledger Pool Example

TIP Use total names to define pools for General Ledger balances that reside in multiple companies and accounting units.

LGE Corporation is participating in a drug research study. They want to allocate a portion of their maintenance costs for diagnostic equipment to the study. These maintenance costs are collected in General Ledger. They define a General Ledger pool using this compute statement to identify the current period General Ledger balance: CPAMT * 1.

Next, they define parameters to select the current period-to-date amount for company 1501, accounting unit 299, and the equipment maintenance expense accounts.

Activity Pools

TIP You can select summary activities in activity pools.

Activity pools are comprised of posted balances for one or more activities and account categories. You can select a single activity for the pool, or you can use an activity list to select multiple activities. For more information, see ["Using Attribute Matrix Attributes"](#) on page 163.

You can select a range of account categories or an account category group. You can define the cumulative basis for the activity pool as period, year or life-to-date, or you can define a compute statement that identifies the activity data you want (such as period-to-date accounting unit balances stored in a specific activity).

Activity Pool Example

Moose Wood Outfitters wants to allocate design costs incurred in one of its new store projects to specific project activities. They create a pool that selects the project's design activity and an account category group that specifies all account categories.

What Are Account Category Posting Options?

NOTE Because the Pool and Detail posting options are based on the account categories in the allocation pool, they are available only with activity-based pools.

When you use an activity pool, you can select posting options that determine the level of detail at which allocation transactions are created in post-to activities. Three posting options are available.

Posting Option	Description
Consolidate	This posting option creates one allocation transaction for each post-to activity. Select Consolidate to create one allocation transaction for each post-to activity and account category defined in the allocation set up.
Pool	This posting option creates multiple entries for each post-to activity. The account categories in the pool are substituted for the account category defined for the post-to activity in the allocation set up. Select Pool to create one allocation transaction for each post-to activity using each account category specified in the pool.
Detail	This posting option creates multiple entries for each post-to activity and account category. Allocations are calculated separately using each account category in the pool, and each transaction is posted to the post-to activity and account category in the allocation record. Select Detail to create multiple allocation transactions to be posted to the activity and account category in the allocation set up.

Example

Moose Wood Outfitters wants to allocate costs from the DESIGN activity to three other project-related activities. The following table displays the details of the allocation they want to perform.

Pool	Driver	Allocation	Post-To Activity
Activity: DESIGN Account Categories:	20%	\$2,000	CARPENTRY Account category: Design Costs
Material \$1,000 Labor \$3,000 Outside Services \$6,000	30%	\$3,000	FIXTURES Account category: Design Costs
	50%	\$5,000	DECORATING Account category: Design Costs
Total Pool = \$10,000			

The posting option they select impacts the transactions created. The following three examples show the results of each option. Note that the total allocation amount for each activity remains the same.

Consolidate Option

Allocation Amount	Activity	Account Category
\$2,000	CARPENTRY	Design Costs
\$3,000	FIXTURES	Design Costs
\$5,000	DECORATING	Design Costs

Pool Option

Amount	Activity	Account Category
\$200	CARPENTRY	Material
\$600	CARPENTRY	Labor
\$1,200	CARPENTRY	Outside Services
\$300	FIXTURES	Material
\$900	FIXTURES	Labor
\$1,800	FIXTURES	Outside Services
\$500	DECORATING	Material
\$1,500	DECORATING	Labor
\$3,000	DECORATING	Outside Services

Detail Option Amount	Activity	Account Category
\$200	CARPENTRY	Design Costs
\$600	CARPENTRY	Design Costs
\$1,200	CARPENTRY	Design Costs
\$300	FIXTURES	Design Costs
\$900	FIXTURES	Design Costs
\$1,800	FIXTURES	Design Costs
\$500	DECORATING	Design Costs
\$1,500	DECORATING	Design Costs
\$3,000	DECORATING	Design Costs

What Are Offset Entries?

Allocation transactions can be one-sided or balanced. If you want to post a balanced allocation transaction, you define an offset activity and account category. For example, when Moosewood Outfitters allocates costs from the Design activity in a new store project, they will increase costs in other activities in the project. They can create an offset entry that reduces the balance in the Design activity to avoid overstating costs on reports or inquiries that include all activities in the project.

TIP You can define offset information for the entire allocation, or you can define different offset information for each post-to activity in the allocation record.

If the allocation pool is comprised of many activities, you might want to define a special “contra” activity that you use for the offset entry. For example, if design costs are collected in multiple activities, you could create an “Allocated Design Costs” activity. You might also want to define one or more account categories for allocation offset entries.

As an option, you can post allocations generated in Project Accounting to Lawson’s General Ledger application. Allocation transactions you post to General Ledger must be balanced if they involve amounts. Unit transactions to General Ledger need not be balanced. The following table shows offset entry information you define in each allocation header to accomplish the posting results you want.

Allocation	Alloc Type	Post to Account	Post from Activity	Post from Account
Single sided in AC, not posted to GL	AC Only	Required	blank	blank
Balanced in AC, not posted to GL	AC Only	Required	Required	Required
Single sided in AC, balanced in GL	AC and GL	Required	blank	Required
Balanced in AC, balanced in GL	AC and GL	Required	Required	Required

Planning Checklist for Defining Allocations

Before you define and process allocations you will want to plan the allocation. You can use the following list of considerations as a checklist when planning your allocation.

Decision**Options**

Determine the pool or basis for the allocation.

- You can use an activity pool or general ledger pool. Use an activity pool to define the activity or activity list and account categories for the balances you want to allocate. Use a general ledger pool to define the company, accounting units, accounts and subaccounts for the balances you want to allocate.
- If you use a list to select activities for a pool, be sure the list doesn't include both summary and posting activities to avoid overstating the pool balance.
- You must use a compute statement with a general ledger pool to determine the balances.
- Consider using an auto-reversing allocation if the cumulative basis for the allocation pool is life-to-date or year-to-date.

Determine whether the allocation is one sided or whether it must remain in balance.

- If you want a balanced allocation transaction in activities, consider defining a single offset activity or account category for posting the offset transactions.
- You can create a balanced entry in General Ledger without creating a balanced entry in Project Accounting.
- Unit allocations that you post to General Ledger do not need to be balanced, but amount allocations you post to General Ledger do.

Determine the activities and account categories to which you want to allocate.

- You can only allocate to posting level activities.
 - To save time, you can post allocations to a list of activities. For more information, see ["Defining List Allocations"](#) on page 443.
-

Decision	Options
Determine the type of driver you want to use for the allocation.	<p>You can create allocations using any of the following drivers:</p> <ul style="list-style-type: none"> • fixed percentages • fixed factors • dynamic factors • a mix of fixed percentages and factors • a compute statement <hr/> <p>TIP If a different pool should be used as the basis for each allocation line, consider using a computed allocation.</p>
Determine the order in which allocations can be processed.	<ul style="list-style-type: none"> • If allocation transactions can contribute to pools you use in subsequent allocations, you can create an allocation group and assign steps to each allocation in the group to determine the order in which allocations should be calculated. • Consider the processes that need to be completed before you perform allocations. For example, you may need to post depreciation to General Ledger before allocating depreciation costs to activities.

What Are the Methods for Defining Allocations?

Several methods are available for defining allocations in Project Accounting. Each method is based on the type of driver you want to use in the allocation. You can find details about each of these methods in the following chapters.

Method	Description	For details, see
Fixed percentage allocations	A fixed percentage allocation allocates amounts or units from a single pool using the percentage you define as the driver to determine the allocation. Use a fixed percent allocation when you want to allocate a set percentage of amounts or units to an activity.	"Defining Allocations" on page 415
Factor allocations	A factor allocation allocates amounts or units from a single pool based on a factor. Fixed factors (such as square footage) are entered in each post-to line in the allocation record. Dynamic factors (such as total sales or hours worked) are stored as amounts or units in other activities.	"Defining Allocations" on page 415
Mixed allocations	A mixed allocation allocates amounts or units from a single pool using any combination of fixed percentages, fixed factors or dynamic factors.	"Defining Allocations" on page 415
Computed allocations	In a computed allocation, the pool balance is allocated using a compute statement as the factor. With a computed allocation, you can allocate balances from a single pool or you define a different pool for each post-to activity.	"Defining Computed Allocations" on page 425

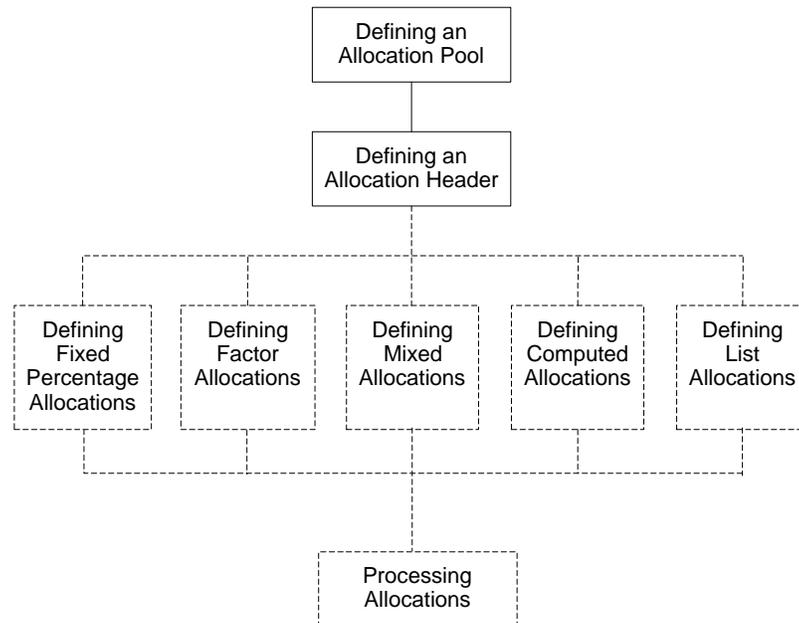
Method	Description	For details, see
List allocations	A list allocation allocates the pool balance to a list of activities. List allocations use compute statements as drivers.	"Defining List Allocations" on page 443

After you define an allocation, you can then process it to calculate and review it before creating and posting allocation transactions. For more information, see ["Processing Allocations"](#) on page 455.

Procedures in this Chapter

Before you define an allocation, you must define one or more allocation pools and you must define a header for each allocation. Use the procedures in this chapter to complete this prerequisite setup. Then use the procedures in the following chapters to define and process the allocation.

Figure 45. Procedure relationship: Defining and processing allocations



Defining an Allocation Pool

Use this procedure to define a pool for an allocation. A pool identifies the amount or units to be allocated. Pools are either activity-based or General Ledger-based. Activity pools consist of posted monetary amounts or statistical units found in activities and account categories. General Ledger pools consist of unit or amount balances for companies, accounting units, accounts, and subaccounts.



Need More Details? Check out the following concepts:

- ["What Is an Allocation Pool?"](#) on page 402

STEPS To define an allocation pool

1. Access Allocation Pool (AC32.1).
2. Use the Activity Management tab to define an activity based pool.

Consider the following fields.

Type	Select either amounts or units to be the basis of the pool.
-------------	---

Activity Selection	To define a pool comprised of a single activity, select Activity. To define a pool comprised of multiple activities, select Activity List.
---------------------------	---

Activity or Activity List	Based on your choice in the Activity Selection field, select an activity or activity list. The name of this field is dynamic and changes to reflect your choice in the Activity Selection field.
----------------------------------	--

TIP If you select an activity list, remember that balances from posting activities roll up to summary activities. If members of your list include posting activities and their higher level summary activities, your pool may be overstated.

Account Category Selection	Select Account Category Range or Account Category Group as the basis for the account categories in the allocation pool.
-----------------------------------	---

Acct Cat Range or Acct Cat Group	Based on your choice in the Account Category Selection field, select an account category range or account category group in this field. The name of this field is dynamic and changes to reflect your choice in the Account Category Selection field.
---	---

Cumulative Basis	Select whether you want life-to-date, year-to-date, or period-to-date balances for the activities and account categories.
-------------------------	---

Compute	You can use a compute statement to identify the cumulative basis for the allocation pool. For example, you could use the compute statement <code>YTDACA(,12)*.70</code> to specify the pool basis as 70% of current year-to-date activity amounts through period 12.
----------------	--

- or -

Use the General Ledger tab to define a general ledger based pool.
Consider the following fields.

Type	Select either amounts or units to be the basis of the pool.
-------------	---

Compute	Select a compute statement to identify the type of General Ledger data you want in the pool. For example, the compute statement <code>CPAMT*1</code> defines General Ledger current period amount balances, and <code>CYAMT*1</code> defined General Ledger current year-to-date amount balances. You define compute statements using Compute Statement (RW50.1).
----------------	---

Company	Select the company to define the data you want in the pool.
Accounting Unit	Select the accounting unit to define the data you want in the pool. You can select a posting or summary accounting unit.
	TIP To define a pool for General Ledger balances in multiple companies or accounting units, use General Ledger total names in the Compute statement you define for the pool.
Accounts	Select a range of accounts to define the data you want in the pool.
Subaccounts	Select a range of subaccounts to define the data you want in the pool.

Defining an Allocation Header

This procedure describes the process for defining the header for a new allocation. The header includes basic information about the allocation including a name, description, and defaults. You must define a header for an allocation before you can define the allocation. Use this procedure to define headers for all types of allocations: fixed percentage allocations, factor allocations, mixed allocation, computed allocations, and list allocations.

STEPS To define an allocation header

1. Choose the New Allocation button on Single Pool Allocation (AC30.1), Multiple Pool Allocation (AC30.2), or List Allocation (AC30.3) to access New Allocation (AC30.4).
2. Use this subform to define the header for a new allocation. Consider the following fields.

Allocation	Type a name and description for the allocation.
Auto Zero	Select Yes to define an auto-zeroing allocation. If you select Yes, percentages and factors you enter on Allocation (AC30.1) are automatically set to zero after the allocation transaction is created. If you use the auto zero feature, you must redefine the percentages or factors before you process the allocation again.
Description	You can type a description that will default for each allocation line on Entry (AC30.6). If you leave this field blank, the allocation description defaults into this field.

Auto Reverse	Select Yes to define an auto-reversing allocation. If you select Yes, a reversing entry is automatically created by Allocation Update (AC131). You define the date for the reversing entry on Allocation Update (AC131). This option is normally used for allocations based on year-to-date or life-to-date data.
Allocation Type	<p>Select one of the following options to determine how the allocation will be posted:</p> <ul style="list-style-type: none"> • Select A to post the allocation only to Project Accounting. • Select B to post the allocation to Project Accounting and to General Ledger.
Control Group	A control group number is assigned to the allocation's transactions when you run Allocation Update (AC131). Control group numbers must start with the digits 999. You can assign your own control group number to the allocation, but if you leave the control group blank it will be assigned automatically.
Post to Account	<p>Select the company, accounting unit, account and subaccount to which you want to post the allocation.</p> <hr/> <p>NOTE You must define Post to Account information even if you are posting the allocation only to Project Accounting.</p>
Post from Activity and Post from Acct Cat	<p>To create a balanced allocation transaction in Project Accounting, select the activity and account category to which the offset transaction should be posted.</p> <p>If you do not want to create a balanced transaction in Project Accounting, leave these fields blank.</p>
Post from Account	<p>To create a balanced allocation transaction, select the General Ledger company, accounting unit and account to which the offset transaction should be posted.</p> <hr/> <p>NOTE You must define Post from Account information for a balanced allocation transaction, even if you are posting the allocation only to Project Accounting.</p>

Chapter 21

Defining Allocations

This chapter describes the process for defining fixed percentage, factor, and mixed allocations in Project Accounting. One procedure is provided for defining these three types of allocations; the type of allocation you define is based on the driver type you select within the procedure.

STOP Before you define allocations, review allocation concepts and complete the setup tasks. For more information, see "[Allocations Overview and Setup](#)" on page 399.

Concepts in this Chapter

TIP For more information, see "Procedures in this Chapter" on page 419.

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a Fixed Percentage Allocation?" on page 416](#)
- ["What Is a Factor Allocation?" on page 416](#)
- ["What Is a Mixed Allocation?" on page 418](#)

What Is a Fixed Percentage Allocation?

A fixed percentage allocation allocates amounts or units using a percentage you define for each post-to activity. You can use a fixed percentage allocation when:

- you want to allocate amounts or units from a single pool
- you want to manually specify the percentage allocated to each post-to activity
- you want to allocate less than 100% of the pool to activities

As an option, you can auto-zero the percentages in the allocation every time you post it. This requires that you re-enter the percentages for each post-to activity before you use the allocation again.

Fixed Percentage Example

Moose Wood Outfitters wants to allocate design costs for one of its new store projects to other activities in the project. They defined the following allocation.

Pool	Driver	Post-to activity	Allocation
Activity: DESIGN	50%	Activity: DECORATING	\$5,000
Account	20%	Account	\$2,000
Categories: 03000 to 03099	30%	Category: 03040	\$3,000
Amount: \$10,000		Activity: CARPENTRY	
		Account	
		Category: 03040	
		Activity: ELECTRICAL	
		Account	
		Category: 03040	

What Is a Factor Allocation?

A factor is a value associated with each post-to activity in an allocation. Factors can be square footage, hours spent, units produced, to-date costs or revenues for specific activities, and so on. The application uses the

following formula to determine the percentage for each post-to activity in a factor allocation:

Figure 46. Illustration: The factor allocation formula

Factor / Sum of all Factors = Allocation Percentage

Since the calculation determines percentages based on each post-to activity's pro rata share, 100% of the pool will always be allocated in factor allocations.

