Springbrook

# Project Management

Springbrook Software

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# Project Management Module

## Overview

The Project Management module is used to gather transactions from other modules and generate reports summarizing the information. Transactions generated in other modules are sent to the Project Management module by including a PM task and type code on the transactions. For example, if you include a PM module task and type code on an AP invoice line item, the invoice will create a transaction line item on the PM task.

### Flowchart

The diagram below displays the processes in the application that create PM module transactions.

### Organization and Hierarchy

The PM module is organized using a hierarchy. The diagram below represents a project to organize and market a parade. The parade is set up as a project (PM> Maintenance> Project), and then all of the tasks associated with organizing the parade (for example, creating fliers, creating a promotional website, obtaining permits and administration of the parade) are set up as task codes (PM> Maintenance> Task Code). The types of work that should

be performed on each task code (for example, in order to create the fliers someone must purchase the paper and then generate the fliers) should be set up as type codes (PR> Maintenance> Type Codes).

### Projects

Projects are the highest level of organization and represent a group of tasks. For example, if you are organizing a large project like an economic development project, you can create a task for each portion of the project, associate those tasks with a project code, and then generate reports that display all of the tasks associated with the project. Projects are an optional level of organization and do not have to be attached to task codes.

### Tasks

A task code represents a single job you would like to track, for example, installing a street light as part of a neighborhood rejuvenation project. A task code is attached to transactions in other modules to pull information into the Project Management module. For example, you can create a task code to install a streetlight. When an AP invoice line item is entered to record the purchase of the street light materials, you can attach the task code to the AP invoice line item. The AP invoice line item transaction will be pulled into the PM module and create a transaction on the task code.

### Types

A type code is the type of work performed on a task code and is attached to transactions in other modules just like a task code. For example, if there is a task code to install a streetlight and the task code is attached to an AP invoice line item used to purchase materials for the installation of the streetlight, you can attach a type code to the invoice line item to classify the transaction as a materials purchase. A type code must be attached to every transaction with a PM task code.

When budgets are created on task codes using the Task Maintenance window (PM> Maintenance> Task> Budget tab), the budget amounts are set up by type code. This allows you to create a separate budget amount for each type code, for example, the usage of labor, equipment, and services. If you create a task code to install a streetlight, you can create a separate budget to track the materials used. When a transaction from another module is posted to the task code, the type code on the transaction will determine which budgeted amount will be affected.

**LEMS Code**

LEMS codes are attached to PM module type codes and are used to group the information on Project Management module reports. L (Labor), E (Equipment), M (Materials) and S (Services) are the basic codes but many organizations add an R for revenue and a W for wages. LEMS codes are also attached to an ALFRE designation and this will affect the journal entries generated in the Time/Materials Entry process.

**Task Group**

A task group functions like a template when you create a new task. The information attached to the task group will populate on the task, for example, the start and end date, project code, and miscellaneous information.

### Objects

Object codes can be used in the Time/Materials Entry process (PM> Time/Materials Entry) to create line items on PM module tasks. When creating time/materials line items, if you attach an object code the line item will populate with the information on the object code. For example, you can create an object code for the usage of a specific piece of equipment. When a time/material entry is created to record the usage of that equipment, you can select the object code and the hourly rate, GL account and type code will populate on the time/materials entry.

### Miscellaneous Tables

The Miscellaneous 1, 2 and 3 maintenance windows are used to create and maintain miscellaneous designations. These user-defined tables allow you to add information to task codes that is not part of the standard PM module structure. For example, you can use one of the miscellaneous tables to create of list of project managers and then assign project managers to tasks using the Task Maintenance window (PM> Maintenance> Task).

### PM module Security

You can use the Task Security window (SS> Maintenance> Task Security) to set up security on PM module task codes. This allows you to limit not only limit which user groups and users can use specific task codes, but which modules they can use them in (for example, Payroll, AP, GL). When users create task codes using the Task Maintenance window (PM> Maintenance> Task), they will automatically be granted system wide access to that task code (AP, PR, GL).

# PM Module Distribution Report

The PM Module Distribution Report displays all of the PM module transactions generated in a batch. For example, when the PM Distribution Report is run from the AP module Invoices palette (AP> Invoices> PM Distribution), it will display all of the PM module information attached to the invoice line items in the batch. The information that displays on the report will be sorted by vendor number and the detail line items will be sorted by PM module type code and then invoice number.

- The **Description** column will display a description of the line item. For example, if the PM module transaction was generated by an AP module invoice the Description column will display the description of the invoice line item.
- The **Task Label** column (between the **Description** and **Type Code** columns) displays the task code attached to the transaction. If the transaction was generated by an invoice, this is the task code attached to the invoice line item.
    - The **Task Label** field label is user-defined and set up using the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels> PM Labels table> Task Label field).
    - Task codes are created and maintained using the Task Maintenance window (PM> Maintenance> Task).
- The **Type Code** column displays the type codes attached to the PM module transaction.
    - The detail line items will be sorted by type code, and then by invoice number.
    - Task codes are created and maintained using the Task Code Maintenance window (PM> Maintenance> Task Code).

# PM> Adjustments

## Creating Adjustments in PM

**Summary**

The PM Adjustments process is used to adjust the balance or create line items on a Project Management module task. Adjustments or transactions created in this process will not update other modules. For example, if you use this process to change the task that was charged by AP invoice line item, this process will make the adjustment to the PM module task codes but it will not change the PM task that displays on the AP invoice line item.

When creating adjustment entries in this process, you have the option of including a GL account number. If a GL account is selected on an adjustment, a journal entry will be created by the process and the specified GL account will be affected. If a GL account is not selected, the line item will create a journal entry but will not impact the general ledger.

**Step by Step**

1 Create an Adjustments batch.

- Open the **Adjustments** new batch window (PM> Adjustments> New).
    - If there are open batches in the Adjustments process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The batch month and batch year do not affect the transactions or journal entry date of the transactions in the batch.
    - The transaction date of an Adjustment is set up when the entry is created.
- Click the Generate icon  to populate the Batch Number field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
    - You can also manually create a batch by entering a Batch Number and clicking the Save icon  .
- Highlight the batch in the batch number drop-down menu on the Adjustments palette and press DELETE to delete a batch.

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**2** Set the journal entry date for the adjustments batch.

- Open the **Settings** window (PM> Adjustments> Settings).
- Enter a **Journal Entry Date**.
- The **Fiscal Period** and **Fiscal Year** fields will update with the Journal Entry Date information.
- Click the Save icon  to save the settings.

---

3 View the adjustments and adjustment line items in the batch.

- Open the **Adjustments Selection** window (PM> Adjustments> Adjustments Selection).
- The Adjustments Selection window will display all of the adjustments in the batch.
- Click the Delete icon  to remove an adjustment from the batch.
- Click the Modify icon  to open an adjustment or the Create icon  to add an adjustment to the batch. This will open the **Adjustments** window.
    - The Adjustments window will display any line items associated with the selected adjustment.
    - The **Fiscal Year** and **Fiscal Period** fields will populate to the date established on the Settings step. These fields cannot be edited.
    - The **Description** field is used to add an optional description to the adjustment line item.
    - Click the Create  icon to create a new line item. This will open the Line Item window.

