

# PROJECT ACCOUNTING

## Financial Control for All Your Project Accounting Needs

When you are tracking costs for a project, you need consistent, company-wide control over budgets, commitments and expenditures.

The DDA Project Accounting system gives you the control you need. It allows you to interface cost information from any accounting system you use and link those costs to a single project. Once your project is completed, you can easily interface information into your fixed-asset system, which retains a complete history of your project data for future reference.

## Project Management Made Easy

DDA's Project Accounting gives you the flexibility to establish multiple levels of organizational and accounting detail. The system also accepts transactions from other financial systems, so you only need to enter project-related data once.

Project Accounting offers:

### **Online, Realtime Control**

You can instantly enter, revise or review all your company and project information and security controls;

### **Multi-Company Processing**

Project Accounting can serve your diverse project needs by enabling you to process multiple companies or divisions individually or simultaneously. You can assign each company its own unique organizational structure, set of reports and processing rules;

### **Full Budget Flexibility**

You can enter budget amounts by period or automatically spread annual amounts across 12 or 13 periods. Should you need to revise your budget, Project Accounting can accommodate up to nine different versions of your budget. The system tracks actual expenses against your budget to help you keep your project on track;

### **Adaptable Project Identification**

DDA's Project Accounting lets you use up to 15 characters to define your projects. You can use your existing project identification numbers;

### **Flexible Reporting**

Project Accounting offers a variety of standard reports, ranging from detailed project summaries to periodic status reports. You have complete control over report sequencing, selection and a multitude of other parameters so different people can review project data from different perspectives;

### **General Ledger Interface**

Our system provides a facility to produce journal entries for both expense and capital items;

### **Accounts Payable & Purchasing Interface**

All purchase orders are automatically matched against Project Accounting. If the PO exceeds your budgeted amount for a project or work unit, the Purchasing system flags it. You can choose to reject the PO or modify your budget to accommodate it, and

### **Automatic Asset Creation**

You can automatically close all project activity to expense, fixed assets or both.

## **Efficient Control for All Types of Projects**

One primary value of the DDA Project Accounting system is its versatility. Each department can use it for entirely different functions. Almost everyone in your organization can benefit from the system.

Project Accounting allows you to establish independent budgets and controls for all types of projects. It improves your planning process by enabling you to better anticipate how projects will affect your business.

## **How Projects Are Structured**

It can be difficult to allocate expected costs for an entire project or a series of projects. Many managers find it easier to divide projects into more manageable segments, and then determine the cost of each segment. The sum of these budget segments represents total project costs.

## **Accounting for Every Detail**

DDA's Project Accounting allows you to break your project into segments or work units, so you can define the level of detail you need to track. The system does the rest.

## **Project Management for Financial Control**

Our system is designed to help you plan and gain control over all the details involved in activities such as construction, long-range purchases and sales and marketing.

Breakdowns of typical projects might look like the examples below.

<b>Construction</b>	<b>Long-range Purchases</b>	<b>Sales and Marketing</b>
Refurbish Production Line	New Project Accounting System (see below)	New Product Launch (see below)
Remodel Executive Offices (see below)	New Mainframe Computer	Annual Public Relations Campaign
Build Warehouse	Office Automation: Plant and Equipment	Annual Direct Mail Program
Install Computerized Energy Saving System	Delivery Fleet Expansion	Advertising Campaigns
Renovate Air Conditioning System in Office Building	Personal Computers for Accounting (15)	Seminars & Trade Shows
Fabricate New Assembly Line		Sales Collateral Telemarketing
<b>Remodel Executive Offices</b>	<b>New Project Accounting System</b>	<b>New Product Launch</b>
Design Costs	Software Evaluation and Selection	Ad Production
Remove Walls	Package Cost	Ad Insertions
Rewire Fixtures	Implementation	Seminars and Trade Shows
Install Walls and Ceiling	Accounts Payable Interface	Sales Collateral
Install Carpets	Fixed Assets Interface	Annual Report
Wire for Computer Hookup	Annual Computer Run Costs	Direct Mail Production Postage & Handling

## Establishing Project Controls and Budgets

Much of the effort involved in tracking project costs is actually spent in getting organized. DDA's Project Accounting simplifies the preparation steps by making it easy to set up work units within a project.

The system includes a wealth of features that simplify the task of creating or changing project controls. A flexible project number allows you to easily tailor the system to fit your desired project structure.

After you establish controls at the project or work-unit level, you can review or change those controls any time, using a simple online update process. The system also provides built-in security that restricts access to project and control information.