Two kinds of factors exist: fixed and dynamic. With fixed factors, you define a value for each post-to activity that remains constant (such as square footage). With dynamic factors, you map existing Project Accounting data to each post-to activity (such as labor hours or period-to-date revenues posted to a given activity). You can use a dynamic factor to determine allocation percentages using posted or budgeted activity balances.

Consider using a fixed factor allocation when:

- you want to allocate 100% of the pool
- the values on which the driver is based are unchanging
- the values on which the driver is based are not already collected or stored in Project Accounting

Consider using a dynamic factor allocation when:

- you want to allocate 100% of the pool
- the values on which the driver is based change frequently
- you are regularly posting or budgeting the units or amounts on which the driver is based in Project Accounting

In the following examples of fixed and dynamic factor allocations, Moose Wood Outfitters is using Project Accounting to track sales and costs for each of its store locations.

Fixed Factor Example

Moose Wood Outfitters wants to allocate overhead costs to stores based on each store's square footage. They define an allocation that includes a factor for each post-to activity (in this example, each store is a posting activity). The factor identifies the square footage of each store.

Activity	Factor (Sq Ft)	Calculation	Driver
St. Paul store	40,000	40,000/100,000	40%
Chicago store	35,000	35,000/100,000	35%
Denver store	25,000	25,000/100,000	25%
	100,000		100%

The St. Paul store is allocated 40% of the pool. If the square footage of store changed, such as for an expansion, they would change the factor and the percentages would be adjusted accordingly.

Dynamic Factor Example

In this example, Moose Wood Outfitters wants to allocate overhead costs to stores based on each store's sales. They defined a Sales account category for each store activity to capture this information. In the allocation, they associated each store's activity and Sales account category with the respective post-to activity. When they process the allocation, the application uses each store's sales amount to determine the percentage of total sales for each store.

Activity	Sales	Calculation	Driver
St. Paul store	\$580,000	$580,000 / 1,800,000$	32.2%
Chicago store	750,000	$750,000 / 1,800,000$	41.7%
Denver store	470,000	$470,000 / 1,800,000$	26.1%
	\$1,800,000		100.0%

What Is a Mixed Allocation?

A mixed allocation uses any combination of fixed percentages, fixed factors, and dynamic factors. You might want to use a mixed allocation when a portion of the allocation has a fixed percentage applied to it and other parts of the allocation vary based on some factor. A mixed allocation allocates the full amount of the pool. Fixed percentages are applied first, then the remaining pool balance is allocated based on factors.

Example

Moose Wood Outfitters wants to allocate 50% of the overhead costs to the St. Paul store because it just opened. They want to allocate the remainder of the overhead costs to the Chicago and Denver stores based on square footage. The pool of overhead costs to be allocated is \$100,000.

Activity	Driver	Pool Balance	Allocation
St. Paul store	50% fixed percentage	\$100,000	\$50,000
Chicago store	$35,000 / 60,000 = 58.3\%$	50,000	29,150
Denver store	$25,000 / 60,000 = 41.7\%$		20,850
			\$100,000

Procedures in this Chapter

This chapter provides detailed instructions for defining allocations in Project Accounting. This procedure applies only to allocations that do not use compute statements or lists. Details on defining those kinds of allocations are found elsewhere in this user guide. For more information, see ["Defining Computed Allocations"](#) on page 425. For more information, see ["Defining List Allocations"](#) on page 443.

Perform this procedure only after defining a pool and header for the allocation. (For more information, see ["Defining an Allocation Pool"](#) on page 411. For more information, see ["Defining an Allocation Header"](#) on page 413.) After you define the allocation you can process it. (For more information, see ["Processing Allocations"](#) on page 455.)

Defining an Allocation

This procedure describes the process for defining allocations in the Project Accounting application. You can select fixed percentages, factors, or a combination of both as the drivers for the allocation. The type of driver you select determines how pool amounts or unit will be allocated. Use this procedure to define fixed percentage allocations, fixed factor allocations, dynamic factor allocations, or mixed allocations.

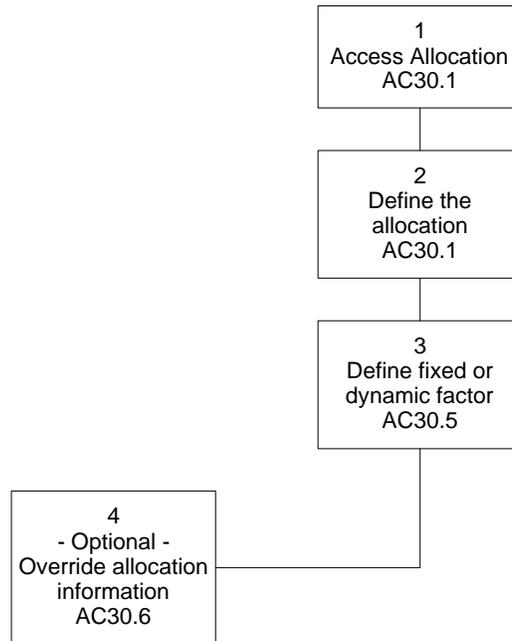
STOP You must define an allocation pool and an allocation header before defining an allocation. For more information, see ["Allocations Overview and Setup"](#) on page 399.



Need More Details? Check out the following concepts:

- ["What Is a Fixed Percentage Allocation?"](#) on page 416
- ["What Is a Factor Allocation?"](#) on page 416
- ["What Is a Mixed Allocation?"](#) on page 418

Figure 47. Procedure flow: Defining an allocation



STEPS To define an allocation

1. Access Allocation (AC30.1).
2. Define the allocation. Consider the following fields.

Allocation	Select the name of the allocation you are defining. You name the allocation when defining the allocation header. For more information, see "Defining an Allocation Header" on page 413.
Pool	Select the pool (amounts or units to be allocated) you want to assign to the allocation. For more information, see "Defining an Allocation Pool" on page 411.
Line	Type the allocation line number. Each line contains driver information and identifies the activities to which allocation transactions will be posted.
Post to Activity	Select the activity and account category to which the allocation will be posted.

Percent	To use a fixed percentage driver, type the percent of the pool you want to allocate to the Post-to Activity. Enter percentages as whole numbers, such as 80.00.
Pst Opt (Posting Option)	<p>Select one of the following posting options to determine the level of detail for the allocation transactions:</p> <ul style="list-style-type: none"> • The Consolidate option creates one allocation transaction for each Post to Activity. The transaction is posted to the post-to activity and account category defined on the allocation line. The Consolidate option defaults, and must be used with General Ledger based pools. • The Pool option creates multiple allocation transactions for each Post to Activity. Transactions are created based on the pool's account categories. Transactions are posted to the Post to Activity defined on the allocation line, but the account category is overridden with the original account categories defined for the pool. This option can only be used with an activity based pool. • The Detail option creates multiple allocation transactions for each Post to Activity. The calculation creates the same detailed transactions as the Pool option, but transactions are posted to the Post to Activity and account category defined on the allocation line. <p>Examples are found elsewhere in this user guide. For more information, see "What Are Account Category Posting Options?" on page 403.</p>
Auto Rvs (Auto Reverse)	Select Yes to automatically create a reversing entry for the allocation when you create allocation transactions. When you run Allocation Update (AC131), you specify the date you want to assign to the reversing entry. This option is normally used for allocations based on year-to-date or life-to-date data. This overrides the default you defined in the Auto Reverse field on New Allocation (AC30.4).

NOTE On Factor (AC30.5), you can define a fixed factor or a dynamic factor, but not both.

3. To define a fixed or dynamic factor as the driver for the post-to activity, choose the Factor button to access Factor (AC30.5).
 - a. For a fixed factor, consider this field:

Fixed	Type the value for the factor you want the application to use when calculating the allocation percentage for the post to activity. For example, if you are allocating to the post-to activity based on head count or square footage, enter the number of employees or the number of square feet.
--------------	--

- b. To create a dynamic factor, map the appropriate activity information to the post-to activity line. Consider these fields.

Activity	Select the posting activity that holds the data you want to use for the dynamic factor. For example, to base the factor on period-to-date hours for the design activity, select the DESIGN activity.
-----------------	--

Acct Category Selection	Select Account Category Range or Account Category Group as the basis for selecting the account categories that hold the data you want to use for the dynamic factor.
--------------------------------	--

Account Category Range or Account Category Group	Based on your choice in the Account Category Selection field, select the range of account categories or account category group that contain the data you want to use for the dynamic factor. For example, to base the factor on period-to-date labor hours for the design activity, select a range or a group of labor-related account categories. The name of this field changes to reflect your choice in the Account Category Selection field.
---	---

Type	Select whether you want to base the dynamic factor on amounts or units for the specified activity and account categories. For example, to base the factor on period-to-date labor hours, select units.
-------------	--

Budget	To base the dynamic factor on actual amounts or units, leave the Budget field blank. To base the dynamic factor on budgeted amounts or units, select a budget number.
---------------	---

Cumulative Basis Select Period-to-Date, Year-to-Date, or Life-to-Date to define the cumulative basis for the data you are using for the dynamic factor.

4. To override allocation header or pool information for the post-to activity in the allocation line, or to define a unit of measure if you are allocating units that will impact Units of Production billing, click the More button to access Activity Allocation (AC30.6). Consider the following fields.

Post from Activity, Post from Acct Cat, and Post from Account You can override offset transaction defaults defined on New Allocation (AC30.4) in these three fields.

Type Select Amount or Units to override the type of data allocated from the pool.

UOM If you are allocating units that you intend to bill using the Units of Production billing method in the Billing and Revenue Management application, select a unit of measure. For more information, see ["Defining Units of Measure"](#) on page 127.

Description The description in the allocation header is used in transactions created for the post-to activity in the allocation line. You can type a description to override the description defined in the allocation header.

Post to Account The allocation header contains the post to company, accounting unit, account and subaccount that will be used in the allocation transaction. You can select a different company, accounting unit, account and subaccount if you do not want to use the allocation header's information in the transactions created for the post-to activity in the allocation line.

Followup Tasks

- Process the allocation to calculate and allocate the pool amounts. For more information, see ["Processing Allocations"](#) on page 455.

Related Reports and Inquiries

To	Use
List allocation information	Allocation Listing (AC230)

Chapter 22

Defining Computed Allocations

This chapter focuses on defining computed allocations in Project Accounting. A computed allocation uses a compute statement, an arithmetic calculation, to determine allocation amounts. Use computed allocations when allocation percentages are dependent on a system calculated percentage.

STOP Before you define allocations, review allocation concepts and complete setup tasks. For more information, see "[Allocations Overview and Setup](#)" on page 399.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 432

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a Computed Allocation?"](#) on page 427
- ["What Is the Data Dictionary?"](#) on page 428
- ["What Is a Compute Statement?"](#) on page 428
- ["What Are Compute Parameters?"](#) on page 429
- ["What Is a Total Name?"](#) on page 431

What Is a Computed Allocation?

A computed allocation uses a compute statement, an arithmetic calculation, to determine allocation percentages. Compute statements can use data in Project Accounting or General Ledger as the basis for calculating the driver. Use computed allocations when:

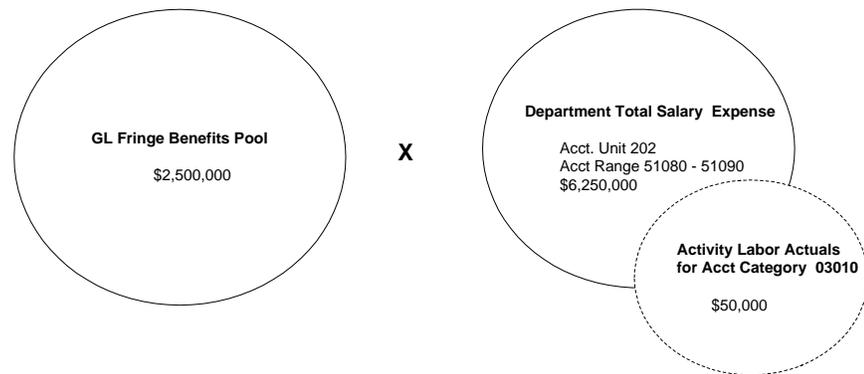
- you want to allocate amounts or units from one or more pools
- you want to create an equation using activity or General Ledger data to determine the percentage to allocate to each post-to activity

Example

LGE Corporation wants to allocate fringe benefit costs they collect in General Ledger to activities in the Drug XYZ research project. They post labor costs to various activities in the project, and they collect labor costs by department in General Ledger. LGE wants to allocate a portion of the fringe benefit costs to each activity based on the percentage of activity labor over total department labor.

To determine the percentage, they use a compute statement that divides each activity's current period amount for labor costs by the General Ledger department's current period amount for labor costs. This percentage is then used to allocate fringe benefits from the pool to each activity.

Figure 48. Illustration: Using a computed allocation



$$\begin{array}{r} \text{Pool} \\ \$2,500,000 \end{array} \times \begin{array}{r} \text{PRDACA/CPAMT} \\ 50,000/6,250,000 \end{array} = \begin{array}{r} \text{Allocation Amount} \\ \$20,000 \end{array}$$

What Is the Data Dictionary?

TIP You can run Data Dictionary Listing (RW205) to create a data dictionary listing (For more information, see ["Data Dictionary Listing"](#) on page 511.) You can also view a list of data dictionary names and how their parameters are used from Compute Statement (RW50.1).

Data dictionary names provide a shortcut to, or a simplified way to access information you want to use to calculate a budget. Lawson provides a data dictionary which contains a set of pre-defined data dictionary names you use to access activity information for these calculations. For example, if you select YTDACA, the system retrieves year-to-date activity amounts. You cannot change or add to the pre-defined dictionary.

Examples of Data Dictionary Names

Data Dictionary Name	Description
LTDACT	Life To Date Activity Total
PRDACU	Period Activity Units
YTDACB	Year To Date Activity Budget

Parameters

TIP When you select data dictionary names, you can use Drill Around to see the optional parameters allowed.

Most data dictionary names accept parameters. These parameters identify more specifically what data is to be retrieved. For example, with the data dictionary name YTDACA you specify the year and period in which you are interested. Parameters attached to a data dictionary name are unique from and operate in addition to any compute parameters you define and use with a compute statement. For more information, see ["What Are Compute Parameters?"](#) on page 429.

There is no current year and period in Project Accounting. If you use a data dictionary name with a parameter that identifies current year, the current year is presumed to be the year define on Allocation Calculation (AC130).

Name	Description	Parameters
YTDACA	Year To Date Activity Amount	This item accepts optional year and period parameters. For example YTDACA(,9) represents year-to-date activity for the current year through period nine. YTDACA(1,9) will return year-to-date activity for the previous year through period nine.

What Is a Compute Statement?

A compute statement is an arithmetic equation consisting of Lawson data dictionary names, total names, operation symbols, and numeric values that

lets you create customized calculation formulas. In Project Accounting you can use compute statements to calculate budgets or allocation percentages.

Example

LGE Corporation used a compute statement to calculate the percentage driver for allocating fringe benefits from a General Ledger pool to each activity in a drug research project. The compute statement PRDACA/CPAMT was used to calculate the percentage of each activity's salary to total department salaries. The PRDACA data dictionary name is used to get the period-to-date salary amount for the activity. The data dictionary name CPAMT retrieves the salary and wage data for the department in General Ledger.

What Are Compute Parameters?

TIP You can use the same set of compute parameters with different compute statements.

Compute parameters are used with a compute statement to retrieve the data you want to use with a given data dictionary name. For example, you can identify the data to use for an activity-related data dictionary name by making both an activity and account category selection from the following set of options:

Activity	Account category
<ul style="list-style-type: none"> activity group list activity group a list of activities single activity 	<ul style="list-style-type: none"> a range of account categories an account category group

You can also use General Ledger data dictionary names in compute statements for activity allocations. For General Ledger data dictionary names, you can specify the accounting units and accounts from which you want to retrieve data using any of the following parameters:

Company and Accounting Unit	Accounts	Subaccounts
<ul style="list-style-type: none"> a company and an accounting unit a company group and an accounting unit a list of accounting units 	<ul style="list-style-type: none"> a range of accounts an account group 	<ul style="list-style-type: none"> a range of subaccounts a subaccount group

Accounting Unit Balances by Activity

If you maintain accounting unit balances in activities, you can use data dictionary names that specify the accounting unit balance by activity. For example, LTDAUA specifies the life-to-date activity accounting unit amount. Compute parameters you use with these types of data dictionary names should identify both activity and General Ledger information.

You can also use the total dictionary names with total names to consolidate accounting unit balances by activity. The type you assign in the total name can refer to accounting unit balances by activity for amounts or units. For more information, see ["What Is a Total Name?"](#) on page 431.

Example

LGE Corporation used compute parameters to identify the data retrieved for the PRDACA/CPAMT compute statement. To get the salary for each activity, they defined the following activity parameters:

- Activity Group: DRUG RESEARCH STUDY
- Activity: ADMISSIONS
- Account Category Group: Labor

The CPAMT data dictionary name retrieves General Ledger data to identify total salaries paid to the department associated with the activity:

- Company: 4321
- Accounting Unit: 403 - Patient Services
- Account Range: 51080 - 51090

What Is a Total Name?

TIP You can use General Ledger total names in compute statements for activity budgets or allocations. For more about General Ledger total names, see the *Report Writer User Guide*.