4 Create a line item.

- Enter an **Account Alias** for the GL account that will be affected by the adjustment.
    - The Account field will populate with the GL account associated with the entered account alias.
- Click the **Account** field label to specify a GL account that will be affected by the adjustment line item.
    - If you choose not to specify an account, the adjustment line item will only affect the specified PM Task.
- Enter the adjustment line item amount in the **Increase** or **Decrease** fields.
    - This is the amount that the PM Task balance will increase or decrease. You can enter a specific amount in one of these fields or you can use the **Units** and **Rates** fields to automatically populate this amount. A line item adjustment cannot increase and decrease the Task balance.
- Enter a **Description** for the adjustment line item. The description can be up to 128 characters long.
- The **Reference** field is a user-defined field that can be used for information tracking.
- Specify a **Transaction Date** for the adjustment. This will default to today's date.
- Click the **Task** field label to select a PM Task for the adjustment. This is a required field.
    - PM Tasks are created and maintained on the Task Maintenance window (PM> Maintenance> Task).
    - The **Task Description** field will automatically populate one a Task is selected.
- Click the **Type** field label to select a PM Type for the adjustment. This is a required field.

        - PM Types are created and maintained on the Type Maintenance window (PM> Maintenance> Type).
        - The **LEMS** field will populate with the LEMS classification set up on the selected Type code.
- The **Object Type** drop-down menu is used to specify the source of the adjustment.
    - The **Object** field label will change to reflect the selected Object Type.
    - Select Vendor and click the field label to open the Vendor selection window.
        - Vendors are created and maintained on the Vendor Maintenance window (AP> Maintenance> Vendor).
    - Select Employee and click the field label to open the Employee selection window.
        - The **Rate** field will populate with the hourly pay rate set up on the Employee Maintenance window (PR> Maintenance> Employee> Financial tab> Hourly Rate field).
    - Select Equipment and click the field label to open the Equipment selection window.
        - The **Rate** field will populate with the rate set up on the Equipment Maintenance window (SS> Maintenance> Equipment> Rate field).
- Enter the number of **Units** for the adjustment. The value in the Units field is multiplied by the value in the Rates field to determine the amount of the adjustment line item.
    - For example, if an employee is selected in the Object Type field, and that employee earns an hourly rate of $10.00, the value in the Units field would correspond to the number of hours that employee spent working on the

adjustment task. Five hours at $10.00 per hour would create a $50.00 negative adjustment line item. $50.00 would populate in the **Decrease** field.

- In order to create positive adjustment line items, specify a negative Unit value. This will populate the **Increase** field and create an adjustment that increases the task balance.
- An adjustment line item cannot contain both Increase and Decrease amounts.

- Press ESC or click the Exit icon to save the line item to the adjustment.

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**5** Print a Proof List.

- Open the **Adjustments Proof List** window (PM> Adjustments> Proof List).
- There are no sort, filter, or detail options for this report so the Printer Selection window will open.
- The report will display the Task, Task Description, Type Code, Adjustment Description, Object Description, Hours, Rate, Adjustment amount and Report Total.
- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

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- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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**6** Print a PM Distribution List.

- Open the **PM Distribution** window (PM> Adjustments> PM Distribution).
- There are no sort, filter, or detail options for this report so the Printer Selection window will open.
- The report will display the Date, Task code, System, Object Description, Type Code, LEMS classification, ALFRE classification, Hours, Rate, Amount, Amount Description, and Object, Task and Report totals.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

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- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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**7** Print a GL Distribution List.

- Open the **GL Distribution List** window (PM> Adjustments> GL Distribution).
- There are no sort, filter, or detail options for this report so the Printer Selection window will open.
- The GL Distribution report will display the journal entry that will be recorded in the general ledger. The debits and credits will need to equal one another for the journal entry to be in balance.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

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- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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**8** Commit the batch.

- Select Commit from the Adjustments palette. A confirmation window will appear. Select OK to commit the batch.

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# PM> Budget Adjustments

## Budget Adjustments in PM

### Summary

The PM module Budget Adjustments process is used to establish and adjust project budgets. The budgets are attached to Tasks which are created within Projects. The budgets are broken down by LEMS classification within each Task.

If the **Transactions must have associated budgets** toggle is checked on the PM Setup window, individual task budgets must be set up before processing transactions for that task.

### Step by Step

**1** Open or create a Budget Adjustments batch.

- Select the Budget Adjustments palette in PM> Budget Adjustments. This will expand the Budget Adjustments palette and display the steps of the Budget Adjustments batch process.

- Modify an existing batch or create a new Budget Adjustments batch.
    - Select a batch number from the drop-down menu at the top of the Budget Adjustments palette to select an existing batch.
    - Select New from the Budget Adjustments batch number drop-down menu to create a new batch. This will open the **New Batch** window.
    - If there are open batches in the Budget Adjustments process, you can create a new batch without affecting the open batches.
    - Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are for reference only. The fiscal period of the transactions in the batch is determined by the Journal Entry Date entered during the Generate step.
    - Click the Generate icon  to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.
        - You can also manually create a new batch by entering a Batch Number and clicking the Save icon  .
- Highlight the batch in the batch number drop-down menu on the Budget Adjustments palette and press DELETE to delete a batch. Any uncommitted invoices in the batch will be deleted.

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**2** View and edit the Budget Adjustments in the batch.

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- Select **Edit Adjustments** from the Budget Adjustments palette. This will open the Edit Adjustments window.
- The Edit Adjustments window will display all of PM Projects that have been created in the application.
- Click and drag any of the column headings into the group area to sort the projects by that column heading.
- Click the Expand button next to the project you would like to adjust. This will expand the project and display the current project budget broken down by LEMS code.
    - Enter the budget adjustments in the appropriate **New Budget** fields.
    - Enter an optional **Adjustment Description** if desired.
- Click the Save icon  when complete.

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**3** Print the Proof List.

- Open the **Print Proof List** window (PM> Budget Adjustments> Proof List).
- The Proof List will display the Project, Task number, Adjustment Date, Description, LEMS classification, Old Amount, New Amount and Adjustment Amount. The report will also provide Task, Project and Report totals.
- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

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- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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**4** Commit the Budget Adjustments batch.

- Select Commit from the Budget Adjustments palette. This will open the Batch Commit notification window.
- Press ENTER to commit the Budget Adjustment amount.
- The date the Budget Adjustments batch is committed is the post date of the batch. The post date will be assigned to the budget adjustments in the batch as the transaction date and can be used in reporting.

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# PM> Maintenance> LEMS

## LEMS Maintenance

**Summary**

LEMS codes are attached to PM module type codes and are used to group the information on Project Management module reports. L (Labor), E (Equipment), M (Materials) and S (Services) are the basic codes but many organizations add an R for revenue and a W for wages.

LEMS codes are also attached to an ALFRE designation (Asset, Liability, Fund Balance, Revenue and Expense). The ALFRE designation attached to a LEMS code will affect the journal entry generated in the Time/Materials Entry process. For example, if a time entry is created to increase the task code total, the GL account on the time entry will be credited if the LEMS code has a revenue ALFRE designation. If the LEMS code has an expense ALFRE designation, the GL account on the time entry will be debited.