Once you set up your first project, you can quickly establish new, similar projects or work units using the system's modeling technique. The old project or work unit becomes a "model" for the new one. Modeling projects or work units can save you vast amounts of time.

## Budgeting

Project Accounting offers an extensive budgeting capability that can be as detailed as your business needs dictate. For each work unit, you can establish up to nine budget versions, each with unlimited years. Depending on company-specific requirements, your budget can be based on a 12 or 13 period year. You can always estimate your project costs in detail, even if it covers several years.

Work-unit budget amounts are automatically accumulated at the project level. You can use the first budget for general planning for the coming year, and then establish succeeding budgets as more cost information becomes available.

The system's standard reports show any one of the nine budgets for each work unit. With the online query tool, you can create customized reports that compare various budgets and point out the differences. Online screens also show any desired budget amounts.

You can easily set up budgets using any of the following options:

- Pre-established monthly distribution patterns to spread an annual amount;
- Temporary distribution pattern to spread an annual amount;
- Direct entry of monthly amounts, and/or
- Distribution patterns with an annual amount and certain months adjusted directly.

If your budget seems out of line at the project level, you can review your work unit budgets, cut back where appropriate, and then take another look at the project totals — all in a matter of minutes.

```
== DP == Distribution Pattern Data Entry ===== Co: C010
```

Dist Code	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8	Per 9	Per 10	Per 11	Per 12	Per 13
Actn EVEN	1	2	3	4	5	6	7	8	9	10	11	12	13
EVEN	1	1	1	1	1	1	1	1	1	1	1	1	1

ADD MODE

```

      == WB ===== Work Unit Budget Data Entry ===== Co: C010

Project      Work Unit   Yr Ver      Number      Date      Annual Amount
PROJ-0001    WU-001-01  2003  1          BGT-2003-1  01012003    72000      Adj
PROJ-0001    WU-001-01  2003  1          BGT-2003-1  01012003    72000

Dist Code  Or  ----- Period Weights -----
EVEN      1  2  3  4  5  6  7  8  9  10 11 12 13

----- Amounts -----
Period 1      Period 2      Period 3      Period 4      Period 5      Period 6

Period 7      Period 8      Period 9      Period 10     Period 11     Period 12

Period 13     Adj

M10 INPUT OK, DEPRESS ENTER KEY TO ACCEPT                                ADD MODE

```

```

      == WB ===== Work Unit Budget Data Entry ===== Co: C010

Project      Work Unit   Yr Ver      Number      Date      Annual Amount
PROJ-0001    WU-001-01  2003  1          BGT-2003-1  01/01/2003  72,000      Adj
PROJ-0001    WU-001-01  2003  1

Dist Code  Or  ----- Period Weights -----
EVEN      1  2  3  4  5  6  7  8  9  10 11 12 13

----- Amounts -----
Period 1      Period 2      Period 3      Period 4      Period 5      Period 6
  6,000        6,000        6,000        6,000        6,000        6,000

Period 7      Period 8      Period 9      Period 10     Period 11     Period 12
  6,000        6,000        6,000        6,000        6,000        6,000

Period 13     Adj

C50 - PA MASTER FILE UPDATED                                ADD MODE

```

**The screens above show how you can set up budgets to fit your requirements. When you enter the pre-established distribution pattern called EVEN, the system spreads the \$72,000 into 12 equal amounts, and displays them on screen. You can spread the amount unevenly in order to reflect your actual spending plan.**

```

      == WB ===== Work Unit Budget Data Entry ===== Co: C010

Project      Work Unit   Yr Ver      Number      Date      Annual Amount
PROJ-0001    WU-001-01  2003  2          BGT-1001    05/03/2001  72,000 Adj
PROJ-0001    WU-001-01  2003  2

Dist
Code  Or  1  2  3  4  5  6  7  8  9  10  11  12  13
-----
                2  2  2  5  5  5  6  8  7  7  2

----- Amounts -----
Period 1      Period 2      Period 3      Period 4      Period 5      Period 6

Period 7      Period 8      Period 9      Period 10     Period 11     Period 12

Period 13     Adj

M10 INPUT OK, DEPRESS ENTER KEY TO ACCEPT                                ADD MODE