Activity compute parameters apply to the activity-related data dictionary names in the compute statement. If you want to retrieve activity balances using different criteria than those specified in the compute parameters, you can use a special total data dictionary name with a total name. A total name is a unique type of parameter that is used in place of compute parameters. Activity total names can be used with the following total data dictionary names:

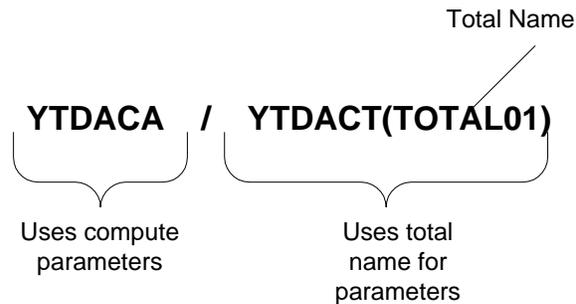
Data Dictionary Name	Description	Parameters
LTDACT	Life To Date Activity Total	Total Name, Year, Period, Activity
PRDACT	Period To Date Activity Total	Total Name, Year, Period, Activity
YTDACT	Year To Date Activity Total	Total Name, Year, Period, Activity

Total names are useful when you want to include two data dictionary names that retrieve different activity information in the same compute statement.

Example

LGE Corporation wants to base an allocation on the ratio of current period technician hours for the X-RAY activity to current period technician hours for all other imaging-related activities. They constructed the following compute statement.

Figure 49. Illustration: Using a total name in a compute statement



The compute parameters are associated with the data dictionary name PRDACU (period-to-date activity units) in the numerator, so they selected the X-RAY activity and the Labor account category.

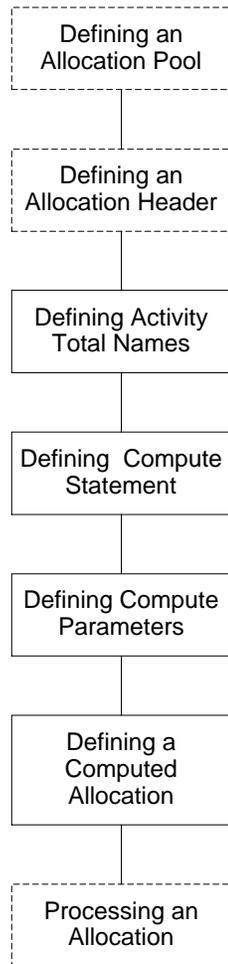
Because different activities should be associated with the denominator, they used the data dictionary name, PRDACT (period-to-date activity total) that accepts a total name (IMAGING). The total name identifies the other imaging-related activities they want to associate with the total data dictionary name in the denominator.

Procedures in this Chapter

This chapter provides detailed instructions for defining computed allocations in Project Accounting, including the procedures you will use to define the driver (always a compute statement) for the allocation.

Define a computed allocation only after defining one or more pools and header for the allocation. (For more information, see ["Defining an Allocation Pool"](#) on page 411. For more information, see ["Defining an Allocation Header"](#) on page 413.) After you define the allocation you can process it. (For more information, see ["Processing Allocations"](#) on page 455.)

Figure 50. Procedure relationship: Defining a computed allocation



Defining Activity Total Names

An activity total name can be used with total data dictionary names in a compute statement. You can use these total data dictionary names with total names instead of other data dictionary names with compute parameters.

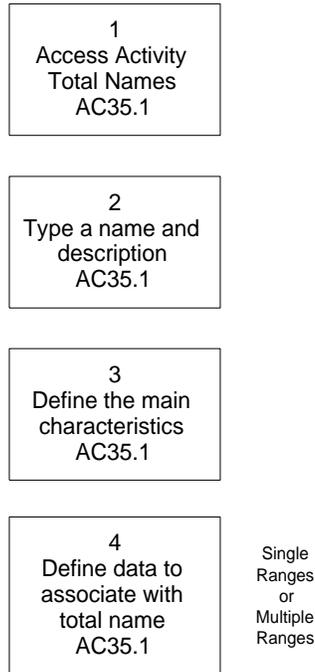
Use this optional procedure to define total names that you want to use in a compute statement.



Need More Details? Check out the following concepts:

- ["What Is a Total Name?"](#) on page 431

Figure 51. Procedure flow: Defining activity total names



STEPS To define an activity total name

1. Access Activity Total Names (AC35.1).
2. Type a name and description for the total name.
3. On the Main page define the main characteristics of the total name. Consider the following fields.

Year

When you use a total name in a compute statement, you can specify the year for which you want to retrieve data in the total name or as an optional parameter for the data dictionary name. To identify the year as part of the total name, type the year for the data you want to retrieve.

Type	Indicate how totals should be generated. Select one of the following: <ul style="list-style-type: none">• Select Amount to total activity amounts• Select Unit to total activity units• Select Currency to total amounts using activity currency instead of base currency• Select AC/GL Acct Unit Amount to total amount balances by activity, account category, company and accounting unit (only if you maintain accounting unit balances)• Select AC/GL Acct Unit Units to total unit balances by activity, account category, company and accounting unit (only if you maintain accounting unit balances)
Budget	If you selected Amount or Unit for the Type, you can select Yes to accumulate totals from activity budgets.

Budget Nbr If you selected Yes in the Budget field, select the budget number to use for accumulating totals.

4. Choose the Single Ranges page to define one set of data you want to associate with the total name. Consider the following tabs under the Single Ranges page.

AC Parameters If you selected Amount, Unit or Currency in the Type field on the Main page, you can identify a combination of activities and account categories as if they were one amount. You can select:

- an activity or activity list
- a range of account categories or an account category group

GL Parameters If you selected AC/GL Accounting Unit Amounts or AC/GL Accounting Unit Units in the Type field, consolidate those balances by identifying a combination of companies and accounting units. You can select one of the following:

- a company and accounting unit
- a company group and accounting unit
- an accounting unit list

NOTE The GL Parameters fields relate to accounting unit balances you maintain in Project Accounting. To maintain these balances, you must select Yes in the Accounting Unit Balance field on Activity Group (AC00.1) and run AC191 to update these balances.

– or –

TIP Total ranges let you associate multiple sets of data with the total name.

You can choose the Multiple Ranges page to associate multiple sets of data with the Total Name. For example, if you want to retrieve data from three different lists of activities you can define three sequences of AC Parameters in a total range.

- Choose Define in the Total Range field to access Activity Total Range (AC36.1).
- Type a name and description for the total range.
- Complete fields on the AC Parameters or GL Parameters pages as you would on AC35.1 to define the sets of data you want to associate with the total name.
- Choose the Add form action after each set of data you define. The total range name remains the same for each set of data and the application automatically assigns a sequence number to each set of data to uniquely identify it.

Defining a Compute Statement

A compute statement is an arithmetic equation consisting of Lawson data dictionary names, total names, operation symbols, and numeric values that lets you create customized calculation formulas. In Project Accounting, you use compute statements to calculate budgets or allocations. Use this procedure to define a compute statement that you will use to calculate a computed budget or allocation.

STOP If the data dictionary was not loaded as part of your initial installation, run Data Dictionary Load (RW590) to load the pre-defined dictionary.



Need More Details? Check out the following concepts:

- ["What Is the Data Dictionary?"](#) on page 428

STEPS To define a compute statement

1. Access Compute Statement (RW50.1).
2. Define the name and folder for the compute statement. Consider the following fields.

Compute	Type a name and description for the compute statement you are defining.
Folder	Select a folder where you want to store compute statement information. For more information about defining and using folders, see the <i>Report Writer User Guide</i> .

3. Define the compute statement equation.
4. Select the applications in which you want to use the compute statement. Consider the following fields.

Report Writer	Leave this field blank for compute statements that contain activity data dictionary names.
Ratio	Leave this field blank for compute statements that contain activity data dictionary names.
GL Allocation	Leave this field blank for compute statements that contain activity data dictionary names.
GL Budgeting	Leave this field blank for compute statements that contain activity data dictionary names.
Project Accounting	Select Project Accounting to use the compute statement in Project Accounting.
Lease Management	Leave this field blank for compute statements that contain activity data dictionary names.

5. Leave the Default Heading fields blank. These fields are not required for compute statements you use in Project Accounting.

NOTE Compute statements containing activity-related data dictionary names can be used only in Project Accounting.

Related Reports and Inquiries

To	Use
List allocation information	Allocation Listing (AC230)
List data dictionary names and the parameters they accept	Data Dictionary Listing (RW205)
List compute statements	Compute Listing (RW250)

Defining Compute Parameters

Use this procedure to define compute parameters. Compute parameters identify the specific Project Accounting or General Ledger information you want to use with data dictionary names in a compute statement.



Need More Details? Check out the following concepts:

- ["What Is a Compute Statement?"](#) on page 428
- ["What Are Compute Parameters?"](#) on page 429

STEPS To define compute parameters

1. Access Compute Parameters (AC34.1).
2. Type a name and description for the compute parameter you are defining.
3. Use the AC Parameters tab to identify the activities, account categories, and budget you want to associate with activity data dictionary names in the compute statement. Consider the following fields.

Activity Group List, Activity Group, Activity List, or Activity

Select the activities you want to associate with the activity data dictionary name in the compute statement. Select only one of these options.

Details about creating lists of activities or activity groups is found elsewhere in this user guide. For more information, see ["Using Attribute Matrix Attributes"](#) on page 163.

Account Categories or Group

Select the account categories you want to associate with the activity data dictionary name in the compute statement. Select a range of account categories or an account category group.

NOTE If the compute statement contains a data dictionary name that identifies accounting unit balances by activity (such as YTDAUA), complete the AC Parameters tab and the GL Parameters tab.

4.

Use the GL Parameters tab to identify the accounts you want to associate with General Ledger data dictionary names in the compute statement. Consider the following fields.

Budget Number	If the compute statement includes an activity budget data dictionary name, you can select the budget number you want to associate with the data dictionary name.
Company, Company Group, or Account Unit List	Select the company or company group containing the accounting unit you want to associated with the General Ledger data dictionary name in the compute statement. To associate multiple accounting units with the General Ledger data dictionary name, select a list of accounting units.
Account Unit	If you selected a company or company group, select the accounting unit you want to associate with the General Ledger data dictionary name.
Accounts or Account Group	Select the accounts you want to associate with the General Ledger data dictionary name. You can select a range of accounts or an account group.
Sub Accounts or Sub Account Group	You can select the subaccounts you want to associate with the General Ledger data dictionary name. You can select a range of subaccounts or a subaccount group.
Budget Number	If the compute statement includes a General Ledger budget data dictionary name, you can select the budget number you want to associate with the data dictionary name.

Defining a Computed Allocation

A computed allocation allocates amounts or units using a compute statement. Use computed allocations when allocation percentages are dependent on a system calculated percentage. This procedure describes the process of defining a computed allocation.

STOP You must define at least one allocation pool and an allocation header before defining an allocation. For more information, see "[Allocations Overview and Setup](#)" on page 399. Use the previous procedures in this chapter to define the compute statement you will use as the driver for the allocation.



Need More Details? Check out the following concepts:

- ["What Is a Computed Allocation?"](#) on page 427

STEPS To define a computed allocation

1. Access Multiple Pool Allocation (AC30.2).
2. Define the computed allocation. Consider the following fields.

Allocation	Select the name of the allocation you are defining. You name the allocation when defining the allocation header. For more information, see "Defining an Allocation Header" on page 413.
Line	Type the allocation line number. Each line identifies the pool, driver information, and the the activities to which allocation transactions will be posted.
Post to Activity	Select the activity and account category to which the allocation will be posted.
Pool	Select the pool from which you want to allocate amounts or units. You can specify a different pool for each allocation line, or you can use the same pool. For more information, see "Defining an Allocation Pool" on page 411.
Compute	Select a compute statement for the allocation driver.
Param (Compute Parameter)	Select a compute parameter to use with the compute statement.

Pst Opt (Posting Option)

Select one of the following posting options to determine the level of detail for the allocation transactions:

- The Consolidate option creates one allocation transaction for each Post to Activity. The transaction is posted to the post-to activity and account category defined on the allocation line. The Consolidate option defaults, and must be used with General Ledger based pools.
- The Pool option creates multiple allocation transactions for each Post to Activity. Transactions are created based on the pool's account categories. Transactions are posted to the Post to Activity defined on the allocation line, but the account category is overridden with the original account categories defined for the pool. This option can only be used with an activity based pool.
- The Detail option creates multiple allocation transactions for each Post to Activity. The calculation creates the same detailed transactions as the Pool option, but transactions are posted to the Post to Activity and account category defined on the allocation line.

Examples are available elsewhere in this user guide. For more information, see ["What Are Account Category Posting Options?"](#) on page 403.

Auto Rvs (Auto Reverse)	Select Yes to automatically create a reversing entry for the allocation when you create allocation transactions. When you run Allocation Update (AC131), you specify the date you want to assign to the reversing entry. This option is normally used for allocations based on year-to-date or life-to-date data. This overrides the default you defined in the Auto Reverse field on New Allocation (AC30.4).
--------------------------------	--

- To override allocation header or pool information for the post-to activity in the allocation line, or to define a unit of measure if you are allocating units that will impact Units of Production billing, click the More button to access Activity Allocation (AC30.6). Consider the following fields.

Post from Activity, Post from Acct Cat, and Post from Account	You can override offset transaction defaults defined on New Allocation (AC30.4) in these three fields.
--	--

Type	Select Amount or Units to override the type of data allocated from the pool.
-------------	--

UOM	If you are allocating units that you intend to bill using the Units of Production billing method in the Billing and Revenue Management application, select a unit of measure. For more information, see "Defining Units of Measure" on page 127.
------------	--

Description	The description in the allocation header is used in transactions created for the post-to activity in the allocation line. You can type a description to override the description defined in the allocation header.
--------------------	--

Post to Account	The allocation header contains the post-to company, accounting unit, account and subaccount that will be used in the allocation transaction. You can select a different company, accounting unit, account and subaccount if you do not want to use the allocation header's information in the transactions created for the post-to activity in the allocation line.
------------------------	---

Followup Tasks

- Process the allocation to calculate and allocate the pool amounts. For more information, see ["Processing Allocations"](#) on page 455.

Related Reports and Inquiries

To	Use
List allocation information	Allocation Listing (AC230)

Chapter 23

Defining List Allocations

This chapter describes the process for defining list allocations in Project Accounting. A list allocation uses lists to identify the activity amounts that make up a pool and the post to activities that receive the allocation.

STOP Before you define allocations, review allocation concepts and complete setup tasks. For more information, see "[Allocations Overview and Setup](#)" on page 399.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 449

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a List Allocation?"](#) on page 444
- ["What Is an Activity Post Option?"](#) on page 444
- ["Using Computes and Totals With List Allocations"](#) on page 446

What Is a List Allocation?

NOTE For more information, see ["Using Attribute Matrix Attributes"](#) on page 163.

A list allocation lets you post an allocation to a list of activities. This list of activities is called the post-to list. When the allocation is calculated, allocation transactions are created for each activity in the list. List allocations require a pool, a driver (always a compute statement), and a list of post-to activities.

You can use automatic or manual lists in a list allocation. If the post-to activities change frequently and can be identified using an automatic list, you can dramatically reduce allocation maintenance using a list allocation because the list is dynamically generated each time the allocation is processed.

What Is an Activity Post Option?

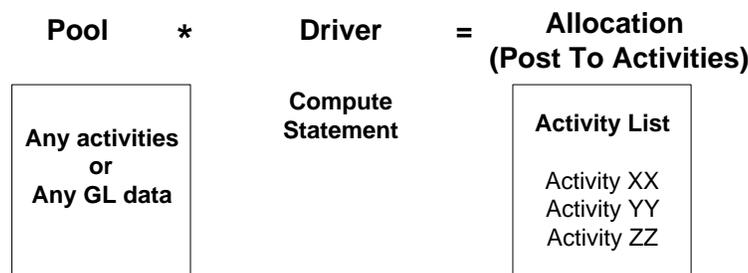
NOTE Account category post options control the level of detail used to create allocation transactions for each post-to activity. For more information, see ["What Are Account Category Posting Options?"](#) on page 403.

The activity post option determines how activities in the pool are treated when the allocation is calculated. There are two posting options: consolidate and pool.

Consolidate Posting Option

Use the consolidate posting option when you want an efficient way to allocate pool balances to a large set of activities. Using a list to identify the post-to activities saves time, particularly when you use an automatic list. (An automatic list is one that automatically selects activities based on eligibility criteria). With the consolidate posting option, the system applies the compute statement to the entire pool balance. Allocation transactions are created for each post-to activity in the list.

Figure 52. Illustration: Using lists with a consolidate posting option



NOTE For more information, see "Defining Computed Allocations" on page 425.

Example

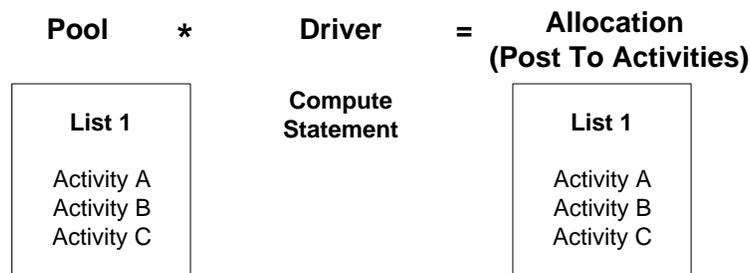
Moose Wood Outfitters collects project management costs in a separate activity. They want to allocate these costs to activities in progress in their new store construction projects. They created a post-to activity list that selects current activities and they defined a compute statement that bases the allocation on the ratio of each activity's labor hours to total labor hours for all activities in the list. Using the list and the compute statement, they defined the following list allocation.