**Step by Step**

**1** View the LEMS codes.

- Highlight a LEMS code in the left section of the window and the fields in the Maintenance section will populate with the information attached to the selected LEMS code.
- Highlight a LEMS code and press DELETE or click the Delete icon  to delete the code.
- Click the Create icon  or press INSERT to create a new LEMS code. This will create a line item in the left section of the window.

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**2** Create or modify a LEMS code.

- Enter the new LEMS code in the **LEMS Code** field. This field only allows one alphanumeric character.
- Enter a description of the LEMS Code in the **Description** field.
    - The code description can be up to 30 alphanumeric characters long.
- Use the **ALFRE** drop-down menu to select an associated GL account type for the LEMS code.
    - When time/materials entries are created in the Time/Materials process (PM> Time/Materials Entry), the ALFRE designation attached to the LEMS code will affect the journal entry created by the process. For example, if a time entry is created to increase the task code total, the GL account on the time entry will be credited if the LEMS code has a revenue ALFRE designation. If the LEMS code has an expense ALFRE designation, the GL account on the time entry

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will be debited.

- Press ENTER or click the Save icon  when complete.

# PM> Maintenance> Misc 1, Misc 2, Misc 3

## Miscellaneous Tables

### Summary

The Miscellaneous 1, 2 and 3 maintenance windows are used to create and maintain miscellaneous designations. These user-defined tables allow you to add information to task codes that is not part of the standard PM module structure. For example, you can use one of the miscellaneous tables to create of list of project managers and then assign project managers to tasks using the Task Maintenance window (PM> Maintenance> Task).

### Step by Step

**1** View the Miscellaneous items.

- Open a **Miscellaneous Maintenance** window (PM> Maintenance> Misc 1, 2, 3).
- Highlight a record in the left section of the window and the fields in the Maintenance section will populate with the information attached to the selected record.
- Highlight a record and press DELETE or click the Delete icon  to delete the selected record.

- Press INSERT or click the Create icon  to create a new record. This will create a new line item in the left section of the window.

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**2** Create or modify a miscellaneous item.

- Enter a code for the miscellaneous record.  The code can be up to eight alpha-numeric characters.
  - For example, if the miscellaneous records are grants, you may want to enter a grant designation number in this field.
  - Each miscellaneous record in the table must have a unique code.
- Enter the description of the miscellaneous record in the **Description** field. The description of the miscellaneous record can be up to 30 alphanumeric characters long.
- Press ENTER or click the Save icon  to save the miscellaneous record.

---

# PM> Maintenance> Object

## Object Maintenance

### Summary

The Object Maintenance window is used to create and maintain object codes. Object codes can be used in the Time/Materials Entry process (PM> Time/Materials Entry) to create line items on PM module tasks. When creating time/materials line items, if you attach an object code the line item will populate with the information on the object code. For example, you can create an object code for the usage of a specific piece of equipment. When a time/material entry is created to record the usage of that equipment, you can select the object code and the hourly rate, GL account and type code will populate on the time/materials entry.

### Step by Step

**1** View the object codes.

- Highlight an object code in the left section of the window and the fields in the Maintenance section will populate with the information attached to the selected object code.

- Right click on the grid and select Export grid contents to Excel if you would like to create a spreadsheet of the objects that display in the grid.
- Highlight an object code and press DELETE or click the Delete icon  to delete the selected object code.
- Press INSERT or click the Create icon  to create a new object. This will add a line item to the left section of the window and enable the Maintenance section to enter the object code information.

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**2** Create or modify an object code.

- The only field that is required to create an object is the **Object Code** field. The other fields are optional.
- Enter a unique code for the object in the Object Code field.  The object code can be up to 10 alphanumeric characters long.
    - You cannot modify the value in this field once the object has been saved.
- Enter a description of the object in the **Description** field.
    - The Description field can be up to 30 characters long.
- The **Type** field is used to attach a PM module type code to the object code. When a time/materials entry is created using the object code, the type code entered in this field will populate on the time/materials entry. Click the Type field label to select a PM module type code from a list.

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    - When you create a time/materials entry in the Project Management module, the transaction must be attached to a type code because the type code defines the type of work completed. The type code is attached to an LEMS code using the Type Maintenance window (PM> Maintenance> Type).
- The **LEMS** field will display the LEMS code attached to the type code selected in the **Type** field.
    - The LEMS code attached to the type code displays in this window because the LEMS code determines whether the GL account in the **Account** field will be debited or credited by the time/materials entry. LEMS codes are attached to ALFRE designations and the ALFRE designation will determine the journal entry created by the time/materials entry. For example, if the object code is used to create a time entry that increases the task code total, the GL account will be credited if the LEMS code has a revenue ALFRE designation. If the LEMS code has an expense ALFRE designation, the GL account on the object will be debited.
- Enter an **Hourly Rate** for usage of the object.  For example, if the usage of a specific piece of equipment is $45 an hour, enter 45 in this field. When a time/materials entry is created, you will enter a length of time. The length of time will be multiplied by the hourly rate in this field.
- The **Account** field is used to add a GL account to the object code. When a time/materials entry is created, the GL account entered in this field will populate on the time/materials entry. Click the Account field label to select a GL account from a list.
    - When the time/materials entry is created, you will have the option of either increasing or decreasing the task code amount. The ALFRE designation of the LEMS code will determine if the GL account on the time/materials entry is either debited or credited.

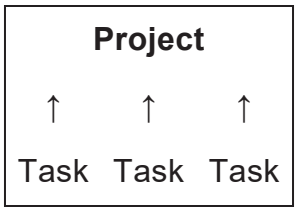
- Press ENTER or click the Save icon  when complete to save the object.

# PM> Maintenance> Project

## Project Maintenance

**Summary**

A Project is the highest level of organization in the Project Management module because a project can be associated with multiple tasks. For example, if you are organizing a parade, you could set up the parade as a project and then create a task for each job that needs to be completed. The time card entries and transactions will be posted to the tasks, but the tasks will be grouped together by project. When you want to view the progress of a project and the tasks associated with it, generate a Task by Project Report (PM> Reports> Task by Project).




Projects are an optional grouping in the Project Management module. You are not required to attach a project to a task code.

**Step by Step**

**1** View the projects.

- Open the **Project Selection** window (PM> Maintenance> Project).
- The Project Selection window will display all of the projects that have been created in the Project Management module.
- Use the **Active Status** drop-down menu to filter the displayed projects by status.
- Highlight a project and press DELETE to delete the selected project. You cannot delete a project that is attached to a task.
    - Projects are attached to tasks using the Task Maintenance window (PM> Maintenance> Task> General tab> **Project** field).
- Highlight a project and press ENTER to open the selected project.
- Press INSERT to create a new project. This will open the Project Maintenance window.

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**2** Create or modify a project.

- Enter a Project Code for the new project. The project code can be up to six alpha-numeric characters.
    - You cannot change the project code once the project has been created and saved.
- Enter a description for the project in the **Description** field. The project description can be up to 32 characters long.

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- The **Active** toggle will be automatically checked on new projects. This toggle allows users to filter out those projects that are no longer active.
- Click the Attachment icon  if you would like to view the documents attached to the project or would like to attach a document to the project. This will open the Attachments Selection window.
- Click the Save icon  or press ENTER when complete. The Project will be added to the Project Maintenance window.
- After the project has been saved, you can attach the project to a task code using the Task Maintenance window (PM> Maintenance> Task> General tab> **Project** field).