```

```

      == WB ===== Work Unit Budget Data Entry ===== Co: C010

Project      Work Unit   Yr Ver      Number      Date      Annual Amount
PROJ-0001    WU-001-01  2003  2          BGT-1001    05/03/2001  72,000 Adj
PROJ-0001    WU-001-01  2003  2

Dist
Code  Or  1  2  3  4  5  6  7  8  9  10  11  12  13
-----
                2  2  2  5  5  5  6  8  7  7  2

----- Amounts -----
Period 1      Period 2      Period 3      Period 4      Period 5      Period 6
                2,824      2,823      2,824      7,058      7,059

Period 7      Period 8      Period 9      Period 10     Period 11     Period 12
7,059      8,471      11,294      9,882      9,882      2,824

Period 13     Adj

C50 - PA MASTER FILE UPDATED                                ADD MODE

```

**Enter a one-time distribution pattern, and the system will spread the \$72,000 unevenly over an 11-month time frame. If you do not like the result, simply adjust the period weights or amounts.**

## Entering Project Accounting Data

Project Accounting provides a number of tools that automate data entry and project maintenance.

### Online, Realtime Control

Anytime you set up new projects or make changes to existing projects, your project information is updated and edited immediately. A project can be set up first thing in the morning, along with a breakdown of work units and budgets, and you can begin accepting detail commitments and expenditures right away.

Company controls and report controls can be altered in realtime to reflect company policy changes or to handle new management requirements at a moment's notice. You can instantly alter data on your current budget, or set up a new budget and create batch or online reports that reflect the altered budget amounts.

### Automatic Data Entry

Because manual data entry often is the most time-consuming aspect of project management, the system includes a variety of online screens and a default structure that simplify the entry process. You can display information previously entered to define a project, work unit or a similar detail commitment or expenditure on the detail entry screen. You can use this information as a model to create new records.

```
== EE ===== Detail Expenditure Quick Entry ===== Co: C010

Project          Work Unit          Expenditure
PROJ-0001        WU-001-01          EN-100005

                Action      A

                Expenditure Name  LIGHTING
                Accounting Date  06192003

                Quantity          1.00
                Merchandise Amount 25000.00
                Tax Amount          1250.00
                Freight Amount
                Miscellaneous Amount 1
                Miscellaneous Amount 2

                Commitment      CN-10003-01

                Invoice Number    03-0204A
                Invoice Date      06122003

M10 INPUT OK, DEPRESS ENTER KEY TO ACCEPT
```

```

== EI ===== Detail Expenditure Data Inquiry ===== Co: C010

Project      Work Unit      Expenditure
PROJ-0001    WU-001-01      EN-100005      Expenditure Name
PROJ-0001    WU-001-01      EN-100005      LIGHTING

Type Cd  SA  Actg Date 06/19/2003  Ac    111      Amt      26,250.00
Stat Cd  A   Actg Per  03/2003    Cn    222      Qty      1.00
Cap/Exp  C   Close Per                Subl   333      Price    26,250.0000
1245/50  5
Int Cd   Y   Uom       FT          Lev3   SW       Tax      1,250.00
Itc Cd   N   Vnd Name  H&H CO.     Lev4   12       Freight
Gl Cd    Y   Vnd No    HH-1001     Lev5   02       Misc 1
Source
Key Ext   Inv No    03-0204A   Lev6    WT       Misc 2
Partial  s         Inv Date  06/12/2003  Lev7   BLDG     Cur Int
                                                Ytd Int
                                                Ltd Int
                                                Int Rate
                                                Ytd Itc
                                                Ltd Itc
                                                Prt Cls

Cmt No    CN-10003-01  User1  H&H CO.
Asset No  ASSET-001   User2  TULSA 1
User3    MFG
User4    SITE
User5

```

**Using Project Accounting's default capabilities, you can enter project data in moments. Simply enter the identification number of the project, work unit, commitment or expenditure you wish to copy from, and the default data appears on the screen. You can override anything on the screen or accept the information as is.**

In addition, you can expedite data entry with the system's automatic interfaces. These interfaces enable you to import detailed commitment and expenditure information directly from other DDA systems such as General Ledger and Accounts Payable & Purchasing. The system can accept commitments from your purchasing system as well as invoices and payroll transactions from accounts payable and payroll systems. You do not have to worry about overspending. The Accounts Payable & Purchasing system will balance against the budgeted amounts that you authorize for projects.

## System Linking and Automatic Rollup

When you enter an expenditure into the system (either through an online screen or an interface from another system), Project Accounting immediately adds the expenditure amount to all the related records, such as company, project, work unit and commitment records.

This roll-up feature allows you to see the results of detail expenditures on the project or work unit without performing additional steps. In the example below, Project PROJ-0001 is shown before and after Expenditure EN-100006 is added for \$200,000. Note the changes in the Project roll-up numbers.