Pool	*	Driver compute statement	Driver value	Activities in Post- to List	Allocation
Project Management	*	Each activity's hours	40%	Carpentry	\$4,000
		/ Total activity hours	35%	Electrical	\$3,500
\$10,000			25%	Decorating	\$2,500

Pool Posting Option

Use the pool posting option when you want to apply a surcharge or additional fee to a set of activities, and when that additional amount is calculated based on balances for those same activities. With the pool posting option, you must use an activity based pool and the pool must be defined using a list of activities that is identical to the list of post-to activities. To calculate each allocation, the system treats each activity in the pool's list separately. The driver is applied to each activity balance, and the allocation is posted back to the same activity.

Figure 53. Illustration: Using lists with a pool posting option



Example

Moose Wood Outfitters wants to charge capital interest to activities in progress in their new store construction projects. The interest should be charged based on the current period costs incurred for each activity. They defined a list of current activities and a compute statement (1*.005) to identify the interest rate. Using the list and compute statement, they defined this list allocation.

TIP Compute statements do not need to contain data dictionary names.

Pool	*	Driver	=	Allocation
Each activity's period-to-date cost:	*	0.005	=	Interest charge
• CARPENTRY				\$175
\$20,000				\$125
• ELECTRICAL				
-				
\$35,000				
• DECORATING				
-				
\$25,000				

Using Computes and Totals With List Allocations

NOTE For more information, see ["Defining Computed Allocations"](#) on page 425.

With list allocations, you can allocate to post-to activities based on the ratio of each post-to activity's balance to the total balance of all activities in the post-to list. To accomplish this, there are some special considerations for defining compute statements and the associated compute parameters and total names.

Example

Moose Wood Outfitters wants to allocate project management costs to a list of activities, as shown in the following table.

Pool	*	Driver compute statement	Driver value	Activities in Post-to List	Allocation
Project Management	*	Each activity's hours	40%	Carpentry	\$4,000
\$10,000		/ Total activity hours	35%	Electrical	\$3,500
			25%	Decorating	\$2,500

First, they defined an automatic list that selects the post-to activities they want. Next, they defined the following compute statement to calculate the pro rata share of hours for each activity in the list to total hours for all activities in the list.

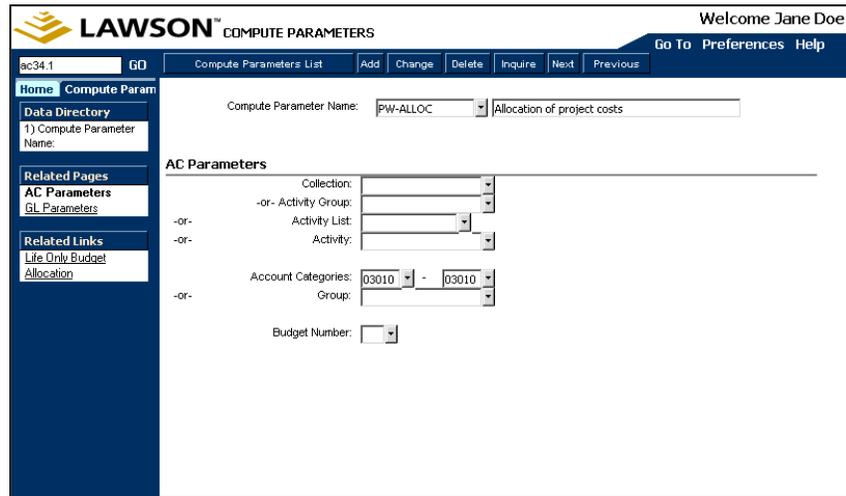
Figure 54. Illustration: Defining a compute statement to allocate project costs

Compute: PRORATE / Prorate PM Costs to List
Folder: GLALLOCATION / General Ledger Allocations
PRDACU/PRDAACT(PMTOT)

The compute statement's numerator must identify each individual activity in the list to make allocations on a pro rata basis. To do this, Moose Wood Outfitters used Compute Parameters (AC34.1) to identify the account categories on which the calculation should be based, but they left the activity options on Compute Parameters (AC34.1) blank. This indicates to the system that the allocation for each post-to activity should be calculated based on the balances for each *individual* activity in the list.

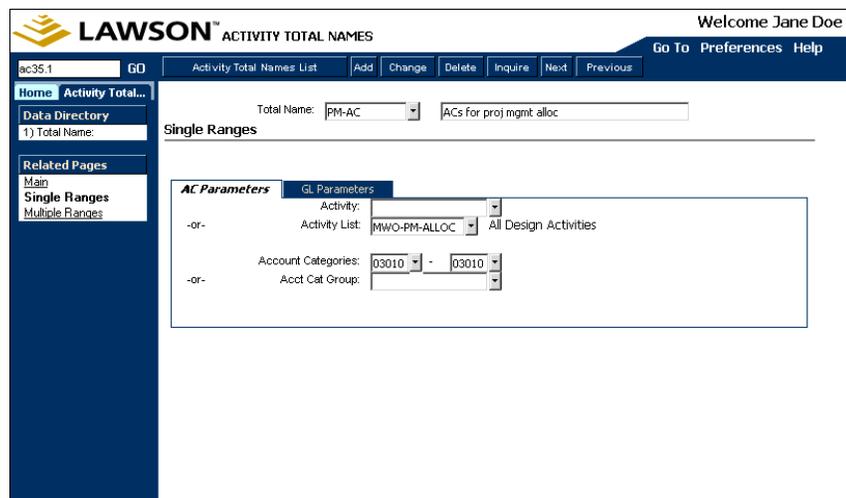
The compute statement's denominator uses a total name to identify the entire list of activities. The activity list is associated with the total name on Activity Total Names (AC35.1)

Figure 55. Illustration: Using Compute Parameters (AC34.1) to identify individual activities as the numerator



The activity list (MWO-PM-ALLOC) is associated with the total name on Activity Total Names (AC35.1).

Figure 56. Illustration: Associating an activity list with a total name



The following illustration shows all components associated with the list allocation as defined on List Allocation (AC30.3).

Figure 57. Illustration: Defining the list allocation

The screenshot displays the Lawson List Allocation interface. At the top, it says "LAWSON LIST ALLOCATION" and "Welcome Jane Doe". The main header includes "GO" and "ac30.3". Below this is a navigation bar with "Unrelease" and "Go To Preferences Help". The left sidebar contains "Home List Allocation", "Data Directory" (with "1) Allocation"), and "Related Links" (including Allocation, Multiple Pool Allocation, New Allocation, Allocation Pool, Allocation Group, Allocation Calculation, Allocation Update, and Allocation Listing). The main content area shows configuration fields: Allocation (MWO-PM), Pool (MWO-PMPOOL), Post to List (MWO-PM-ALLOC), Activity Post Option (C), Acct Cat Post Option (C), Post To Acct Cat (03020), Auto Reverse (Y), Compute Name (PM-HOURS), and Parameter Name (PM-ALLOC). There are also buttons for "New Alloc", "Single", and "Multiple".

Alternative Method

As an alternative, Moose Wood Outfitters could have used a total name in the numerator for the compute statement. For example, they could define the following compute statement:

PRDACT(IND-ACTVY)/PRDACT(PMTOT)

If they chose to do this, they would need to select the account categories they wanted associated with the numerator on the AC Parameters tab on Activity Total Names (AC35.1). To enable the system to calculate the driver for each post-to activity, they would not populate the Activity or Activity List field on the Activity Total Names (AC35.1).

Procedures in this Chapter

This chapter provides detailed instructions for defining list allocations in Project Accounting. Perform this procedure only after performing prerequisite procedures:

- Define any lists that you will use to make up the pool or the post-to activities for the allocation. (For more information, see ["Using Attribute Matrix Attributes"](#) on page 163.)
- Define one or more pools and a header for the allocation. (For more information, see ["Allocations Overview and Setup"](#) on page 399.)
- Define compute statements, compute parameters, and total names you will use as the driver for the list allocation. (For more information, see ["Defining Computed Allocations"](#) on page 425.)

NOTE After you define the allocation you can process it. (For more information, see ["Processing Allocations"](#) on page 455.

Defining List Allocations

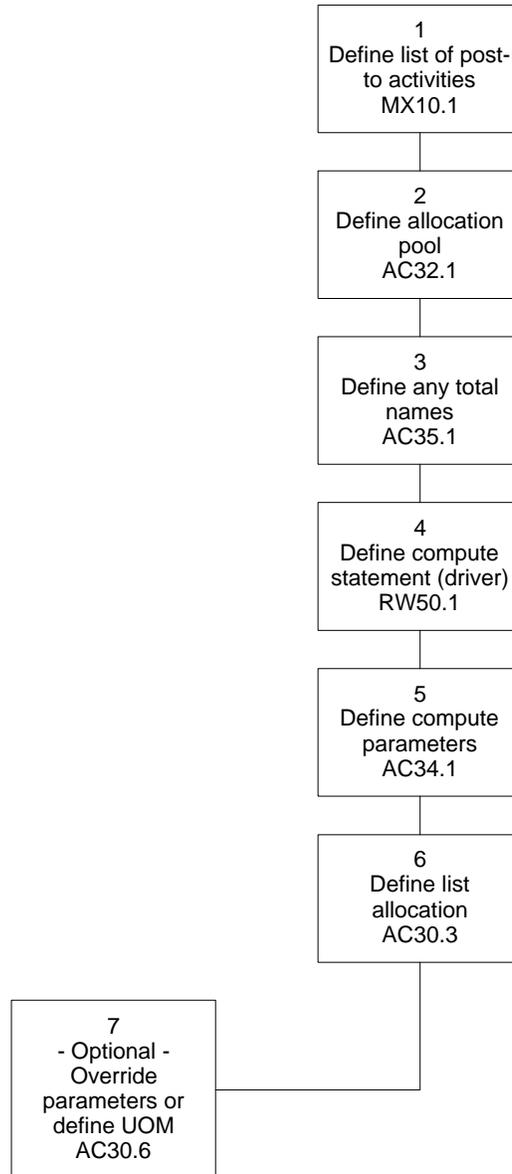
This procedure describes the process for defining list allocations in Project Accounting. A list allocation uses activity lists to identify the activities to which allocations should be posted. Use this procedure to define a list allocation.

STOP You must define an allocation pool and an allocation header before defining an allocation. For more information, see ["Allocations Overview and Setup"](#) on page 399.

 **Need More Details?** Check out the following concepts:

- ["What Is a List Allocation?"](#) on page 444
- ["What Is an Activity Post Option?"](#) on page 444

Figure 58. Procedure flow: Defining list allocations



STEPS To define a list allocation

1. Access List (MX10.1) to define the activity list that will identify the post-to activities for the list allocation. For more information, see ["Using Attribute Matrix Attributes"](#) on page 163.

2. Access Allocation Pool (AC32.1) to define the pool containing the amounts or units that you want to allocate. If you will be using the pool activity posting option for the list allocation, the pool's list must be the same as the post to list you select in the allocation. For more information, see ["Allocations Overview and Setup"](#) on page 399.
3. Access Total Names (AC35.1) to define any total names you want to use in the compute statement for the list allocation. If you are using a total name in the compute statement's numerator, and you want the system to calculate the pro rata share of each activity in the list to total activities in the list, leave the activity-related parameters blank. For more information, see ["Defining Computed Allocations"](#) on page 425.
4. Access Compute (RW50.1) to define the compute statement you will use as the list allocation's driver. For more information, see ["Defining Computed Allocations"](#) on page 425.
5. Access Compute Parameters (AC34.1) to define any compute parameters you need to associate with data dictionary names in the compute statement. If are using a data dictionary name in the compute statements numerator, and you want the system to calculate the pro rata share of each activity in the list to total activities in the list, leave the activity-related parameters blank. For more information, see ["Defining Computed Allocations"](#) on page 425.
6. Access List Allocation (AC30.3) to define the list allocation. Consider the following fields.

Allocation	Select the name of the allocation you are defining. You name the allocation when defining the allocation header. For more information, see "Defining an Allocation Header" on page 413.
Pool	Select the pool from which you want to allocate amounts or units. If you will be using the pool activity post option, the pool must select activities using the same activity list that you use in the Post to List field. For more information, see "Defining an Allocation Pool" on page 411.
Post to List	Select the list of activities that represents the post-to activities for this allocation. If you select Pool in the Activity Post Option, the list you select in this field must be the same as the list you select in the Pool field.

Activity Post Option

Select the activity posting option to use to determine how the allocation will be calculated:

- If you select Consolidate, the application applies the compute statement to the entire pool balance. Allocation transactions are created for each post-to activity in the list. The default is Consolidate.
- If you select Pool, the application treats each activity in the pool's list separately. The driver is applied to each activity, and the allocation is posted back to the same activity. The pool must be defined using a list of activities, and the post-to activities must be identified using the same list.

Acct Cat Post Option

Select one of the following posting options to determine the level of detail for the allocation transactions:

- The Consolidate option creates one allocation transaction for each activity in the post to list. The transaction is posted to the account category defined in the Post to Acct Cat field. The Consolidate option defaults, and must be used with General Ledger based pools.
- The Pool option creates multiple allocation transactions for each activity in the post to list. Transactions are posted using the account categories identified in the allocation pool. This option can only be used with an activity based pool.
- The Detail option creates multiple allocation transactions for each activity in the post to list. The system creates the same detailed transactions as the Pool option, but transactions are posted to the account category defined in the Post to Acct Cat field.

Examples are available elsewhere in this user guide. For more information, see ["What Are Account Category Posting Options?"](#) on page 403.

Post to Acct Cat

Select the account category to which the allocation transactions should be posted. This field is required if you select Detail or Consolidate in the Acct Cat Post Option field.

Auto Reverse	Select Yes to automatically create a reversing entry for the allocation when you create allocation transactions. When you run Allocation Update (AC131), you specify the date you want to assign to the reversing entry. This option is normally used for allocations based on year-to-date or life-to-date data. This overrides the default you defined in the Auto Reverse field on New Allocation (AC30.4).
Compute Name	Select a compute statement in the Compute Name field to use as the driver for this allocation.
Parameter Name	Select a compute parameter in the Parameter Name field to use with the compute statement.

7. To override parameters defined in the allocation header, or to define a unit of measure to allocate units that will impact units of production billing, click the More button to access Activity Allocation (AC30.6). Consider the following fields.

Post from Activity, Post from Acct Cat, and Post from Account	You can override offset transaction defaults defined on New Allocation (AC30.4) in these three fields.
Type	Select Amount or Units to override the type of data allocated from the pool.
UOM	If you are allocating units that you intend to bill using the units of production billing method in the Billing and Revenue Management application, select a unit of measure. For more information, see "Defining Units of Measure" on page 127.
Description	The description in the allocation header is used in transactions created for each post-to activity in the post to list. You can type a description to override the description defined in the allocation header.
Post to Account	The allocation header contains the post to company, accounting unit, account, and subaccount that will be used in the allocation transaction. You can select a different company, accounting unit, account and subaccount if you do not want to use the allocation header's information.

Followup Tasks

- Process the allocation to calculate and allocate the pool amounts. For more information, see ["Processing Allocations"](#) on page 455.

Related Reports and Inquiries

To	Use
List allocation information	Allocation Listing (AC230)

Chapter 24

Processing Allocations

This chapter contains information on processing the allocations you have defined Project Accounting. When you process allocations, you calculate the allocation amounts, create the allocation transactions, and post the allocation amounts.

STOP You must define allocations before you can process them. Use the procedures covered in the previous chapters in this section to define allocations.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 457

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is an Allocation Group?"](#) on page 456

What Is an Allocation Group?

An allocation group is a set of allocations. You can use allocation groups to:

- Process multiple allocations at the same time. For example, you can select an allocation group to release, calculate and update all allocations in a group.
- Group allocations that should be processed in a specific cycle, such as allocations you want to run every period versus every quarter.
- Assign calculation steps to allocations in the group so that results from allocations with lower step numbers contribute to the allocation pool for subsequent allocations (allocations with higher step numbers). Allocations with the same step number are processed at the same time.

Allocation Steps Example

Moose Wood Outfitters defined several allocations to allocate fringe benefit, project management, and overhead costs to its new store construction activities. The final allocation they want to process calculates capital interest on activity period-to-date costs.

The allocated fringe benefit and project management costs need to be determined before the overhead allocation, and the overhead allocation needs to be calculated before the capital interest charge allocation. They defined an allocation group with steps to perform these allocations in the appropriate sequence:

Allocation	Step
Fringe Benefits	1
Project Management	1
Overhead	2
Capital Interest	3

Procedures in this Chapter

This chapter provides detailed instructions on processing the allocations that have been set up in Project Accounting. When you process allocations you calculate the allocation, create the allocation transactions, and post the allocation amounts. Use procedures covered in the earlier chapters of this section to define allocation pools, allocation headers, and allocations before you start processing.

Defining an Allocation Group

Use this optional procedure to organize allocations in an allocation group for processing and updating. You can use allocation groups to process multiple allocations at the same time and you can assign calculation steps to allocations in the group.



Need More Details? Check out the following concepts:

- ["What Is an Allocation Group?"](#) on page 456

STEPS To define an allocation group

1. Access Allocation Group (AC37.1).
2. As an option, you can click the By Step button to enter or view allocations in step order. Allocation Group by Step (AC37.2) appears.
3. Use either form (AC37.1 or AC37.2) to define the allocation group. Consider the following fields.

Group	Type a name and description for the allocation group. An allocation group description is required.
Status	Indicate whether the allocation group is active or inactive.
Allocation	Select each allocation you want to include in the group.
Step	Assign a step number to the allocation to indicate when the allocation detail line gets processed. All lower steps are processed before processing higher steps. Assign step numbers in ascending order when the transactions from one allocation need to be included in the pool of the next allocation. If steps are not assigned, the pool amounts for subsequent allocation calculations will not include results from other allocations in the group.