# PM> Maintenance> Query by Example

## Query by Example Maintenance

**Summary**

The QBE Builder reporting tool is used to create customized reports in the Project Management module. Reports are created in the QBE Builder by selecting columns, creating arguments to remove records (such as Transaction Date < 01/01/2021), selecting how the report will group and sort, and then defining the totals that will display on the report. After the report has been created, it can be printed out or exported into an MS Excel, MS Access or CSV format. Reports that have been created using the QBE Builder tool can be saved and generated at any point.

This document will cover how to create a specific example report that provides an explanation of primary tables, secondary tables, arguments and totals. When creating your own QBE reports, it is helpful to know the general structure of the database and how the information entered into the fields on a window will be stored in the database fields and tables.

The Table/Field help feature (Help> Table/Field) is designed to be used in conjunction with database security (SS> Security> DB Security), but it can be helpful when building QBE Reports to help you determine where the information entered into a field on a window is stored. This tool will not always be helpful because it will display the exact name of the table and field where the information is stored, but QBE Builder uses simplified and more intuitive field and table names.

The report we will create in this example is a simple LEMS Code filtered Task by Date report. Every module with a QBE reporting tool offers a different example report, so if the report you want to create is different or more complicated than the report created in this example, refer to the QBE examples in other modules for more help. The QBE Report feature works the same in all of the modules, but the information that is available to report on is different from module to module.

### Step by Step

**1** View the QBE Reports.

- Open the **QBE Maintenance** window (PM> Maintenance> Query by Example).
- The QBE Maintenance window will display all of the reports that have been created in the PM module. Select a report in the left section of the window and the customized report information will populate in the right section of the window just like many of the other maintenance windows in the application.
- Highlight a report and press DELETE to delete the highlighted report.
- Click the Create icon  or press INSERT to create a new QBE report.
- Highlight a report and click the Print icon  to print an existing QBE report. The QBE report will be generated as soon as the resources are available on the server. You can view the progress of the print job using the Jobs Viewer window (Jobs Viewer icon  on the main application window).

- Highlight a report and click the Export icon  drop-down and select Export Report to export the highlighted report data.
- Highlight a report and click the Export icon  drop-down and select Export Definition to export the report definitions of the highlighted report. This exported report definition file can then be imported using the Import icon  . This allows organizations to share QBE reports.

---

**2** Select the tables that contain the information you would like to include on the report.

- The first step in creating a customized report is selecting the information you would like to display on the report. Information in a database is organized into tables and fields. Fields are used to store specific information, such as customer names. Fields are then grouped into tables. For example, a grouping could consist of a customer table that contains all of the general customer information, such as address and phone number. When information is entered into a window in the application, that information is stored in a specific field within a specific table. When creating a QBE report, select the tables that contain the information you would like to include on the report and then select the fields.
- Select a table from the **Table Name** drop-down menu in the Primary Table section. The Available Fields section will populate with the fields grouped into that table. If the table you select does not contain all of the fields you want to report on you will have to select a secondary table.

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- Some tables in the database are linked together because they share a common field called a key. The key connects the data in the two tables together and defines how the data in one table is related to the data in another table. If the table you selected in the Table Name drop-down menu in the Primary Table section is linked to other tables, you can select a secondary table in the Secondary Table section. As you select a secondary table from the **Table Name** drop-down menu, new fields will be added at the bottom of the Available Fields section. If you need information from two different tables, but those tables are not linked together, you will not be able to create the report.
- From the **Table Name** drop-down menu in the Primary Table section, select **Task**.

---

**3** Select the fields you would like to include in the report.

- After you have selected the tables you can pull the fields from those tables onto the report. Check the toggles of the fields you would like to include on the report in the **Available Fields** section. Only fields with a check will display on the report.
- In the **Available Fields** section, check PM Task ID, Description, Project, Begin Date and End Date.

---

**4** Create a filter argument for the report.

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- The fields below the **Table Name** drop-down menu are used to create an argument that will filter the information that will display on the report. These arguments are limited to 2048 characters.
    - Select **Begin Date** from the first drop-down menu directly below the Table Name field. Selecting a value for this field activates the two fields to the right.
    - The next field contains the operators that will give the argument meaning. Select **>=** from this drop-down menu.
    - Enter January 1st of the current year in the third argument field.
    - Click the Add button to save the argument to the Primary Table field.
    - Click the Test Query icon  to confirm that the query is valid.
- The AND and OR buttons will be enabled after you add the argument to the report. The AND and OR buttons are used to link the conditions of an argument together so you can build more complicated filtering.
    - Click the AND button to add another condition to the argument.
    - Select **End Date** from the first drop-down menu directly below the Table Name field. Selecting a value for this field activates the two fields to the right.
    - The next field contains the operators that will give the argument meaning. Select**<=** from this drop-down menu.
    - Enter today's date in the third argument field.
    - Click the Add button to save the linked argument to the Primary Table field.

        - We now have an argument that will return only PM Tasks that began on or after January 1st and ended on or before today.
- Enter the arguments in the Secondary Table section.
    - When you enter an argument in the Primary Table and the Secondary Table section the arguments will be joined with an AND statement, meaning records must meet the conditions in both section before they will display on the report.
        - Select **LEMS Code** from the first drop-down menu directly below the Table Name field. Selecting a value for this field activates the two fields to the right.
        - The next field contains the operators that will give the argument meaning. Select **Equals** from this drop-down menu.
        - Type **M** in the third argument field.
        - Click the **Add** button to save the argument to the Secondary Table field.
    - The AND and OR buttons will be enabled after you add the argument to the report. The AND and OR buttons are used to link the conditions of an argument together so you can build more complicated filtering.
        - Our example does not use an additional condition for the Secondary Table.
        - The brackets are used to define the order in which the AND and OR statements will be applied. Arguments within brackets will be calculated before arguments outside of brackets. For example, you can create an OR statement inside an AND statement using the following format: (statement 1 OR statement 2) AND (statement 3 OR statement 4). The OR statements inside the brackets will be processed first, and then the AND statement will be applied.

- Because the Secondary Table is now active, you will need to select the Available Fields associated with the Secondary Table that you would like to include in the report. Secondary Table fields appear below the Primary Table fields.
    - Select **LEMS Code** from the Available Fields field.

---

**5** Set the number of records that will display on the report.

- The **Limit** field in the Primary Table section is used to define the maximum number of records that will display on the report. If you set this value to a very large number (99,999,999,999) you run the risk of creating a report that will take a long time for your server to process.
- Enter **25** in the **Limit** field to limit our Task by Date report to limit the results.

---

**6** Modify the report layout.

- After the fields have been selected and the arguments have been entered on the report you are ready to set up the report layout. The report layout allows you to define how the report will be grouped and totaled, and also allows you to select which fields will total.
- Click the Modify Report Layout icon  to open the **QBE Layout** window.