== PI == Project Data Inquiry == Co: C010									
Project	PROJ-0001	Name	TULSA MNFG. FACILITY	User1	OAK INC.				
	PROJ-0001		Start Dt	User2	TULSA 1				
Type Cd	Ath No		Est Cmp Dt	User3	MFG				
Stat Cd	A	Ath Date	Rvs Cmp Dt	User4	BLDG	User5			
Cap/Exp	C	Bgt No	BGT-1001	Act Cmp Dt					
1245/50	4	Bgt Date	04/01/2001						
Int Cd	Y	Bgt Ver	1	Cmt Amt	487,993	Bgt Amt	836,291		
Itc Cd	N			Opn Cmt	326,326	Bgt Cap	611,433		
Self Cd	Y	Close Per		Exp Amt	161,667	Bgt Exn	152,858		
Sch Cd	Y	Pct Cmp		Cap Cmt	451,789	Ath Amt			
Ovr Ath				Opn Cap	326,326	Ath Cap			
Ovr A-Cp	Ac	111		Cap Exp	125,462	Ath Exn			
Ovr A-Ex	Cn	222		Exn Cmt	36,204	Est Cst	859,887		
Ovr Bgt	Sub1	333		Opn Exn		Rvs Cst	588,000		
Ovr B-Cp	Lev3	SW		Exn Exp	36,204	Fct Cst			
Ovr B-Ex	Lev4	12		Opn Exp	55,066	Prn Amt	10,000		
Fcst Ovr	Lev5	02		Cls Cap	70,396	Exs Exp	22,478		
Gl Cd	Y	Lev6	WT	Cls Exn	36,204	Ytd Itc			
Source		Lev7	BLDG	Ann Int	500	Ltd Itc	14,534		
		Int Rate	12.005	Cur Int	2,978	WU Cnt	4		
Respns	TOM WATSON			Ytd Int	2,978	Cmt Cnt	10		
Asset	ASSET-001			Ltd Int	7,423	Exp Cnt	7		

```

== EA ===== Detail Expenditure Data Entry ===== Co: C010

Project          Work Unit      Expenditure
Actn PROJ-0001      WU-001-01      EN-100006      Expenditure Name
PROJ-0001        WU-001-01      EN-100006      PAVING

Type Stat C/E 45/50 Int Itc Date Per Quantity Mdse Amt Uom Adj
SA A C 5 Y N 06252003 062003 1.00 200000.00

Tax Freight Misc Amt 1 Misc Amt 2 Exp Amt
200,000.00

Commit No Cls Per Vnd Name Vnd No
CN-10003-01 H&H CO. HH-1001

Inv No Inv Date Account Center Subl Gl Cd Source
03-2008B 06222003 111 222 333 Y

Lev3 Lev4 Lev5 Lev6 Lev7
SW 12 02 WT BLDG

User1 User2 User3 User4 User5 Asset No
H&H CO. TULSA 1 MFG SITE ASSET-001
C50 - PA MASTER FILE UPDATED ADD MODE

```

```

== PI ===== Project Data Inquiry ===== Co: C010

Project PROJ-0001 Name TULSA MNFG. FACILITY User1 OAK INC.
PROJ-0001 Start Dt User2 TULSA 1
Type Cd Ath No Est Cmp Dt User3 MFG
Stat Cd A Ath Date Rvs Cmp Dt User4 BLDG User5
Cap/Exp C Bgt No BGT-1001 Act Cmp Dt
1245/50 4 Bgt Date 04/01/2001 Org Cmt 388,082
Int Cd Y Bgt Ver 1 Cmt Amt 687,981 Bgt Amt 836,291
Itc Cd N Opn Cmt 326,314 Bgt Cap 611,433
Self Cd Y Close Per Exp Amt 361,667 Bgt Exn 152,858
Sch Cd Y Pct Cmp Cap Cmt 651,777 Ath Amt
Ovr Ath Opn Cap 326,314 Ath Cap
Ovr A-Cp Ac 111 Cap Exp 325,462 Ath Exn
Ovr A-Ex Cn 222 Exn Cmt 36,204 Est Cst 859,887
Ovr Bgt Subl 333 Opn Exn Rvs Cst 588,000
Ovr B-Cp Y Lev3 SW Exn Exp 36,204 Fct Cst
Ovr B-Ex Lev4 12 Opn Exp 255,066 Prn Amt 10,000
Fcst Ovr Lev5 02 Cls Cap 70,396 Exs Exp 22,478
Gl Cd Y Lev6 WT Cls Exn 36,204 Ytd Itc
Source Lev7 BLDG Ann Int 500 Ltd Itc 14,534
Int Rate 12.005 Cur Int 2,978 WU Cnt 4
Respns TOM WATSON Ytd Int 2,978 Cmt Cnt 10
Asset ASSET-001 Ltd Int 7,423 Exp Cnt 8