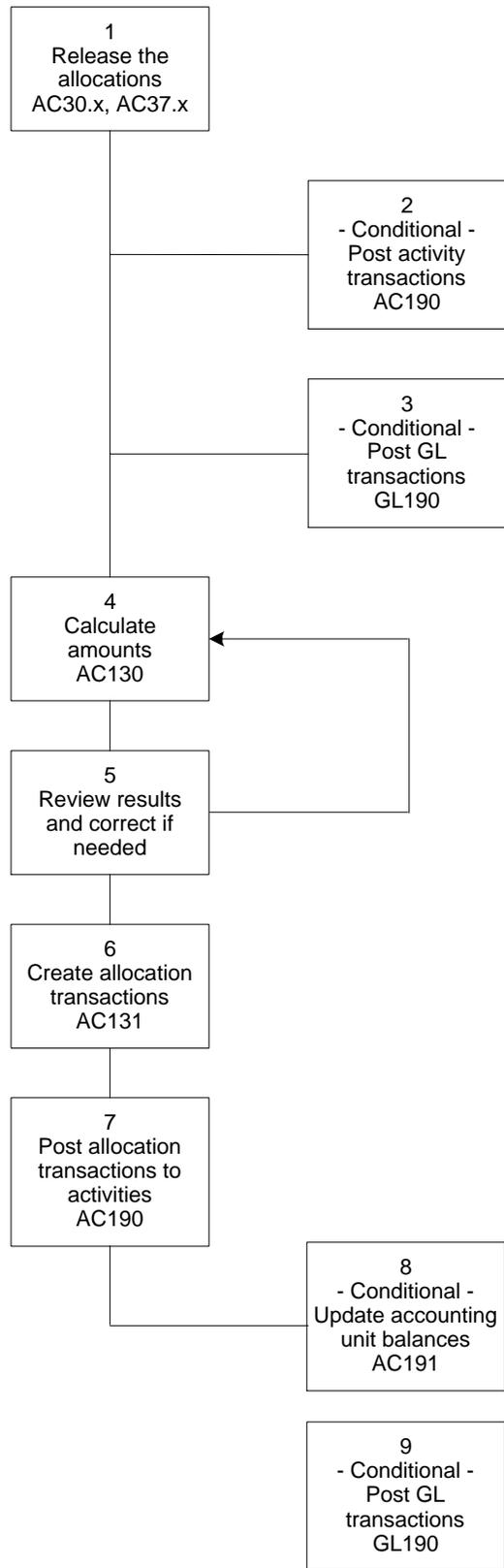
Processing Allocations

After you define allocations, you process them to calculate the allocation amounts, create allocation transactions and post transactions to activities. You can process allocations at any time. Be sure that you have posted transactions to activity or General Ledger based pools before processing allocations.

When you process allocations, you can review the calculation before creating the allocation transactions to be posted. If you find errors in the allocation calculation, you can unrelease the allocation, correct information in the pool or the allocation, release it, and recalculate it until you get the desired results.

STOP If you want to process allocations by allocation group, define the allocation group before you start this procedure.

Figure 59. Procedure flow: Processing allocations



STEPS To process allocations

1. Release the allocation(s) you want to process.

To release	You can
An individual allocation	<p>Inquire on the allocation using the form you used to define it:</p> <ul style="list-style-type: none"> • Allocation (AC30.1) • Multiple Pool Allocation (AC30.2) • List Allocation (AC30.3) <p>Use the Release special action to release the allocation.</p>
A group of allocations	<p>Assign two or more allocations to an allocation group using Allocation Groups (AC37.1) or Allocation Group by Step (AC37.2).</p> <p>Use the Release line action to release all or select allocations in the group.</p>

2. Make sure transactions are posted to activities in activity based pools. If unposted transactions exist, run Activity Posting (AC190). For more information, see ["Posting Transactions"](#) on page 364.
3. Make sure transactions are posted for General Ledger based pools. If unposted transactions exist, run Journal Posting (GL190). For details about using this program see the *General Ledger User Guide*.

TIP You can run AC130, AC131, AC190, and AC191 concurrently.

4. Run Allocation Calculation (AC130) to calculate the amounts to be allocated. Consider the following fields.

Allocation Group and Steps	To select allocations to calculate by allocation group, select the allocation group and range of steps. For more information, see "Defining an Allocation Group" on page 457.
Allocations	If you are not processing by allocation group, select up to six allocations you want to calculate.
Allocation Date	Type an allocation date. The allocation date determines the posting date on the allocation transactions. In addition, the allocation date determines the current period and year for any optional parameters used with data dictionary names in compute statements used in allocations. If left blank the current system date will be used.
Allocation Worksheet	Indicate whether you want an allocation worksheet to print with this report. The default is Yes.

Pool Summary	Indicate whether you want a pool summary to print with this report. The default is Yes.
Step Results	Indicate whether you want to print the results of each allocation step. The default is Yes.
GL Journal Entries	Indicate whether you want to print the General Ledger entries for allocations that are set to post to General Ledger. The default is Yes.
Print Blank Lines	Indicate whether you want blank allocation lines to print in this report. The default is Yes.

NOTE You must unrelease an allocation to change it. Unrelease an allocation using the same forms you use to create allocations.

- Review the results of the calculation program. If the results are not what you expected, check the allocation pool balances to ensure all amounts and units have been posted. If the pool balance appears to be correct, check the allocation to make sure it is set up correctly.

IMPORTANT Repeat steps four and five until you get the results you want.

NOTE You can update each allocation once each day.

- Run Allocation Update (AC131) to create the allocation transactions in Project Accounting. This creates transactions that are ready for posting to the activities. Consider the following fields.

Allocation Group and Steps	To select allocations by allocation group, select the allocation group and range of steps. For more information, see " Defining an Allocation Group " on page 457.
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Allocations	If you did not select an allocation group, select up to six allocations you want to update.
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Auto Reversals	To create reversing entries for the allocation, select Yes in the Auto Reversals field. To be eligible for auto reversal, the allocation record must be set to auto reverse on AC30.1, AC30.2, AC30.3, or AC30.4.
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TIP If your allocation is based on year-to-date balances, set this flag to No during the last allocation of the year.

Reversal Date If you entered Yes in the Auto Reversals field, type the date that should be assigned to the reversing entries created for the allocation. If you leave this field blank, the system uses the posting date from the transaction it is reversing.

7. Run Activity Posting (AC190) to post the allocation transactions to Project Accounting. For more information, see "[Posting Transactions](#)" on page 364.
8. If you maintain accounting unit or resource balances, run Accounting Unit Balance Post (AC191). For more information, see "[Updating Accounting Unit and Resource Balances](#)" on page 368.
9. If you created allocations that are to be posted to General Ledger, run Journal Posting (GL190). For details about using this program see the *General Ledger User Guide*.

Related Reports and Inquiries

To	Use
List allocation information by allocation, allocation group, or step range	Allocation Listing (AC230)

Chapter 25

Analysis and Reporting Overview

All of the setup and processing covered in earlier parts of this user guide is done for one reason - to let you collect and report on data about activities being performed in your business. You can use the reporting functionality to make better business decisions. This chapter provides an overview of the analysis and reporting capabilities available to you in Project Accounting.

Concepts in this Chapter

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["Summary of Reporting and Online Analysis Options" on page 465](#)

Summary of Reporting and Online Analysis Options

The following table presents an overview of the reporting and online analysis methods provided with Project Accounting. You can find details about each of these methods in the following chapters.

Option	Description	For Details, See
Performing online analysis	Online analysis forms give you quick access to current activity data such as activity balances, resource balances, and transaction information. Online analysis forms are useful for a quick check of a small amount of data.	"Accessing Data Online" on page 467
Running standard reports	Reports give you a printable record of your activity data, which can be as comprehensive or as narrow in scope as you want it to be. Reports are more complicated to set up and require several processing steps. You can save reports.	"Running Standard Reports" on page 481
Using Transaction Writer	The Transaction Writer program lets you define transaction reports that list transaction detail for a activity group list, activity group, activity, activity list, or account category. You can select which transactions to include in the report, which transaction attribute fields to include, and how the transactions are organized and totaled. Use this program to report on transaction attributes you define.	"Defining Transaction Attributes" on page 487 and "Creating Transaction Writer Reports" on page 495

Chapter 26

Accessing Data Online

This chapter describes the online analysis programs available to help you explore data in Project Accounting. Online analysis forms give you quick access to current activity data. They are useful for a quick check of a small amount of data.

STOP Complete processing for the transactions you want to include in your online analysis before trying to view that data online.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 469

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is the Drill Around Feature?"](#) on page 468
- ["What Is Online Analysis?"](#) on page 468

What Is the Drill Around Feature?

The Drill Around® feature is a multidimensional tool that you can use to access information in a Lawson application. Drill around provides real-time information in an online format, which means you don't have to wait for a printed report to access and analyze data. You can use the Drill Around feature on any field in the application where the Drill Around icon is available.

What Is Online Analysis?

Project Accounting includes several online analysis forms that you can use to view real-time information. Online analysis forms give you quick access to current basic data about the activities, such as account categories or encumbrances. Online analysis forms are useful for a quick check of a small amount of data. You cannot save the information generated by an online analysis program. The following analysis forms are available:

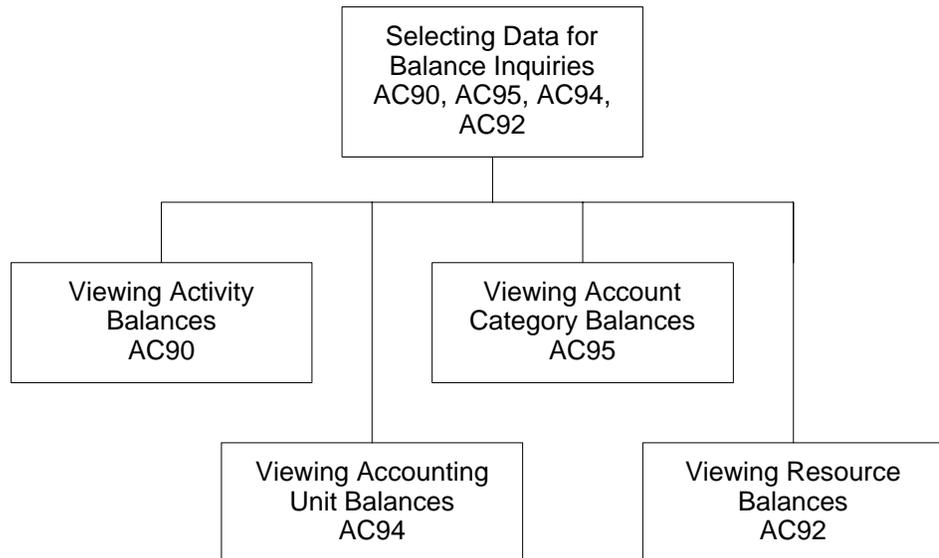
- Activity Analysis (AC90.1)
- Account Category Analysis (AC95.1)
- Transaction Analysis (AC96.1)
- Subsystem Commitment Detail Analysis (AC98.1)
- Accounting Unit Analysis (AC94.1)
- Output Measure Analysis (AC93.1)
- Resource Analysis (AC92.1)
- Percent Complete (AC65.1)

Procedures in this Chapter

Project Accounting lets you perform a number of online analysis functions. This chapter provides detailed instructions to complete these tasks.

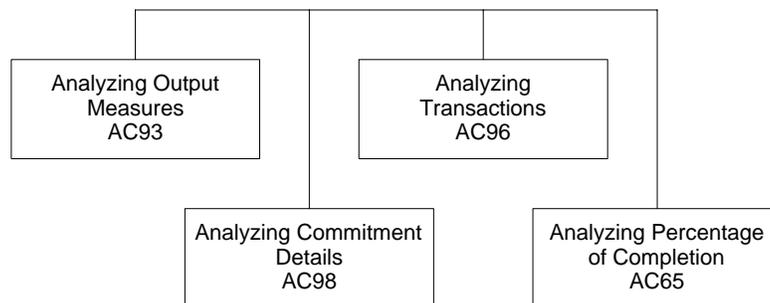
The different online analysis forms that you use to inquire on activity, account category, accounting unit, resource balances, and account category encumbrances are all very similar. Select the data on which you want to perform your analysis (For more information, see ["Selecting Data for Balance Inquiries"](#) on page 470.), then use the procedures that follow to view the detailed information.

Figure 60. Procedure relationship: Accessing data online (balances)



In addition to viewing these balances, you can view other kinds of important activity data such as output measures, transactions, percentage of completion, and subsystem commitment details.

Figure 61. Procedure relationship: Accessing data online (additional options)



Selecting Data for Balance Inquiries

The different online analysis forms that you use to inquire on activity, account category, accounting unit, resource balances, and account category encumbrances are all very similar. This procedure provides detailed, field-by-field help in selecting data for inquiries you perform using any of the following forms:

- Activity Analysis (AC90.1)
- Account Category Analysis (AC95.1)
- Activity Accounting Unit Analysis (AC94.1)
- Resource Analysis (AC92.1)
- Account Category Encumbrance Analysis (AC97.1)



Need More Details? Check out the following concepts:

- ["What Is Online Analysis?"](#) on page 468

STEPS To analyze account categories

1.

Access the online analysis form on which you want to inquire.

NOTE These forms are very similar, but not all fields listed are available on all inquiry forms.

To	Use
Perform analysis by activities	Activity Analysis (AC90.1)
Perform analysis by account categories	Account Category Analysis (AC95.1)
Perform analysis by accounting units	Activity Accounting Unit Analysis (AC94.1)
Perform analysis by resources	Resource Analysis (AC92.1)
Perform analysis by account category for encumbrances	Account Category Encumbrance Analysis (AC97.1)

2. Specify the analysis to be performed. Consider the following fields.

Activity Group List, Activity Group, Activities, or List	Select the activities for which you want to analyze amounts. You can select one of the following: <ul style="list-style-type: none"> • an activity group list to analyze information for all activities defined for the activity groups you include in the list • an activity group to analyze information for all the activities included in the group • up to six different activities to analyze information for a select set of activities • an activity list to analyze information for all the activities included in the list
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Activity Level Type	<p>Indicate at which activity level amounts should be displayed:</p> <ul style="list-style-type: none"> • The default is All, which displays amounts for posting, summary, and contract level activities. • Select Posting to display amounts for all posting level activities. • Select Summary to display summarized amounts at the summary and contract activity level.
Level Depth	<p>This field lets you narrow the amounts that display to a specific activity level. The default is All Activities, which displays amounts at all levels. You can select Level 1, Level 2, Level 3, Level 4, or Level 5.</p>
Acct Cat Group, Account Cat Type, or Account Category	<p>Select the account categories for which you want to analyze amounts. You can select one of the following:</p> <ul style="list-style-type: none"> • The account category group lets you analyze information for all the account categories included in the group. • This field lets you analyze activity information for all revenue (R), cost (C), or accrual (A) account categories. Pass Thru amounts are included when you select Accrual. • This field lets you analyze activity information for all revenue (R), cost (C), or accrual (A) account categories. Pass Thru amounts are included when you select Accrual.
	<p>TIP To include all account categories, create an account category group using Account Category Group (AC05.2), where the All flag is set to Yes.</p>

Companies and Accounting Units	<p>On Activity Accounting Unit Analysis (AC94.1) only.</p> <p>You can analyze information within a specific company range. Type the beginning company in this field.</p> <p>The companies must be associated with the activity group list, activity group, activity, or list.</p> <p>If you want to analyze amounts for a specific company, type that company in this field and leave the Through Company field blank.</p> <p>You can analyze information within a specific accounting unit range. Type the beginning accounting unit in this field.</p> <p>If you want to analyze amounts for a specific accounting unit, type that accounting unit in this field and leave the Through Accounting Unit field blank.</p>
Resource Type	<p>On Resource Analysis (AC92.1) only, you can select a specific resource code to analyze amounts for:</p> <ul style="list-style-type: none"> • HR Employee • AP Vendor • AM Asset • AC Person • AC Equipment <p>For more information, see "Defining Resources" on page 117.</p>
Resources	<p>On Resource Analysis (AC92.1) only, you can select up to six specific resources for which you want to analyze amounts. For more information, see "Defining Resources" on page 117.</p>
Period, Year Range	<p>You must identify at least a From period and a From Year to indicate the time period for which you want to analyze information. If you want to analyze amounts for a specific period, type that date in the Beginning Period field and leave the Through Period field blank.</p>
	<p>NOTE If you enter a Through Year, you must also enter a Through period.</p>

To Date	<p>Indicate whether you want to display amounts for the life-to-date (L), year-to-date (Y), period-to-date (P), or for a range of periods (R).</p> <p>You can only select life-to-date if the Through Period and Year fields are blank. Life-to-date is the sum of balances from the beginning of the life of the activity through the specified period and year.</p> <p>You can only select year-to-date if the Through Period and Year fields are blank. The Year-to-date value is the sum of balances from period 1 through the specified period for the specified year.</p> <p>You can only select period-to-date if the Through Period and Year fields are blank. The Period-to-date value is the balance for the specified period and year.</p> <p>You can only select Range of Periods if you select a From and Through Period and a From and Through Year.</p>
Budget	<p>You can analyze activity amounts for a specific budget number. If you leave this field blank, the active budget associated with each posting activity is included. You must specify a budget number for summary activities.</p>
Currency	<p>You can include amounts associated with a specific currency code. If you leave this field blank, the activity group base currency for each activity included in the inquiry is used.</p> <p>If you are analyzing information for activities that use multiple currencies, you must select a currency code.</p>
Type	<p>This field determines whether you view amounts or units.</p> <p>If you leave this field blank, information is displays in amounts.</p>
Print Zero Rows	<p>This field determines if activities with zero amounts are included. The default is No.</p>

Rounding

This field determines the decimal place amounts or units are rounded to. The default is Whole, which means no rounding. You can select decimals for two places, Thousand, or Million.