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- Move the columns that display in the QBE Report Layout section to change the order in which the information will display on the report.
- Move column headings to the section above the column headings to change how the information is grouped on the report.
- The **Column Totals** section is used to select which columns should be totaled on the report. Check the toggle of the totals you would like to include on the report.
    - Only columns that would provide a meaningful total will be available in the Column Totals section.
    - Our example does not provide meaningful Column Totals.
- Click the Save icon when complete to save the report layout. The QBE report will print in the saved format when the report is generated.

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**7** Save the report.

- Enter a name for the report in the **Report Name** field.
- Click the Save icon when complete.

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**8** Print or export the report.

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- Press ENTER or click the Print icon  to generate the report.
    - You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
- Click the drop-down arrow next to the Export icon  to select the export format. A window will open allowing you to select the path where the exported file will be created.
- If your report appears to be missing information but your filters seem to be correct, make sure the **Limit** field in the Primary Table section contains a large enough number to contain all of the records you want to include in the report.

# PM> Maintenance> Task Group

## Task Group Maintenance

**Summary**

The Task Group Maintenance window is used to create and maintain task groups. Task groups are used as templates when creating new tasks in the Task Maintenance window (PM> Maintenance> Task). When a task is created, the information attached to the task group will populate on the new task.

When a task is created, it is assigned a task code. The task code number is composed of two parts: task group and sub-task, and the format of those parts is defined in the Setup window (PM> Utilities> Setup> **Task 1 Format** and **Task 2 Format** fields). The task group entered in the task code number functions like a template because the information attached to the task group (PM> Maintenance> Task Group) will populate on the task code. The sub-task represents a unique occurrence of the task group. For example, task code 500-0001 represents task group 500 and sub-task 00001.

When creating a new task in the Task Maintenance window (PM> Maintenance> Task), if you enter a new task group, the new task group will be created in the Task Group Maintenance window (PM> Maintenance> Task Group).

**Step by Step**

1 View the task groups.

- Highlight a task group in the left section of the window and the Maintenance section will populate with the information attached to the selected task group.
- Highlight a task group and press DELETE to delete the selected task group.
- Click the Create icon  to create a new Task Group. This will open the Task Group Maintenance Detail window.

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2 Create or modify a task group.

- The value in the **Description**, **Begin Date**, **End Date**, **Project**, **Misc 1**, **Misc 2** and **Misc 3** fields will populate on tasks created using the task group entered in the **Task Group Code** field.
- Enter a code in the field labeled **Task Group Code**.
  - The format/character length of the Task Group Code field is defined in the Setup window (PM> Utilities> Setup> **Task 1 Format** field).
  - When a task is created using the code entered in this field, the information attached to the task group will populate on the task.
- Enter a description of task group in the **Description** field.
  - When tasks are created using this task group the description will populate on the task, but you will be able to modify the value. For example, if you enter

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"General Engineering" in the Description field, "General Engineering" will populate on the task but you will be able to customize the description to read "General Engineering – Main St. Sewer."

- Enter a date in the **Begin Date** and **End Date** field if all tasks of this task group begin and end on a specific date.
- The **Project** field is used to attach a project to the task group. Click the Project field label to select a project from a list.
    - Projects are the highest level of the PM module hierarchy (Projects> Task> Task Group and Sub-Task), and generally represent an entity that is associated with many different tasks. The Task by Project Report will display tasks grouped and totaled by the project.
    - Projects are created and maintained using the Project Maintenance window (PM> Maintenance> Project).
- The **Misc 1**, **Misc 2** and **Misc 3** fields are used to add miscellaneous information to the task group. Click the field labels to select the miscellaneous information from a list.
    - The miscellaneous fields are used to create user defined sub-categories on task codes. These miscellaneous fields can be used to sort and filter reports in the Project Management module.
    - Miscellaneous information is maintained in the Miscellaneous Maintenance windows (PM> Maintenance> Misc 1, Misc 2, Misc 3).
- Press ENTER or click the Save icon  when complete to save the task group.

# PM> Maintenance> Task Maintenance

## Task Maintenance

**Summary**

The Task Maintenance window is used to create and maintain Project Management module tasks. A task code represents a single job you would like to track and is attached to transactions in other modules (for example, AP invoice line items or Payroll module timecard line items) in order to pull information into the Project Management module.

Budgets can be attached to a task using the Budget Adjustments process. If the **Transactions must have associated budgets** toggle is checked on the Setup window (PM> Utilities> Setup), you must add budget amounts to the task before transactions from other modules can be processed against it. Use the Print Budgets Report (PM> Reports> Print Budgets) to display the budget information after budget amounts have been attached to task codes.

You can set up security on PM module tasks so that only certain users can attach specific tasks to invoices, timesheets, timecards or manual checks. When you create a task code in the Task Maintenance window, you will automatically be given system wide access to that task code.

**Step by Step**

1 View the tasks.

- The **Task Maintenance** window (PM> Maintenance> Task) will display all tasks that have been created in the database.
- Enter information into the Search Criteria section to filter the task codes that display in the window.
    - If you access a particular task often, you might find it useful to create a desktop shortcut to that task. Hold the CTRL key and use the mouse to drag the task from the selection grid to your desktop to create the shortcut.
- Right click in the window and select Export grid contents to Excel if you would like to generate an MS Excel spreadsheet of the task codes that display in the window.
- Highlight a task and press DELETE or click the Delete icon to delete the selected task.
    - Task codes that have history line items cannot be deleted. For example, if the task code has been attached to an AP invoice line item, you cannot delete the task code.
- Highlight a task and press ENTER or click the Modify icon to open the selected task.
- Press INSERT or click the Create icon to create a new task.

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2 Create or modify a task.

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- Enter the new **Task** number, starting with the task group and add a unique sub-task number.
    - If you enter a task group that has already been created, the information attached to the task group will populate on the task. For example, the **Begin Date** and **End Date** fields on the task will populate based on the begin and end date on the task group.
    - If you enter a task group that has not been created, a new task group will be created in the Task Group Maintenance window (PM> Maintenance> Task Group).
- Enter a description of the task in the **Description** field.
    - The Description field will populate with the description of the task group. No value will populate in the Description field if you are creating a new task group or a description has not been added to the task group.
- The **Project** field is used to attach a project to the task. This is an optional field.
    - Projects are the highest level or organization in the Project Management module and can be attached to multiple task codes. If you have a large job that is related to multiple task codes, set the job up as a project, attach the project to all of the related task codes and generate the Task by Project report to view all of the tasks associated with a project.
- The **Miscellaneous** fields are used to track miscellaneous information that is outside the structure of the Project Management module. For example, you can use one of the miscellaneous fields to track the project manager associated with a task.
    - Miscellaneous records are created and maintained using the miscellaneous maintenance windows (PM> Maintenance> Miscellaneous 1, 2, 3).

- The **GL account** field is used to attach a specific GL account to the task. Click the GL account field label to select a GL account from a list.
    - When creating a transaction in another module that is attached to this PM type code, the GL account entered in this field will populate on the transaction. For example, if you are creating an AP invoice line item and attach the task code, the GL account attached to the task code will populate on the AP invoice line item.
        - If there is a GL account attached to the PM type code on the AP invoice line item, the GL account on the type code will override the GL account on the task code.
    - GL accounts are created and maintained using the Chart of Accounts Maintenance window in the GL module.
- Enter a **Begin Date** and **End Date** of the task.
    - These fields will populate if they were set up on the Task Group Maintenance window (PM> Maintenance> Task Group).
    - These dates are informational only and can be used when reporting on task codes in the Query by Example report.
- The **Close Date** field is used specify when the task will be closed.
    - When a transaction that is associated with a task code is generated, the system will confirm that the specified task code is still open. If the transaction date falls after the close date, an error message will display and the transaction will be prevented from proceeding.
- Check the **Locked** toggle to keep users from being able to post transactions to the task.