```

**Project Accounting's automatic roll-up feature allows you to instantly update your project data to reflect expenditures. These screens show project data before and after the \$200,000 detail expenditure entry.**

## Online Exception Notice

Project Accounting provides an excellent means for alerting you to potential project difficulties, such as going over budget. The online summary screens have warning flags that indicate whether a particular project or work unit is over, or is forecast to go over the budgeted amount. These flags operate at both the project and work unit level.

```

== PS ===== Project Summary ===== Co: C010
Project #
Project   OA   Authorized   Committed Amt   Expended Amt
          O OC   Capital       Capital Commit  Capital Expend
          F OE   Expense       Expense Commit  Expense Expend   Forecast
PROJ-0001  Y           75,000          687,981          361,667
           Y           50,000          651,777          325,462
           Y           25,000           36,204           36,204
PROJ-0002           4,283,002       2,034,624       1,176,588       2,543,280
           3,426,402       1,834,320           976,284
           856,600         200,304           200,304
PROJ-0003           2,790,000         511,170         421,477         516,334
           422,191         332,498
           88,979         88,979
  
```

```

== WS ===== Work Unit Summary ===== Co: C010
Project   Work Unit   Project Name   O OA OA O Pct
proj-0001 #           TULSA MNFG. FACILITY   A C E F Cmp
PROJ-0001           Y Y Y

Authorized   Committed   Ath Capital   Capital Cmt   Expense Cmt
Forecast     Expended    Ath Expense   Capital Exp   Expense Exp
           75,000       687,981       50,000       651,777       36,204
           361,667       25,000       325,462       36,204

Total Budget   Committed   Expended
Capital Bgt    Capital Cmt  Capital Exp
Work Unit     B C E F   Expense Bgt  Expense Cmt  Expense Exp   Forecast
WU-001-01    Y   Y           520,350     448,460     332,951       574,950
           358,680     412,256     296,746
           89,670       36,204       36,204
WU-002-01    Y   Y           236,317     198,437           793,749
           189,054     198,437
           47,263
WU-003-01           79,624       41,084       28,716       54,779
           63,699       41,084       28,716
           15,925
  
```

Online summary screens warn project managers when projects or work units are over budget, or are forecast to do so. "Y" in the OBC and OF columns show the Work Unit is over-budget for capital outlays, or over-forecast.

## Monitoring Your Project

Once you establish a project, and detail commitments and expenditures start accumulating, you can use DDA's Project Accounting's management tools to instantly review your project status from any angle, at any level of detail.

Project Accounting retains full detail on all master database records, including description, organization levels, responsibility codes and name. Everything is available for instant research and reporting. Should you need to record additional information at any level for reporting or online access, general purpose fields can be defined on the detail, work unit and project records.

## Online Tracking

Project Accounting's online screens summarize or display detail for commitments and expenditures. Any item may be tracked through the system, from the project level through the detail expenditures themselves. Whether you occasionally want to view the status of a project or a work unit, or closely follow progress every day, Project Accounting enables you to keep track online. You do not need to generate a set of reports.

## Instant Inquiry

For those times when you need information not readily available with the current inquiry screens, DDA offers an online query-and-report-generator. With this module, you can create, run and review online reports instantly. You do not have to wait for a programmer to write your report or for the next batch report run.

After you decide how the items should be sorted and where totals should be taken, you can get a "quick view" of your report at the bottom of the screen. If the report does not look exactly the way you want it, simply change the layout and preview it again.

## Reporting for All Occasions

Project Accounting offers a full range of standard reports for all levels of project reporting. These standard reports and controls cover most of your hard-copy reporting needs:

- Project Summary Report
- Project Status Report
- Project Expenditures Report
- Project Budget Summary Report
- Project Budget Report
- Project Expenditures Versus Budget Report
- Work Unit Summary Report
- Work Unit Status Report
- Work Unit Expenditures Report

- Work Unit Budget Report
- Work Unit Expenditures Versus Budget Report
- Commitment Activity Report
- Commitment Status Report
- Expenditure Activity Report
- Investment Credit Form 3468-Part II
- Expenditure Investment Tax Credit Report
- Expenditure Capital Interest Cost Report

You have complete control over all of these reports. You can create up to ninety-nine versions of each report with the following user selections:

- Which version(s) to create
- When each version should be run
- What sort sequence should be used
- When total lines should print
- Where page breaks should be taken
- What selection criteria should be used
- Whether to summarize or show detail
- How much description to print
- Which budget version should be displayed

The Project Summary Report provides a periodic management overview, showing all available project description data. This sample report is sequenced by schedule code. It shows which projects are on schedule and within budget and which are not. Projects forecasted to go over budget are listed first. A similar report is available for the work units that make up a project.