NOTE The rounding option also applies to percentages. The percent is calculated after the individual numbers involved are rounded, and then the result is also rounded.

Sort Opt

This field determines how account category amounts display. The default is Activity-Grp/Activity, which displays account category amounts in the activity group/activity structure.

You can select to analyze account category amounts by the Activity-Grp/Var-Levels.

Followup Tasks

After selecting the data for inquiry, choose one of the buttons on the bottom of the online form to display the data. For details on completing the inquiry and viewing the data, see one of the following:

- ["Viewing Activity Balances"](#) on page 475
- ["Viewing Account Category Balances"](#) on page 475
- ["Viewing Accounting Unit Balances"](#) on page 476
- ["Viewing Resource Balances"](#) on page 476

Viewing Activity Balances

Use this procedure to view the activity balances for the Project Accounting parameters you select.

STEPS To analyze activities

1. Access Activity Analysis (AC90.1).
2. Use this form to select the data on which you want to inquire. For more information, see "[Selecting Data for Balance Inquiries](#)" on page 470.
3. If you want to view actual, commitment, and budget data, select the Act, Com, Bud button.
4. If you want to view revenue, cost, actual, and net amounts, choose the Profit, Loss button.
5. If you want to view activity data by account category, choose the Acct Cat button.
6. If you want to view actual, commitment, and budget amounts by period and fiscal year, choose the Periods button.
7. If you want to view actual, commitment, and budget amounts by an activity view, choose the Views button.

Viewing Account Category Balances

Use this procedure to view account category balances for the Project Accounting parameters you select.

STEPS To view account category balances

1. Access Account Category Analysis (AC95.1).
2. Use this form to select the data on which you want to inquire. For more information, see "[Selecting Data for Balance Inquiries](#)" on page 470.
3. If you want to view actual, commitment, and budget data details, select the Act, Com, Bud button.
4. If you want to view actual, commitment, and budget data details summarized by account category, select the Summarized button.
5. If you want to view account category data for up to four select activities side-by-side, choose the Activity button. You can select the activities to display and indicate if you want to see actual, budget, commitment, percent, or actual plus commitment amounts.

Viewing Accounting Unit Balances

Use this procedure to view accounting unit balances for the Project Accounting parameters you select.

STEPS To view accounting unit balances

1. Access Activity Acct Unit Analysis (AC94.1).
2. Use this form to select the data on which you want to inquire. For more information, see "[Selecting Data for Balance Inquiries](#)" on page 470.
3. If you want to view actual amounts for an activity and account category combination by accounting unit, choose the Activity, Acct Cat button
4. If you want to view actual amounts for an accounting unit by activity and account category, choose the Co, Acct Unit button.
5. If you want to view total actual amounts for an accounting unit by account category, choose the Acct Cat Totals button.

Viewing Resource Balances

Use this procedure to view resource balances for the Project Accounting parameters you select.

STEPS To view resource balances

1. Access Resource Analysis (AC92.1).
2. Use this form to select the data on which you want to inquire. For more information, see "[Selecting Data for Balance Inquiries](#)" on page 470.
3. If you want to view actual amounts for a resource by activity and account category, choose the Resource button.
4. If you want to view actual amounts for an activity by resource, choose the Activity button.
5. If you want to view actual amounts for a activity and account category by resource, choose the Activity, Acct Cat button.

Analyzing Output Measures

Use this procedure to perform online analysis on output measures for specified activities, activity groups, or activity group lists.

STEPS To analyze output measures

1. Access Output Measure Analysis (AC93.1).
2. Select the parameters for the report. Consider the following fields.

Activity Group List, Activity Group, Activities, or Activity List	Select the activities for which you want to analyze amounts. You can select one of the following: <ul style="list-style-type: none">• an activity group list to analyze information for all activities defined for the activity groups you include in the list• an activity group to analyze information for all the activities included in the group• up to six different activities to analyze information for a select set of activities• an activity list to analyze information for all the activities included in the list
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Activity Level Type	Indicate at which activity level amounts should be displayed: <ul style="list-style-type: none">• The default is All, which displays amounts for posting, summary, and contract level activities.• Select Posting to display amounts for all posting level activities.• Select Summary to display summarized amounts at the summary and contract activity level.
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3. If you want to view costs, revenue, cost per output measure, and revenue per output measure by activity group, choose the Activity Group button.
4. If you want to view estimated and actual costs, revenues, cost per output measure, and revenue per output measure by activity, choose the Activity button.

Related Reports and Inquiries

To	Use
Obtain a more detailed report of output measures	Output Measure Analysis (AC493)

Analyzing Transactions

Use this procedure to view all transactions, posted and unposted. Balances that display include beginning balance, posted balance, and ending balance.

The balances in this form might not equal the sum of the transactions, if the displayed transactions include some unposted transactions.

STEPS To analyze transactions

1. Access Transaction Analysis (AC96.1).
2. Specify the transactions to be analyzed. Consider the following fields.

Activity	Select the activity for which you want to view transactions.
Account Category	Select the account category for which you want to view balances. You can view balances with additional account categories by using the Next and Previous form actions.
Year	You can analyze transaction amounts within a specific fiscal year. If you leave this field blank, transactions display for the current year.
Periods	You can analyze transaction amounts within a specific period range. Type the beginning period in this field. If you want to analyze amounts for a specific period, type that period in this field and leave the Through Period field blank.
Position to Date	You can type a specific date where you want to begin an inquiry.

3. If you want to narrow the inquiry further, choose the Filter button and use Filter (AC96.3) to indicate how you want to narrow the selection of transactions displayed.
4. If you want to view totals, choose the Total button to access Transaction Totals (AC96.2), where you can view transaction totals by system code, source code, and transaction status.
5. If you want to compare currencies at a transaction level, choose the Compare button to access Compare Transaction Analysis (AC96.4), where you can compare any two of the Group Base, Activity, Transaction, Report One and Report Two currencies. The Transaction currency is the one selected on Filter (AC96.3).

Analyzing Percentage of Completion

Use this procedure to perform an online analysis of the percentage complete for activities and account categories.

STEPS To analyze percentage of completion

1. Access Activity Percentage of Completion (AC65.1).
2. Specify the activity parameters to be analyzed. Consider the following fields.

Activity	Enter an activity name. This is the activity for which you want to calculate percentage of completion. It can be a posting-level or summary-level activity.
Date	Enter the budget for which you want to calculate percentage complete or gross margin.
Budget Number	Enter the date as of which you want to calculate percentage complete or gross margin.
Budget Type	This field indicates whether the budget type is amount or units.
Cost Account Category Group	You can select a cost account category group. This field is used to calculate actuals- or costs-to-date and total budget. If you leave this field blank, the program uses all account categories with the type Cost.
Cost to Complete	You can enter the cost to complete for the activity, or the cost remaining to expend the total budget.
Percent Complete	You can enter the percentage of completion for the activity.

NOTE Revisions in the percentage of completion may indicate changes to the budget are required.

3. If you want to store the percentage of completion and revise it when actual conditions deviate from the plan, choose the Acct Cat POC button to access Percent Complete by Account Category (AC65.2). Revising the percentage of completion also revises the completion amount, or cost to complete.

Related Reports and Inquiries

To	Use
Calculate percentage of completion for activities, activity groups, and account categories	Percent Complete Calculation (AC165)

Analyzing Subsystem Commitment Details

Use this procedure to perform an online analysis of subsystem commitment totals for selected activities.

STEPS To analyze subsystem commitment details

1. Access Subsystem Commitment Detail Analysis (AC98.1).
2. Specify the activity or activity category to be analyzed. Consider the following fields.

Activity	Type or select the activity you want to view subsystem commitment totals for.
Account Category	Type or select the account category you want to view subsystem commitment amounts for.
Year	You can view subsystem commitment amounts for a specific year. If you leave this field blank, amounts display for the most recent transactions.
Periods	You can view subsystem commitment amounts within a specific period range. Type the beginning period in this field. To view amounts for a specific period, type that period in this field and leave the Through Period field blank.

3. If you want to narrow the inquiry further, choose the Filter button and use Filter (AC 98.3) to indicate how you want to narrow the selection of transactions displayed.
4. If you want to view totals, choose the Total button to access Transaction Totals (AC 98.2), where you can view transaction totals by system code, source code, and transaction status.

Chapter 27

Running Standard Reports

Project Accounting includes several Lawson-defined standard reports and listings that you can use to review and analyze your data. This appendix provides a brief description of most reports along with a sample of the report output.

Project Accounting Listings

The following table describes listings that are available in Project Accounting. Listings are most often used to record and review application setup you have performed.

If you want to	Use
Generate a list of the activity group parameters defined in Activity Group (AC00.1). This listing includes information on the status, budget information, work breakdown structure, and any comments that exist for the activity group. It also lists currency, calendar, and effective dates.	Activity Group Listing (AC200)
Generate a list of user-defined statuses. Statuses are defined on Status (AC02.1).	Status Listing (AC202)
Generate a list of resource information (an AC person, HR employee, vendor, asset, or equipment). This listing includes information on the resources, resource types and descriptions, standard rates and units of measure, default expense account, and so on for resource assignments.	Resource Assignment Listing (AC203)
Generate a list of GL codes defined on GL Code (AC04.1).	GL Code Listing (AC204)
Generate a list of the account categories defined on Account Categories (AC05.1).	Account Category Listing (AC205)
Generate a list of account category assignments.	Acct Cat Assignment Listing (AC206)
Generate a list of account categories and their general ledger account or account range assignments.	Account Assignment Listing (AC207)

If you want to	Use
Generate a list of the information set up on Account Category Group (AC05.2) for account category groups	Process Group Listing (AC208)
Generate a list of activity parameters defined on Activity (AC10.1). This listing contains general activity information including the level address, status detail, and activity attributes. You can also print asset information and print the listing in level number order or activity order.	Activity Listing (AC210)
List attributes assigned to an activity on Activity Attributes (AC13.1).	Activity Attribute Listing (AC213)
List resource rates defined on any of the AC17.x forms. You can list rates by resource type or resource range.	Resource Rate Listing (AC217)
List resource rates you have defined by activity or activity group on any of the AC18.x forms.	Activity Resource Rate Listing (AC218)
List budget information defined in the AC20 budget forms.	Budget Listing (AC220)
List the spread codes and spread code parameters defined on Spread Codes (AC23.1).	Spread Code Listing (AC223)
List all valid budgets assigned to a specific activity or activity group.	Budget Control Report (AC225)
List the budgets defined on Budget Import Adjustment (AC27.1) as budgets to convert from an existing non-Lawson system to Project Accounting.	Budget Interface Listing (AC227)
Generate a list of activity group relationships. Activity group relationships are defined on Activity Group Relationship (AC28.1).	Activity Grp Relationship List (AC228)
Generate a list of activity relationships. Activity relationships are defined on Activity Relationship (AC29.1).	Activity Relationship Listing (AC229)
List allocation information. You can select allocations, allocation groups, or a step range for the listing.	Allocation Listing (AC230)
List activity transaction journal entries created, but not released, on Journal Entries (AC40.1).	Journal Edit Listing (AC240)

If you want to	Use
List transaction report parameters defined on Transaction Writer (AC55.1) to verify that the information is correct.	Transaction Writer Listing (AC255)
Generate a report based on the parameters defined on Transaction Writer (AC55.1).	Transaction Writer Report (AC256)
List setup completed on Employee Expense Code Assignment (DI58.1).	Expense Code Listing (AC257)
List setup completed on Employee Expense Code Assignment (DI58.1).	Expense Code Assignment (DI258)
List setup completed on Employee Vendor Relationship (DI59.1).	Employee Vendor Rel Listing (DI259)
List setup completed on Burden Codes (AC60.1), where you define burden codes.	Burden Code Listing (AC260)
List setup on Burden Code Assignment (AC61.1) , where you assign and identify the valid burden codes for an activity group, activity, and account category structure.	Burden Assignment Listing (AC261)
List pool driver values defined on Pool Driver Values (AC62.1).	Pool Driver Values Listing (AC262)
List rates defined on Burden Pool Rates (AC63.1), including the effective dates and statuses for the rates.	Provisional Rate Listing (AC263)
List burden types defined on Burden Types (AC64.1) and their statuses.	Burden Type Listing (AC264)
Report on percentage of completion for activities or account categories.	Percent Complete Report (AC265)
List details about journals you defined on Recurring Encumbrance Entry (AC76.1).	Recurring Encumbrance Listing (AC276)
List posted Project Accounting transactions by activity group, activity, or account category including the transaction description and, optionally, attribute information.	Transaction Listing (AC290)
Create a report of summarized activity commitments.	Activity Commitment Summary (AC295)
Summarize activity pre-commitments and commitments and see remaining budget amounts.	Encumbrance Analysis Report (AC297)

If you want to	Use
List source document information for commitments including transaction period and year, document number (invoice), item, description, and resource by activity, account category, and system.	Subsystem Commitment Detail Report (AC298)

Activity Group Analysis Report (AC400)

Run Activity Group Analysis Report (AC400) to analyze and report on activity group information as defined and maintained on Activity Group (AC00.1). Use this report to view to-date amounts for an activity group. Formatted much like a spreadsheet, this summary breaks out amounts by activity and account category, providing a detailed picture of the activity group for the specified period and year.

Activity Trend Report (AC401)

Run Activity Trend Report (AC401) to view detailed information about an activity group or activity over a time span of up to six consecutive periods. The program provides actual and budgeted amounts and units for each account category in spreadsheet format; it also calculates a variance percentage. If activities are hierarchically related, they can be rolled up into consolidated amounts or units.

Activity Analysis Report (AC410)

Run Activity Analysis Report (AC410) to review the performance of activities. The report compares actual results to plan (including a variance percentage) for the specified period, year-to-date, and activity-to-date. The report includes only activities that have the budget you specify as the active budget. If you leave the Active Budget field blank, the program looks for an active budget for the activity before putting the activity on the report.

Activity Status Report (AC412)

Run Activity Status Report (AC412) to list activity statuses by activity and status. You can enter an activity group name, the names of activities you want to report on, or an activity list. Use this report to identify activities to be closed; however, information on all activities of any activity status can also be printed. The report shows total amounts to date and the time lapse since the last posting. An extended period of time since the last posting date is a signal that an activity ought to be closed or purged.

Budget Variance Report (AC420)

Run Budget Variance Report (AC420) to analyze how an activity is performing compared to budget. You can also use this report to compare two budgets.

Change Order History (AC421)

Run Change Order History (AC421) to create a report of changes that have been made to existing budgets using a change order forms. You can enter change orders using:

Life Only Budget Change Order (AC21.1)

Annual Budget Change Order (AC21.2)

Period Budget Change Order (AC21.3)

Activity Budget Change Orders by Activity (AC21.4)

Resource Charge Report (AC440)

Run Resource Charge Report (AC440) to list resource transactions by resource. You can use the report to reconcile the standard cost charges and actual costs accumulated for a resource. Details of standard cost charge activity for the selected resource are totaled and printed for the time period you specify. The transactions are grouped by activity. The worksheet format helps you to determine if the standard costs require adjustment and to calculate the size of the adjustment.

Capitalization History Report (AC460)

Run Capitalization History Report (AC460) report on the history of activity capitalization, or activities becoming assets in the Asset Management system, through Asset Interface (AC160).

Bill of Costs Report (AC471)

Run Bill of Costs Report (AC471) to report on resource consumption by activity. The report shows account category detail at the transaction level. You can use this report to analyze cost consumption to determine how to reduce costs.

Bill of Activities Report (AC472)

Run Bill of Activities Report (AC472) to report on total units, hours, and costs by activity. The report shows activities in variable level order or activity order.

Profit and Loss Statement (AC473)

Run Profit and Loss Statement (AC473) to see the income performance of activities. The report shows income statement balances for a period, year-to-date, or life-to-date.

Activity Balances Report (AC480)

Run Activity Balances Report (AC480) to see amounts for activities or activity groups by prior period, current period, year-to-date, and life-to-date.

Activity Reconciliation Report (AC490)

Run Activity Reconciliation (AC490) to reconcile activity transactions to General Ledger accounts or you can reconcile activity transaction amounts against AC activity/account category balances. You can run the report for a range of dates and accounts. A summary version of the report contains account or activity/account category totals. A detail version includes transaction detail and the account or activity/account category totals. It is sorted by activity or account.

Output Measure Analysis Report (AC493)

Run Output Measure Analysis Report (AC493) to view life-to-date cost and revenue information per output measure. The output measure is a number associated with an activity or activity group that represents a unit of output. Examples include the number of people working on a project or the number of square feet. Output measures are assigned to activity groups on Activity Group (AC00.1) and to activities on Activity (AC10.1).

Activity Account Unit Analysis Report (AC494)

Run Activity Account Unit Analysis Report (AC494) to analyze and report on activity group information as defined and maintained on Activity Group (AC00.1). Use this report to view to-date amounts for an activity group. Formatted much like a spreadsheet, this summary breaks out amounts by activity and account category, providing a detailed picture of the activity group for the specified period and year.