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    - For example, if a task is complete and users should no longer be allowed to post transactions to it, check the Locked toggle. Users will still be able to select the task using the Task Selection window (opened from Task Code field labels), but they will receive an error message when they try to save the new record.
    - You can also limit users from using this task to create transactions by setting up user level or user group security on the task.
- The **Active** toggle will be automatically checked on new tasks. This toggle allows users to filter out those tasks that are no longer active.
- Click the Attachments icon  to attach a document to the task.

---

**3** View the transaction history of a task.

- The History tab of the Task Maintenance window is used to display the transactions associated with the task code.
- The History tab only displays committed PM module transactions. For example, if a PM module task is attached to an AP invoice line item, that invoice will not create a history line item until the AP Invoices batch is committed.
    - If there is a PM module task attached to a PO module purchase order, the purchase order will not create a transaction on the History tab when it is committed (PO> Purchase Orders). A PO will not create a PM module transaction until it is attached to an invoice (AP> Invoices) and then committed (AP> Invoices> Commit).

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- If an AP module invoice is voided either using the AP Void Invoices or AP Void Checks process, a negative adjustment will appear on the History tab. If an AP module Computer Check is voided but the invoices on that check are placed in an open AP Invoices batch, the PM module transactions on those invoices will be reposted to the task when the invoices are committed again (AP> Invoices).

- Enter a date in the **Date From** and **Date To** fields to filter the transactions that display on the tab.
- Right click on the information in the grid and select Export grid contents to Excel if you would like to generate an MS Excel spreadsheet of the information in the grid.

---

**4** View the balance of a task code.

- The Balance tab displays the transactions grouped by type code, the budgeted amount, budget remaining and the variance.
- Enter a value in the **Date From** or **Date To** fields to filter the transactions included in the calculations on the tab.
- Right click on the information in the grid and select Export grid contents to Excel if you would like to generate an MS Excel spreadsheet of the information in the grid.

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**5** View or modify the budget of a task code.

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- The Budget tab is used to track budget amounts on the task code. You are not required to attach a budget to a task code. However, if the **Transactions must have associated budgets** toggle is checked on the Setup window (PM> Utilities> Setup), you will be unable to post transactions to the task code using another module.
    - Budget amounts are added to the task code though the Budget Adjustments process (PM> Budget Adjustments).
    - Budget amounts are created by type code. This allows you to create a separate budget amount for each type of work performed on the task. For example, you can create a separate budget for labor and for equipment usage.
- When a PM module task code is attached to a transaction (for example, an AP module invoice line item) you will also be required to attach a PM module type code. The type code attached to the transaction will determine the budgeted amount affected by the activity.
- Click the Save icon  when complete.

---

# PM> Maintenance> Type

## Type Maintenance

**Summary**

When a PM module task code is attached to a transaction in another module (for example, an AP invoice line item or a CR module cash receipt), you are required to attach a PM module type code to the transaction. The type code is used to categorize the type of work performed on a PM module task. Some examples of type codes include: materials, labor, equipment and services.

When budgets are created on tasks using the Task Maintenance window (PM> Maintenance> Task> Budget tab), the budget amounts are set up by type code. For example, you can create a separate budget amount on a task code for the usage of labor, equipment and services. When a transaction from another module is posted to the task code, the type code on the transaction will determine which budgeted amount will be affected.

You can attach a GL account to a type code in order to create a default GL account that should be used on transactions that are attached to the type code. For example, if you are creating an Accounts Payable Invoice and you attach the type code to an invoice line item, the GL account on the PM module type will populate on the invoice line item. If there is a GL account attached to the task code, the GL account on the type code will override it.

### Step by Step

**1** View the types.

- Highlight a type code in the left section and the fields in the Maintenance section will populate with the information attached to the selected type code.
- Highlight a type code and press DELETE or click the Delete icon  to delete a type code.
- Press INSERT or click the Create icon  to create a new type code. This will create a new line item in the left section of the window.

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**2** Create or modify a type.

- Enter the new **Type Code**. The code can be up to eight alphanumeric characters in length.
  - Once the type code has been saved, you cannot modify the value in this field.
- Enter a **Description** of the type code. The type code description can be up to 30 alphanumeric characters long.
- Use the **LEMS** drop-down menu to select an LEMS code.
  - LEMS codes are set up using the LEMS Maintenance window (PM> Maintenance> LEMS).

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- The **GL Account** field is used to attach a GL account to a type code. Click the GL Account field label to select a GL account from a list. This is an optional field.
    - If you attach a GL account to the type code, any transactions from other modules coded to this type code will use this GL account as the default account. If a GL account is attached to a PM task code, the GL account on the type code will override it.
- The **Active** toggle will be automatically checked on new type codes. This toggle allows users to filter out those type codes that are no longer active.
- Click the Save icon  or press ENTER to save the type code.

# PM> Reports> Budget

## Budget Report

### Summary

The Budget Report is used to print budgets filtered by Date, Project and Task.

### Step by Step

1 Open the **Budget** window (PM> Reports> Budget).

2 Configure the report.

- If you would like to print all project budget, simply specify a date range and print the report.
- Enter a **PM Project** or click the field label to select one from a list. This will filter the information included in the report by PM Projects.
    - Projects are created and maintained on the Project Maintenance window (PM> Maintenance> Project).
- Enter a **PM Task** or click the field label to select one from a list. This will filter the information included in the report by PM Tasks.

    - Tasks are created and maintained on the Task Maintenance window (PM> Maintenance> Task).
- The **YTD Date From** and **YTD Date To** fields are used to specify a date range for the report.
- Check the **Include uncommitted journal entries** toggle to include uncommitted journal entries in the printed report.
- Check the **Print balance sheet budgets** toggle to include Asset Budget, Liability Budget and Fund Budget details in the printed report.
- The report will display the Type Code, Description, Revenue Budget, Expense Budget, YTD Amount, Variance and Percent Available.

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**3** Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

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- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

# PM> Reports> Expense vs. Budget by Task

## Expense vs. Budget by Task Report

**Summary**

The Expense vs. Budget by Task Report allows you to review the financial progress of Project Management projects at the project and task level. The report provides detailed information on project/task expenses to date and what percentage of the total project/task budget those expenses represent.

**Step by Step**

**1** Open the **Expense vs. Budget by Task** window (PM> Reports> Expense vs. Budget by Task).

**2** Configure the report.

- Enter a **Project Label** or click the field label to select an existing project from a list.
    - Projects are created and maintained on the Project Maintenance window (PM> Maintenance> Project).
- Enter a **Task Label** or click the field label to select a task from a list.
    - If you do not select a Task Label, the report will display all of the tasks associated with the selected Project.
    - Tasks are created and maintained on the Task Maintenance window (PM> Maintenance> Task).
- Enter a date range in the **Date From** and **Date To** fields. If no date range is specified, the report will display the entire project/task history.
- Check the **Include uncommitted journal entries** toggle to include both committed and uncommitted journal entries in the report.
- Check the **Show LEMS detail** toggle to include and sort the report by LEMS designation.
- The report will display the Project Label, Task Label, LEMS designation (if the toggle is checked), Budget amount, Activity within the date range, Previous Activity, Budget Variance, Encumbered amount, Uncommitted PO's, Available amount and the Percentage Available. A Task total, Project total and Report total will also be provided.