WOOD & TIMBER INC.		PROJECT SUMMARY REPORT				CURRENT DATE 03/01/2003		PAGE 1	
COMP C010		BY SCHEDULE CODE				CURRENT PERIOD 03/2003			
CPR20 VERSION 05		REPORT DATE 03/01/2003				SYSTEM DATE 06/23/2003			
SEQUENCE : PR-SCH-CD PROJECT									
N									
PROJECT	NAME	O O O O	EST-CMP	AUTHORIZED	COMMITTED	OVER/UNDER	EXPENDED	FORECAST	PCT
PROJECT	DESCRIPTION	A C E F	DATE	ATH CAPITAL	CAPITAL CMT	CAPITAL	CAPITAL EXP	COST	CMT
PROJ-0001	TULSA MNFG. FACILITY	Y Y Y	02/18/04	75,000	687,982	612,982	361,667		0 917
				50,000	651,777	601,777	325,462		0
				25,000	36,205	11,205	36,204		
2 STORY STUCCO FACILITY									
190,000 SQUARE FEET									
LOCATION: 23 N. WESTON ST.									
TULSA, OKLAHOMA									
PURPOSE: MNFG. KITCHEN CABINETS									
		----- TOTAL -----		----- TOTAL -----		----- TOTAL -----		----- TOTAL -----	
		AUTHORIZED		COMMITTED		OVER/UNDER		EXPENDED	
		ATH CAPITAL		CAPITAL CMT		CAPITAL		CAPITAL EXP	
		ATH EXPENSE		EXPENSE CMT		EXPENSE		EXPENSE EXP	
PR-SCH-CD	N		75,000	687,982	612,982	361,667			0
			50,000	651,777	601,777	325,463			
			25,000	36,205	11,205	36,205			

WOOD & TIMBER INC.		PROJECT SUMMARY REPORT				CURRENT DATE 03/01/2003		PAGE 2	
COMP C010		BY SCHEDULE CODE				CURRENT PERIOD 03/2003			
CPR20 VERSION 05		REPORT DATE 03/01/2003				SYSTEM DATE 06/23/2003			
SEQUENCE : PR-SCH-CD PROJECT									
Y									
PROJECT	NAME	O O O O	EST-CMP	AUTHORIZED	COMMITTED	OVER/UNDER	EXPENDED	FORECAST	PCT
	DESCRIPTION	A C E F	DATE	ATH CAPITAL	CAPITAL CMT	CAPITAL	CAPITAL EXP	COST	CMT
				ATH EXPENSE	EXPENSE CMT	EXPENSE	EXPENSE EXP		CMP
PROJ-0002	BLDG 827, CORP OFFICES		02/18/04	4,283,002	2,034,624	-2,248,378	1,176,589	2,543,280	48
				3,426,402	1,834,320	-1,592,082	976,284		80
				856,600	200,304	-656,296	200,304		
	CONSTRUCTION IN PROGRESS ON CORP OFFICES FOR WOOD AND TIMBER LOCATION: 229 SPRING ST. TULSA, OK 43507 OCCUPANCY: JULY OF 03								
PROJ-0003	BUILDING 827 UPGRADES		06/30/04	2,790,000	511,171	-2,278,829	421,477	516,334	18
				0	422,192	422,192	332,498		99
				0	88,979	88,979	88,979		
			----- TOTAL -----	----- TOTAL -----	----- TOTAL -----	----- TOTAL -----	----- TOTAL -----	----- TOTAL -----	
			AUTHORIZED	COMMITTED	OVER/UNDER	EXPENDED	FORECAST	COST	
			ATH CAPITAL	CAPITAL CMT	CAPITAL	CAPITAL EXP			
			ATH EXPENSE	EXPENSE CMT	EXPENSE	EXPENSE EXP			
PR-SCH-CD	Y		7,073,002	2,545,795	-4,527,207	1,598,066	3,059,614		
			3,426,402	2,256,512	-1,169,890	1,308,783			
			856,600	289,283	-567,317	289,283			
COMPANY	C010		7,148,002	3,233,777	-3,914,225	1,959,733	3,059,614		
			3,476,402	2,908,289	-568,113	1,634,245			
			881,600	325,488	-556,112	325,488			
*** END OF REPORT ***									

**A sample of one of the many standard Project Accounting reports designed to help you gain control over project management.**

The Work-Unit Status Report was customized to reflect only the work units for which John Smith is responsible. If other project leaders desire the same kind of report, simply include the appropriate person in the selection criteria.