Chapter 28

Defining Transaction Attributes

You can track additional information about a transaction in user-defined fields called transaction attributes. Transaction attributes provide you with additional reporting capabilities and can make reconciliations easier at period-end. This chapter introduces transaction attributes. Details about creating reports that include these transaction attributes display elsewhere in this user guide. For more information, see "[Creating Transaction Writer Reports](#)" on page 495.

Concepts in this Chapter

TIP For more information, see "Procedures in this Chapter" on page 490.

The following concepts provide background and conceptual information for the procedures within this chapter.

- "What Is a Transaction Attribute?" on page 488

What Is a Transaction Attribute?

NOTE A source code identifies the event that created a transaction. For example, AD represents a vendor invoice, BD is an activity burden, and PW is employee payroll wages.

You can track additional information about an activity transaction in user-defined fields called transaction attributes. Transaction attributes provide you with additional reporting capabilities and can make reconciliations easier at period-end. For example, you might attach the vendor number and the invoice description to activity transactions created from Invoice Distribution Closing (AP175). This lets you create reports in Project Accounting that include application specific transaction details.

For each source code, you can assign up to three attributes and corresponding originating system values. This lets you select three originating values from a group of fields that can be attached to an activity transaction when it is transferred to Project Accounting. The system automatically attaches the selected attributes to all entries for the source code when you post entries.

Example

AD is a source code that represents vendor invoice distributions originating in the Lawson Accounts Payable application. Following is a portion of the Source Code Listing (GL205), which shows the pre-defined fields that can be associated with the AD source code.

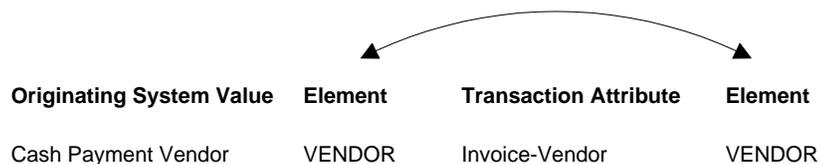
Transaction Attributes and Elements

TIP You must create user-defined transaction attributes for each originating system value that you assign to a source code.

Because transaction attributes are mapped to originating system values for specific source codes, the transaction attributes must use the Lawson-defined element associated with the originating system value.

For example, Invoice Vendor Number is an originating system value for the AD (Vendor Invoice Distribution) source code and is defined with an **VENDOR** element. You must use the **VENDOR** element when defining the transaction attribute to associate the Vendor Number with activity transactions.

Figure 62. Illustration: Originating system values and transaction attributes must share the same element



An element determines the size and type of the attribute field. It defines the maximum number of characters and the data type (alphanumeric, numeric, or date) for the field.

Lawson-defined elements are loaded during Attribute, Element Load (MX100). For example, Vendor is a Lawson element defined as an alpha field, nine characters in length. You must use Lawson elements with attributes attached to transactions that come from other Lawson applications.

Example of Using Transaction Attributes

An Accounts Payable administrator for LGE Corporation is processing a vendor invoice. The system automatically assigns a source code of AD (Vendor Invoice Distribution) to the invoice entry. Previously, she had attached three pre-defined originating system values to that source code: the invoice vendor number, invoice batch number, and the process level. As a result, the values for the vendor number, batch number and process level entered on the invoice will be transferred to Project Accounting with the invoice detail lines when she posts distributions.

These transaction attributes can be included in a column, used as sort criteria, or used as selection criteria on a Transaction Writer report. For example, she could create a Transaction Writer report that includes the invoice distribution transactions (including the vendor number and batch number), sorts the transactions by batch number within invoice number, and produces totals by vendor number.

Procedures in this Chapter

Use the procedure in this chapter to define transaction attributes.

- ["Defining a Transaction Attribute" on page 490](#)

Defining a Transaction Attribute

NOTE For detailed procedures on defining an activity attribute, see .

You can track additional information about a transaction in user-defined fields called transaction attributes. Transaction attributes provide additional reporting capabilities and let you create reports in Project Accounting that include application-specific transaction details. This procedure describes the unique procedure for defining a transaction attribute.

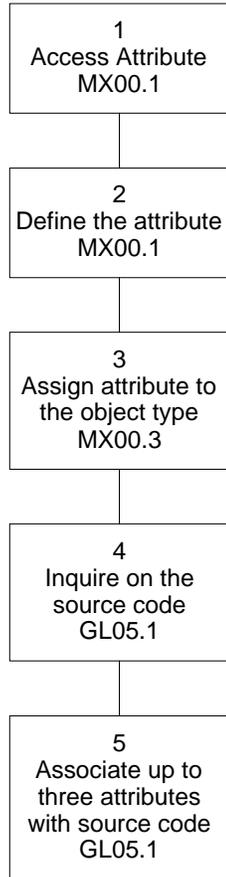


Need More Details? Check out the following concepts:

- ["What Is Attribute Matrix?" on page 165](#)
- ["What Is an Attribute?" on page 166](#)
- ["What Is an Element?" on page 167](#)
- ["What Is a Transaction Attribute?" on page 488](#)

STOP Before defining attributes, load Lawson-defined element and attribute definitions and available subledger fields for transactions analysis. For more information, see "[Loading Lawson-Defined Attributes](#)" on page 175.

Figure 63. Procedure flow: Defining a transaction attribute



STEPS To define a transaction attribute

1. Access Attribute (MX00.1).
2. Define the transaction attribute. Consider the following fields.

Attribute	Type or select an attribute name.
Column Heading	Type a column heading to be used in Transaction Writer report.
Element Name	Select an element. Transaction attributes must use the Lawson-defined element associated with the originating system value.

TIP You can assign the same transaction attribute to object types ACTRN, GLTRN, MLTRN, and SLTRN.

3. After adding the attribute, choose the Objects button to open the Associate Attribute to Objects (MX00.3) subform. Assign the attribute to the ACTRN (Activity Transaction) object type.
4. Access Source Code (GL05.1) and inquire on the source code to which you want to attach transaction attributes. A source code identifies where a transaction is created within a Lawson application. For example, RS is the Lawson-defined source code for Resource Time Entry transactions created in Project Accounting.
5. Assign up to three transaction attributes to the source code. Consider the following fields.

Attribute	Select the attribute you want to associate with the source code. The attributes you define in this form are automatically captured in transactions generated using the source code. The attribute must exist in Attributes (MX00.1).
------------------	--

Originating System Value	Select an originating system value. This maps data from the originating system to the transaction attribute. The element associated with the originating system value must match the element name assigned to the transaction attribute in Attribute (MX00.1). For example, in source code AD you can select the Invoice Vendor Number originating system value for a Vendor transaction attribute. The Vendor transaction attribute must be associated with the Lawson-defined Vendor element.
---------------------------------	---

NOTE You cannot change or add information on the Attribute Origin (GL05.3) subform. Adding or changing originating system values require customized program changes.

Options (AC, GL, SL, and ML)	Identify the applications in which you want to capture the transaction attribute. Select Yes in the AC field to use the transaction attribute in Project Accounting transactions.
-------------------------------------	---

NOTE You can capture the same transaction attribute in General Ledger, Strategic Ledger, and Multi Ledger transactions.

Related Reports and Inquiries

To	Use
List Lawson and user-defined attributes	Attribute Listing (MX201)
List source code information set up for all companies by system code	Source Code Listing (GL205)

Chapter 29

Creating Transaction Writer Reports

This chapter describes your options for creating customized transaction reports using Transaction Writer. Transaction writer lets you create user-defined transaction reports with two 132-character lines of information for each transaction.

Concepts in this Chapter

TIP To skip directly to the procedures, see ["Procedures in this Chapter"](#) on page 498

The following concepts provide background and conceptual information for the procedures within this chapter.

- ["What Is a Transaction Writer Report?"](#) on page 496

What Is a Transaction Writer Report?

A Transaction Writer report lets you create user-defined transaction reports with two 132-character lines of information for each transaction. You define the report options using Transaction Writer (AC55.1) and run the report using Transaction Writer Report (AC256). The options you define for a report determine:

- which transaction and attribute fields print
- which transactions are selected for the report
- how selected transactions are sorted and totaled
- the appearance of the column headings for the report
- the output format (CSV file or print copy) of the report

Example One

LGE Corporation noticed that one of their activity's outsourcing costs are close to exceeding the budget and they want to collect more information for a detailed analysis. They create a Transaction Writer report of all Accounts Payable transactions, sorting and totaling by vendor. They use this report to identify the vendors with the highest costs and to identify the specific transactions with those vendors that are the most costly.

Example Two

You are analyzing activity billing and you want to see the billable transactions that are on hold. You can create a Transaction Writer report that selects only transactions where the billable flag is set to Hold.

Figure 64. Report sample: A Transaction Writer report

Date xx/xx/xx Time 10:26		Company 4321 - LGE Corporation LGEREPOR - LGE Transaction Report For Period 01 - 01 Ending January 31, xxxx			USD		Page 1	
Accounting Unit	101	Corporate	Resp Controller	Level	01-01	Sort Type	Accounting Unit, Account	Amounts
Transaction Desc	SY	Jrnl	Ent	SC	Debit	Credit	Balance	Transactions Only
Account	11200-0000							
Monthly Sales	GL N				100.00			0.00
Misc. Medical Expens	GL N					1,150.00		
Adjustment to Beg. B	GL N				1,150.00			
Cash from Cash Sales	GL N					5,000,000.00		
Monthly Sales	GL N				100.00			
					5,001,350.00	1,150.00		5,000,200.00
					Total Activity Account			
	11200-0000				Cash-Checking			5,000,200.00
Account	11300-0000							
Monthly billing	GL N					800.00		0.00
Misc. Cash Sales	GL N					800.00		
					2,000,000.00			
					2,000,000.00	800.00		1,999,200.00
					Total Activity Account			
	11300-0000				Cash-Other			1,999,200.00
Account	11400-0000							
Deposited Cash for P	GL N					5,500,000.00		0.00
						5,500,000.00		
					Total Activity Account			5,500,000.00
	11400-0000				Cash-Payroll			5,500,000.00
Account	12100-0000							
6 mos advance billin	RJ N					3,000.00		0.00
post revenue to acti	GL N				1,000,000.00			
Adjustment to Beg. B	GL N					3,000.00		
					1,003,000.00	3,000.00		1,000,000.00
					Total Activity Account			

Procedures in this Chapter

Use the procedures in this chapter to create customized transaction reports. You define reports once and then run them as frequently as you want.

- ["Creating a Transaction Writer Report" on page 499](#)
- ["Running a Transaction Writer Report" on page 504](#)

Creating a Transaction Writer Report

NOTE You need to define a report only once, but you can change the report layout at any time. Once defined, run the report at any time using AC256.

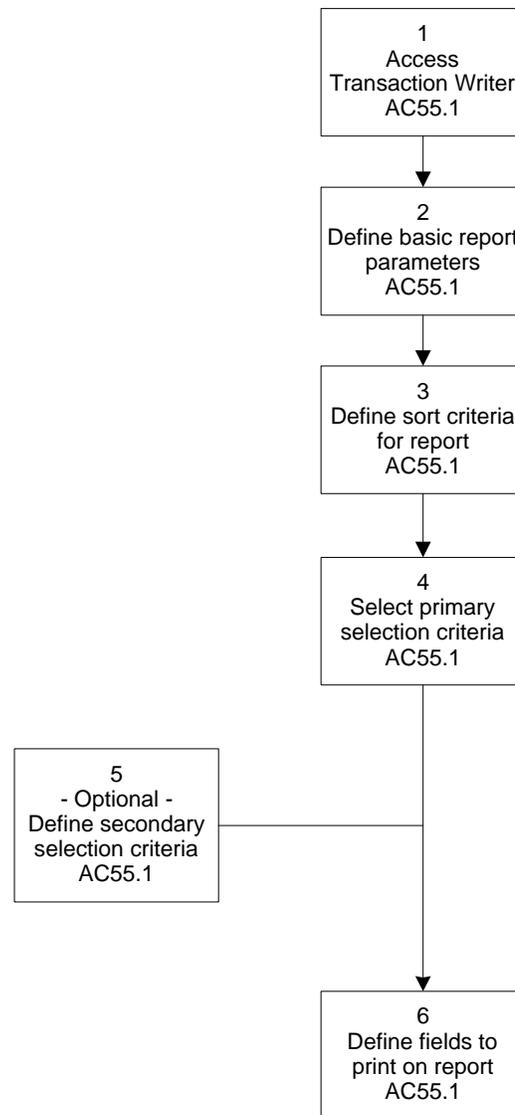
Use this procedure to define transaction reports that list activity transaction detail.



Need More Details? Check out the following concepts:

- ["What Is a Transaction Writer Report?"](#) on page 496

Figure 65. Procedure flow: Creating a Transaction Writer report



1. Access Transaction Writer (AC55.1).

2. Define basic report parameters using the Basic form tab. Consider the following fields.

Folder You must select the folder where you want to store report information. Folders are defined on Folder (RW01.1). Folders store Transaction Writer reports and Report Writer reports. You can assign security to reports in a folder.

** For more information, see the *Report Writer User Guide*.

Column Spacing You can type the number of spaces you want between columns. Column spacing is only applied to columns as they are added to a report.

If you leave this field blank, you can define the space between each column in the Space field in the Layout form tab. Use the Space field to override spacing indicated on the Basic form tab. If you leave both fields blank, no space is put between columns.

Column Heading Select Manual or Automatic to indicate if you want to manually define the two column heading lines at the top of the Layout form tab or if the system automatically creates the column headings. The default is Automatic. Automatic headings use the column heading defined in Attribute (MX00.1) for the attribute selected in the column defaults.

CSV Output Indicate if you want the output for the report to be a CSV (comma separated value) file. The default is No, which creates a 132-character wide report with up to two lines of detail for each transaction.

Search Method The search method determines how Transaction Writer searches for information about selected transactions.

- Accept the default, System Controlled, to let the program analyze the selected parameters and choose the most efficient search method.
- Select Activity to search for transactions by activity.
- Select User Attributes to search for transactions by user-defined transaction attributes. To use this method, secondary selects must exist and each 'or' group must contain at least one user-defined transaction attribute.

NOTE You can save a report after entering required information on the Basic and Sort form tabs.

Report Currency If you want to create a report that displays values in a certain currency, select the currency here. Amounts not stored in that currency will be exchanged to the currency value.

If you leave this field blank, the report prints amounts in the currency the amounts are stored in.

3. Define the sort criteria for the report using the Sort form tab. You must define at least one sort criteria for each report.
4. Select the activities and account categories for which you want to list transactions on the Primary Values form tab. You must select one option from the Activities area (an activity group list, an activity group, up to six individual activities, or an activity list) and one option from the Account Categories area (account category type, an account category, or an account category group).
5. If you want to narrow the report down further, define additional selection criteria using the Secondary Values form tab. Consider the following fields.

Field Select the transaction attribute you want to use for selecting data. There are Lawson-defined transaction attributes for all the fields in a transaction, in addition to user-defined transaction attributes you may have created. Select the specific attribute values in the Value Range field.

TIP You may find it useful to create secondary value selections for the Source Code or System Code fields. This allows you to select transactions for a specific source code, such as vendor invoice distributions (source code AD).

Value Range You can include specific range of attribute values in the report. Type the beginning value in the first value range field and the ending value in the second value range field.

TIP To include a negative amount in a value range field, the minus sign must follow the numeric value. For example, type 100.00-.

Or Group

You can select a value in the Or Group field to create conditional value statements. Use the Field and Or Group fields together to create conditional value statements.

The following table shows the type of conditional statement created depending on the values in this field and the Item field.

Group Field Number Statement same same not valid

same different either/or

different same both/and

different different either/or

Having a field and group number that are the same is not a valid combination. For example, a transaction cannot have a transaction amount of \$5,000 *and* a transaction amount of \$7,000.

The following example shows how you can include a combination of conditions to select transactions dated June 15, 2000, or June 30, 2000, with a status of Posted (9).

Value Field Range Or Group

Tran Date 061500 - 061500 1

Trans Status 9 - 9 1

Tran Date 63000 - 063000 2

Trans Status 9 - 9 2

In this example, if you did not repeat the value range for the Tran Status after the Either/Or condition, the system would select transactions dated June 15 with a posted status, and transactions dated June 30 with any status.

6. To indicate which fields will be printed on the report and to define additional layout options such as report totals and page breaks, define options using the Layout form tab. Consider the following fields.

(Column Headings)

If you selected Manual column headings on the Basic form tab, type the column headings in the first two lines on the Layout form tab.

Line

To indicate whether the columns you are maintaining are on line 1 or line 2, type or select a value. The default is Line 1.

Colm	To indicate the order that the field values print from left to right across the report, type in the column number within the line number. The valid values are 1-50 for each line. For example, there can be a line 1, column 1 and a line 2, column 1.
Field	Select the attributes to include on the report for each transaction. There are Lawson-defined attributes in the application for all of the fields on a transaction. You must create user-defined attributes for the originating system values that you have assigned to each source code.
Width	<p>You can type the column size. The first field is the overall size of the column. The default value is determined by the way the attribute is defined. If the column heading is wider than the data, change the size to be larger than the default size to prevent truncated headings.</p> <p>You can type the number of decimal places used with amount or currency rate information. Decimal values are 0 though 6. The default value is determined by the way the attribute is defined.</p>
Space	You can type the number of blank spaces that precede the column. If you leave this field blank, the column spacing selected on the Basic form tab defaults.
Count Total	Select Count Total to have the system count the number of records (alpha and date fields) or total the values in the field (numeric and signed fields).
Total Break	Select Total Break to print totals for this field. If you select Yes as the Total Break option, you must include the field in the Sort form tab.
Page Break	Select Page Break if you want each field listed on a separate page. If you select Yes as the Page Break option, you must include the field in the Sort form tab.
Description Of	Select Description Of if you want to print the description of the field instead of the code. For example, you can print Overhead instead of the account category 03700.
Field Dup	Select Field Dup to suppress duplicate values on sequential lines of the report.
Line Dup	Select Line Dup to suppress an entire line if it equals the previous transaction field values.