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**3** Print the report.

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- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

# PM> Reports> Project Expenditure

## Project Expenditure Report

### Summary

The Project Expenditure report displays Purchase Order encumbrances. This report can also be exported to Excel.

### Step by Step

1 Open the Project Expenditure report (PM> Reports> Project Expenditure).

2 Configure the report.

- Enter a **Project Code** or click the field label to select one from a list.
  - The project code field label is user defined and may not match the example used here. The field label is determined on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
  - Project codes are attached to a project when the project is created (PM> Maintenance> Project).

- Enter a **Task Code** or click the Browse icon to select one from a list.
    - The task code field label is user defined and may not match the example used here. The field label is determined on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
    - Task codes are created and maintained on the Task Code Maintenance window (PM> Maintenance> Task).
- Select a **Date** for the report. This field will default to today's date.
- Check the **Include closed purchase orders** toggle to include both open and closed purchase orders in the report.
- The report will display the Project number, PM Task code, PM Type code and Description, Reference number, Budget amount, Vendor Name, PO number, PO Original Amount, PO Expended Amount, Encumbered amount and Available Budget. The report will also be totaled by Project.

---

**3** Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

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- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

# PM> Reports> Task by Employee

## Task by Employee Report

### Summary

This report will print a list of tasks by employee providing the amounts and hours per employee for each task.

### Step by Step

1 Open the **Task by Employee** window (PM> Reports> Task by Employee).

2 Configure the report.

- Enter a **Task** code to report on or click the field label to select one from a list.
  - Each task code represents a single PM module job. Tasks are created and maintained on the Task Maintenance window (PM> Maintenance> Task).
- Enter an **Employee Number** to report on or click the field label to select one from a list.

- Enter a **Department** to report on or click the field label to select one from a list.
    - The employee selected in the Employee Number field must be a member of the Department selected. You will receive an error message if this is not the case.
- Select a **Date Type** from the drop-down menu.
    - If you select Date, enter a date range in the **Date From** and **Date To** fields.
    - If you select Fiscal, enter a period range in the **Fiscal Period From** and **Fiscal Period To** fields. You will also need to specify a **Fiscal Year**.
- Check the **Include uncommitted history** toggle to include this information in the report.
- The report will display the Employee Number, Employer Name, Task Group, Sub-Task, Hours, Dollars, Task Group Totals and Report Totals.

---

**3** Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

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- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

# PM> Reports> Task By Project

## Task By Project Report

### Summary

This report will print a list of tasks by project giving the Hours, Expense and Revenue amounts for each task.

### Step by Step

1 Open the **Task by Project** window (PM> Reports> Task by Project).

2 Configure the report.

- Select a range of projects in the **Project From** and **Project To** fields to filter the report by project.
  - Click the **Projects** field label to select the projects from a list.
  - You can view which project a task is attached to in the **Task Maintenance** window (PM> Maintenance> Task> Open a task> Project field).
- The **Task** field is used filter the report by a specific task.

- The **Misc 1**, **2** and **3** fields are user defined and inactive until configured. Set up these field values on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
- Enter a **Date** range, **Period** range and **Fiscal Year**.
    - By default fiscal information will populate in the Period Range and Fiscal Year fields. Clear out the values in those fields if you do not want to filter the report by fiscal period and year.
- Use the **LEMS** fields to select the LEMS codes you would like to include on the report.
    - If you print the report in summary format, the selected LEMS codes will add columns on the report to display the selected LEMS code.
    - If you print the report in detail format, only the detail line items of the selected LEMS codes will display on the report. The summary at the end of each task and project will also only include LEMS codes that have been included in the report.
    - Check the **Show all detail lines** toggle to display all LEMS codes on the report. This option disables the individual LEMS filters.
- Select the desired **Report Type**.
    - The Summary report will display the Label, Code and Description for each task. The report will also provide a Total Amount.
    - The Detail report will display everything included in the Summary report as well as Date, Amount, ALFRE designation, LEMS code, System, Hours, Description, Reference Number and Line Item Description.

- Configure how the report will be organized by selecting a **Sort By** value from the drop-down menu. The options in this menu are determined by the user defined miscellaneous labels.
- Check the **Subtotal by Task Group** toggle to include subtotals in the report.
- Check the **Page break by Project Label** toggle to begin a new page for each project label. While Project Label is the default, this toggle will change to reflect the sort method selected in the Sort By drop-down menu.
- Check the **Print total Remaining LEMS** toggle to add a column to the Summary report labeled Other that will display the total of all other LEMS codes that have not been included on the report. If you are printing the report in Detail format the total summary at the end of each task and project on the report will display a totals row labeled Other which will display a total of all LEMS codes not included on the report.
- Check the **Include budgeted items with no history** toggle to include budgeted tasks with no activity on the History tab (PM> Maintenance> Task> Open a task> History tab).

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**3** Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

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- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

# PM> Reports> Query Manager

## Query Manager Report

### Summary

The Query Manager window is used to generate a Query Manager report using a template previously created in the Reporting Tools palette (PM> Reporting Tools> Query Manager).

### Step by Step

1 Open the **Query Manager** report window (PM> Reports> Query Manger).

2 Configure the report.

- The **Report Name** drop-down menu is used to select the report template you would like to generate. Only Query Manager report templates that have been created using the Reporting Tools palette will display in the drop-down menu (PM> Reporting Tools> Query Manager).
- The **Date From** and **Date To** fields are used to filter the transactions that display on the report by transaction date.

    - If the Transaction Date detail column was added to the selected report, you can include the transaction date on the generated report by checking the **Print Detail** toggle below.
- The **Fiscal Period From**, **Fiscal Period To** and **Fiscal Year** fields are used to filter the transactions that display on the report by fiscal period and fiscal year.
- Use any combination of the **Project**, **Task**, **Type** and **Miscellaneous** fields to filter the transactions included in the report by those details.
    - The Project, Task and Miscellaneous field labels are user-defined and specified on the Miscellaneous Field Label Maintenance window (SS> Utilities> Miscellaneous Field Labels).
- The **Object Type** drop-down menu is used to filter the transactions included in the report by Employee, Object or Vendor.
    - The Object Type selected will determine which label is displayed for the field below. Click the field label to select the employee, object or vendor that will be used to filter the report.
- Check the **Print Detail** toggle to include the detailed information columns specified on the Detail tab of the template selected in the Report Name field above.
    - If you would prefer to create a summary report, do not check this toggle.
- Check the **Include detail lines with zero total amounts and zero hours** toggle to include those zero amount/hours line items in the report.
    - By default, this toggle will not be checked in order to improve the readability of the report.
    - This toggle will only be enabled if the Print Detail toggle is checked above.

