How to Track Transactions to Projects

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Did you know you have an optional detail in CenterPoint that could be a valuable management tool? Projects allow you to maintain revenue and expenses for specific jobs or projects. For example, a landscaping firm may have jobs that start in the fall and finish in the spring. By using projects, you can track the profit for each landscape job, even though they span more than one fiscal year. Assigning a project to your transactions provides an easy way to track the cost of the project. CenterPoint Payroll records can also assign projects to your labor costs. CenterPoint Payroll projects provide a way to classify earnings, employer contributions, and employer taxes for reporting. Each detail line for an earning can be assigned to a project. Employer contribution and tax expenses are distributed proportionately according to earnings assignments.

Assigning a project to your transactions provides an easy way to track the cost of the project.

[Step A: One Time Setup (Add Project field to Transaction Entry screens)](#)

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

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

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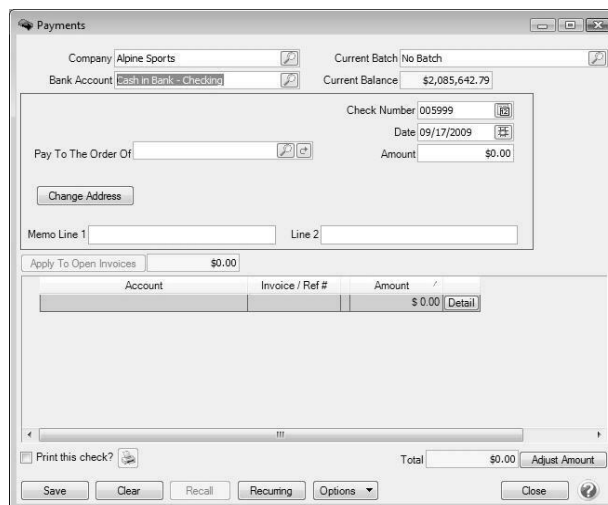
2. Right click anywhere in the grid area (where you see Account, Invoice/Ref #, Amount, etc)and click **Add/Remove Columns**.

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

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

Step B: Create a New Project

1. On the **Setup** menu, click **Projects**.
2. Click **New**.
3. In the **Abbreviation** box, enter up to 24 characters that you can easily identify the project.
4. In the **Name** box, enter up to 50 characters of required information that describes the project.
5. In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information for the project, for example, suite number or post office box number. This information is needed for adequate certified payroll reporting.
6. The third address line has a format option preceding it. There are four options for the format of the third line of the address:

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

   Choose the correct format.

7. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses (File > Preferences > General > Address Settings), in the **Zip/Postal Code** box enter the zip code or postal code.. If your preferences are not set to use the lookup, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information.

   > Note: To set a City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address, right-click and select Clear Default.

8. Select a **Responsibility**, options are: Contractor, Sub Contractor, and Other. This information is needed for adequate certified payroll reporting.
9. Enter a **Project Number**. This information is needed for adequate certified payroll reporting.
10. Select the **Project Complete** check box if this project is completed. This information is needed for adequate certified payroll reporting.
11. To add notes to this project, click **Additional Notes**, enter the notes, and then click **OK**.

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> Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".

12. Leave the **Active** check box selected until the project is no longer active.
13. Click **Save**.

> Note: To return to the List tab without saving the project, click Cancel. To close the Project Maintenance screen without saving the project click in the upper-right corner.
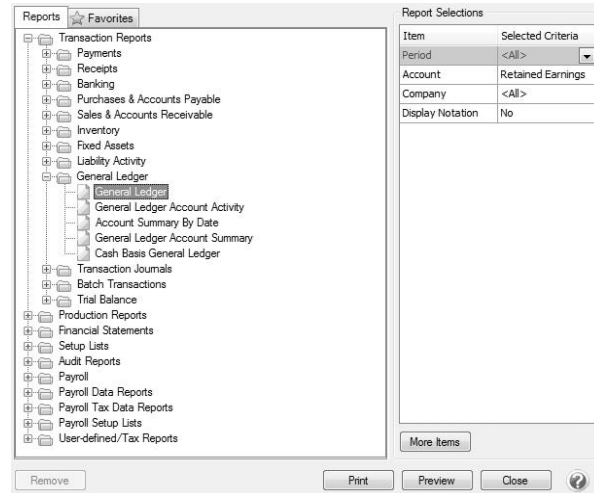
14. Repeat steps 2-6 for each project needed.

Step C: Assign a Project During Transaction Entry

1. Each time a transaction is entered that should be tracked to a project, specify the project on the appropriate detail line(s).

> Note: See Step 1 for instructions on how to add the Project field to the grid.

Step D: Filtering Reports by Project

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

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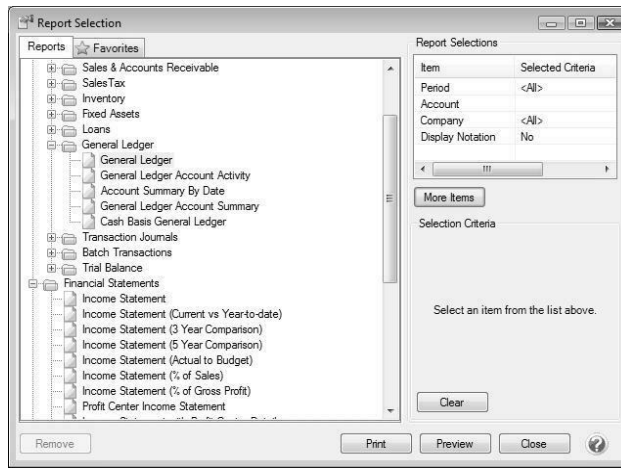
2. On the right side of the screen in the **Report Selection** area, click on the **More Items** button to display additional **Report Selection Items**.

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