Align Head

Select Left, Right, Center or None in the Align Head field to indicate how the heading aligns over the field values. The default is Left align for alpha and date fields, None for field descriptions, and Right align for other fields. If you use automatic headings, the headings will appear on the Layout form tab after the lines have been added so that you can view and change them before you produce the report.

Followup Tasks

- After you define a report, you can run it at any time using Transaction Writer Report (AC256). For more information, see "[Running a Transaction Writer Report](#)" on page 504.

Optional Procedure: Producing a Subtotal or Total

You can produce a subtotal or total for specific fields. For example, you might want to sort transactions by account category within activity and produce subtotals for the transaction amount by account category within activity. To produce a subtotal or total, you must do the following:

- Include the field or fields as sort criteria on the Sort form tab.
- Select Yes in the Total Break field on the Layout form tab for each field.
- Select Yes in the Count Total field to indicate which columns will be totaled when subtotals and grand totals are produced.

Related Reports and Inquiries

To	Use
List transaction report parameters to verify for accuracy	Transaction Writer Listing (AC255)
Generate a report after defining parameters	Transaction Writer Report (AC256)

Running a Transaction Writer Report

You only need to define transaction reports once, and then you can run them at any time you want. Use this procedure to generate a one or more Transaction Writer reports based on the parameters defined on Transaction Writer (AC55.1).



Need More Details? Check out the following concepts:

- ["What Is a Transaction Writer Report?"](#) on page 496

STEPS To create a print report

1. Access Transaction Writer Report (AC256).
2. On the Main form tab, select the transactions for which a report is needed. Consider the following fields.

Folder or Reports Select a folder name if you want to run all reports stored in the folder.

As an alternative, you can select the specific Transaction Writer report(s) you want to generate. You can run up to eight individual reports at one time.

Tran Dates or Post Dates You can include transactions for a specific transaction or posting date range. If you select Transaction Dates, you must leave the Posting Date fields blank, and vice versa.

To list information for all transaction or posting dates, leave the date range fields blank.

NOTE If you selected Trans Date or Post Date as a field and typed in dates for the corresponding Value Range field on the Secondary Values form tab in Transaction Writer (AC55.1), the values you type in here override those values.

3. You can use the Overrides form tab to override the activity, account category, transaction date, and posting date values you select on the Primary Values form tab on AC55.1. Consider the following field.

Search Method When a Transaction Writer report is generated, the transaction data can be searched first by activity or by user attributes. This field determines the method used by Transaction Writer.

The search method you select in this field overrides the search method you selected on the Basic form tab on Transaction Writer (AC55.1):

- System Controlled lets the system analyze the selected parameters and choose which of the two methods is best.
- User Attributes forces the system to search by user attributes. To use this method, secondary selects must exist and each 'or' group must contain at least one user-defined attribute.
- Activity forces the system to search by activity.

NOTE The search method can affect the processing time for the report. You can try selecting a different search method to improve processing time.

Related Reports and Inquiries

To	Use
List the report parameters defined for the Transaction Writer report	Transaction Writer Listing (AC255)

Chapter 30

Using Lawson Business Intelligence to Create Data Marts

This chapter provides an overview of Lawson Business Intelligence function. You use the Lawson Business Intelligence products to create multidimensional databases and analyze the data in those databases.

What Is Lawson Business Intelligence?

TIP Your implementation might use some or all of the Lawson Business Intelligence components.

Lawson Business Intelligence is a product that joins applications and technology to provide you with a powerful reporting and analysis solution. The many calculations and other analytical features within Lawson Business Intelligence make it an excellent decisions solution for all roles within an organization.

Lawson Business Intelligence is made up of:

- the Analytic Architect (IA) application
- an Online Analytical Processing (OLAP) database
- the Scorecard reporting tool

Analytic Architect

The Analytic Architect application is the backbone of Lawson Business Intelligence. Analytic Architect lets you use data marts types to define, extract, transform, and load Lawson data from the Lawson application database into the Hyperion Essbase OLAP Server or the Microsoft SQL Server Analysis Services. In addition to creating OLAP databases, Analytic Architect can create CSV or Star Schema output for use with a variety of reporting tools.

For more information about the Analytic Architect application, see the *Analytic Architect User Guide*.

OLAP Database

NOTE An OLAP database is also called a cube or data mart.

The data you extract with Analytic Architect is consolidated, summarized, and then transferred to an online analytical processing (OLAP) database. You can use either Hyperion Essbase or Microsoft SQL Server Analysis Services as your OLAP database.

Scorecard

Scorecard is a Lawson-developed analytic tool that allows you to build different configurations of your data that is stored in an OLAP database. With Scorecard you can view your business data, run “what-if” scenarios, pivot data, create charts, drill down into the data, and use DrillAround© to access related data in the Lawson application.

For more information about Scorecard, see the *Scorecard User Guide*.

Project Accounting (AC) Data Mart

The Project Accounting data mart was designed as a business solution to compare activities within the organization. The Project Accounting data mart provides an analysis of Project Accounting that can compare department-to-department costs to identify profitability or inefficiency of activities within the organization. Regardless of what your activity is, the Project Accounting data mart provides the necessary analysis to make such decisions as whether to continue, discontinue, or re-engineer activities.

You can define the dimensions for the Project Accounting data mart on Activity Analysis Setup (ACDM.1).

The following dimensions are required for the Project Accounting data mart.

Dimension	Description
Activity	The Activity as defined in the Activity Based Management System. This dimension lets the user select the Activity Group, Activity Group List, or Group List. Activity Group is a group of Activities; the Activity Group List is a group of groups, and the Group List is a group of activities (any item with the object type of ACTVY).
Category	The Category is a “chart of accounts” for the Activity. This dimension lets the user select a Category Structure, which is comprised of detail and summary account categories. A Category Structure provides up to nine levels of summarization. The user defines the category structure in AC08.2
Periods	Period for analysis.
Years	Year for analysis.
Scenarios	Actual, Budgeted, Committed, and Variance are the Scenarios available.

Appendix A

Data Dictionary Listing

This appendix includes a listing of Project Accounting data dictionary names. A brief description is provided for each data dictionary name along with requirements for using that name in compute statements or Report Writer reports. Use this appendix to identify the data dictionary names that best meet your budget definition and reporting needs and to better understand the intended use and requirements for each name.

You can generate a full listing of all data dictionary names by running Data Dictionary Listing (RW205). If the data dictionary has not already been loaded as part of your initial installation, you can load it by running Data Dictionary Load (RW590).

Project Accounting Data Dictionary Names

Data Item	Description	Length	Requirements
BGBABC	Activity Budget Beginning Balance Currency	14	This item accepts optional year and budget parameters. BGBABC(,5) - budget beginning balance currency for current year, budget 5
BGBABU	Beginning Balance Budget Units	14	This item accepts optional year and budget parameters. BGBABU(1,5) - last year beginning balance units for budget 5.
BGBACA	Activity Year Beg Balance Amount	14	This item accepts an optional year parameter. BGBACA - current year beginning balance. BGBACA(1) - last year beginning balance
BGBACB	Activity Year Beg Bal Budget	14	This item accepts optional year and budget parameters. BGBACB(,1) - current year beginning balance in budget 1
BGBACC	Activity Year Beg Bal Currency	14	This item accepts an optional year parameter. BGBACC(1) - last year beginning balance inactivity currency

Data Item	Description	Length	Requirements
BGBACU	Activity Year Beg Balance Unit	14	This item accepts an optional year parameter. BGBACU - current year beginning balance UNITSBGBACU(1) - last year beginning balance units
BGBAUA	Activity By Accounting Unit Beginning Balance Amount	14	This item accepts an optional year parameter. BGBAUA(1) - beginning balance amount for last year
BGBAUU	Activity By Accounting Unit Beginning Balance Units	14	This item accepts an optional year parameter. BGBAUU(1) - beginning balance units for last year
BGBGBA	Activity Group Budget Beginning Balance Amount	14	This item accepts optional year and budget parameters. BGBGBA(1,5) - beginning balance amount for last year, budget 5
BGBGBU	Activity Group Budget Beginning Balance Units	14	This item accepts optional year and budget parameters. BGBGBU(1,5) - beginning balance units for last year, budget 5
BILACA	Activity Total Billed	14	This item accepts no parameters.
CMTACA	Activity Commitment Amount	14	This item accepts optional currency and system parameters. CMTACA(USD,PO) - U.S. dollar commitment amount from purchase order
CMTACU	Activity Commitment Units	14	This item accepts optional currency and system parameters. CMTACU(USD,PO) - units of U.S. dollar commitment from purchase order
CONACA	Activity Contract Amount	14	This item accepts no parameters.

Data Item	Description	Length	Requirements
CTCACA	Activity Cost To Complete	14	This item accepts no parameters.
CTCACU	Activity Cost To Complete Unit	14	This item accepts an optional date parameter. CTCACU(19980101) - cost to complete units as of 01-01-1998
GRSACA	Activity Gross Margin Amount	14	This item accepts an optional date parameter. GRSACA(19980101) - gross margin as of 01-01-1998
GRSACU	Activity Gross Margin Units	14	This item accepts an optional date parameter. GRSACU(19980101) - gross margin units as of 01-01-1998
LTDABC	Life To Date Budget Currency	14	This item accepts optional year, period, and budget parameters. LTDABC(,6,5) - life to date currency amount for budget 5 and current year period 6
LTDABU	Life To Date Budget Units	14	This item accepts optional year, period, and budget parameters. LTDABU(,3,5) - life to date budget units for budget 5 and current year period 3
LTDACA	Life To Date Activity Amount	14	This item accepts optional year and period parameters. LTDACA - life-to-date activity amount. LTDACA(,4) - life-to-date activity through period 4
LTDACB	Life To Date Activity Budget	14	This item accepts optional year, period, and budget parameters. LTDACB(,4,1) - current life-to-date amount through period 4 for budget 1

Data Item	Description	Length	Requirements
LTDACC	Life To Date Activity Currency	14	This item accepts optional year, period, and budget parameters. LTDACC(1,4) - life-to-date amount through period 4 of last year, in activity currency
LTDACT	Life To Date Activity Total	14	This item requires an activity total name and accepts optional parameters for year and period(s). LTDACT(REVENUE,,4) - life-to-date revenue total through period 4 of current year
LTDACU	Life To Date Activity Units	14	This item accepts optional year and period parameters. LTDACU - life-to-date activity units LTDACU(,4) - life-to-date units through period 4
LTDAUA	Life To Date Activity by Accounting Unit Amount	14	This item accepts optional year and period parameters. LTDAUA(,6) - life to date amount for current year period 6
LTDAUU	Life To Date Activity by Accounting Unit Units	14	This item accepts optional year and period parameters. LTDAUU(,6) - life to date units for current year period 6
LTDGBA	Life To Date Activity Group Budget Amounts	14	This item accepts optional year, period, and budget parameters. LTDGBA(,6,5) - life to date budget amounts for budget 5 and current year period 6

Data Item	Description	Length	Requirements
LTDGBU	Life To Date Activity Group Budget Units	14	This item accepts optional year, period, and budget parameters. LTDGBU(,6,5) - life to date budget units for budget 5 and current year period 6
OUTACY	Output Measure Activity	14	This item accepts no parameters.
OUTAGP	Output Measure Activity Group	14	This item accepts no parameters.
PCTACA	Activity Percent Complete	10	This item accepts no parameters.
PCTACU	Activity Percent Complete Unit	10	This item accepts an optional date parameter. PCTACU(19980101) - percent complete units of 01-01-1998
PRDABC	Period Budget Currency	14	This item accepts optional year, period, and budget parameters. PRDABC(1,2-4,5) - budget currency amount for budget 5 for last year periods 2 to 4
PRDABU	Period to Date Activity Budget Units	14	This item accepts optional year, period, and budget parameters. PRDABU(1,2-4,5) - budget units for budget 5 for last year periods 2 to 4
PRDACA	Period Activity Amount	14	This item accepts optional year and period(s) parameters. PRDACA(,1-3) - current year amount for periods 1-3. PRDACA(1) - last year current period activity amount

Data Item	Description	Length	Requirements
PRDACB	Period activity budget	14	This item accepts optional year, period(s), and budget parameters. PRDACB(,,1) - current period budget amount in budget 1. PRDACB(,4) - current period 4 budget amount
PRDACC	Period Activity Currency	14	This item accepts optional year and period(s) parameters. PRDACC(,4) - period 4 activity in activity currency
PRDACT	Period Activity Total	14	This item requires an activity total name and accepts optional parameters for year and period(s). PRDACT(REVENUE,,1-3) - current year revenue total for periods 1-3
PRDACU	Period Activity Units	14	This item accepts optional year and period(s) parameters. PRDACU(,1-3) - current year units for periods 1-3. PRDACU(1) - last year current period activity units
PRDAUA	Period to Date Activity by Accounting Unit Amount	14	This item accepts optional year, period, and budget parameters. PRDAUA(1,2-4) - amounts for last year periods 2 to 4
PRDAUU	Period to Date Activity by Accounting Unit Units	14	This item accepts optional year and period parameters. PRDAUU(1,2-4) - units for last year periods 2 to 4

Data Item	Description	Length	Requirements
PRDGBA	Period to Date Activity Group Budget Amount	14	This item accepts optional year, period, and budget parameters. PRDGBA(,4-6,5) - budget amounts for budget 5 for current year periods 4 to 6
PRDGBU	Period to Date Activity Group Budget Units	14	This item accepts optional year, period, and budget parameters. PRDGBU(,4-6,5) - budget units for budget 5 for current year periods 4 to 6
RETACA	Activity Retainer	14	This item accepts no parameters.
YTDABC	Year To Date Budget Currency	14	This item accepts optional year, period, and budget parameters. YTDABU(,6,5) - year to date currency amount for budget 5 and current year periods 6
YTDABU	Year To Date Activity Budget Units	14	This item accepts optional year, period, and budget parameters. YTDABC(,6,5) - year to date budget units for budget 5 and current year periods 6
YTDACA	Year To Date Activity Amount	14	This item accepts optional year and period parameters. YTDACA - year-to-date activity amount. YTDACA(,4) - year-to-date activity through period 4
YTDACB	Year To Date Activity Budget	14	This item accepts optional year, period, and budget parameters. YTDACB(,4,1) - current year-to-date amount through period 4 for budget 1

Data Item	Description	Length	Requirements
YTDACC	Year To Date Activity Currency	14	This item accepts optional year and period parameters. YTDACC(1,4) - last year, year-to-date amount through period 4, in activity currency
YTDACT	Year To Date Activity Total	14	This item requires an activity total name and accepts optional parameters for year and period. YTDACT(REVENUE,,4) - current year revenue total through period 4
YTDACU	Year To Date Activity Units	14	This item accepts optional year and period parameters. YTDACU - year-to-date activity units. YTDACU(,4) - year-to-date units through period 4
YTDAUA	Year To Date Activity By Accounting Unit Amount	14	This item accepts optional year and period parameters. YTDAUA(,6) - year to date amounts for current year period 6
YTDAUU	Year To Date Activity By Accounting Unit Units	14	This item accepts optional year and period parameters. YTDAUU(,6) - year to date units for current year period 6
YTDGBA	Year To Date Activity Group Budget Amount	14	This item accepts optional year, period, and budget parameters. YTDGBA(,6,5) - year to date budget amounts for budget 5 and current year period 6
YTDGBU	Year To Date Activity Group Budget Units	14	This item accepts optional year, period, and budget parameters. YTDGBU(,6,5) - year to date budget units for budget 5 and current year period 6

Documentation Conventions and Support

Documentation Conventions

This document uses specific text conventions and visual elements.

Text Conventions

This	Represents
bold	A key name or function key name. For example, Shift is a key name and Help (F1) is a function key name. A value or command that you must type exactly as it appears. A program or file name.
<i>italics</i>	A manual title or form name. An emphasized word or phrase. A placeholder for a user-defined value or variable.

Visual Elements

STOP Information that you must know before you attempt the procedure or process.

IMPORTANT Important information that you must consider when you perform the procedure.



CAUTION Cautionary information about actions that involve a risk of possible damage to equipment, data, or software.



WARNING Warning information about actions that involve a risk of personal injury or irreversible destruction to the data or operating system.

Product Documentation

Lawson offers the following product documentation:

- Online help
- User guides and manuals
- Release notes and installation instructions

To find Lawson documentation, see the user interface or <http://support.lawson.com>. To obtain a login password and ID for the Support site, see your organization's Lawson contact or your Lawson client manager.

Global Support Center

Lawson Global Support Center (GSC) services are available to all Lawson customers who are on maintenance support for Lawson products. See the *Global Support Manual* for the following information:

- What information to gather before you contact the GSC
- How to contact the GSC
- How the GSC processes your request
- Which services are standard maintenance and which are billable

To find the *Global Support Manual*, see <http://support.lawson.com>. To obtain a login password and ID for the support web site, see your organization's Lawson contact or your Lawson client manager.

Documentation Contact

We welcome your questions or suggestions about Lawson documentation. Please send comments to documentation@lawson.com.

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