When you need to send specific sections of reports to project managers, you can set up report sequencing to take page breaks automatically on the same field, so your project managers receive only the sections they need.

WOOD & TIMBER INC.		WORK UNIT STATUS REPORT					CURRENT DATE 03/01/2003		PAGE 1	
COMP C010		BY PROJECT/RESPONSIBILITY					CURRENT PERIOD 03/2003			
CPR31 VERSION 03		REPORT DATE 03/01/2003					SYSTEM DATE 06/23/2003			
SEQUENCE : PROJECT		WU-RES								
PROJ-0002		JOHN SMITH								
WORK UNIT	SC OB	BGT DATE	BUDGETED	CAPITAL BGT	EXPENSE BGT	OPEN COMMIT	ESTIMATED			
NAME	TY 45 OC	START CMP-DATE	COMMITTED	CAPITAL CMT	EXPENSE CMT	OPEN EXPEND	CUR INTEREST			
DESCRIPTION	BV ST IN OE	EST-CMP CLS DATE	EXPENDED	CAPITAL EXP	EXPENSE EXP	CLOSED CAP	YTD INTEREST			
	CE IT OS	RVS-CMP PCT CMP	OVR/UNDER BGT	OVR/UNDER CAP	OVR/UNDER EXP	CLOSED EXP	LTD INTEREST			
WU-003-02	BL Y	02/15/03 07/01/03	631,263	475,352	155,911	23,680	1,000,000			
EXTERIOR WALLS	1 C 4	04/15/03	109,214	77,522	31,692	0	0			
	C Y	03/25/03 09/03	85,534	53,842	31,692	31,692	0			
	Y	20	-522,049	-397,830	-124,219	31,692	2,104			
WU-004-02	BL Y	04/15/03 07/01/03	178,000	106,800	71,200	9,027	178,000			
PARTITIONS	1 A 4	05/30/03	19,341	9,617	9,724	4,966	0			
	C Y		10,314	590	9,724	5,348	0			
	Y	0	-158,659	-97,183	-61,476	5,348	0			
----- TOTAL -----			BUDGETED	CAPITAL BGT	EXPENSE BGT	OPEN COMMIT	ESTIMATED			
			COMMITTED	CAPITAL CMT	EXPENSE CMT	OPEN EXPEND	CUR INTEREST			
			EXPENDED	CAPITAL EXP	EXPENSE EXP	CLOSED CAP	YTD INTEREST			
			OVR/UNDER BGT	OVR/UNDER CAP	OVR/UNDER EXP	CLOSED EXP	LTD INTEREST			
WU-RES	JOHN SMITH		809,263	582,152	227,111	32,707	1,178,000			
			128,555	87,139	41,416	4,966	0			
			95,849	54,432	41,416	53,842	0			
			-680,708	-495,013	-185,695	37,040	2,104			
PROJECT	PROJ-0002		809,263	582,152	227,111	32,707	1,178,000			
			128,555	87,139	41,416	4,966	0			
			95,849	54,432	41,416	53,842	0			
			-680,708	-495,013	-185,695	37,040	2,104			
COMPANY	C010		809,263	582,152	227,111	32,707	1,178,000			
			128,555	87,139	41,416	4,966	0			
			95,849	54,432	41,416	53,842	0			
			-680,708	-495,013	-185,695	37,040	2,104			
*** END OF REPORT ***										

## Closing Out Projects

Closing out a project often can be as time-consuming and complex as controlling the project itself. You must make sure all costs are accounted for, determine what items need to be capitalized and set up fixed assets. DDA's Project Accounting's powerful close-out capabilities simplify the task for you.

### Interfacing to a Fixed Asset System

When a capital project is complete, resulting asset information must be entered into your Fixed Asset Accounting system. Normally, that means you have to manually re-enter all of your project data. Project Accounting's Fixed Asset Accounting system interface automates the process for you.

Many of the Project Accounting fields correspond to Fixed Asset Accounting fields, including descriptive information, organization levels and user fields. Hence, you can pass extensive information to the Fixed Asset Accounting system without re-entry.