- Check the **Include uncommitted journal entries** toggle to include uncommitted journal entries in the report.
- The included information and layout of the generated report is determined on the Query Manager Maintenance window (PM> Reporting Tools> Query Manager).

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**3** Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.
  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

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# PM> Reporting Tools> Query Manager Maintenance

## Query Manager Maintenance

### Summary

The Query Manager Maintenance window is used to create custom Query Manager report templates. This powerful reporting tool allows you to configure report details such as sorting options and displayed columns. The configured reports are only templates, and each time the template is used the user can edit the data filtering details to meet their reporting needs.

The Query Manager feature has two steps; create a report template using the Reporting Tools palette (PM> Reporting Tools> Query Manager), and then generate the report using the Reports palette (PM> Reports> Query Manager).

### Step by Step

1 Open the **Query Manager Selection** window (PM> Reporting Tools> Query Manager).

- The Query Manager Selection window will display any Query Manager reports created in the PM module. Each of these reports can be used to create a Query Manager report in the Reports palette (PM> Reports> Query Manager).
- Highlight a report and click the Delete icon  or press DELETE to delete the selected report.
- Highlight a report and click the Modify icon  or press ENTER to edit the selected report.
- Click the Create icon  or press INSERT to create a new Query Manager report. This will open the Query Manager Maintenance window.

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**2** Complete the General tab.

- The General tab is used to specify the report identification details.
- Enter a **Report Name** for the new Query Manager report.
  - When the report is generated (PM> Reports> Query Manager), the report name will display on the Jobs Viewer window as the description of the job.
  - This field can be up to 40 alphanumeric characters long.
- Enter a **Report Header** for the new report.
  - The report header will display at the top of the printed version of the report when it is generated. The report header is generally the title of the report.
  - This field can be up to 50 alphanumeric characters long.

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3 Complete the Sorts tab.

- The **Sorts** tab is used to specify how the information on the report will be grouped and sorted. This is a required step because if you do not include sort criteria on the report, the report will not display any information.
- The **Available Sorts** section displays the fields that can be used to sort and group the report. Double-click a sort field in the Available Sorts section on the left and it will populate the Selected Sorts section on the right. Double-click on a sort field in the Selected Sorts section to return the sort field to the Available section and remove it from the report. Up to seven sort fields can be added to a report.
    - The order that the sorts are added to the Selected Sorts section determines the order in which the sorts will be applied. Use the Up and Down icons to arrange the selected sorts in the desired order.
- The following examples assume your project management format utilizes two of the three levels: project and task code.
- If you would like to generate a report that displays a single line item for each task code, move only the Task Code field from the Available Sorts section to the Selected Sorts section. While you can change how the report will display using the Sort Properties section, by default, the report will look like the following:

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| Task Code 1 | XXX | XXX | XXX |
| Task Code 2 | XXX | XXX | XXX |

- If you would like to generate a report that displays a single line item for each task code and then totals those task codes by project, first add the Project field and then add the Task Code field to the Selected Sorts section. By default, the report will look like the following:

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| Task Code 1 | XXX | XXX | XXX |
| Task Code 2 | XXX | XXX | XXX |
| **Project 1** | **XXX** | **XXX** | **XXX** |
| Task Code 1 | XXX | XXX | XXX |
| Task Code 2 | XXX | XXX | XXX |
| **Project 2** | **XXX** | **XXX** | **XXX** |

- The Sort Properties section is used to specify how each sort will display on the report. Highlight a sort in the Selected Sorts section and then change the toggle values in the Sort Properties to customize how the sort will display.
    - Check the **Print Header** toggle if you would like the sort to display above the grouping.
    - Check the **Print Footer** toggle if you would like the sort to display below the header and include a sort total. By default this toggle will be checked.
    - Check the **Double Space** toggle if you would like to add a blank line after each sort.

- Check the **Page Break** toggle if you would like to add a page break after each sort. For example, if you are sorting the report by project, you can check this toggle so that each new project will display at the top of a new page.

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**4** Complete the Columns tab.

- The **Columns** tab is used to select the columns that will display on the report.
- Double-click a column in the Available Columns section on the left and it will populate the Selected Columns section on the right. Double-click on a column in the Selected Columns section to return the column to the Available section and remove it from the report.
    - Each LEMS code and project code created in the PM module will display at the bottom of the Available section. This will add a column to the report, but the column will only display information if that LEMS or project code is attached to a transaction.
- The order that the columns are displayed in the Selected Columns section is the order they will display on the final report. The field at the top will display as the left-most column on the report. Use the Up  and Down  icons to arrange the selected columns in the desired order.

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**5** Complete the Detail tab.

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- The **Detail** tab is used to select the PM details that will display on the exported report. The columns added to the report on this tab will only display if you check the **Print Detail** toggle when the report is being generated from the PM Report palette. This allows you to create a summary and detail version of the report.
- Double-click a column in the Available Detail Columns section on the left and it will populate the Selected Detail Columns section on the right. Double-click on a column in the Selected Detail Columns section to return the column to the Available section and remove it from the report.
    - As with the Columns tab, each LEMS code and project code created in the PM module will display at the bottom of the Available Detail Columns section. This will add a column to the report, but the column will only display information if that LEMS or project code is attached to a transaction.
- The order that the columns are displayed in the Selected Detail Columns section is the order they will display on the final report. The field at the top will display as the leftmost column on the report. Use the Up  and Down  icons to arrange the selected detail columns in the desired order.
- Click the Save icon  to save the Query Manager template. Once the template has been saved, you can use it to generate a report from the Reports palette (PM> Reports> Query Manager).

# PM> Utilities> Setup

## Set up the PM Module

### Summary

The Setup window is used to define how the Project Management module will function.

### Step by Step

1 Open the **Setup** window in the Project Management module (PM> Utilities> Setup).

2 Complete the Settings section.

- The **Task 1 Format** and **Task 2 Format** fields are used to define the format of the task code (PM> Maintenance> Task). Enter an “X” for each digit.
  - Once the Task Format fields are set, they cannot be changed.
- Check the **Transactions must have associated budgets** toggle if transactions should only be posted to PM tasks that have budgeted amounts. For example, an error message will open in the AP module if you try to add a PM task code that does not have a budgeted amount to an AP invoice line item.

    - Budgets are attached to tasks using the Budget Adjustments process (PM> Budget Adjustments).
    - This toggle does not affect the Time/Materials Entry process in the Project Management module, so when this toggle is checked you can create time/materials entries on tasks that do not have budgeted amounts.
    - This toggle does not add validation to the task code maintenance window (PM> Maintenance> Task). When this toggle is checked you will be able to create task codes that do not have budgeted amounts, but you will not be able to post transactions to those task code using another module.
- Check the **Transactions must have GL account numbers** toggle if every PM module transaction should be attached to a general ledger account.
- Check the **Enable report break on LEMS level** toggle to break down the PM Task by Project and PM Distribution reports by LEMS detail.
- Click the Save icon  when the setup is complete.

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**3** Track any changes made to the PM Setup window.

- Click the Audit Trail icon  to open the Audit Trail window.
- Use the **Search Criteria** section to sort the displayed audit trail.
- The **Audit Trail History** section will provide details about any changes made to the setup window including the date of the change, type of change made, user that made the change, and data table that was edited.

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