More importantly, this versatile interface understands the kind of information you need for fixed asset reporting and acts accordingly to:

- Provide fixed asset information that will be required by any fixed asset system;
- Provide for more than a one-for-one, item-to-asset translation;
- Allow you to add unique fixed-asset data, and
- Perform translations by exact dollar amount or by percentage.

### Fixed Asset Validation

Project Accounting's Fixed Assets Accounting interface validates Asset Numbers and Codes with the DDA Fixed Assets system, ensuring a clean asset setup process.

### Fixed Asset Translation Options

You have the option of creating asset records using as much or as little of the project data you need. For example, you can compose an asset using the following information:

- Single expenditures, such as one word processor or one personal computer;
- Single work units, such as a word-processing system that consists of many individual expenditures;
- Single projects, which might include the evaluation, purchase, installation and implementation of a word-processing center;
- A percentage of any of the above criteria;  
For example: If you remodeled an office to handle four new word processors and wanted to

allocate the remodeling overhead to each item, you could add a percentage (in this case 25 percent) of an expenditure, a work unit or a project to the cost of the capital asset, and/or

- Any combination of the above  
For example: An asset could be made up of a word processing system, the delivery and installation expenses and 10 percent of the overhead required to remodel the accounting offices.

## **Ease of Use and Complete Control**

You are in complete control when you close out a project or a project phase. Best of all, it is simple and easy to use.

To further simplify the process, the system will perform any number of "trial translations." You can test different combinations of items, see how they look, and make adjustments — all in just a few steps. The asset setup records are not produced until you approve the translation.

## **Fixed Asset Information Entry**

Once you identify a capital asset, you can add fixed asset information using an online screen. For example, depreciation methods, prorate conventions, lives and dozens of other fields can be added as desired.

## **Keeping Track of Project History**

You can define the number of periods for which closed projects remain on the master file. At the time you choose, the system writes the appropriate closed entries from the active master file to a history file. This allows the system to operate as efficiently as possible on a daily basis.

Project Accounting also retains budget information in history files for as long as you need it. You always have access to project data for reference, or for creating new, similar projects or work units.

Having historical information at your fingertips also helps you determine how your previous budgeting might have been flawed. With Project Accounting, you can easily compare budgets to actual expenditures, and to other budgets.

## **System Interfaces**

DDA's Project Accounting system is specifically designed to work with your other financial systems to create a unified project management environment. This not only helps eliminate manual entry, but it also increases your project control.

## Accounts Payable & Purchasing

Whether you are using the DDA Accounts Payable & Purchasing system or another accounts payable system, combining Project Accounting with accounts payable gives you complete control over project management. Linking the two systems maximizes your awareness of project commitments and expenditures — before they are approved.

Project Accounting creates a file that contains one record for each project and work unit in the system. This control file contains critical information, including budgeted, authorized and expended amounts, so when a purchase order is submitted, it is matched to the control file. If the PO causes the work unit to exceed the budgeted amount, the purchasing system flags it. You can then choose whether to reject the PO or modify your project budget to accommodate the change.

## General Ledger

Project Accounting's general ledger interface enables you to retain control without manually creating journal entries. Entries can automatically be created to post expense and/or capital expenditures to their proper accounts.

By making simple table changes, you can tailor the system to your particular accounting environment.

The following types of activities generate journal entries:

- Expenditures added to the system;
- Adjustments to the expenditure amount;
- Expenditures that are closed to fixed assets or to expense;
- Deletions from the system;
- Reopened expenditures;
- Items with account number changes;
- Capitalized interest costs, and
- Investment Tax Credit (ITC) items.

The general ledger interface also includes reports controlled by your users, as well as a clear audit trail of all transactions.

## Additional Project Accounting Features

### Capitalization of Interest Costs

As part of the cost of asset preparation, Financial Accounting Standards Board Statement 34 sets guidelines for capitalizing interest on capital expenditures.

FASB-34 includes specific borrowings against the purchase or construction of a particular asset, as well as the general borrowings of a corporation that could apply to any part of an asset cost with no specific financing.

Project Accounting helps you to identify assets and time periods that apply to FASB-34, and performs the complex calculations that allow you to take advantage of interest capitalization.

### **Progress Payment Investment Tax Credit**

Project Accounting maintains your Investment Tax Credit (ITC) rate and applies it to eligible expenditures. The system validates progress payment criteria, determines how much ITC can be taken, then takes it according to your instructions.

Year-to-date and life-to-date ITC amounts on the detailed expenditure records are maintained and rolled up to the work unit, project and company level. As a result, you always know what project-related investment tax credits are available.

Project Accounting also produces a report at the end of the year that reports investment tax credits to the Internal Revenue Service.